THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NO. 1-92

A by-law to amend By-law number 6-88 to adopt a statement of policy with respect to the use of meeting spaces in the Town Hall.

WHEREAS under the Municipal Act, R.S.O. 1980, Chapter 302, Section 105, the Council of a municipality may pass a comprehensive general by-law dealing with all or any of such matters under its jurisdiction as the council considers desirable to include therein;

AND WHEREAS on the 4th day of May, 1988, Council passed by-law number 6-88 to provide for a policy manual;

AND WHEREAS Council now deems it appropriate to amend By-law 6-88 to adopt an additional statement of policy;

THEREFORE the Council of the Corporation of the Town of Deep River **ENACTS AS FOLLOWS:**

1. By-law number 6-88 is hereby amended by the addition to Schedule 'A' thereof of the statement of policy numbered A08-1 and entitled "Use of Town Hall Meeting Spaces", which is attached to this By-law as Schedule 'A'.

2. This By-law comes into force upon adoption by Council of the Corporation of the Town of Deep River.

READ A FIRST AND SECOND TIME THIS 8th DAY OF JANUARY, A.D. 1992.

READ A THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF JANUARY, A.D. 1992.

Mayor

Clerk-Treasurer

The Corporation of the Town of Deep River

STATEMENT OF POLICY

(Schedule 'A' to By-law No. 6-88)

Title: Use of Town Hall Meeting Spaces

Number: A08-1

Effective Date: January 22, 1992 By-law Number 1-92

Application: This policy applies to rooms and spaces within the Town Hall as set out herein.

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1 **Definitions**

1.1 "public use" means use of a space within the Town Hall by any individual or group other than members of staff, Council, a committee of Council, an affiliate of the municipality or leasehold tenant.

1.2 "affiliate" means any person or group appointed to any position by Council of the Town of Deep River, or any department or agency of the Provincial or Federal governments.

1.3 "leasehold tenant" means any one of:

1.3.1 The Ontario Ministry of Transport, for purposes of driver examination;

1.3.2 The Ministry of the Attorney General of Ontario, for the purposes of courts of justice;

1.3.3 The North Renfrew Health and Social Planning Committee;

1.3.4 The Renfrew County District Health Council

2 **General Policy**

2.1 The Town Hall is an administrative facility intended primarily as working space for the municipal departments, Council, and affiliated bodies. It is not intended to be generally available for public use.

2.2 Where public use of facilities within the Town Hall is desirable for community purposes and compatible with the regular operations in the building, such public uses may be permitted in accordance with this policy. In particular, Council encourages the use of the central lobby for displays, fund-raising activities, and other community-related events.

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3 Application

3.1 This policy applies to the following rooms and spaces within the Deep River Town Hall:
- 3.1.1 The Main Lobby and Mezzanine
- 3.1.2 Meeting Room 212/213, the divisible upstairs meeting room.
- 3.1.3 Meeting Room 107
- 3.1.4 The Training Room & adjacent Kitchen

3.2 No other spaces within the Town Hall are available for public use.

3.3 The Council Chambers is intended for use by Council, its committees, and affiliates, and leasehold tenants. It is not available to outside groups.

4 Implementation

4.1 Bookings for public uses will be made through the office of the Clerk-Treasurer, Co-ordinator, who shall also be responsible for co-ordinating internal uses, in accordance with this policy.

5 General Rules for All Users

5.1 There will be no fee for use of these rooms.
5.2 A limit of about 14 people is appropriate for the meeting rooms.
5.3 Alcoholic beverages are not permitted in the building.
5.4 All public users are expected to leave the room clean. If special cleaning is required, the group will be billed and may lose the privilege of using any room.
5.5 Every booking must be in the name of a responsible individual representing any group.

6 Eligibility and Priority

6.1 The priority order for allocation of meeting rooms outside regular office hours will be:

- 6.1.1 Town-related meetings, (ie. Council or committees)
- 6.1.2 Affiliate groups
- 6.1.3 Community groups where a member of senior staff or Council is present.

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6.2 Other groups with community orientation may be permitted, but only during hours when the building is open.
6.3 The intent of this policy is to allow meetings of formal bodies rather than informal social gatherings.
6.4 Frequency will be considered. Regular daily use will not be possible because of the recurring needs of Council, the courts, and other agencies.

7 Special Policies for the Main Lobby

7.1 Because the lobby can be physically isolated from the rest of the building, it may be used by the public by arrangement outside of regular hours. In such cases, the Clerk-Treasurer, Co-ordinator's office shall notify the Fire Department, who will provide access to the lobby and lock-up after the event.
7.2 There will be no fee for the use of the lobby.
7.3 Events involving sales by charitable or non-profit organizations will be permitted if the revenues are for the non-commercial purposes of the organization.
7.4 Decoration of the lobby for an event is permissible within reason, but helium-filled balloons are not permitted.
7.5 User groups will be responsible for clean-up after an event.
7.6 Only community-based notices may be posted.

8 Special Policies for the Training Room

8.1 Because of its comparatively isolated location, lack of barrier-free access, and proximity to washrooms and locker rooms used by the Fire and Police Departments, the Training Room will generally not be available for public use unless all other spaces are occupied, and in such cases it is preferable for an internal user group to occupy this space. The Clerk-Treasurer, Co-ordinator shall notify the Fire and Police Chiefs in advance of bookings of this room.

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