

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

REPORT

CS 2006-37

Meeting Date: June 19, 2006
Meeting Time: 1:30 p.m.
Meeting Place: Council Chambers, City Hall
Community and Emergency Services Committee

WARD:	All
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Subject: 2006 Fees and Charges Schedule – Community Parks, Sports Fields, Boat Docking and Boat Launches

Co-Author: Craig Shanks
Manager, Parks, Recreation and Culture Division

Signature:


Co-Author: Shelley Cooper
Community Development Coordinator

Signature:


RECOMMENDATION(S):

THAT Report CS2006-37, "2006 Fees and Charges Schedule – Community Parks, Sports Fields, Boat Docking and Boat Launches", be received; and

THAT, the fees proposed in Report CS2006-37 be adopted for implementation in the 2007 budget year; and

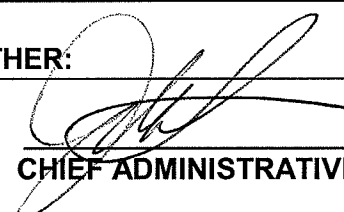
THAT all existing clients/user groups be advised of the rate changes.



DIRECTOR:



OTHER:




TREASURER (if applicable)

CHIEF ADMINISTRATIVE OFFICER

BACKGROUND:

The Council approved Business Plan for the Parks, Recreation & Culture division of the Community Services Department includes direction for staff to review/standardize all user fees. Parks, Recreation and Culture staff are providing this report to advise and seek approval from Council for a harmonized fee schedule for Community Park services including: Park Shelters, Sports Fields, Boat Docking and Launching facilities.

Currently the rental rates for park shelters, sports fields, boat docking and launching vary from 'no-charge' to what may be considered as 'market-rate'. The purpose of this report is to gain endorsement for a more equitable system City-wide.

Council approved the Parks, Recreation and Culture Fees and Charges Policy in 2004 through Resolution CR-2004-1365. The policy provides guidance to staff and a basis for decision-making related to the development, assessment, administration and collection of fees and charges for Parks, Recreation and Culture services. While it permits staff to approve the implementation of various fees based on "full cost recovery" or market pricing within budget, staff are bringing this report to Council for endorsement due to the fact that it does impact on numerous community sport organizations. This same process has been followed for the harmonization of ice and community hall fees.

RATIONALE:

The Parks, Recreation and Culture Fees and Charges Policy, attached as **Appendix A**, states that a goal of the municipality is to establish fees and charges that should not discourage the use of City facilities and recreation programs. It also states, the key principle in establishing Parks, Recreation and Culture user fees is that of equity. User fees must be fair in terms of charging for benefits received and accountable in the sense that consumers are able to judge whether the benefits received are worth the price paid. With these two philosophies in mind, staff has developed recommendations for a new schedule of Community Parks and park amenities.

The purpose of implementing these new harmonized fees for 2007 is to allow staff to prepare the 2007 operating budget with the anticipated impacts, to allow for time to notify the impacted user groups and to allow for those groups to adjust their plans to ensure that they can budget for the impacts upon their respective organizations.

In order to properly and equitably develop fee schedules and compare our services with those of neighbouring communities staff have developed the following Sports Fields Classifications (**Table 1**). To simplify the application of new fees, all community ball diamonds have been classified into 3 major groupings, and Athletic Fields have been classified into 2 groupings based on facility offerings and maintenance practices.

Table 1

Field Classification	Service Level Definition
Ball Diamonds	
A	Dragged, lined once per day L1 grass cutting maintenance level
B	Dragged once a week, no lining L1 grass cutting maintenance level
C	Could be dragged up to 3 times/season L1 or L2 grass cutting maintenance level

Field Classification	Service Level Definition
Athletic (Soccer) Fields	
A	Lined every 2 weeks L1 grass cutting maintenance level
B	Lined as required (maximum 3 times/season) L2 grass cutting maintenance level

Appendix B has been provided to list the individual field classifications and the impact of this fee schedule on these fields. The proposed fee schedule follows the philosophies outlined in the Parks, Recreation and Culture Fees and Charges Policy.

