

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, February 21, 2014				Report Date	Tuesday, February-18-14			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

## #21/02/14/1202 – Recreation and Review of Hall Rental Fees

**Subject:**

Review of a Recreation program for 2014, review of hall rental fees and municipal policy

**RECOMMENDATION:**

That Council consider making changes to the current fee structure and construct a policy concerning use of the municipal facility for various activities. This resolution is authorizing staff to look at options, to bring suggestions back to Council for final approval. The additional information contains questions to get you thinking so that more concrete direction might be provided to staff at the meeting.

**WHEREAS** the importance of social interaction, general activity and physical recreation are important in the development, health and well-being of young and old alike;

**AND WHEREAS** the Council of the United Townships of Head, Clara & Maria recently leveraged Federal grant monies to update the community centre into a well-equipped facility for recreation;

**AND WHEREAS** Council further budgeted up to \$7,500 for recreation purposes for the 2014 budget year;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to research various options for increased usage of the recreation facility;

**AND FURTHER THAT** a General Facility Use Policy and amended Fee Schedule be created to encourage use by residents and ratepayers as well as those outside our community;

**BACKGROUND/EXECUTIVE SUMMARY:**

The resolution is self-explanatory; the content of any policy is not. Staff is looking for direction from Council in creating programming or purchasing equipment so that the facility can be used by as many people as possible.

The Strategic Planning Exercise completed in 2013 indicated that Mackey Park upgrades (walking trails) and expanded wellness clinics were priorities for this Council going forward. Some items on the prioritized list have already been met and there is room for new items. For your consideration:

- Funds have been committed during the budget process to improving outside lighting and to providing a sound system.
- A recommendation in the Clerk's report includes training for safe food handling.
- Council has approved SmartServe training for volunteers.
- Recently a group of volunteers have requested free use of the hall for a fundraiser for Old Mackey Park for St. Patrick's Day.
- In 2013 a resident came forward with ideas for community breakfasts during the summer.
- We had another resident recommend a community Christmas cake baking event.
- We have exchanged emails with Tara Antler but need to get together to discuss options in more detail soon.

### **Options/Discussion:**

Are various and many.

1. Is there a need for a formal recreation committee?
2. A new part time staff position?
3. A dedicated volunteer?
4. Cost of venue rental.
  - a. Free use for all events for residents/ratepayers where the public are welcome?
  - b. Pro-rated fees?
  - c. Per hour with bar?
  - d. Per hour without bar?
  - e. Separate fee for kitchen?
  - f. Separate fee for kitchen and cold foods only?
  - g. Can we charge differently if you are not from our community?
5. A rental agreement is to be required whether fee or no fee so that users are aware of their obligations.
6. Development of a policy with specific parameters so that staff has authority to proceed with events as requested by volunteers willing to manage on Councils behalf; especially now since meetings are only once per month. There is a need for a protocol to be followed so staff are not left with attempting to determine which events should be approved and which refused.
7. There should be consideration of a Council approved schedule of events for the year so that staff can pre-plan, arrange for volunteers etc.
8. Some options for events Council might sponsor.
  - a. Dance/dinner
    - i. New Year's Eve?
    - ii. Community breakfasts?
    - iii. More Regular Pot Luck Dinners?
    - iv. Summer fest?
    - v. Open mic nights?
  - b. Physical activity?

- i. Exercise group every Monday, Wednesday and Friday mornings – 9:30-10:30.
      - ii. Yoga – various.
      - iii. Ball tournaments.
    - c. Community Event
      - i. Canada Day
      - ii. May Madness
      - iii. Gospel Sing
      - iv. CWL Christmas Party
9. Support of extended exercise programming?
10. Contributions to programming currently being paid for by individuals?
- a. Subsidize yoga?
  - b. Provide funding for additional videos for exercise group?
11. Purchase of equipment for indoor sports?
- a. Table tennis tables and equipment?
  - b. Pickle ball set up?
12. Purchase of equipment for outdoor sports?
- a. Improvements/walking trails at Old Mackey Park?
  - b. Playground equipment/exercise equipment at Stonecliffe or Deux Rivieres?
  - c. Improvements at the boat launches?
13. Community Centre activities.
- a. Craft/play days for children?
  - b. Adult Cooking classes?
  - c. Christmas Cake Baking?
  - d. Dinner and a movie?

Council must be reminded that by authorizing a group of individuals to manage an event on its behalf, or use the facility free of charge, the municipality is put in a position of liability. This is as simple as being responsible for the rental fees to being responsible for liquor service, ensuring that all lottery events are licensed or not held, obtaining proper permits; ensuring staffing is adequate and providing accounting to the Treasurer which will satisfy the municipal auditor. Food sale permits need to be submitted to the Renfrew District Health Unit.

Having a devoted employee/volunteer/board that will make sure that all necessary requirements have been met will provide some protection to Council.

Every time the facility is used, the Occupier's Liability Act applies. *"An occupier of premises owes a duty to take such care as in all circumstances of the case is reasonable to see that persons entering on the premises, and the property brought on the premises by those persons are reasonably safe while on the premises."*

This does tie in to some degree with the recommendation for an employee/volunteer to be on site for maintenance, legislation or policy reasons during SOP licensed events. If not a person on site: there should be a dedicated contact person on call during an event.

## Financial Considerations/Budget Impact:

Various.

1. Purchasing equipment.
2. Providing entertainment.
3. Food and beverage.
4. Supplies for crafts, cooking classes?
5. Purchase of materials for craft events for kids.
6. Rental of movies. Licensing for showing of movies.

Current rental fees.

<b>HALL RENTAL</b>	
Licensed function (use of bar and/or kitchen)	\$375.00 (includes \$75 refundable deposit)
Meeting – over 4 hours	\$50.00
Meeting – less than 4 hours	\$35.00
Wake	\$25.00 per day
Funeral meal	\$35.00
CWL Fund Raiser	\$25.00

It is recommended that the fee schedule be changed. There are options. A per person or per hour charge might be used instead of the current methods. The cleaning required and supplies used are normally based on the number of people who are in attendance as well as the type of event.

A meeting of 10 people will have a significantly different impact than a meeting of 100 people.

For a bar service a price per hour either with or without service might be a good method of determining a fee.

If you need a bar there would be a base price and then a price per hour. (This of course depends on whether a permanent license is obtained.)

A fundraiser for charitable purposes should have one base fee.

## Policy Impact:

Creates new policy.

## Others Consulted:

Various individuals through conversation and responding to questions.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk