

ATTACHMENT 1



RCRS Secondary:	GOV-02	Effective Date:	
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:	

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