



**Policy 2005-03 Facility Usage and Solicitation Policy**

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## **1. Definitions**

“Booking Agents” are members involved with an incorporated, volunteer Hall Board or Association that have entered into a lease agreement with Haldimand to operate a community hall and manage the facility.

“C.A.O.” means the Chief Administrative Officer.

“Commercial Sales Solicitation” refers to the sale or promotion of products or services to employees and/or the public for profit.

“Distribution” means the physical posting or handing out or electronic transmission (e.g. email) of any material or items of any type that would aid or help in soliciting.

“Haldimand” means the Corporation of Haldimand County.

“Haldimand County Administrative Facility/Facilities” refers to a facility owned or operated by Haldimand County with a primary purpose to administer and enable the delivery of Haldimand’s services.

“Haldimand County Facility/Facilities” means any municipal workplace facility owned or operated by Haldimand County including, but not limited to, the Haldimand County Administration building, operations/works buildings and yards, arenas, pools, community halls, museums, land ambulance facilities, waste site locations.

“Haldimand County Recreation Facility” refers to a facility owned or operated by Haldimand County with a primary purpose to provide space to offer recreation and leisure services to the community such as arenas, pools, community halls and museums.

“Haldimand County Related Uses” means any direct Haldimand County administration, Committees of Council, Advisory Committees of Council, or committees/boards that have Council-appointed members, excluding voluntary membership of staff, Council, or the Haldimand Library Board.

“Libraries” are Haldimand County facilities, operated by the Haldimand County Public Library Board and are therefore excluded for the purposes of this policy.

“Solicitation” means approaching, urging, inviting, requesting, or persuading individuals to accept or purchase goods or services, support an initiative or cause, join an organization, or make contributions of time, money, merchandise, or property.

“Work Areas” means places where Haldimand County business is being conducted within Haldimand County administration facilities such as workstations, offices, meeting rooms and does not include designated meal or break rooms.

“Work Time” means the period of time designated for the performance of actual job duties and responsibilities, either by the person soliciting or distributing, or the person being solicited. Meal or break times are not designated as Work Time as they apply to this policy.

## **2. Purpose**

To regulate the use, Solicitation and Distribution of material within all Haldimand County Facilities, except the Libraries.

### **3. Scope**

The Corporation's Facility Usage and Solicitation Policy will apply to all Haldimand County Facilities, except the Libraries.

This policy provides guidelines pertaining to facility usage and Solicitation in Haldimand County Facilities to all staff, volunteers, community groups, businesses, and members of the public.

It is recognized that some facilities, owned by Haldimand County, are at times operated externally or through a third party, such as through an authorized booking process or lease, license, or rental agreement. During such times, the facilities may be exempted from this policy in order to carry out the authorized use. For example, a private event that takes place through a rental contract with a community hall, leased to and operated by a third party on behalf of Haldimand County, will not be found to be in violation of this policy for the authorized purpose of soliciting funds or promoting business at that facility.

### **4. Principles**

#### **4.1 Haldimand County Administration Facility Usage**

All Haldimand County Administrative Facilities shall primarily be used for municipal business. Use of those facilities by private businesses, not-for-profit agencies, community groups or an individual is not permitted unless authorized through the facility booking process or a lease, license, rental agreement, or other formalized agreement with Haldimand County.

All Haldimand officials, staff, and visitors must follow the procedures for authorized attendance and identification within Haldimand County facilities, as applicable for that location.

Use of a Haldimand County Administrative Facility after hours for business must have Haldimand County staff in attendance as a participant of the meeting and/or event. The staff member responsible for the meeting and/or event shall also be responsible for the security of the building for the duration of the meeting, appropriate use of equipment, and restoration of the room to its initial state of use.

All meetings occurring outside of regular business hours, including those being utilized for employee wellness purposes, at the Haldimand County Administration Building must be booked in advance. Notification must be sent to the Facilities, Parks, Cemeteries and Forestry Operations Division helpdesk to advise of the booking, including estimated completion, for security reasons.

Exceptions to this policy may be considered by the C.A.O or their designate with any approved differences provided in writing.

#### **4.2 Haldimand County Recreation Facility Usage**

County Recreation Facilities can be made available for use by private businesses, not-for-profit agencies, community groups and individuals through the facility booking process or a lease agreement and/or other type of negotiated agreement.

