



## **Report to Council**

**Report Number:** RE-20-2023

**Subject:** Changes to the hall rental policy

**Prepared by:** Carol Ann Scott, Recreation Director

**Revised by:** Josée Brizard, CAO-Clerk

**Date of the meeting:** October 30<sup>th</sup>, 2023

## **Context**

Approval of two changes to the hall rental policy regarding insurance requirements for Nation non-profit organization meetings and partial refund of additional bar service fees for Nation non-profit organizations.

## **Report**

In July 2023, the hall rental policy was revised, and the option was chosen to require all clients who use our community halls to have liability insurance – either their own or to purchase it through a user program offered by the municipality. The program is working well for clients who rent our facilities, but we are seeing issues with our non-profit groups that qualify for free monthly meetings in our halls. They do not pay for the use of our hall but must pay an insurance fee of \$1.16 per hour for a meeting. These meetings are basically less than 10 people, are 1 or 2 hours and are very low risk activities. The paperwork of having to collect such a small sum for each of these meetings is time consuming for staff and our groups are frustrated by the process and having to pay these small amounts.

In August 2023, a change was made to the bar service fees. \$100 + HST is charged for the first 6 hours of bar service. If the client requests any additional time over 6 hours there is an additional charge of \$25/hour + HST. The policy currently allows for approved non-profit groups in the Nation to be refunded their \$113 bar service fee if the bar and restaurant gross profits surpass \$500. Currently the new policy does not allow for non-profit groups to have a refund of any of the additional fees that are charged for additional hours of bar service.

## **Relevance to priorities**

The Parks and Recreation Master Plan encourages support of non-profit groups and major stakeholders of the Municipality.

## **Financial Consideration**

The municipality does not receive any fees from the insurance premiums. Any fees collected are submitted directly to the company. The non-profit organization meetings are low risk and we will continue to charge insurance fees for all other activities – only the meetings will be insurance free.

The additional bar service fee of \$25/hour help offset staffing that is required to be in the building during bar rentals where there are not necessarily a lot of profits during part of the activity ex. afternoon of an activity versus an evening supper & dance.

Refunding only part of the additional fees will continue to generate some additional funds for the Municipality and encourage our non-profit groups.

## **Recommendation**

That the Municipality makes an exception and waives the obligation to have liability insurance for the approved non-profit organization monthly meetings in community centres.

That Nation non-profit organization qualify for a 50% refund of additional bar services fees charged if gross bar and restaurant profits from the event surpass \$1000.00.