



THE CORPORATION OF THE TOWN OF WASAGA BEACH
POLICY MANUAL

SECTION NAME: Financial Management	POLICY NUMBER: 4-6
POLICY: Indoor Facility Rental Fee Policy for Community Organizations	REVIEW DATE: November 2017
EFFECTIVE DATE: January 1, 2016	REVISIONS:
ADOPTED BY BY-LAW: By-Law No. 2015-100	ADMINISTERED BY: Manager of Parks, Facilities & Recreation

PURPOSE

The Town recognizes the contributions that community organizations provide to enhance the quality of life for the residents of Wasaga Beach. These contributions can be in the form of financial assistance to organizations or individuals or by providing a service or program that enrich the life of those that benefit. In recognition of these contributions, Council acknowledges the importance of assisting community groups with affordable facilities which provides an overall benefit of our community.

SCOPE

This policy has been developed to waive or reduce rental fees for community organizations renting Town owned indoor facilities for certain activities and provides staff with the tools necessary to achieve levels of efficiency, and having clear direction to provide this service in a fair and equitable manner.

Organizations under this policy are defined as and include:

“Community Health Promotion Groups” means a not-for-profit organization based in Wasaga Beach that provides a program, service or financial contributions primarily to the residents of Wasaga Beach related to the promotion, education or in support of health services including Georgian Bay Family Health Team, Hospice, and Healthy Communities Network.

“Community Organization” means a not-for-profit organization based in Wasaga Beach that provides a program, service or financial contributions primarily to the residents of Wasaga Beach on a cost recovery basis. Organizations providing benefits to their members only via membership fees are excluded from this policy (eg. Special Interest Groups, Business Associations or Political Groups).

“Fundraising Activities” means 75% of the funds raised must stay within Wasaga Beach and/or provide direct benefit individuals/organizations within Wasaga Beach. Confirmation of the distribution of fundraised dollars is required at the time of booking with documentation on the disbursement of funds required within 30 days following the event. Excludes fundraising activities conducted under a license under the Alcohol and Gaming Commission of Ontario (AGCO).

“Rental Fees” means all Town fees associated with the rental of a facility inclusive of set up but excluding externally regulated fees collected by the Town such as SOCAN, Special Occasion Permits and Insurance.

“Senior or Youth Organization” means a not-for-profit organization based in Wasaga Beach that provides a program, service or financial contributions primarily to senior or youth residents of Wasaga Beach on a cost recovery basis and includes senior and youth organizations, including Probus Clubs, minor sports and schools.

“Service Clubs” means a voluntary not-for-profit organization based in Wasaga Beach where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations. A service club is defined firstly by its service mission and secondly its membership benefits, such as social occasions, networking, and personal growth opportunities that encourage involvement. Service Clubs includes Lions, Kinettes, Rotary, Kinsmen and Knights of Columbus.

“Special/Community Events” means an event hosted by a not-for-profit organization based in Wasaga Beach that provides a program, service or financial contributions primarily to the residents of Wasaga Beach and has been designated a special/community event by the General Government Committee and is free for the public to attend.

“Weekdays” means a rental period from Monday to Friday until 5:00 p.m.

“Weekends” means a rental period from Friday after 5:00 p.m. to Sunday.

POLICY

Under the Town’s Fees and Charges By-law, the Town charges fees for the use of Town indoor facilities. These fees are based on recovering the facility operating costs and include set-up/take-down and staff time where applicable.

The following fee reductions/waivers of Town facility rental fees shall be applied for community organizations as outlined below:

Community Organizations - General Activities

(eg. meetings, conferences for Service Clubs, Non-profits)

- Weekdays 75%
- Weekends 25%

Service Club – Meetings (weekday, 4 hr max) 85%
(regular membership meetings, excludes annual meetings and conferences)

Reoccurring AGCO Regulated Fundraising 30%
(Bingos)

Community Organizations/Service Clubs - Fundraising Activities

(eg. Charity dinner, silent auctions)

- Weekdays 75%
- Weekends 25%

Community Health Promotion Groups (free public participation) 75%
(eg. Flu Shot clinics, Health Unit)

Senior or Youth Organizations (weekday, 4 hr max)

(eg. Schools, Minor/Senior Sports, Girl Guides, Scouts, Big Brothers/Sisters, Air/Sea Cadets)

- Weekdays 85%
- Weekends 25%

Special/Community Events 50%
(Free admission for the public)

The Town reserves the right to request additional information and/or confirmation of the organizations community status to ensure compliance with this policy.

Regardless of any and all fee reductions/waivers, all organizations are subject to all Town policies and procedures for all facilities and parks including insurance coverage, alcohol risk management, etc.

The organization can not apply for a Special event or Grant Program funding (i.e. in kind donation) to further offset rental fees for the same event/activity that has already received a reduced/waived rental fee and must declare all previous fee reductions/waivers within the program application.

POLICY ADMINISTRATION AND REVIEW

This policy shall be administered by the Manager of Parks, Facilities & Recreation. The

Manager shall report to the Community Services Committee on a quarterly basis on the fee reductions as part of the quarterly financial statements.

The applicant organization may appeal to the Community Services Committee by advising the Manager of Parks, Facilities & Recreation within five (5) working days of receiving notice of the Manager's decision. If the event occurs prior to the appeal being heard by the Committee, the organization must pay all fees in full. If the appeal is successful, the amount of the reduced/waived fee will be refunded to the organization. The decision of the Community Services Committee shall be final.

This policy will be reviewed every two (2) years or as required by the Grant Review Committee. Council reserves the right to terminate or amend this policy at any time. In the event of such an occurrence, any event already confirmed within the preceding 12 months shall be entitled to the reduction/waiver as outlined within the existing policy.