

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE & ADMINISTRATION COMMITTEE

AGENDA

September 4, 2025

5:45 pm

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Minutes:
 - [June 19, 2025](#)
5. [Recreation Agreement with Town of Renfrew Report](#)
 - i. [Draft Agreement](#)
 - ii. [2019-2023 Agreement](#)
 - iii. [2024 Recreation Numbers](#)
 - iv. [Douglas Recreation Beach Volleyball Numbers](#)
 - v. [2024 Town of Renfrew Schedule of Fees for Library and Recreation](#)
6. Question Period
7. Next meeting
8. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

Thursday, June 19, 2025

At 5:30 p.m.

Present – Mayor Michael Donohue, Brian Hamilton, Keith Gourley, Angela Field and Kevin Legris

Staff present – CAO/Clerk Charkavi, Treasurer-Deputy CAO/Clerk Coughlin and Finance Clerk Fraser

1. Mayor Donohue called the meeting to order at 5:34 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – June 19, 2025

Resolution No. 01-06-2025

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Finance & Administration Committee approve the agenda for the June 19, 2025 meeting.

“Carried”

4. Approval of Minutes – November 21 – December 19, 2024 (Budget Presentation & Deliberations), January 16, 2025 and February 6, 2025

Resolution No. 02-06-2025

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED that the Finance & Administration Committee approve the following minutes:

- November 21 – December 19, 2024
- January 16, 2025
- February 6, 2025

“Carried”

5. Transfer to Reserves – Year End Surplus Report

Treasurer-Deputy CAO/Clerk began her discussion about the year-end process and the completion of the 2024 financial statement. There was an operating surplus recognized by the auditors.

Discussion ensued as to how the operating surplus would be allocated between respective reserves as in keeping with the policies set out in the Reserve Policy adopted by Council in December 2024.

After much discussion, the mayor would rather not borrow money if it is not necessary, allocation of debt finance. Develop a resolution based on treasurer’s appropriate recommendations to offset debt, direction is that a report be brought forward would be how allocations are figured out and on opportunities to reduce the township’s debit financing. Report brought back in October on the Stone Rd Sand Salt Shed once the project is completed.

Resolution No. 03-06-2025

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Finance & Administration Committee recommend to Council to direct staff to allocate the 2024-year end surplus to the reserves as follows:

THAT staff allocate \$76,148.00 to the Reserve – Fire Building Reserve;

That staff allocate \$265,000 to the Working Fund Reserve.

“Carried”

6. Appointment of Auditors Report

Treasurer-Deputy CAO/Clerk Coughlin gave a brief synopsis on her report.

Committee did echo staff’s concern over the increase in fees (ex. 2025 \$25,500 to 2026 \$36,0000) however, staff did indicate the auditors have explained there have been major inflationary pressures over the past five years and the current fee structure is not sustainable.

Treasurer-Deputy CAO/Clerk Coughlin did explain the scope of work includes completion of the procedural audit, year end audit and completion / submission of the Financial Information Return (FIR).

There was discussion of tabling the current resolution and/or of requesting the services by RFP (request for proposal). Treasurer-Deputy CAO/Clerk Coughlin did request if they were going to put it out to RFP, timing could be either late summer or early 2026 when the firms were not at their busiest.

Mayor Donohue requested a recorded vote.

Recorded Vote

<i>Councillor Keith Gourley</i>	<i>Yay</i>
<i>Councillor Brian Hamilton</i>	<i>Yay</i>
<i>Councillor Kevin Legris</i>	<i>Nay</i>
<i>Deputy Mayor Angela Field</i>	<i>Yay</i>
<i>Mayor Michael Donohue</i>	<i>Nay</i>

“Carried”

Resolution No. 04-06-2025

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Finance & Administration Committee accept the Appointment of Auditors Report as information as submitted and circulated:

AND FURTHER THAT the Finance & Administration Committee recommend to Council to appoint the firm of Welch LLP as the auditor for the Corporation of the Township of Admaston/Bromley for a five year term starting in 2026 through to an including 2030.

7. Next Meeting – At the call of the Chair

8. Adjournment

Resolution No. 05-06-2025

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the June 19, 2025, Township of Admaston/Bromley Finance & Administration Committee meeting be adjourned at 6:47 p.m.

