



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Fernando Lamanna

Position: Deputy CAO & Municipal Clerk

Title / Subject: Sunderland Lions Lease Agreement – Sunderland Town Hall

Date of Report: February 19, 2025

Date of Meeting: February 24, 2025

Report No: 2025-GG-003

1.0 Issue / Origin

To obtain Council approval and delegated authority to staff to enter into a lease agreement with the Sunderland Lions Club (SLC) for their use of the Sunderland Town Hall.

2.0 Background

The Sunderland Lions Club utilize the Sunderland Town Hall for their monthly meetings, community programs as well as other fundraising events.

Previously, the SLC had specific user rates within the Township's Fees & Charges By-laws. The 2025 Fees and Charges By-law removed the specific user fees for the SLC which results in the need to enter into a lease agreement.

The SLC specific user rates in the 2024 Fees & Charges By-law were as follows:

- Regular Meetings (typically 3 per month) \$533.36 per year (incl HST).
- Music Festival (3 weeks in April exclusive use) \$533.36 per year (incl HST).
- Youth Theatre Group (4 weeks in Oct/Nov exclusive use) \$533.36 per year (incl HST).
- Youth Theatre Group rehearsal rate (auditorium only) \$262.16 per year (incl HST).
- Special Events (not specified) \$160.46 per day (incl HST).
- Triple R Camp \$115.26 per day (incl HST).

3.0 Analysis

Staff had discussions with Kevin Bagshaw, SLC President, with respect to the change in removing the dedicated SLC user rates in the 2025 Fees & Charges Bylaw, and the need to enter into a lease agreement for the use of the Sunderland Town Hall.

Mr. Bagshaw presented the SLC position with respect to increasing their user fee rate by 15% over the 2024 rates. This proposal would cover all SLC meetings (typically 3 per month), plus exclusive use of the Sunderland Town Hall for 3 weeks in April for their Music Festival and 4 weeks in October/November for their Youth Theatre Group. All other rentals for special events such as Opry Night or the Triple R Camps would be booked at the 2025 rates. Attached as Appendix “1” is the email reply from Mr. Bagshaw.

As an analysis of the total revenue vs Council free use contribution from the SLC total usage in 2024, staff have compiled a spreadsheet (attached as Appendix “2”). The spreadsheet also projects the 2025 revenue vs Council free use contribution, should Council wish to enter into the lease agreement with the SLC.

With respect to the “exclusive use” of the Sunderland Town Hall during the Music Festival and the Youth Theatre Group, generally in prior years, the Recreation & Leisure Coordinator would have no issues, as any programming (i.e. fitness and dance classes) were scheduled in the Sunderland arena auditorium. However, with the pending arena renovation and expansion project, that facility would no longer be available for any programming, thus leaving the Sunderland Town Hall as the only alternative.

On a similar issue, staff are currently finalizing an agreement with the Sunderland Agricultural Society, where they are granted use of the Sunderland Town Hall once a month through out the year for their board meetings.

Thus, staff recommend that the lease agreement have wording to the effect that during the construction of the arena renovation and expansion project that the “exclusive use” for the Music Festival and Youth Theatre Group be shared with other Sunderland Town Hall users and booking a minimum of 90 days in advance to assist with scheduling.

4.0 Related Policies / Procedures

Municipal Act, 2001, S.O. 2001, c.25 Section 106 and Section 107, as well as the Support for Community Organizations Policy.

5.0 Financial / Budget Assessment

During the 2024 budget deliberations, Council had directed staff to review user fees to increase revenue, as well as monitor and track the dollar value that Council gives to the numerous user groups throughout the Township.

As a result of part of this exercise, staff presented a new Support for Community Organizations Policy, with a staff committee that reviews and approves the community

group requests with a budget amount of \$75,000 for 2025. When this committee reported to Council on December 16, 2024, on 5 months worth community requests for free use or in-kind services, it was already valued at over \$81,000.00. This, keep in mind, does not account for the “free” or “reduced” rates for those community groups that enter into a lease agreement.

With respect to the Sunderland Lions Club and their use of the Sunderland Town Hall, the value of providing them with the reduced user rate equates to \$19,116.92 (as shown on Appendix “2”).

5.1 Asset Management

There is no direct impact on asset management, however the entering into a lease agreement will identify the loss of revenue that may otherwise be attributed to a Sunderland Town Hall reserve.

6.0 Climate Change Impacts

There is no direct climate change impact with this report.

7.0 Communications

This report is published on a public agenda as well as being shared with the SLC.

8.0 Conclusion

Staff do acknowledge the value of the social benefits and programming that the Sunderland Lions Club provides to our community, and would recommend that Council enter into a 3-year lease with the anticipation that the SLC, (and other community groups), realize the cost to the taxpayers in operating these facilities, and move closer to a current market rate.

9.0 Recommendation

Be It Resolved That Report No. 2025-GG-003, entitled “Sunderland Lions Lease Agreement – Sunderland Town Hall”, be received; and

That Council authorize the Mayor and Clerk to enter into a 3-year lease agreement with the Sunderland Lions Club for the use of the Sunderland Town Hall at a rate of \$613.36 (incl HST) per year (2025 rate subject to CPI increase each subsequent year), for their monthly meetings (maximum 3/mth), plus 3 weeks in April for Music Festival, plus 4 weeks in October/November for the Youth Theatre Group, and all other events at current rates as listed in the Fees & Charges Bylaw; and

That Council hereby permit and acknowledge an exemption under *Section 107 (2)(b) of the Municipal Act, 2001, S.O. 2001, c.25*, by granting a reduced lease rate for the for Sunderland Lions Club for the use of the Sunderland Town Hall.