
ATTACHMENT E



RCRS Secondary:	GOV-02	Effective Date:	
Policy Number:	COU-228	Amendment Date/s:	
Title:	Guiding Principles for Parks, Recreation and Culture Fees, Charges and Rentals	Repeal Date:	
Department:	Facilities & Parks Operations Recreation & Culture	Approval Date:	

PURPOSE:

The purpose of this policy is to determine the Guiding Principles upon which pricing for Parks, Recreation & Culture programs and activities will be established.

SCOPE:

This policy covers all programs and activities offered by the City through the Parks, Recreation & Culture Department.

GUIDING PRINCIPLES:

1. Fees, charges and rentals should supplement tax appropriations as a source of revenue for Parks, Recreation and Culture Department services and facilities and should not be the primary source of funds for their operation. The objective is to subsidize admission fees for children up to 50% of the adult rate for the equivalent service. Students and seniors are subsidized up to 25% of the adult rate.
2. Cost of administering and collecting revenues should not be disproportionate to the actual revenue gained.
3. The extension of Parks, Recreation and Culture services should be based on the need and not on the income value of the services.
4. Special services or exclusive privileges should entail a charge.

Examples:

- (a) expendable materials - arts & crafts supplies.
- (b) consumable materials - food, skate shop.
- (c) specialized instruction - pottery, dance, gymnastics.
- (d) high cost facility - arena, pool, complex, field.
- (e) use of equipment - chairs, tables, kitchen, sport.
- (f) protection of property - personal, parking, police.
- (g) exclusive occupancy - ice, floor, field parking, building.
- (h) admissions - skate, swimming, dances, shows.

5. 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 sponsored by local organizations, or having direct local economic impact, or events open to the general public or having a clear benefit to the community at large.
6. Concession operations in their many forms (food, skates, boats, lockers, vending products, alcoholic products, boat ramps, novelties and sale items) are to be profit-making services or licensed out to the private sector according to Council policy.
7. Financial assistance for access to City recreation services will be provided to individuals in accordance with the Leisure Economic Access Pass (LEAP) policy.
8. Fee revisions and adjustments will normally occur commencing September 01 of each year. Fees will be reviewed by the Parks, Recreation and Culture Commission and approved by Council.
9. All fees subject to applicable taxes unless otherwise specified.
10. Additional Staffing/Overhead Costs: Where additional staff or services are requested charges will be assessed based on staff time, staff overhead and equipment costs on a case by case basis. Where services are requested outside regular business hours a minimum 4 hour charge may apply.

PROCESS:

N/A

RELATED DOCUMENTS:

Leisure Economic Access Pass (LEAP) Policy COU-227

REPEAL or AMENDMENT:

N/A