



Staff Report to Council - for Direction

Title: Facility Rental Policy Report

From: Cathy McGirr, Director of Museum and Cultural Services

Date: January 11, 2024

Staff Recommendation:

That the revisions as outlined in the Facility Rental Policy be approved.

Report Summary:

Report outlines minor revisions in the policy.

Background:

The Museum is governed by standards outlined in the Ministry of Heritage, Sport, Tourism and Culture industries. The 10 standards for community museums represent the minimum requirement for the operation of a good community museum and are necessary to qualify for the Canadian Museum Operating Grant (CMOG). The Facility Rental Policy is not part of these standards.

Facility Rental Policy Revisions

Section: Procedure

Revisions: High Risk Events Section - definition of a large event based on the User Group Rating Schedule

Revisions: Rental Agreement Section - minor edit, change to “all rentals”

Revisions: Confirmation Section - minor edits deposit term and insurance reference

Addition: Insurance and Indemnification Section - new section

Revisions: Cancellations Section - updates to align with cancellation terms

Addition: Payments Section - new section

Revisions: Arrangements Section - minor edits

Revisions: Access Times Section - minor edits

Revisions: Marketing Section - revisions on marketing expectations for private functions

Addition: Catering Section - section for “Nut Aware Facility and expectations for rental requests ie. glassware

Addition: Alcohol Section - update for AGCO requirements and expectations for bar services

Financial/Staffing/Legal/IT Considerations:

There are no financial/staffing/legal/IT considerations with this report.

Interdepartmental Consultation:

Interdepartmental consultations has occurred with Corporate Services.

Link to Strategic Goals and Objectives:

Strategic Goals

This report aligns with the County's value of Good Governance.

Link to Departmental Plan Goals and Objectives, if any:

Policy development and revisions are part of the overall best practice for community museums.

Report Author:

Cathy McGirr, Director, Museum & Cultural Services

Approved for Submission:

Sean Morphy, Deputy Chief Administrative Officer