

EAST ELGIN COMMUNITY COMPLEX BOARD

BY-LAW 02-25

Being a By-Law to establish Fees and Charges for the East Elgin Community Complex

WHEREAS Section 391 of the Municipal Act, 2001, authorizes a local board to impose fees or charges on persons for services or activities, for costs payable for services or activities and for the use of property including property under its control;

AND WHEREAS Section 398 of the Municipal Act, 2001, provides that fees and charges imposed by a local board on a person constitute a debt of the person to the municipality;

AND WHEREAS Subsection 398 (2) of the Municipal Act, 2001, provides that the treasurer of a municipality may add fees or charges imposed by a local board to the tax roll and collect them in the same manner as municipal taxes;

NOW THEREFORE, THE EAST ELGIN COMMUNITY COMPLEX BOARD HEREBY ENACTS AS FOLLOWS:

Part I. Preamble and Defined Terms

Short Title

1. This By-Law may be referred to as the "Fees and Charges By-Law."

Headings

2. The division of this By-Law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the By-Law.

Interpretation

3. For the purpose of this By-Law:

"Board" means the East Elgin Community Complex Board;

"Complex" means the East Elgin Community Complex;

"Municipal Act, 2001" means the Municipal Act, 2001, S.O. 2001, c. 25.

Part II. Fees and Charges

Fees and Charges set out in Schedules

4. The Fees and Charges for Complex services and activities and for the use of Complex property set out in the following Schedules of this By-Law are hereby approved and deemed to form part of this By-Law:

- a. Schedule A: Facility Rentals
- b. Schedule B: Programming
- c. Schedule C: Equipment Rentals
- d. Schedule D: Ice Rentals
- e. Schedule E: Advertising
- f. Schedule F: Late Payment, Dishonoured Cheques, Returned Payments

Fees Subject to Change

5. The Fees and Charges approved under Section 4 of this By-Law are subject to any adjustment authorized by a statute, regulation or By-Law.
6. Subject to Section 5 of this By-Law, the fees and charges set out in this By-Law shall continue in force until amended, repealed or replaced, and for greater certainty, where fees are listed for multiple years:
 - a. The fee for any year shall continue to be in effect until the next year in which a new fee is listed; and,
 - b. Where there is no fee listed for a year, the fee for that year shall be the latest fee listed in a preceding year.

Applicable Taxes

7. All fees and charges are subject to all applicable taxes required by any Act or Regulation.

Late Payment

8. Late payment charges may be added to all or any portion of any fees and charges imposed by this By-Law that are due and payable, at the "Penalty on Late Payment" rate set out in Schedule F of this By-Law, on the 30th day of the default, and every month thereafter and such late payment charges shall form part of the fees or charges owing.

Dishonoured Cheques and Returned Payments

9. Payment for any fee or charge listed herein or otherwise charged by the Town that is returned by a financial institution for any reason will be subject to the "NSF – Returned Cheque Fee" set out in Schedule F of this By-Law which shall form part of the fees and charges owing.

Additional Fees and Charges

10. This By-Law does not exempt a person from being subject to:
- a. Any additional fees or charges resulting from costs incurred by the Complex to provide services or activities; or,
 - b. Fees or Charges levied under any other Federal or Provincial Act or regulation.

Unpaid Fees or Charges

11. All unpaid fees or charges imposed by the By-Law constitute a debt due to the Complex and the Complex may take such action as it considers necessary and as permitted by law to collect the debt.
12. Without limited Section 12 of this By-Law, where all or part of a fee or charge imposed by this By-Law remains unpaid, such fee or charge may be added to the tax roll for the property, which is owned, in whole or in part by the person upon whom the fee or charge is imposed, and shall be collected in a like manner as municipal taxes.

Part III. Conflict and Transition

Complex By-Laws

13. If any fee or charge set out in this By-Law conflicts with any fee or charge set out in another Complex By-Law, the fee or charge set out in this By-Law shall prevail.

Conflict

14. In the event the provisions of this By-Law are inconsistent with the provisions of the Municipal Act, 2001, its Regulations or any other Act, the provisions of the Act or Regulation shall prevail.

Terms Severable

15. The terms and provisions of this By-Law shall be severable, and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, inoperative or invalid, the remainder of the By-Law shall continue to be in full force and effect.

Enactment

16. This By-Law shall come into full force and effect January 1, 2026.

READ A First, Second, and Third time this 26th day of November, 2025.

