

Village Property Usage Policy

Approved: 2019-05-21

Motioned by Deputy Chair Van Kroonenburg

"I move that the Village of Bible Hill adopt the Property Usage Policy as presented."

Seconded by Commissioner Pitcher

Motion carried

Purpose

1. To safeguard appropriate use of Village properties through the establishment of standards that:
 - a. define appropriate use of Village facilities and other defined properties; and
 - b. clarify the circumstances for which no-charge or subsidized rate usage may occur, including eligibility and limitations.

Definitions

2. In this policy,
 - a. "Airport Field Park" means the regional park located at 55 Jennifer Drive.
 - b. "Applicant" means an individual or organization who has applied for free or subsidized use of a Village facility under this policy.
 - c. "Baked Goods" means food often eaten with tea or coffee that is entirely baked prior to being eaten and includes cookies, squares, brownies, cakes, shortbreads, non-meat pies and non-meat pastries.
 - d. "Bible Hill Recreation Park" means the regional park located at 38 Guest Drive.
 - e. "Business" means any individual or organization whose primary goal is earning profit.
 - f. "Caretaker fee" means the actual cost to the Village of providing opening and closing services to a booking.
 - g. "Charity" means an organization included in Canada Revenue Agency's Charities Listing.
 - h. "Facility" means any asset owned by the Village that attracts a fee for its use, including but not limited to the Bible Hill Village Hall, meeting space, and sports fields.
 - i. "Fire Brigade" means the Bible Hill Fire Brigade.
 - j. "Fire Brigade Member" means any full-time member of the Fire Brigade.
 - k. "Food" means any item intended for human consumption.
 - l. "Non-alcoholic beverage" means any drink that does not contain alcohol including but not limited to water, soft drinks, coffee, tea, juice.
 - m. "Not-for-profit" means an organization registered with the Nova Scotia Registry of Joint Stock Companies as a society.
 - n. "Province of Nova Scotia Target Population" means the same as defined in the Shared Strategy in Advancing Recreation in Nova Scotia: Children and Youth;

Women and Girls; Persons with Disabilities; and Persons facing Gender, Mental Health, Racial, Religious, and Socioeconomic Disparities.

- o. "Registered kitchen" means a cooking facility registered and certified by the Nova Scotia Department of Agriculture as an 'Approved Kitchen'.
- p. "Resident community group" means an organization whose activities are primarily located in the Village of Bible Hill (i.e. Bible Hill Kinsmen, Bible Hill Garden Club, Scouts, Girl Guides, Bible Hill Fire Brigade).
- q. "Small park" means real property owned by the Village that has been developed into open space for public recreational purposes indicated by location signage identifying the property as a park and does not include Bible Hill Recreation Park and Airport Field Park.
- r. "Trail" means real property owned by the Village that has been developed into paths for walking and/or related physical activity.
- s. "Village" means the Village of Bible Hill.
- t. "Village Commission" and "Village Commissioners" have the same meanings as defined in the Municipal Government Act.
- u. "Village Hall" means the community centre located at 69 Pictou Rd, Bible Hill.
- v. "Village of Bible Hill Target Population" means charities, not-for-profits, individuals or organizations providing support or recreation to children or seniors, or who fundraise on behalf of charities or Village residents facing adversity.

Principles Supporting Policy

- 3. Village of Bible Hill's mandate is to provide municipal government services to residents of Bible Hill, including general government services and recreation services.
- 4. The Village maintains various high quality properties, including facilities, that are attractive venues for public and private events of varying scale and type.
- 5. Defining acceptable use of Village properties will ensure that they are utilized for safe, intended purposes and have maximum useful lives for residents.
- 6. The Village Hall is an Approved Kitchen as defined and regulated by the Nova Scotia Department of Agriculture.

7. Improper food preparation and storage can have serious consequences including illness or death. Safe food handling is essential to protect consumers, and to limit liability to the Village of Bible Hill from foodborne illnesses.
8. The Village is often asked for in-kind support to organizations in the form of no-charge or subsidized use of its facilities. The Village recognizes that it is often more efficient to support organizations that provide a service than it is to directly provide each service.
9. Bible Hill residents and the business community benefit from having programs and events hosted within the Village of Bible Hill.

Terms of Policy

Facility Usage

10. The Village Hall shall be available for bookings, with priority provided to Village of Bible Hill events and thereafter to the public on a first come, first served basis for public or private instances of the following:
 - a. Meetings, conferences, examinations, educational lessons, training;
 - b. Elections;
 - c. Birthdays, weddings, anniversaries, funerals, celebrations of life;
 - d. Live music concerts, dances, celebrations;
 - e. How-to events, crafting;
 - f. Day-camp activities aimed at school-aged children;
 - g. Physical activity classes; and
 - h. Fundraisers;

provided that such activities adhere to capacity limitations imposed by the Office of the Fire Marshal as posted within the Village Hall, and that no damages can reasonably be expected to occur to the facility as a result of the activity.

11. Serving of food at the Village Hall (not including baked goods and non-alcoholic beverages that do not contain raw egg) shall be restricted to:
 - a. Food prepared in the Village Hall kitchen under the direct supervision of an individual in possession of a valid food hygiene certification approved by the Province of Nova Scotia; or
 - b. Food prepared by another registered kitchen (i.e. approved caterer, restaurant, grocery store).

