



**Parks and Recreation Committee Minutes
for the November 4, 2019 meeting held in the
Large Board Room at the Neelin Street Community Centre**

Present: Councillor Linda Seccaspina, Reeve Richard Kidd, Bill Levesque, Todd Boyce, Jan Ferguson, Paul Pillsworth, Facilities Clerk Steph Scollan, Manager of Recreation and Culture Joanne Henderson, John Angelosante, Olympia Homes, Jim Lennox, Lennox and Associates, Marina Knuckey, Lennox and Associates.

Absent: Tom Marshall(regrets), John Andrews(regrets)

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- 1) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF – now or anytime during the meeting**
 - 2) PUBLIC MEETING – NONE THIS EVENING**
 - 3) REGISTRATION OF PUBLIC WISHING TO SPEAK**
 - 4) PLEASE SILENCE ALL ELECTRONIC DEVICES**
 - 5) IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE THIS ADDENDUM?**
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Communication130175

Received from: John Angelosante, Pegasus
Addressed to: Joanne Henderson, Manager of Recreation and Culture
Date: September 9, 2019
Topic: Phase 1 Park in Pegasus Subdivision North

SUMMARY

Olympia Homes has submitted an updated plan for the Phase 1 Park in the Pegasus Subdivision. The original concept plan has been approved by the Committee but this plan is the detailed plan with landscaping elements.

BACKGROUND

Last April, the following motion was supported by the Recreation Committee and Council regarding the draft plan for Pegasus Subdivision North:

“THAT Olympia Homes be permitted to proceed with **draft** plans to develop the park in Phase 1 of the Carleton Landing North Subdivision; and

THAT the draft plans for the park include the wording of the plaque to be submitted to the Parks and Recreation Committee for approval; and

THAT the Town’s contribution towards the Phase 1 park will be the installation of a play structure.”

COMMENT

This park is now being planned to be installed in 2020.

Moved by Paul Pillsworth

Seconded by Bill Levesque

THAT the Concept Plan with Option A playground be approved with the following changes:

- The removal of the barbeques
- The removal of the concrete picnic tables and addition of more benches around the play structure and splash pad
- The addition of garbage cans at the south end of the park; and

THAT Olympia Homes provide the wording of the plaque for approval.

CARRIED

Communication 130198

Received from: Joanne Henderson, Manager of Recreation and Culture
Addressed to: Parks and Recreation Committee
Date: November 4, 2019
Topic: 2020 rental rates for facilities

SUMMARY

The following are the proposed 2020 rental rates for the Arena Upper Hall, Town Hall, Canoe Club, Carambeck Community Centre, Train Station and Summer Sports facilities. The majority of the proposed rates reflect an approximate 2% increase. The rates have been rounded up or down to the nearest quarter. The Upper Hall rates have not been increased to allow for the rates at Carambeck to become in line with them.

| RECREATION | | |
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| ARENA HALLS | | |
| (All rates include HST) | | |
| Non-Resident | | |
| (Any individual or organization, minor or adult outside the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills) | | |
| Large Hall (Capacity 405 persons) | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event | <ul style="list-style-type: none"> •\$44.00/hr •\$504.25 (minimum) •\$329.50 | <ul style="list-style-type: none"> •\$44.00/hr •\$504.25 (minimum) •\$329.50 |
| Small Hall (Capacity 125 persons) | | |
| <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event | <ul style="list-style-type: none"> •\$44.00/hr •\$279.00(minimum) •\$191.50 (minimum) | <ul style="list-style-type: none"> •\$44.00/hr •\$279.00(minimum) •\$191.50 (minimum) |
| Board Room (Capacity 45 persons) | | |
| | •\$33.00/hr | •\$33.00/hr |

| Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills where the age of the participants are mainly over the age of 18) | | |
|--|--|--|
| Large Hall (Capacity 405 persons) | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event | <ul style="list-style-type: none"> •\$29.25/hr •\$504.25 (minimum) •\$329.50(minimum) | <ul style="list-style-type: none"> •\$29.25/hr •\$504.25 (minimum) •\$329.50(minimum) |
| Small Hall (Capacity 125 persons) | | |
| <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event | <ul style="list-style-type: none"> •\$29.25/hr •\$279.00(minimum) •\$191.50 (minimum) | <ul style="list-style-type: none"> •\$29.25/hr •\$279.00(minimum) •\$191.50 (minimum) |
| Board Room (Capacity 45 persons) | | |
| <ul style="list-style-type: none"> • Commercial • Non-commercial for non-profit organizations provided the building is staffed and | <ul style="list-style-type: none"> •\$22.75/hr •no charge | <ul style="list-style-type: none"> •\$22.75/hr •no charge |

| | | |
|--|---|--|
| <p>no outside catering is being served during operational hours</p> <ul style="list-style-type: none"> • Non-commercial for non-profit organizations staffed during non-operational hours | <ul style="list-style-type: none"> • Minimum 2 hr. rental at \$22.75/hr | <ul style="list-style-type: none"> • Minimum 2 hr. rental at \$22.75/hr |
| <p>Resident-Adult Charitable</p> <p>Any group of individuals where the ages of the participants are mainly over the age of 18 years and are residents of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government.</p> | | |
| <p>Large Hall (Capacity 405 persons)</p> <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event | <p>2019 Rates</p> <ul style="list-style-type: none"> • \$17.50/hr • \$504.250 (minimum) • \$329.50(minimum) | <p>2020 Rates</p> <ul style="list-style-type: none"> • \$17.50/hr • \$504.25 (minimum) • \$329.50(minimum) |

| | | |
|---|--|--|
| <p>Small Hall (Capacity 125 persons)</p> <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event | <ul style="list-style-type: none"> •\$17.50/hr •\$279.00(minimum) •\$191.50 (minimum) | <ul style="list-style-type: none"> •\$17.50/hr •\$279.00(minimum) •\$191.50 (minimum) |
| <p>Board Room (Capacity 45 persons)</p> <ul style="list-style-type: none"> • Commercial • Non-commercial for non-profit organizations provided the building is staffed and no outside catering is being served during operational hours • Non-commercial for non-profit organizations staffed during non-operational hours • | <ul style="list-style-type: none"> •\$17.50/hr •no charge •Minimum 2 hr. rental at \$22.75/hr | <ul style="list-style-type: none"> •\$17.50/hr •no charge •Minimum 2 hr. rental at \$22.75/hr |

| Resident-Minor Charitable Any group of individuals where the ages of the participants are mainly under the age of 18 years and are residents of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government. | | |
|--|--|---|
| Large Hall (Capacity 405 persons) | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Non-Licensed event | <ul style="list-style-type: none"> •\$17.50/hr •\$329.50(minimum) | <ul style="list-style-type: none"> •\$17.50/hr •\$329.50(minimum) |
| Small Hall (Capacity 125 persons) | | |
| <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Non-Licensed event | <ul style="list-style-type: none"> •\$17.50/hr •\$191.50 (minimum) | <ul style="list-style-type: none"> •\$17.50/hr •\$191.50 (minimum) |
| Board Room (Capacity 45 persons) | | |
| <ul style="list-style-type: none"> • Commercial • Non-commercial for non-profit organizations provided the building is staffed and no outside catering is being served during operational hours • Non-commercial for non-profit organizations staffed | <ul style="list-style-type: none"> •\$17.50/hr •no charge •Minimum 2 hr. rental at \$22.75/hr | <ul style="list-style-type: none"> •\$17.50/hr •no charge •Minimum 2 hr. rental at \$22.75hr |

| Additional Charges (Applies to all events-Includes HST) | | |
|--|-------------------|-------------------|
| <ul style="list-style-type: none"> Hourly Rate per staff for set-up/clean | 2019 Rates | 2020 Rates |
| | •\$32.50 | •\$33.25 |

Note:

- All rentals are own set up and own clean up unless specified on contract. There is a mandatory staff clean up fee for all licensed rentals.
- Maximum of \$500 per day for licensed events if the ice surface is rented in conjunction with upper hall usage and provided no additional staff is required.
- All minimum charges will be waived should booking be made less than 21 days prior to the event.
- Table and chairs are available for all bookings.

OWN SET UP AND OWN CLEAN UP STANDARDS

Doing Your Own Set Up Means

- Setting up all tables and chairs as per required.
- Putting all decorations up yourself (with masking tape only)
- Any additional set up as required for your event.

Doing Your Own Clean Up Means

- Wiping Down all tables and chairs that were used.
- Returning tables and chairs to their original spot.
- Placing all garbage & recycling in their appropriate containers.
- Light sweeping as required.
- Removing all decorations.

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| TOWN HALL \$100 surcharge for all licensed events (All rates include HST) | | |
| Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place) | | |
| Auditorium (Capacity 240 persons) <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat-Licensed event • Fri & Sat-Non-Licensed event | 2019 Rates | 2020 Rates |
| | <ul style="list-style-type: none"> •\$76.00/hr+\$32.50/hr for staff clean up •\$45.75/hr •\$359.50(minimum)+\$32.50/hr for staff clean up •\$359.50 (minimum) | <ul style="list-style-type: none"> •\$77.50/hr+\$33.25/hr for staff clean up •\$46.75/hr •\$366.75(minimum)+\$33.25/hr for staff clean up •\$366.75 (minimum) |
| Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly over the age of 18) | | |
| Auditorium | 2019 Rates | 2020 Rates |

| | | |
|---|--|--|
| <p>(Capacity 240 persons)</p> <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat-Licensed event • Fri & Sat-Non-Licensed event | <ul style="list-style-type: none"> •\$57.25/hr+\$32.50/hr for staff clean up •\$28.50/hr •\$359.50 (minimum)+\$32.50/hr for staff clean up •\$359.50 (minimum) | <ul style="list-style-type: none"> •\$58.50/hr+\$33.25/hr for staff clean up •\$29.25/hr •\$366.75 (minimum)+\$33.25/hr for staff clean up •\$366.75 (minimum) |
| <p>Resident-Adult Charitable</p> <p>Any group of individuals where the ages of the participants are mainly over the age of 18 years and are residents of the Town of Carleton Place and in possession of a valid donation registration # issued by the Federal Government.</p> | | |
| <p>Auditorium</p> | <p>2019 Rates</p> | <p>2020 Rates</p> |

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|--|--|--|
| (Capacity 240 persons) • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat-Licensed event • Fri & Sat-Non-Licensed event | •\$45.75/hr+\$32.50/hr for staff clean up •\$23.00/hr •\$359.50 (minimum)+\$32.50/hr for staff clean up •\$359.50 (minimum) | •\$46.75/hr+\$33.25/hr for staff clean up •\$23.50/hr •\$366.75 (minimum)+\$33.25/hr for staff clean up •\$366.75 (minimum) |
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Resident-Minor Charitable

Any group of individuals where the ages of the participants are mainly under the age of 18 years and are residents of the Town of Carleton Place and in possession of a valid donation registration # issued by the Federal Government.

| Auditorium (Capacity 240 persons) | 2019 Rates | 2020 Rates |
|--------------------------------------|--|--|
| • Sun-Thurs-Non-Licensed | •\$23.00/hr •\$359.50 (minimum) | •\$23.50/hr •\$366.75 (minimum) |

Additional Charges

(Applies to all events-HST included in pricing)

| | 2019 Rates | 2020 Rates |
|---|------------|------------|
| • Hourly Rate per staff for set-up/clean-up | •\$32.50 | •\$33.25 |

Note:

- All rentals are own set up and own clean up unless specified on contract. There is a mandatory staff clean up fee for all licensed rentals.
- Minimum rental charge of \$349.00 on Friday & Saturday.
- No kitchen facilities available
- Tables and chairs are available

OWN SET UP AND OWN CLEAN UP STANDARDS

Doing Your Own Set Up Means

- Setting up all tables and chairs as per required.
- Putting all decorations up yourself (with masking tape only)
- Any additional set up as required for your event.

Doing Your Own Clean Up Means

- Wiping Down all tables and chairs that were used.
- Returning tables and chairs to their original spot.
- Placing all garbage & recycling in their appropriate containers.
- Light sweeping as required.
- Removing all decorations.

MARKET SQUARE

The Market Square Parking Lot can only be booked provided the slab is booked.

(All rates include HST)

Non-Resident

(Any individual or organization, minor or adult outside the Town of Carleton Place)

| Market Square Slab | 2019 Rates | 2020 Rates |
|--|--|--|
| <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) | <ul style="list-style-type: none"> • \$173.75 • \$269.50 | <ul style="list-style-type: none"> • \$177.25 • \$275.00 |
| Market Square Slab & Parking Lot <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) | <ul style="list-style-type: none"> • \$233.75 • \$329.50 | <ul style="list-style-type: none"> • \$238.50 • \$336.00 |

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| Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly over the age of 18) | | |
| Market Square Slab <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) | 2019 Rates | 2020 Rates |
| | <ul style="list-style-type: none"> • \$101.75 • \$173.75 | <ul style="list-style-type: none"> • \$103.75 • \$177.25 |
| Market Square Slab & Parking Lot <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) | <ul style="list-style-type: none"> • \$155.75 • \$233.75 | <ul style="list-style-type: none"> • \$158.75 • \$238.50 |
| Resident-Minor (Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly under the age of 18) | | |
| Market Square Slab <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) | 2019 Rates | 2020 Rates |
| | <ul style="list-style-type: none"> • \$60.00 • \$119.75 | <ul style="list-style-type: none"> • \$61.25 • \$122.25 |
| Market Square Slab & Parking Lot <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) | <ul style="list-style-type: none"> • \$60.00 • \$119.75 | <ul style="list-style-type: none"> • \$61.25 • \$122.25 |
| Non-Profit/Charitable Organization (Any organization in possession of a valid donation registration # issued by the Federal Government where 100% of the profit directly benefits the organization or a non-profit community group) | | |
| Market Square Slab <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) | 2019 Rates | 2020 Rates |
| | <ul style="list-style-type: none"> • \$60.00 • \$119.75 | <ul style="list-style-type: none"> • \$61.25 • \$122.25 |

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| Market Square Slab & Parking Lot | | |
| • Half Day (no more than 5 hrs) | •\$60.00 | •\$61.25 |
| • Full Day (no more than 9 hrs) | •\$119.75 | •\$122.25 |
| Additional Charges-Applies to All Events (HST included in all pricing) | | |
| | 2019 Rates | 2020 Rates |
| • Hourly Rate per staff for set-up/clean up | •\$32.50 | •\$33.25 |
| Note: <ul style="list-style-type: none"> The BIA will be permitted to sell advertising on the Market Square roof and are responsible to ensure that all signs remain in food condition. The BIA must ensure that any vandalism/graffiti to the signs be rectified in a reasonable amount of time. The installation and maintenance of the signs is the responsibility of the BIA. | | |
| SPRING/SUMMER SPORTS FACILITIES (All rates include HST) | | |
| Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills) | | |
| | 2019 Rates | 2020 Rates |
| • Baseball Diamonds | • \$37.50/hr | • \$38.25/hr |
| • Summer Ice Slab | • \$50.25/hr | • \$51.25/hr |
| • Boat Launch-Season Pass | • \$87.50 | • \$89.25 |
| • Parks | \$40/hr/\$500.00/day | \$41/hr/ \$510.00/day |
| Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills where the age of the participants are mainly over the age of 18) | | |
| | 2019 Rates | 2020 Rates |
| • Baseball Diamonds | • \$25.00/hr | • \$25.50/hr |
| • Baseball Tournament | • \$159.25/hr | • \$162.50/hr |
| • Batting Cage | • \$12.50/hr | • \$12.75/hr |
| • Summer Ice Slab | • \$36.50/hr | • \$37.25/hr |
| • Boat Launch-Season Pass | • \$48.00 | • \$49.00 |
| • Boat Launch-Daily | • \$8.50 | • \$10.00 |

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| <ul style="list-style-type: none"> Parks | <ul style="list-style-type: none"> \$25.00/hr \$350/day | <ul style="list-style-type: none"> \$25.50/hr \$357.00/day |
| Minor/Charitable (Any group of individuals where the age of the participants is mainly under the age of 18 years and are residents of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills or any organization in the possession of a valid donation registration # issued by the Federal Government) | | |
| | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> Baseball Diamonds Summer Ice Slab Batting Cage | <ul style="list-style-type: none"> \$16.00/hr \$25.00/hr \$12.50/hr | <ul style="list-style-type: none"> \$16.25/hr \$25.50/hr \$12.75/hr |

