



STAFF REPORT

Title: Policy No. 197-RC-16 - Recreation User Fee Policy Amendment

Meeting Date: August 8, 2023

Executive Summary:

Policy No. 197-RC-16, being the Recreational User Fee Policy Amendment provides a framework for consistent and transparent decision-making in terms of User Fee pricing, and establishes principles by which fees can be reviewed, developed, implemented and evaluated.

Administration undertakes a review of policies where meaningful changes have occurred to core services. Administration has prepared an amendment to Policy Number 197-RC-16, being the Recreational User Fee Policy as part of regular housekeeping and presents Council with the opportunity for review to ensure Administration aligns with Council's expectations.

Background:

Policy No. 197-RC-16, being the Recreational User Fee Policy was passed on July 12, 2016. The purpose of the amendment presented for Council's consideration is to consolidate the user fees held in Policy No. 131-RC-11, Energy Centre Membership, Registration & Booking Policy into Policy No. 197-RC-16, and update language within Policy No. 197-RC-16 respecting locker rentals, parking lot fees and standardized language respecting authority.

Amendments for consideration are presented as follows:

1. REMOVE AND REPLACE 4.1.6 in Section 4.0 Managerial Guidelines to read:
 - 4.1.6 "Locker Rental" means the lockers located within the Energy Centre that are available to rent for a fee.

2. INSERT new language and rate structure in 4.4 Rate Structures for the Determination of Actual Rates:
 - 4.4.4.3 The Energy Centre has day use lockers in the Wellness Centre and by the Rock Wall that are free to use by the public. The Energy Centre has lockers in the Wellness Centre for gym members to rent for 1 month, 3 month, 6 month, or annually. The Energy Centre has lockers behind the fieldhouse and in Arena 2 for sport organizations to rent on an annual basis, based on approval from the CAO or designate.



1-Month Wellness Centre Locker Rental	7x the Base Rate
3-Month Wellness Centre Locker Rental	18x the Base Rate
6-Month Wellness Centre Locker Rental	34x the Base Rate
Annual Wellness Centre Locker Rental	65x the Base Rate
Annual Sports Organization Locker Rental	Equal to the Base Rate

3. AMEND language in 4.4 Rate Structures for the Determination of Actual Rates:
 - 4.4.7 **Hallway Rental Fees:** The hallways in the Energy Centre can be used for tradeshow and craft shows, where vendors can set up a table to sell their product. All rentals need to be approved by the **CAO or designate** before booking the space. There is a flat rate for each table rented.

4. INSERT new language in 4.4 Rate Structures for the Determination of Actual Rates:
 - 4.4.8 **Parking Lot Fees:** The parking lot around the Energy Centre can be used for outdoor events like drive in movies, car shows, and festival events. All rentals must receive approval prior to being able to book the parking lot. Parking lot fees are listed in Schedule A, based on per block as shown in Appendix E.

5. AMEND language in 4.4 Rate Structures for the Determination of Actual Rates:
 - 4.4.9 The servery that is located in the Energy Centre is available to rent out with an event. It is included, if needed, with a field house or arena booking for a larger event, or can be booked on it's **own** for a daily rate.

6. AMEND language in 4.4 Rate Structures for the Determination of Actual Rates:
 - 4.7.2 The **CAO or designate** shall:...

7. AMEND language in 4.4 Rate Structures for the Determination of Actual Rates:
 - 4.7.3 The **CAO or designate** shall:..



8. Amend language in Appendix “A” – Arenas, Fieldhouse and Special Events

Energy Centre Parking Lot Fee per block shown on Appendix “E”

Per Day	\$306.00
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9. Amend language in Appendix “B” – Energy Centre, Fitness Classes, Bulk Memberships, and Meeting Spaces

Wellness Centre Locker Rental Fees

		1 Month	3 Month	6 Month	Annual
Base Rate	\$1.85				
		\$13.00	\$33.50	\$63.00	\$120.25

10. Amend language in Appendix “B” – Energy Centre, Fitness Classes, Bulk Memberships, and Meeting Spaces

Sports Organization Locker Rental Fees

Base Rate	\$150

11. INSERT Appendix “D”, Energy Centre Extra Fees

12. Appendix “D” – Energy Centre Extra Fees

ITEM	PER	FEE
Electrical Panels	Booking	\$50
Extended Hours (past regular business hours)	Day	\$500
Field House Floor Cover – Full	Booking	\$500
Field House Floor Cover – Half	Booking	\$250
Stage – Full	Booking	\$400
Stage - Half	Booking	\$250
Integrated Sound System	Booking	\$50
Extension Cord	Booking	\$7
Tables & Chairs	Chair (tables included at no charge with chair rentals)	\$1
Privacy Curtain	Booking	\$200
Projector and Large Screen	Booking	\$100
Pipe and Drape (per 100 ft.)	Booking	\$75
Bar Set-Up	Booking	\$100
Projector for Meeting Room	Day	\$25



Tables for Parking Lot Rental	Day/ per Table	\$5
Tent for Parking Lot Rental	Day/ per Tent	\$100
Table Linen	Table	\$7
Chair Covers	Chair	\$2.50
Table Number Stands	Stand	\$1
Coat Racks	Rack	\$25
Dance Floor	Booking	\$250
Red Carpet	Booking	\$25
Stanchion	Stanchion	\$5
TV	TV	\$25
Generator	Day	\$500
Temporary Fencing	Panel	\$10
Bike Racks	Rack	\$25
Coolers	Cooler	\$50
Podium	Podium	\$25
Garbage/Recycling cans for Parking Lot Rental	Can	\$5

13. INSERT Appendix “E”, Parking Lot Blocks





Alternatives:

Council may consider the following options:

1. That Council approve the amendments to Policy No. 197-RC-16 - Recreation User Fee Policy, as presented.
2. That Council approve the amendments to Policy No. 197-RC-16 - Recreation User Fee Policy, as amended.
3. That Council receive Administration's report titled "Policy No. 197-RC-16 - Recreation User Fee Policy Amendment" as information.

Recommended Action:

That Council approve the amendments to Policy No.197-RC-16, being the Recreation User Fee Policy, as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer