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STAFF REPORT:



REPORT TO: Finance & Administration
MEETING DATE: March 20, 2012
REPORT NO.: CEDC.12.1
SUBJECT: Request for Use of Town Hall Space
 Lisa Kidd, Communications and Economic Development Coordinator
PREPARED BY: Lisa Kidd, Communications and Economic Development Coordinator

A. Recommendations

THAT Council receive Staff Report CEDC.12.1 “Request for Use of Town Hall Space”; and

THAT Council authorize the usage of the Town Hall on Sunday May 6, from 1-3 p.m. outside of normal business hours for the purposes of hosting the Community Volunteer Awards Event.

B. Background

The Town of The Blue Mountains hosts an annual Community Volunteer Awards Event, recognizing volunteers in our community who make life extraordinary.

This year’s event is scheduled for Sunday May 6, 2012 from approximately 1-3 p.m. Members of Council and volunteers in the community will be extended an invitation to attend this event. It is estimated that 150 people will be in attendance.

The event will include entertainment and light snacks. Food will be prepared off-site.

It is proposed that chairs will be set up “row-style” in the gallery of the Town Hall with a buffet table in the Council Chambers. All tables and chairs will be set up to allow proper egress to all fire routes and exits.

Usage of Town Hall Space

Because after-hours usage of the Town Hall is requested for the May 6, 2012 event such usage must be in accordance with the Town’s Interim Town Hall Usage Policy adopted June 27, 2011 that sets out that Town Hall space may be used after hours when such use is supervised by a Town employee and such use is directly related to services/functions as part of the Town’s core services.

The event directly relates to the services and functions of the Town, in accordance with the Town’s commitment to supporting economic development and community vitality. Lisa Kidd, Communications and Economic Development Coordinator will act as supervisor at the event.

C. The Blue Mountains' Strategic Plan

6.5 Involve the community, business sector, developers, public partners and others in the ongoing work of the municipality

D. Environmental Impacts

None

E. Financial Impact

None

F. In Consultation With

Corrina Giles, Clerk
Duncan Rydall, Fire Prevention Officer

G. Attached

None

Respectfully submitted,

Lisa Kidd, Communications and Economic Development Coordinator
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