| CANOE CLUB Capacity 210 persons (All rates include HST) | | |
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| Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place or the Township of Beckwith) | | |
| | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> Sun-Thurs-Licensed event Sun-Thurs-Non-Licensed event Fri & Sat- Licensed event Fri & Sat-Non-Licensed event | <ul style="list-style-type: none"> \$76.00/hr+\$32.50/hr for staff clean up \$44.00/hr \$1,220.00 (flat rate) includes staff clean up \$379.50 (minimum) | <ul style="list-style-type: none"> \$77.50/hr+\$33.25/hr for staff clean up \$45.25/hr \$1,245.00 (flat rate) includes staff clean up \$387.00 (minimum) |

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| Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place or the Township of Beckwith where the age of the participants are mainly over the age of 18) | | |
| | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event | <ul style="list-style-type: none"> •\$60.00/hr+\$32.50/hr for staff clean up •\$30.00/hr •\$1,061.00 (flat rate) includes staff clean up •\$329.50 (minimum) | <ul style="list-style-type: none"> •\$61.25/hr+\$33.25/hr for staff clean up •\$30.50/hr •\$1,082.00 (flat rate) includes staff clean up •\$336.00 (minimum) |
| Resident Charitable-Adult (Any group of individuals where the age of the participants is mainly over the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith and in the possession of a valid donation registration # issued by the Federal Government) | | |
| | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event | <ul style="list-style-type: none"> •\$60.00/hr+\$32.50/hr for staff clean up •\$30.00/hr •\$1,061.00 (flat rate) includes staff clean up •\$329.50 (minimum) | <ul style="list-style-type: none"> •\$61.25/hr+\$33.25/hr for staff clean up •\$30.50/hr •\$1,082.00 (flat rate) includes staff clean up •\$336.00 (minimum) |
| Resident Charitable-Minor (Any group of individuals where the age of the participants is mainly under the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith and in the possession of a valid donation registration # issued by the Federal Government) | | |
| | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Sun-Thurs-Non-Licensed event • Fri & Sat-Non-Licensed event | <ul style="list-style-type: none"> •\$30.00/hr •\$329.50 (minimum) | <ul style="list-style-type: none"> •\$30.50/hr •\$336.00 (minimum) |
| Note: <ul style="list-style-type: none"> • Minimum charge of \$336.00 for non-liquor events on weekends • All rentals are own set up and own clean up unless specified on contract. | | |

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| <p>There is a mandatory staff clean up fee for all licensed rentals.</p> <ul style="list-style-type: none"> • 2-hour weekday minimum rental required • Tables and chairs are available • Includes kitchen facilities |
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| CARAMBECK COMMUNITY CENTRE | | |
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| GYMNASIUM | | |
| (All rates include HST) | | |
| Resident Charitable-Minor/Senior | | |
| (Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government) | | |
| | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate | <ul style="list-style-type: none"> •\$18.00 •\$15.75 •\$28.25 | <ul style="list-style-type: none"> •\$18.50 •\$16.00 •\$28.75 |
| Resident-Adult | | |
| (Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18) | | |
| | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate | <ul style="list-style-type: none"> •\$23.50 •\$23.50 •\$28.25 | <ul style="list-style-type: none"> •\$24.00 •\$24.00 •\$28.75 |
| Non-Resident | | |
| (Any individual or organization, minor or adult outside the Town of Carleton Place. | | |
| | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate | <ul style="list-style-type: none"> •\$33.50 •\$33.50 •\$38.75 | <ul style="list-style-type: none"> •\$34.25 •\$34.25 •\$39.50 |

| CARAMBECK LIBRARY MEETING ROOM (All rates include HST) | | |
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| Resident Charitable-Minor/Senior (Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government) | | |
| | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate • No Show Fee (48 hr cancellation notice) | <ul style="list-style-type: none"> • \$15.75 • \$15.75 • \$28.25 • \$15.75/hr | <ul style="list-style-type: none"> • \$16.00 • \$16.00 • \$28.75 • \$16.00/hr |
| Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18) | | |
| | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate | <ul style="list-style-type: none"> • \$18.00 • \$18.00 • \$28.25 | <ul style="list-style-type: none"> • \$18.50 • \$18.50 • \$28.75 |
| Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place. | | |
| | 2019 Rates | 2020 Rates |
| <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate | <ul style="list-style-type: none"> • \$28.25 • \$28.25 • \$38.75 | <ul style="list-style-type: none"> • \$28.75 • \$28.75 • \$39.50 |
| MEETING ROOM (All rates include HST) | | |
| Resident Charitable-Minor/Senior (Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government) | | |
| | 2019 Rates | 2020 Rates |

