



TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Administration	Policy No:	ADM-GEN-23.1001
Policy Title:	Boardroom Bookings	Issue Date:	11-14-2023

1. PURPOSE

- 1.1. To ensure security and cleanliness of premises, bookings of Town Office Board Rooms, and proper usage of meeting rooms.

2. POLICY STATEMENT

- 2.1. The Town of Slave Lake will make available meeting rooms within the Town Office, to Boards and Committees of Council, and Town Staff.

3. DEFINITIONS

- 3.1. Town Council Chambers

Located in the Town Office building. Accessed from the Lobby of the Government Centre, or through The Marten Mountain Board room.

- 3.2. Marten Mountain Board Room:

The Board Room that is located between the Council Chambers and the Administration Offices. Access is given by the front reception desk doors.

- 3.3. Sawridge Board Room:

The board room that is located in the lobby of Town Government building. Accessed from the Lobby of the Government Centre.

- 3.4. Dog Island Board Room:

The Board Room is located directly next to the Marten Mountain board room. Accessed is given by the front reception desk doors.

4. RESPONSIBILITIES

4.1. Procedure and Responsibility

<u>Group</u>	<u>Responsible</u>
Town Staff	Person organizing meeting
Town Council / Committee	CAO and Executive Assistant
Town Boards & Committees	Town Staff member on the board/committee, or in their absence the Town Councillor on the board/committee.
Community Groups	Staff person organizing meeting.

Staff members who book a boardroom are responsible for cleaning and the security of the room, including the locking of the room doors and exterior doors.

All boardroom bookings must have a Town Employee or Councillor in attendance who will be responsible for all clean up and security of the boardroom.

Boardroom bookings are for the purpose of conducting Town of Slave Lake business, unless authorized by the Chief Administrative Officer.

5. USAGE AND CAPACITY

5.1. Town Council Chambers.

- 5.1.1. The Council Chambers is used in the evenings of the first, second, and third Tuesday of each month for Town of Slave Lake Council meetings.
- 5.1.2. Can be used for Public Open Houses, focus groups and other council related events.
- 5.1.3. May be used as overflow when other meeting rooms are booked.

5.2. Marten Mountain Board Room

- 5.2.1. Meeting room that has seating for up to 6 individuals.

5.3. Sawridge Board Room

5.3.4. Meeting Room has seating for up to 15 individuals.

5.4. Dog Island Board Room

5.4.1. Meeting room that has seating for up to 7 individuals.

6. PROCEDURES

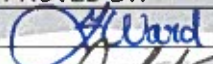
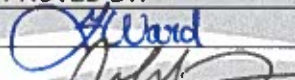
6.1. Staff

6.1.1. Staff wishing to book board rooms, can use the calendar portion of Microsoft Outlook.

6.1.2. Bookings may be bumped in favor of higher priority with CAO approval or by mutual agreement.

6.1.3. The Executive Assistant is responsible for coordinating meeting room bookings if a conflict arises.

7. APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
Mayor		11/16/2023
Chief Administrative Officer		2023/11/20