Agenda – Council – December 11, 2002

Report - Secretariat Committee – December 9, 2002

2. Council Building Use Policy
File FB-1.1 (Vol. 9)

SECRETARIAT COMMITTEE RECOMMENDATION:

On December 9, 2002, the Secretariat Committee considered the above matter and recommends to Council that the City Clerk or designate be delegated the authority to approve or deny requests from film groups to utilize the Council Building.

Re: Use of the Council Building for Film Purposes

For submission to: **Secretariat Committee**

Submitted by: **Richard Kachur, City Clerk**

Report date: **November 28, 2002**

In Camera Item: **No**

Recommendation(s):

1. That the City Clerk or designate be delegated the authority to approve or deny the use of the Council Building to allow film groups to utilize the Council Building.

Report Summary

Key Issues:

Maintaining appropriate security of the Council Building.

Ensuring that film activities do not disrupt the decision-making process and Council Members' duties and responsibilities.

Ensuring that time-sensitive requests receive immediate attention and decision

Providing for adequate communication to Members of Council regarding all aspects of film activities and any resulting impacts.

Implications of the Recommendation(s):

General Implications

ð None

X For the organization overall and/or for other departments

ð For the community and/or organizations external to the City of Winnipeg

ð Involves a multi-year contract

Comment:

Policy implications

X No

ð Yes

Comment:

Financial Implications

X Within approved current and/or capital budget

ð Current and/or capital budget adjustment required

Comment:

Report

Recommendation(s):

1. That the City Clerk or designate be delegated the authority to approve or deny the use of the Council Building to allow film groups to utilize the Council Building.

Reason for the report:

City Council at its meeting of May 16, 2001, adopted Clause 1, as amended, of the Report of the Standing Policy Committee on Property and Development dated May 3, 2001, which delegated authority to the Chief Administrative Officer, or designate, to enter into lease agreements for civic buildings, which are to be occupied for film purposes and for a limited duration, in accordance with agreed upon terms and conditions.

Council approval is required for any amendment to this delegated authority.

History:

Historically, requests for the use of Council Building facilities by outside organizations had been directed to the Mayor's Office, who then made all necessary arrangements with the (former) Civic Buildings Department.

In a letter dated January 7, 1994, Mayor Thompson advised the City Clerk that the Mayor's Office would no longer be responsible for coordinating the use of the Council Building facilities by outside organizations, and transferred this responsibility to the City Clerk's Department.

The process for reviewing and accommodating requests for outside organizations including film groups included approval by the Secretariat Committee and subsequent contractual arrangements by the (former) Civic Buildings Department.

The original process for reviewing applications by the Secretariat Committee has been not been followed, as a result of the Council directive adopted on May 16, 2001.

Discussion:

Over the last five years, the utilization of the Council Building for film groups has dramatically increased. As previously identified, the process for reviewing applications by the Secretariat Committee has not been followed, as a result of the Council directive adopted on May 16, 2001. As a result, numerous concerns have arisen. These concerns include security, disruption of the decision-making process and Council Members' activities, and communication to Council Members with respect to film group events.

As security of the building is a primary concern, coordination of Council Building security must be undertaken for all film group activities occurring within. The security for the Council Building is provided by the Sergeant-At-Arms personnel, who report to the City Clerk's Department. Notably, most of the film group activity in the Council Building must be undertaken after business hours, and especially on Saturdays or Sundays.

The City of Winnipeg decision-making process involves numerous Committees of Council and many Council Member meetings with outside agencies and administrative personnel. The utilization of the Council Building for film purposes usually constitutes a relatively large scale of activity and equipment. As such, the increasing requests for the utilization of the Council Building for film group purposes must be reviewed to ensure that no disruption occurs at any level of the decision-making process.

Council Members require adequate communication of Council Building utilization. The ongoing duties and responsibilities of each Council Member require numerous meetings with citizens, outside agencies and administrative personnel. Quite often, meetings are conducted after business hours and on Saturdays and Sundays. Given that Secretariat Committee approval is no longer been sought as a result of Council's directive of May 16, 2001, Council Members are no longer being adequately apprised of Council Building utilization for film purposes.

Inasmuch as most of the filming takes place after hours and/or requires weekend access, it is necessary to have a Council Building staff presence on hand or on call, to handle unusual situations, in addition to having the City Hall Sergeant-at-Arms personnel on duty.

In accordance with the increasing requests to utilize the Council Building for film purposes, requests are time-sensitive, requiring immediate review, decision and coordination. The accommodation of these requests would be delayed if approval of the Secretariat Committee was required.

To ensure that these concerns are appropriately addressed it is recommended that the City Clerk or designate to be granted jurisdiction over requests from film groups to utilize the Council Building.

Financial Impact Statement:

Project Name:

Date: First Year of Program

	0	1	2	3	4
Capital					
Capital Expenditures Required					
Less: Existing Budgeted Costs					
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal					
Debt - External					
Grants (Enter Description Here)					
Reserves, Equity, Surplus					
Other - Enter Description Here					
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs					
Less: Incremental Revenue/Recovery					
Net Cost/(Benefit)	$ -	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts					
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments:

Manager of Finance & Administration

In

Preparing this report, there was consultation with and concurrence by:

Kenny Boyce, Film and Cultural Affairs Coordinator
Jerry Comeau, Manager of Civic Accommodations, Planning, Property and Development Department

This Report Submitted By:

City Clerk's Department
Prepared by: Richard Kachur