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| <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate | <ul style="list-style-type: none"> •No charge if during staffing hours •No charge if during staffing hours •\$28.25 | <ul style="list-style-type: none"> •No charge if during staffing hours •No charge if during staffing hours •\$28.75 |
| Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18) | | |
| <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate | 2019 Rates <ul style="list-style-type: none"> •\$15.75 •\$15.75 •\$28.25 | 2020 Rates <ul style="list-style-type: none"> •\$16.00 •\$16.00 •\$28.75 |
| Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place. | | |
| <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate | 2019 Rates <ul style="list-style-type: none"> •\$23.50 •\$23.50 •\$38.75 | 2020 Rates <ul style="list-style-type: none"> •\$24.00 •\$24.00 •\$39.50 |

Note:

- **Weekend Rentals:**
 - **Gymnasium-** Minimum charge \$157.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
 - **Carambeck Library Meeting Room-** Minimum charge \$78.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
 - **Meeting Room-** Minimum charge \$78.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
- Gymnasium, Library Meeting Room and Classroom rentals are not available in the day time during holidays, PA days, or summer months due to the occupancy of the Carleton Place Child Care Services' Day Care Program.
- Should a user group require the use of gymnasium as well as a Community Room; the Weekday rate shall apply to the Community Room
- Meeting Room 'No Show' Fee- Minor/Charitable/Senior User Groups will be required to pay the hourly fee of \$16.00 for any rental in the Meeting Room that is not utilized without a 48-hour cancellation notice.
- All rentals are own set up and own clean up unless specified on contract
- A staffing charge of \$33.25/hr will be added should set up or cleanup be required

- Tables and chairs are available.
- The Town of Carleton Place reserves the right to cancel bookings. In the event that this occurs, four weeks' notice will be given prior to the booking.

FACILITY DESCRIPTION:

GYMNASIUM

Capacity:

Number of Non-Fixed Seating Only: 385

Number of Non-Fixed Seating with Tables: 304

Number of Standing Space: 480

OWN SET UP AND OWN CLEAN UP STANDARDS

Doing Your Own Set Up Means

- Setting up all tables and chairs as per required.
- Putting all decorations up yourself (with masking tape only)
- Any additional set up as required for your event.

Doing Your Own Clean Up Means

- Wiping Down all tables and chairs that were used.
- Returning tables and chairs to their original spot.
- Placing all garbage & recycling in their appropriate containers.
- Light sweeping as required.
- Removing all decorations.

THE STATION – ACTIVE LIVING CENTER ROOM RENTAL

Resident Charitable-Minor/Senior

(Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)

| | 2019 Rates | 2020 Rates |
|---------------|-------------------|-------------------|
| • Hourly Rate | | •\$30.50 |

Resident-Adult

(Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)

| | 2019 Rates | 2020 Rates |
|---------------|-------------------|-------------------|
| • Hourly Rate | | •\$30.50 |

| Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place.) | | |
|---|-------------------|-------------------|
| | 2019 Rates | 2020 Rates |
| • Hourly Rate | | •\$44.00 |
| MEMBERSHIPS | | |
| Non-Resident (Any individual that resides outside the Town of Carleton Place.) | | |
| | | |
| • Annual Fee | | •\$50.00 |
| MEMBERSHIPS | | |
| Resident (Any individual that resides inside the Town of Carleton Place.) | | |
| | | |
| • Annual Fee | | •\$25.00 |

COMMENT

The rates would be effective January 1, 2020 to December 31, 2020.

Moved by Councillor Linda Seccaspina

Seconded by Jan Ferguson

THAT the proposed 2020 rental rates for the Arena Upper Hall, Town Hall, Canoe Club, the Train Station, Carambeck Community Centre and Summer Sports facilities be approved.

CARRIED