

THE TOWN OF PLYMPTON-WYOMING			
Subject:	FEE WAIVER POLICY	Section A	Policy #67
Effective Date:	July 27, 2023	Approved By: Council	
Revision Date:	Newly Created		

PURPOSE:

The Town of Plympton-Wyoming ("the Town") is home to a variety of community groups and organizations and understands the importance of assisting these groups and organizations with affordable facilities during their events.

SCOPE:

This policy will set the operating guidelines outlining the process in applying for a Fee Waiver or Fee Reduction at any Town facility in an effort to streamline the process and provide a consistent approach in consideration for fee waiving or reductions.

DEFINITIONS:

“**Rental Fees**” means all municipal fees associated with the rental of a facility inclusive of setup but excluding externally regulated fees collected by the Town such as Special Occasion Permits and Insurance.

“**Town**” means the Town of Plympton-Wyoming.

POLICY:

Under the Comprehensive Municipal Fees and User Charges By-law, the Town charges fees for the use of Town facilities. These fees are based on recovering the facility operating costs and do not include set-up/tear-down or staff time where applicable.

Eligibility Criteria

- The organization or group must operate as not-for-profit with the ability to confirm such status to a level deemed satisfactory by the Town.
- The activity does not duplicate or conflict with an existing program or activity.
- The activity will provide benefit to the community/public.
- The organization or group is Town based or the event/activity/function will occur within the Town boundaries at a designated Town facility for park.

Not Eligible

- Private events such as weddings and wedding receptions, birthdays, anniversary and retirement parties, etc.
- For-profit organizations, individuals or groups and businesses.
- Events or activities that are not open to the general public.
- Organizations based outside of the Town (unless the demonstrated benefits are primarily to the residents of the Town).
- Projects or organizations that did not fulfill their obligations during previous events or activities for which facility permit fees were waived or reduced.
- Events or activities involving alcoholic beverages where the proceeds are for-profit and not being directly donated to the charity or cause that the fee has been waived for.

AUTHORITY

Council holds the authority to waive associated fees based on request from the not-for-profit organization. Associated fees can be considered facility rental fees and fees associated with the execution of a 'Use of Public Facility Agreement'.

APPLICATION PROCESS

Community groups, individuals or organizations that wish to be considered for the waiving or reduction of fees must apply in writing to the Town using the detailed application form attached to this policy. Applications must be submitted to the Clerk a minimum of 60 days prior to the event for consideration.

The Clerk or their designate, will review any received applications. Subject to the review, the Clerk or their designate will approve or deny the request to be presented to Council based on eligibility criteria and/or availability of requested facilities, if applicable.

Where there is reasonable doubt as to whether or not the organization is eligible, the application may be brought forward to Council for final recommendation of a decision.

Application forms for the waiving or reduction of fees will be available on the Town website (www.plympton-wyoming.com) and in hardcopy at the Town of Plympton-Wyoming Municipal Office.



REQUEST FOR WAIVING OF FEES – APPLICATION FORM

Applicant Information

Name of Individual / Group / Organization	
Contact Person	
Address	
Phone Number	
Email	
Which of the following best describes you: (check one)	<input type="checkbox"/> Person(s) <input type="checkbox"/> Community Group <input type="checkbox"/> Registered Non-Profit <input type="checkbox"/> Other (please specify): _____
Is this your only request for Fee Waiving this fiscal year?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, list details)
Purpose of Request (brief explanation):	

Event and Fee Information

Please provide the following details regarding the activity your application pertains to.

Date of Event	
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Fee Type (ie. Rental, insurance)	
Fee Amount	
Description of Event	
Location of Event	
Admission/Participation Fee	<input type="checkbox"/> Yes (if Yes, please indicate fee) <input type="checkbox"/> No
Open to the Public	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please explain)
Anticipated Attendance	

Funding Request

Requested Fee Amount to be waived	
Description of Need (why the waiving of fees is requested)	
Have you received any other sources of funding?	<input type="checkbox"/> Yes (if Yes, please describe) <input type="checkbox"/> No

Completed applications can be mailed or dropped off to:

Town of Plympton-Wyoming
546 Niagara Street
Wyoming, ON, N0N 1T0
info@plympton-wyoming.ca

Or emailed to:

Signature of Applicant

Upon receipt of application, confirmation from the Town of Plympton-Wyoming will be provided. The application will be reviewed by a designated staff member of the Town of Plympton-Wyoming. If the Town has any further questions relating to the application, you will be contacted to provide additional details or information. The applicant will be notified in writing and if approved, the applicant will be required to sign the Town's standard 'Use of Public Facilities Agreement', provide insurance coverage documents or purchase insurance through the Town. The applicant will be responsible for compliance with any associated guidelines for the facility on behalf of the group/organization.

Signature	
Date	

OFFICE USE ONLY

Request Approved by Council on _____; MOTION #_____

Request Denied by Council on _____; MOTION #_____

Clerk or designate,	
Clerk or designate signature,	
Date	

Additional Comments

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