

Section: Council

Title: Councillor Use of Civic Space Policy

Policy Number: GP-23-0XX

Approved by: Council

Administered by: Legislative Services Division

Effective: 2023-09-XX

1. PURPOSE

- 1.1 The Policy on Councillor Use of Civic Space provides the parameters, fee structure and booking logistics whereby Councillors can book and use civic space for constituency events and meetings. This Policy is not for the purposes of conducting any election-related campaigns.

2. SCOPE

- 2.1 The Policy does not set out the rules for open or closed meetings of Council. Open and Closed Meetings of Council are conducted in accordance with the Township's Procedural By-law and the *Municipal Act, 2001*. Members of Council are responsible for ensuring constituency meetings and events do not constitute an Open or Closed Meeting as defined by and outlined in the *Municipal Act, 2001*.

3. DEFINITIONS

- 3.1 "Civic Space" means the following:
- Rentable space at the Township's Community Centres, and Meeting Rooms managed by the Community Services Department.
 - Wilmot Administration Complex, specifically the Wilmot Community Room, Swartzentruber Room, or Councillor's Gallery.
 - The definition of Civic Space does not include the Council Chambers.

4. PRINCIPLES

- 4.1 Councillors need to communicate with their constituents concerning the meetings and activities of Wilmot Council and its committees, as well as the business and services of the Township.
- 4.2 Township civic space should be made available for Councillor occasional use for constituency events and meetings.
- 4.3 The health and safety of staff working at the facility or the safety and security of public users of the facility should not be adversely affected by the Councillor's usage of the space.
- 4.4 The ability of Township divisions to deliver their programs and services at the facility should not be adversely affected by the Councillor's usage of the space.

5. POLICY

5.1 Civic Space meeting rooms are available to Councillors for occasional use for constituency meetings and events.

5.2 Councillor bookings cannot and will not bump other previously booked meetings/events.

5.3 Bookings will be secured based on availability.

5.4 The following civic spaces are available for Councillor use to host meetings with constituents during and outside of regular business hours:

Administrative Complex – 60 Synder’s Road West

- Swartzentruber Room
- Councillors Gallery
- Wilmot Community Room

Wilmot Recreation Complex – 1291 Nafziger Road

- Activity Room
- Program Room

5.6 Each Councillor will be provided with a security pass to the facilities mentioned in X.X. to accommodate after business hour building access.

5.7 For use of civic spaces at the Administrative Complex Councillors must book the desired meeting spaced through their Wilmot Outlook Calendar to avoid double bookings.

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

5.9 Councillors must abide by the regular facility rental policy and procedures the Community Services Department have in place for the use of their space.

5.10 To book Civic Space meeting rooms at the Township’s Community Centres managed by the Community Services Department, Councillors should contact WRC Bookings at bookings@wilmot.ca.

5.11 The use of civic space meeting rooms must be done in accordance with Township policies and procedures, including but not limited to Policy #GP 22-001 – Use of Municipal Resources in an Election Policy.

6. FEES AND BOOKING LIMITS

6.1 constituency and community events and meetings: Rental fee will be allocated from Council Special Events Budget

- 6.2 Regular meetings with constituents:
- Access will be dependent on the availability of space at the facility.
 - Rental rate will be allocated from Council Special Events Budget
- 6.3 Additional costs related to the two booking categories above, including but not limited to overtime for staff, security, set-up and clean-up, equipment costs, Socan/Re:sound will be charged to the elected official at the regular rate for all events and meetings.

7. CONDITIONS OF USE

- 7.1 All meetings must be related to Township business and be hosted directly by a Township Councillor.
- 7.2 All meetings/events must be booked per normal permit timelines.
- 7.3 No games of chance, including bingo and lotteries, are permitted.
- 7.4 Charitable fund-raising is not permitted.
- 7.5 Sales of goods are not permitted.
- 7.6 Councillors cannot book facilities on behalf of third parties.
- 7.7 Councillors must remove all files, photographs, posters and any other materials at the end of their meetings or booking times.
- 7.8 Councillors must comply with the health and safety requirements of the facility.
- 7.9 Councillors must recognize that members of Council and Township staff must comply with Policy #GP 22-001 – Use of Municipal Resources in an Election Policy.
- 7.10 No permanent signage or display board(s) will be permitted.
- 7.11 Councillors should plan to bring their own equipment required for the meeting, e.g. computers, projectors, speakers, extension cords and mobile phones.
- 7.12 Staff may provide basic furniture, e.g. table and chairs, that would be part of the regular set-up of the space. Set up is the responsibility of the Councillor and the facility must be cleaned up to its original state at the conclusion of the rental. Special set-up requirements, if needed, may incur an additional fee.

8. COMMUNICATION

8.1 This Policy will be posted on the Township's Website and provided to all members of Council.

9. EVALUATION

9.1 The Municipal Clerk will review this Policy with the Corporate Leadership Team at the start of each term of Council and make recommendations on any necessary revisions to Council.

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