



# Report to Municipal Council

<b>Meeting Date:</b> October 4, 2023	<b>Report Date:</b> August 30, 2023
<b>Decision Requested:</b> No	<b>Priority:</b> High
<b>Direction Only:</b> Yes	<b>Type of Meeting:</b> COW

**Report Title:** Municipal Facilities Fee Structure

## **Recommendation:**

For Council to review the proposed pricing structure that staff have recommended as per the discussions that came from the Parks & Recreation Committee meeting held on August 23, 2023. It is recommended that any price changes would come into affect as of January 1, 2024.

## **Background:**

At the August 23, 2023, Parks & Recreation Committee, labour costs and basic overhead costs were presented to the Committee (report attached).

The Committee recommended staff to come back to Council with a new pricing structure to cover costs as much as possible and to come up with “packages” that renters can customize the service that they would like.

The list of assumptions used are for calculation purposes only and do not make up the contract. The times that are listed are just to come up with a price. They are not guaranteed as it may take more or less time than assumed, but no added costs will be incurred or discounted if not exact.

The per hour cleaning fee will be the only extra cost that may be added to a bill outside of the initial contract if additional cleaning is required outside of the scope of the contract. For example, if a renter does not choose the cleaning package, but staff must clean, the per hour charge will be applied. However, if they choose the cleaning package, and it takes fifteen (15) hours to clean instead of the assumed ten (10), no additional fees will be charged. When the contract is drafted, it will be made very clear, what services are included in each package and what is not, and that extra fees will apply if municipal staff must complete those services not included.

Council has expressed a few times that we should include fixed increases each year (% increase year over year) in the By-Law. Is this something that Council is still interested in?



The following packages and associated pricing are as follows:

### Community Centre

Package	Labour	Overhead 30%	Total	Assumptions used for calculations
Hourly Rate	\$40.00	\$10.00	\$50.00	1 hour cleaning
After Hours Hourly Rate	\$55.00	\$10.00	\$65.00	1 hour cleaning
Weekend Hourly Rate	\$55.00	\$10.00	\$65.00	1 hour cleaning
One Day Hall Rental	\$365.00	\$85.00	\$450.00	10 hours of clean up
Weekend Hall Rental	\$545.00	\$255.00	\$800.00	15 hours of clean up
Extra day(s) Hall Rental	\$0.00	\$85.00	\$85.00	No cleaning provided - For event set-up only, no event activities to take place
Kitchen Rental Per Day	\$82.50	\$42.50	\$125.00	2.25 hours of clean up
Bar Rental Per Day	\$11.50	\$8.50	\$20.00	0.25 hours of clean up
Audio System per day	\$0.00	\$50.00	\$50.00	Replace Audio System in the future
Table Set up - 10 and under	\$40.00	\$10.00	\$50.00	1 hour labour, some capital to replace tables and chairs
Table Set up - 20 and under	\$80.00	\$20.00	\$100.00	1 hour labour, some capital to replace tables and chairs
Table Set up - 30 and under	\$120.00	\$30.00	\$150.00	3-hour labour, some capital to replace tables and chairs
Table take down - 10 and under	\$40.00	\$10.00	\$50.00	1 hour labour, some capital to replace tables and chairs
Table Take Down - 20 and under	\$80.00	\$20.00	\$100.00	2-hour labour, some capital to replace tables and chairs
Table Take Down - 30 and under	\$120.00	\$30.00	\$150.00	3-hour labour, some capital to replace tables and chairs
Basic Mid Rental Cleaning Package per day	\$275.00	\$0.00	\$275.00	5 hours of clean up - Empty garbage, restock and full clean of bathrooms and kitchen



Premium Mid Rental Cleaning Package per day	\$550.00	\$0.00	\$550.00	10 hours of clean up - Empty garbage, restock and full clean of bathrooms and kitchen, sweep and wash floors, wash and reset tables and chairs
Garbage Clean-up of ground around the hall (per hour)	\$55.00	\$0.00	\$55.00	Pick up litter around the property
Municipal Staff Attendant (per hour)	\$55.00	\$0.00	\$55.00	To be on site at all times to empty garbage as needed, clean spills, restock bathrooms as needed and attend to any other facility issues. This person is not to be used as a helper for the actual event activities.
Funeral/Wake Per Day	\$200.00	\$85.00	\$285.00	10 hours labour to clean up (50% discount)

### Arena

Package	Labour	Overhead 20%	Total	Assumptions used for calculations
Daily Ice Pad Rental	\$800.00	\$185.00	\$985.00	Includes one (1) attendant onsite to empty garbage as needed, replace bathroom supplies as needed and any other facility issues that may arise during the event. This also includes Zamboni services when required
Weekend Rental with cleaning	\$3,636.00	\$555.00	\$4,191.00	Includes two (2) attendants onsite to empty garbage as needed, clean washrooms, replace washroom supplies as needed, clean dressing rooms between teams, clean lobby and any other facility issues that may arise during the event. This also includes Zamboni services when required