DocuSigned by:

Jack Couckuyt

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Chair, Jack Couckuyt

DocuSigned by:

Owen Jaggard

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CLERK, Owen Jaggard

Authority: Board, Resolution
Staff Report Number: CLRK 18-25
Staff Report Date: October 8, 2025
Notice Date: November 10, 2025



EAST ELGIN
Community Complex

East Elgin Community Complex
User Fees

Schedule A: Facility Rentals

Schedule B: Programming

Schedule C: Equipment Rentals

Schedule D: Ice Rentals

Schedule E: Advertising

Schedule F: Late Payment, Dishonoured Cheques, Returned Payments

Updated: November 2025

Schedule A: Facility Rentals

Fee Description	Unit	Fee	Applicable Taxes
Wedding Receptions – 50% off prior day (set up) (upon availability)			
Hall (based on 4+ hours)	Per 4-hour rental	\$1,060.80	+ 5% Capital Surcharge + HST
Registered Non-Profit/Charitable Organization (subject to availability)	Each	\$780.00	+ 5% Capital Surcharge + HST
Major User Groups – AMHA, BAD Girls, Aylmer Skating Club, Aylmer Spitfires – Entire Hall	Each	\$520.00	+ 5% Capital Surcharge + HST
Daily – 2 Day	Per day	\$1,379.04	+ 5% Capital Surcharge + HST
Daily – 3 Day	Per 2 Days	\$1,697.28	+ 5% Capital Surcharge + HST

Fee Description	Unit	Fee	Applicable Taxes
Daily – 4 or more (daily rate x 70% x # days)			+ 5% Capital Surcharge + HST
Hourly Rate Entire Hall (<4 hours)	Per hour (<4 hours)	\$212.16	+ 5% Capital Surcharge + HST
Hall with Ice Rental - Daily	Per day	\$520.00	+ 5% Capital Surcharge + HST
Section of Hall (A B or C) and Blueline Room (4+ hours)	Per 4 hour+ rental	\$371.28	+ 5% Capital Surcharge + HST
Hourly Rate per section of hall or Blueline room (<4 hours)	Hourly	\$79.56	+ 5% Capital Surcharge + HST
Blueline Room with Ice Rental	Per day	\$156.00	+ 5% Capital Surcharge + HST

Fee Description	Unit	Fee	Applicable Taxes
Kitchen	Per day	\$63.65	+ 5% Capital Surcharge + HST
Arena Floor – Daily with Portable Floor	Per day	\$2,365.38	+ 5% Capital Surcharge + HST
Arena Floor – Hourly Rate (<4 hours) Portable floor not required	Per hour	\$78.00	+ 5% Capital Surcharge + HST
Meeting Room/Board Room	Per day	\$41.60	+ 5% Capital Surcharge + HST
Community Hall + Blue Line Room + 2 Arenas + Kitchen + Lobby	Per day	\$6,032.00	+ 5% Capital Surcharge + HST
SOCAN+ReSound FEE Based off number of guests			+ applicable taxes

Fee Description	Unit	Fee	Applicable Taxes
1-100	with/without dancing	\$22.06+\$9.25/\$44.13+\$18.51	+ applicable taxes
101-300	with/without dancing	\$31.72+\$13.30/\$63.49+\$26.63	+ applicable taxes
301-500	with/without dancing	\$66.69+\$27.76/\$132.39+\$55.52	+ applicable taxes
Over 500	with/without dancing	\$93.78+\$39.33/\$187.55+\$78.66	+ applicable taxes
Storage/Office (monthly/per room)	Per Month, Per Room	\$30.00	+ 5% Capital Surcharge + HST
Rec/Fitness Instruction Class Rental	Per hour	\$31.20	+ 5% Capital Surcharge + HST

Schedule B: Programming

Fee Description	Unit	Fee	Applicable Taxes
Shinny	Per participant	\$4.42	+ HST
Shuffleboard	Per participant	\$4.42	+ HST
Pickleball	Per participant	\$4.42	+ HST
Figure Skating	Per participant	\$4.42	+ HST
Public Skate	Per child	\$2.00/child	Child exempt
	Per adult	\$4.42/adult	Adult + HST
	Per family	\$5.31/family	Family + HST
Tiny Tots	Per participant	\$0	Exempt
Adult Skate	Per participant	\$4.42	+ HST
Sensory Skate	Per participant	\$4.42	+ HST

Fee Description	Unit	Fee	Applicable Taxes
PA Day Camp – Full Day	Per participant	\$40.00	Exempt
PA Day Camp – Half Day	Per participant	\$20.00	Exempt
Day Camp – 5 Day Week	Per participant	\$200.00	Exempt
Day Camp – 4 Day Week	Per participant	\$160.00	Exempt
Day Camp Trip Fee	Per participant	\$25.00	Exempt
Babysitting Course	Per participant	\$85.00 + materials	Exempt
Home Alone Course	Per participant	\$40.00 + materials	Exempt
Workshops – 1hr	Per participant	\$15.00 + materials	Exempt
Workshops – 4hr	Per participant	\$60.00 + materials	Exempt

