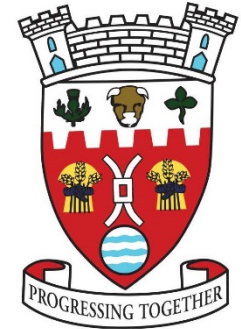


TOWNSHIP OF PUSLINCH



PROPOSED FEE REDUCTION/WAIVER POLICY

PUBLIC INFORMATION MEETING

Township of Puslinch
September 5, 2017

Tonight we will discuss...

- The purpose of the Fee Reduction/Waiver Policy
- Council's direction at the June 15, 2016 Special Council Meeting
- Details of Option A versus Option B
- A summary of the recommendations for Township sports leagues, Upper Grand District School Board and Organizations Under Separate Agreement
- A summary of the proposed policy
- Implementation Strategy
- Feedback from the public.

What is the purpose of the Fee Reduction/Waiver Policy?

- To create a fair, equal and transparent process for fee reduction/waiver requests from all organizations that provide services that benefit the Township and its residents.
- The creation of a Fee Reduction/Waiver policy is in line with:
 - Council's goals/objective for the 2014 to 2018 Council term.
 - The recommendations from the Recreation and Parks Master Plan dated May 2015.

What was Council's direction on the proposed policy at the Special Council Meeting held on June 15, 2016?

Council directed staff to revise the proposed policy and provide a further report to Council including the following:

- No fee waivers during prime-time rentals
- A 75% reduction during non-prime time rentals for community groups
- Information on opportunity revenue, savings and costs
- A definition of community groups with their head office in the Township and to provide services primarily in Puslinch and to include non-incorporated groups, churches, and the Aberfoyle Agricultural Society
- No fee waivers for church services
- One complimentary room rental for one Annual General Meeting
- Exempting the following events from facility rental fees – the Fall Fair, Santa Clause Parade, Canada Day, Family Day and Remembrance Day

Option A versus Option B

Option A:

- 50% reduced rate for all rentals (both prime and non-prime), with the exception of meeting room rentals
- 75% reduced rate for meeting room rentals
- Reduced rates not offered to adult sports leagues
- Qualified organizations are eligible to obtain one complimentary two-hour room rental for one meeting during non-prime times in the meeting room.

Option B:

- 75% reduced rate during non-prime time rentals
- No fee waivers or reductions during prime time rentals
- 75% reduced rate also offered to adult baseball leagues
- Qualified organizations are eligible to obtain one complimentary two-hour room rental for one meeting during non-prime times in the meeting room.

Option A versus Option B - Parks

Type of Rental	2018 Full Rate (No Tax)	Avg \$ Fee	Avg. Reduced Rate	Option A Reduced Rate	Option A Reduced Fee	Option B Reduced Rate	Option B Reduced Fee
Ball Diamonds – No Lights – Hourly	\$20.40	\$23	42%	50%	\$10.20	75%	\$5.10
Ball Diamonds – Lights – Hourly	\$30.60	\$31	37%	50%	\$15.30	75%	\$7.65
Ball Diamonds – Per Day	\$153	\$225	47%	50%	\$76.50	75%	\$38.25
Soccer Field – Hourly	\$30	\$30	52%	50%	\$15	75%	\$7.50
Soccer Field – Per Day	\$264	\$264	41%	50%	\$132	75%	\$66
Horse Paddock – Per Day	\$200	N/A	N/A	50%	\$100	75%	\$50
Ball Diamond Advertising	\$175	N/A	N/A	50%	\$87.50	75%	\$43.75

Option A versus Option B – Optimist Recreation Centre

Type of Rental	2018 Full Rate (No Tax)	Avg \$ Fee	Avg. Reduced Rate	Option A Reduced Rate	Option A Reduced Fee	Option B Reduced Rate	Option B Reduced Fee
Arena Floor	\$66	\$64	39%	50%	\$33	75%	\$16.50
Ice – Non-Prime	\$55	\$125	38%	50%	\$27.50	75%	\$13.75
Ice – Prime	\$158	\$194	30%	50%	\$79	N/A	N/A
Gymnasium	\$30	\$48	51%	50%	\$15	75%	\$7.50
Rink Board Advertising	\$350	\$1,292	N/A	50%	\$175	75%	\$87.50

Option A versus Option B – Puslinch Community Centre

Type of Rental	2018 Full Rate (No Tax)	Avg \$ Fee	Avg. Reduced Rate	Option A Reduced Rate	Option A Reduced Fee	Option B Reduced Rate	Option B Reduced Fee
Meeting Room	\$25.50	\$29	75%	75%	6.38	75%	\$6.38
Hall – Non-Prime – Hourly – Minimum 3 Hour Booking	\$54.75	\$51	63%	50%	\$27.38	75%	\$13.69
Hall – Non- Prime – Full Day	\$372	\$322	51%	50%	\$186	75%	\$93
Hall – Prime	\$488	\$438	41%	50%	\$244	N/A	N/A
Electronic Sign Advertising - Weekly	\$32.64	\$85	25%	50%	\$16.32	75%	\$8.16

What are the recommendations for Puslinch Baseball Leagues?

