



# RECREATION REPORT

To: Council

Meeting Date: August 27, 2024

Prepared by: Danny Roth  
Director of Recreation

Date Prepared: August 19, 2024

Subject: Amendments to Schedule "F" of By-Law 1/2024

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## Recommendation:

That the Council of the Township of Wellesley approve the proposed changes to Schedule "F" of By-Law 1/2024.

## Summary:

The 2024 Recreation fees were set as part of By-Law 1/2024 in January, 2024. In January, 2024, the entire Bill Gies Recreation Centre was not open to the public and many of the programs were not ready to offer. Now with the building opened and some programs have begun, staff are proposing some changes to the by-law to reflect the new programs.

Some other changes were also made in the 2024 version of the by-law that, upon further review, require amendments to including the removal of "punch cards" for drop-in programs and the implementation of Pick Up Hub for drop-in program registration.

## Report:

When the 2024 fees and charges by-law 1/2024 was approved in January 2024 the Bill Gies Recreation Centre was only open for ice user groups as the fitness gym, gymnasium and other community rooms were still under construction. Some of these rooms began opening in late January and some not until late March.

In preparation for the programming being able to begin in these rooms, staff worked on a model using "punch cards" where members of the public would purchase pre-paid cards to join drop-in programs. These fees were set at approximately \$4.00 per drop-in session for all drop-in programs, with discounts for purchasing multiple sessions at the time of purchase.

As staff prepared to implement this system it was discovered an upgrade to our booking system would be required to be able to accommodate "punch cards" for sessions that are run by volunteers.

Staff looked at other options that could be used to be able to offer programs with volunteers leading them and discovered that other municipalities were using a program called Pick Up Hub. Pick Up Hub fee is approximately 17% of each transaction.

Pick Up Hub allows for users to sign up for programs offered by many municipalities through a secure website and prepay for the sessions they sign up for. The Township has been using Pick Up Hub for our drop in Pickleball since May 2024.

The volunteer leading the program has access to a list of each participant who has registered allowing them to verify their eligibility to participate.

This method has been working very well for Pickleball and staff are now recommending using Pick Up Hub for all other drop-in programs offered. Pick Up Hub has been very well received by the users who have signed up since May. Recreation staff have helped users if they have had any questions when trying to do the initial sign up and would continue to do so with new users. Users can also sign up to other municipalities that use Pick Up Hub for their programs.

The recommended fees for other drop-in programs would be on a scale between \$2.00 per session to \$12.00 per session depending on the program. These fees would be set up in Pick Up Hub and the participants would register for the days they want to participate. All participants are required to fill out waivers before registering for programs, and that is all completed through Pick Up Hub as well.

Staff are proposing a range of fees as some programs including public skating would be at a lower cost and fees for shinny hockey would be at the higher cost. Staff will continue to monitor our neighboring communities when setting program fees.

In the past, fees were not charged for Public Skating, Seniors Skating, or Parents and Tots. Staff are recommending introducing a \$2.00 fee plus applicable Pick Up Hub fees for these programs. All participants would be required to pre-register for these programs through their Pick Up Hub account.

Pick Up Hub allows for waivers to be attached to each participant's account, ensuring that all participants have agreed to and signed the required waivers for all programs offered.

Other rate changes staff would like to highlight are;

- Full day community centre rates from Monday-Thursday for St. Clements Community Centre and Linwood Community Centre would change from a non prime rate of \$240.00 per to prime rate of \$500 per day if attendance is over 100 people.
- Linwood Community Centre small hall rate would be reintroduced with no kitchen access with a non prime rate of \$190.00 per day from Monday-Thursday and a prime rate of \$240.00 per day from Friday-Sunday.
- Public Skating, Seniors Skating, and Parents and Tots would have fee set for \$2.00 per person plus applicable Pick Up Hub fees.
- Exercise Class/Recreation Class (not Township run programs) fees would be set at \$60.00 per hour, not meant for meetings or other events.
- Bill Gies Recreation Centre half gym rate of \$40.00 per hour would be removed.
- Bill Gies Recreation Centre full gym rate of \$60.00 per hour would now state no kitchen use and only for exercise and recreation events.