Community Halls and/or meeting spaces owned by Haldimand County may have a lease agreement in place with an incorporated, volunteer Hall Board which manages its own facility space rentals through a Haldimand County-approved rental contract. Rental information about these community halls, including availability and fees, can be obtained by contacting the respective Booking Agents, available on the County's website. Community Halls operated by incorporated volunteer Hall Boards of Directors follow Haldimand's policies and guidelines with respect to insurance, rental contracts, Special Occasion Permits, Smart Serve and food preparation and service.

#### **4.3 Facility Usage by Staff and Officials**

Staff and officials cannot use Haldimand County Administration or Recreation Facilities for uses other than those related to their job, municipal business, or municipally-operated events. If it is for a use not related to their position or assigned responsibilities, they must follow the public process and fee schedules.

### **5. Solicitation and Distribution of Material**

#### **5.1 General Solicitation in Publicly Accessible Areas**

No printed literature of any kind may be posted, placed, or distributed in publicly accessible areas of the Haldimand County Administration Facilities unless they are explicitly associated with Haldimand County operational activities or required by municipal, provincial, or federal law.

If a non-profit and/or community business sponsors a public program - e.g. public skating - through a facility rental, they will be permitted to display and/or distribute promotional materials in the associated Recreation Facility for the duration of that rental period.

#### **5.2 Commercial Sales Solicitation**

Any commercial sales or promotions, including digital email advertising Distribution, posting to employee digital screens in break rooms, or printed literature of any kind, is not permitted unless one of the following circumstances apply:

- It is an organized employee wellness campaign or employee incentive discount program, e.g. Perkopolis;
- It is a staff organized, on-site commercial sales event or activity that is not expressly prohibited by any other policy or by-law; or
- It relates to the sale of Haldimand County products such as flags, souvenirs, clothing, and more to employees and/or the public.

Employees may be permitted to post promotional materials associated with private sales activities at their workstation and/or on digital space on the intranet dedicated to this type of activity. The promotional materials must not impede the employee's ability to conduct their regular day-to-day duties. Sales activities should only be conducted during employee break times.

### **5.3 Not-for-Profit Solicitation**

Not-for-profit organizations are not permitted to solicit in Haldimand County Administration Facilities, with the exception of posting information on the Community Bulletin Boards or if the Solicitation is by an employee or member of Council that is representing the organization.

Not-for-profit Solicitation involving employees may be permitted in non-Work Areas during non-Work Time (breaks or mealtimes) under the circumstances outlined in this policy.

Employees or members of Council may not post, or place, associated fundraising materials in publicly accessible areas of Haldimand County Administration or Service Facilities, which include, but are not limited to, lobbies, service or reception areas, windows, doors, walls, or counters.

For the purposes of fundraising, employees or members of Council who are representing a not-for-profit organization, are permitted to place notices of product sales, displays of products or pledge forms in employee break or meal rooms. The parameters for such activities are as follows:

- Such notices or displays must include the name of the employee and the beneficiary of the funds being raised;
- In order to protect staff from Solicitation or interruptions in the performance of their daily workplace routines, verbal Solicitation of an employee by another is not permitted while either is on Work Time;
- Haldimand County is not responsible for any loss of product or money that may result from the conduct of the sale or pledge on its premises;
- Haldimand County has the right to remove any notice or display that is in violation of this policy, or that has been determined inappropriate.

Any not-for-profit or charitable fundraising administered by Human Resources and/or staff committees such as the Charitable Donation Payroll Deduction Program, Holiday fundraising, etc. may be promoted through digital email Distribution, staff e-newsletters, and/or staff digital display in break rooms.

If such fundraising activities become disruptive to the conduct of official business for Haldimand County, the activity may be terminated.

## **6. Posting on Notice Boards**

For the purposes of this policy, there are three types of notice boards:

- Community bulletin boards;
- Open bulletin boards;
- Public digital displays.

