

**Town of Fort Frances
Administrative Report**

TO: Mayor and Council
FROM: Faisal Anwar, CAO
SUBJECT: Sister Kennedy Seniors Centre – Special Occasion Permit
DATE: April 11, 2022

Issue:

Consider adding Sister Kennedy Seniors Centre (SKSC) on the list of Municipal Facilities Eligible for Special Occasion Permits.

Strategic Impact:

Objective 13. Maintain / enhance existing levels of service

Objective 18. Continue to promote and support Fort Frances Seniors Centre

Administrative Recommendation:

RECOMMENDED THAT Council of the Town of Fort Frances amend the Municipal Alcohol Policy by removing the Sister Kennedy Seniors Centre from the list of Municipal Facilities not Eligible for Special Occasion Permits and adding it to the list of Municipal Facilities Eligible for Special Occasion Permits, thus allowing special occasion permits to be obtained by third parties.

Further THAT administration be authorized to charge \$131.02 for an event that does not use the kitchen and \$237.19 for an event that does use the kitchen to rent the facility for the purpose of hosting an event with a special occasion permit.

FURTHER THAT Council approves hours of closure as 10:00 p.m. for events held at the Sister Kennedy Seniors Centre.

FURTHER THAT the supervision will solely be the responsibility of the individual renting the premises and pictures will be taken before and after the event to ensure that no damage has been done to the premises during the event and it is left clean and orderly.

Options/Alternatives:

1. Add SKSC on the list of Municipal Facilities Eligible for Special Occasion Permit.
2. Do not add SKSC on the list of Municipal Facilities Eligible for Special Occasion Permit.
3. Council provides another direction to administration.

History:

On January 25, 2022, the Sister Kennedy Seniors Centre Board of Management has requested that the Sister Kennedy Senior Center be removed from the list of “Municipal Facilities not Eligible for Special Occasion Permits” and be added to the list of “Municipal Facilities Eligible for Special Occasion Permits”.

At the regular meeting of Council on February 14, 2022, the administration recommended an amendment to the Municipal Alcohol Policy by removing the Sister Kennedy Senior Centre from the list

of Municipal Facilities not eligible for special occasions permits or alcohol consumption and adding it to the list of Municipal Facilities eligible for special occasions permit or caterer endorsement. Council referred this item back to the Community Services Executive Committee requesting determination of hours of availability for the facility and event supervision with the Board's input.

At the regular meeting of the Sister Kennedy Seniors Centre Board of Management on March 10, 2022, this matter was further discussed.

Analysis:

The purpose of the request was to increase the attractiveness of the Sister Kennedy Seniors Centre to potential renters and increase the revenue realized by the Centre. If approved this would allow the Centre to rent out the facility much like the Auditorium that can be rented for events with alcohol. As with the Auditorium, an increase in the cost of booking the facility for such a purpose should be considered.

Currently, it costs \$45.53 to rent the Centre. It costs \$216.51 to rent the auditorium, and for a wedding/social including kitchen use it costs \$473.37. The administration explored the following options regarding rental charges for an event at the Centre with a special occasion permit:

- 1) Charge \$45.53 for the facility with no change to host an event with a special occasion permit;
- 2) Charge \$216.51 for an event that does not use the kitchen and \$473.37 for an event that does use the kitchen. Same as Auditorium; and
- 3) Charge \$131.02 for an event that does not use the kitchen, and \$237.19 for an event that does use the kitchen.

In conjunction with the Community Services Executive Committee, the administration recommends option no. 3 as these rents are an average of the current charge and the rents for the auditorium.

The SKSC Board of Management is in the opinion that renter shall be responsible for event supervision and ensure that the facility be left clean and orderly after the event, and the event shall be wrapped up by 10:00 PM. It would help in saving staff and volunteer time to supervise during and cleanup at the end of the event.

Consultation:

- Sister Kennedy Seniors Centre Board of Management

Supporting Document / Financial Documents:

- Letters from SKSC Board of Management
- Municipal Alcohol Policy