
BEING A BY-LAW TO ESTABLISH FACILITY RENTAL POLICY AND SCHEDULE OF FEES

WHEREAS the Municipal Act, 2001 S.O. 2001, c.25, as amended, provides that a municipality may pass by-laws respecting the health, safety, and well-being of the municipality and its residents, and for the economic, social and environmental well-being of the municipality;

AND WHEREAS the Township of Billings owns and operates several public facilities for community use;

AND WHEREAS Council deems it desirable to establish a consolidated Facility Rental Policy and Schedule of Fees;

NOW THEREFORE the Council of the Corporation of the Township of Billings hereby enacts as follows:

1.0 This By-law may be cited as the “Facility Rental Policy and Fees By-law.”

2.0 DEFINITIONS

In this by-law:

“**Applicant**” means any individual or organization applying to rent a Township facility;

“**Commercial User**” means any person or organization using a facility for profit-oriented activities;

“**Facility**” means any municipal building, space, park, pavilion, sports field or recreational area owned by the Township;

“**Non-Resident**” means any person or organization not residing or based within the Township;

“**Registered Non-Profit Organization**” means a corporation or charity legally incorporated under applicable legislation;

“**Unregistered Community Group**” means a volunteer-based community group not formally incorporated;

“**Resident**” means a person residing within the boundaries of the Township.

“**Administration**” means The Clerk or designate is responsible for administering and interpreting this by-law and associated procedures.

“**Staff**” means municipal employees and public works personnel authorized to provide additional support for municipal events, or designated employees available on an on-call basis for emergency response purposes.

“**By-law Enforcement Officer**” means an officer authorized to enforce relevant municipal by-laws, policies, and restrictions governing the use of municipal facilities and public spaces, ensuring the safety, health, and welfare of the public during events.”

“**Council**” means the Mayor and Council of the Corporation of the Township of Billings, who are authorized to amend this by-law, set rates, and pass resolutions regarding facility usage.

3.0 GENERAL POLICY APPLICABILITY

- All rentals of municipal facilities must comply with this by-law and any procedures or forms established by the Clerk or designate.
- The Township may require proof of insurance, damage deposits, permits, or other documentation prior to use.
- The Township reserves the right to refuse, cancel, or modify facility rentals at its discretion.

4.0 PRIORITY OF USE

Facilities will be allocated in the following priority order:

- Municipal use; (including Township sponsored events)
- Resident registered non-profit organizations;
- Resident unregistered community groups;
- Resident private individuals;
- Commercial users;
- Non-residents.

5.0 FACILITY RESTRICTION

The Kagawong River Complex Outdoor Rink shall not be rented from November 1 to April 30 of each year. During this period, the outdoor rink may be used for municipal purposes only.

6.0 FEE SCHEDULE AND APPLICATION

Rates for facility rentals are as set out in Schedule “A” attached hereto and form part of this by-law.

The rates in Schedule “A” reflect the current fee schedule and new rate terms approved by Council and may be amended by Council resolution.

7.0 SPECIAL RATE CATEGORY

- | | |
|---|------|
| • Township Sanctioned Event | Free |
| • Educational Purposes | 50% |
| • Children Function | 50% |
| • Seniors Functions | 50% |
| • Non-for-profit events (registered vs. community groups) | 50% |

8.0 CLEANING & MAINTENANCE

Any municipal cleaning services required due to the poor condition or damage to the equipment of the Park Centre following an event will be subject to full cost recovery.

9.0 REDUCED RATE REQUESTS

- **Council Approved Lower Fixed Rates (For Profit Programming)**
 - a) Any reduced rate on for-profit kids or seniors and or general public

programming proposed by a Township committee must be approved by Council resolution;

b) Such reduced rates are subject to annual review by Council.

- **Registered Non-Profit Group and Unregistered Non-For Profit Community Groups Reduced Rate Requests**

a) Registered and unregistered not-for-profit groups seeking reduced rates must submit a formal letter request to Council;

b) Requests are considered on case by case basis;

c) Approval of any reduced rental rate requires a Council resolution and is subject to a review every 2 years.

10.0 REQUEST SUBMISSION REQUIREMENTS

Requests for reduced rates must include:

- organization name
- contact information
- program/facility details, dates/times
- admission fees (if any)
- estimated attendance
- community benefit description
- and financial rationale

11.0 EVALUATION CRITERIA

Council shall consider the following when evaluating reduced rate requests:

- community benefit
- accessibility
- program audience
- duration and frequency
- participant fees
- financial need
- past compliance history (returning events; if applicable)

12.0 DEPOSITS AND CANCELLATION POLICY

Damage deposits may be required by the Township for facility rentals.

Cancellation refunds:

- Cancellations 14 or more days before event: full refund
- 7–13 days notice: 50% refund
- Less than 7 days: no refund

13.0 USER RESPONSIBILITIES

Users must comply with all by-laws and policy, leave the facility in good condition, and obtain any necessary permits:

- Facility Rental form
- Outdoor Rink rental form
- Special Occasion Permit – Licensed event
- Low Risk Liability Insurance
- Damage deposit fee
- Noise Exemption By-law

14.0 ADMINISTRATION

The Clerk or designate is responsible for administering and interpreting this by-law and associated procedures.

15.0 THAT this By-Law shall come into full force effect upon passing

16.0 THAT this By-Law repeal all previous facility rental policies, keep the current schedule of fees, and apply additional special rate categories.

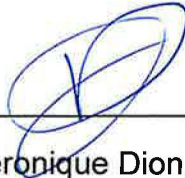
17.0 THIS By-Law may be cited as the “Facility Rental Policy and Fees Bylaw”

READ a FIRST and SECOND TIME this 21st day of April, 2026

READ a THIRD TIME and FINALLY PASSED this 21st day of April, 2026

A handwritten signature in black ink, appearing to be 'B. Barker', written over a horizontal line.

Bryan Barker, Mayor

A handwritten signature in blue ink, appearing to be 'V. Dion', written over a horizontal line.

Veronique Dion, CAO/Clerk