



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

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**Meeting Date:** Monday, June 28, 2021

**To:** Mayor Mills and Members of Council

**From:** Denyse Morrissey, Chief Administrative Officer

**Report:** CAO 2021-07

**Subject:** Requests for 2021 Fee Waivers – Various Organizations

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### Recommendation

Be it Resolved that Council:

1. Receives report CAO 2021-07 regarding Requests for 2021 Fee Waivers from Various Organizations be received for information; and that
2. Council provide direction regarding each of the following 2021 fee waiver requests:
  - i) Shelburne Cricket Club
  - ii) Towne Fitness
  - iii) Shelburne Rotary

### Background

Requests have been made to waive fees for the use of parks and fields for specific dates and seasonally. The waiving of fees must be approved by Council.

The value of the 2021 fee waiver requests are summarized, and where applicable estimated, so that Council is aware of the value when considering each request.

i) Shelburne Cricket Club

On June 6, 2021 an email was sent to Council from the Shelburne Cricket Club requesting that all 2021 field use fees at KTH be waived. It was requested this be considered at the next Council meeting or on June 14, 2021 Council meeting. The email is provided in Appendix 1.

The Club was advised on June 10, 2021 it would be considered at the June 28, 2021 meeting of Council. Staff needed to provide the estimated value of waiving of 2021 field fees and include this information to Council on June 28, 2021.

ii) Towne Fitness

On June 8, 2021 a letter requesting the waiving of fees for the use of Hyland Park for a fitness program was received from Towne Fitness. It is provided in Appendix 2.

iii) Shelburne Rotary

On June 15, 2021 a letter was received from Shelburne Rotary requesting the fees be waived for the events at Fiddle Park on June 19, 2021 and August 8, 2021. The letter is provided in Appendix 3.

## Analysis

2021 rates are summarized in the [2021 User Fees By-law](#)

**i) Shelburne Cricket Club**

Extracted fees from the 2021 bylaw are:

Baseball per game	\$16.15	no lights
All day/tournament	\$56.10	no lights
Soccer KTH per game	\$19.65	
Tournament KTH	\$77.45	

The Town does not have an hourly field fee and instead has only a 'per game' fee which has traditionally been for field sports like baseball and soccer and whose play time is generally 1 to 2 hours per game.

Many other municipalities have an hourly field rate, as well as half day and full day rate, as well as tournament rate. A review our fees, to add a recommended new hourly field rate will be completed for the 2022 fee schedule recommended to Council.

The estimated value for the Shelburne Cricket Club 2021 use of fields at KTH is based on the current request of 4 to 6 hours per game and applying the fees used for a soccer game at KTH to provide the most economical rate and estimated total cost.

A contract has not been finalized with the Shelburne Cricket Club. To book the fields and create a contract the time and specific days of use need to be confirmed and defined. Currently the request includes Friday and/or Saturday and/or Sunday for 4-6 hours.

### **Estimating Fees**

The adult soccer rates at KTH or \$19.65 per game based on up to a maximum of 2 hours per game has been used. No cricket potential tournament costs are estimated or included for waiving.

4 hour cricket match/game	\$39.30 per game
6 hour cricket match/game	\$58.95 per game

Based on Cricket starting Friday, July 2, 2021 to October 17, 2021 or 16 weeks:

- One game per week for 16 weeks

Option (a) 4 hour game

\$39.30 x 16 games	\$628.80 Plus HST
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Option (b) 6 hour game

\$58.95 x 16 games	\$943.20 Plus HST
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- Two games per week for 16 weeks

Option (a) 4 hour game

\$39.30 x 32 games                      \$1,257.60 Plus HST

Option (b) 6 hour game

\$58.95 x 32 games                      \$1,886.40 Plus HST

- Three games per week for 16 weeks

Option (a) 4 hour game

\$39.30 x 48 games                      \$1,886.40 Plus HST

Option (b) 6 hour game

\$58.95 x 48 games                      \$2,829.60 Plus HST

## **2021 Budget – Cricket Equipment**

\$10,000 was included in the approved 2021 budget for cricket.

The cricket mat has been purchased and was approximately \$2,000. It is estimated the cricket mat weighs between 250 to 300 lbs

A 20 foot storage unit (seacan), which is approximately \$4,000, to store the cricket mat and other equipment has been ordered.

It is staff's understanding that the installing and removal of the cricket mat for each game will be the responsibility of the cricket club. The fields at KTH park have shared use. The cricket mat would impact playability of the field for other field sports, and why the cricket mat cannot be left out seasonally.

## **ii) Town Fitness**

Towne Fitness has requested the use of Hyland Park for Fitness in the Park classes. Each class is estimated to be one hour and participant numbers must be in compliance with the COVID requirements of the Province. Participants are members and Towne Fitness will also make limited free spots available to the public.

The fitness program is 18 weeks or from July 2, 2021 to October 31, 2021, and offered 5 times per week:

- Monday 6 pm – 7 pm
- Wednesday 7 am - 8am and 6pm - 7pm
- Thursday 6pm -7 pm
- Sunday 5pm - 6 pm

The rates and fees bylaw includes a charge for park rentals of \$57 per use. There is no currently hourly rental fee for parks.

Two costing estimates for the value of waiving of fees are provided. One based on a charge of \$57 per park use for the program, and the second applying the cost of \$16.15 which is the baseball fee for a game that is generally one hour.

Option (a ) park use rate of \$57.00 per use

18 weeks x 5 events per week	90 uses
90 x \$57.00	\$5,130.00 Plus HST

Option (b) \$16.15 and using the rate for a youth baseball game

18 weeks x 5 uses per week	90 uses
90 x \$ 16.15	\$1,453.50 Plus HST

### iii) Shelburne Rotary

June 18 and June 19, 2021	\$200 per day x 2 days	\$400
August 7, and August 8, 2021	\$200 per day x 2 days	\$400

## Financial

i) The estimated value of the waiving of 2021 fees for the Shelburne Cricket Club for KTH park is in the range of:

4 hour game \$628.80 to \$1,886.40 plus HST

6 hour game \$943.20 to \$2,829.60 plus HST

The estimated value of the fee waiver is impacted by the number of games per week and whether a game is 4 hours or 6 hours in length.

ii) The estimated value of the waiting of the 2021 park fee for Towne Fitness is in the range of:

\$1,453.50 to \$5,130.00 plus HST

The estimated value of the fee waiver is impacted by which fee is applied from the 2021 fee by-law for the program consisting of hour one fitness classes.

iii) The value of the park fees for the two Shelburne Rotary events is \$800.00 plus GST.

In 2018, Council requested staff to develop a Waiving of Fees Guideline which was adopted February 12, 2018 and is attached as Appendix 4. Within the guidelines, there are several criteria identified to aid in responding to requests, including but not limited to the following:

- 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

The 2021 budgeted revenue for Park Rental Fees was set at \$8,000 (reduced from a \$16,000 budget in 2020 due to Covid). The amount collected to date is \$150.00.

## Policies & Implications

Rates and Fees By-Law 2021

Guidelines for Requests to Waive Rental Fees – Adopted Feb 12, 2018

## 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 the Targets:

T10 Improve and enhance parks and recreation services

## Supporting Documentation

Appendix 1: Shelburne Cricket Club email requesting waiving of 2021 fees for use at KTH park, dated June 9, 2021.

Appendix 2: Towne Fitness June 8, 2021 letter requesting the waiving of fees for the use of Hyland Park for a fitness program, dated June 8, 2021.

