



Corporation of the Municipality of Temagami

Memo No.  
2024-M-138

## Memorandum to Council

<b>Subject:</b>	<b>Request for Donation of Facility – Temagami Chamber of Commerce</b>
<b>Agenda Date:</b>	September 12, 2024
<b>Attachments:</b>	Request from Chamber of Commerce, Donation Policy

### **RECOMMENDATION**

BE IT RESOLVED THAT Council approve the request to waive the rental fees for the Community Centre Hall and Kitchen for the Wild Game Dinner on November 9<sup>th</sup>, 2024 from the Temagami Chamber of Commerce.

### **INFORMATION**

Stephanie Wagner, President of the Temagami and District Chamber of Commerce, has submitted a formal request to waive the rental fees for the Community Centre Hall and kitchen due to financial challenges faced by the Chamber this year, as they are working to rebuild their financial stability. Please see the attached correspondence.

The rental fees requested to be waived are:  
\$400.00 for the Community Centre Hall  
\$150.00 for the Kitchen

As per the Council Donation Policy, non-profit groups, associations, and organizations based within the Municipality are eligible to apply for municipal donations. Please see the policy attached.

Staff recommend that Council approve the request to waive the total rental fee of \$550.00 for the Community Centre Hall and kitchen. However, we recommend that the following conditions be met:

1. The Chamber must provide a certificate of insurance naming the Municipality of Temagami as an additional insured.
2. The Chamber must complete all required rental forms as part of the standard process for facility rentals.
3. The Chamber must complete the reporting as required for contributions of more than \$500.00, detailing how the funds were spent and this must be sent in within 60 days following the event.

Waiving the rental fees for the Wild Game Dinner supports a key community organization that contributes to the local economy and tourism. This aligns with the goals of the Municipality's Council Donation Policy. The conditions recommended ensure that necessary risk management and administrative requirements are fulfilled.

Please review the attached request and policy. Should you require any further information or clarification, feel free to contact me.

**Respectfully Submitted**  
**Sabrina Pandolfo**