



PROCEDURE

PROCEDURE NO: 203•1

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TITLE: Appeal Process

APPROVAL DATE: January 25, 2000

POLICY: 203, Reduced Cost/Free Use Of
Facilities/Equipment

REVISION DATE:

SECTION: Community Services

RESPONSIBLE DEPARTMENT: Community Services

1. Policy 203 permits facility managers to reduce or waive the charges for use of facilities and equipment by local non-profit organizations or those representing an organized recreation/culture group. If a facility manager denies the free use of a facility and/or equipment, the applicant may appeal the decision to the appropriate Council Committee. A procedure is necessary to outline the appeal process.
2. The applicant (representing the local non-profit organization) must inform the City Clerk's Department (by fax, email, mail, phone, or in-person) of their wish to appeal the facility manager's decision.
3. The City Clerk's Department will arrange a convenient time for the applicant and facility manager to meet with the appropriate Council Committee. The applicant will appear as a delegation to the Committee and usually will appear first (or near the beginning) on the agenda.
4. At the Council Committee meeting, the facility manager will speak first outlining the background of the request, the decision, and the reasons for the decision. The Committee will then have an opportunity to question the facility manager. The applicant (on behalf of the local non-profit group) will speak last outlining their reasons for the appeal. The Committee will then have an opportunity to question the applicant. The Committee can make the decision regarding the appeal later in that Committee meeting or table the decision for another meeting.
5. The City Clerk's Department is responsible to implement this procedure.