

STAFF REPORT:



REPORT TO: Council
MEETING DATE: February 13, 2012
REPORT NO.: A.12.2
SUBJECT: Request for Use of Town Hall Space
PREPARED BY: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report A.12.2 Request for Use of Town Hall Space;

AND THAT Council authorize the usage of the Town Hall on Thursday, April 26, 2012 after normal business hours to approximately 8:00 p.m. for the purposes of hosting the Grey County Warden's Forum;

AND THAT Council authorize exclusive use of the Tomahawk Golf facility for the afternoon of August 7, 2012 to the County of Grey Council and that all costs associated with this use be fully subsidized by the Town.

B. Background

Deputy Mayor Duncan McKinlay was appointed Warden of the County for the 2012 calendar year. It is customary that the Warden host certain events in his municipality throughout his term as Warden.

The County has contacted the Clerk to request usage of the Town Hall for two upcoming events.

Warden's Forum April 26, 2012

The first event, being the Warden's Forum, is scheduled for Thursday April 26 from approximately 4:00 p.m. to 8:00 p.m. All lower and upper tier Council members are invited to attend this event which will include a tour of The Blue Mountains new Town Hall facility, a meeting of County Council, followed by a light dinner. It is estimated that 65 people will be in attendance.

The County is responsible for the costs associated with the dinner and will make arrangements directly with a local caterer for all components of preparing the dinner, set-up of tables and chairs and clean-up following the dinner. The food will be prepared off-site.

It is proposed that 12 round tables be set up in the atrium of the Town Hall with a buffet table for the caterer. All tables and chairs will be set up to allow proper egress to all fire routes and exits.

County Council Meeting, August 7, 2012

The second event, being a regular session of County Council, is scheduled for Tuesday, August 7 from 10:00 a.m. to approximately 2:00 p.m. and will include County Council members and County staff. The Council session will be followed by a lunch barbecue on the Town Hall property, with all costs associated with the lunch to be paid by the County. Again, the County will contract with a local caterer to provide all components of preparing the lunch, set up and clean up following the lunch.

Recreation has confirmed Staff will bring picnic tables to the Town Hall for use during the lunch and will pick them up following the lunch.

Following the lunch, the County has requested exclusive use of the Tomahawk Golf facilities for the afternoon for the recreation portion of the meeting. Regular fees for such a booking would be \$300.00.

It is estimated that approximately 35 people will be in attendance for the August 7 County Council meeting. This event would involve usage of the Town Hall Council Chamber and atrium area for the barbecue lunch following the meeting.

Usage of Town Hall Space

Because after hours usage of the Town Hall is requested for the April 26, 2012 Warden's Forum, 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 Warden's Forum directly relates to the services and functions of the Town. David Finbow, Director of Planning and Building will act as supervisor at the Warden's Forum for the purposes of the Town Hall Usage Policy.

The interim Town Hall usage policy permits use during normal office hours for qualifying community groups.

C. The Blue Mountains' Strategic Plan

Goal 6: Providing a strong, well managed municipal government

Strategic Action 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

The County is responsible for all matters associated with the catering of the meals at the April 26, 2012 and August 7, 2012 events.

Cost to reserve the Tomahawk Golf facility for one half day is \$300.00.

F. In Consultation With

1. Deputy Mayor Duncan McKinlay
2. Shawn Everitt, Director of Recreation
3. David Finbow, Director of Planning and Building
4. Lisa Kidd, Communications and Economic Development Officer
5. Duncan Rydall, Fire Prevention Officer

G. Attached

None

Respectfully submitted,

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