The following, **Table 2** and **Table 3**, are presented as a comparison from which we can benchmark our rates against the market in regard to community sports fields.

Sports Fields – Ball Diamonds

Table 2

BALL DIAMONDS						
Municipality	Class	Adult Time slot	Daily	Minor Time Slot	Daily	Notes
Peterborough	Premier	\$26.20/hr	\$98.10 per diamond	\$6.60/hr	\$52.00 per diamond	Proposed 2006 rates
	A	\$21.40/hr		\$5.35/hr		
	B	\$18.30/hr		\$4.65/hr		
	C	\$8.25/hr		No charge		
Oshawa	A	\$24.62/hr	Hourly rate applies	No charge	Hourly rate applies	
	B	\$26.05/hr		No charge		
	C	\$12.84/hr		No Charge		
Quinte West	A	\$25.50/game	\$90 lined	\$13.00/game	\$50 lined	
	B	\$15.50/game	\$60 unlined	\$8.00/game	\$20 unlined	
	C	\$10.25/game		\$5.25/game		
Clarington	Resident	\$10.00/hr	\$150 per diamond	\$4.00/hr	\$100 per diamond	2005 Rates Proposing increased rates for 2006
	Non-Residents	\$20.00/hr	\$200 per diamond	n/a		
Stouffville	Resident	\$53/player per season	\$59 Sat. \$51 Sun. per diamond	\$8.50 per slot lit	\$23 Fri. \$35 Sat. \$30 Sun. per diamond	Youth fee includes lighting
	Non-resident	\$75/player per season		\$6.50 per slot lit		
CKL Proposed	A	\$35.00/game	\$100/diamond	\$17.50/game	\$50/diamond	
	B	\$25.00/game	\$75 diamond	\$12.50/game	\$37.50/diamond	
	C	\$15.00/game	\$45 diamond	\$7.50/game	\$22.50/diamond	

- Fees do not include lighting or extra lining.

Sports Fields – Athletic Fields

Table 3

ATHLETIC FIELDS						
Municipality	Class	Adult Time slot	Daily	Minor Time Slot	Daily	Notes
Peterborough	Premier	\$26.20/hr	\$98.10 per field	\$6.60/hr	\$52.00 per pitch	Proposed 2006 rates
	A	\$21.40/hr		\$5.35/hr		
	B	\$18.30/hr		\$4.65/hr		
	C	\$8.25/hr		No charge		
Oshawa	Variety of fields available	\$32.10/hr - \$90.95/hr (stadium)	Hourly rate applies	\$19.10 hr - \$50.20 hr (stadium)	Hourly rate applies	Civic Fields
Quinte West	A	\$25.50/game	\$90 lined	\$13.00/game	\$50 lined	
	B	\$15.50/game	\$60 unlined	\$8.00/game	\$20 unlined	
	C	\$10.25/game		\$5.25/game		
Clarington	Resident	\$10.00/hr	\$150 per pitch	\$4.00/hr	\$100 per pitch	2005 Rates Proposing increased rates for 2006
	Non-Residents	\$20.00/hr	\$200 per pitch	n/a		
Stouffville	Resident	\$37/player per season	\$58 per pitch	\$8.50 per slot lit	\$58.00 per pitch	Youth fee includes lighting
	Non-resident	\$53/player per season		\$6.50 per slot lit		
CKL Proposed	A	\$30.00/game	\$100/pitch	\$15.00/game	\$50/pitch	
	B	\$20.00/game	\$45/pitch	\$10.00/game	\$22.50/pitch	

The proposed fee schedule will simplify rental procedures for staff and treat all user groups fairly. The endorsement of the new rates will also allow sports associations using our parks facilities almost a complete year to plan for any impact on their organization and registration fees. Also, the proposed rates will not result in an increase for all users as some facilities will see no increase in 2007. Other facilities, where current rates are much lower than fair market value will experience a greater impact, and for such facilities will impact both adult and minor organizations. It is important to note that the total impact upon all the user groups is approximately \$19,000/season. With approximately 110 regular renters and over 3,800 hours of usage this equates to an average increase \$173/renter/season or \$5/hour.