### **6.1 Community Bulletin Boards**

Community Bulletin Boards are those placed within Haldimand facilities, where space allows, where members of the general public can easily view them. Placement of materials is

restricted only to the Community Bulletin Boards. If there is no Community Bulletin Board at a facility, the posting of materials cannot be accommodated. The parameters for posting to the Community Bulletin Boards are as follows:

- Not-for-profit community organizations may post information on the Community Bulletin Boards to provide details of events, programs, or services they are offering;
- Notices from local municipalities, partner agencies, government and community agencies, and the provincial and federal governments may also be accepted;
- Posted materials, other than direct County programs, are limited to a maximum size of 8 ½" X 14" and must include the name of the responsible organization;
- All posted materials must be in good taste for all ages, non-denominational and non-discriminatory;
- Haldimand County will not display or distribute:
  - Materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations or violate a municipal policy;
  - Personal ads and notices including notices of items for sale or rent;
  - Faith-based materials whose primary purpose is the promotion of faith;
  - Commercial advertising;
  - Material that advocates a particular political, sectarian, or philosophic position; or
  - Petitions;
- The display of material does not constitute an endorsement of any group, activity, or event by Haldimand County

Posted materials must be brought to facility staff prior to posting. If the material is deemed to be questionable it will be forwarded to the Manager of Customer Experience and Communications for authorization.

Outdated materials are to be removed by the community organization. Haldimand County reserves the right to remove any outdated information without notice.

Haldimand County will remove items posted in violation of this or any other municipal policy.

## **6.2 Open Bulletin Boards**

Open Bulletin Boards are those placed in employee areas within Haldimand County Facilities, where space allows, in designated meal or break rooms, and/or digitally in an employee-specific area reserved on the intranet. The parameters for Open Bulletin Boards are as follows:

- Employees may post information regarding personal items for sale or rent, fundraising information, etc. to provide other employees with details of products or services being offered;
- Commercial advertising is not permitted;
- Posted materials on physical bulletin boards are limited to a maximum size of 8 ½" X 14" and must include the name of the responsible individual(s);
- All posted materials must be in good taste for all ages, non-denominational and non-discriminatory;
- Outdated materials are to be removed by the individual responsible. Haldimand County reserves the right to remove any outdated information without notice;
- Haldimand will remove items posted in violation of this or any other municipal policy.

### **7. Posting to Public Digital Displays**

The digital display television screens located within public spaces at Haldimand County Facilities are primarily reserved to promote Haldimand County and its partner's programs and services, or for any Council-directed initiative. Partner programs and services include those programs offered by agencies funded or formally supported by Haldimand County such as the Ontario Provincial Police, Grand Erie Public Health, Haldimand-Norfolk Social Services, special event organizers, etc.

When possible, advertising content from a partner program or service should be provided to Haldimand County in the appropriate format required.

### **8. Exceptions to the Policy**

Groups that are associated with Haldimand County operational activities, and whose main goals are to assist Haldimand County through the raising of funds and/or provision of voluntary assistance such as: the Friends of the Museums, Friends of the Libraries, Haldimand County Firefighter Associations, or groups fundraising for a Council-approved Community Partnership Program (CPP) project shall be exempt from this policy.

The sales of poppies to recognize Remembrance Day as a national day of respect shall be exempt from this policy.

Any other exceptions to this policy must be approved for exception by presenting a proposal, in writing, to the C.A.O.'s office, outlining in detail:

- A description of the Solicitation/Distribution;
- The benefits to the County, if permitted; and
- The benefits to the group/individual requesting the exemption.

## **9. Roles & Responsibilities**

### **9.1 C.A.O.'s Office**

The C.A.O. or their designate must review and authorize any requested exemptions to this policy.

### **9.2 Customer Experience and Communications Division**

The Manager of Customer Experience and Communications or their designate are responsible for reviewing and authorizing any Solicitation materials that staff bring forward for evaluation, as necessary.

### **9.3 Community Development and Partnerships Division**

Divisional staff will administer facility bookings and/or rental contracts/leases for the County Recreation Facilities.

### **9.4 Economic Development and Tourism Division**

Divisional staff responsible for administering any facility usage requests that require a film permit and/or formalized agreement for business operations within County-owned facilities.

### **9.5 Facilities, Parks, Cemeteries, and Forestry Operations Division**

Facility staff are responsible for monitoring community boards on a regular basis to ensure adherence to the policy.

Facility staff will remove any outdated material and/or Solicitation materials that are not permitted as per the policy.

### **9.6 Human Resources Division**

Divisional staff and/or staff wellness committee members are responsible for authorizing and administering Solicitation activities that pertain to employee benefits and/or wellness.