



POLICY

Finance

Policy #: 700.22

Issue Date: February 12, 2019

Revision Date: February 28, 2023

Fee Waiver Policy

1. POLICY

The purpose of this policy is to provide finance assistance in the form of fee waivers to non-profit groups or organizations that provide programs, services or events that are of a general benefit to the community. This policy is to ensure that the City's support of festivals and events through the waiving of fees is facilitated in a fair and equitable manner and does not burden the City's annual operating budget.

2. PURPOSE

The City of Niagara Falls is committed to supporting volunteer, community-based organizations in order to maintain a quality of life for its residents. This policy aims to protect the City's assets, interests, goals, facilities, programs and services while also ensuring that festivals and events grow and prosper, positively impacting the quality of life of Niagara Falls residents.

3. PROCESS

3.1 Fee Waiver Requests be approved only three (3) times per year. The approval dates would be March, June and September. If an organization misses an approval meeting, the organization can apply for a fee refund (pay the fee and then ask Council to refund all or a portion of the fees paid).

3.2 That Council may approve granting partial fee waivers.

3.3 This process will be promoted on the City's website.

4. SCOPE

The financial scope of this policy is limited to the Council approved budgetary amount for the corresponding year. The City of Niagara Falls will waive fees to eligible applicants to help offset the fee(s) that would have been charged by the City related to the delivery or presentation of a festival or event. Examples of City fees that can be waived include, but are not limited to:

- Park permit fees
- Rental of City Property
- Road Closure Fees
- Staffing costs outside normal operations

Submitted By: Tiffany Clark, Director of Finance

Recommended By: Ken Todd, CAO

Approved By Council On: February 12, 2019

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5 ELIGIBILITY

5.1 Eligible groups must be not-for-profit organizations which demonstrate a degree of community support and representation including, but not limited to:

- Registered charities
- Arts and culture organizations
- Athletic and social clubs
- Service clubs
- Neighbourhood groups and organizations,
- School associations

5.2 Eligible Activities include, but not limited to, programs, services, festivals or events that are of a general benefit to the community.

6. INELIGIBILITY

Fee waivers will not be accepted for organizations or events of:

- Any profit making ventures for commercial entities
- Discriminatory activities and events
- Activities that are contrary to the policies of the Municipality
- Activities which are deemed to be unlawful

7. RESTRICTIONS

Council will set an amount annually in the operating budget to be apportioned to fee waivers. Staff will provide Council with periodic updates of fee waiver requests and the remaining budget.

8. APPLICATION PROCEDURE

8.1 All interested groups must apply using the official application form to Niagara Falls City Council and provide information relevant to the event. The application must show the projected social, cultural, economic and environmental impact that the event will have on the City of Niagara Falls and its residents.

8.2 Each applicant must demonstrate a need for the funds requested, and that the funds requested will not accrue or cause profit to be accrued to the applicant, either directly or by association.

8.3 Insurance fees are not eligible to be waived.

8.4 Under normal circumstances, only one event per organization will be considered in a calendar year.

- 8.5 Audited financial statements, articles of incorporation, Board of Director minutes and proof of not-for-profit or charitable status are not required with the application, however, the City retains the right to request this information if deemed necessary.
- 8.6 For events whereby a portion or all of the proceeds are being donated to charity, a confirmation letter from that charity must accompany the application.
- 8.7 Groups who receive a fee waiver in one year do not automatically receive the waiver in future years. An application must be received each year.
- 8.8 City Clerk's staff will advise the interested group if the application has been accepted prior to the date of the event.