Community Parks – Park Permits

Many of our parks are used for community events or private events such as fishing derbies, Canada Day events, etc. Such events attract large crowds and require significant staffing for preparation, during-event monitoring and post-event clean-up. The standard practice is to charge \$200 for the park permit for such events. It is recommended that this become the endorsed fee for such permits on a city-wide basis. The existing Parks, Recreation & Culture Policy permits City run and City sponsored events to have such a fee waived and the various Community based events which meet this criteria of being City run or City sponsored will continue to be able to utilize the park at no cost. Again, the impact on users and the City's operational budget revenue would

be minimal but it will allow for consistency in the rental, permitting and use of such facilities.

Many of our parks have shelters within them. The regular rate for the rental of these shelters is \$25/day and this fee will remain unchanged.

Many of our parks are also utilized for the purpose of transient traders (ie. hot dog vendor, farmer's market, etc.). Upon meeting the various requirements of proper licensing, these groups would be charged a flat rate of \$200/month.

Community Parks - Boat Docking

The City has transient boat docking facilities adjacent to a number of park properties.

Specific locations include: Rivera Park in Lindsay
 Old Mill Park in Lindsay
 Bobcaygeon Beach Park
 Coboconk Municipal Wharf

Currently there are rates for Bobcaygeon Beach Park (\$16.55/night) and in Lindsay at Rivera Park (\$0.95/foot/night). It is recommended that this rate be set at \$20/night (GST included) to again create a consistent approach to such. This rate would also be recommended for the Old Mill docking facilities in Lindsay which are anticipated to be fully operational by the 2007 season. All of these sites have staff available to collect the fees on a nightly or morning basis. The Coboconk municipal wharf does not have staff available to provide such a service. For this reason it is being recommended that an "honour drop-box" be affixed requesting that individuals utilizing the facility pay a \$20/night fee into a secure drop box to be installed and signed. A similar arrangement is used in other municipalities and at some of our own City public launch facilities with some success. Alternately, staff could investigate the option of entering into a contract with a local organization or business to collect the docking fees in Coboconk as opposed to utilization of "honour drop-boxes". Again, the impact on users and the City's operational budget revenue would be minimal but it will allow for consistency in the rental, permitting and use of such facilities as well as providing some revenue to off-set operational costs. This fee will only be incurred for overnight boat docking privileges, daytime docking will have no fee for service.

Staff have investigated the rates charged at other neighbouring municipal boat docking facilities and private marinas within the City and the market-rate for docking is approximately \$20-30/boat or \$1/foot. Therefore, the proposed rates would allow us to have a fee more in line with market-rate. The flat rate will also allow for ease of accountability for the staff person accepting the revenue as opposed to interpreting the "footage" of a boat.

Community Parks – Boat Launches

The City has "honour drop-boxes" situated at two boat launches located within the vicinity of Centennial Park. These drop boxes operate with some success and some revenues being recovered. We also operate a boat launch site with fees charged at Bobcaygeon Beach Park. The cost to launch at these sites is \$6/launch (Bobcaygeon Park charges a marina fee for the local marinas of \$214). Staff are recommending the \$6/launch fee be continued at these locations. A \$35/seasonal fee is also being suggested for implementation which could be utilized at any municipally owned boat

launch throughout the City, whether staffed or not. Staff are also recommending an increase in the Marina Seasonal rate (Commercial Rate) at the Bobcaygeon site. It is estimated that this launch has in excess of 1,000 boats launched and brought ashore through the local marinas per season. Therefore an increase to \$1,000 plus GST is being recommended for the Commercial Seasonal Rate.

