



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Trena DeBruijn  
**Position:** Director of Finance/Treasurer  
**Title / Subject:** Exemptions to the Fees and Charges By-Law – January to May  
**Date of Report:** June 6, 2024  
**Date of Meeting:** June 24, 2024  
**Report No:** 2024-FI-019

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#### 1.0 Issue / Origin

This report is for Council information and provides an update on the foregone revenue (essentially grants to the Community) that the Township is providing to Community User Groups through various facility usage and payment arrangements, covering the period from January 1, 2024 to May 31, 2024.

#### 2.0 Background

During the 2024 Budget Process, Council requested that staff begin tracking and reporting on the free use/reduced rate granted to User Groups within the Township for Township facilities. Staff are working on refining the process of collecting the required information, however, the information in this report reflects the period **from January 1, 2024 to May 31, 2024** (5 months) for the following:

- Free Facility Usage
- Reduced Rate Usage
- Fee Exemption Provided
- In Kind Services Offered

### 3.0 Analysis

While staff are continuing efforts to capture information and refine the process, the following provides a summary of the various free or reduced rent granted to the end of **May 2024**:

Abbreviation	Location
STH	Sunderland Town Hall
BA (Beaverton Arena)	Foster Hewitt Memorial Community Centre
SA (Sunderland Area)	Sunderland Memorial Arena
BTH	Beaverton Town Hall
CA (Cannington Arena)	Rick MacLeish Memorial Community Centre

### Free Use

Organization	Dates	Event	Location	Rate Per By-Law	Hours/Days	Community Support Provided
Nourish & Develop Foundation	January to May	Mobile Food Market	Manilla Hall	\$40/hour	11 hours	\$440
Sunderland Maple Syrup Festival	April 5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup>	Maple Syrup Festival	STH Banquet Room	\$107/day	3 days	\$321
Sunderland Maple Syrup Festival	April 5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup>	Maple Syrup Festival	STH Auditorium	\$330/day	3 days	\$990
Sunderland Maple Syrup Festival	April 5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup>	Maple Syrup Festival	STH Banquet Room	\$22/hour	36 hours	\$792
Beaverton Lions Club	February 4th	Winter Carnival	BA Auditorium	\$22/hour	6 hours	\$132
Sunderland Ringette	May 5th	Banquet	SA Arena Floor	\$351/day	1 Day	\$351
Brock Minor Hockey	April 21st	Banquet	BA Auditorium	\$330/day	1 Day	\$330
Sunderland Agricultural Society	March 22nd	Dance	SA Auditorium	\$330/day	1 Day	\$330
Sunderland Agricultural Society	March 22nd	Fair Ambassador	SA Auditorium	\$330/day	1 Day	\$330
Beaverton Agricultural Society	March 28th	Fair Ambassador Judging	SA Auditorium	\$330/day	1 Day	\$330
Beaverton Agricultural Society		Monthly Meetings	BTH Meeting Room	\$22/hour	12.5 hours	\$275
<b>Free Use Total to May 31, 2024</b>						<b>\$4,621</b>

