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# HALDIMAND COUNTY

## Report CEC-02-2025 Amendments to Facility Usage and Solicitation Policy For Consideration by Council in Committee on April 8, 2025

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### **Objective:**

To revise Policy 2005-03 Facility Usage and Solicitation, based on regular review and best practices.

### **Recommendations:**

1. THAT Report CEC-02-2025 Amendments to Facility Usage and Solicitation Policy be received;
2. AND THAT the revised Policy 2005-03 Facility Usage and Solicitation, presented as Attachment 1 to Report CEC-02-2025, be approved.

**Prepared by:** Trish Cardwell, Manager, Customer Experience and Communications

**Respectfully submitted:** Megan Jamieson, CHRL, General Manager, Corporate & Social Services

**Approved:** Cathy Case, Chief Administrative Officer

### **Executive Summary:**

Policy 2005-03 Facility Usage and Solicitation was recently reviewed by staff to determine if the document is still relevant and up to date. This policy directs staff and informs the public on acceptable uses for a variety of spaces owned and/or operated by Haldimand County. The revised policy confirms direction pertaining to solicitation allowances and updates the expectations for distribution of promotional material and posting on bulletin boards within Haldimand facilities. The proposed policy revisions also clarify staff responsibilities, including authority for exceptions, to ensure the policy can continue to adapt to new scenarios, as necessary.

### **Background:**

The Facility Usage and Solicitation Policy was first approved in 2005, later amended in 2011. This type of policy is necessary to provide direction on the type of activity permitted in various facilities owned and operated by Haldimand. It clearly directs if, when, and how space can be accessed by members of the public. Additionally, the policy provides direction on what type of solicitation is allowed in both employee and public spaces within facilities.

### **Analysis:**

Review of the policy revealed that the language needed to be revised to better reflect current practices and facility inventory. The facility usage section provided acceptable uses and guidance on booking administration facilities. This section now clarifies the intent of this policy as it relates to bookable recreation facility.

The solicitation section has been expanded to include direction around content posted to the digital display screens in public lobby spaces in some facilities. Additionally, the parameters around commercial solicitation within the workplace have been expanded to include sale of goods and/or

promotion of sale of goods to staff that enable staff wellness or benefits, on-site staff organized commercial events or activities, and sale of Haldimand County products to the public.

Finally, the revised policy establishes a new roles and responsibilities section to clarify the roles of divisional staff.

**Financial/Legal Implications:**

Not applicable.

**Stakeholder Impacts:**

This policy confirms authorized use of public spaces for the betterment of all. It aims to promote public access to facilities while regulating reasonable solicitation throughout.

**Report Impacts:**

Agreement: No

By-law: No

Budget Amendment: No

Policy: Yes

**References:**

1. [Policy 2005-03 Facility Usage and Solicitation](#)

**Attachments:**

1. Draft Revised Policy 2005-03 Facility Usage and Solicitation