



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

Policy Title: Reduction or Waiver of Facility Fees and Charges	Policy #: C-5-1
Authority Approval: Mayor and Council	Resolution #: 007-2015-01-12 Effective Date: January 12, 2015
Distribution:	
<input checked="" type="checkbox"/> Master	<input type="checkbox"/> Fire Department
<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Library
<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Public Works
<input type="checkbox"/> FCSS	<input checked="" type="checkbox"/> Recreation

Purpose: To provide a framework for the consistent and equitable consideration of requests for the reduction or waiver of fees and charges for the use of Town facilities and/or services provided by the Town. To provide a standard process for all applicants to follow; equitable assessment of each request received; transparency and accountability to the community; and, effective reporting mechanisms.

Policy Statement: To ensure fair and equitable consideration of all applicants. This policy deals only with the reduction or waiver of fees and charges associated with the use of Town facilities and /or services provided where not previously established by or attached to a Bylaw.

1. Administration and / or Council may consider the waiver or reduction of facility fees for non-profit organizations or charities according to approved policies, procedures and budgetary considerations.

Council will allocate \$5,000.00 (Five thousand dollars) from the 2015 fiscal year budget for waivers or reductions of fees as part of the annual budget process. Separate General Ledger codes will be established to record waivers or reductions of fees granted by Administration or Council.

Waiver or Reduction of Fee Applications will be reviewed and decisions will be based on an established set of criteria including, but not limited to:

- The number of members residing in and around the Town of Beaverlodge;
- The primary purpose of the organization is the promotion of a balanced, healthy, and active lifestyle including cultural, recreational and learning opportunities;
- The purpose of the fundraiser or event; and,
- Additional sources of revenue including grant sources.

2. All complete applications to waive or reduce fees and charges must be made at least four (4) weeks prior to the holding of the event for which the application is being made. Applicants must complete the Facility Fee Waiver Application. A written explanation of the final assessment will be provided to the applicant.
3. Only the waiver of fees for an activity, event or function will be considered. Waiver of fees does not apply to:
 - Insurance associated with the use of facilities are not subject to reduction, waiver, or refund.
 - AGLC or other permit fees required for events. Such permits and fees are the responsibility of the organization requesting use of the facilities and are not subject to reduction, waiver, or refund.
 - Damage Deposits are required for all facility rentals and are not eligible for reduction or waiver.

4. Eligibility / Assessment Criteria

Eligibility and assessment criteria apply to renters of all Town of Beaverlodge facilities, except those facilities that have independent external management contracts in place with the Town.

Applicants must be considered to be in at least one of the following categories:

- Charitable organizations
- Not for profit organizations
- Community groups
- Pensioner groups
- School groups
- Special circumstances as determined by Administration or Council
- The primary purpose of the organization is the promotion of a balanced, healthy, and active lifestyle including cultural, recreational and learning opportunities;

Applications to waive fees and charges will not be considered for:

- Profit making ventures for commercial entities; or,
- Activities, events, or programs that contravenes the Town's existing policies.

Application information must include:

- Organization profile (documentation may be requested confirming non-profit status);
- Membership information including the number of members residing in and around the Town of Beaverlodge;
- Funding profile and non-profit status (submission of documentation confirming non-profit status);
- An explanation of the purpose or nature of the event or activity and the perceived benefit of the event or activity to the local community;
- A budget for the event including:
 - Funding sources available and accessed by the organization; and, proposed expenses.
 - Additional sources of revenue including grant sources.

- Previous year's financial statement:
 - An Audited Financial Statement, a Balance Sheet, or an Income and Expense report are all examples of acceptable financial information from applicants. Only one type of statement is required to be submitted with an application.
- Incomplete applications will not be accepted.

5. All applications will be reviewed by Administration for eligibility and assessed based on the application provided. Administration may approve, partially approve or deny eligible requests for up to 25% reduction or waiver of fees.

If the application request falls outside of the eligibility criteria or, the request is for more than a 25% reduction of fees, Administration will make a recommendation to Council for consideration. Council will then, through resolution at a Regular Council meeting, make the final decision. Council may approve, partially approve or deny eligible requests up to 50% reduction or waiver of fees.

The maximum amount of any eligible application for waiver or fee reduction is 50%.

6. Special Conditions

- Recurrent requests to waive fees and charges will be forwarded to Council for consideration.
- Any approval given for the Reduction or Waiving of fees will only be applied to a single event. Any future or ongoing (annual) events will require further applications to be submitted.

7. Recognition

Advertisement of events must include acknowledgement of the Town's contribution.

Policy C-5 is rescinded upon approval of Policy C-5-1

Reviewed / Amended	Date: <i>January 13 2014</i>
<i>Leona Hanson</i>	<i>Christopher Parker</i>
Mayor Leona Hanson	CAO, Christopher J. Parker