



REPORT

TO: Mayor and Council

FROM: Jason Kabel, Manager of Community Services

DATE: December 4, 2013

RE: **Townshend Theatre Operating Procedures Manual**

Background

Early in 2013 the Townshend Theatre Advisory Committee struck an ad-hoc sub-committee to rewrite the existing Theatre Operating Procedures Manual that was badly out of date and had portions that were copied from another theatre manual that didn't make sense for the current operations of our Theatre. The sub-committee consisted of Heather Campbell, David Kircher, Darlyss Krinke, John Dutton, and Jason Kabel. The committee gathered for several meetings to rewrite the Manual from beginning to end.

Please find the rewritten Theatre Operating Procedures Manual attached for your reference. The Theatre Advisory Committee has reviewed the document and is bringing it forward to the executive committee for a proposed recommendation to Council for adoption as the document to lead operations and decision making for most issues that arise for the Townshend Theatre. The agreement between the Town of Fort Frances, Rainy River District School Board, and Confederation College was used as a guide in the revision of the document.

The Community Services Executive Committee recommends to Town Council to adopt the re-written version of the Townshend Theatre Operating Procedures Manual as the document to help lead operations of the Townshend Theatre.

Respectfully Submitted,

Jason Kabel

<p>Council approval of this report will adopt the attached document as the new Townshend Theatre Operating Procedures Manual.</p>
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