



Staff Report

Report To: Committee of the Whole
From: Jana Nethercott, Clerk
Date: 2020-11-19
Subject: Exemption from Rental Fees

Recommendation:

That West Elgin Committee of the Whole hereby receives the report from J. Nethercott, Clerk re: Exemption from Rental Fees for information purposes.

Purpose:

To provide a draft form and procedure to Committee of the Whole for approval for the waiving of rental fees in 2021.

Background:

West Elgin Council passed resolution 2020-344 waiving rental fees for recognized groups for the West Elgin Recreation Centre, West Lorne Community Complex and Miller Park and Port Glasgow Pavilions.

In order to assist with facilitating the above resolution and determine who is a recognized group, West Elgin Operations and Community Services Staff developed a Waiver of Rental Fees form for groups to apply through our website to have their fees waived. The procedure will be the group fills out the form and at the next Council meeting all the forms will be submitted to Council as a consent item. If Council wishes to discuss one or more of the applications, that Councillor is to notify the Clerk and that application will be pulled from Consent Items and placed as a separate item on the agenda for discussion, otherwise the applications will be approved or refused as a block item.

This form and approvals allow staff to ensure we are able to follow Council's direction and have a paper trail of approvals, while maintaining transparency.