- All Puslinch baseball leagues currently pay on a per resident and per non-resident basis. Fees collected are not based on usage.
- Recommend that Township minor baseball leagues pay a reduced rate based on usage
- Recommend that adult baseball leagues obtain the reduced rate for 2018 only and that these leagues pay the rental fees based on usage at the full rate effective January 1, 2019.
- The comparator municipalities surveyed do not offer reduced rates for adult sports leagues.

What are the recommendations for the Puslinch Minor Soccer Club?

- The Puslinch Minor Soccer Club currently pays on a per resident and per non-resident basis. Fees collected are not based on usage.
- Recommend that Township minor soccer leagues pay a reduced rate based on usage

What are the recommendations for the Puslinch Tennis Club?

- The Puslinch Tennis Club currently pays on a per resident and per non-resident basis. Fees collected are not based on usage.
- At the October 12, 2016 Capital Budget meeting, Council directed staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club in 2019 that would outline responsibilities for court care and maintenance, as well as cost sharing.
- Recommend that a revised rate based on usage/cost sharing be established in 2019.

What are the recommendations for the Upper Grand District School Board?

- Recommend that the Township initiate discussions with the Upper Grand District School Board for the entering into a reciprocal facility use agreement

What are the recommendations for Organizations Under Separate Agreement?

Organizations Under Separate Agreement – Nominal Consideration

- Whistle Stop Co-operative Pre-school
- Guelph Community Health Centre

Organizations Under Separate Agreement – Negotiated Rates

- YMCA-YWCA of Guelph
 - Aberfoyle Farmers' Market
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- Recommend that the above organizations be transitioned to paying the proposed reduced rates based on usage.
 - Recommend that future facility use agreements not be entered into and usage be facilitated through a facility rental contract with special terms and conditions relevant to the organization being incorporated in the facility rental contract.

What are the recommendations for the Township's Library Lease with the County for the Puslinch Historical Society?

- Recommend that the Township's agreement with the County for the Puslinch Historical Society library lease be reviewed in 2019.

Which organizations are eligible?

- Organizations applying for a reduced rate must meet the following eligibility criteria:
 - Be in existence for at least one year; and
 - have its principal address in the Township; and
 - be a not-for-profit organization or an unincorporated community group; and
 - offer services that primarily benefit the Township and its residents; and
 - be in good financial standing with the Township and not in litigation with the Township; and
 - be in compliance with any other Township by-laws and policies.
- For the purposes of this policy, Puslinch Minor Sports Organizations, Puslinch Religious Organizations, Guelph Community Health Centre (The Playgroup), YMCA/YWCA of Guelph, and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

Which organizations are not eligible?

- Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.
- County, provincial and federal organizations.
- Groups or organizations affiliated with any political party or event.
- Individuals, commercial organizations, and coalitions such as ratepayer associations.
- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions including universities, colleges, schools and associated auxiliary groups.

Which requests are not eligible for a fee reduction or waiver?

- Religious services
- Licences, development charges, building permits, inspections, insurance

What are other relevant details of the proposed policy?

- Eligible organizations can obtain one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room.
- Rental fees are exempt for the Fall Fair, Santa Clause Parade, Canada Day, Family Day and Remembrance Day.
- Usage of Township property must comply with the Township's requirements including necessary insurance, permits and approvals within the required timelines.

What information is required by the Township to review an organization's eligibility?

- A copy of the letters patent or articles of incorporation, if applicable.
- A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the organization's status and terms of registration, if applicable.
- A copy of mandate, constitution and by-laws, as applicable.

What are the recommended payment terms for all rentals?

- One-time bookings – Payment is required within seven days of contract creation.
- Recurring bookings throughout the year – Payment is required on a quarterly basis. The first payment is required within seven days of contract creation. Future payments are required quarterly prior to the scheduled rentals.
- Recurring seasonal bookings – Payment is required in two instalments. The first payment is required within seven days of contract creation. The second payment is required halfway through the season.

What is the implementation strategy for this program?

- Recommend that the reduced rates for eligible organizations be effective January 1, 2018.
- Proposed 2018 User Fee By-law to address the recommendations outlined including organization eligibility and other pertinent details.