

The Corporation of the Township of North Huron

By-law No. 89-2023

A by-law to adopt a Donations and Fee Waiving Policy for the Corporation of the Township of North Huron Office Consolidation of By-law

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Printing Date: December 19, 2023

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The Corporation of the Township of North Huron

By-law No. 89-2023

**Being a by-law to adopt a Donations and Fee Waiving Policy for the Corporation
of the Township of North Huron**

WHEREAS Section 5(3) of the Municipal Act, S.O. 2001, c.25, as amended, provides that municipal power shall be exercised by by-law;

AND WHEREAS the Council of the Corporation of the Township of North Huron is desirous of adopting a Donations and Fee Waiving Policy;

NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

1. That the Donations and Fee Waiving Policy attached hereto as Schedule "A" is hereby adopted and shall for part of this by-law.
2. That upon coming into force and effect, this by-law shall repeal By-law No. 52-2015, By-law No. 75-2015 and By-law No. 12-2016.
3. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 18th day of December, 2023.

Read a third time and passed this 18th day of December, 2023.

Paul Heffer, Reeve

CORPORATE SEAL

Carson Lamb, Clerk

Township of North Huron

Donations and Fee Waiving Policy



1. Purpose

To clarify the process that community groups/individuals can use to request donations or fees to be waived/reduced from North Huron Council.

To provide Council with a guiding document on making decisions on donations and waiving/reducing fees in North Huron.

To provide consistency when waiving or reducing facility rental fees and provide clarity with the facility rental terms and conditions.

To establish priorities for the limited funds available for donations, in kind support, and fee waiving or reductions in the municipality.

2. Background

Considerable financial investment by the Township of North Huron is already evident through the subsidy priorities of parks, recreation and cultural services and facility rental rates. It is believed the Council established facilities and services rental rates are well principled and affordable, plus represent a very legitimate program, event or project expense in relation to other program, event or project expenditures.

The Township of North Huron recognizes the considerable contribution and efforts demonstrated by community volunteers and volunteer organizations to our community.

The Township of North Huron receives numerous requests from volunteer community groups and/or individuals to have their event or program receive a donation from North Huron. In order for Council to budget and allocate funds fairly and effectively in the municipality, the following policy has been developed.

3. Policy

3.1. Cash Donations

A. Timing

Requests for cash donations must be submitted to the Township of North Huron Clerk by no later than November 1st for a request to be considered for the next calendar budget. Requests submitted after this date will be marked as late and provided to Council for information purposes. Late requests will be considered at the discretion of Council. A "Donation Request Form" is included as Appendix "A" to this Policy for use by requestors.

B. Maximum Amounts

The Township of North Huron shall budget a maximum of \$6,000.00 annually for cash donations to community groups. No single community group shall be eligible to receive more than \$2,000.00 annually as a donation from the Township of North Huron.

C. Decision

All cash donation requests made to North Huron Council will follow the procedure outlined in this policy. Each request will be reviewed by Council and a decision will

be made through a motion of Council following the procedural by-laws of North Huron Council. The donation will be reflected as an expense in the North Huron budget for the following year.

Funds are limited, and Council cannot approve all the requests they receive. Once a decision is made, it is final. If not approved, the applicant may submit their request again for the following year. Once the funds for a particular budget year have been allocated, there are no further funds available for that year and no further applications will be considered. Requests that are for activities that have already happened will not be considered.

D. Priority

Funds will be approved based on the priority as it addresses the goals in the Strategic Plan for North Huron:

- Proceeds of the event benefit North Huron's strategic plan goals and objectives.
- The applicant group services North Huron residents.
- The benefactor(s) of the donation are a resident or group in North Huron.
- The event or activity services a broad group and significant number of North Huron residents.
- Events or activities that will contribute a significant amount of the proceeds from the event to a Township of North Huron project. A Township of North Huron project is classified as any facility or service or equipment that is owned and/or managed directly by the Township of North Huron.
- The group is a registered charity or not for profit organization that directly benefits many North Huron residents significantly.
- The group requesting the donation has a proven track record of donating funds to Township of North Huron projects.

3.2. Non-Cash Donations

When possible, the Township of North Huron will assist local fundraising and volunteer community groups with non-cash donations. Often requests are made to provide items for silent auctions or give-aways at an event. For clarity, non-cash donations are not in-kind support. Providing non-cash donations will follow these guidelines:

- Donations will not add additional expense to the North Huron budget.
- For items of \$50 value or under, the department head will have authority to approve the donation.
- The recipient will give credit and provide recognition to the Township for the donation.

