



**City of Richmond**

**Report to Committee**

**To:** Planning Committee

*To Planning - Aug. 30/05*  
**Date:** July 15, 2005

**From:** Richard Toda  
Coordinator - City Hall

**File:** 0100-20-RCSA1-01

**Re:** Council Referral – Poverty Response Committee request for space

**Staff Recommendation**

That in accordance with Council Policy No. 2017, "Programming of City Hall", the Poverty Response Committee be offered up to six meetings per year for no charge on a space availability basis and that additional dates for meeting rooms may be booked at the posted non-profit rate.

Richard Toda  
Coordinator - City Hall  
(Local 4335)

FOR ORIGINATING DIVISION USE ONLY					
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>		<b>CONCURRENCE OF GENERAL MANAGER (Acting)</b>		
Recreation & Cultural Services .....	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>			
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	<b>REVIEWED BY CAO</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

## **Staff Report**

### **Origin**

At the March 29, 2005 Council meeting, the following recommendation was made: "That City Hall meeting rooms be made available for the Poverty Response Committee and its task forces for 2005". The recommendation was referred to staff, and staff were directed to examine and report to Committee on (i) the availability of meeting rooms in City Hall for non-profit charitable groups in our community, and (ii) current City policy on the use of meeting rooms.

### **Analysis**

City policy states that when meeting rooms at City Hall are not required by Council or staff, they can be made available to rent. Regular and non-profit rates have been established for individual bookings. One guiding principle is that no group or individual will be granted exclusive long-term use of the Meeting House.

It is Council policy that:

City Hall is the civic centre of Richmond's municipal government and highlights the interrelationship of Richmond's government with the community. It is not meant to compete with commercial rental facilities for general events, meetings and activities. The operating principle of "user pay" for incremental cost recovery is reflected in the administrative procedures and guidelines.

Facility needs for City Hall business shall be met first. After this, approval for use of its interior and exterior spaces will be given for appropriate meetings and events. Affiliated groups, which serve, represent and reflect the overall community, will be given priority.

Administrative procedures adopted at the General Purposes Committee meeting on October 16, 2000 included a guideline that allows "affiliated groups" to book up to six meetings per year for no charge on an availability basis.

An affiliated group must meet the following criteria:

- 1) Must be a non-profit organization
- 2) Meetings and activities carried out by the organization must be open for participation by the public at large
- 3) The purpose for which the organization has been established must be primarily of a community service nature as opposed to a primarily educational service. Participants must be at least 70% Richmond residents; and
- 4) A significant majority (90%) of the Board of Directors must be Richmond residents.

A meeting would be defined as a meeting room for up to 20 people and up to four hours in length during business hours. Social functions and special events would be excluded.

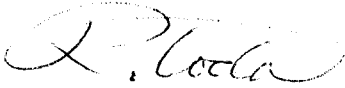
### **Financial Impact**

There are no financial implications at this time.

**Conclusion**

Guidelines are in place to ensure an appropriate balance of use of City Hall facilities. City Hall staff and Council facility needs are currently being met. Remaining facility space is available for use by non-profit groups and others based on these guidelines.

The current day-to-day activities have not contravened these procedures and this report is not recommending any changes to City policy.

A handwritten signature in cursive script, appearing to read "R. Toda".

Richard Toda  
Coordinator - City Hall  
RKT:rkt