Staff also plan to bring forward as part of the 2007 Community Services Business Plans that a review of all boat launches be completed. Such a review would investigate the potential to erect "honour drop boxes" at each municipal launch site. Such a review would allow staff to determine the cost to erect such drop-boxes and the potential for revenue generation. It would also allow for staff to determine the annual average maintenance cost associated with each of the municipal boat launches and compile a service/maintenance level requirement for future budgets and/or assess the need or value of the launch based upon other service locations within the vicinity.

OTHER ALTERNATIVES CONSIDERED:

Other options that were considered included keeping the rates at status quo. As well, one standard fee for all sports fields was considered. These options are not being recommended due to the inequities and inconsistency that would result. Not all sports fields are considered 'equal', and the current rates have indicated that taxes are offsetting costs at varying levels across the municipality without any kind of rationale.

The implementation of this fee schedule will also allow for a more consistent approach to park permits, shelter permits, boat docking and launching facilities.

The phase in of a Parks Fees and Charges Schedule could also be considered, with a maximum % increase per year until all groups are harmonized, to lessen the impact on user groups in any one calendar year. This is not being recommended however as staff feel the impacts are not going to create any financial difficulties for our various renters and due to the fact that a 12 month period is being provided as advanced notice allowing the various groups to be able to budget appropriately.

FINANCIAL CONSIDERATIONS:

The increase in sports field rental fees will have a modest positive impact on the 2007 and future budgets. Calculating revenues based on the assumption that future hours of use will match historic norms, the proposed fees could increase revenues from \$46,000 to approximately \$65,000, or approximately \$19,000 per annum.

It is felt that the increase in fees will not discourage potential renters because the fee schedule is more consistent based upon facility amenities available and it is still competitive with other facility rentals in the surrounding communities. In keeping with the User Fee Policy, it is important to note that any informal use of these facilities will continue to be provided at no cost to the users.

RELATIONSHIP OF RECOMMENDATIONS TO 2002-2012 VISION:

Good government is being accomplished through the recommendations of this report. Value for tax-payers' dollars and services which are affordable, effective, and responsive are the outcome of the recommendations.

RELATIONSHIP OF RECOMMENDATIONS TO PARKS, RECREATION AND CULTURE STRATEGIC PLAN:

An Action Plan identified in Cycle A (2005-2007) was to Review User Fee Policies. The Action Plan recommends that the User Fee policy be revised to ensure all scheduled facilities, including outdoor facilities, are subject to a user fee that is based on the actual cost of maintaining the facility and that these fees are harmonized throughout the City.

REVIEW OF ACCESSIBILITY IMPLICATIONS OF ANY DEVELOPMENT/POLICY

N/A

CONSULTATIONS:

Parks, Recreation and Culture Division staff
Various Local Rental Facilities

ATTACHMENTS:

Appendix A: Parks, Recreation and Culture Fees and Charges Policy
Appendix B: 2007 Parks Fee Schedule

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CORPORATE POLICY AND PROCEDURES MANUAL

Policy No:		
109	CCS	013

Policy Name:
Parks, Recreation and Culture Fees and Charges Policy

DEVELOPED BY:	Craig Shanks/Jenn Johnson	DATE:	Dec 6/04
DEPARTMENT:	Community Services		
REVIEWED BY:	Directors	DATE:	
APPROVED BY:	Chief Administrative Officer	DATE:	
RESOLUTION NUMBER:	CES2004-257 CR2004-1365	EFFECTIVE:	Dec 14/04
CROSS-REFERENCE:		REVISIONS:	

POLICY STATEMENT AND RATIONALE:

1. The Corporation of the City of Kawartha Lakes recognizes that some municipal services are not used, needed, or available to all citizens and, as a result of having a specific benefit to the user, a fee for such services may be appropriate.
2. The City recognizes that a user fee is a revenue instrument that is most effective in achieving a more efficient use of society's resources; it is fair in terms of charging for benefits received; and it is accountable in the sense that consumers are better able to judge whether the benefits received are worth the price paid.
3. The City recognizes that tax support may also be appropriate to some levels in these user-specific services for various reasons including but not limited to legislative requirements, or to make certain services available for establishing a desirable community (i.e. quality of life).

