



REPORT

TO: Operations & Facilities Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: February 1, 2019

RE: Request from Relay for Life 2019 – email from A. Supinski

Preamble

At the regular meeting of Council on January 28, 2019, Council referred the attached request from Anneda Supinski to:

- Operations and Facilities Executive Committee for recommendation with input from Community Services Executive Committee.

Miss Supinski has requested the use of the Point Park Office on Saturday, June 22, 2019. This will not be an impediment or a concern for the Community Services use of the facility in the summer, typically during weekdays for summer programming. We would request that a member of the Relay for Life committee touch base the week prior to their event to get a key for access to the Park Office and to provide an insurance certificate (\$2 million) that names the Town as an additional insured on their policy.

Recommendation

The Community Services Executive Committee recommends to the Operations and Facilities Executive Committee to authorize the use of the Point Park Office as the headquarters for the Relay for Life on Saturday, June 22, 2019 provided that:

- a proof of insurance certificate (\$2 million) is furnished with the Town named as an additional insured on the Relay for Life Committee policy.
- The premises are cleaned and all trash is removed from the facility.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "JK", is written over the printed name "Jason Kabel".

Jason Kabel