

	Fee Waiver	
	Policy Type:	Governance Process
	Number:	CMD-F-2.2
	To be Reviewed:	Once per term
	Approval Date:	January 27, 2020
	Motion Number:	20.C.047
	Revised Date(s):	April 14, 2023 (CAO Revised)

Policy Statement:

Council supports charitable organizations serving Okotoks residents and will ensure the process to request financial support is unencumbered, expedient, and efficient when falling within the parameters outlined in this policy.

Objectives:

1. Administration is authorized to approve requests from event organizers for Town support that may include, but is not limited to:
 - 1.1 ancillary facilities up to a value of \$1,000.00 as outlined in the Fees, Rates and Charges Bylaw when renting a primary facility (i.e. ice surface);
 - 1.2 requests for primary facility rentals will be based on historical precedent on similar types of requests and eligibility criteria.

2. Administration will use the following criteria to determine if an organization is eligible for support up to a value of \$1,000.00:
 - 2.1 be a non-profit, not-for-profit, charitable organization;
 - 2.2 be a local organization or local chapter primarily serving the residents of Okotoks;
 - 2.3 support social, cultural, or recreational causes;
 - 2.4 be in good financial standing with the Town of Okotoks;
 - 2.5 the organization’s membership and beneficiaries of its programs and services are directed toward the improvement of the quality of life of Okotoks residents;
 - 2.6 the support applied for shall be intended and used to further the non-profit, not-for-profit, or charitable organization’s activities, and must not either directly or indirectly be intended or used to further a profit venture;
 - 2.7 the activities of the organization shall be of a quality to merit public funding support and are not deemed illegal or immoral; and
 - 2.8 the event demonstrates a high degree of community support based on attendance, participation, organization membership, volunteers, financial contributions, and in-kind donations.

3. Requests for Town support from event organizers over \$1,000.00 or that do not have historical precedent of a similar type of event must provide a written submission to Council.

4. Administration will report fee waiver requests to Council on an annual basis at a minimum.