

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
PUBLIC MEETING MINUTES  
WEDNESDAY SEPTEMBER 16, 2020**

**Re: Proposed Increase to Building and Parks and Recreation Fees (Amendment to By-law 2013-28)**

A Public Meeting was held on Wednesday, September 16, 2020 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald  
Councillor Keith White  
Councillor Henry Sander  
Councillor Ron Henderson

Absent: Deputy Mayor Michael Smith

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
M. Mikael, Manager of Public Works (electronic)  
A. Powell, Manager of Planning and Development (electronic)  
J. Coleman, Manager of Parks and Recreation (electronic)  
C. Traynor Treasurer (electronic)  
L. Lehr, Clerk  
K. Pascoe, Deputy Clerk

Mayor Macdonald advised members of the public that the purpose of the Public Meeting is to discuss proposed amendments to the Township's Fees and Charges By-law 2013-28 specifically in relation to recommended increases outlined in Staff Report C028-20, and to hear comments from the public in regards to this matter.

Mayor Macdonald stated that in accordance with section 391 of the *Municipal Act*, 2001, as amended, a municipality is permitted to impose fees or charges on persons,  
(a) for services or activities provided or done by or on behalf of it;  
(b) for costs payable by it for services or activities provided; and  
(c) for the use of its property including property under its control".

The Deputy Clerk stated that at its meeting of September 2, 2020, Council received staff report C028-20 which provided Council with an overview of the recommended increases to the fees specific to the Building Department and the Parks and Recreation Department.

Below is a summary of the recommended increases proposed for consideration:

<b>BUILDING DEPARTMENT FEES -Continued</b>			
<b>Fee Description</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Rationale for Amendment</b>
<b>AMEND EXISTING FEE</b> 15.6 Building Compliance Letters, per property	\$50.00	\$75.00	This update would match the fee for a Zoning Compliance Letter and better reflect the staff time required to complete the request.
<b>AMEND EXISTING FEE</b> 15.6 Building Compliance Letter-RUSH	\$75.00	\$100.00	This update would match the fee for a Rush Zoning Compliance Letter and better reflect the staff time required to complete the request

<b>RECREATION RELATED FEES</b>		
<b>ICE RATES – THORNTON ARENA AND ANGUS ARENA</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
Day Rental (Monday to Friday between 6:00 a.m. to 5:00 p.m. hourly rate) – EFF SEPT 1, 2019 Excludes all Statutory Holidays, and days between Christmas Day and New Year's Day.	\$138.00/hr	\$138.00/hr
Minor Hockey/Figure Skating (Prime Time) – EFF SEPT 1, 2019	\$155.00/hr	\$170.00/Hr
Residents (80% + residents) – EFF SEPT 1, 2019	\$220.00/hr	N/A
Non-Residents (less than 80% residents) – EFF SEPT 1, 2019	\$240.00	N/A
Public Skating Fees	\$3.00	N/A
Summer Indoor Arena Surface - Sporting Events	\$51.12	\$70.00/Hr
Outdoor Pad Rental Ice/Floor	\$34.00	\$34.00/Hr
Last Minute Ice Booking – Prime Time (5:00 p.m.- close) hourly rate	\$160.00	N/A
Last Minute Ice Booking – Non-Prime Time (6:00 a.m. – 5:00 p.m.) hourly rate	\$85.00	N/A
<b>OFF SEASON RENTALS (APRIL 1- OCTOBER 1)</b>		
<b>FEE IS IN ADDITION TO REGULAR RATES - 4 HOUR RENTAL</b>	<b>\$50.00</b>	<b>\$75.00</b>
<b>7 HOUR RENTAL</b>	<b>\$100.00</b>	<b>\$75.00</b>
<b>FIELD RENTAL RATES</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
Baseball Diamonds / Soccer Pitches – Minor Sports Organizations	\$250.00/ Season	\$10.00/ Hr
Non-Resident Sport Field Rental (Maximum allowance of 2 hours)	\$34.31 for 2Hrs	20.00/Hr
<b>ANGUS COMMUNITY PARK BUILDING</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
<b>Local Charity Groups/Organizations (for non-fundraising events – Meetings)</b>		
MAXIMUM 4 Hours less than 12 uses per year.....	n/a	
more than 12 uses per year.....	\$47.40	N/A
Local Charity Groups/Organizations (for non-fundraising events) MAXIMUM 7 Hours – Events with alcohol.....	\$97.40	N/A
<b>Local Resident for Private Use Events</b>		
MAXIMUM 4 Hours (No alcohol).....	\$47.40	\$45.00/ Hr
MAXIMUM 7 Hours (With Alcohol).....	\$97.40	\$225.00/Hr
<b>Non-Resident Private Use Event</b>		