## Reduced Rent

Organization	Dates	Event	Location	Rate Per By-Law	Hours/ Days	Payment Received	Discount Provided
Beaverton Town Hall Players	February to April	Rehearsals	BTH Auditorium	\$33/hour	116.5 hours	\$0	\$3,845
Beaverton Town Hall Players	May 3 <sup>rd</sup> to 5 <sup>th</sup>	Performances	BTH Auditorium	\$330/day	3 days	\$696	\$294
Beaverton Town Hall Players	May 3 <sup>rd</sup> to 5 <sup>th</sup>	Performances	Meeting Room	\$107/day	3 days	\$153	\$168
Beaverton Town Hall Players	March 15 <sup>th</sup>	Concert	BTH Auditorium	\$330/day	1 day	\$232	\$98
Beaverton Town Hall Players	March 14 <sup>th</sup>	Set Work	BTH Auditorium	\$33/hour	4.5 hours	\$0	\$149
Beaverton Town Hall Players	Aril 29 <sup>th</sup>	Rehearsal	BTH Auditorium	\$33/hour	3.5 hours	\$0	\$116
Sunderland Lions Club	<b>January to Dec</b>	Club Meetings	STH Banquet Room	\$22/hour	54 hours	\$472	\$716
Sunderland Lions Club	April	Music Festival	Sunderland Town Hall (exclusive use)	\$437/day	18 days	\$472	\$7,394
Beaverton Lions Club	<b>January to Dec</b>	Executive & Club Meeting  Does not include any special events which is included in the payment of \$885 annually)	BA Auditorium	\$22/hour	136 hours (Est. based on Jan to May usage)	\$885	\$2,107
Durham Farm & Rural Family	January	Daycare	CA Auditorium	\$22/hour	27 hours	\$115	\$479
Durham Farm & Rural Family	February	Daycare	CA Auditorium	\$22/hour	31.5 hours	\$115	\$578
Durham Farm & Rural Family	March	Daycare	CA Auditorium	\$22/hour	22.5 hours	\$115	\$380
Durham Farm & Rural Family	April	Daycare	CA Auditorium	\$22/hour	31.5 hours	\$115	\$578
Durham Farm & Rural Family	May	Daycare	CA Auditorium	\$22/hour	36 hours	\$115	\$677
Stonemoor	January	Daycare	CA Auditorium	\$22/hour	21 hours	\$115	\$347
Stonemoor	February	Daycare	CA Auditorium	\$22/hour	27 hours	\$115	\$479

Stonemoor	March	Daycare	CA Auditorium	\$22/hour	18 hours	\$115	\$281
Stonemoor	April	Daycare	CA Auditorium	\$22/hour	27 hours	\$115	\$479
Stonemoor	May	Daycare	CA Auditorium	\$22/hour	27 hours	\$115	\$479
<b>Total Reduced Rent</b>							<b>\$19,644</b>

\*The Sunderland Lions Club meetings are listed for the entire year.

The Sunderland Lions Club pays a rental fee of \$472 per year, for use of the Sunderland Town Hall (Banquet Room) once per month for their monthly meetings.

In addition to the monthly meetings, the Sunderland Lions Club has also used the Board Room on March 25<sup>th</sup> and May 16<sup>th</sup>. Our fees and charges by-law does not have a fee for the use of this room (the Board Room).

### Fee Exemption

The Fees and Charges schedule for 2024 provides for a rate of \$40 (2 hour minimum) for rental of the Manilla Hall. In early 2024, Council provided an exemption from the Fees and Charges By-Law to the groups below, to permit a rental of 1 hour at the rate of \$20 per hour. Further, Council has requested that consideration be given in the 2025 Fees and Charges to including a one hour rental option.

Organization	Dates	Event	Location	Rate Per By-Law	Hours/ Days	Payment Received	Discount Provided
Brock Community Health	February	Yoga	Manilla Hall	\$40/hour	6 hours	\$60	\$60
Brock Community Health	March	Yoga	Manilla Hall	\$40/hour	8 hours	\$80	\$80
Brock Community Health	April	Yoga	Manilla Hall	\$40/hour	8 hours	\$80	\$80
Brock Community Health	May	Yoga	Manilla Hall	\$40/hour	6 hours	\$60	\$60
Robin Peeters	March to May	Yoga	Manila Hall	\$40/hour	16 hours	\$320	\$320
<b>Total Fee Exemption</b>							<b>\$600</b>

In addition to the free use, reduced rent and fee exemption outlined above, the Township has also provided in-kind services as follows:

<b>Organization</b>	<b>Dates</b>	<b>Event</b>	<b>Service</b>	<b>Supplies</b>	<b>Staff Wage</b>	<b>Equipment Usage (Based on Charge out Rate)</b>	<b>In Kind Services Provided</b>
Lake Simcoe Region Conservation		Ditching	Ditching on Trails		\$291	\$1,139	\$1,430
Cannington Historical Society	April 20 <sup>th</sup>	Earth Day Garbage	Removal of Garbage Delivery of Garbage Bags	\$85 (Garbage Bags and Dump Fees)	\$336	\$353	\$774
Brock Minor Hockey	May 24 <sup>th</sup>	Blue Rodeo	Delivery of Barricades and Vests		\$84	\$119	\$203
McCaskills Mills Public School		Track and Field	Delivery of Barricades and Vests		\$84	\$119	\$203
North Durham PFlag		Pride Month Banners	Installation of Banners		\$280	\$205	\$485
Lake Simcoe Region Conservation		Tree Planting	Mulch Delivery		\$112	\$236	\$348
The Nourish and Development Foundation		Night Market	Delivery of Barricades		\$84	\$119	\$203
Beaverton Lions Club		Winter Carnival			\$112	\$79	\$191
Sunderland Maple Syrup Festival		Festival	Barricades		\$448	\$316	\$764
Sunderland Maple Syrup Festival		Festival	Banners		\$210	\$205	\$415
<b>Total In Kind Contributions</b>							<b>\$5,016</b>

## 4.0 Agreements

While not a complete list, we understand that there are a number of informal and formal agreements in place for the use of our facilities as follows:

### Free Use

**Nourish & Develop Foundation** – No formal agreement, however, Council approved free use of the Manilla Hall and the Sunderland Arena. The agreement was to operate every Wednesday and Thursday (6.5 hours per day) for a total of 13 hours per week, however, it appears that the actual usage is less than anticipated.

**Sunderland Maple Syrup Festival** – No formal agreement in place for free use of our facilities, however, the organizers of the festival do submit an annual request to Council.

**Sunderland Ringette** – There is a formal agreement for use of the snack bar for \$100/mth (\$88.50 plus HST) for the months of October to March. **Note – Agreement expired in March 2024.** It does not appear that there is an agreement in place for free use of our facilities for the year-end banquet, however, historically, they were permitted 1 free use of the auditorium per month that was not being used, therefore, staff approved the use of the facility for the year-end banquet in lieu of using the auditorium monthly.

**Brock Minor Hockey** – There is a formal agreement for use of the snack bar for \$100/mth (\$88.50 plus HST) for the months of October to March. **Note – Agreement expired in March 2024.** It does not appear that there is an agreement in place for free use of our facilities for the year-end banquet, however, historically, they were permitted 1 free use of the auditorium per month that was not being used, therefore, staff approved the use of the facility for the year-end banquet in lieu of using the auditorium monthly.

**Sunderland Agricultural Society** – There is a formal agreement for free exclusive use of the arena and fairgrounds for 2 weeks per year to accommodate the fall fair. In addition, the Sunderland Agricultural Society also receives exclusive use to accommodate the Horseman's Dance and the Fair Ambassador. The Sunderland Agricultural Society does use the Board Room at the Sunderland Town Hall for regular meetings; however, the fees and charges by-law does not have a fee for the rental of this room. **Note – Formal agreement expired April 1, 2024.**

**Beaverton Agricultural Society** – There is a formal agreement in place that expires on December 31, 2024 for free exclusive use of the arena and fairgrounds for 1 week per year for the fall fair. In addition, the Beaverton Agricultural Society also receives exclusive use of the arena for two separate occasions. There is no agreement for free use of our facilities for monthly meetings.

## **Reduced Rent**

**Beaverton Town Hall Players** – There is a formal agreement in place for 5 years and expires June 1, 2027. The rates do not contain a CPI factor and are outlined in our fees and charges by-law as follows:

- \$232 per day for performances
- \$124 per day for camp performances
- \$98 per day for camp
- \$57 for 3 hours per day for Theatre Camp
- \$51 per day for meeting room on performance days (for concerts and performances)

No fee for use of the auditorium and meeting room for auditions, rehearsals, cast parties, sound/light checks, technical seminars and production meetings.

