



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Wayne Ward, Manager Parks, Recreation, Facilities & IT
Paul Lagrandeur, Director Public Works
Trena DeBruijn, Director of Finance & Treasurer
Fernando Lamanna, Clerk & Deputy CAO
Michelle Willson, CAO

Title / Subject: User Fees & Rental Revenue – Summer Camps

Date of Report: March 14, 2023

Date of Meeting: March 25, 2023

Report No: 2024-PRF-009

1.0 Issue / Origin

The Township of Brock has a number of rental facilities, programs & services, as well as leased spaces which the municipality subsidizes. Council has directed staff to commence an extensive review of user fees and revenue and make recommendations to Council on options to reduce or eliminate operating deficits. To do this under one report would be challenging so for the remainder of 2024 staff will be presenting opportunities for increasing revenue in different facets of ongoing operations. The intent of each report will be providing Council with a detailed break down of actual operating costs, comparable fees from other municipalities, and potential revenue opportunities.

This report will analyze the Townships summer camp program.

2.0 Background

During the 2024 budget deliberations, Council reduced the initially proposed tax levy increase from 7.82% to the final tax levy increase of 3.97%. Council utilized funds from the Rate Stabilization Reserve to offset budget deficits for the short term with the direction to staff to review user fees and rental revenue.

Budget Committee passed Resolution COW-2024-066:

BE IT RESOLVED THAT Budget Committee utilize \$135,064 from the Rate Stabilization Reserve to offset the follow budget deficits:

- **Day Camp Budget deficit be reduced by \$17,670 (eliminated)**
- *Recreation Programs budget deficit be reduced by \$11,500 (eliminated)*
- *Rent budget deficit be reduced by \$5,000 (approx. 50%)*
- *Rent Past Due budget deficit be reduced by \$50,000 (approx. 50%)*
- *Ice Rental Discount budget deficit be reduced by \$10,070 (33%)*
- *Manilla Hall budget deficit be reduced by \$7,782.50 (50%)*
- *Wilfrid Hall budget deficit be reduced by \$8,395.50 (50%)*
- *Beaverton Town Hall budget deficit be reduced by \$7,900 (25%)*
- *Sunderland Town Hall budget deficit be reduced by \$5,000 (25%)*
- *Harbour budget deficit be reduced by \$11,746.35 (33%)*

AND THAT Staff be directed to commence an extensive review of all user fees and rental revenue, in order to make recommendations to Council regarding operating deficits.

3.0 Analysis

The Township of Brock offers eight different camps during various weeks throughout the summer.

Camp Name	Age Group	Ratio of Counsellors to Campers
Mites	4 – 6 year olds	1 : 10
Mini Explorers	4 – 6 year olds	1 : 10
Mini Movers	4 – 6 year olds	1 : 10
Variety	7 – 12 year olds	1 : 15
Sports	7 – 12 year olds	1 : 15
Art	7 – 12 year olds	1 : 15
Adventure	7 – 12 year olds	1 : 15
Dance	7 – 12 year olds	1 : 15

Summer camp runs eight weeks from July 2, 2024, to August 23, 2024. There are no camp offerings the last week of summer because high school students return to school and there are not enough counselors to run the program. During most weeks, there are a total of 8 camp groups running at two different locations (either Beaverton and Sunderland or Beaverton and Cannington) with a maximum of 100 campers per week. Last year, on average, there were 70 campers per week.

The Township's 2024 camp fees are included in the Fees and Charges By-law. Registration fees increased by \$5 compared to 2023. Brock's fees are significantly lower compared to Scugog and Uxbridge but are in line with Ramara. It's important to note that Scugog and Uxbridge offer swimming as part of camp and trip camps include multiple trips throughout the week.

	Brock 2023	Brock 2024	Scugog 2024	Uxbridge 2024	Ramara 2023
Registration Fee – Per Week	\$155	\$160	\$167.29	\$216-\$230	\$160
Registration Fee – Short Week	\$125	\$130	\$157.15	\$179	\$128
Registration Fee – Specialty Camp	\$175	\$180	\$192.64-\$225		\$190
Trip Camp	n/a	n/a	\$275	\$357	n/a

Staff have completed a detailed financial analysis of the summer camp program and based on the increased registration fee of \$5 per week and similar registration numbers to last year, the deficit will be close to being eliminated.

Revenue	
Sponsorships	\$1,950
Regular Fees	\$89,390
Before/After Care Fees	\$2,890
Total Revenue	\$94,230
Expenses	
Salaries	\$78,560
Training	\$8,784
Mileage	\$129
Cell phone	\$258
Clothing	\$3,033
Materials and Supplies	\$5,304
Total Expenses	\$96,068
Surplus/(Deficit)	(\$1,838)

Grants

The Township of Brock received \$13,997.78 in 2023 from the Canadian Parks and Recreation Associations Youth Employment Experience grant. This three-year grant program ended December 2023. Staff have applied for the Canada Summer Jobs program but will not be notified if the application was successful until April 2024. The 2024 budget includes \$10,000 in grant revenue but was removed for this analysis since

the funding is not guaranteed. If the application is successful, the grant would be used to offset wages and any surplus in the camp budget could be used to enhance the summer camp program, i.e. pizza lunches, additional guests, etc., or it could be put into a reserve to reduce the cost of camp in the future.