- Pick Up Hub Rates for drop in sessions would be in a range of \$2.00-\$12.00 per person plus applicable Pick Up Hub fees. (programs being considered currently consist of Pickleball, Basketball, Volleyball, Public Skating, Adult Shinny and Youth Stick and Puck)
- Fitness Centre Membership fees for Family Memberships would add a per month fee of \$125.00 per month for a family of 5 with 2 adults and 3 children from the same household.
- Adding a single day fitness centre use rate of \$5.00. Some conditions do apply such as waivers being filled out and prepayment before use. Only available to participants 18+.
- Adding a cancellation fee of \$25.00 within 30 days of a picnic centre/pavilion rental except for weather cancellations.
- Removing all Membership punch card options.

HST would be in addition to all fees.

**Township Strategic Plan:**

For both short and long-term insights on township use/engagement, we will establish mechanisms to monitor community use/uptake of recreation/community facilities and programs. This initiative will be coordinated with infrastructure improvement & management.

**Financial Implications:**

None

**Other Department / Agency Comments:**

None

**Legal Considerations:**

None

**Attachment(s):**

Schedule "F" of By-Law 1/2024 with proposed changes

**Approved By:**

Rik Louwagie, Chief Administrative Officer

## Schedule “F” to By-law /2024 RECREATION

ARENAS / 50min		2024 Rate	HST Applicable Y / N
Prime Time- 5:00pm - 11:00pm. Mon. to Fri. & all-day Saturday and Sunday	50 mins per hour	\$ 216.75	Y
Non-Prime Time- Between <del>8</del> 6:00 am & 5:00pm Mon. to Fri	50 mins per hour	\$ 134.75	Y
Local Minor Sports	50 mins per hour	\$ 140.90	Y
PD day and Snow Day Slice of Ice (Minimum of 5 persons; must be booked same day)	Per person base rate of a min of 5 participants per 50 mins.	\$ 10.00	Y
School board Hourly Ice rate	50 mins per hour	\$ 89.00	Y
Parents and Tots Public Skating	Plus applicable fees	<del>Free</del> \$2.00	Y
Senior Skate	Plus applicable fees	<del>Free</del> \$2.00	Y
Public Skate	Plus applicable fees	<del>Free</del> \$2.00	Y
Arena Floor Rental- Hourly ( <del>Removed Summer</del> )		\$ 53.00	Y
Arena Floor Rental- Full Day ( <del>Removed Summer</del> )		\$ 705.60	Y
Arena Floor Rental Alcohol surcharge		\$ 200.00	N
Pick up Hub Rates for Drop-in sessions	Plus applicable fees	\$2.00-12.00 per person	Y
<b>COMMUNITY CENTRES</b>			
Funeral Hall Rental Full day rate at any Hall	All rentals are based on availability	\$ 240.00	Y
<b>Hall &amp; Kitchen Rentals (Dry facility)</b>			
Full Day Hall Rental (Monday – Sunday)		\$ 240.00	Y
<b>Hall &amp; Kitchen Rentals (Non-Dry facility)</b>			
Full Hall Day Rental **includes Hall, Kitchen and Bar** PRIME	All facilities Friday through Sunday <b>OR</b> weekday when 100 participants or more	\$ 500.00	Y
Full Hall Day Rental **includes Hall, Kitchen and Bar** NON-PRIME	All facilities Monday through Thursday <b>with</b> 99 participants or less; if over, PRIME rate will apply	\$ 240.00	Y
Linwood Small Hall Full Day Rental **No kitchen access** PRIME	All facilities Friday through Sunday. <b>NOTE:</b> large hall and kitchen may be rented simultaneously; Kitchen will be locked out	\$240.00	Y
Linwood Small Hall Full Day Rental **No kitchen access** NON-PRIME	All facilities Monday through Thursday with guests of 100 or less; if over, PRIME rate will apply. <b>NOTE:</b> large hall and kitchen may be rented simultaneously; Kitchen will be locked out	\$190.00	Y
Kitchen Rental Full Day (Monday to Sunday)	No hall included	\$ 240.00	Y
Exercise/recreation Class Rate	per hour; <b>NOT</b> for meetings or other events	\$60.00	Y
<b>TOWNSHIP OF WELLESLEY RECREATION COMPLEX</b>			
Gymnasium Rental (Full Gym) <b>NO kitchen; ONLY for Exercise classes or sports clinics</b>	per hour	\$ 60.00	Y
<del>Gymnasium Rental (Half Gym)</del>	<del>per hour</del>	<del>\$ 40.00</del>	<del>Y</del>
Gymnasium Rental/Community Hall (Full Gym includes Kitchen)	per day (includes sporting events/ weddings/public events etc.)	\$ 650.00	Y
Pick up Hub Rates for Drop-in Sessions (various gymnasium activities)	Plus applicable fees	\$2.00- \$12.00 per person	Y

