



The Corporation of the Town of LaSalle

Date	August 19, 2019	Report No:	C&R 2019-11
Directed To:	Mayor and Members of Council	Attachments:	None
Department:	Culture and Recreation	Policy References:	None
Prepared By:	Director of Culture and Recreation		
Subject:	Town Hall Closure		

RECOMMENDATION:

That Report CR 2019-11 submitted by the Director of Culture and Recreation requesting the closure of Town Hall at 2:30pm on Friday September 20th to prepare the site for the Rendezvous Voyageur Soiree be APPROVED.

REPORT:

On Sept 20th and 21st the Town of LaSalle will be hosting a unique cultural event focused on the First Nations and French Heritage of our Region. As part of the event there will be a soiree on the Friday evening to host the dignitaries, Ministers, sponsors and guests who are supporting the event.

In attempts to locate the best host venue staff were looking around the LaSalle area for a location that would be suitable for approximately 100 people. There were a few locations outside the municipality and a couple within LaSalle. After consultation and venue research it was decided that the Town Hall could offer a unique backdrop and atmosphere for the gala event.

After staff met with the decorators it was decided to transform the Town Hall into a traditional 1600's voyageur encampment putting emphasis on some key features of the building and surrounding property. Set up and transformation will commence Wednesday Sept 18th, requiring three days for pipe and drape, lighting, stage, sound and décor.

On Friday September 20th staff are requesting permission to close town hall at 2:30pm to allow for the finishing touches and final set up to take place. We have met with the Windsor Essex Library CEO who has agreed to close the library at the same time. The Town will need to notify residents and communicate ahead of time to ensure our patrons and municipality are aware of the closure.

The Friendship Club has been made aware that we will require their space all day Friday for the caterer to set up their operation in preparation for the dinner.

As this is a unique scenario and not one that the Town has experienced since moving into to the new building it is important that communication be a priority. Staff will be asked to remain and work until their normal shift ends (4:30pm for majority).

Parking will also be coordinated to ensure that the main lot is emptied and staff on site in preparation for the arrival of guests and dignitaries.

The closure of the Town Hall should not interrupt service provided staff provide sufficient and significant updates to the community and residents. We will utilize our electronic sign, scrolling screen, eblast, social media platforms, on site signage and website.

Director of Culture & Recreation

Reviewed by:							
CAO	Treasury	Clerks	Env. Services	Planning	Parks & Rec	Building	Fire