



# Staff Report

## Administration

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**Report To:** Committee of The Whole  
**Meeting Date:** July 3, 2019  
**Report Number:** FAF.19.111  
**Subject:** Council Meeting at Blue Mountain Resort  
**Prepared by:** Tim Hendry, Communications and Economic Development Coordinator

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### A. Recommendations

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THAT Council receive Staff Report FAF.19.111, entitled "Council Meeting at Blue Mountain Resort";

AND THAT Council directs staff to proceed with the coordination of the October 21<sup>st</sup>, 2019 Council Meeting to be hosted at Blue Mountain Resort;

AND THAT Council acknowledges that the Council meeting will not be live streamed, but that a video recording of the meeting will be posted to the Town website.

### B. Overview

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This report is a follow up to the direction provided at the February 20<sup>th</sup>, 2019 Council meeting requesting staff to consider options for holding a formal Council meeting in the Blue Mountain Village Resort area in 2019.

### C. Background

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At the February 20<sup>th</sup>, 2019 Council meeting, the following motion was passed:

That Council request Staff work with the Communications Committee and together with that Committee, provide a report to Council by the end of May, 2019 on options and associated costs that the Council may consider regarding the holding of a formal Council meeting in the Blue Mountain Resort Village area before the end of the calendar year 2019, **CARRIED**.

As directed by the motion noted above, staff contacted representatives from the Blue Mountain Resort conference center regarding options to host an off-site Council meeting. The conference coordinator indicated that there is extremely limited availability to accommodate the Council meeting until mid/late September.

Based on the approved Council meeting schedule, and the availability of suitable space within the conference center the proposed date to host the off-site Council meeting has been tentatively booked for Monday, October 21<sup>st</sup>, 2019.

## D. Analysis

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To effectively coordinate an off-site Council meeting and to deliver a standard quality of service for residents, staff gave consideration to features such as the accessibility of venue, size of venue and the technical audio & visual requirements.

### Live Streaming

Due to technical and financial considerations, it is recommended that the meeting not be live streamed to the Town website. Instead, the meeting will be video recorded and posted to the website at a later date.

### Venue Options

Through consultation with the conference coordinator, various venue options were considered. The final suggestion of the Petun Ballroom was provided based upon availability and cost effectiveness.

### Price Breakdown

The associated costs are detailed within the following chart:

Item	Cost
Conference Room Booking	\$750.00
Audio & Visual <ul style="list-style-type: none"><li>- Microphones</li><li>- Monitor, Projector &amp; Screen</li><li>- Camera &amp; Camera Operator</li></ul>	\$2,771.83
Staff Overtime	\$211.38
<b>Total Price</b>	<b>\$3,733.66</b>

## **E. The Blue Mountains Strategic Plan**

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Goal #1: Create Opportunities for Sustainability  
Objective #5 Improved Visibility and Local Identity

Goal #2: Engage Our Communities & Partners  
Objective #1 Improve External Communication with our Constituents  
Objective #2 Use Technology to Advance Engagement  
Objective #3 Strengthen Partnerships

Goal #4: Promote a Culture of Organizational & Operational Excellence  
Objective #3 To Consistently Deliver Excellent Customer Service

## **F. Environmental Impacts**

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N/A

## **G. Financial Impact**

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The total cost to host the off-site Council meeting at Blue Mountain Resort is \$3,733.66. The cost will be covered under the Council meeting expense budget.

## **H. In consultation with**

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Shawn Everitt, Chief Administration Officer

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Tim Hendry, [communications@thebluemountains.ca](mailto:communications@thebluemountains.ca)

## **J. Attached**

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N/A

Respectfully Submitted,

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Tim Hendry  
Communications and Economic Development Coordinator

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Shawn Everitt  
Chief Administrative Officer

For more information, please contact:  
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