



## CORPORATE SERVICES *Staff Report*

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REPORT NO: COR-2023-58

TO: Council

SUBMITTED BY: Jeff Bunn, Manager of Legislative Services/Municipal Clerk  
Interim Director of Corporate Services

PREPARED BY: Jeff Bunn, Manager of Legislative Services/Municipal Clerk  
Interim Director of Corporate Services

REVIEWED BY: Sharon Chambers, CAO

DATE: September 11, 2023

SUBJECT: Councillor Use of Civic Space Policy Follow up Report

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### RECOMMENDATION:

THAT Report COR-2023-58 be received, and further,

THAT Council adopts Policy GP-23-00X relating to Councillor Use of Civic Space, as attached to Report COR-2023-58 as Attachment 1.

### SUMMARY:

The purpose of this report is to provide Council with additional information relating to the use of civic space by Councillors for constituency business outside of regular business hours.

### BACKGROUND:

At the August 28, 2023, Regular Council Meeting, Council received Report COR-2023-50, providing Council with a policy regulating Councillor Use of Civic Space to conduct constituency business. At that meeting, Council requested that staff investigate and report back on Councillor use of Civic Space after regular business hours at the Administrative Complex and other locations within the municipality.

**REPORT:****Options for facility use outside of regular business hours**

With respect to accessing facilities outside of regular business hours, staff have identified the following spaces as being available for Councillor use:

**Administrative Complex – 60 Synder’s Road West**

- Swartzentruber Room
- Councillors Gallery
- Wilmot Community Room

**Wilmot Recreation Complex – 1291 Nafziger Road**

- Activity Room
- Program Room

**Logistical considerations:**

For impromptu use of the spaces highlighted above at the Administrative Complex, Councillors would be required to secure the space for their meetings by booking through their Wilmot Outlook Calendar. By doing so, the Councillor will be able to confirm availability and reduce the risk of double bookings.

For impromptu use of the space highlighted at the Wilmot Recreation Complex, the Councillor would need to attend the Customer Service Counter to retrieve a key for each from Township staff.

**Future considerations**

While a dedicated office space solely for Councillor use would be ideal, at the present time, staff could not identify a space that could be dedicated for this purpose. As Council is aware, the Community Services Department is currently receiving Requests for Proposals (RPFs) for a consulting service to conduct an update to the Community Services Masterplan and Service Delivery Review. Included within the scope of the Community Services Masterplan update is a space needs assessment which could include options for a dedicated space for members of Council to conduct constituency business.

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

The implementation of a Policy governing Councillor Use of Civic Space is in alignment with the Responsible Government strategic goal.

**FINANCIAL CONSIDERATIONS:**

Staff are recommending that any fees relating to constituency meetings held after hours being held in civic spaces be allocated from the council special events budget.

**ATTACHMENTS:**

Attachment 1 – Revised draft Councillor Use of Civic Space Policy