

PROCEDURE

TITLE: Waiver of Municipal Fees

NUMBER: PRO-R-2009-0001

CATEGORY: Corporate

DATE: April 2009

REFERENCES AND RELATED DOCUMENTS:

Policy:

- [Municipal Assistance Program](#)

Procedure:

- [How to Apply for the Municipal Assistance Program](#)

Forms:

- [Municipal Assistance Program Proposal Form](#)
- [Loan of Town Equipment](#)
- [Facility Request](#)
- [Public Event Application Form](#)

Note:

If have questions regarding this procedure, please contact recreation@haltonhills.ca or 905-873-2601 ext. 2261

PURPOSE:

To provide the process, categories of eligibility and support documents related to submitting a proposal for waiver of municipal fees.

DEFINITIONS:

- **Individual:** a resident or business owner who pays property taxes to the Town of Halton Hills, directly or indirectly.
- **Group:** two or more individuals who share a common purpose.
- **Community Organization:** duly constituted group, club, association or society.
- **Business:** commercial entity that pay taxes to the Town of Halton Hills, directly or indirectly.

SCOPE/STAFF PRIMARILY AFFECTED:

The scope of these procedures affects individuals, groups, community organizations and businesses located in Halton Hills, who are interested in applying for Municipal Assistance for local activities/events.

This procedure affects all departments within the Town of Halton Hills and is managed through the Recreation and Parks.

PROCEDURE:

Requests for relief from municipal rates and service charges may be available and will be processed in accordance with the Municipal Assistance Policy.

Requirements:

- a) Must complete required paperwork as per How to Apply Municipal Assistance Program.
- b) Request for waiver of municipal fees must be received prior to your activity/event.
- c) Confirmation of Facility Request and/or Loan of Town Equipment Request we applicable.
- d) Post event financial statement must be submitted to secure the fee waiver (s).

Eligible:

- a) For fundraising activities/events facility fee waivers are only eligible when 100% of the net funds raised are directed back to a Town facility, program and/or service. . Proceeds must exceed value of waived fees.
- b) Approved Community-wide events where admissions are free.
- c) Rental fees for municipally owned or controlled facilities including: Arenas, meeting rooms in school, pools, playing fields and surfaces etc.
- d) Waiver of delivery fee for the loan of municipally owned or controlled equipment such as sports equipment, picnic tables, pylons, barriers, audio/visual equipment, flip charts etc.
- e) Special equipment may be available for your activity/event. Where operators are required, only Town personnel can operate the equipment i.e. grader, water truck, etc.
- f) Groups registered with the town who conduct an Annual General Meeting where the election of officers takes place. Some restrictions may apply

- g) Community events where an admission charge is levied, fees may be waived when costs are not recovered due to extenuating circumstances.

Ineligible:

- a) Fundraising activities/events
- b) Costs for personnel services are ineligible for Municipal Assistance, in regards to the operation of approved Town equipment.
- c) Third party fees ie. Socan, Health Department, etc
- d) Request for relief from licences, development charges, building permits, etc.
- e) Requests for relief from fees not controlled by the municipality.

MUNICIPAL ASSISTANCE PROGRAM DECISION PROCESS:

- A. Proposals will be reviewed by staff for accuracy, completeness and compliance with the Municipal Assistance Policy and Procedures.
- B. Only complete proposals will be forwarded under a staff report to the Community Affairs Committee of Council for consideration at the designated meetings (see Deadlines for Applications).
- C. All proposals are subject to available funds
- D. Community Affairs Committee of Council may request a presentation of the applicant's proposal.
- E. Special consideration may be granted to proposals at the discretion of the Community Affairs Committee of Council.
- F. All applicants will receive written notification regarding the decision of their proposal, as made by the Community Affairs Committee of Council and ratified by Council.

RESPONSIBILITIES:

- This procedure is the responsibility of Recreation and Parks in conjunction with various Town departments.