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Date: January 19, 2018
To: Mayor and Council
Author: M. Durocher
RE: Waiver of fees request
Report No PR-2018-01

AIM

Provide council with recommendations as requested for community groups requesting waiver of fees for town owned facilities

BACKGROUND

At the November 2 2017 meeting of Council two reports were presented with regard to the Erie Shores Quilters Guild. The guild was requesting an extension on the no charge rental rate that council had granted them for 6 months at the Unico Community Centre. The Guild makes and distributes quilts free of charge.

The report from council requested Administration to bring forward a further report pertaining to fee waivers and facility usage with a recommendation not only for the Erie Shores Quilters Guild but also for the rest of the community groups.

DISCUSSION

Municipalities in the area, including Leamington, Essex Lakeshore, Amherstburg and Windsor provided information on their process for dealing with waiver of fees request.

In most of the municipalities groups requesting waiver of fees are directed to the municipalities grant request process.

At the January 18 meeting of the Parks, Recreation Arts and Council meeting the topic of waiver of fees was discussed and the information gathered from neighboring municipalities shared. The committee's recommendation is that all groups requesting waiver of fees should be directed to the grant application, and must meet the requirements for funding as outlined in the grant application policy

At this time the Quilters Guild is looking for further information, as their final no charge rental was used on January 17 2018.

LINK TO STRATEGIC PLAN

Improve recreational and cultural facilities and opportunities within the Town of Kingsville.

FINANCIAL CONSIDERATIONS

The Waiver of fees for facilities results in a loss of revenue for fees for service including set up, take down, maintenance, use of facility resources and utilities

CONSULTATIONS

Municipality of Leamington
Town of Amherstburg
Town Lakeshore
Town of Essex
City of Windsor
T. Del Greco-Manager of Facilities
Kingsville Parks Recreation Arts and Culture Committee

RECOMMENDATION

That organizations looking to receive a waiver of fees for use of Town owned facilities be directed to utilize the Town of Kingsville Community Grant Application, and furthermore that these organizations fulfil the requirements as outlined in the grant process.

Maggie Durocher

Maggie Durocher Hon. B.H.K
Manager of Parks and Recreation Programs

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer