

P.O. Box 490
7 Creswell Drive
Trenton, Ontario K8V 5R6
www.quintewest.ca



A Natural Attraction

Telephone: (613) 392-2841
Fax: (613) 392-0131

City of Quinte West Fee Waiver Policy

Purpose:

The City of Quinte West is home to a variety of athletic games, tournaments, practices, events, fundraisers and gatherings each year facilitated by the many devoted service clubs, community groups and volunteer organizations. The Fee Waiver Policy has been developed to create consistency and set parameters around the waiving or reduction of fees to such parties.

The intent of this policy will be to streamline the fee waiver process and provide a consistent approach in the information that is provided for consideration. For further clarity, a set of eligible and non-eligible criteria was established for the approval of fee waiver or reduction.

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 City
- The activity does not duplicate or conflict with an existing program or activity
- The activity will provide benefit to the community/public
- Organizations must demonstrate financial need and validate their request for consideration of waiving or reduction of fees
- The organization or group is Quinte West based **or** the event/activity/function will occur within the Municipal boundaries at a designated City facility or park
- Maximum value of fees to be waived is \$1500

Not Eligible

- All Events held in the Gathering Hall at the Trent Port Marina
- Private events such as wedding, birthdays, anniversary parties etc.
- For-profit organizations, individuals or groups and businesses
- Events or activities that are not open to the general public
- Organizations based outside the City of Quinte West (unless the demonstrated benefits are primarily to the residents of Quinte West)
- Projects or organizations that did not fulfill their obligations during previous events or activities for which park or 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

Request Allotment

The maximum allotment of fees to be waived will be \$1500 per group, per annum. The appropriate departmental manager will review the application submitted, and subject to meeting the eligibility criteria, may approve or deny the application request.

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 Corporate Services Department using the detailed application form. Applications must be submitted to the Corporate Services Department a minimum of 60 days prior to the event for consideration.

The Administrative Booking Coordinator, or designate, will forward any received applications to the appropriate departmental manager for their review. Subject to the review, the departmental manager will either approve or deny the request based on eligibility criteria and/or availability of requested facilities, if applicable. The application form will then be returned to the Administrative Booking Coordinator, or designate, who shall advise the applicant in writing of the decision.

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

Application forms for the waiving or reduction of fees will be available on the City website (www.quintewest.ca) and via both Quinte West Municipal Offices in Trenton and Frankford.

Appeal

If the applicant does not agree with the decision provided, they may submit a request for reconsideration in writing to the Manager of Building & Facilities to be forwarded to the Corporate and Financial Services Committee for consideration.

Exemption of Fees

The following is a list of items which shall be exempt from municipal fees:

- Permits related to Municipal Projects
- Permits related to Habitat for Humanity
- Fees associated with events conducted by the City
 - ie) facility use fees, tent permit fees
- Hastings County Plowing Match
- Minor Hockey Ice Rental Fees – for 1 tournament (Max.\$10 000 per annum)
- Quinte West Junior A Hockey Club (Trenton Golden Hawks) Ice Rental Fees – for the Annual Showcase (Maximum \$10,000)

Completed application forms and accompanying documentation will be sent to:

City of Quinte West
Attention: Administrative Booking Coordinator
7 Creswell Drive
Trenton, ON
K8V 5R6

All waiving of fees will be recorded in the financial records to show the amount waived.



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**REQUEST FOR WAIVING OR REDUCTION OF FEES
APPLICATION FORM
(Maximum \$1500)**

APPLICANT INFORMATION

Name of Group or Individual:	
Contact Person(s):	
Address:	
Phone:	Home : Business : Cell :
Email:	
Which of the following best describes you (check one):	Person(s) <input type="checkbox"/> Community Group <input type="checkbox"/> Registered Non-Profit <input type="checkbox"/> Other (please specify) <input type="checkbox"/>
Is this your only request for Fee Waiver / Reduction this Fiscal Year?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if no, please list details)
Purpose of Request: (brief explanation, details in your cover letter)	

EVENT / FEE INFORMATION: Please provide the following details regarding the activity your application pertains to.

Date:	
Fee Type: IE: Sport, Building, Planning, Tourism etc.	
Fee Amount:	
Description of Event:	
Location: IE: Building Name, Sport Field, Address etc.	
Admission/Participation Fee: (is there a Admission/Participation Fee charges to attendees?)	Yes <input type="checkbox"/> (if yes, please describe) No <input type="checkbox"/>
Open to the Public? (is this event open to the general public?)	Yes <input type="checkbox"/> No <input type="checkbox"/> (If No Please Explain)
Anticipated attendance:	

FUNDING REQUEST

Requested amount to be waived:	
Description of need: (Please describe why the waiving of fees is required.)	

Have you received any other sources of funding:	Yes <input type="checkbox"/> (if yes, please describe)
	No <input type="checkbox"/>

Please mail or drop off completed application to: City of Quinte West
 Administrative Booking Clerk
 7 Creswell Drive
 Trenton, ON
 K8V 5R6

Or

Fax to: (613) 392-0131
 E-mail to: margot@quintewest.ca

SIGNATURE OF APPLICANT

Upon receipt of your application, confirmation will be provided to the applicant. The application will then be reviewed by the appropriate departmental manager. Should the City have any further questions pertaining to your request, you may be contacted to provide further details. The applicant will be informed of the decision in writing and if approved, will be required to sign the City’s standard rental agreement, if applicable, and will be obligated to comply with any associated guidelines.

Date:	
Signature:	

FOR OFFICE USE ONLY

Meets criteria Does not meet criteria
 Request approved Request Denied

Staff Name:	
Date:	

Additional Comments:
