



Schedule 'A' to Bylaw 2024-043

<b>Municipality of Hastings Highlands - Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Administration			<b>POLICY #:</b>
<b>POLICY:</b> Fee Waiver Policy			
<b>DATE:</b> July 17, 2024	<b>REV. DATE:</b>	<b>COVERAGE:</b> Public and User Groups	<b>PAGE #:</b> 1-6

**Purpose**

The purpose of this policy is to create consistency and set parameters around the waiving of user fees and service charges for the many devoted community health groups, community organizations, senior or youth organizations and service clubs as well as special/community events.

**Scope**

The intent of this policy will be to streamline the fee waiver process and provide a consistent approach in the information that is provided for consideration. For further clarity, a set of eligible and non-eligible criteria was established for the approval of the fee waiver.

**Eligibility Criteria**

- The organization, club or group must operate as not-for-profit and qualify as an organization defined under this policy
- The activity does not duplicate or conflict with an existing program or activity
- The activity will provide benefit to the community and/or public
- Organizations must demonstrate financial need and validate their request for consideration of waiving of fees

**Not Eligible**

- Private events such as weddings, family celebrations, birthday parties, engagement parties, retirement parties, anniversary parties, commercial activities etc.
- For-profit organizations, individuals or groups and businesses
- Events or activities that are not open to the general public
- Organizations based outside the Municipality (unless the demonstrated benefits are primarily to the residents of Hastings Highlands)
- Organizations that did not fulfill their obligations during previous events or activities for which facility user fees were waived

- Events or activities involving alcoholic beverages where the proceeds are for profit and not being directly donated to the charity or cause that the fee has been waived for

**Organizations under this policy are defined as and include:**

**“Community Health Groups”** means a not-for-profit organization that provides a program or service primarily to the residents of Hastings Highlands related to the promotion, education or in support of health services.

**“Community Organizations”** means a not-for-profit organization that provides a program or service primarily to the residents of Hastings Highlands on a cost recovery basis. Organizations providing benefits to their members only via membership fees are excluded from this policy (e.g. Special Interest Groups, Business Associations or Political Groups).

**“Senior or Youth Organizations”** means a not-for-profit organization that provides a program or service primarily to senior or youth residents of Hastings Highlands on a cost recovery basis.

**“Service Clubs”** means a voluntary not-for-profit organization 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.

**“Special/Community Events”** means an event hosted by a not-for-profit organization that provides a program or service primarily to the residents of Hastings Highlands and is free for the public to attend.

**“User Fees and Service Charges”** means all municipal fees associated with the rental of a municipal owned indoor facility and municipal owned baseball field(s) and soccer field(s). This does not include Special Occasion Permits and Insurance.

**Policy**

Under the User Fees and Services Charges Bylaw, the Municipality charges fees for the use of municipal owned indoor facilities and municipal owned baseball field(s) and soccer field(s). These fees are based on recovering the facility operating costs.

The following fee waivers of municipal owned indoor facilities and municipal owned baseball field(s) and soccer field(s) shall be applied for defined organizations as outlined below:

**Request Waiver of Fees**

The Administrative/Community Services Coordinator will review the application submitted, and subject to meeting the eligibility criteria, may approve or deny the application request.

**Request Allotment**

The maximum allotment of user fees and service charges to be waived will be \$1,500 per defined organization, per calendar year.

### **Application Process**

Defined organizations that wish to be considered for the waiving of user fees and service charges must apply in writing to the Administrative/Community Services Coordinator using the detailed application form. Applications must be submitted to a minimum of sixty (60) days prior to the event of consideration.

The Administrative/Community Services Coordinator will either approve or deny the request based on eligibility criteria and/or availability of requested facilities, if applicable. The applicant will be notified of the decision in writing.

Application forms for the waiving fees will be available at the Municipal Office in Hastings Highlands (33011 Highway 62N Maynooth, ON K0L 2S0).

### **Appeal**

If the applicant does not agree with the decision provided, they may submit a request of reconsideration in writing to the CAO for consideration and final decision.

### **Documentation**

Council will be notified of all decisions in writing via email.

Additionally, all waiving of fees approved during the calendar year will be recorded as part of the Community Services report to Council.

Completed application forms and accompanying documentation will be sent to:

Municipality of Hastings Highlands  
Attention: Administrative/Community Services Coordinator  
33011 Hwy 62N  
P.O. Box 130  
Maynooth, ON K0L 2S0  
[info@hastingshighlands.ca](mailto:info@hastingshighlands.ca)



**REQUEST FOR WAIVING OF FEES  
 APPLICATION FORM**

**APPLICANT INFORMATION**

Name of Organization:	
Contact Person(s):	
Address:	
Phone:	Home: Business: Cell:
Email:	
Which of the following best describes you (check one):	<input type="checkbox"/> Community Health Group <input type="checkbox"/> Community Organization <input type="checkbox"/> Senior or Youth Organization <input type="checkbox"/> Service Club <input type="checkbox"/> Special/Community Events <input type="checkbox"/> Other (please specify)
Is this your only request for Fee Waiving this Fiscal Year?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if no, please list details)
Purpose of Request: (brief explanation, summary from your cover letter)	

**EVENT / FEE INFORMATION:** Please provide the following details regarding the activity your application pertains to.

Date:	
Fee Amount:	
Description of Event:	
Location: i.e. Building Name, Sport Field, Address etc.	
Admission/Participation Fee: (is there an Admission/ Participation Fee charged to attendees?)	Yes <input type="checkbox"/> (if yes, please describe)  No <input type="checkbox"/>
Open to the Public? (is this event open to the general public?)	Yes <input type="checkbox"/> No <input type="checkbox"/> (if no, please explain)
Anticipated Attendance:	

**FUNDING REQUEST**

Requested amount to be waived:	
Description of Need: (please describe why the waiving of fees is requested)	
Have you received any other sources of funding:	Yes <input type="checkbox"/> (if yes, please describe)  No <input type="checkbox"/>

Please mail or drop off completed application to:

Municipality of Hastings Highlands  
Attention: Administrative/Community  
Services Coordinator  
33011 Hwy 62N  
P.O. Box 130  
Maynooth, ON K0L 2S0

OR  
Fax to: 613 338-3292  
e-mail to: [info@hastingshighlands.ca](mailto:info@hastingshighlands.ca)

### SIGNATURE OF APPLICANT

Upon receipt of your application, confirmation will be provided to the applicant. The application will then be reviewed by the Administrative/Community Services Coordinator. 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 in writing and if approved, will be required to sign the Municipality's standard rental agreement, provide insurance coverage documents or purchase Municipal Insurance, as well as being obligated to comply with any associated guidelines for the facility.

Signature:	
Date:	

#### OFFICE USE ONLY:

Meets criteria  Does not meet criteria   
Request approved  Request denied

Staff Name:	
Date	

Additional Comments:

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