

Date Approved: November 28, 2001

Effective Date: November 28, 2001 Revised:

POLICY STATEMENT NO. 46

USE OF TOWN OFFICE FACILITY

Chambers and Meeting Room

It is recognized that the Town office facilities, which include the Council Chambers and a meeting room, are a special community resource that are intended to assist the Council and its committees in conducting its business. It shall be the intent of Council to limit the use of its facilities, including Council Chambers and meeting rooms, to the Council and Committees of Council. The facilities may be made available for other than Council business where the following criteria is met.

On an exception basis upon receipt of a written request from a non-profit, community based agency or board who require the facilities for a public meeting and have confirmed that there is no other appropriate facility available. In such cases, approval may be granted upon receipt of a deposit sufficient to cover the anticipated costs of staff supervision during the event and subsequent clean up.

Subject to availability, Federal and Provincial government may rent a portion of the facilities on a day by day basis at the prevailing rate.

Note: Prevailing Rate is \$250.00 per day.