



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS**  
*Public Use of West Hants Facilities and Property Policy*

**Purpose**

The purpose of this policy is to establish the requirement for users of West Hants' facilities and property to complete an Application for use of Facility Form and provide proof of liability insurance, with the Municipality named as an additional insured. In addition, this policy will set out a general referral process for those groups or organizations which may not have insurance to assist them in obtaining the proof of insurance required.

**Scope**

This policy will apply to all external users and non-municipal purpose use, regardless of affiliation.

Municipal purpose is defined as:

1. uses which are part of the normal operational requirements of the municipality; or
2. where a municipal staff member has been given responsibility to oversee the use.

**Statement**

Risk, in insurance terms, is the possibility that a loss or other adverse event may potentially interfere with an organization's ability to fulfill its objectives. Risk is also an event for which an insurance claim may be submitted. The Municipality carries a variety of insurance products which provide coverage for assets owned by the Municipality and the everyday activities of the running of the Municipality. These are assets and activities that the Municipality has direct control over. Our insurance does not protect us from claims as a result of someone other than the Municipality using a facility or property.

In order to reduce the impact of adverse events occurring as a result of someone else using a facility or property, the Municipality requires that the external user also carry insurance coverage for the activity and time they are using Municipal property.

The Municipality of the District of West Hants will require proof of at least \$1,000,000 in liability insurance coverage, naming the Municipality as an additional insured for community groups or individuals who are unincorporated as a society or charity.

Organizations which are registered societies or charities will be required to show proof of at least \$2,000,000 liability insurance, with the Municipality named as an additional insured.



**POLICY  
Responsibilities**

ADGE-005.00

1. Administration:

The Administration Office will receive applications for non-parks and recreation purposes and ensure that the appropriate department is forwarded the request for consideration and approval. Should the applicant not include proof of insurance with the application, Administration will contact the applicant and request proof, prior to forwarding to the respective department. If the applicant is unaware of how or where to obtain insurance, Administration will provide them contact information we may be aware of, as a general referral. Applicants are free to obtain insurance from any supplier.

2. Parks and Recreation Department:

The Parks and Recreation Department will consider and approve each request for use of a facility or property, in keeping with this policy and any other policies or business practices in place with respect to those assets they are responsible for.

3. Public Works:

Public Works will consider and approve each request for use of a facility or property, in keeping with this policy and any other policies or business practices in place with respect to those assets they are responsible for.

**Related Documents**

Application for Use of Facility Form

Approved By: \_\_\_\_\_  
Cathie Osborne, CPA, CGA  
Chief Administrative Officer

Adoption	
Notice to Council:	Not Applicable
Approval:	June 13, 2016
Description: Initial approval of Public Use of West Hants Facilities and Property Policy.	