Meeting Room A Rental (Full Room) (45-55 ppl seated)	per hour	\$ 60.00	Y
Meeting Room A Rental (Full Room) (45-55 ppl seated)	per day	\$ 180.00	Y
Meeting Room B Rental (30 ppl seated)	per hour	\$ 30.00	Y
Meeting Room C Rental (15 ppl seated)	per hour	\$ 25.00	Y
Multi-purpose Meeting Community Room (75 ppl seated)	per hour	\$ 55.00	Y
Multi-purpose Meeting Community Room (75 ppl seated)	per day	\$ 240.00	Y
Courtyard Rental (April-October- weather dependant)	per hour/No hall included	\$ 20.00	Y
Courtyard Rental (April-October- weather dependant)	per day/ No hall included	\$ 120.00	Y
Courtyard Rental (April-October- weather dependant)	Add-on with hall rental	\$ 75.00	Y
<b>OTHER RENTAL FEES</b>			
Day after Clean up fee	Per day	\$ 166.40	Y
Extra Set up day fee	Per day	\$ 166.40	Y
Facility Alcohol Surcharge	Per event	\$ 100.00	N
Damage Deposit Private event with alcohol	Per event	\$ 500.00	N
Damage Deposit Public event with alcohol	Per event	\$ 1,000.00	N
Damage Deposit Non-Alcohol event (at Directors discretion)	Per event	\$ 150.00	N
<b>BALL DIAMONDS</b>			
Adult Rentals per hour	per hour	\$ 43.55	Y
Minor Ball per hour	per hour	\$ 28.30	Y
Non-Local Minor Sports per hour	per hour	\$ 43.55	Y

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## Schedule "F" to By-law /2024 RECREATION Cont'd

<b>BALL TOURNAMENTS</b>		<b>2024 Rate</b>	<b>HST Applicable Y / N</b>
<b>**Half day rate not applicable on Saturday and Sundays**</b>			
Standard base rate Half Day (Per day; per diamond)		\$ 106.20	Y
Standard base rate Full Day (Per day; per diamond)		\$ 229.70	Y
Slo-pitch tier 1 add on (9-16 teams; Per day; Per Diamond)		\$ 100.00	Y
Slo-pitch tier 2 add on (16 + teams; Per day; Per Diamond)		TBD with Director	Y
Fast Ball tier 1 add on (8 or less teams; Per day; Per Diamond)		\$ 100.00	Y
Fast Ball tier 2 add on (9-16 teams; Per day; Per Diamond)		\$ 150.00	Y
Fast Ball tier 3 add on (16 + teams; Per day; Per Diamond)		TBD with Director	
Beer Garden Add on Half day		\$ 75.00	Y
Beer Garden Add on Full day		\$ 150.00	Y
<b>PICNIC SHELTERS / PAVILIONS</b>			
Full day Reservations		\$ 62.25	Y
Cancellation Fee within 30 days	Exception is weather	\$25.00	Y
<b>MISCELLANEOUS FEES</b>			
Hourly staffing rate	This fee can be applied when additional staff is required for an event or if a non-urgent call out is made. Minimum of 3-hour block.	\$ 55.00	Y
Fitness Centre Key Fee	One-time key fee for all 1-month fitness memberships.	\$ 7.00	Y
Recreation Key fee (when key is dispensed)	For all rentals that require a physical key or fob.	\$ 2.00	N
Lost Key Fee	Fee applies when key is not returned to office	\$ 20.00	N
Long term Key deposit (cash only)	deposit returned when key/fob returned	\$ 20.00	N
<b>CANCELLATION FEES</b>			
Ice Rentals cancelled over 14 days and paid in advance		\$ 25.00	N
Ice Rentals cancelled under 14 days up to 73 hours before		\$ 100.00	N
Ice Rentals cancelled under 72 hours	Exception is weather	Full rate of contract	N