Therefore, the City establishes this policy to assist in defining a consistent, effective and appropriate philosophy and process that will identify how fees and charges will be calculated, assessed and supported for parks, recreation and culture services.

SCOPE:

All users (individuals and groups) of parks, recreation and culture services.

This policy is to provide guidance to staff and to provide a basis for decision-making related to the development, assessment, administration and collection of fees and charges for Parks, Recreation and Culture Division services.

DEFINITIONS:

Basic Services: Basic Services may be those as defined to promote both physical and mental well being, and maintain clean and attractive parks and facilities.

Generally, basic services are offered to the public free of charge. All costs for providing these basic services are paid from the appropriated budget.

Examples of basic services:

- free play in playgrounds
- use of City parks or trails for passive use
- general parks, recreation and culture administration services
- park, recreation and culture facility development

Examples of basic facilities:

- unscheduled, unlighted, unmarked sportsfields
- unscheduled outdoor sport courts
- unreserved picnic tables and shelters
- playgrounds
- trails, beaches, paths and restrooms

Enhanced Services: Special Services normally incur additional costs to the Division or are provided for the benefit of a particular individual or group rather than the general public. Program administrative costs as well as the cost of the services and supplies associated with the provision of these specialized recreation programs shall be offset by the assessment of an appropriate fee. In the event a community and/or volunteer organization provides the required staffing and/or a portion of the services and supplies needed, the established fee would only provide for the recovery of program costs directly incurred by the Division. Programs/facility rentals that require special instructional materials or additional personnel; use consumable materials; or require additional preparation, facilities, utilities or set-up/clean-up are classified special. Participants in these programs/facility rentals would normally be required to pay a fee for these services. Since the benefits accrue to the participants of these services, the assessment of a fee to offset these costs is justified.

Examples of Enhanced Services that should be self-sustaining are:

- payment of sports officials and/or league attendants to officiate sports leagues
- payment of recreation instructor for classes to special interest areas such as fitness, drama, outdoor programs, and arts and crafts
- provide commercial transportation and purchase admission tickets for trips to amusement parks, sports events, cultural activities and museums

Examples of Enhanced Facilities:

- scheduled use of indoor facilities (gyms, meeting rooms, courts, etc.)
- scheduled use of lighted and specialized sportsfields
- swimming pools
- arenas
- use of parkland or trails for special events
- reserved picnic tables and shelters

Cost Accounting: A managerial accounting activity designed to help managers identify, measure, and control operating costs.

Indirect Costs: Indirect costs are those division expenses that are not directly incurred by the program or facility but may be charged to it. (eg. administration costs)

- Direct Costs: Direct costs are those specific expenses that are incurred by the division in conducting a program or operating a facility. (eg. program equipment)
- Capital Costs: Those costs incurred in constructing a facility or in its later stages as lifecycle replacement modifications, or improvements.
- Base Rate: The fee for a specific program or service, as endorsed by Council, within the Fees and Charges Schedule.
- Capital Development Surcharge: The fee for the development of a reserve fund to be allocated against, under special circumstances, the refurbishment of parks, recreation and culture assets, endorsed by Council, within the Fees and Charges Schedule.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Statement of Philosophy:

1.01 The underlying principle of the City of Kawartha Lakes Parks, Recreation and Culture Division is to maintain parks and facilities that are safe, a positive reflection on the community and serve the needs of its citizens and visitors. The Division will foster effective partnerships with individuals, community organizations and agencies to develop facilities, parks, and programs that contribute to City objectives. These will be efficiently operated to maximize the effective use of all available resources. However, since the demand placed upon the Division to provide services is greater than the public's ability or willingness to appropriate public funds to support that demand, it has become an economic necessity to charge certain fees for these services. Fees must be thoroughly evaluated prior to inception to integrate them into the fiscal matrix supporting public parks, recreation and culture services, a matrix which includes general fund appropriations, capital improvement funds, and special gifts and donations. City Council must determine the amount of the general fund support versus user fees.