12. Sports fields at Bible Hill Recreation Park and Airport Field Park, including baseball diamonds and the multi-purpose field, shall be available for bookings with priority provided to bookings of minor sports and field leasee events, and thereafter on a first come first served basis for public or private games of sport.
13. Small parks and trails shall be available for public use on a first come first served basis. Bookings shall not be accepted for small parks.
14. Common areas of the Village Hall, Bible Hill Recreation Park, Airport Field Park, small parks and trails, excluding facilities, may be utilized for gatherings by the public at no-charge provided that organized groups of users:
 - a. are fewer than fifty (50) persons;
 - b. do not charge for the event;
 - c. do not restrict public access;
 - d. follow all policies for usage of Village property (i.e. hours of operation, littering, etc); and
 - e. accept that the Village will attempt to schedule park maintenance around such events, however maintenance will occur if necessary.
15. Large or potentially dangerous items such as inflatables and trampolines, open fires or charcoal barbecues are not permitted on Village property without written permission of the Clerk and Treasurer.
16. The provision or possession of alcohol shall not be permitted at Village facilities, Bible Hill Recreation Park, Airport Ball Field Park, small parks or trails except as permitted and administered by the Village's Bar Service Policy.
17. Use of combustibles, including tobacco, cannabis, e-cigarettes and waterpipes are restricted as defined in the Nova Scotia Smoke-free Places Act.
18. Signage shall not be permitted to be erected on Village property, except for signage erected within the Village Hall or otherwise with the written permission of the Clerk and Treasurer.

Eligibility for No-charge or Subsidized Use of Facilities

19. An individual or organization whose event or mandate exclusively targets a Province of Nova Scotia target population shall be eligible for use of Village facilities at no charge, not to exceed one booking per week. Bookings in excess of one per week shall be charged a rate equal to the caretaker fee, where applicable.
20. An individual or organization whose event or mandate exclusively targets a Village of Bible Hill target population shall be eligible for subsidized use of Village facilities at a rate equal to the caretaker fee, where applicable.
21. Notwithstanding paragraphs 19 or 20, organizations whose primary purpose involves the promotion of sports to minors must have a policy in place that promotes 'gender equity in sports' in order to qualify.
22. Resident community groups shall be eligible for use of Village facilities at no charge.
23. If an individual or organization is ineligible for free or subsidized use of a Village facility per the terms of this policy, they may request additional consideration by applying in writing to the Clerk and Treasurer at least six (6) weeks prior to the booking date. The requested date will be reserved for the applicant during the approval process.
24. Fire Brigade members shall be eligible for subsidized use of the Village Hall at a rate equal to the caretaker fee for bookings celebrating the member's own birthday, wedding, anniversary, funeral, or that of the member's child, spouse, parent or parent-in-law, or alternatively at no-charge provided that the Fire Brigade member agrees to:
 - a. perform all open and close, monitoring and clean up duties including:
 - i. obtaining a Village Hall key from the Village Office;
 - ii. set-up, hot-water and detergent wipe down and return of tables and chairs, sweep and cleaning of any soiled floors;
 - iii. washroom check including ensuring sinks and toilets are in good condition;
 - iv. kitchen check including making sure the range is off, garbage emptied, all cupboards are locked if used by a caterer, dishwasher is off, lights are off, and kitchen doors locked;

- v. hall check including return of air conditioner and/or heat settings to original settings, all garbage is out of the hall and put into the large garbage container north of the building, all lights are off and all doors are locked; and
 - vi. ensure their guests are parked in marked parking spaces so as to not impede fire vehicle entrance or exit from the building and property in case of emergency.
25. Fire Brigade members shall be eligible for subsidized use of the Village Hall at a rate equal to \$100 for all other bookings not described in paragraph 24.
26. A business shall not be eligible for free or subsidized use of a Village facility.
27. Fees associated with the provision of alcohol are not eligible for subsidization.
28. Village administrative functions booked by the Clerk and Treasurer or Parks and Recreation Director shall be eligible for use of the Village facilities at no charge.

Booking Process

29. Facility bookings shall incur user fees set from time to time by the Village, except for no-charge or subsidized rates described in this policy, which shall be agreed upon in a rental agreement entered into by the renter and Village prior to the facility being reserved.
30. A non-refundable deposit shall be paid by the facility renter at the time of booking in an amount equal to the lesser of fifty (50) dollars and the facility rental rate.
31. Bookings of Village facilities shall be made by contacting the Administrative Services Coordinator. The Administrative Services Coordinator shall process booking requests and evaluate any associated applications for no-charge or subsidized use rates against the established criteria and inform the applicant of their eligibility.
32. An individual or organization requesting free or subsidized use of a Village facility must apply to the Village of Bible Hill by submitting the Subsidized Use of Facility form provided from time to time at least four (4) weeks prior to the booking date. The requested date will be reserved for the applicant during the approval process.


33. In order to obtain a subsidized rate, a Fire Brigade member applicant shall make application for subsidized use through the Fire Chief on the form provided by the Village from time to time.
34. An individual or organization may cancel without penalty at least five (5) business days prior to the event, except in the case of severe weather or an unpredictable event whereby cancellation on the day of the event is acceptable to the Village.
35. An applicant who is eligible for free or subsidized use of a Village facility and who has previously cancelled an event outside the cancellation period acceptable to the Village shall be deemed ineligible for free or subsidized use of a Village facility for the period of one year from the cancelled booking date.
36. Facility users wishing to serve food at their event shall first complete a facility rental agreement (with food) form.
37. All submitted forms and related rental agreements shall be stored in accordance with the Village Records Retention Policy.
38. Additional terms may be applied to form or withdrawn from forming part of rental agreements for use of Village facilities, as determined by the Clerk and Treasurer from time to time.

Policy Document Attestation

Date of Notice to Village Commission of Intent to Consider: 2019-05-14

Date of Passage of Policy: 2019-05-21

I certify that this Policy was adopted by Village Commission as documented above:


Chair

2019-06-11
Dated


Clerk and Treasurer

2019-05-31
Dated