Ball Diamond Rentals cancelled under 72 hours	Exception is weather	Full rate of contract	N
Ball Diamond Rentals cancelled over 72 hours and paid in advance		\$ 25.00	N
Community Centres cancelled over 30 days and not paid		No charge	
Community Centres cancelled over 30 days and paid		\$ 25.00	N
Community Centres cancelled under 30 days		50% of base rental	Y
<b>STATUTORY HOLIDAY PREMIUMS</b>			
Stat holiday Ice Rentals (minimum of 2-hour rental)		1.5 times prime time rate	Y
Stat holiday Ball Diamond Rentals (minimum of 90-minute rental)		1.5 times prime time rate	Y
Stat holiday Facility rental surcharge	Per day	1.5 times prime time rate	Y
<b>RENTAL LIABILITY INSURANCE</b>			
As per Gameday Rate Schedule	See Fee Schedule		N
<b>ADVERTISING/SPONSORSHIP</b>			
Ball Diamonds		\$ 200.00	Y
Arena Wall or Boards – St. Clements		\$ 200.00	Y
Arena Wall – Bill Gies Recreation Centre Wall advertising		\$ 350.00	Y
Public Skate sponsorship per hour (insured through Township policy)		\$ 216.75	Y
Other – as determined by the Director of Recreation	Packages available at Directors discretion	TBD	Y

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## Schedule “F” to By-law /2024 RECREATION Cont'd

FITNESS CENTRE		2024 Rate	HST Applicable Y / N
Fitness Centre Membership Family Pass (Up to 5 members, 2 ADULTS and 3 youth, in the same house)	Fitness Centre only. No drop ins included in that rate. Key fee included	\$ 1,200.00	Y
<b>Fitness Centre Membership 1-month Family Pass (Up to 5 members, 2 ADULTS and 3 youth, in the same house)</b>	<b>Fitness Centre only. No drop ins included in that rate. Key fee included.</b>	<b>\$125.00</b>	Y
Fitness Centre Membership 1 year ADULT	Fitness Centre only. No drop ins included in that rate. Key fee included	\$ 400.00	Y
Fitness Centre Membership 1 year SENIOR AND YOUTH	Fitness Centre only. No drop ins included in that rate; 20% Discount. Key fee included	\$ 320.00	Y
Fitness Centre Membership 6-month ADULT	Fitness Centre only. No drop ins included in that rate. <b>Key fee included</b>	\$ 225.00	Y
Fitness Centre Membership 6-month SENIOR AND YOUTH	Fitness Centre only. No drop ins included in that rate; 20% Discount. <b>Key fee included</b>	\$ 180.00	Y
Fitness Centre Membership 1-month ADULT	Fitness Centre only. No drop ins included in that rate. Key fee extra <b>for 1st month</b>	\$ 40.00	Y
Fitness Centre Membership 1-month SENIOR AND YOUTH	Fitness Centre only. No drop ins included in that rate; 20% Discount. Key fee extra	\$ 32.00	Y
Fitness Centre Trial visit	No discount; one time only. Must be used during regular business hours; <b>Must be 18 yrs+.</b>	Free	
Fitness Centre Renewal Discount	Renew during or within 30 after expiration of <b>12- or 6-month packages ONLY-</b> Not applicable on Family membership	5% off package price	Y
<del>Membership Punch Card (10) ADULT</del>	<del>Drop-in programs</del>	<del>\$ 40.00</del>	<del>Y</del>

<del>Membership Punch Card (10) SENIOR AND YOUTH</del>	<del>Drop-in programs; 10% Discount</del>	<del>\$ 36.00</del>	<del>Y</del>
<del>Membership Punch Card (30) ADULT</del>	<del>Drop-in programs</del>	<del>\$ 120.00</del>	<del>Y</del>
<del>Membership Punch Card (30) SENIOR AND YOUTH</del>	<del>Drop-in programs; 10% Discount</del>	<del>\$ 108.00</del>	<del>Y</del>
<del>Membership Punch Card (50) ADULT</del>	<del>Drop-in programs</del>	<del>\$ 200.00</del>	<del>Y</del>
<del>Membership Punch Card (50) SENIOR AND YOUTH</del>	<del>Drop-in programs; 10% Discount</del>	<del>\$ 180.00</del>	<del>Y</del>
Single visit Fitness Centre rate	No discount: registration required; 18 yrs+ONLY **Some conditions apply**	\$ 5.00	Y

End of Schedule