



REPORT

Title Council Chamber Decorum Signage

Meeting Date

Submitted By Ryan Westerson , Legislative Services Manager

Summary

To provide City Council a preview of the draft proposed signage to be installed outside of Council Chamber, following the referral to Administration from the [October 26, 2023 Governance SPC](#) meeting. In addition, the report identifies some proposed changes to the signage and appearance of the Council Chamber doors and glass surrounds.

Recommendation(s)

BE IT RESOLVED THAT City Council direct Administration to proceed with the installation of:

1. Two signs outside of City Council chamber outlining the expectations for decorum within Council Chamber;
2. Signage on the entrances to the Council Boardroom indicating *'Meeting is in Session – Please Refrain from entering this area'*;
3. A City of Lethbridge crest logo on the doors to Chamber and the removal of all stickers and signage currently on the doors to Chamber and re-frosting the Chamber doors; and
4. The re-installation of the words *'Council Chamber'* on the glass walls on either side of the doors to Chamber

Financial

Estimates have been received and are budgeted within existing departmental budget for the Council Chamber Technology Upgrade.

Costs for all work will be approximately \$3,500.

Background and Prior Decisions

At the [October 26, 2023 Governance SPC](#) meeting, a closed session occurred to review the placement of stanchions in the Council Chamber. The placement of these stanchions was related to several instances of unruly behaviour and the use of signage in Council Chamber over the last several years. Additionally, there has been several concerns raised by Council and Administration

regarding the security of the Council Chamber and the actions of the public therein – namely at controversial and large meetings.

A referral was made to Administration to design and implement signage outside Council Chamber to reinforce the expectations for behaviour and decorum in Council Chamber. During the discussions at this meeting, it was noted that in the absence of a physical barrier, it is important to remind all attendees to Council Chamber of the expectations for their behaviour and the expected decorum. It was also noted that there has been an increasing number of public members approaching the Council table, and in some cases stepping behind it to speak to Council members during a recess.

The production of these signs was meant to reinforce the long-standing rules and expectations regarding behaviour and decorum, such as:

- The [Municipal Government Act](#), affording the Chair the ability to expel someone from a meeting for improper conduct.
- [City Council's Procedure Bylaw](#) has outlined expected behaviours for many years.
- Under OH&S legislation the employer has a duty to ensure the safety and wellbeing of its Staff.

Production of these signs would be consistent with Recreation and Culture rental agreements, where all renting bodies are provided a list of expectations and rules for usage and behaviors in the respective rented facility.

It was also identified that during Council and Committee meetings, that the Council Boardroom area needs to be made unavailable so that confidentiality is maintained during these sessions. To mitigate usage of this area during Council and Committee meetings, signage is proposed for the doors to this area to remind everyone that the area is reserved for meetings, which are often Confidential in nature. (This adds some deterrence but is not all the way to a full lockdown of that area).

Lastly, during discussions on the creation of the signs for outside Council Chamber, it was noted that the current verbiage on the doors is not as visible as it could be and should be a part of the signs on the wooden columns. Administration is therefore, recommending removal of these.

In the absence of any words on Council Chamber doors, Administration is proposing the addition of the City Council crest to the doors, in a shadow effect. This would mirror the crest above the Mayor in the Chamber and would add some additional coverage to the doors to Council Chamber to ensure continued confidentiality should a closed session occur in the Council Chamber.

Engagement

Multiple members of Administration were engaged in the development of the signs for outside Council Chamber, including:

- City Clerk's Office
- Corporate Communications

- Council and Community Relations
- Regulatory Services
- Recreation and Culture
- City Manager

Wording was developed in a manner that ensures an open invitation to Council Chamber but reinforces the already in places rules and expectations.

Recommendation and Option(s) Analysis

The following are two options available to City Council pertaining to this matter:

Option 1 (Administration's Recommendation):

That City Council direct:

1. The installation of two signs prominently outside of Council Chamber on the wood columns to remind all attendees to Council Chamber of the expectations for behaviour, decorum in the Council Chamber. *(see attached mockup)*
 - *These will be installed permanently with 4 raised points to secure into the columns. This will ensure the signs are not knocked off accidentally, as well as provide longevity to the purpose and use of these signs.*
2. The installation of additional signage on the entrances to the Council Boardroom indicating 'Meeting is in Session – Please refrain from entering this area'. These will be made to be removeable and have a multiuse function (Council, Committee, ELT, Police Commission, ARB, SDAB, etc). *(see attached mockup)*
 - *These will be installed to the doors with double-sided 3M tape. This is purposefully done as these are high traffic doors with awkward swing radiuses. Additionally, each door is costly to replace should it be no longer required.*
3. The installation of a City of Lethbridge crest logo on the doors to Chamber and the removal of all stickers and signage currently on the doors to Chamber and re-frosting the Chamber doors *(see attached mockup)*.
4. The re-installation of the words 'Council Chamber' on the glass walls on either side of the doors to Chamber. *(see attached mockup)*

Work will be completed by a contractor. The City Clerk's Office will coordinate with Facility Service's to oversee the work of installing the signage to the Wood Columns.

Option 1 would accomplish the direction and discussions of City Council Members at the October 26, 2023 Governance SPC Meeting.

Option 2:

- Direct Administration to pursue no further action on this matter.

Attachment(s)

1. City Council Chamber Decorum Sign Mockup
2. Meeting in Session Sign Mockup
3. Chamber Door Mockup
4. City Council Chamber Glass Walls Mockup

Link(s)

1. [2023-10-22 – Governance Standing Policy Committee Minutes](#)
2. [Municipal Government Act,](#)
3. [City Council's Procedure Bylaw](#)

[These must be referenced in the body of the report]

Approvals

Department Director: DirectorName

City Manager: CityManager