

Corporate Policy

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Section:	Finance	05
Sub-Section:	Grants to Organizations	1850
Title:	Fee Waivers	05

Related Policies

Number	Title
01-0530-2016-01	Delegations to Council
05-1850-04	Grants Limited to Approved Budgets
05-1850-06	Participatory Budgeting – Community Grants Allocation

Approvals

Approval Date: June 10, 2014	Resolution #: <u>RC14/184</u>
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:
Amended:	Resolution #:

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Fee Waivers

Purpose

The purpose of the City of Port Moody's Fee Waiver Policy is to provide financial assistance, in the form of fee waivers for facility expenses, to Port Moody based community groups and organizations for eligible events and activities that benefit the greater community. The intent of this policy is to streamline the fee waiver process and provide a consistent approach in the administration of the waivers. The approval of fee waivers is based on an established set of criteria.

Definitions

Eligible for Waiver

Groups:

- Port Moody not-for-profit groups that are involved in a community sport, culture, art, recreation, neighbourhood, or service club; or
- a School District 43 Port Moody School.

Events:

- one-time events that will benefit the community/public; and
- non-partisan community based events.

Not Eligible for a Waiver

- non-Port Moody Groups;
- sequential (daily, weekly, monthly, etc.) seminars, courses, clinics, programs, etc.;
- private events such as weddings, birthdays, and anniversary parties;
- for-profit or commercial organizations, individuals, or groups; and
- events or activities that are not open to the general public.

Fee Waiver Amounts

Theatre/Galleria – Eligible groups and activities may be entitled to a \$500 fee waiver for the use of the Theatre/Galleria per group, per annum, based on the merit of the activity and the extent to which it serves the greater neighbourhood and/or community. Organizations must also demonstrate a financial need.

Recreation Facilities – Eligible groups and activities may be entitled to a \$367 fee waiver for the use of a recreation facility per group, per annum, based on the merit of the activity and the extent to which it serves the greater neighbourhood and/or community. Organizations must also demonstrate a financial need.

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Procedures

1. The group is to contact Facilities Booking staff to book the event on the date and time desired for the event.
2. If the requested facility (or suitable alternative) is available, the completed application form will be forwarded to the General Manager of Community Services (or designate) for review and processing.
3. All interested groups must complete a Fee Waiver Request application form, outlining the purpose of the activity and related organizational information and will be processed on a first come basis. Once the annual funding is depleted, no further fee waiver applications will be processed for that year.
4. The application form must be submitted to the General Manager of Community Services a minimum of four (4) weeks prior to the date requested. Application forms received after this time will be processed accordingly; however, groups must assume responsibility for any consequences associated with delays in the confirmation and/or administration process.
5. Facilities booking staff will process a facility rental contract inclusive of any additional fees and taxes.
6. The group or organization remains responsible for all terms and conditions outlined in any facilities booking contract, including retrieving their permit in advance and having it present throughout the duration of their use.

Evaluation and Reporting

Staff will review the program annually and reflect any changes in the operating budget process.

Appeals

Any group who has been denied a fee waiver may appeal the decision of the General Manager of Community Services by requesting to appear before Council (at a Committee of the Whole Meeting) to present their rationale for receiving a fee waiver. Groups wishing to appear before Council must contact the Corporate Officer to register as a delegation.

Monitoring/Authority

Delegated to the General Manager of Community Services.