



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Joe Milicia, Chief Administrative Officer

Department: Administration

Date of Report: April 13, 2023

Report Number: AD-09-2023

Subject: Council Question – Community Space

Recommendation

That the report of the Chief Administrative Officer dated April 13, 2023 (AD-09-2023) regarding Council Question – Community Space be received;

And that Council endorses the concept of the use of the LaSalle Friendship Club Room (located at Town Hall) as a meeting room for community-oriented groups free of charge;

And that Administration brings forward a policy, outlining the parameters for the use of the LaSalle Friendship Club Room by community-oriented groups, to the Parks, Recreation and Events Committee for consideration.

Report

In response to a Council question regarding the use of Town facilities by community-oriented groups at a discounted rate or free of charge, Administration met with the President and Secretary of the LaSalle Friendship Club to discuss the possibility of use of the LaSalle Friendship Club room at Town Hall for other community-oriented groups for the general purpose of holding meetings.

The following guidelines were discussed:

- The purpose of this arrangement is to hold community (non-revenue generating) meetings.
- Community meetings do not include personal, social and/or religious events or gatherings.
- Access to the room be controlled (by security and/or reception).

- If tables and chairs are moved that they be put back in the original location (A standard room orientation diagram will be posted).
- The kitchen area would be for the exclusive use of the LaSalle Friendship Club.
- Food and drinks would be limited to those typically offered at a meeting.

As part of the discussion, the following schedule was proposed which maintains the current scheduled use of the room by the LaSalle Friendship Club and matches the current Town Hall hours of operations.

Time/Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 am - 11:30 am	Closed	Community	Friendship Club	Town or Community	Friendship Club	Community	Community
12:00 pm - 4:30 pm	Closed	Friendship Club	Friendship Club	Town or Community	Friendship Club	Friendship Club	Friendship Club
5:00 pm - 9:30 pm	Closed	Community	Friendship Club	Friendship Club	Friendship Club	Community	Closed

The schedule was presented to the LaSalle Friendship Club Board and was formally approved at their April meeting.

The room reservation will follow the same process and requirements as other Town-owned room rentals; however, without the associated fees. In order to allow for the most possible usage, the Town reserves the right to limit the meeting lengths to 90 minutes and the monthly usage to twice per month, should demand for the room exceed available times.

A policy will be developed to guide the rental of this room and presented to the Parks, Recreation and Events Committee.

Consultations

Culture and Recreation Department

Financial Implications

There will be lost rental revenues from other Town-owned rooms (at Town Hall, the Vollmer, Riverdance and the Events Centre located at the LaSalle Landing; however, this will be dependent on the demand for the room and number of groups electing to use this location.

Prepared By:



Chief Administrative Officer

Joe Milicia, CPA CA
Chief Administrative Officer

Link to Strategic Goals

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Yes
5. Sustaining strong public services and infrastructure - Not Applicable

Communications

None.

Notifications

None.