2.0 General Philosophies:

- 2.01 It is the goal of the City of Kawartha Lakes to:
 - Enhance the quality of life of Kawartha Lakes residents and reflect the unique interests of local communities and the diverse range of needs and lifestyles through parks, recreation and culture services;
 - Provide and maintain safe and clean recreation and park facilities for use by the general public;
 - Provide trained and qualified staff for supervision and instruction of participants in recreation programs and activities;
 - Involve the public in the planning, design, operation and evaluation of culture, recreation, and park programs, activities and facilities;
 - Provide the opportunity for all residents of the City to participate in recreation programs and activities and to utilize the facilities of the Division;
 - Provide City residents the ability to participate at a lower fee and charges level than those residing outside City of Kawartha Lakes limits;
 - Establish fees and charges that should not discourage the use of City facilities and recreation programs;
 - Establish fees and charges that do not create a restrictive or exclusionary effect. The key principle in establishing Parks, Recreation and Culture Division user fees is the principle of equity.

- Maintain the principle of accessibility for all user groups and to encourage everyone to participate.
- To provide an objective planning and operating management tool which provides the “real” costs of operating the Division’s activities.

3.0 Specific Philosophies:

3.01 It is the policy of the City of Kawartha Lakes that:

1. Basic Parks, Recreation and Culture Services Should Be Free
Public, or specially designated, funds should be used for acquisition of lands, improvements of property and facilities, management, maintenance and basic services.
2. Enhanced Parks, Recreation and Culture Services Should Have Associated Fees
Basic parks, recreation and culture services and facilities should be free unless fees are determined appropriate because one or more of the following enhanced services exist:
 - a. Cost per hour of the service or operating the facility is expensive. This may be so where:
 - The service uses consumable materials;
 - The service requires a facility with high capital, operating or maintenance costs;
 - The service requires special preparation or clean up;
 - The service requires special instruction at extra cost.
 - b. A fee will expand activities for all people, at the least possible cost to the majority of citizens; therefore, charging a fee assists in providing activities of a special nature that extends recreation programs beyond normal operation. However, the extension of recreation services should be based on community needs not primarily on the revenue producing potential of the service.
 - c. Use of the service or facility is limited to a relatively few individuals or special interest groups of a private character; therefore, those who directly benefit to the exclusion of others should pay extra for the privileges enjoyed.
 - d. Public property is used for private economic gain; therefore, the fees and charges for use of public recreation and park facilities by private and closed membership groups should be comparable to commercial rates.
 - e. Admission to special events where profits are used to extend or cover the cost of the event.
 - f. The public demands more activities and more services but are unwilling to increase taxes to pay for them.
3. Special Considerations Must Be Given
The City of Kawartha Lakes Parks, Recreation and Culture Division fees and charges policy must be flexible for certain individuals and groups. These include, but are not limited to the following:
 - a. Senior Citizens:
Due to the generally low or reduced income of residents over the age of sixty-five (65), special discount rates should be established for the Division’s

facilities and programs. In some cases where instructional contracts are involved, discounts may not be appropriate.

Discounts for senior participants will be set at 25 per cent less than the City's base rate. With the exception of ice rental fees.

b. Physically Challenged Participants:

A system of discount rates shall be available to residents who by virtue of a permanent disability, as defined by Section 25 of the Canadian Human Rights Act, are physically disabled and restricted in wage earning power or ability to pay. Upon application to the Division, residents who meet the criteria established by the Division may be granted discounted user fees. These discount fees will generally be the same as those established by the Division for senior citizens.

Discounts for physically challenged participants will be set at 25 per cent less than the City's base rate. With the exception of ice rental fees.

c. Not-For-Profit Groups:

Special consideration should be granted to not-for-profit special interest groups or individuals in the form of discounted fees or charges. Further exceptions may be granted to groups who are sponsored by the Division or provide in-kind volunteer services or revenue donations to the Division. Example: United Way, minor sport associations.

