

RCRS Secondary:	GOV-02	Effective Date:	2023-JUL-24
Policy Number:	COU-235	Amendment Date/s:	
Title:	Guiding Principles for Parks, Recreation and Culture Fees and Charges	Repeal Date:	
Department:	Facilities & Parks Operations Recreation & Culture	Approval Date:	2023-JUL-24 COUNCIL

PURPOSE:

The purpose of this policy is to determine the Guiding Principles upon which rates for Parks, Recreation & Culture admission fees as well as facilities & parks and open spaces rental rates will be established.

SCOPE:

This policy covers all drop in admissions and facility & parks and open spaces rentals offered by the City through the Parks, Recreation & Culture Department.

GUIDING PRINCIPLES:

- 1. Fees and charges supplement tax appropriations as a source of revenue for the Parks, Recreation and Culture Department services and facilities but, are not the primary source of funds for their operation.
- 2. All fees and charges include a 20% Facility Development Fund overhead contribution as outlined in Facility Development Reserve Fund Bylaw No. 7217.
- 3. Children drop-in admission fees to be approximately 50% of the adult admission and the youth and seniors' drop-in admission fees to be approximately 75% of the adult rate.
- 4. Facility rental rates to apply the approximate discounts:
 - Non- Profit 1 (NP1) 50% off the commercial hourly rate
 - Non- Profit 1 (NP1) Fields 75% off the commercial hourly rate
 - Non- Profit 2 (NP2) 20% off the commercial hourly rate
 - Private 10% off the commercial hourly rate
- 5. All fees and charges are subject to applicable taxes, over and above posted rates, unless otherwise indicated.
- 6. The cost of administering and collecting revenues should not be disproportionate to the actual revenue gained.
- 7. The extension of Parks, Recreation and Culture services should be based on the need and not on the income value of the services.

- 8. Department programs take precedence over rental allocations. Consideration for exceptions will be given to multi-day special events. Priority given to, but not restricted to, events occurring over two or more consecutive days, events with a community-wide benefit and events having a positive economic impact.
- 9. Retail food, beverage and merchandise sales may be priced for profit or licensed out to the private sector according to Council policy.
- 10. Financial assistance for access to City recreation services will be provided to individuals in accordance with the Leisure Economic Access Pass (LEAP) policy.
- 11. Special services and exclusive privileges may entail a charge. Where additional staffing levels or services are required charges will be assessed based on covering the full value of staff time, staff overhead and all other associated costs on a case by case basis.
- 12. Contributions toward capital assets do not give users preferential allocations or special fees and charges. Consideration may be given to such arrangements but must be covered off in a written agreement and approved by Council.
- 13. Fee revisions and adjustments will normally occur annually on September 1.

NOTE - Registered recreation program fees are established on an individual program-by-program basis and outside the scope of this Bylaw.

PROCESS:

N/A

RELATED DOCUMENTS:

- Leisure Economic Access Pass (LEAP) Policy COU-227
- Facility Development Reserve Fund Bylaw No. 7217

REPEAL or AMENDMENT:

Repeals Council Policy COU-228