MAXIMUM 4 Hours (No alcohol).....	\$78.99	\$45.00/ Hr
MAXIMUM 7 Hours (With Alcohol).....	\$112.85	\$225.00/Hr
Sporting Activities or Instructional (Rate – Per Hour).....	\$28.21	N/A
<b>ANGUS RECREATION CENTRE</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
<b>OFF SEASON RENTALS (APRIL 1- OCTOBER 1) FEE IS IN ADDITION TO REGULAR RATES - 4 HOUR RENTAL.....</b>	<b>\$50.00</b>	<b>\$75.00</b>
<b>7 HOUR RENTAL.....</b>	<b>\$100.00</b>	<b>\$75.00</b>
(max. 12 free uses/year) [max. 4 hours]		N/A
(more than 12 uses/year)[max. 4 hours]	\$47.40	N/A
<b>ANGUS RECREATION CENTRE-Continued</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
<b>Local residents private use [max. 4 hours]</b>	<b>\$47.40</b>	<b>\$30.00 – \$60.00/Hr</b>
recreational instruction classes per hour	\$24.82	N/A
<b>Non-residents (any use) [max. 4 hours]</b>	<b>\$78.99</b>	<b>\$30.00/Hr</b>
<b>TO USE FOR MORE THAN MAX. HOURS ADD \$12.76 PER HOUR</b>	<b>\$11.29</b>	<b>\$25.00/Hr</b>
<b>ANGUS RECREATION CENTRE - GYMNASIUM</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
<b>OFF SEASON RENTALS (APRIL 1- OCTOBER 1)</b> <b>FEE IS IN ADDITION TO REGULAR RATES - 4 HOUR RENTAL</b>	<b>\$50.00</b>	<b>\$75.00</b>
<b>7 HOUR RENTAL</b>	<b>\$100.00</b>	<b>\$75.00</b>
Sporting activities or instructional (rate per hour)	\$28.21	N/A
<b>Local charitable groups/organization (for non-fundraising events)</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
1.6 Angus Gymnasium ½ Gym Per Hour	N/A	30.00
1.7 Angus Gymnasium ½ Gym Per Day (Up to 8 Hours)	N/A	160.00
1.8 Angus Gymnasium Full Gym Per Hour	N/A	60.00
meetings, less than 20 persons (12+ uses/year) [max. 4 hours]	\$47.40	N/A
meetings, more than 20 persons (12+ uses/year) [max. 4 hours]	\$66.58	N/A
no alcohol, without kitchen [max. 7 hours]	\$180.56	N/A
no alcohol, with kitchen [max. 7 hours]	\$209.91	350.00

alcohol, without kitchen [max. 7 hours]	\$302.44	N/A
alcohol, with kitchen [max. 7 hours]	\$365.00	450.00
<b>Meetings – non-resident or commercial [max. 4 hours]</b>	\$120.75	N/A
<b>Church services, less than 100 persons [max. 4 hours]</b>	\$225.70	N/A
<b>Church services, more than 100 persons [max. 4 hours]</b>	\$282.12	N/A
<b>TO USE FOR MORE THAN MAX. HOURS ADD \$19.13 PER HOUR</b>	\$16.93	N/A
<b>INDOOR FLOOR SURFACE - BANQUETS, PARTIES, EVENTS</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
No ice, non-licensed [max. 7 hours]	\$265.20	\$375.00
No ice, licensed [max. 7 hours]	\$536.04	\$540.00
1.12 Arena Floor Use (available May through Aug) Per Hour	N/A	70.00
<b>TO USE FOR MORE THAN MAX. HOURS ADD \$53.56 PER HOUR</b>	\$47.40	\$25.00
<b>CHILDREN'S BIRTHDAY PARTY WITH FREE PUBLIC SKATING</b> <b>(10 CHILDREN / 2 ADULTS) Available from October 1<sup>st</sup> – March 31<sup>st</sup></b>	<b>Current RATE</b>	<b>Proposed RATE</b>
2 hr rental of meeting room/gymnasium/banquet room and free public skating	\$52.38	\$60.00
Additional children	\$1.31	\$3.00
<b>ANGUS BANQUET HALL/ THORNTON BANQUET HALL/THORNTON MEETING ROOM</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
<b>OFF SEASON RENTALS (APRIL 1- OCTOBER 1)</b>		
<b>FEE IS IN ADDITION TO REGULAR RATES - 4 HOUR RENTAL</b>	\$50.00	\$75.00
<b>7 HOUR RENTAL</b>	\$100.00	\$75.00
<b>Local charitable groups/organizations (for non-fundraising events)</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
sporting activities or instructional rate per hour	\$28.21	N/A
meetings (max. 12 uses/year) [max. 4 hours]		
meetings (more than 12 uses/year) [max. 4 hours]	\$47.40	N/A
banquets/parties/events, no alcohol, without kitchen [max. 7 hours]	\$56.43	N/A
banquets/parties/events, no alcohol, with kitchen [max. 7 hours]	\$85.76	300.00
1.1 Banquet Hall (Thornton Arena OR Angus Arena) Per Hour	N/A	55.00
banquets/parties/events, alcohol, without kitchen [max. 7 hours]	\$141.07	N/A

