
POLICY	Waiver or Reduction of Rental Fees for Municipally Owned Facilities
POLICY NUMBER	F.03.001
CATEGORY	Finance
SUPERCEDES POLICY	A 23-2019
RELATED POLICIES	Municipal Grants Program Policy, Operating and Capital Budgeting Policy
APPROVED BY	2024.21.12
REVIEW DATE	October 30, 2024

POLICY STATEMENT

The Municipality of Dutton Dunwich recognizes the importance of assisting community organizations/groups with affordable facilities during special events to deliver vital educational, recreational, social and other services to residents which serve to strengthen our community and further economic development. The guidelines outlined in this policy guide the process in applying for a Fee Waiver or Fee Reduction at any municipal community centre hall, kitchen, and/or meeting room.

SCOPE

This policy will provide a clear understanding of the roles and responsibilities of the municipality and user groups while ensuring consistency through its application. This policy applies to all municipally owned facilities including pool, sports fields, community centres, parkland, WEDS Theatre, pavilions etc.

DEFINITIONS

Booking means a single event or contract for multiple reoccurring program events not exceeding 1 per month in a calendar year.

Charitable Organization means a registered association that must use its resources for charitable activities and have exclusively charitable purposes.

Dutton Dunwich Based means the main operation is located within the geographic location of the Municipality of Dutton Dunwich, or the demonstrated benefits are primarily to the residents of Dutton Dunwich

Fees mean all fees as outlined in the municipal User Fees By-law

Minor Sport Group means a non-profit organization, guided by a constitution and by-laws governed by a Board.

Non-Profit Organization means an incorporated, tax-exempt organization that does not exist to make a profit and provides public benefit through the arts, culture, recreation, education and/or community-focused activities operating within the Municipality of Dutton Dunwich.

Service Club means a voluntary non-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations. Services clubs include Lions Club, Optimist, Masonic/Freemasons, Order of the Eastern Star, etc.

POLICY

Eligibility Criteria

In order to receive a 100% waiver of fees, the applicant must:

1. Qualify as a not-for-profit/charitable organization, minor sport group, or service club
2. Must be Dutton Dunwich based
3. The activity does not duplicate an existing program or activity supported by or run by the municipality
4. The program or activity is open to the public
5. The program/activity meets one of the following:
 - a. Is for the purpose of a fundraiser where funds raised go towards a municipal project (i.e. playground)
 - b. Meets a recreation or community development or enhancement goal such as promoting physical activity, healthy eating, increasing or improving literacy, reducing poverty, safety education, community engagement or capacity building, or providing activities for under-served sectors within Dutton Dunwich

In order to receive a 50% reduction of fees, the applicant must:

1. Qualify as a not-for-profit/charitable organization, minor sport group, or service club
2. Must be Dutton Dunwich based

Non-Eligible Events

- Private events such as weddings, birthdays, anniversary parties etc.
- For-profit organizations, individuals or groups and businesses
- Events or activities that are not open to the public
- Organizations based outside of the Municipality
- Events for hospitals and public agencies, organizations whose purpose is related to political or religious activity
- Projects or organizations that did not fulfill their obligations during previous events or activities for which facility fees were waived or reduced
- Events or activities involving alcohol where the proceeds are for profit and not being directly donated to the charity or cause that the fee has been waived for
- Activities that were approved and funded through municipal grant programs or municipal operational funding

Service Club Free Rental

Dutton Dunwich based service clubs will be eligible for one (1) free rental per calendar year up to three (3) consecutive days maximum to host an event of their choice. For a Service Club to

redeem this free rental, an application form must be submitted to the Recreation and Administration Assistant by November 30th of the preceding year.

Application Process

Not-for-profit/charitable organizations, minor sport groups, or service clubs wishing to be considered for the waiving of fees must apply in writing to the Recreation and Administrative Assistant at least one week prior to the event of consideration using the "Application for Reduction or Waiver of Rental Fees" form. The application will be reviewed and either approved or denied based on eligibility criteria and/or availability of requested facilities, if applicable. The applicant will be advised of the decision in writing.

Where there is reasonable doubt as to whether the organization is eligible, the application may be brought forward to the Chief Administrative Officer for a final decision.

Application forms will be available on the Municipal website or at the Municipal Office, 199 Currie Road, Dutton.

Municipal Recognition

Successful organizations shall acknowledge the Municipality of Dutton Dunwich's contribution through all promotional means. The Municipality's logo is available by contacting the Recreation and Administrative Assistant.

Exceptions

This policy refers to the Municipal User Fees By-law to cover the fee for use of a space and does not apply to any extra fees such as; taxes, tariffs (i.e. SOCAN), staff time/materials, licenses and insurance costs that may be required by either the function/purpose of the rental or the nature or the facility type.

Request for Evidence

The Municipality may request the applicant provide evidence that the regular rental fees cause a real barrier or hardship.

Limitations

- The request to waive or reduce rental fees may be approved for each individual/group to a maximum of three (3) bookings per calendar year. In exceptional circumstances, bookings of more than 3 shall be approved by Council
- Requests will be considered for one calendar year at a time, and each calendar year will require a new request application
- Access to space is not guaranteed and may be reviewed annually
- The maximum allotment of fees to be waived will be \$1,000 per group, per calendar year.

Revocation

The Municipality reserves the right to suspend or revoke any approvals should the applicant fail to adhere to the terms of this policy.

Denial

The Municipality reserves the right to refuse the waiver or reduction of fees where it is not in line with Municipal by-laws and policies, not in furtherance of the Municipality's goals, or where it would otherwise be inappropriate to do so.

RESPONSIBILITY

The Recreation and Administration Assistant will:

- Review applications and approve applications in compliance with this policy
- Manage rentals approved under this policy
- provide an annual report to Council with a detailed account of the total numbers of fee waiver/reductions granted

The Treasurer will:

- Provide oversight and compliance with this policy

The Chief Administrative Officer (CAO) will:

- Where there is reasonable doubt as to whether the organization is eligible, be the final deciding authority for applications made under this policy

MONITORING AND REPORTING

This policy will be reviewed a minimum of once per Council Term to ensure its effectiveness and compliance with legislation and current business processes, or as required based on legislative changes.

RELATED DOCUMENTATION

- Municipal User Fees By-law
- Application for Reduction or Waiver of Rental Fees

Application for Reduction or Waiver of Rental Fees

☐ Fee Waiver (100%) ☐ Fee Reduction (50%) ☐ Service Club annual free rental

Organization Name: _____

Contact Person (must have signing authority): _____

Phone Number: _____

Email Address: _____

Eligibility

1. Are you a Non-Profit Organization?
☐ Yes ☐ No
2. Please provide your Revenue Canada Charitable Registration Number (if applicable).

3. Is your organization located within the Municipality of Dutton Dunwich?
☐ Yes ☐ No
4. Will this proposal provide services to the residents of the Municipality of Dutton Dunwich?
☐ Yes ☐ No
5. Will your organization or another organization be the primary receiver of funds of this proposal?
☐ Yes ☐ No ☐ No, another organization: _____
6. Will the assistance that the Municipality provides your organization be utilized only by your organization?
☐ Yes ☐ No ☐ No, another organization: _____

Details of Event (Please provide one application per event)

Date(s) of Proposed Event: _____

Name of Proposed Event: _____

Location Requested: _____

Outline the details of your event (hours, days, staff assistance required, equipment or materials). Note: This application covers the facility booking fee and does not include additional fees such as licenses, staff time, taxes, insurance etc.

Is the event open to the general public? ☐ Yes ☐ No

Goals and Objectives of Event

Check all that apply:

- ☐ community development or enhancement
- ☐ promotes physical activity
- ☐ promotes healthy eating
- ☐ increases or improves literacy
- ☐ reduces poverty
- ☐ safety education
- ☐ community engagement or capacity building
- ☐ provides activities to an under-served sector of Dutton Dunwich

Community Support

Describe how your proposal supports the Municipality of Dutton Dunwich.

Other Information

You are welcome to use the space below to provide any further details about your proposal not covered in the preceding questions.

Signature of Applicant: _____

Date: _____

Submit via

email: recreation@duttondunwich.on.ca

fax: 519-762-2278

mail or in-person: Attention Recreation, 199 Currie Road, Dutton ON, N0L 1J0

Upon receipt of your application, confirmation will be provided to the applicant. Should the Municipality have any further questions pertaining to your request, you may be contacted to provide additional details. The applicant will be informed of the decision on the application in writing and provided next steps.

OFFICE USE ONLY

Meets criteria: ☐ Yes ☐ No

Approval: ☐ Approved ☐ Denied

Reviewer Name: _____

Date: _____

Additional Comments:
