



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

Meeting Date:	Monday, August 23, 2021
To:	Mayor Mills and Members of Council
From:	Jennifer Willoughby, Clerk
Report:	LS 2021-11
Subject:	Request for Fee Waiver – Team Apex Real Estate

Recommendation

BE IT RESOLVED THAT Council receives report LS 2021-11 regarding request for fee waiver from Team Apex Real Estate be received for information;

AND THAT Council provide direction regarding the fee waiver request.

Background

A request has been made to waive fees for the use of Brigands Soccer Fields for August 9th, August 23rd, September 13th and September 27th, 2021. The waiving of fees must be approved by Council.

On August 3rd, 2021, an email was sent to staff from Team Apex Real Estate requesting that the 2021 field use fees at Brigands Soccer field be waived. It was requested this be considered at the next Council meeting scheduled for August 23, 2021. A copy of the email is provided in Appendix 1.

Team Apex Real Estate was advised that their request would be considered at the August 23rd, 2021, meeting of Council. Staff needed to provide the estimated value of waiving of 2021 field rental fees and include this information to Council on the August 23rd, 2021, agenda.

Analysis

Team Apex Real Estate is not a local Shelburne user group and has requested the use of Brigands soccer field for yoga in the park classes. Each class is estimated to be one hour, and participant numbers must be in compliance with Provincial COVID protocols. Participants are residents from Shelburne and the surrounding area, this will be a free event with a donation of a nonperishable food item for the Shepherds Cupboard foodbank.

The fitness program is 4 weeks, operating once per week, from August 9, 2021, to September 23rd, 2021,

Monday - 7 pm to 8pm

The rates and fees bylaw includes a charge for field rentals of \$19.65 per use.

Financial

The estimated value of the waiting of the park fee for Team Apex Real Estate is \$78.60 plus HST calculated at 19.65 per hour multiplied by 4.

In 2018, Council requested staff to develop a Waiving of Fees Guideline which was adopted February 12, 2018 and is attached as Appendix 2. 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 \$815.50.

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: Team Apex Real Estate email requesting waiving of 2021 fees for use at Brigands Soccer Field.

Appendix 2: Waiving of Fees Guideline.

Respectfully submitted:

Jennifer Willoughby, Clerk

Review By:

Denyse Morrissey, CAO

From: [Assistant Account](#)
To: [Jennifer Willoughby](#)
Subject: FW: Yoga in the Park - Park Rental
Date: Tuesday, August 3, 2021 1:49:06 PM

Looking for fee waiver for the events. We are charging \$19.65 per session for 4 days.

Melissa Kenney, Reception/Administrative Assistant

Phone: 519-925-2600 ext 221 | Fax: 519-925-6134 | mkenney@shelburne.ca
Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7
www.shelburne.ca

The Town of Shelburne is proactively taking measures to limit the spread of COVID-19. As of July 20th, 2021 Town Hall will be open to the public Tuesday to Thursday from 10 am to 2 pm. Scheduled appointments are also available from Tuesday to Friday from 9 am to 4 pm upon request. We are encouraging everyone to continue to take advantage of digital processes. The best way to reach staff is by email. You can pay your bills online by visiting our webpage [Paying My Bills](#).

Thank you and stay healthy!

From: Cassandra Tomlinson [REDACTED]
Sent: Tuesday, August 3, 2021 10:05 AM
To: Assistant Account <assistant@shelburne.ca>
Subject: Yoga in the Park - Park Rental

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.

Hi there,

This is just to follow up about our request for yoga in the park. I have re-filled out the form on the town website updated with our team name and new dates. I will stop by today with our cheque and to sign any paperwork needed!

Park Fees Waived Request

In terms of the park fees, we would like to request to get these fees waived. This will be a **free** event for the Shelburne community. Instead, we will be asking for food donations in hopes to help the Shepherds Cupboard Food Bank in Shelburne. Although we are located in the Orangeville area, this event is directed strictly towards anyone in the Shelburne area! We feel because of covid, an outdoor event such as this will not only encourage people to get outside and exercise, but to also support a local cause in our community.

Team Apex Real Estate has found a certified yoga instructor (Penny from Mindful Body Nutrition) & plans to take care of all costs. We also know covid is still a big concern and we have every intention to keep a strict plan in place. We will of course have everyone spaced out at least a 6 foot distance,

we will also have one person to welcome each attendee (from a distance) and get their name & all other information, along with the date & time they attended our event. Our yoga instructor has a waiver that each person will be needing to sign, along with any other forms needed. We will ensure everyone is doing their part in order to keep this a safe and fun event!

Please take our request into consideration, as we are a local real estate team looking to support local causes in our community, along with keeping everyone involved, even in such difficult times.

Thank you!



Cassandra Tomlinson

Executive Assistant



W teamapex.ca

22 Coles Cres Unit 4 Mono, ON

[Check out our latest blog post!](#)





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. ****