“Carried”

Chair

CAO/Clerk

Township of Admaston/Bromley

477 Stone Road, R.R. #2

Renfrew, ON

K7V 3Z5

E-Mail Address – info@admastonbromley.com

**613-432-2885 Stone Road Office
613-432-4052 Fax**

**613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage**

REPORT

Date: June 19, 2025
To: Committee
From: Kelly Coughlin
Re: Recreation Agreement - Renfrew

Background:

The Township has had an agreement with the Town of Renfrew for over 20 years. The current agreement ended December 31, 2023. The Township has been paying for access to recreation services for 2024 and 2025 at the 2023 rate while the Town of Renfrew reviewed their agreements with neighbouring municipalities.

Our new agreement is attached for Committee review.

Discussion:

Below are the agreement costs since 2019.

2019	\$20,900
2020	\$11,300
2021	\$24,300
2022	\$26,100
2023	\$27,800
2024	\$27,800
2025	\$27,800
2026	\$30,3020
2027	\$33,029
2028	\$36,002
2029	\$39,242
2030	\$42,774

The Town of Renfrew has confirmed that no capital costs are included in the new agreement and this includes debenture payments.

The Township's Douglas Recreation Committee has statistics on the attendees for their Beach Volleyball. (Attached).

Financial Implications:

Through the recreation agreement, residents of the Township of Admaston/Bromley are permitted the same rights, privileges and access to participate in recreation programs and services and to use recreation facilities operated by the Town of Renfrew Parks, Recreation and Facilities Department as the Town of Renfrew. In addition, by having this agreement in place residents would not have to pay a premium to register for programs / rent facilities.

The current agreement before Committee / Council for consideration includes an annual increase of 9%. This increase is related to changes within the recreation department from 2022 and 2024. Staff have received confirmation that the annual fee does not include special events or any capital costs.

As part of the agreement, the Town of Renfrew is required to provide the township with an annual summary of utilization.

The usage for Admaston/Bromley for 2024 was:

# of Clients	818
# of Clients who Rented the Facility	34
# of Hours of Facility Rentals	436.75
# of Fitness Members	64
# of Fitness Memberships Sold	111
# of Court Members	28
# of Program Registrations	274

*Staff have confirmed that these figures do not include registration for hockey, ringette etc. as those enrolments are governed by each of their respective associations. 818 clients represents 27% of the Township population.

If this agreement is adopted by Council, this provision will be included in the 2026 budget and will result in .68% tax levy increase.

Alternatively, Committee / Council may consider not entering into this recreation agreement. This would result in residents having to pay 'out of town' user fees which are higher than residents of the Town of Renfrew, which may create financial hardship for some residents. If Council did not enter into a new agreement, this would result in 0.71% reduction in 2026 levy if all other things remained the same.

People Consulted:

Kelly Coughlin, Treasurer-Deputy CAO/Clerk

Recommendation for Council:

AND FURTHER THAT the Finance & Administration Committee recommend to Admaston/Bromley Council to enter into an agreement with the Corporation of the Town of Renfrew for access to recreational facilities, programs and services provided by the Town of Renfrew from 2026 to 2030.

Shared Services Agreement for Recreation Services

THIS AGREEMENT dated this _____ day of _____, 2025

BETWEEN:

The Corporation of the Town of Renfrew

(hereinafter called the "Town")

AND

The Corporation of the Township of Admaston/Bromley

(hereinafter called the "Township")

WHEREAS the Town of Renfrew and the Township of Admaston/Bromley are each municipal corporations established in the Province of Ontario, in the County of Renfrew;

AND WHEREAS the Town of Renfrew is the owner of various recreational facilities and the coordinator of a variety of recreational programs and services within the Town of Renfrew;

AND WHEREAS the Township of Admaston/Bromley wishes for its residents to have access to the recreational facilities, programs and services of the Town of Renfrew;

AND WHEREAS the Town of Renfrew is prepared to grant such permission to the residents of the Township of Admaston/Bromley on the conditions described in this agreement;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in the Agreement, and other good and valuable consideration, the parties hereto agree as follows:

1. Residents of the Township shall be permitted the same rights, privileges and access to participate in recreational programs and services and to use recreational facilities operated by the Town of Renfrew Parks, Recreation and Facilities Department as residents of the Town; subject to the fees and premiums identified in the Town's Fees and Charges By-law.

