The Corporation of the Town of South Bruce Peninsula

By-Law Number 29-2016

Being a By-Law to Amend By-Law Number 44-2009 Being a By-Law to Adopt the Manual Governing the Policies and Procedures for the Corporation of the Town of South Bruce Peninsula (Rental and Use of Meeting Rooms)

Whereas Section 8 of the Municipal Act, 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Section 11 of the Municipal Act, 2001, c.25, as amended, authorizes municipalities to pass by-laws regarding the accountability and transparency of the municipality and its operations;

And whereas Section 270 (1) 5 of the Municipal Act, 2011, c.25, as amended authorizes the municipality to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

And whereas the Council of the Corporation of the Town of South Bruce Peninsula adopted a Municipal Policy Manual and desires to amend said by-law by revising the policy with regard to Rental and Use of Meeting Rooms.

Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enacts as follows:

1) That Policy PW.3.1 Rental and Use of Meeting Rooms be amended and shall hereby be included in the Municipal Policy Manual as attached hereto.

2) That all by-laws and polices inconsistent with this by-law are hereby repealed.

3) That this by-law shall come into full force and effect upon the final passing thereof.

Read a first and second time this 19th day of April, 2016...

Mayor

Read a third time and finally passed this 19th day of April, 2016.

Mayor

Clerk
Rental and Use of Meeting Rooms

Purpose:
The purpose of this policy is to ensure a consistent approach to the rental and use of municipal buildings.

Policy:

1. General Meeting Rooms

1.1 Any person requiring a meeting room shall enter into a rental contract with the Town for the use of said room. All contractual obligations shall apply including but not being limited to opening, closing, cleanliness, insurance and cancellation.

1.2 Rental fees as per the Town Fee By-Law shall be levied against all renters/users.

1.3 Committees of Council when conducting Town business are exempt from the requirement to pay the rental fee for meeting rooms. The Committee of Council must make contract arrangements with Town staff for the use of the room.

1.4 Town staff members when conducting Town business are exempt from the requirement to pay the rental fee for meeting rooms. The staff member must make contract arrangements with Town staff for the use of the room.

1.5 Members of Council when conducting Town business are exempt from the requirement to pay the rental fee for meeting rooms. Members of Council must make contract arrangements with Town staff for the use of the room.

2. Council Chambers

2.1 The Council Chambers will be permitted to be rented/used only when:

2.1.1 During Regular Office Hours: There is a member of staff in the Municipal Office during the entire duration of the meeting.

2.1.2 Outside of Regular Office Hours: There is a member of staff who will be in attendance or in the Municipal Office during the entire duration of the meeting.
Section: Public Works  
Policy Number: PW.3.1  
Sub-section: Meeting Room Rentals  
Effective Date: September 22, 2009  
Subject: Rental and Use of Meeting Rooms  
Revision Date: May 10, 2011; April 7, 2015; April 19, 2016  

2.2 The associated rental fee will apply as per the Town Fee By-Law.

2.3 All rental/use of the Council Chambers must be communicated to Town staff to ensure that contract and use arrangements are made.

2.4 A Town staff member will be responsible for access to the facility and will be responsible for the set up and clean-up of the room.

2.5 Committees of Council while performing Town business are exempt from the requirement to pay the rental fee for use of the Council Chambers.

2.6 Town staff members while performing Town business are exempt from the requirement to pay the rental fee for use of the Council Chambers unless otherwise stated in any other policy or by-law.

2.7 Members of Council while performing Town business are permitted to use the Council Chambers and are exempt from the requirement to pay the rental fee for use of the Council Chambers.

2.8 Where the Town has entered into a contract for the use of the Council Chambers in a manner that is different from that contained herein, the terms of the contract for use will take precedence over this policy.

2.9 When deemed appropriate by Council and/or staff the Council Chambers will not be permitted to be rented or used.

2.10 The renter/user of the room is responsible to ensure that arrangements have been made with a Town staff member to gain access to the facility and to be responsible for set-up, clean-up and to be present at Town Hall and/or in the meeting. If the renter/user has not made adequate arrangements, the Town staff member booking the facility will not be responsible for making said arrangements and reserves the right not to permit the rental or use of the facility.

2.11 There is no guarantee that any member of staff will be available outside of regular office hours. Staff attendance outside of regular office hours is subject to approval in accordance with established Town employment/human resource policies.