Discounts for special interest groups (not-for-profit) will be set at 50 per cent less than the City's base rate. With the exception of ice rental fees.

d. Proprietary or Commercial Groups:

Proprietary or commercial groups using City of Kawartha Lakes parks, recreation and culture facilities or services for financial gain or profit should be charged an additional fee for the privilege of conducting their business on City/Division property. Such additional fees are warranted in that the Division's fee and charges program is designed to recover costs for facilities on a non-profit basis. Therefore, the use of facilities by for profit purposes is inconsistent with the Division's basic philosophy and revenue goals. Where public developed and maintained resources are used by a for profit group to make a profit, the public should share in that profit to recover a portion of the development costs. Example: home show, trade show

Fees for proprietary or commercial groups will be 25 per cent greater than the base rate.

e. Non-residents:

Many visitors participate in and enjoy the use of Parks, Recreation and Culture facilities and recreation services but make no tax contribution to help support the operation. It is not equitable for these citizens of adjoining municipalities to utilize City of Kawartha Lakes limited facilities or programs at a lower overall cost while the City residents are taxed for its maintenance and operation.

Therefore, it is reasonable to incorporate into the fee and charges policy, non-resident fees for admission, reservations/rentals, and participation fees.

Fees for non-residents will be 25 per cent greater than the base rate.

f. High Risk Activities:

To protect the City's recreational immunity, additional fees may be added to the base rate for facility use by third party sponsors when the activity or facility used is considered high risk. Examples of activities and/or facility use include, but are not limited to archery, concerts, kayaking, BMX, skate boarding. Activity sponsors will be required to meet city insurance requirements and pay direct cost for services provided by the City. Examples may include facility preparation, cleaning and repairs. Requests shall be reviewed to determine if the potential revenue from such an activity and/or facility use is sufficient to outweigh the city's liability exposure. This determination shall be made by meeting with the city attorney and Parks, Recreation and Culture Division staff.

4.0 Types of Fees:

4.01 The City of Kawartha Lakes will utilize five (5) basic fees. They are:

a. Admission Fee

A fee charged for entry into a building or structure. Some type of program, event, demonstration, or exhibit to attract visitors is usually offered. A swimming pool is an example of a facility where an admission fee may be required.

b. Rental Fee

Payment for the exclusive use of a facility. The individual pays for the privilege of using the facility without interference. For example, if Mariposa Hall is rented for a family reunion, the group has exclusive use during the rental period. Extra equipment or staff time for set-up, take down or clean-up, could also be covered by the fee.

c. User Fee

A charge to an individual or team for participation in a program or activity or for non-exclusive use of a facility. Numerous participants are usually involved in the activity or facility at the same time. The registration fee for a child to take part in a swim lesson program or the fees charged for adult softball (players and team) are examples of user fees.

d. License or Permit Fee

A privilege to perform a particular action. The payment for permit or license to use the parks for profit or commercial enterprise.

e. Special Services Fee

A charge for receiving extraordinary services beyond customary levels or for having the use of special equipment or facilities where the benefits are specific to the individual or group that requests the service. Instructional classes in drama or running are examples of special services for which fees could be charged.

5.0 Commercial Use of Facilities

5.01 Safeguards are necessary to ensure proper use of public facilities when requests are received by the Division to conduct commercial or promotional activities.

A. Requisites for Approval:

- Commercial and promotional activities in parks, recreation and culture facilities should be authorized only if they provide a positive public service and meet a legitimate public need.
- Commercial or promotional activities on City property should be permitted only when they are clearly not in conflict with ongoing Division sponsored programs, or if the program can be conducted without any restriction of public use for an unreasonable period of time.
- Commercial or promotional use of public facilities including use of public names of structures should not be authorized if such use constitutes an expressed or implied endorsement of commercial products, services, or activities.
- In some cases the Division may establish a formal bid process, as per the Purchasing Policy, for commercial uses such as food and/or beverage vendors.

