

# Council Information Memo

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**To:** Mayor and Members of Council

**From:** Kristina Zietsma, Director - Recreation and Culture

**CC:** Jane Clohecy, Chief Administrative Officer  
Paul Damaso, Commissioner - Community Services

**Date:** May 14, 2025

**Subject:** New Procedure: Use of Town Spaces

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A new Use of Town Spaces Procedure has been developed and will be posted on the Town of Oakville's website, effective **May 14, 2025**.

## Background

Historically, an informal practice was followed to guide the use of town spaces for official purposes by town staff, the Mayor, and Members of Council. With changes in staff and the growing number of booking requests, a more clearly documented procedure was required to determine what activities should be considered official town business and therefore be exempt from rental fees.

The new Use of Town Spaces Procedure provides clear criteria for identifying official town events and applying rental fees correctly and shows the town's commitment to fairness, accountability, and using resources wisely.

## New Procedure Highlights

- *Formalizing Past Practice:* The new Use of Town Spaces Procedure sets out clear and consistent rules to define what qualifies as official town business and when facility rental fees apply.
- *Defined Criteria:* The procedure lists specific conditions to help staff determine when a booking is for official town business and when rental fees are required.
- *Improved Consistency and Efficiency:* Clear guidance will support internal users and facility booking staff, making the booking process faster and even more consistent.

- *No New Costs:* The procedure will be implemented using existing budget resources, with no additional financial impact.
- *Public Posting:* The procedure will be made available to the public to support openness and accountability.

For more information, please refer to the published procedure here: [Use of Town Spaces Procedure](#).

To streamline the facility rental request process for Mayor and Members of Council, please direct inquiries to [bookafacility@oakville.ca](mailto:bookafacility@oakville.ca). The email should include the event title and brief description, desired location, date, start and end times along with the expected attendance.

If you have any questions or comments, please do not hesitate to contact the undersigned at your convenience.

Thank you,



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