

<b>TO:</b>	<b>CHAIR AND MEMBERS FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING ON OCTOBER 15, 2012</b>
<b>FROM:</b>	<b>ART ZUIDEMA CITY MANAGER AND CATHY SAUNDERS CITY CLERK</b>
<b>SUBJECT:</b>	<b>AMENDMENT TO COUNCIL POLICY 22(3) CITY OF LONDON COMMUNITY SUITE POLICY</b>

<b>RECOMMENDATION</b>
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That the following actions be taken with respect to the City of London Community Suite Policy:

- a) on the recommendation of the City Clerk, the attached proposed by-law (Appendix "A") **BE INTRODUCED** at the Municipal Council meeting on October 30, 2012 to delete and replace Council Policy 22(3) entitled "City of London Community Suite Policy" with a new Policy which reflects the elimination of the Board of Control;
- b) on the recommendation of the City Manager:
  - i) the City of London Community Suite **BE UTILIZED** by the City of London during the 2013 World Figure Skating Championships for the purposes of community promotion, and industrial and tourism promotion, in accordance with Council Policy 22(3);
  - ii) the City Clerk **BE DIRECTED** to include a business case for funding the costs associated with the above-noted use of the Suite in its 2013 Budget submission; and
  - iii) the Mayor's Office **BE DESIGNATED** responsibility for coordinating the use of the Community Suite during the above-noted event, with a view to maximizing the positive exposure of the City through the use of the Suite by dignitaries from communities who are participating in the event.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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None.

<b>BACKGROUND</b>
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The elimination of the Board of Control has necessitated Council Policy 22(3) entitled "City of London Community Suite Policy" being updated to delete references to the Board of Control and replace them with a generic reference to the standing committee responsible for such matters. The attached proposed by-law deletes and replaces Council Policy 22(3) with a new Policy which reflects the elimination of the Board of Control.

Further, the policy requires the Committee and the City Manager to identify those dates that the Suite will be used for City purposes. The recommendation also serves to confirm City usage of the Suite for the 2013 World Figure Skating Championships, direct the City Clerk to submit a business case for funding the costs associated with use of the Suite for this event and designates the office responsible for coordinating use of the Suite for the event.

<b>RECOMMENDED BY:</b>	<b>RECOMMENDED BY:</b>
<b>CATHY SAUNDERS CITY CLERK</b>	<b>ART ZUIDEMA CITY MANAGER</b>

## APPENDIX "A"

Bill No.  
2012

By-law No. A.-

A by-law to delete and replace Council Policy 22(3) entitled "City of London Community Suite Policy".

WHEREAS section 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to delete and replace Council Policy 22(3) entitled "City of London Community Suite Policy" with a new Policy which reflects the elimination of the Board of Control;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. Council Policy 22(3) entitled "City of London Community Suite Policy" is hereby deleted and replaced with the attached new Policy 22(3) entitled "City of London Community Suite Policy" in order to reflect the elimination of the Board of Control.
2. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council October 30, 2012.

Joe Fontana  
Mayor

Catharine Saunders  
City Clerk

## **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 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 for 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.
- 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 for City purposes will be borne by the City and budgeted by the City Clerk and in the case of affiliated Boards and Commissions who use the Suite, the cost will be borne by that Board or Commission.

### **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.