Appendix 3: Shelburne Rotary a letter requesting waiving for the events at Fiddle Park on June 19, 2021 and August 8, 2021, dated June 15, 2021

Appendix 4: Waiving of Fees Guideline approved by Council Feb 12, 2018

Respectfully submitted:

Denyse Morrissey, CAO

## Appendix 1 CAO 2021-07

**From:** [Anand Rajin Jagdeo](#)  
**To:** [Wade Mills](#); [Steve Anderson](#)  
**Cc:** [Jim Moss](#); [Lindsay Wegener](#); [Assistant Account](#); [Denyse Morrissey](#); [Jennifer Willoughby](#); [Walter Benotto](#); [Shane Hall](#)  
**Subject:** Fees for KTH Park  
**Date:** Wednesday, June 9, 2021 11:06:27 PM

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**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.

Good morning. I am writing to you on behalf of the Shelburne Cricket Club requesting a waiver of fees for use of the park for cricket for the 2021 season owing to the fact that we do not yet have proper playing facilities and as a new club we are still in the building process.

We are extremely grateful that we have been allocated the ground to play on but without a proper cricket pitch we are mainly using the ground for practice and exhibition games if we can find a team that is willing to play on the existing uneven grass surface which is very tricky and unpredictable.

I hope that my request can be considered at the next council meeting and meet with a favourable response from you, our esteemed council members. Thanks

Anand Jagdeo  
President & Treasurer

[www.linkedin.com/in/anandjagdeo65](http://www.linkedin.com/in/anandjagdeo65)



## Appendix 2 COA 2021-07

Tuesday June 8, 2021

To Mayor Mills, Deputy Mayor Anderson and Councillors

Town of Shelburne

Shelburne, ON

### RE: HYLAND PARK USE / RENTAL FEES

I am the owner of Towne Fitness Inc. and am writing regarding the use of Hyland Park for Outdoor Fitness Classes for the Summer season, 2021 and more specifically the fees associated with such.

We have faced many obstacles in the day-to-day operation of our business over the past 15 months, a direct result of forced closures and consumer confidence caused by the COVID-19 Pandemic.

One of the biggest changes came with the limitation of indoor gym use by members and were therefore forced to move our classes outdoors. The use of Hyland Park for the Summer 2020 season at no cost, allowed us to continue to offer this service, to Towne Fitness Members and members of the Shelburne Community, in a safe environment that met the requirements of the WDG Public Health.

This year, we find ourselves in the same situation. As of today's date, we are NOT able to open our business until July 25th, 2021 however, we can offer outdoor fitness classes. We would like to continue to offer these classes in Hyland Park, as we did last year.

Today, I met with Melissa Kenney/Administrative Assistant to complete the required documents for use of Hyland Park for the Summer season. The invoice for the use of the park in the amount of \$5,600, was also provided. This amount, in fact any amount, is completely out of our reach given the financial burden our business has suffered during the pandemic. (For the record, when our business is closed, we do not accept payment from gym members, ie, we have no income, only expenses).

As we find ourselves in the exact same situation as 2020, I am writing to ask that The Town of Shelburne reconsider the Park Rental Fee and waive the cost of the park rental for 2021. We would like to continue to offer outdoor fitness to our Members as well as offer the same to the Community of Shelburne. Note, as numbers are limited we would like to reserve a number of spots for community involvement.

I look forward to a favorable response from The Town of Shelburne as we anticipate the opening up of the Province of Ontario, and of course Towne Fitness Inc.

Sincerely,

Hannah Sine, OWNER/TOWNE FITNESS INC.

June 15, 2021

Dear Town of Shelburne Council,

The Rotary Club of Shelburne will be holding a Drive-In Movie Night at Fiddle Park on June 19, 2021 with set up June 18, 2021 and a Drive-In Concert on August 8, 2021 with set up August 7, 2021.

A request to have the Heritage Music Festival's grant money reallocated to these events was approved at the March council meeting but today we are writing to request that the fees for use of the facilities for Fiddle Park also be waived.

We will be using the park, pavilion, kitchen and washrooms for both events.

As both of these events are to raise money for causes locally, having the fees waived will help us greatly in our fundraising efforts.

Your consideration if much appreciated.



Bobbi Ferguson  
HMF Chair



## Town of Shelburne

### Guidelines for Requests to Waive Rental Fees

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#### 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](mailto: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. \*\***