Fee Description	Unit	Fee	Applicable Taxes
Birthday Party – Hosted (10 participants, cupcakes, chips, and balloons included; 2.5 hrs)	Each	\$150.00 No Skating \$190.00 Skating	Exempt
Child/Youth Programs – 1hr	Per participant	\$5.00	Exempt
Child/Youth Drop In Sport Fee	Per participant	\$5.00	Exempt
Leadership Course – 6 week course includes SFA CPRC certification	Per participant	\$250.00	Exempt
Drop In Sport Court – 2 hrs	Per participant	\$4.42	+ HST
Adult Fitness (14+) – 1hr	Per participant	\$8.85	+ HST
Adult General Recreation Program – 1hr	Per participant	*Based on cost recovery	+ HST
Workshops – 1hr	Per participant	\$15.00 + materials	+ HST

Fee Description	Unit	Fee	Applicable Taxes
		*Based on cost recovery	
Workshops – 4 hr	Per participant	\$60.00 + materials	+ HST
Seniors Drop In Programs (55+)	Per participant	\$1.77	+ HST
Various Events	Per participant	\$5.00-\$85.00 *Based on cost recovery	+ HST
Day Trips	Per participant	\$50.00-\$150.00 *Based on full cost recovery	+ HST

Schedule C: Equipment Rentals

Fee Description	Unit	Fee	Applicable Taxes
Skates	Per participant	\$1.77	+ HST

Schedule D: Ice Rental

		Unit	Fee	Applicable Taxes
PRIME		Per hour	\$172.80	+ 5% Capital Surcharge + HST
NON PRIME		Per hour	\$103.67	+ 5% Capital Surcharge + HST
SCHOOL	Class/Practice/Non Prime	Per hour	\$67.60	+ 5% Capital Surcharge + HST
	Game (non prime)	Per hour	\$103.67	+ 5% Capital Surcharge + HST

PRIME – September 1 – June 30

Sunday – 7:00 a.m. to 10:00 p.m.

Monday to Friday – 5:00 p.m. to 10:00 p.m.

NON PRIME

Sunday – 10:00 p.m. to 11:00 p.m.

Monday to Friday – 7:00 a.m. to 5:00 p.m. & 10:00 p.m. to 1:00 a.m.

July 1 – August 31

No Non-Prime Ice Time During this period. Youth (under 16 rates 85% of Prime Rates)

SCHOOL – ONLY AVAILABLE FOR EDUCATIONAL INSTITUTIONS OR VERIFIED HOMESCHOOLS BETWEEN SEPTEMBER 1 – JUNE 30)

Monday to Friday – 7:00 a.m. to 5:00 p.m. – classes, practices, games or recreational skate

Schedule E: Advertising

Fee Description	Unit	Fee	Applicable Taxes
Rink Board 50% off second rink board, one in each rink and the same advertiser,	1 year contract	\$378.98 (4 ft. + production + lexan/vinyl sticker) \$757.94 (8 ft. + production + lexan/vinyl sticker)	+ HST
Ice Resurfacer *min 3 year commitment	Per year	\$2,000.00 (entire ice resurfacer)	+ HST
Ice Advertising <ul style="list-style-type: none"> • Per season Eastlink • Min 3 season commitment Kinsmen 	Small, up to 100 sq. ft.	\$947.44 + production (textile only)	+ HST
Ice Advertising <ul style="list-style-type: none"> • Per year Eastlink • Min 3 year commitment Kinsmen 	centre ice	\$1,218.00 + production (textile only)	+ HST

Fee Description	Unit	Fee	Applicable Taxes
Time of Day Clock	Per illuminated panel	\$577.19 (+ production)	+ HST
Lobby Signage* All lobby advertising must be approved by the Board)	Per year	\$80.00/sq. ft.	+ HST
Venu Run/Dressing Room Assignment Board (small, scrolling ad – include both lobby displays)	Per month	\$30.00	+ HST
Skate Aid Advertising	Per skate aid Per year	\$15.00	+ HST
Special Events Sponsorship Program	Per event	Platinum \$1,000.00 Gold \$500 Silver \$100	Exempt
Public Skating Sponsorship	Per event	Platinum \$600.00	Exempt

Fee Description	Unit	Fee	Applicable Taxes
		Gold \$400	

Schedule F: Late Payment, Dishonoured Cheques, Returned Payments

Fee Description	Unit	Fee	Applicable Taxes
Interest – Unpaid Accounts	Principle amount outstanding	2% on overdue principle on the first day of default and first day every month thereafter	Exempt
NSF – Returned Cheque Fee	Each	\$35.00	Exempt