Trip Camps

There have been requests to include trip camps into the summer program. Staff have completed an analysis on the cost of a trip to understand what options would be available to ensure the overall program does not run a deficit.

One of the largest expenses of going on a trip is the cost of bussing. Since the majority of trips are over 100 kilometres, the buses have to stay at the trip location because to leave and come back would be more expensive. Staff received a bussing quote for several different trip options and the cost of bussing ranged from \$610 - \$830 per trip. The bus would be able to accommodate a maximum of 40 campers so the cost for bussing alone would range between \$15.25 - \$20.75 per camper. This doesn't include the cost of admission or the additional counsellor that would be required.

One option would be to allow one group of campers to not participate and stay in the Township, although there would only be one location available. This would allow parents the option of not having to pay for trip camp if that was not a viable option. Another possible option is having one week of the summer where all the campers go on a trip and spreading the cost out among all registrants. The following analysis shows details of these two options for a one-day trip to Cedar Water Park.

Option 1:

In this option 30 campers would go on the trip with five counsellors. The fifth counsellor would be added for the whole week since it's unlikely a counsellor would only want to work for the one day. There would be an option to not participate but there would only be one location available. This would likely be the Beaverton location since it tends to have the most registrants.

Trip Camp - Additional Costs			
	Cost	#	Total
Admission - Campers	\$ 18.99	30	\$ 569.70
Admission - Counsellors	\$ 20.99	5	\$ 104.95
Bussing	\$800.00	1	\$ 800.00
Additional Counsellor			\$ 662.00
Total Cost			\$ 2,136.65
Cost per camper			\$71.22

This option would require an increase in registration fees from \$160 for the week to \$231 per week for those choosing to register for trip camp. The campers that would not participate would pay the regular \$160 per week registration fee. Staff would run two trip camps during the summer, one week for the younger campers (ages 4 -6) and one week for the older campers (ages 7 -12).

Option 2:

In this option 80 campers would go on the trip with all fourteen counsellors. This option also includes an additional counsellor for the week. For the week the trip camp would be offered, there would be no alternative available so if parents did not want their child to participate, they would either have to keep them home that day or choose a different week for their child to attend camp.

Trip Camp - Additional Costs			
	Cost	#	Total
Admission - Campers	\$ 18.99	80	\$ 1,519.20
Admission - Counsellors	\$ 20.99	14	\$ 293.86
Bussing	\$800.00	2	\$ 1,600.00
Additional Counsellor			\$ 662.00
Total Cost			\$ 4,075.06
Cost for trip camper			\$50.94
Cost for all campers			\$7.28

This option would require an increase in registration fees from \$160 for the week to \$211 per week. If this were the chosen option, staff recommend that instead of increasing fees for the week, fees for the entire summer program would increase by \$7.28 to make it more affordable. This would mean that the regular registration fee would increase from \$160 per week to \$167 per week for the entire summer and there would only be one week of trip camp.

4.0 Related Policies / Procedures

Fees and Charges By-law #3226-2023

5.0 Climate Change Impacts

There is no specific climate change impact to this report.

6.0 Communications

Once approved, the schedule and fees will be posted on the Township website. Any approved trip camps would be identified within the registration form.

7.0 Conclusion

Staff have completed a financial analysis and have determined the summer camp program will have a minimal deficit if registration fees are increased by \$5 per week in accordance with the Fees and Charges Bylaw. If trip camps are introduced to the summer camp program it will be necessary to increase fees in order to not increase the deficit. Camp registration opens April 1, 2024 so a decision is required on trip camps before this deadline to ensure the appropriate fee is charged.

8.0 Recommendation

Resolution Option 1:

BE IT RESOLVED THAT report # 2024-PRF-009 entitled “User Fees & Rental Revenue – Summer Camps”, be received; and

THAT Council chooses to have no Trip Camps for the 2024 Summer Camp Program; and

THAT Council direct staff to establish a “Camp Reserve” for any camp program surplus.

Resolution Option 2:

BE IT RESOLVED THAT report # 2024-PRF-009 entitled “User Fees & Rental Revenue – Summer Camps”, be received; and

THAT Council chooses to have two (2) Trip Camps for 30 camp attendees with five (5) camp counsellors for the 2024 Summer Camp Program; and

THAT Council authorize staff to present a bylaw to amend Fees and Charges By-law #3226-2023, Schedule “D”, to reflect the rates for the 2024 trip camp program; and

THAT Council direct staff to establish a “Camp Reserve” for any camp program surplus.

THAT the resolutions from report #2024-PRF-009 be ratified at the Council meeting held on March 25, 2024.

Resolution Option 3:

BE IT RESOLVED THAT report # 2024-PRF-009 entitled “User Fees & Rental Revenue – Summer Camps”, be received; and

THAT Council chooses to have one (1) Trip Camp for 80 camp attendees with fourteen (14) camp counsellors for the 2024 Summer Camp Program; and

THAT Council authorize staff to present a bylaw to amend Fees and Charges By-law #3226-2023, to reflect the rates for the 2024 trip camp program; and

THAT Council direct staff to establish a “Camp Reserve” for any camp program surplus.

THAT the resolutions from report #2024-PRF-009 be ratified at the Council meeting held on March 25, 2024.