

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON MARCH 7, 2017
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT	CITY OF LONDON COMMUNITY SUITE FANSHAWE FOUNDATION REQUEST

RECOMMENDATION

That, on the recommendation of the City Clerk, and notwithstanding Council Policy 22(3) – City of London Community Suite Policy, pertaining to the use of the Community Suite for private events, the request from the Fanshawe Foundation to have use of the Community Suite for its 50th Year Celebration Event on September 9, 2017 BE APPROVED; it being noted that the Fanshawe Foundation will be required to meet all insurance, deposit, and administrative requirements outlined in policy.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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None

BACKGROUND

In accordance with Council Policy 22(3) – City of London Community Suite Policy, community groups are eligible for use of the Community Suite in Budweiser Gardens for events (RBC Theatre events are not available) and all London Knights home games for the purpose of community promotion. Use of the Suite is awarded to community groups by draw several times a year based on the schedule of the London Knights and notifications of upcoming events. Community groups who are awarded use of the suite are required to abide by the same rules as other Suite owners, have liability insurance, and provide a \$250.00 security deposit.

We are in receipt of the attached letter (Appendix 'A') dated November 3, 2016 from the Office Administrator, Advancement & Alumni indicating that they have reserved Budweiser Gardens to host an event celebrating their 50th Anniversary to gather students, staff, faculty, and alumni for an entertainment event on September 9, 2017. They are requesting use of the Suite on this date.

This request falls outside the current policy and therefore the Civic Administration does not have authority to grant this request for the private event. Given that no other community groups would have the opportunity to be awarded the Suite it is recommended that this request be approved, notwithstanding the process outlined in the Policy for events open to the public.

The relevant policy is attached as Appendix 'B', for information purposes.

PREPARED AND SUBMITTED BY:	RECOMMENDED BY:
SARAH CORMAN MANAGER, LICENSING AND ELECTIONS	CATHY SAUNDERS CITY CLERK

Appendix 'A'



November 3, 2016

Cathy Saunders
City Clerk
City Clerk's Office
City of London
PO Box 5035
London, ON N6A 4L9

Dear Ms Saunders,

In 1967 Fanshawe College was one of a handful of Ontario Colleges to open its doors to students and, in turn, the community. Now, 49 years later, we find ourselves making plans to celebrate the 50th year anniversary. As part of the 2017 celebrations Fanshawe College has booked Budweiser Gardens to gather 7,000 students, staff, faculty, and alumni for a celebration like never before. We will take this opportunity to reflect on our 50 year history while looking to the future.

The college is currently working on securing entertainment for the evening on September 9, 2017. In writing to you I am requesting use of the City of London's Community Box suite for this particular day and event. In order to help offset the cost of such an undertaking we are working on sponsorship packages to offer community partners. As such, we would be grateful to include tickets for the Community Box Suite as a benefit to purchasing a package.

In speaking with Domenic Anello at the City Clerk's Office, he had indicated this is an unprecedented request. Please advise if there are additional steps we need to take in order to move this request forward.

The much anticipated Fanshawe College 50 year celebrations are just around the corner. I look forward to working with you for this special occasion in September 2017.

Sincerely,

Laura Visconti
Office Administrator, Advancement & Alumni
Fanshawe College

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Appendix 'B'

22(3) City of London Community Suite Policy

OBJECTIVE

The City of London Community Suite is available for all events, except east end stage events (small concert mode) to be held in the Downtown Entertainment and Sports Centre. The Suite includes ten tickets for all London Knights regular season games. Tickets for other events are purchased on an event basis.

The London Community Suite is available to charitable volunteer groups and to the City for community promotion and corporate use.

COMMUNITY GROUPS ELIGIBLE

Access to the Community Suite is limited to registered charities, incorporated non-profits, minor sports associations' administration, neighbourhood associations that are involved in fundraising for projects that are related to the repair, enhancement, construction or preservation of a City-owned or operated facility or the development and operation of a City-operated or supported program activity, and service clubs that are based in the City of London. Groups applying to use the Suite must provide a description of the group or organization, the legal name of the group, a contact and name of the person responsible for all costs associated with the use of the Suite, and the details on the proposed use of the Suite (e.g. fundraising, reward program for volunteers, etc.) Each group will be limited to one application. City schools are eligible for fundraising purposes only. A School may use the Suite only once. It is not the intent to draw individual classes within a School to utilize the Suite.

Allocation of Dates

- A list of events will be prepared, identifying community use event dates and City event dates in four month intervals.
- The standing committee whose mandate includes such matters, and the City Manager, will identify those dates that the Suite will be used for City business.
- The City Manager shall be authorized to approve use of the Community Suite in those circumstances where an international or national event requires the use of the Community Suite as a bid condition in order to secure the event, and the City Manager shall be required to advise the Municipal Council of any such approval upon his/her notification that the subject bid was successful.
- The dates not being utilized for City purposes will be allocated by way of a draw or random lottery. A group submitting an application will list its priority for available events. The selected group will confirm its selection within five business days of being notified of an available date. In allocating event dates, those groups requesting only hockey will be distinguished from those groups requesting non-hockey events.
- Any eligible group refusing a date, once selected, shall remain eligible for future draws.
- All eligible groups not selected shall remain eligible for future draws.
- Once a group has used the Suite, they will not be eligible or re-use of the Suite until all other eligible groups have been offered use of the Suite.

Requirements of the User Group

- The user groups will be responsible for the behaviour of their users and will be required to abide by the same rules as other Suite holders.
- Each group will be responsible for all food and beverage costs, ticket costs (except regular season London Knights hockey games) and damages associated with the use of the Suite.
- Each group will be required to pay a \$250 refundable cheque to be used as security for the use of the Suite and must sign a waiver form for liability.
- Where tickets are required to be purchased for an event, groups will be required to purchase those tickets 10 business days prior to the event.

City Use of the Suite

- The City's use of the Suite will be governed by Municipal Council based on the recommendation of the standing committee whose mandate it is to deal with such matters, excluding those uses authorized by the City Manager for international or national events requiring the use of the Community Suite as a bid condition in order to secure those events.
- The City's use of the Suite is intended for community promotion, industrial and tourism promotion, and to recognize groups which may include persons serving on City committees and recipients of special recognition awards etc.
- The Suite will be available to affiliated Boards and Commissions for similar purposes as the City. Affiliated Boards and Commissions will not be considered an eligible community group for the use of the Suite, but under the policies that govern City use of the Suite.
- The cost of using the Suite by the City will be borne by the City and budgeted by the City Clerk and in the case of affiliated Boards and Commissions, or others that use the Suite, the cost will be borne by the user.

Administration of the Suite

The City Clerk is the primary contact for user groups and is delegated responsibility to administer this policy.

Review of the Policy

It is intended that this policy be reviewed annually to ensure it is meeting the City's objectives. The annual review will include a list of who uses the Suite, the benefit derived from the use, the status of the community use waiting list, the cost to the City of the use of the Suite and operational issues requiring a review.

ADOPTED APRIL 3, 2002; AMENDED OCTOBER 30, 2012 (By-law No. A.-6878-308) [22(3) MARCH 2003]; AMENDED DECEMBER 3, 2013 (A.-7042-6)