banquets/parties/events, alcohol, with kitchen [max. 7 hours]	\$170.40	N/A
<b>Local residents for private use</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
meeting [max. 4 hours]		N/A
1.3 Thornton Meeting Room Per Hour	N/A	30.00
1.4 Thornton Meeting Room Per Day (Up to 8 Hours)	N/A	160.00
1.5 Angus Meeting Room Per Hour	N/A	15.00
banquet/party - no alcohol, without kitchen [max. 7 hours]	\$66.58	
1.1 Banquet Hall (Thornton Arena OR Angus Arena) Per Hour	N/A	55.00
banquet/party - no alcohol, with kitchen [max. 7 hours]	\$95.92	250.00
banquet/party - alcohol, without kitchen [max. 7 hours]	\$152.34	N/A
banquet/party - alcohol, with kitchen [max. 7 hours]	\$181.69	N/A
meeting [max. 4 hours]	\$58.68	30.00 /Hr
no alcohol, without kitchen [max. 7 hours]	\$83.51	N/A
no alcohol, with kitchen [max. 7 hours]	\$112.85	N/A
alcohol, without kitchen [max. 7 hours]	\$168.15	N/A
alcohol, with kitchen [max. 7 hours]	\$197.48	N/A
<b>TO USE FOR MORE THAN MAX. HOURS ADD \$19.13 PER HOUR</b>	\$16.93	N/A
<b>CLEAN-UP FEES</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
All users of Township facilities are required to sweep the floor, clean off tables, and pick-up garbage and place it in garbage bags for Township staff to dispose of. Clean-up by Township staff is available at the following rates, provided there are no back-to-back functions		
Essa Recreation Centre Gymnasium	\$120.75	\$125.00
Essa Recreation Centre - rink area (summer season)	\$120.75	\$125.00
Thornton Banquet Hall/Angus Banquet Hall/Thornton Meeting Room/Angus Meeting Room	\$120.75	\$125.00
Thornton Rink Surface	\$120.75	\$125.00
<b>Note: Clean-up by Township staff is not available at the Administration Centre. All users are required to clean-up garbage, clean off tables, and return tables &amp; chairs to their original positions.</b>		
<b>CANCELLATIONS FEES</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
<b>FACILITIES</b>		
Cancellation fee for facilities (60 day notice required)		

