

<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	2021-NOV-01
<b>Policy Number:</b>	COU-213	<b>Amendment Date/s:</b>	
<b>Title:</b>	Council Seating Arrangements	<b>Repeal Date:</b>	
<b>Department:</b>	Legislative Services	<b>Approval Date:</b>	2021-NOV-01

**PURPOSE:**

To establish a process for determining the seating arrangements for Council members at Council meetings.

**DEFINITIONS:**

N/A

**SCOPE:**

This policy applies to all members of Council.

**POLICY:**

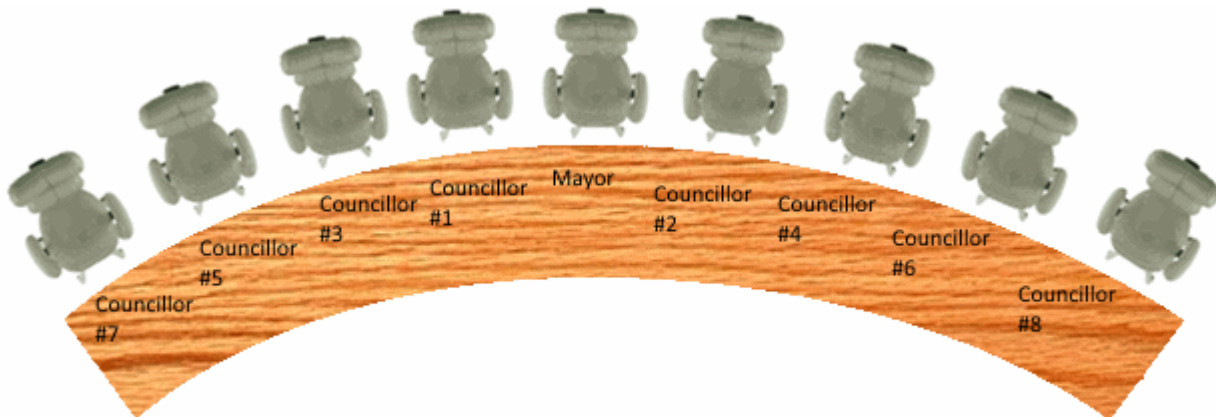
1. Elected officials seating arrangements for Council meetings will be determined as follows:

The Councillor with the longest continuous seniority will sit in the first seat immediately to the right of the Mayor; and,

The next senior Councillor will be positioned to the left of the Mayor and thereafter back-and-forth in order of service.

2. Where there are two or more Councillors with the same length of service, the order is determined by alphabetic order.
3. Any request by a Council member wishing to exchange seats with another Council member, may do so provided it is for a valid reason. The request must be submitted in writing to the Mayor and approval will be at the Mayor’s discretion based on the merits of the request.

**PROCESS:**



**RELATED DOCUMENTS:**

N/A

**REPEAL/AMENDS:**

N/A