3.3. Facility Fee Waiving or Reduction Requests

North Huron Fees for Service are established annually in the Fees and Charges By-Law. The fees and charges establish reduced rates for community groups. The reduced rate is North Huron's donation to the organizing group. Facilities operate at a deficit in order to provide space and services at affordable rates, no further reduced rate will be awarded for rentals or services in North Huron.

The exception to the above is:

- A Reciprocal Agreement Partnership Agreement is in place and adopted by the Township of North Huron as by-law. The agreement may outline rates or fees that differ from the Fees and Charges By-Law and would supersede this policy.
- A Committee of Council where the "Terms of Reference" for that committee has been adopted as by-law by council and may outline a specific arrangement for rental rates or facility usage for that committee to carry out their mandate.
- Volunteer and community groups require space for committee meetings. When possible, the Township will provide free meeting space up to the value of \$50 rental fee per meeting, in order for the volunteer community group to carry out their mandate. The conditions for this use include the following:
 - The use of this space will not impact any added operating expense to the facility.
 - Groups are responsible for set up and clean up. Food is not served and kitchen facilities are not utilized.
 - The facility will not extend the operating hours resulting in increased staff hours to accommodate the meeting.
- A "Volunteer and Community Groups Identification to Receive Reduced Rental Rates" criteria is included as Appendix "B" to this Policy to assist in determination of eligible volunteer and community groups.

4. Procedure

Submit the request for either cash or non-cash donations in a letter to Council. Address the request to: Attention: Clerk, Township of North Huron, 274 Josephine Street, Wingham, ON. NOG 2WO.

The letter should include details on the following:

- Name of the recipient organization receiving the donation.
- Address and contact information of the recipient receiving the donation.
- Background details to substantiate the request. This may include an operating budget, project goals, past benefits received by the Township from your organization, description of your organization and its mission, and specifically how this impacts the Township of North Huron.

5. Budget

Donations awarded by Council will be administered in the following way:

- A GL Account under Community Partnerships in the Council Budget will be established. All donations will be budgeted in this account.
- Fees waived or reduced as part of a Partnership, Committee of Council or Reciprocal agreement will be administered inside that facility operating budget or detailed in the Committee of Council Terms of Reference.

Appendix "A" – North Huron Donation Request Form

Name of Organization:			
Contact Person:			
Address:		City/Town:	
		Postal Code:	
Email Address:		Phone Number:	
Organization's web site:			
<input type="checkbox"/> Not for Profit		<input type="checkbox"/> Special Interest Group	
		<input type="checkbox"/> Registered Charity – Reg.#	
Donation Request	<input type="checkbox"/> Cash	<input type="checkbox"/> Non-Cash	Amount/Description:
Please describe how funds will be distributed and the direct benefit to North Huron:			
Project Name:			
Project Description:			
Project Budget:			
Description of your event or activities in the community and how it contributes to the North Huron goals outlined in the North Huron strategic plan:			
<p>Declaration:</p> <p>I _____, on behalf of the above named Organization certify that the information submitted is true and we understand the conditions outlined in this policy.</p> <p>_____</p> <p style="text-align: center;">Signature Date</p>			
<p>For Office Use Only</p> <p>Date Received: _____ Received By: _____</p> <p>Date of Council Presentation:</p> <p>Outcome of Application:</p>			

**** Requests submitted after November 1st will be marked as late and provided to Council for information purposes. Late requests will be considered Council at the discretion of Council****

Appendix "B" - Volunteer and Community Groups Identification to Receive Reduced Rental Rates

Purpose:

To identify charitable and/or non-profit groups, and/or community groups that are eligible for a reduction of rental fees in designated municipal facilities.

Background:

The Donations and Fee Waiving Policy establishes that community groups can receive a reduced rental fee for municipal facilities as the Township of North Huron's contribution to community events and fundraisers. This appendix to the Policy defines who is eligible to receive the discount established each year in the North Huron Fees and Charges By-Law.

Criteria:

The criteria information provided is to create a consistent approach and process for groups that are eligible to receive a reduction in facility rental fees at designated municipal facilities. This reduced rate is North Huron's contribution to the event or group, recognizing that they contribute to the community. In general, a community group is defined as a non-profit organization established for the purpose of community betterment.

Eligible Volunteer and Community Groups:

- Minor Sports Groups
- Not for Profit Youth based activity groups (i.e. scouts, girl guides)
- Government Funded Health Services
- Local Community Service Clubs
- Fundraising organizations where the primary focus is donating to a North Huron community based projects
- Wingham and/or Blyth BIA events
- Registered Not for Profit or Charitable Organizations
- Events hosted by a Committee of Council
- School Boards (for rentals excluded from Joint Use Agreement)