B. Charges for Commercial Activities:

All costs incurred by the Division resulting from commercial use of a Parks, Recreation and Culture facility should be recoverable as part of the special service fee.

- Groups or organizations conducting commercial activities on Division property must pay the commercial fee for use of the facility.
- Also, sponsors of profit-making, commercial activities conducted on Division property must provide the City with evidence of comprehensive general liability sufficient to protect the City against risk, with a limit of at least \$1.0 million for each occurrence, which names the City as an additional insured, or Certificates of Insurance acceptable to the Manager.

C. Charges for Charitable (non-sponsored) Activities:

- Charitable, not-for-profit, community-serving organizations which conduct an event on Division property for the purpose of raising funds, not sponsored by the Department, must pay the discounted rental fee.
- Charitable, not-for-profit, community-serving organizations should also provide the City with evidence of comprehensive general liability insurance sufficient to protect the City against risk, with a limit of at least \$1.0 million for each occurrence, which names the City as an additional insured, or Certificate of Insurance acceptable to the Manager.

D. Charges for Department Sponsored Activities:

- Community-serving organizations which conduct an event, in partnership with the Department, should not be required to pay facility rental fees.

6.0 Procedure:

6.01 Calculating Fees and Charges

- A. Cost accounting will be used to calculate the cost of offering the program or service.
- B. Direct costs (officials, instructor, sportsfield lighting, equipment, etc.) will be charged at 100 per cent to the program or facility use.

8.3(15)

- C. Indirect costs (administration costs, etc.) will be charged to each program or facility use based upon a percentage of the costs of each of these items.
- D. Capital Development Surcharge may be assessed against all recreation programs and rentals as approved by City Council.

6.02 Fees and Charges Approval Process

- A. Fees and charges established on the principle of full cost recovery can be approved by the Director.
- B. Market and discount pricing for initiatives within budget and/or with a goal to improve budget performance can be approved by the Director.
- C. Subsidized or discount pricing not approved as part of the budget process and with a potential negative impact on the budget will be approved by Council.
- D. Residents requesting subsidy may do so through the Director or designate. Based on Parks, Recreation and Culture philosophies those that are unable to take advantage of the regular services because of either financial restrictions or physical or mental disabilities will be considered. The Director shall ensure that confirmation of need is identified appropriately through a third party recommendation where possible. Approvals not impacting on budget will be approved by the Director up to \$100 per annum per person. Further approvals will require the consensus of a Committee to be comprised of the Director, the CAO, and Chair of the Community and Emergency Services Committee. Where possible, sponsorship for such identified need will be pursued.
- E. Where approval of Council has been identified above, such approval shall be handled through recommendations in reports taken to Council.

6.03 Evaluation of Policy and Fees and Charges Schedule

The Parks, Recreation and Culture Division shall annually review the Fees and Charges Policy and the Fees and Charges Schedule and make recommendations for adjustments to be adopted by Council.

2007 Park Fee Schedule

Classification	Adult	Minor	Tournament	Game	Tournament	Definition
Ball Diamond						
A	35.00	17.50	100.00	50.00	50.00	Dragged, lined once per day L1 grass cutting maintenance level
B	25.00	12.50	75.00	37.50	37.50	Dragged once a week, no lining, L1 grass cutting maintenance
C	15.00	7.50	45.00	22.50	22.50	Could be dragged up to 3 times per season, L1 or L2 grass cutting maintenance
Athletic Field						
A	30.00	15.00	100.00	50.00	50.00	Lined every 2 weeks L1 grass cutting maintenance level
B	20.00	10.00	45.00	22.50	22.50	Lined L2 grass cutting maintenance level
Extra Fees						
Lighting	10.00					
Park Shelter	25.00					
Transient Trader's Permit						
Boat Launch						
Docks						

Special Event Park Permit
 \$200.00/month
 Commercial seasonal
 1000.00
 20.00 per boat per night