

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON
MUNICIPALITÉ RÉGIONALE D'OTTAWA-CARLETON

REPORT
RAPPORT

Our File/N/Réf. **03 07-97-0000**
Your File/V/Réf.

DATE 24 March 1997

TO/DEST. Chair and Members of the
Corporate Services and Economic Development Committee

FROM/EXP. Committee Co-ordinator

SUBJECT/OBJET **REQUEST BY COUNCILLOR R. CANTIN FOR USE OF
ANDREW HAYDON HALL - 24 MAY 1997**

DEPARTMENTAL RECOMMENDATION

That the Corporate Services and Economic Development Committee consider the request from Councillor Richard Cantin for use of Andrew Haydon Hall on 24 May 1997.

BACKGROUND

Attached at Annex A is a letter dated 4 Mar 97 from Councillor Cantin requesting the use of Andrew Haydon Hall (Council Chambers) for his wedding ceremony to be held on 24 May 1997.

As stated in the letter, staff do not have delegated authority to authorize the use of the Council Chambers for a wedding reception. Attached at Annex B is an extract of Executive Committee minute dated 23 Mar 92 and Rules and Regulations for the use and booking of meeting rooms and activity areas in the Ottawa-Carleton Centre, Information and Public Affairs Office.

This item is placed before the Corporate Services and Economic Development Committee for their consideration.

*Approved by
Cheryle Watson*

Attach. (2)

Richard G. Cantin
1373 Superior Court
Orléans, Ontario
K1C 6G6

H: (613) 824-5212
W: (613) 560-1205

4 March 1997

Cheryle Watson, Co-ordinator
Corporate Services Committee
Regional Municipality of Ottawa-Carleton
111 Lisgar Street
Ottawa, Ontario
K2P 2L7

Dear Cheryle:

**Re: Request for the use of Andrew Haydon Hall on May 24, 1997:
Wedding of Councillor Richard G. Cantin and Christine Sones**

On May 24, 1997 my fiancé and I will be getting married.

It was my intention to hold the wedding ceremony in the Council Chambers, officially known as Andrew Haydon Hall; the reception to be held at another location. However, I have been informed by staff that they do not have the delegated authority to authorize the use of the Council Chambers for a wedding ceremony.

Therefore, understanding that there will be a rental fee and other costs for the use of the room, I ask that you present my request for the use of Andrew Haydon Hall for my wedding ceremony to the Corporate Services and Economic Development Committee at its next meeting scheduled for March 18, 1997.

Thank you for your attention to this matter.



Richard G. Cantin
Regional Councillor, Innes Ward (R-2)

EXTRACT OF MINUTE
EXECUTIVE COMMITTEE
MARCH 23, 1992

ANNEX B.

INQUIRIES

1. Use of the Council Chambers

Councillor Maloney proposed the following motion:

That Regional Councillors be able to book the Council Chambers for meetings or duties related to their Regional responsibilities on a first-come, first-served basis; that an event of Regional Council have top priority; and, that any problems arising over time be brought to the Executive Committee.

CARRIED

Approved Jan 21, 1991

Rules and Regulations

1. The Regional Municipality of Ottawa-Carleton has, at all times, full control and authority over the use and booking of all meeting rooms and activity areas in Ottawa-Carleton Centre. Use of Council Chambers must be approved by the Executive Committee of Regional Council. All other facilities identified in Appendix A will be made available contingent on receipt of a Reservation Request including payment of service and rental fees, existing bookings, and priorities, as identified in the User Schedule.
2. All activities conducted within the Meeting Rooms and Activity Areas (see Appendix A) shall conform to acceptable community standards.
3. After hours access shall be limited to only those facilities identified in the Reservation Request.
4. All properties of the Lessee are to be removed, and all areas used by the Lessee shall be left in a clean, neat, and tidy condition at the end of each usage. The lessee will be charged for any cleaning provided by the Region which may result if and when the Lessee does not meet cleaning requirements.
5. As Ottawa-Carleton Centre is a smoke-free facility, smoking shall not be permitted in any indoor area.
6. Proof of liability insurance may be required in accordance with the Region's insurance policy.
7. The Lessee shall not install any fixtures in meeting rooms and activity areas, tape wires to floors, or drive or place nails, tacks or screws of any kind or affix in any manner materials to any surface not specifically designated for that purpose.
9. Any activity in which flame or fire is involved shall not be permitted.
10. The Region reserves the right to request security personnel to be present at specified periods during the rental period, costs to be charged to the lessee.
11. For public events with an admission charge, the Lessee is responsible for providing ticket sellers and takers.
12. The Region reserves the right to deny further access to its meeting rooms and activity areas as a result of failure to comply with the guidelines stated above.