Weekend Rental without cleaning	\$1,818.00	\$555.00	\$2,373.00	Includes one (1) attendant onsite to keep common area floor clean any other facility issues that may arise during the event. This also includes Zamboni services when required
Extra day(s) Arena Rental	\$0.00	\$185.00	\$185.00	No cleaning provided, access only to set up, not event activities to take place
Hourly Rental	\$80.00	\$25.00	\$105.00	1 hour ice time equates to 2 hours of work (before and after)
Curling per hour	\$80.00	\$25.00	\$105.00	
Curling Set Up	\$160.00	\$25.00	\$185.00	4 hours to pebble rink
Weekday Ice Pad rental - no Ice	\$800.00	\$75.00	\$875.00	Includes one (1) attendant onsite to empty garbage as needed, replace bathroom supplies as needed and any other facility issues that may arise during the event. 10 hours of after event cleaning
Weekend Ice Pad rental - no Ice	\$875.00	\$75.00	\$950.00	Includes one (1) attendant onsite to empty garbage as needed, replace bathroom supplies as needed and any other facility issues that may arise during the event. 10 hours of after event cleaning
Weekend Rental with cleaning - No Ice	\$1,800.00	\$225.00	\$2,025.00	Includes one (1) attendant onsite to empty garbage as needed, replace bathroom supplies as needed and any other facility issues that may arise during the event. 10 hours of after event cleaning
Extra day(s) Arena Rental - No Ice		\$75.00	\$75.00	No cleaning provided, access only to set up, not event activities to take place



Hourly Rental - No Ice	\$60.00	\$10.00	\$70.00	Based on 1.5 hours
After Hours Hourly Rental - No Ice	\$82.50	\$10.00	\$92.50	Based on 1.5 hours
Weekend Hourly Rental - No Ice	\$82.50	\$10.00	\$92.50	Based on 1.5 hours
Arena Hall Hourly Rental	\$20.00	\$10.00	\$30.00	0.5 hours of clean up (No Kitchen)
Arena Hall Daily Rental	\$240.00	\$75.00	\$315.00	6 hours of clean up (Includes Kitchen)
Arena Hall Weekend Rental	\$320.00	\$225.00	\$545.00	8 hours of clean up (Included Kitchen)
Arena Hall Kitchen Only	\$82.50	\$42.50	\$125.00	2.25 hours of clean up
Extra day(s) Arena Hall Rental	\$0.00	\$75.00	\$75.00	No cleaning provided, access only to set up, not event activities to take place
Table Set up - 10 and under	\$40.00	\$10.00	\$50.00	
Table Set up - 20 and under	\$80.00	\$20.00	\$100.00	
Table Set up - 30 and under	\$120.00	\$30.00	\$150.00	
Table take down - 10 and under	\$40.00	\$10.00	\$50.00	
Table Take Down - 20 and under	\$80.00	\$20.00	\$100.00	
Table Take Down - 30 and under	\$120.00	\$30.00	\$150.00	



## Baseball Fields

Package	Labour	Overhead 30%	Total	Assumptions used for calculations
Rental per field per day (weekday)	\$40.00	\$25.00	\$65.00	1 hour to rascal ball field before event and lay down chalk lines
Rental per field per day (weekend)	\$40.00	\$25.00	\$65.00	1 hour to rascal ball field before event and lay down chalk lines
Rental per Hour		\$10.00	\$10.00	No rascal or bases
Weekend Rental	\$150.00	\$25.00	\$175.00	1 hour to rascal ball field and lay down chalk lines before each day
Garbage Collection per field per day	\$27.50	\$5.00	\$32.50	0.5 hours per field. Only garbage in designated garbage cans at the end of each day
Garbage Clean-up of ground around the ball fields (per hour)	\$55.00	\$5.00	\$60.00	To pick-up any garbage that has not been placed in designated garbage cans
Municipal Staff Attendant (per hour)	\$55.00	\$0.00	\$55.00	To be on site at all times to empty garbage as needed, maintain the fields and any other facility issues. This person is not to be used as a helper for the actual event activities.

At the Committee Meeting, it was also discussed about a “Heritage Event” which would give some kind of benefit to groups that have held events in St.-Charles on a yearly basis. Staff recommends that the benefit be a discount on the facility rental only, not on any “packages” that they add on. There should also be some requirements that must be met to apply to Council to be deemed as a Heritage Event. Some examples of criteria could be:

- Length of time the event has been held.
- Benefit to the community (must also define what benefit means)
- Only available to locals (must define what local means)
- Types of events
- Not for profit?



- Private or Public Event?

Staff would caution that depending on the criteria that is chosen, most of the events that are being held in our facilities could qualify as a Heritage Event and may defeat the purpose of raising prices trying to be as close to cost recovery as possible.

Under the current By-Law:

- Qualified organization currently receive a 10% discount
- Seniors and youth programs receive a 10% discount

Would Council still like these discounts to apply? Would they be able to receive the Qualified Organization and Heritage Discount?

To help Council compare, we have put the current pricing next to the proposed pricing.

### Community Centre

Package	Current	Proposed
Weekday Per Hour	\$39.82	\$50.00
After Hours Per Hour	\$48.67	\$65.00
Weekend Per Hour	\$48.67	\$65.00
Daily	\$420.35	\$450.00
Daily - Qualifying Organizations	\$327.43	\$0.00
Weekend	\$884.96	\$800.00
Funeral/ Wake	\$250.44	\$285.00
Funeral Meal Only	\$124.78	\$0.00
Staff Attendant (Per Hour)		\$55.00
Additional Staffing	\$35.00	\$55.00
Cancellation	\$84.07	\$95.00
Extra day(s) Hall Rental		\$85.00
Kitchen Rental Per Day	\$160.00	\$125.00
Bar Rental Per Day		\$20.00
Audio System per day		\$50.00
Table Set up - 10 and under		\$50.00
Table Set up - 20 and under		\$100.00
Table Set up - 30 and under		\$150.00
Table take down - 10 and under		\$50.00
Table Take Down - 20 and under		\$100.00



Table Take Down - 30 and under		\$150.00
Basic Cleaning Package per day		\$275.00
Premium Cleaning Package per day		\$550.00
Security Deposit	50% of rental	50% of rental

### Baseball Fields

Package	Current	Proposed
Weekday Per Hour	\$8.85	\$10.00
After Hours Per Hour	\$13.27	\$10.00
Weekend Per Hour	\$13.27	\$10.00
Daily	\$75.22	\$65.00
Weekend	\$141.59	\$175.00
Garbage Can Collection per day		\$32.50
Staff Attendant (Per Hour)		\$55.00
Garbage Clean-up of grounds around the ball fields (per hour)		\$60.00
Additional Staffing	\$35.00	\$55.00
Cancellation (Daily & Weekend Only)	\$13.27	\$65.00

### Arena With Ice

Package	Current	Proposed
Public Skating Single Day (no Shinny allowed)	\$2.65	\$1.00
Public Skating Single Season (no Shinny allowed)	\$26.55	\$10.00
Public Skating Family Season (no Shinny allowed)	\$44.25	\$20.00
Shinny	\$4.42	\$5.00
Skate Sharpening	\$4.42	\$5.00
Per hour - School	\$39.82	Council
Per hour - Weekday	\$100.75	\$105.00
Per hour - Weekend	\$100.75	\$105.00
Per hour - Youth & Seniors	\$79.90	10% Discount





Daily		\$985.00
Weekend with Cleaning	\$3,173.00	\$4,191.00
Weekend without Cleaning		\$2,373.00
Minor Hockey	\$2,433.63	10% Discount
Extra day(s) Arena Rental		\$185.00
Curling	\$79.90	\$105.00
Curling Monday Rate	\$70.00	
Curling Set Up	\$70.00	\$185.00
Cancelling	\$84.07	\$95.00

### Arena Pad with No Ice

Package	Current	Proposed
Weekday Per Hour	\$39.82	\$70.00
After Hours Per Hour	\$48.67	\$92.50
Weekend Per Hour	\$48.67	\$92.50
Daily	\$349.56	\$875.00
Daily - Qualifying Organizations	\$297.12	10% Discount
Weekend with Cleaning	\$884.96	\$2,025.00
Weekend without Cleaning		\$950.00
Extra day(s) Arena Pad No Ice		\$75.00
Weekend - Qualifying Organizations	\$705.72	10% Discount
Additional Staffing	\$40.00	\$55.00
Discounts Youth / Seniors (only one can be used - not stackable)	10%	10%
Discounts - Qualifying Orgs.	10%	10%
Cancelling	\$79.65	\$95.00

### Arena Hall

Package	Current	Proposed
Weekday Per Hour	\$24.89	\$30.00
After Hours Per Hour	\$30.42	\$30.00
Weekend Per Hour	\$30.42	\$30.00
Weekday Daily	\$254.42	\$315.00



Weekend Daily	\$243.35	\$315.00
Qualifying Organizations	\$204.65	10% Discount
Weekend	\$553.10	\$545.00
Additional Staffing	\$40.00	\$55.00
Cancelling	\$79.65	\$95.00
Extra day(s) Arena Hall Rental		\$75.00
Arena Kitchen Rental Per Day		\$125.00
Table Set up - 10 and under		\$50.00
Table Set up - 20 and under		\$100.00
Table Set up - 30 and under		\$150.00
Table take down - 10 and under		\$50.00
Table Take Down - 20 and under		\$100.00
Table Take Down - 30 and under		\$150.00
Security Deposit	50% of rental	50% of rental
Arena Hall Use with 3 hours ice rental	Free	Council
Per SQF /year	\$4.43	\$7.50
Zamboni Advertising Per side	Negotiated	\$250.00
Front Zamboni Advertising		\$125.00

**Attachments:**

- Report to Committee – Municipal Facilities Fee Structure

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