

To: Electoral Area Services Committee

Date: 2018-02-15

From: Jaime Schween, Manager of Corporate Administration

File No: 0340-30-Deroche

**Subject: Deroche Community Access Centre Rental Policy and Procedures**

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## RECOMMENDATION

**THAT** the Fraser Valley Regional District endorse and adopt the draft Deroche Community Access Centre Rental Policy and Procedures.

## STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

## BACKGROUND

Given the increase of requests for the use of the Community Meeting Room and Parking lot at the Deroche Community Access Centre (the "Deroche Office"), staff sought direction from the Electoral Area Services Committee at the November 2017 meeting on what kind of community events are appropriate for the Deroche Office. Direction was provided at that meeting for staff to develop a draft policy around usage of the Deroche Office.

## DISCUSSION

Feedback has been provided to staff regarding the use of the Deroche Office. The attached draft Deroche Community Access Centre Rental Policy and Procedures recommends that the Community Meeting Room and the Parking Lot be available for rental with the following user groups: community groups, non-profit and governmental organizations. The recommended cost is a flat rate of \$25 per rental for either the Community Meeting Room or Parking Lot. This rate is in keeping with similar facilities that are available for rent in the Deroche area and surrounding community.

Any recurring use requested by community groups or non-profit organizations would be addressed by way of a Letter of Agreement that would be considered on case by case basis, and brought forward to the Electoral Area Services Committee and Board for consideration.

During discussions, interest was raised in the ability to allow businesses to advertise on the Deroche Digital Sign. It should be noted that currently, the Deroche Office Community Sign Rental Policy and Procedure only allows for advertising from only non-profit organizations and community groups.

## **COST**

No costs associated with this report.

## **COMMENTS BY:**

**Mike Veenbaas, Director of Financial Services**

Reviewed and supported.

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported