

Staff Report to Council

To: Mayor Schermerhorn and Members of Council

Date: May 27, 2014

Prepared By: Vicki Hallam, Manager of Safety Compliance & Accessibility
Dan MacDonald, Manager of Parks & Facilities

Presented By: Vicki Hallam, Manager of Safety Compliance & Accessibility

Re: Facility Subsidy Policy

Staff Recommendation:

To establish an equitable method of recovering costs associated with the subsidy of Town facilities through the revision of the Facility Subsidy Policy.

Financial Implications

Potential gained revenue source

Accessibility Implications

Consideration for accommodation needs, communication supports and alternate formats.

Information Technology Implications

After review it was determined that there are no implications at this time.

Energy Management Implications

Increased revenue would assist in energy costs.

Background Information

Through the 2014 Budget process, staff looked at possible ways to increase revenue. Consideration was made for the loss of potential income as a result of in-kind rentals at our Town facilities. In 2013, the municipality provided approximately \$20,000 of free rent to users between our halls, facilities, and training rooms.

Discussion

The Town deems that all users of the facilities pay a fair and equitable share of facility cost and services. By revision of the Facility Subsidy Policy it ensures consistency in the rental fees charged at all Town facilities.

We recommend that rental rates not be waived automatically. Eligible groups and organizations may submit an application for partial subsidy. Following the policy, Management can approved rental discounts of 50% or pay a per person user/rate.

This will at minimum provide the Town with recuperating costs for maintenance, cleaning, electricity, water, and staffing as opposed to subsidizing completely “free” rentals.

By placing parameters and limitations we want to ensure that the Town’s subsidy does not discourage the use of outside facilities in the community.

Respectfully submitted;

Vicki Hallam and Dan MacDonald

Town of Greater Napanee Facility Subsidy Policy

The Facility Subsidy Policy is intended to replace the current Policy on Municipal Grants as revised and effective January 1, 2015. The Facility Subsidy Policy has been drafted to allow staff to handle all written requests from eligible groups and organizations adhering to the described set policies of council.

Eligible Groups and Organizations

Consideration will be given to groups and organizations in the following categories whereby 66% of the groups and organizations membership are taxpayers of the Town of Greater Napanee.

- Registered Not for profit groups
- Charitable and Community based groups
- Senior (greater than 60 years of age)
- Youth (less than 16 years of age).
- Benefits
- Committees of Council

Groups should support a community benefit, impact or need in the community.

Application Process

Applications are available for facility subsidy with the Town of Greater Napanee. Managers will review group and function as it meets criteria. Applications which are deemed unsuccessful shall receive a response to the request.

Eligible Requests

On an annual basis, qualifying groups and organizations can request discounts on facility fees after submitting an application to the Town and approved under the Policy. The Town of Greater Napanee considers requests for municipal owned and operated facilities. No requests for equipment subsidy will be granted.

Eligible Requests to Council

Requests that are greater than one day, large scale events/functions, or it falls on a statutory holiday and requires staff will be recommended by the Manager to Council for consideration and approval.

These grants must be submitted in writing, along with the eligible application by November 1st the year preceding. Applications received after November 1st may be granted consideration pending the availability of allocated funding.

Eligible Functions

Consideration will be given to facility rentals only based on availability. Requests for subsidized setup, tear down and bar proceeds will not be considered.

The following functions may be considered;

Fundraisers/Dinners

Eligible groups may request to host fundraising event annually at a rate of 50% of the facility fees, and any additional staffing costs. Only one request is permitted at the Strathcona Paper Centre annually. Unlimited request for other municipal facilities.

Senior/Youth Programming

Eligible groups may request subsidy by paying a user fee at a rate of \$2.50 per person in lieu of the facility costs.

Meeting

Eligible groups may request to host meetings at 50% of the 4 hours or less rate of the facility fees. Meeting rooms are encouraged over hall space.

Committees of Council can host an unlimited number of meetings annually in any meeting room.

Municipal Functions

The Town of Greater Napanee may host unlimited fundraisers, meetings, special events, lunches/dinners, programming activities annually in any municipal owned and operated facility. Municipal functions will be operated at no charge and have no impact on the Council Grants Account.