



## **Policy for Waiving or Reducing Fees Related to Use of Town Owned Facilities and Spaces**

**Policy Manual Section:** Municipal Services – Culture & Rec

**Policy Number:** M-CR-007

**Authority:** 030/22, 099/22

**Date Approved:** February 8, 2022

**Department Responsible:** Culture & Recreation

**Revision Date:** April 26, 2022

**Review Date:** February, 2024

**Status:** Active

---

### **Policy Statement:**

The Policy of Waiving or Reducing Fees related to the Use of Town-Owned Facilities and Spaces will assist in determining if fees related to facility rentals may be waived or reduced for an organization requesting this in connection with rental of Town facilities or spaces.

### **Purpose:**

- To provide a systematic and consistent approach in assessing requests for waiving of Town fees related to booking facilities or spaces.
- To provide support, where appropriate, to community organizations that provide services that maintain and improve the quality of life for residents of the Town of LaSalle
- To ensure that approved waivers of fees will not impact the Town's budgets and overall fiscal objectives.

### **Scope:**

Certain community and recreation groups may request a waiver or reduction of fees related to rental of facilities or space if they meet all the following conditions of eligibility:

- Must be a non-profit organization;
- Must provide evidence that regular rental fees constitute a real barrier or hardship;
- activity does not duplicate an existing program or activity;
- activity is open to the public, or membership in the requesting organization is open to the public;



- activity must not be for the purpose of generating revenue, including fundraising; and
- activity must comply and conform with applicable legislation, Town of LaSalle policies and by-laws, and in not contrary to law, including but not limited to the Ontario Human Rights Code and the Criminal Code.

**Policy:**

This policy is intended to consider the waiver of fees funding under exceptional circumstances only. It is not intended to cover regular and/or on-going financial support.

The general intent of the eligibility guidelines is to consider only requests from non-profit or not-for-profit organizations that provide broadly based and valuable services to community, the responsibility for which does not normally rest with other levels of government.

Requests for the waiver/reduction of fees shall be initially submitted to the Parks, Recreation and Events Committee for consideration and the Committee *may*:

- Request additional information before making a decision;
- Make a recommendation to Council to approve the fee reduction/waiver request in whole, or in part; or
- Decline the request.

The Committee has no authority to approve the request.

Recommendation for final approval, in whole or in part, shall be presented to Council by the Committee Chair and will be guided by the following criteria:

- Significant social/community benefits apply broadly to LaSalle residents, and/or the community, from the services provided by the applicant.
- The dollar value of the fees related to rental is outweighed by the social/community benefits and/or the potential economic spin-off.
- The extent to which the services being provided by the applicant will reduce/eliminate the need for the Town to deliver that service within the community.
- The services provided by the applicant assist in meeting the vision of the Town of LaSalle Strategic Plan.



Consideration for other circumstances may be recommended to Council at the discretion of the Parks Recreation and Events Committee.

**Policy Review:**

This policy will be reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

**References:**