

POLICY MANUAL

Title: Parks, Recreation & Culture Fees and Charges	Policy No: 4.21 Supersedes: New
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: June 13, 2017
	Review Date: June 2018
Policy Statement The intent of this policy is to provide a framework for the establishment of fees and charges for Parks, Recreation & Culture services.	
Purpose <ol style="list-style-type: none"> 1. To provide staff with direction and guidance on fee setting in Parks, Recreation & Culture (PRC) facilities. 2. To ensure consistency in the rental and admission fees charges at all facilities that provide the same or similar services to citizens. 3. To ensure access for all residents. <p>The guiding principle of this policy is that PRC will conduct a market analysis on an annual basis. The resulting Facility Rental Market Averages (of like facilities) and a reduced formula for Local Non-Profit organizations will be used when establishing fees & charges including Admission and Program Fees.</p> <p>The City recognizes that community recreation facilities are a social hub and may be used as informal gathering places. To support this use, PRC will ensure some sites remain available at no cost for unstructured social gatherings that are open to the public.</p> <p>Where applicable PRC will apply the following formulas in establishing rental fees:</p> <ul style="list-style-type: none"> • Youth/Senior Non-Profit Subsidization: 40% of the facility rental market average. • Adult Non-Profit: 60% of the facility rental market average. • Non-Prime Time: facility fees are reduced by 50%. Note: Prime Time hours are defined below. • Private: facility fees for an activity or booking that is not open to the general public. • Commercial/Fundraiser: facility fees for an activity or booking where the object is to gain profit. • Non-Resident: facility fees for an activity or booking where the majority of participants do not reside in Maple Ridge. 	

Definitions

Facility Rental Market Average: The average rate for each type of municipal operated facility.

Local Non-Profit: Community and sports associations with a majority membership comprised of Maple Ridge and Pitt Meadows residents.

Admission Fees: Average rates charges in similar facilities operated by public agencies.

Program Fees: Rates charged for registered programs set at a level sufficient to cover instructor and supply costs.

Prime Time: Rental times where facilities tend to be over capacity (Monday-Friday 5:00 pm – 9:00 pm, Saturday/Sunday 8:00 am – 9:00 pm)

Non-Prime Time: Underutilizes times where facility fees are reduced.

Key Areas of Responsibility

Action to Take

1. Conduct annual market analysis
2. Set recommended updates to Fees & Charges
3. Prepare updated Fees & Charges bylaw
4. Approve Fees & Charges bylaw

Responsibility

PRC Business Operations
Staff

PRC Business Operations
Staff

PRC Manager of Business
Operations

Council