**First Act Youth Company** – There is a formal agreement in place for 1 year and expires December 31, 2024. The rates agreed to for use of the Beaverton Town Hall are as follows:

- \$225 per day (plus HST) for use of the auditorium for performance
- \$45 per day (plus HST) for use of the meeting room on performance days

No fee for use of the auditorium and meeting room for auditions, rehearsals, cast parties, sound/light checks, technical seminars and production meetings.

**Sunderland Lions Club** – There is no formal agreement in place, however, the rates for the club are separately identified on the Fees & Charges by-law as follows:

- \$472 per year for regular monthly meetings
- \$472 per year for exclusive use of the Sunderland Town Hall for 3 weeks per year for Music Festival
- \$142 per day for Sunderland Town Hall for Special Events
- \$102 per day for Triple R Camp
- \$472 per year for exclusive use of the Sunderland Town Hall for 4 weeks per year for Theatre Group
- \$232 per year for use of auditorium for Theatre Group Rehearsal

**Beaverton Lions Club** – There is a formal agreement in place covering the period from April 18, 2023 to April 18, 2033. The Beaverton Lions Club provided a \$40,000 one time payment to permit use of our facilities for 3 meetings a month, storage in the auditorium, 3 special events per year (exclusive use of facility).

Of the \$40,000 provided, \$30,000 was a donation to the Beaverton Arena Capital Reserve, and \$10,000 (\$8,850 plus HST or \$885 per year) to cover rental for the following:

- 360 meetings (over the 10 years)
- 30 special events (over the 10 years)

**Durham Farm & Rural Family** – There is no formal agreement in place.

**Stonemoor** – There is no formal agreement in place.

While not listed in this report (likely as no usage has occurred during the period from January to May 2024), the following organizations also use our facilities:

**Beaverton Barrel Racing Club** – There is no formal agreement in place, however, the group submits a request each year to Council for free and exclusive use of the sand ring in the fairgrounds. While the Township does not have a separate fee for this, the Township does supply garbage bags, picks up garbage and provides electrical hookup (and pays for any electricity used).

**Durham College, Community Employment Services** – There is a formal agreement which expires on July 1, 2026 for free use within the Beaverton Town Hall when requested.

**Beaverton Board of Trade** – There is a formal agreement which expires on June 1, 2027 for free use of meeting rooms

**Cannington Lawn Bowling Club** – There is no formal agreement in place and the former agreement expired April 30, 2024. The Club received free use of the lawn bowling club and greens.

**Lake Simcoe Region Conservation** – There is no formal agreement in place related to use of facilities, nor for providing in-kind services.

In addition to the above, there are also community events from time to time for events such as Canada Day, the Cannington Haunted Trail (in the past, Council has approved to provide fire fighter coverage for these events).

## **5.0 Related Policies / Procedures**

2024 Fees and Charges By-Law

## **6.0 Financial / Budget Assessment**

The 2024 Budget includes Grant funding of \$6,700 as follows:

- \$700 for Unpaid Use of Township Assets – Free Use Policy
- 1,000 for Unpaid Use of Township Assets – Per Council Resolution
- \$5,000 for Unpaid Use of Township Assets – Non Profit Groups

### **5.1 Asset Management**

N/A



## **7.0 Climate Change Impacts**

N/A

## **8.0 Communications**

N/A

## **9.0 Conclusion**

Assuming Council is in agreement with the information as provided, the total alternative fee arrangements granted total approximately \$29,881 for the period from January to May 31, 2024. As there are a number of events still scheduled and held throughout the balance of the year, this grant total is likely to increase further.

As the budget is \$6,700 for the year, an appropriate budget will need to be reviewed in the 2025 budget cycle. Whether there is an associated fee or not, the Township does incur costs related to our facilities (staff time, cleaning, garbage removal, hydro, heating, etc.) and by not appropriately allocating a grant to these events, it is difficult for the Township to provide an estimate of the value of services provided to the Community.

## **10.0 Recommendation**

That report 2024-FI-019 be received for information; AND THAT

Staff continue to track the alternative fee agreements and report back to Council later in 2024, as part of the 2025 budget.

Attachment #1 – 2024 Fees and Charges