2. Using available reports through the Town's booking platform, the Town will provide a summary of recreation program and services usage by the neighbouring Township residents at the end of each calendar year.
3. It is agreed that the Township will pay the Town the annual fee as provided for below to allow all Township residents to enjoy the same rights, privileges and access to the recreational facilities, programs and services as the residents of the Town. The Township shall pay to the Town for said services the following fees, plus applicable taxes:

2026	\$30,302
2027	\$33,029
2028	\$36,002
2029	\$39,242
2030	\$42,774

The Town will invoice the Township in January each year, with payment due upon receipt.

4. **Term:** This Agreement shall be for a period of five (5) years commencing the 1st day of January 2026 and terminating on the 31st day of December 2030 (the "Original Term"). Should neither party provide the notice outlined in section 8 hereto, upon expiry of the Original Term, this Agreement shall be automatically renewed at a further 5-year term, under the same terms and conditions save and except section 3, which fees shall be increased by 9% per annum.
5. The yearly 9% increase was derived from the average operating budget percentage change within the recreation department from 2022 to 2024. **This calculation does NOT include special events such as Renfrew Roots NOR any capital costs.**
6. It is understood and agreed upon by both parties that the fees collected on an annual basis are for the current year's usage and financial commitment to the Town of Renfrew.
7. It is agreed that neither party will terminate this Agreement until December 31, 2030, and that should the Town or the Township not be interested in extending

the agreement, six (6) months' notice prior to December 31, 2030, must be provided in writing to the other party at its Municipal Office.

8. This agreement may be amended by the parties to the agreement by mutual agreement in writing between both parties.
9. This agreement supersedes any previous shared services/non-resident user agreements between both parties.

Legal Considerations

10. Definitions: For the purposes of this Agreement, the following terms shall have the meanings set forth below:
 - a) "Residents" shall mean individuals residing within the geographical boundaries of the Township of Admaston/Bromley.
 - b) "Recreational Programs" shall mean organized activities and events coordinated by the Town of Renfrew Parks, Recreation and Facilities Department.
 - c) "Recreational Facilities" shall mean physical locations owned and operated by the Town of Renfrew for the purpose of providing recreational services.
11. Indemnity and Liability: Each party agrees to indemnify and hold harmless the other party from any claims, liabilities, damages, and expenses arising from the use of recreational facilities and participation in recreational programs by its residents. Each party shall therefore maintain general liability insurance coverage in an amount not less than \$5,000,000 per occurrence. Proof of insurance shall be provided upon request.
12. Force Majeure: Neither party shall be liable for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control, including but not limited to acts of God, natural disasters, pandemics, or governmental actions.
13. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

IN WITNESS WHEREOF the Parties hereto have hereunder set their hand and the corporate seal on the date written above

Signed, Sealed and Delivered in the Presence of

Name: [Name]

Title: [Title]

The Corporation of the Town of Renfrew

(I have authority to bind the corporation)

Name: [Name]

Title: [Title]

The Corporation of the Township of Admaston/Bromley

(I have authority to bind the corporation)

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2021-27

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION
OF AN AGREEMENT BETWEEN THE TOWNSHIP OF ADMASTON/BROMLEY
AND THE TOWN OF RENFREW TO ALLOW ACCESS
TO THE PROGRAMS AND FACILITIES OF THE
RENFREW RECREATION DEPARTMENT**

WHEREAS the Town of Renfrew has agreed to grant permission to the residents of the Township of Admaston/Bromley to use all the facilities of the Renfrew Recreation Department in the same manner and on the same conditions as residents of the Town of Renfrew.


WHEREAS the Township of Admaston/Bromley has agreed to pay to the Town of Renfrew, an annual fee to allow all Township residents to enjoy the same rights, privileges and access to the recreational facilities, programs and services as the residents of the Town of Renfrew.

NOW THEREFORE the Municipal Council of the Township of Admaston/Bromley enacts as follows:

- (1) That the Mayor and Clerk are hereby authorized to execute the agreement attached hereto and to affix thereto the Corporate Seal.
- (2) That the said agreement shall form part of this By-Law.
- (3) This agreement shall become effective January 1, 2019 and remain in force until December 31, 2023.

READ a first and second time this 3rd day of June 2021.

READ a third time and passed this 3rd day of June 2021.



