



NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

NCC RULES AND ETIQUETTE GUIDE
for public meetings and events





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1. PRINCIPLES

These ground rules are intended to promote open public meetings that welcome debate of the issues being considered by the NCC, in an atmosphere of fairness, courtesy and respect for differing points of view.

The guiding principles are as follows:

- The safety and security of participants and NCC staff must be ensured.
- The NCC has the right to meet and conduct business without any external interference.
- Members of the public are invited to observe or participate in public NCC activities, provided that they adhere to the rules and etiquette described in this guide.

2. APPLICATION

This guide applies to the public portion of the NCC's board of directors meetings, the NCC's annual public meeting, NCC public consultations and the NCC's Urbanism Lab activities, as well as any other meeting with the NCC that includes public participation.

Nothing in these rules limits the authority of the chair of the NCC's board of directors, or NCC Public Affairs or Corporate Security staff to control admission and maintain order, or the ability of NCC Corporate Security to provide safety and security services.

3. CONDITION OF ENTRY INTO NCC SPACE

The following items are prohibited on NCC premises, or at the event site, except when approved by the NCC board chair, NCC Public Affairs and Corporate Security staff:

- any equipment that might hinder the proceedings and events, or be perceived as a dangerous object;
- any other item that NCC Public Affairs and Corporate Security reasonably believe is intended to be used to disturb or interrupt, or that presents a risk to the safety or security of any person.

4. PUBLIC MEETING DECORUM

Persons attending the public portion of the public meetings will refrain from behaviour that could disrupt the meeting. This includes the following:

- making loud noises, clapping, shouting, booing, hissing, interrupting board members, staff or other members of the public, or engaging in any other activity that hinders, disrupts or impedes the orderly conduct of the meeting;
- creating, provoking or participating in any type of disturbance involving unwelcome physical contact or verbal abuse.

The following types of behaviour are prohibited, except if approved by the chair of the NCC's board of directors, NCC Public Affairs and Corporate Security staff.

- Any action that may disturb or disrupt the meeting or activity, including the following:
 - display or distribution of signs and advertising material;
 - obstruction of access to, and within, NCC space.



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5. ADDRESSING NCC PERSONNEL AND BOARD MEMBERS

The public is not permitted to address board members during regular board meetings. However, for NCC annual public meetings, the board sets aside a portion of each agenda to hear from the public through a question and comment period.

Participants may address the board at the annual public meeting when the board chair asks for comments, by submitting proposed questions or comments to NCC Public Affairs in advance of the annual public meeting, or in person, at the discretion of the meeting chair. If an individual wishes to submit written comments, he or she may submit them to NCC Public Affairs, and the comments will be distributed to the board.

For all other public meetings and consultations where public feedback is sought, participants will share their comments as per the agenda and/or format of the meeting in a respectful manner.

6. REQUIREMENT TO LEAVE

At the request of the NCC board chair or NCC staff, a visitor must leave the premises if the visitor

- repeatedly hinders or disrupts the event, or is likely to do so;
- does not comply with the rules stated in the NCC Rules and Etiquette Guide;
- obstructs a member of the NCC's staff during his or her duties.

Failure to comply with the NCC Rules and Etiquette Guide, use of inappropriate or abusive language toward members of the board, or board committees or other attendees, and any conduct that hinders, disrupts or impedes the orderly conduct of board of directors meetings, annual public meetings, public consultations, or NCC Urbanism Lab activities may result in removal from the meeting.

CONTACT

For more information about the NCC Rules and Etiquette Guide, please contact NCC Public Affairs at **613-239-5000** or **info@ncc-ccn.ca**, or NCC Corporate Security at **613-239-5222** or **SecurityScreening1@ncc-ccn.ca**.