

MUNICIPAL DONATIONS POLICY and GUIDELINES

BACKGROUND:

Municipal Sound System

15-032

MOVED BY: D. O'Mara

SECONDED BY: J. Kenrick

BE IT RESOLVED THAT correspondence from Turcotte's Tunes dated December 2, 2014 regarding the municipal sound system be received;

AND FURTHER THAT the matter be referred to staff to draft a policy for Council's consideration.

It has been tasked for staff to provide Council with a draft for a policy in issuing and renting municipally owned equipment. This is to give non-profit organizations and ratepayers access to specialized equipment being made available for rent by the Municipality of Temagami. Many users request equipment for free and it is granted on a pretty regular basis. There have been no set parameters to issuing municipally owned equipment in the past. A policy needs to be put in place as a cost recovery method to prevent damage as well as to offset any incurred expenses in the future.

PURPOSE:

The purpose of the policy is to provide a consistent procedure for the issuance of municipally owned equipment and resources to community organizations, groups, and events. The Municipality of Temagami recognizes the many benefits that our various groups, organizations, volunteers, and events within the Municipality provide by promoting and improving upon the cultural, social, and economic well-being of the community. It is for this reason that the Municipality is committed to treating all requests for contributions in a consistent, fair and equitable manner subject to local needs, priorities, and Council's approved budget.

GUIDELINES:

The Municipality of Temagami agrees to rent equipment to non-profit organizations and ratepayers that are in good standing with the Municipality of Temagami as per established guidelines.

1. Rental equipment requests for donations shall be directed in writing to the Municipality of Temagami well in advance of the events so that the request can be considered at a regularly scheduled Council Meeting.
2. All requests will be assessed based on availability of the requested resource, potential financial impact to the municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact.
3. Organizations and/or charities whose primary focus is not within the Municipality shall not be considered for a municipal donation or grant.
4. Donations made by the municipality are not to be regarded as a commitment by the municipality to continue such donations in the future.
5. The rental of municipally owned equipment shall be at the discretion of a staffed employee such as the CAO, Facility Manager, and Public Works Manager.

6. Rental equipment will be utilized only in the Municipality of Temagami unless an agreement is made with the Chief Administrative Officer and/or Facility Manager/Recreation Co-Ordinator.
7. No donation will be considered approved unless specifically authorized by Mayor and Council in the form of a resolution of support
8. In making donations, the Municipality may impose such conditions and/or restrictions as it deems fit. **The Council's decisions regarding donations/grants are final.**
9. Rental equipment will be given upon completion of a Rental Agreement form which will be attached to this policy.
10. Rental fees plus taxes will be collected for the number of days rented, upon the equipment's return.
11. Upon return the Municipality reserves the right to inspect equipment for any damage. If renter has damaged equipment in any way the Municipality of Temagami reserves the right to assess any damage charges if the equipment does not pass inspection.
12. The renter is responsible to ensure that the equipment is treated and transported in a safe manner. The Municipality of Temagami reserves the right to refuse any release of equipment if deemed unsafe.
13. Rental fees are to be established by Council by resolution and set forth on an annual basis using the Schedule of Fees for the Municipality.
14. The Municipality may provide transportation for delivery of the equipment if time is available.
15. The Municipality reserves the right to deliver and pick up the equipment, based on limitations due to operations.
16. Non-profit organizations will be allowed to rent/use equipment only for recognized community events.
17. Organizations receiving financial and or in-kind grants shall acknowledge the Municipality's contribution through all printed material and other promotional means.

ELIGIBILITY

1. Applicants must demonstrate the need for the specific request. Each request must identify a specific defined benefit and outcome. Each request must contain the date, hours, and requested municipal resource.
2. Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations – individuals are not eligible.
3. The municipality reserves the right to limit the number of donations/grants made to a particular organization in any given year.
4. Applicants must be located in the Corporation of the Municipality of Temagami.
5. The Town Council's decisions regarding eligibility are final.

FEES (Proposed)

| Equipment | Profit | Non-Profit |
|-----------------------|-------------------------|---------------------------------|
| Tables 6'Rectangular | \$2 per table per event | \$1 per table per day per event |
| Chairs White Folding | \$1 per chair per event | \$0.50 per chair per event |
| Marquee Tents 20'x20' | \$60 per event | \$30 per event |
| Setup Fee for Tent | \$20 for setup/takedown | |
| Portable Sound System | \$50 per event | \$25 per event |
| Portable Stage | \$20 per event | \$10 per event |
| Picnic Tables | \$6 per event | \$3 per event |
| Barbeque | \$10 per event | \$5 per event |
| Popcorn Machine | \$10 per event | \$5 per event |

