

STAFF REPORT: Administration



REPORT TO: Finance and Administration Committee
MEETING DATE: June 21, 2011
REPORT NO.: CEDC.11.14
SUBJECT: Rental of New Town Hall Space
PREPARED BY: Lisa Kidd, Communications and Economic Development Coordinator

A. Recommendation

THAT Council receive Report CEDC.11.14 "Rental of New Town Hall Space" for information purposes; and

THAT Council approve the Interim Guide for Rental of Town Hall Space as outlined herein.

B. Background

During the community dialogue and visioning sessions related to the construction of the new Town Hall, it became clear that the public desired that the new Town Hall be a social gathering, multi-purpose space, accessible to all.

Since our Town Hall opened in May 2011, staff have received calls from various groups and individuals to utilize space within and adjacent to the building for meetings and events. Staff wish to have a guide, approved by Council, which may be used to address these enquiries.

To date, staff have received requests for off-hours tours and bookable space by the following groups and organizations:

- The Beaver Valley Athletic Association;
- Thornbury-Clarksburg Rotary Club;
- The Beaver Valley Agricultural Society;
- Local legal firms; and
- The National Hockey League Officials Association.

Proposed Interim Guide for Rental of Town Hall Space

At this time, staff recognize the importance of offering the new Town Hall as a space for public gathering. Staff propose the following interim guide to address such requests:

- The space is available for use by not-for-profit groups, providing service to the residents and community of The Blue Mountains.
- There will be no fee charged for use of the space.
- Bookings will be accepted subject to availability.
- Town Hall space may be used between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, with the exception of statutory holidays.
- Town Hall space may also be used after hours and on weekends and statutory holidays when such use is supervised by a Town employee and such use is directly related to services/functions provided as part of the Town's core services.
- Liquor-licensed events or meetings are not permitted at this time.
- All bookings shall be received and administered by the Recreation Department, as they currently administer bookings for all other municipal facilities.

Users will be surveyed after an event to determine what worked and what did not work.

Town staff will provide on-going updates to Council related to the bookings, i.e. who is using the facility and for what purpose.

Given that the events will be directly related to the Town's core services, there are no insurance related implications with this interim arrangement. This matter will be further explored as part of our broader review of the use of Town Hall.

Staff will report back to the Finance and Administration Committee in May 2012 on the success of the rental program to date and identify ways to enhance the service, as budget permits.

Future service enhancements may include:

- extended ability to book space before or after usual office hours;
- permitted liquor licensing via Special Occasion Permits; and/or
- bookings for private functions.

During this interim process, between now and May 2012, staff will:

- research and consider other best practices;
- consider ways to ensure that this service does not directly compete with other public rental venues (e.g. Marsh Street Centre, Beaver Valley Community Centre, The L.E. Shore Memorial Library, etc.);and

- ensure that the original vision of the Town Hall as a gathering space is achieved.

Please note that the Town would not be permitted to charge a fee until such fee is included in a future Fees and Charges By-law.

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

6.6 Implement processes for continuous improvement

D. Environmental Impacts

None.

E. Financial Impact

None.

F. Attached

None.

Respectfully submitted,

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