



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date:	Monday, June 27, 2022
To:	Members of Council
From:	Denyse Morrissey, CAO
Report:	CAO2022-11
Subject:	Waiving of Fees Guidelines – Recent Requests from User Groups to Waive Field Fees

Recommendation

BE IT RESOLVED THAT Council receives report CAO2022-11 Waiving of Fees Guidelines – Recent Requests from User Groups to Waive Field Fees for information;

AND THAT conditions of the Waiving of Fees Guidelines not be waived;

AND THAT all requests for waiving of fees where they are for regular program costs, including field rental fees, not be brought to Council and organizations be directed to the Municipal Grant Funding program.

Background

During the 2018 budget discussions, staff was asked to confirm if a policy was in place regarding the waiving of rental fees for fields. Staff confirmed there was no policy in place and one was needed. Council directed staff to bring forward formal guidelines or a policy.

The Town's new Guidelines were developed after reviewing many other municipal waiving of fees guidelines or policies. The new Waiving of Fees

Guidelines were adopted by Council on February 12, 2018. The Guidelines are provided in Appendix 1.

As part of the booking and permit process, staff often receive requests from organizations who would like their field rental fees reduced or waived. In these cases, the Guidelines are provided. It is outlined that the waiving of those fees is not eligible.

However, staff continues to receive correspondence addressed to Council requesting that Council waive fees in regards to field rentals and/or where an organization charges registration fees for the members or participants. What this then equates to is a request to Council is to waive the conditions of the Waiving of Fees Guidelines.

The most recent request is from the Dufferin Cricket Club (which also uses the baseball field at KTH for cricket) for the rental of the soccer field at KTH Park to use for other sports. The June 13, 2022 request is provided in Appendix 2.

Analysis

The waiving of fees guidelines outlines:

- Maximum value of fees to be waived is \$500 per request– requests with a value greater than \$500 must be referred to the Municipal Grant Funding Program;
- Funding will not be provided to organizations that charge the public an admission, entrance or registration fee;
- Fees will not be waived to support regular program costs, i.e., field rentals, etc.

This report recommends that the conditions of the Guidelines not be waived and that all future requests for waiving of fees for regular sport program costs that are ineligible under the Guidelines be directed to the Municipal Grant Funding Program. The grant process also requires organizations to provide financial information which includes own source revenues from programs, fees charged to participants, grants received or other revenues as part of the evaluation process and assessing financial need.

Financial Impact

The estimated 2022 field rental fees revenues from various organizations, and based on their signed permits/contracts is \$14,200.

The estimated cost for the rental of soccer field for 2 hours per week on Saturday's from July 2 to October 8, at KTH for the Dufferin Cricket Club is \$342. The Club's requested times have been scheduled and booked, and the organization was provided a rental contract.

The waiving of field fees via the waiving of the conditions of the Guidelines by Council could result in other field users asking the same be provided to their organization in 2022.

Policies & Implications

Waiving of Fees Guidelines

Consultation and Communications

Not applicable

Council Strategic Priorities

Council's Strategic Priorities has three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the sustainable goals within targets:

Target T2 Municipal Services Review and Evaluation

Target T6 – Promote more open communication

Supporting Documentation

Appendix 1: Waiving of Fees Guidelines

Appendix 2: Request for Waiving of Field Rental Fees, Dufferin Cricket Club, June 13, 2022.

Respectfully Submitted:

Denyse Morrissey, Chief Administrative Officer



Town of Shelburne

Guidelines for Requests to Waive Rental Fees

Purpose

The Waiving of Rental Fees Program is to provide financial relief to registered non-profit groups, organizations (an organized body of people with a particular purpose, such as a business, society or association) and individuals who can demonstrate that they can deliver programs, events or activities, that the Town or its organizations already supported by the Town, would not normally provide and that could benefit all residents of Shelburne.

Objective

To provide an objective means for responding to requests for waiving of rental fees from registered not-for-profit community organizations, individuals or groups and establishing criteria guidelines and a formal request process to follow.

Criteria

These criteria have been established to aid in responding to not-for-profit groups, organizations or individuals requesting fees to be waived. However, meeting all criteria does not guarantee that fees will be waived.

- Only requests from registered not-for-profit groups, organizations and individuals will be considered
- Organizations must be not-for-profit; service oriented; and structured so as to confer no benefits to its members
- Maximum value of fees to be waived is \$500 per request– requests with a value greater than \$500 must be referred to the Municipal Grant Funding Program
- Fees will not normally be waived on a retroactive basis, e.g., after an event has occurred
- The request must address a community need, respond to an under-served demand, or contribute to the Town's overall positive image
- Benefit to the community/public good is demonstrated
- Event/Activity/Function must occur within the Town boundaries
- Funding will not be provided to organizations that charge the public an admission, entrance or registration fee
- Fees will not be waived to support regular program costs, i.e. field rentals, etc.
- Funding will not be provided to organizations that have an overdue amount owing to the Town

Process

Request for Waiving of Rental Fees must be submitted to the Clerk's office by 12:00 pm on the Wednesday prior to a Council meeting jwilloughby@shelburne.ca or Town of Shelburne, 203 Main Street East, Shelburne ON L9V 3K7.

****Requests are approved or denied at the discretion of Council. ****

From: Anand Rajin Jagdeo [REDACTED]
Sent: Monday, June 13, 2022 11:28 AM
To: Jennifer Willoughby <jwilloughby@shelburne.ca>; Melissa Kenney <mkenney@shelburne.ca>; Steve Anderson <sanderson@shelburne.ca>; Wade Mills <wmills@shelburne.ca>
Cc: [REDACTED]
Subject: Soccer Field at KTH Park

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the contents to be safe.

To Shelburne Town Council

On behalf of the Dufferin Cricket Club (DCC) I, Anand Jagdeo in my capacity as the President of DCC is kindly requesting the use of the soccer field adjacent to the cricket field at zero cost for the 2022 season. This is in order to promote and develop a female cricket and or circle tennis team as well as a soccer team. Because of this being a new venture for which we don't have a membership base but are seeking to attract new members hence the zero cost. In any case in the 2 1/2 years that I have been going to KTH I have never seen anyone using that field for anything. I hope this request meets with your approval so that we can once again break new grounds in Shelburne and Dufferin County

Anand Jagdeo for

Dufferin Cricket Club