



POLICY AND DIRECTIVES		
Waiving of Fees Policy		
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The City of Thompson recognizes the importance of community organizations, groups, and individuals which contribute to and enhance the quality of life for our residents. The Recreation, Parks, and Culture Department supports the initiatives which promote a healthy, safe and active lifestyle in our community.

Any community organization, or group wishing to hold an event within the City of Thompson recreation facilities and are requesting that 50% of the fees be waived for that facility/park /playground area must meet the guidelines as set forth by the Committee of Council or as directed by the Director of Recreation and Community Services, on a limited basis.

I. PURPOSE:

To provide the application and approval process for community organizations or groups seeking waiving of City recreation facility rental fees as an in-kind contribution support from the Recreation Parks and Culture Department.

II. DEFINITIONS:

“Group” two or more individuals who share a common purpose.

“Community Organization” duly constituted group, club, association or society.

“Special Event” an event where vendors and transit traders sell their goods/products, but will not be required to obtain a business license to operate a business during the Special Event only. A special event fee may apply to the organizer.

“Special Event Non-Commercial” an organization promoting vendors/businesses without making a profit

“Special Event Commercial” an organization promoting vendor/business while making a profit
“Non Profit” a group or organization that has registered with local, provincial or federal government and has a registration number and is a registered charity or nonprofit organization. And as a registered organization uses surplus revenue to achieve its goals rather than distributing them as a profit or dividend.

“For Profit” a company or organization that uses all or part of the profits collected from their event to profit from or pay dividends to stake holders or employees.

III. Assistance is available under the following categories:

- 1) Waiving of Fees, max 50% for recreational facility rental space to hold community events when the group or organization does **not** have a facility of their own and/or access to another site. Unless otherwise identified in this policy
- 2) Use of Parks or use of Facilities for Special Events

Note:

Any permits or required licenses , such as, but no limited to, provincial food permits and insurance are the responsibility of the organization, group or individual holding the event. Copies of permits/licenses are to be provided to the City of Thompson prior to the day of the event.

It is the responsibility of the group or organization to set up and clean up the area for which they have been granted access to through the waiving of fees. The renter will be responsible for clean-up fees should the space is not left in the manner in which they received it.

IV. The following conditions will apply for organizations being considered for waiving of fees:

- 1) Fundraising events where funds are designated toward the betterment of the community with the focus of Recreation, Sport’s, Art’s or Culture as envisioned by the City of Thompson’s key strategic documents (Strategic Plan, Sustainable Community Plan, Master Parks Plan and the Thompson Aboriginal Accord) .
- 2) The event is designated a Special Event, Non-Commercial Special Event, or Commercial Special Event in the City as identified in this Policy or by resolution of Council.
- 3) The request is made no less than 60 days prior to the meeting or the event. If request is not made within the 60 days, the request may not accepted.

- 4) Any Group or Organization receiving assistance agrees to be responsible for any damage to or theft of City property or personal injury to any individual attending their event. A waiver must be signed prior to the booking of the event date.
- 5) The Group or organization will be required to show proof of insurance of not less than \$2,000,000.00 (two million dollars) to the Recreation Department and list the City of Thompson as a third party.
- 6) Any group receiving assistance will agree to recognize and add the City of Thompson as a contributor to the event on all advertising and marketing material that the group may develop for the promotion of their event. Marketing materials are to be provided to the city and must meet with advertising and branding guidelines.
- 7) Waiving of fees will be based on a one-time, once-per-year basis and does not guarantee approval for subsequent requests unless otherwise noted in this policy.
- 8) Any "For Profit" organization participating in a fundraiser and providing profits to another group(s) can not apply for the waiving of fees, the group(s) in which the "For Profit" organization is fundraising for must apply for the waiving of fees.

V. DECISION PROCESS:

- 9)
 - Request must be received in writing clearly stating the nature of the request, including dates, times, expected attendance, and contact information.
 - Upon receipt, requests for assistance will be reviewed at the next available sitting of the Committee of the Whole meeting or Recreation Committee meeting.
 - All requests are subject to availability of funds or space requested.
 - Should more than one request be received by the Committee the space will be awarded according to the received date of the first request or how closely the request meets the City of Thompson's key strategic documents.
 - The Committee of the Whole or the Recreation Director may request a presentation of the applicant's request and/or a financial statement.
 - All applicants will receive written notification regarding the decision of their request, as recommended by the Committee of the Whole or Recreation Committee and ratified by

Council. No requests will be entertained from any Organization, Group or Individual that;

a) Has requested waiving of fees and have not followed the requirements as outlined. Based on a previous year when the fees have been waived.

b) Has an outstanding debt with the city.

VI. OTHER:

10) The City of Thompson has designated the following as Special Events. No Licensing fees will apply:

- a. Remembrance Day
- b. National Indigenous Peoples Day
- c. Truth and Reconciliation Day
- d. Canada Day
- e. Winterfest
- f. Relay for Life
- g. Manitoba Trappers Association Fur tables Event

11) The City of Thompson has designated the following as Community Events, Licensing fees will apply.

- a. Nickels Day

12) The City of Thompson has designated the following as Special Event, Non-Admission, Licensing fees will apply:

- a. CHTM Trade Show
- b. Community Futures North Artist, Crafters and Small Business Expo

13) The City will waive 100% of rental fees, as per the fee and fines schedule, for the following annual events:

- a. Remembrance Day
 - i. Event will be held in the C.A. Arena or the G.B Arena
- b. National Indigenous Peoples Day.
 - i. Event will be held at McLean Park
- c. Truth and Reconciliation Day.
 - i. Event will be held in the Bill Comaskey Wellness Center
- d. Relay For Life.

- i. Event will be held in the C.A. or G.B. Arenas

14) The City will waive 50% of the rental fees for the following annual events:

- a) Manitoba Trappers Association (Manitoba Fur Tables)
 - i. Will take place in the Bill Comaskey Wellness Center (2-day event)

15) The following will be included with those listed in 13 & 14:

- a. Wages
- b. Charis and Tables
- c. Flooring for ice surface (Remembrance Day)
- d. Stage (relay for life)

Additional fees will apply for supplies or additional room rentals at a cost to the organization.

VII. RESPONSIBILITY OF ORGANIZATION RECEIVING DISCOUNTED RATE:

16)

- a) Set up of space, including tables and chairs
 - i. Tables and chairs will be left in the designated room for the organization to set up as they wish.
- b) Take down of tables and chairs
- c) Cleaning of tables and chairs if required
- d) Clean up of space, ie garbage left on the ground, decorations. All items must be placed into the supplied garbage bins.
 - i. If the space is left in an untidy condition the organization will be invoiced a cleaning fee, as per the City of Thompson's fee and fines schedule
- e) Advise in writing to the Recreation Department of the requirement for the space no later than 60 days before the event date.
- f) Should the requested date be booked by another organization/person, another date must be selected by the organization receiving the discounted rate.
- g) The organization may be required to provide security for their event if requested by the Director of Recreation.

17) **SCHOOL EVENTS-** As per the Joint Use Agreement between the City of Thompson and the School District of Mystery Lake the following will take place at the TRCC, in the C.A Nesbitt

*See joint use agreement relating to any cost, if any.

- a. Knights of Columbus, Indoor Games

- i. Will be responsible for maintaining and upkeep of the Track and Field lines located in the C.A. Nesbitt Arena at their expense, there will be no cost to the City of Thompson.
- ii. Set up and tear down will be the responsibility of the organizing groups.
 - Tables and chairs will be left in the designated room for the organization to set up as they wish.
- iii. Security may be required during the event.
- iv. Space is to be left in the condition it was received.

b. Festival of the Arts

- i. Set up and tear down will be the responsibility of the School District or delegate.
- ii. Space is to be left in the condition it was received.

c. Grade 12 Graduation Ceremony

- i. Set up and tear down to be the responsibility of the School District.
- ii. Space is to be left in the condition it was received.
- iii. Set up and take down of stage will be completed by the City.

18) With the exception of the organizations listed above the City may waive a maximum of 50% of the fees for Non Profit groups/events subject to being eligible under sections III and IV of this policy, the request being in written format and submitted 60 days prior to the event.

19) The Director of Recreation and Community Services shall have the authority to Waive Fees for any group or organization up to a maximum of \$500.00. The applicant must meet the requirements as outlined.