



**Parks and Recreation Committee Minutes  
for the April 4, 2022 meeting  
held at 7:00 p.m. in the Arena Board Room**

**Present:** Councillor Linda Seccaspina, Reeve Richard Kidd, Todd Boyce,  
Paul Pillsworth, Jan Ferguson, Bill Levesque, Tom Marshall,  
Facilities Clerk Steph Scollan, Manager of Recreation and Culture  
Joanne Henderson.

**Absent:** John Andrews

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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) DELEGATION – NONE THIS EVENING**
  - 4) PLEASE SILENCE ALL ELECTRONIC DEVICES**
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**Communication 133031**

Received from: Joanne Henderson, Manager of Recreation and Culture  
Addressed to: Parks and Recreation Committee  
Date: April 4, 2022  
Topic: Non-Contributing Fee Policy

**SUMMARY**

A policy has been drafted to collect fees from individuals or users registered with local organizations who do not contribute to recreation or pool facilities through their taxes. This policy applies to all persons who do not contribute to the cost of recreation and pool facilities in the Town of Carleton Place through their respective municipalities. The Draft Non-Contributing Fee Policy is attached.

**COMMENT**

Individuals from non-contributing municipalities who use the arena facility or pool facilities / programs shall be required to pay non-contributing fees. Non-contributing fees are generally 50% higher than contributing fees except where services are accessed by user groups who will pay a surcharge per non-contributing participant.

In addition, organizations that have members from non-contributing municipalities registered within their organization shall be responsible for collecting the established non-contributing fee from their members. Each organization shall be required to provide a list of all their members to the Town of Carleton Place. The Town of Carleton Place shall then invoice the respective organizations to receive these higher fees. Fees will be based per person, per year, per facility.

During the discussion, staff was asked to add to the policy the fact that it will remain in place until such a time as a Cost Sharing Agreement between Carleton Place and Mississippi Mills is implemented.

**Moved by Paul Pillsworth**

**Seconded by Linda Seccaspina**

THAT staff make changes to the draft policy as discussed and consult with user groups regarding the draft policy.

**CARRIED**

**Communication 133032**

Received from: Joanne Henderson, Manager of Recreation and Culture

Addressed to: Parks and Recreation Committee

Date: April 4, 2022

Topic: Non-Contributing Fees

**SUMMARY**

If the Non-Contributing Fee Policy is approved, the Town's Fees and Charges By-law will have to be amended to include the new fees.

**COMMENT**

The Town's Fees and Charges By-law was amended late last Fall to incorporate higher fees for non-contributing individual users of the Town's recreation and pool facilities which came into effect January 1, 2022.

The following are the proposed 2022 Non-Contributing Fees for members of groups/organizations which will take effect at the commencement of the fall season following Labour Day:

Arena/Aquatic Facility - \$150.00 plus HST per year/per person

Soccer Fields/Ball Diamonds - \$75.00 plus HST per year/per person

The Town's Fees and Charges By-Law will need to be updated to reflect these non-contributing fees related to groups/organizations.

**Moved by Tom Marshall**

**Seconded by Bill Levesque**

THAT the Non-Contributing Fees be deferred.

**CARRIED**