

<b>Policy Area -</b> General Government 200		<b>Content Last Updated:</b> January XX, 2023
<b>Policy Section:</b> Administration		<b>Supersedes Policy:</b>
<b>Policy Name:</b> Resort Village of Candle Lake Facility Fees Policy		<b>Approval:</b> January 19, 2023
<b>Policy No:</b> 200-66		<b>Number of Pages:</b> 2

## 1. POLICY STATEMENT

The Resort Village of Candle Lake (RVCL) will charge a rental fee for use of the community facilities by any user(s) at a rate as outlined in Schedule "G" of the Fees and Charges Bylaw. A fee review will be done on an annual basis with the review considering any costs related to the operations of the Hall or any other facilities. A report will be provided to Council if it is deemed that fees would need to be altered according to the most recent review. These changes would be reflected in a change to Schedule "G" of Fees and Charges Bylaw.

Ad hoc community groups that offer programming benefiting residents or contribute funds directly into projects that benefit the RVCL may apply to be granted an exemption from the rental fees.

Individuals using a facility for a funeral will be exempted from rental fees for compassionate reasons.

Any group entering into a rental agreement will be required to submit a damage deposit, refundable upon determination that facilities are left in an acceptable state.

## 2. PURPOSE

This policy is to provide a process to establish fees for the use of the Resort Village of Candle Lake (RVCL) Community Facilities and to establish the organizations that may be granted the use of the hall without fees. It is recognized that the Community Hall is a facility that has been paid for by taxpayers and the maintenance is covered in the annual budgets. Fees and exemptions related to local residents and initiatives will be reflected in this policy.

## 3. BACKGROUND

Many organizations or persons have requested the use of the Community Hall without fees. Most of these organizations can be considered nonprofit or charitable groups. Some community groups, which are organized on an ad hoc basis, do not have formal nonprofit or charitable status, but are simply organizing to raise funds or provide programming that is beneficial to the residents of the RVCL. These groups typically do not have a set price for entry into the event.

Other nonprofit or charitable organizations have also requested exemptions from fees, but the activities supported by some of these groups do not apply directly to the RVCL residents as a whole. Examples would be national charitable or nonprofit whereby any funds raised would go into a national pool for distribution where needed and would not necessarily be distributed to a RVCL community member.

The RVCL has experienced increasing costs related to operations, power, and heat, labour etc. and has not reacted through a fee review to recover any of these costs. Although fees can provide a level of cost recovery, the current objective is to increase utilization of our facilities. Exempting certain users from fees encourages facility utilization and creates facility access to everyone.

**4. DEFINITIONS**

"Ad Hoc Community Group" shall mean a group of persons (three or more) organized at the community level for the purpose of raising funds or providing programs that are directly beneficial to residents of the community. Ad Hoc Community Groups are organized by volunteers with no payments of any funds or benefits going to any member or any family member of the group. All monies raised at the event will go to the project costs with the remainder going towards projects that directly benefit the RVCL.

"Community Facility" shall mean any property with or without improvements that are in the title of the RVCL.

"Non-Profit or Charitable Organization" shall mean any organization that granted the status of Charitable or nonprofit by senior levels of government.

**5. PROCESS**

1. An applicant will contact the RVCL staff to book facilities.
2. Fees will be applied as per Fees and Charges Bylaw.
3. An applicant may apply for exemption from fees under this policy and RVCL Administration will determine if the application qualifies as an ad hoc community group for exemption from fees.
4. Any group or person(s) identified as not meeting ad hoc community group status, requesting free hall use must take the request to Council for approval.
5. Persons renting facilities are responsible for picking up from the Village office and dropping off at the Village office or in the outside mailbox any keys that are needed for entry.
6. Persons renting the facilities are responsible for all fees including damage deposits.
7. Persons renting facilities are responsible for ensuring all exits are locked after the function closes for the day.
8. Damage deposits will be refunded in whole or in part dependent on the condition the facility is left in.

POLICY DATE APPROVED: Jan. 19/2023

MAYOR:  \_\_\_\_\_

RESOLUTION NUMBER: 24/2023

ADMINISTRATOR:  \_\_\_\_\_