Mayor



Clerk-Treasurer

**CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 6-2021**

**Being a by-law to authorize the Mayor and
Clerk to execute an agreement with the
Township of Admaston/Bromley,
Township of Horton,
Township of Greater Madawaska and
Township of McNab/Braeside, respecting the
provision of recreation services for the period
from January 1, 2019 to December 31, 2023.**

WHEREAS Section 11 of the Municipal Act, 2001, empowers the Corporation of the Town of Renfrew to pass by-laws and to enter into agreements respecting matters within the culture, parks, recreation and heritage sphere of jurisdiction; and

WHEREAS Section 391 of the Municipal Act, 2001, enables a municipality to pass by-laws imposing fees or charges on any class of persons; and

WHEREAS the Council of the Corporation of the Town of Renfrew is the owner of various recreational facilities and parks located within the municipality; and

WHEREAS the Township of Admaston/Bromley, Township of Horton, Township of Greater Madawaska and the Township of McNab/Braeside are desirous to enter into an agreement with the Town of Renfrew respecting the use of and access to recreation programs and facilities offered by the Town of Renfrew.

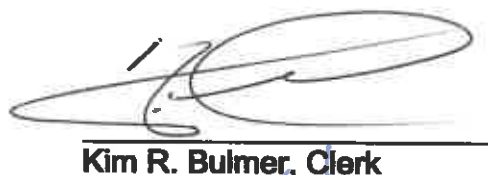
NOW THEREFORE the Council of the Corporation of the Town of Renfrew enacts the as follows:

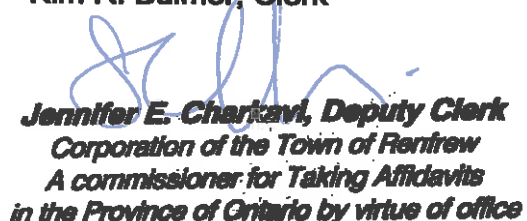
- (1) THAT the Agreement attached hereto as Schedule "A" and made part of this By-Law shall constitute a contract between the Corporation of the Town of Renfrew and the Corporation of the Township of Admaston/Bromely.
- (2) THAT the Agreement attached hereto as Schedule "B" and made part of this By-Law shall constitute a contract between the Corporation of the Town of Renfrew and the Corporation of the Township of Horton.
- (3) THAT the Agreement attached hereto as Schedule "C" and made part of this By-Law shall constitute a contract between the Corporation of the Town of Renfrew and the Corporation of the Township of Greater Madawaska.
- (4) THAT the Agreement attached hereto as Schedule "D" and made part of this By-Law shall constitute a contract between the Corporation of the Town of Renfrew and the Corporation of the Township of McNab/Braeside.
- (5) The Mayor or Clerk are hereby empowered to do and execute all things, papers and documents necessary to the execution of this by-law.
- (6) This By-law shall come into force and take effect upon the passing thereof.

Read a first and second time this 26th day of January, 2021.

Read a third and final time this 26th day of January, 2021.


Don Eady, Mayor


Kim R. Bulmer, Clerk


Jennifer E. Charikavi, Deputy Clerk
Corporation of the Town of Renfrew
A commissioner for Taking Affidavits
in the Province of Ontario by virtue of office

Certified True Copy



January 27, 2021

Allison Vereyken, Clerk-Treasurer
Township of Admaston/Bromley
477 Stone Road
Renfrew, ON K7V 3Z5

Dear Allison:

Reference: Recreation - User Fee Agreement

Please find enclosed our Certified Copy of By-Law 6-2021 and two signed agreements respecting the User Fee Agreement for Recreation. Please keep one agreement along with the copy of the by-law for your records and return one signed agreement to the Town of Renfrew.

Thank you,

Jennifer Charkavi
Deputy Clerk

Corporation of the Town of Renfrew ~ 127 Raglan Street South, Renfrew, ON K7V 1P8

Phone: (613) 432-4848

Fax: (613) 432-7245

Email: info@renfrew.ca

Website: www.renfrew.ca

SCHEDULE "A"

AGREEMENT

Made this

27th

day of

January, 2020

BETWEEN:

The Corporation of the Town of Renfrew

(hereinafter called the "Town")

AND

The Corporation of the Township of Admaston Bromley

(hereinafter called the "Township")

WHEREAS the Town of Renfrew is the owner of various recreational facilities and the coordinator of a variety of recreational programs and services within the Town of Renfrew;

AND WHEREAS the Township of Admaston Bromley wishes that its residents have access to the recreational facilities, programs and services of the Town of Renfrew;

AND WHEREAS the Town of Renfrew is prepared to grant such permission to the residents of the Township of Admaston Bromley;

NOW THEREFORE, the parties hereto agree as follows:

1. Residents of the Township shall be permitted the same rights, privileges and access to participate in recreational programs and services and to use recreational facilities operated by the Town of Renfrew Parks, Recreation and Facilities Department as residents of the Town; subject to fees and premiums identified in section 3 of this agreement.
2. At the end of each calendar year the Town of Renfrew will provide a summary of recreation program and services usage by the neighbouring residents.
3. It is agreed that the Township will pay the Town the annual fee as provided for below to allow all Township residents to enjoy the same rights, privileges and access to the recreational facilities, programs and services as the residents of the Town. The Township shall pay to the Town for said services the following fees, plus applicable taxes:

2019	\$20,900
2020	\$11,300
2021	\$24,300
2022	\$26,100
2023	\$27,800

The Town will invoice the Township in June each year, with payment due upon receipt.

4. **Term:** This Agreement shall be for a period of five (5) years commencing retroactively to the 1st day of January, 2019 and terminating on the 31st day of December 2023.
5. It is understood and agreed upon by both parties that the fees collected on an annual basis are for the previous year's usage and financial commitment to the Town of Renfrew.
6. The Township and the Town agree to share information on proposed capital enhancements of recreational facilities, programs and services.
7. It is agreed that neither party will terminate this Agreement until December 31, 2023 and that should the Town or the Township not be interested in extending the agreement, six (6) months' notice prior to December 31, 2023 must be provided in writing to the other party at its Municipal Office.
8. This agreement may be amended by the parties to the agreement by mutual agreement between both parties.
9. This agreement supersedes any previous shared services/non resident user agreements between both parties.

IN WITNESS WHEREOF the Parties herto have herunder set their hand and the corporate seal on the date written above

Signed, Sealed and Delivered

In the Presence of

The Corporation of the Town of Renfrew

Witness

 _____

Mayor DON TRACY

Witness

 _____

Clerk Kim R. Bunnin

The Corporation of the Township of Admaston Bromley

Witness

 _____

Mayor

Witness

 _____

-CAO CLERK / TREASURER
ALLISON JERAYKEN

Hello Jennifer:

I wanted to provide the 2024 usage numbers for your municipality and let you know that I will be taking draft agreements into Closed with my Council by the end of June. Depending on their approval, I will have a draft agreement sent out within the next couple of months. Apologies for the delay.

The usage for Admaston/Bromley for 2024 was:

# of Clients	818
# of Clients who Rented the Facility	34
# of Hours of Facility Rentals	436.75
# of Fitness Members	64
# of Fitness Memberships Sold	111
# of Court Members	28
# of Program Registrations	274

The price for 2025 will stay the same as last year, and any potential future agreement would be effective January 1, 2026.

Thanks,

KELLY LATENDRESSE, APLL, MS(LIS) (she/her)

Director of Community & Recreation Services | Library CEO

613-432-8151 ext. 600

613-717-0835 (cell)



**Douglas Beach Volleyball Leagues -
Townships Players Reside In...**

This information is based on how the team captain filled the form out at the beginning of the season - there may be a few slight changes but this info should be quite accurate.
There were 16 Competitive Teams that played on Tuesday nights, 9 Intermediate Level teams that played on Thursdays, and 12 Recreation Level teams that also played on Thursdays... for a total of about 260 players!

Admaston / Bromley 78	Whitewater 30	Bonnechere Valley 30	Pembroke 26
Renfrew 23	North Algona Wilberforce 14	Laurentian Valley 14	Horton 13
Petawawa 10	McNab / Braeside 8	Madawaska Valley 4	Arnprior 3
Brudenell, Lyndoch & Raglan 2	South Algonquin 2	Greater Madawaska 1	Ottawa 1
Killaloe, Hagarty & Richards 1			

Schedule 'E'

