

 DISTRICT OF RAINY RIVER SERVICES BOARD	DRRSB Implementation Support: Policy G-4.0	
	Title: Guidance for Public Attendance at DRRSB Board Meetings	
	Effective Date: May 21, 2026	Version: v1

Meetings of the District of Rainy River Services Board (DRRSB) are open to the public unless the Board or a Committee of the Board moves into an in-camera (closed) session.

Regular meetings of the Board are generally held on the morning of the third Thursday of the month. Meetings are generally held in a hybrid format.

Public notice for regular Board and Committee meetings is posted at least three calendar days before the meeting, where practicable, and includes the date, time, location, the draft agenda where available, and virtual access information where applicable.

Public attendance is for observing Board business. Unless an individual or group is an approved delegation or presenter, they are not permitted to participate in the meeting.

1. Attending Meetings and Accessing Meeting Materials

To attend meetings or to access meeting materials:

- All individuals intending to attend a Board meeting are required to indicate their interest no later than 12:00 p.m. (noon) on the day before the meeting.
- Public attendance is generally recommended to be virtual.
- To request access details for a meeting, where applicable, email connect@rrdssab.on.ca by 12:00 p.m. (noon) on the day before the meeting.
- Individuals attending a Board meeting will be asked to provide their name and organization they represent, if applicable, for meeting administration.
- Draft agendas may be provided on request. Supporting materials may be provided on request unless the material is confidential, not yet available, subject to legal or privacy restrictions, or otherwise unsuitable for public release.
- Late requests may be accommodated where capacity and meeting logistics allow.

At times, the Board or a Committee may move into an in-camera (closed) session for a matter permitted by law. Public attendees will be notified when this occurs and may be placed in a virtual waiting room or asked to leave the meeting. When the meeting returns to open session, public attendees may rejoin.

2. Recording, Livestreaming, Photos, Screenshots, and Transcription

Attendees including media, shall not, unless authorized by the Chair or permitted by Board policy, record, livestream, photograph, take screenshots, use an AI meeting assistant, use automated transcription, or otherwise capture any portion of a meeting.

Written notes may be taken. Board official minutes remain the official legal record of Board decisions.

The DRRSB may record or livestream an open meeting in accordance with Board policy.

- If an open meeting is recorded or livestreamed at the direction of the Board, the public will be informed by notice, agenda, opening remarks, or another reasonable method.

3. Requesting to Attend as a Presenter

If an individual or group would like to address the Board about a matter within the Board's jurisdiction, they may request to appear as a presenter or delegation. The process to do so is:

- Requests must be submitted in writing by 12:00 p.m. (noon) on the Monday of the week before the meeting. For example, if the meeting is on Thursday, December 19th, the request must be submitted by Monday, December 9th.
- Requests should be submitted to: connect@rrdssab.on.ca
- Requests must include:
 - Name(s) and contact information
 - Organization represented, if applicable
 - Summary of the topic to be addressed
 - Specific request being made of the Board, if applicable
 - Any supporting documents requested to be included in the agenda package
 - Whether wishing to attend in person or virtually, where options are available

Delegation or presenter requests are reviewed by the Board Chair and CAO to determine whether the matter:

- Is within the jurisdiction or mandate of the DRRSB
- Can be accommodated within the meeting agenda
- Is appropriate for consideration in an open public meeting
- Is not more appropriately addressed through an administrative process

A request may be approved, declined, deferred to a future meeting, or redirected in accordance with the Board's by-law, policies, and mandate. Delegations or presenters may only present on the same topic once every six months unless new information is provided.

4. Attending as a Delegation or Presenter

Guidelines for delegations or presentations:

- Delegations or presenters have up to 10 minutes to present unless the Chair has pre-approved additional time.
- Introduce yourself and the organization you represent, if applicable.
- Stay focused on the approved topic.
- Maintain a respectful tone.
- Following the presentation, through the Chair, Board members may ask questions for clarification.

Delegations or presenters do not participate in Board discussion unless otherwise permitted by the Chair.

The Board Chair is accountable for taking reasonable steps to ensure orderly conduct of meetings. As such, the Chair may take steps within a meeting to mute disconnect a presenter or delegation members or ask a presenter or delegation to leave a meeting.

5. Virtual Attendance

To help meetings run smoothly and professionally, attendees are asked to follow these expectations:

- Identify yourself: Please use your full name when joining the meeting. If you are attending on behalf of an organization or media outlet, please transparently identify that connection.
- Observe quietly: Please keep your microphone muted unless you are an approved delegation or presenter and have been invited to speak. Do not use the chat or comment feature unless you are authorized to do so as part of the meeting.
- Avoid disruptions: Background noise, interruptions, screen sharing, disruptive conduct, or disrespectful language are not permitted.
- Do not share the meeting link: Meeting links provided for virtual access should not be forwarded without permission.
- Follow the recording rules: Do not record, livestream, photograph, take screenshots, use AI meeting tools, or use transcription tools unless authorized as set out above.

To guide public attendance at meetings, this document summarizes Board governance rules. In the event of discrepancy, DRRSB By-Law No. 1 (2026) and Board-approved policy prevail.

Questions about attending a Board meeting or requests to appear as a presenter or delegation may be directed to connect@rrdssab.on.ca or 807-274-5349.