



Township of Uxbridge

Fee Reduction and Cost Recovery Policy

Established: January 2024

1. POLICY STATEMENT

The Fee Reduction and Cost Recovery Policy will assist in determining, in a transparent and consistent manner, if rental fees for facility rentals may be reduced for a requesting organization when booking space in Select Township of Uxbridge ('Township') Facilities. Its purpose is to provide guidelines for rental fee adjustments, enabling staff to support Community Partnerships and Non-Profit/Charity Organizations' efforts while ensuring a fair and equitable way of utilizing our Township Facilities.

2. PURPOSE

Requests for reductions of rental fees are a frequent occurrence at the Township.

Guidelines for reducing fees provide all staff with the tools necessary to support the community. Facility staff are responsible for bringing forward any requests for fee reduction to the attention of either the Director of Community Services or Director of Public Works, depending on the Facility.

3. GENERAL SCOPE

The scope of reduction of rental fees for Select Township Facilities is defined by the following:

- a) Non-Profit or Charity Organizations are eligible for a 50% reduction in the Townships standard rental rate.
- b) Community Partnership Organizations are eligible for cost recovery as per an agreement with the Township.
- c) Rental Fees will not be reduced to support regular program costs (e.g.: ice rentals, and field rentals).

4. DEFINITIONS

"Application" refers to a written request for a reduction or exemption of fees for use of Select Township Facilities.

"Charity Organization" refers to charitable organizations, public foundations, or private foundations that are established and domiciled in Canada. These organizations are recognized by the Canada Revenue Agency (CRA) and must allocate their resources exclusively for charitable activities and have purposes that are intended to benefit the community.

"Community Partnership Organizations" refer to service groups that collaborate within Durham Region communities to address various community needs, promote community development, or achieve shared goals. These are organizations that have been collaborating and working together with the Township for 5 years or more.

"Event" refers to planned gatherings or activities for specific purposes, often involving multiple elements such as venue, catering, and entertainment.

"Facilities Manager" refers to an employee of the Township in a management capacity that is responsible for the management of Select Township Facilities.

"Facility Rental Permit" is an official document or authorization that outlines the terms and conditions under which individuals or organizations can rent and use a particular facility owned by the Township.

"Facilities Staff" refers to an employee of the Township responsible for Township facilities and ensuring their proper maintenance, operation, and upkeep.

"Facility" refers to a physical indoor and/or outdoor location or structure owned, operated, or utilized by the Township to facilitate its operations or services.

"Non-Profit Organization" refers to a club, association, or society that is not organized as a charitable entity and operates exclusively for purposes recognized by the Canada Revenue Agency such as social welfare, civic improvement, pleasure, recreation, or any other objective except the generation of profit.

"Rental" refers to a temporary arrangement for the use or lease of property, items, or services for a defined period, typically involving payment based on duration of use.

"Select Township Facilities" refers to the following facilities: Arena and Community Centre, Sandford Community Hall, Zephyr Community Hall, Goodwood Community Hall, Senior Centre Community Hall, Uxbridge Historical Centre, All Park Grounds / Outdoor Facility Buildings, and All Parking Lots.

"Special Event" refers to a request to rent a Select Township Facility or space that meets any one of the following criteria:

a) A rental requiring additional resources and staff to support the event which are not typically included in a Township facility rental, as determined by the Facilities Manager; or

b) A rental in which alcohol is being served.

5. GENERAL CRITERIA

Certain Non-profit, Charity and Community Partnership Organizations may be eligible to request a reduction of rental fees for Select Township Facilities, if they meet all the following eligibility conditions:

a) Provide evidence of Non-Profit or Charitable Organization status with CRA;

- b) Be based in the Region of Durham;
- c) Rental or event aligns with the Township's goals and objectives for community development, support, or enhancement;
- d) Rental or event complies and conforms with applicable legislation, Township of Uxbridge policies and by-laws, and is not contrary to Federal or Provincial law, including but not limited to the Ontario Human Rights Code, and the Criminal Code;
- e) Request must be submitted a minimum of 90 days in advance of the intended rental or event date; and
- f) Groups receiving a discounted rate must include the Townships logo and recognition for support in promotional materials.

6. GENERAL RESPONSIBILITIES

6.1 The Community Services and Public Works Departments are responsible for:

- a) Reviewing all application requests to ensure that they comply with the terms of this policy;
- b) Granting or denying requests in keeping with the guidelines outlined in this policy;
- c) Ensuring that a summary of reductions and exemptions for rentals are reported to Council annually; and
- d) Reviewing and making recommendations for updates to this policy.

6.2 The Chief Administrative Officer is responsible for reviewing appeals. Appeals must be submitted to Facility Staff no later than 10 business days from the date the status of the application is communicated.

7. NON-PROFIT / CHARITY ORGANIZATION

GENERAL PROCEDURE FOR FEE REDUCTION

a) Application Submission:

- i. Submit a completed Application Form to the Facility Manager no later than 90 days in advance of the intended rental or event date.
- ii. The form will be reviewed to determine if the rental or event qualifies for a fee reduction or exemption.

b) Response Time:

- i. Staff will provide a response to the applicant within 10 business days from the date of application submission.

- ii. The response will indicate whether the application was successful or not.
- c) Approved Applications:
 - i. If the application is approved, a permit will be issued for the rental or event.
 - ii. The permit grants a 50% discount on the Township's Standard Rental Rates.
- d) Unsuccessful Applications:
 - i. The Township reserves the right to refuse to enter into a Facility Rental Permit with respect to any application for a reduction of fee for a rental or event at Select Township Facilities.
 - ii. In the case of an unsuccessful application, the rental or event must be paid in full in accordance with the Townships Standard Rental Rates.
- e) Non-Precedential:
 - i. A successful application in one year does not establish a precedent for the automatic approval of the same request for subsequent rentals or events. Each application will be reviewed independently based on current policies and criteria.

8. COMMUNITY PARTNERSHIP ORGANIZATIONS

GENERAL PROCEDURE FOR COST RECOVERY

- a) Approved Organizations:
 - i. The Township maintains a list of approved Community Partnership Organizations who are eligible for cost recovery rental fee approval.
- b) Facilities Staff Notification:
 - i. Facilities staff will inform organizations whether they are on the approved list or not.
- c) Annual List Review:
 - i. The list of approved organizations will undergo an annual review.
 - ii. Organizations may be removed or added based on their alignment with the general criteria outlined in this policy.
- d) Rental or Event Limit:
 - i. A maximum of one (1) rental and/or event per year is allowed, unless otherwise specified in an existing agreement between the Township and the Organization.

ii. If an organization exceeds the maximum limit of one (1) rental and/or event per year as specified in this policy, they will be required to pay the Standard Rental Rate.

9. SELECT TOWNSHIP FACILITIES

- Arena Community Hall, Board Room, and Ice Pads
- Sandford Community Hall
- Zephyr Community Hall
- Goodwood Community Hall
- Senior Centre Community Hall
- Uxbridge Historical Centre
- All Park Grounds / Outdoor Facility Buildings
- All Parking Lots