Library, Community & Recreation Services

Programs / Facilities

myFM Activity Centre

Description		2023 Fees	2024 Fees	Taxable	Notes
Arena Rates - August 1 - July 31					
Ice Rates					
	Schools	\$65.00 per hour	\$65.00 per hour	Plus HST	
	Minor Sport (under 18)	\$130.00 per hour	\$130.00 per hour	Plus HST	
	Adult	\$200.00 per hour	\$225.00 per hour	Plus HST	
Public Skating					
	Child (0-4)		No Charge		
	Youth (5-14)		No Charge		
	Adult (15-64)		No Charge		
	Senior (\$65+)		No Charge		
Slab Rates - only available when ice is not installed					
Sporting Activities (no set-up or tear down required)					
	Hourly		\$100.00 per hour	Plus HST	
Events (Receptions, Concerts, Shows)					
	Set-up or tear down		\$200.00 per hour	Plus HST	
	Half day rental (up to 4 hours)		\$775.00 per 1/2 day (up to 4 hours)	Plus HST	
	Full day rental (up to 8 hours)		\$1,550.00 per day (up to 8 hours)	Plus HST	

Schedule 'E' - Continued

Library, Community & Recreation Services

myFM Activity Centre

Description	2023 Fees	2024 Fees	Taxable	Notes
Inside Facilities				
Fitness Centre Memberships	Resident / Non-Resident	Resident / Non-Resident		
Adult (18+)				
Daily	\$12.00 / \$18.00	\$12.00 / \$18.00	Plus HST	
One (1) Month	\$50.00 / \$75.00	\$50.00 / \$75.00	Plus HST	
Three (3) Month	\$125.00 / \$187.50	\$125.00 / \$187.50	Plus HST	
Six (6) Month	\$225.00 / \$337.50	\$225.00 / \$337.50	Plus HST	
One (1) Year	\$350.00 / \$525.00	\$350.00 / \$525.00		
Youth (14-17)				
Daily		\$12.00 / \$18.00	Plus HST	To obtain a youth fitness membership, youth must be accompanied by an adult 18+ in the fitness centre or have passed a Fitness Centre Tutorial session to learn how to use equipment properly and have correct gym etiquette.
One (1) Month		\$25.00 / \$37.50	Plus HST	
Three (3) Month		\$62.50 / \$93.75	Plus HST	
Six (6) Month		\$112.50 / \$168.75	Plus HST	
One (1) Year		\$175.00 / \$262.50	Plus HST	
Fitness Centre Access Fob Replacement		\$5.00	Plus HST	
Hall Rental				
Hourly Rental – No Setup	\$25.00 per hour	\$30.00 per hour	Plus HST	
Hourly Rental – With Setup	\$35.00 per hour	\$40.00 per hour	Plus HST	
Minor Tournament	\$200.00 per day	\$200.00 per day	Plus HST	
Half day rental (up to 4 hours)		\$125.00 per day (up to 4 hours)	Plus HST	
Full day rental (up to 8 hours)	\$225.00 per day	\$240.00 per day (up to 8 hours)	Plus HST	
Half day set-up (evening before)		\$115.00 per day (up to 4 hours)	Plus HST	
Half day tear down (morning after)		\$115.00 per day (up to 4 hours)	Plus HST	
Damage Deposit		As per contract	Plus HST	
Clean-up fee		As per contract	Plus HST	
Bartender			Plus HST	In house services only. If bar sales are less than \$200.00, the lessee is required to cover the cost of the bartenders.
Gymnasium	\$25.00 per hour	\$45.00 per hour	Plus HST	Statutory Holidays will be subject to a premium.
Room 1 – Conference Room	\$17.50 per hour	\$22.50 per hour	Plus HST	
Room 2 – Conference Room	\$15.00 per hour	\$20.00 per hour	Plus HST	
Room 3 – Art Room	\$12.50 per hour	\$15.00 per hour	Plus HST	
Dance Studio	\$20.00 per hour	\$25.00 per hour	Plus HST	
Youth Centre	n/a	\$35.00 per hour	Plus HST	Only available for Charity or Not-for-profit youth programming.
Staffing Required	\$30.00 per hour	\$30.00 per hour, per person	Plus HST	
Holiday Rate		1.5 x Regular Rate	Plus HST	
Instructor Equipment Storage		\$10.00 per Month	Plus HST	

Schedule 'E' - Continued

Library, Community & Recreation Services

myFM Activity Centre

Description		2023 Fees	2024 Fees	Taxable	Notes
Outdoor Facilities					
Tennis Court Membership Fee		Resident / Non-Resident	Resident / Non-Resident		
May 1 st – October 31 st					
	Junior - under 14 years age	\$15.00 / \$22.00 per season	\$15.00 / \$22.00 per season		
	Intermediate:14- 18 years age	\$35.00 / \$52.50 per season	\$35.00 / \$52.50 per season	Plus HST	
	Adult: 18-64 years age	\$70.00 / \$105.00 per season	\$70.00 / \$105.00 per season	Plus HST	
	Senior: over age 65	\$65.00 / \$97.50 per season	\$65.00 / \$97.50 per season	Plus HST	
Tennis / Pickleball Court Daily Drop-in Rate			\$4.00	Plus HST	
Tennis Court Access Fob Replacement			\$5.00	Plus HST	
Soccer Fields					
	Minor	\$25.00 per hour	\$25.00 per hour	Plus HST	
	Adult	\$40.00 per hour	\$40.00 per hour	Plus HST	
Track Meet (BLANK Field)		\$275.00 per day	\$275.00 per day	Plus HST	
Football / Rugby Field Lining		\$750.00 per event	\$750.00 per event	Plus HST	
Ball Diamonds					
	Ball Diamond – Minor (No Lights)	\$29.00 per game	\$29.00 per game	Plus HST	
	Ball Diamond – Adult (No Lights)	\$35.00 per game	\$35.00 per game	Plus HST	
	Ball Diamond – Minor (Lights)	\$34.00 per game	\$34.00 per game	Plus HST	
	Ball Diamond – Adult (Lights)	\$45.00 per game	\$45.00 per game	Plus HST	
	Minor Tournament (Per Diamond)		\$100.00 per day	Plus HST	
	Adult Tournament (Per Diamond)		\$175.00 per day	Plus HST	
Splash Pad		No Charge	No Charge		
Trails & Green Space		\$500.00 per day	No Charge		
Outdoor Events			Negotiated as per contract		Events over 25 people may require booking.
Kallies Pavillion					
	Per Weekend	\$150.00	\$150.00	Plus HST	
	Per Month (Lit)	\$300.00	\$300.00	Plus HST	
Program Rates					
	Town of Renfrew, Township of Admaston/Bromley, Township of Greater Madawaska, Township of Horton, and Township of McNab/Braeside residents	Fee set by Town of Renfrew	Classified as Renfrew Resident Rate	Plus HST	
	All other municipalities	Fee set by Town of Renfrew plus a 50% premium over fee	Classified as Non-Resident Rate	Plus HST	

Schedule 'E' - Continued

Library, Community & Recreation Services

Community Gardens

Description	2023 Fees	2024 Fees	Taxable	Notes
Community Gardens Plot		No charge		
Key Deposit		\$5.00		

Visitor Information Centre

Description	2023 Fees	2024 Fees	Taxable	Notes
Visitor Information Centre				
Half Day (up to 4 hours)	\$90.00	\$90.00	Plus HST	
Full Day (up to 8 hours)	\$150.00	\$150.00	Plus HST	
Outdoor Events		Negotiated as per contract		Events over 25 people may require booking.

Renfrew Town Hall

Description	2023 Fees	2024 Fees	Taxable	Notes
Ottawa Valley Business Hive Boardroom	\$250 per day	\$100 per day	Plus HST	
Council Boardroom	\$250 per day	\$200 per day	Plus HST	
Council Chambers	\$350 per day	\$350 per day	Plus HST	
Outdoor Events		Negotiated as per contract		Events over 25 people may require booking.

Definitions:

"**Half Day**" means up to 4 hours either between 8 am - 12 pm, 12 pm - 4pm, or after 4pm - 8pm (where available)

"**Day**" means a rental consisting of four or more hours, but less than 10 and approved by the Manager of Parks & Recreation or his/her designate.

"**Event**" means one (1) event pre-arranged and approved with the Manager of Parks & Recreation or their designate.

"**Game**" means, for the purposes of ball diamond rental, the time to play one (1) game, typically taking between 1 – 2 hours in length.

"**Holiday Rate**" means, any day defined by the Township or by the province as the recognized holiday including but not limited to: New Year Day, Family Day, Good Friday, Easter Monday, Victoria Day Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day. The Township reserves the right to select which arenas remain open during holidays.

"**Hour**" means, for the purposes of ice rental, 50 minutes of on-ice time. For all other services "Hour" shall mean 60 minutes.

"**Market Rate**" means the rate determined by the market (i.e. rate charged for a service at a particular time) rather than a calculated rate such as cost recovery.