		\$26.25	30.00	
Cancellation fee for facilities with less than 60 days' notice (2 weeks)		%50 of rental fee	30.00	
7.2 Last minute cancellation Per Day		N/A	%50 of rental fee	
<b>PROGRAMS</b>				
Cancellation fee for programs (with at least two weeks' notice)		\$20.00	\$20.00	
7.4 Camp un- enrollment Per Week Per Child		N/A	20.00	
<b>OTHER FEES</b>		<b>Current RATE</b>	<b>Proposed RATE</b>	
4.5 Outdoor lights/ Hydro Per Day		N/A	10.00	
4.5 Off Season Fee Per Day		N/A	75.00	
4.6 Licensed Event Fee Per Day		N/A	100.00	
4.7 Available storage space per season		N/A	100.00	
4.8 Dressing Room Tenanted Per Month		N/A	100.00	
4.9 Additional Hours Fee Per Hour		N/A	25.00	
<b>Set-up Fee</b>				
-to set up tables and chairs		\$75.00	75.00	
<b>Advertising Rates at Arenas / Parks (signs on walls, boards or fences)</b>				
- 4 x 4 plus materials		\$120.25	125.00	
- 4 x 8 plus materials		\$202.93	250.00	
- In excess of 4 x 8 plus materials		\$6.41 (per sq foot)	N/A	
signs on ice machine	<b>2x5 sign</b>		\$230.50	N/A
	Angus Arena (Unit Wrap)	<b>1 year</b>	\$2,500.00	2500.00
		<b>5 years</b>	\$2,000.00	
	Thornton Arena (Unit Wrap)	<b>1 year</b>	\$2,000.00	\$2500.00
		<b>5 years</b>	\$1,500.00/year	N/A
<b>OTHER FEES-Continued</b>		<b>Current RATE</b>	<b>Proposed RATE</b>	

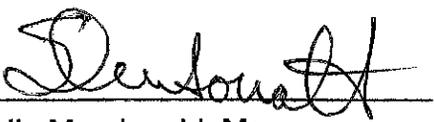
Dressing Room Door Advertising Fee (Angus & Thornton)	\$202.93	N/A
Ice Logo Fee (plus materials)	n/a	
<ul style="list-style-type: none"> <li>- Local Charitable Group/Non-Profit Organizations/Not for Profit Organizations</li> <li>- For Profit Organizations/Corporations/Businesses</li> </ul>	\$202.93	
<b>SOCAN (Society of Composers, Authors &amp; Music Publishers of Canada)</b>	\$63.49	\$63.49
SOCAN fees, at the current rate, are payable when taped music is used for any paid use of facilities.		
4.4 RESOUND Per Rental	N/A	26.63
<b>ESSA ADMINISTRATION CENTRE</b>	<b>Current RATE</b>	<b>Proposed RATE</b>
<b>MEETING ROOMS *licensed functions are not permitted</b>		
<b>Local charitable groups/organizations</b>		
meetings (max. 12 uses/year) [max. 3 hours]	No Charge	
meetings (more than 12 uses/year) [max. 3 hours]	\$47.40	N/A
Instructional classes [max. 3 hours]	\$47.40	N/A
Local residents for private use [max. 5 hours]	\$56.43	N/A
Non-residents [max. 5 hours]	\$84.64	N/A
<b>TO USE FOR MORE THAN MAX. HOURS ADD \$12.76 PER HOUR</b>	\$11.29	N/A
<b>COUNCIL CHAMBERS</b>	<b>RATE</b>	<b>HST</b>
<b>Local charitable groups/organizations (for non-fundraising events)</b>		
meetings (max. 12 uses/year) [max. 3 hours]	No Charge	
meetings (more than 12 uses/year) [max. 3 hours]	\$47.40	N/A
Instruction seminars, workshops, meetings [max. 5 hours]	\$151.22	N/A
Non-residents [max. 5 hours]	\$151.22	N/A
<b>TO USE FOR MORE THAN MAX. HOURS ADD \$19.13 PER HOUR</b>	\$16.93	N/A
<b>Activity Fees</b>		
5.1. Fishing Pass – Seasonal (Over 18 years of age) Per Year	N/A	40.00
5.2. Fishing Pass Day (Over 18 years of age) Per Day	N/A	10.00

5.3. Fishing Pass Senior (Over 65 years of age) Per Year	N/A	0.00
5.4. Public Skating (Over 5 years of age) Per Visit, Per Person	3.00	3.00
5.5. Shiny (Goalies are free) Per visit, Per Person	N/A	5.00

Mayor Macdonald asked if anyone in the audience would like to speak, stating that speakers must state their name and address in full so that proper records can be kept and that notice of future decisions can be sent to those persons. Comments are to be orderly, respectful and not repetitious.

There were no questions from members of Council.

Mayor Macdonald thanked all in attendance for their participation and advised that the Clerks Department will be preparing a by-law to be presented to Council at their meeting scheduled on October 7, 2020.

  
 Sandie Macdonald, Mayor

  
 per; Lisa Lehr, Clerk