



BY-LAW

NO. 2023 –

Being a By-law to Adopt a Facility Booking (Non Profit) Policy for The Corporation of the Municipality of Kincardine

Whereas pursuant to the said Municipal Act, Sections 8 and 9 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas Section 270 (1) of the Municipal Act 2001, S.O. 2001, c. 25, as amended, requires a municipality to adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public; and

Whereas the Council of the Corporation of the Municipality of Kincardine desires to adopt a new Facility Booking (Non Profit) Policy; now therefore be it

Resolved that the Council of The Corporation of the Municipality of Kincardine **Enacts** as follows:

1. That the Facility Booking (Non Profit) Policy for The Municipality of Kincardine, attached hereto as Schedule 'A' and forming part of this By-law be adopted.
2. That this By-law shall come into full force and effect upon its final passing.
3. That Policy GG 1.14 passed by Resolution #09/19/07 - 06 and all other Policies passed by By-law and Motions inconsistent with this By-law, be repealed.
4. That By-law may be cited as the "Facility Booking (Non Profit) Policy By-law".

Read a First and Second Time this 5th day of July, 2023.

Read a Third Time and Finally Passed this 5th day of July, 2023.

Mayor

Clerk

Policy No.: REC.02

Section: Your Livable Community

Policy Title: Facility Booking (Non-Profit) Policy

Adopted Date: July 5, 2023

By-law No.: 2023 -

Revision Date:



1. Purpose

The Facility Booking (Non-Profit) Policy provides the framework for providing financial assistance in the form of fee reductions. This reduction is for the use of the Penetangore and Huron Rooms at the Davidson Centre, the Meeting Room at the Underwood Satellite Office and the Kincardine Airport. This is applicable to community groups and organizations for eligible events and activities that benefit the greater community.

The Municipality of Kincardine recognizes that recreation buildings are integral to healthy communities and are intended to be used by the public to enhance community involvement, health and wellness through active living, social and other activities.

2. Scope

This Policy applies to eligible non-profit groups within the Municipality of Kincardine.

3. Responsibility

Minor clarifications to this policy's intent and workings shall be subject to the interpretation of the Director of Community Services or designate of the Municipality of Kincardine.

4. Procedure/ Policy

4.1. All bona fide community (non-profit) groups who wish to use municipal meeting space must first provide proof of their non-profit status with the Community Services Department.

4.2. The community (non-profit) group must be Kincardine based with the majority of its local meeting members being from the Municipality of Kincardine.

4.3. Eligible not-for-profit groups shall pay 60% of the approved fees and charges rate of the room.

4.4. Meeting space is subject to availability and must be booked through the appropriate facility booking agent of the Municipality.

4.5. The meeting rooms that are available pursuant to this policy are:

4.5.1. Committee Room - Bruce Township Community Centre

4.5.2. Penetangore Room & Huron Room – Davidson Centre

4.5.3. Meeting Room – Kincardine Municipal Airport

4.6. Minor Sports Groups who have scheduled season play may book one monthly meeting in one of the identified rooms at no charge, only if available.

4.7. Non-profit groups who have an approved booking permit, will not be canceled if a full paying rental is requiring the same.

4.8. Groups wishing to have their fees waived, may apply to the Community Investment Fund annually.

5. Related Documents/Legislation

5.1. Community Non-Profit Facility Booking Eligibility Application Form

Schedule A to the Community (Non-Profit) Facility Booking for Meeting
Space Policy

Community Non-Profit Facility Booking Eligibility Application Form

Organization Details

Name of Organization: _____

Contact Name: _____

Address: _____

Revenue Canada Registration No. _____

List of Members

Name	Address	Municipality

Approved: _____ Date: _____
Director of Community Services or designate.

Denied: _____ Date: _____
Director of Community Services or designate.

A non-profit is generally defined as a group whose majority of members reside or own property within the municipality and perform a function deemed to be a benefit to the community as a whole. Groups shall provide documentation of their non-profit status. Such documentation may include:

- Registered charity documentation from Revenue Canada
- Documentation their organization is a not-for-profit corporation without share capital from a Canadian jurisdiction.
- Documentation of a National or Provincial Charter from a Service Organization
- Documentation showing their organization is an unincorporated branch or chapter of a registered charity or not-for-profit organization.

Personal information collected on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001 c.25 and will be used for the purpose of creating a record to determine eligibility as a bona fide community (non-profit) group for facility booking for meeting space. Questions about this collection should be addressed to the Clerk of the Municipality of Kincardine at 1475 Concession 5, RR#5 Kincardine, ON N2Z 2X6, (519) 396-3468.