



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0

Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446

www.northkawartha.ca

Effective:	Revised:	Revision No.:	Page	Policy No.:
Review Date:				

Use of Municipal Facilities and Resources for a Reduced Rate Or Free Of Charge

Policy Statement:

The Township of North Kawartha recognizes the importance of fostering community engagement and supporting the activities of community members, non-profit organizations, charitable groups, and other government agencies. As such, this policy aims to provide access to municipal facilities and resources at reduced rates or free of charge for community members, non-profit organizations, charitable groups, and government agencies that contribute to the well-being and development of the local community.

Definitions:

1. **Municipal Facilities:** Means all municipally owned & controlled buildings, land, parks, roads, and bridges.
2. **Municipal Resources:** Means all Municipal employees, volunteers, or assets owned or controlled by the Township that are not a Municipal Facility.
3. **Community Members:** Individuals owning property, or residents residing within the boundaries of North Kawartha.
4. **Non-Profit Organizations:** Non-profit entities or community groups operating within North Kawartha with a mission or purpose aligned with community development, education, arts, culture, sports, or the Townships strategic and other plans.
5. **Charitable Groups:** Registered charitable organizations recognized by the Canada Revenue Agency (CRA) as eligible for charitable status and operating within North Kawartha.
6. **Government Agency:** Any entity owned or controlled by the Government of Canada, Province of Ontario, or any Municipality in the Province of Ontario.

Procedure:

1. **Application Process:** Eligible community members, non-profit organizations, charitable groups, and government agencies must submit a formal application.



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The application must outline the purpose of event, facility usage, resource usage, proposed dates, and the intended impact on the community. It is recommended that requests are submitted 60 days in advance.

2. **Authorization Form:** Applicants will complete and sign an authorization form
3. **Assessment and Approval:** Township staff will review the applications and assess the eligibility of the requesting community, non-profit, or charitable group. Approval will be granted based on the availability of facilities, alignment with the municipality's strategic and other plans, impact on municipal finances and resources, and the potential positive impact on the local community.
4. **Deferral or Denial:** The Clerk may choose to defer a decision to Council, or deny an application that doesn't meet the criteria of this policy. In certain circumstances where the Clerk defers or denies an application, the applicant may, in accordance with the Townships procedural by-law, be given an opportunity to make a delegation to Council in support of an application made under this policy.
5. **Facility Usage Agreement:** Upon approval, the requesting community member, non-profit, charitable group, or government agency may be required to enter into a facility usage agreement with the Township outlining the terms and conditions of facility usage, insurance requirements, and any associated fees or waivers.
6. **Additional Information:** At the discretion of the Clerk, the Clerk may request additional supporting documentation for an application made under this policy. The applicant may be required to provide an income and expense statement upon completion of the event in connection with this policy.
7. **Use of Township Logo:** At the discretion of the Township, the Township may require an eligible community member, non-profit organization, charitable group, or government agency display the Township logo on any promotional material in support of an application made under this policy. The use of the Township logo, and promotional material, must be approved by the Clerk prior to promoting the event.
8. **Cancel or Termination:** The Township reserves the right to cancel or terminate any use of municipal facilities or resources made under this policy at any time, for any reason.

Staff Role:

Township staff, under the guidance of the Clerk, and as directed by the CAO, will be responsible for:

1. Processing, reviewing, approving, deferring or denying applications made under this policy.
2. Coordinating facility bookings and scheduling.
3. Facilitating the execution of facility usage agreements.



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4. Providing support and guidance to requesting organizations or groups throughout the application and approval process.
5. Updating this policy and the associated application forms

Council Role:

The Council of the North Kawartha will:

1. Review and approve the overall policy framework.
2. Evaluate the impact of the policy on the community and consider necessary adjustments or improvements based on feedback from stakeholders and the public.
3. Council may consider approval of applications made under this policy where the Clerk defers or denies the application.
4. Provide direction to staff regarding the implementation and enforcement of the policy.

Delegation of Authority:

The Council of the Township of North Kawartha hereby delegates authority to oversee the implementation of this policy and approve applications made under this policy to the Clerk of the Municipality. The Clerk is responsible for ensuring that the policy is applied in a fair and consistent manner, in line with the overall goals and objectives of this policy. The Clerk is also delegated authority to make minor amendments to this policy, and the application forms.

Notwithstanding the above, the Director of Parks, Recreation, and Waste is delegated authority to grant free or at a reduced rate usage of any of the (3) Township Community Centers or Parks in compliance with this policy. For greater certainty, free use includes the gifting of free ice time, fitness memberships, or the use of banquet facilities.

At the discretion of Council, the Clerk may, on a yearly basis, provide a report to Council on the previous year's activity made under this policy.

This policy is subject to periodic review and updates as deemed necessary by Council to ensure its continued effectiveness and alignment with the evolving needs of the community.