

City of Moose Jaw

PARKS AND RECREATION RATES AND FEES POLICY



POLICY:	<i>Parks and Recreation Rates and Fees Policy</i>	POLICY NO.:	<i>PR-001-2022 POY</i>
POLICY Owner	<i>Department of Parks and Recreation</i>	Approved on:	<i>October 11, 2022</i>
Approved by:	<i>City Council Resolution #2022-10-11-383</i>	Effective Date:	<i>October 11, 2022</i>
Last Reviewed:	<i>NEW</i>	Next Review:	<i>May 1, 2024</i>

1. Purpose

- 1.1 The Parks and Recreation Rates and Fees Policy provides a framework which will guide the establishment of rates and fees for facilities, programs, and services provided by the Parks and Recreation Department, exclusive of Cemetery services.
- 1.2 The Policy establishes a consistent and transparent approach to considering and establishing rates and fees for relevant goods, services, and programs offered by the City of Moose Jaw through the Parks and Recreation Department.

2. Definitions

- 2.1 Admission Fees – means the Drop-in fee charged to individuals and groups when attending facilities, programs, and services provided by the Parks and Recreation Department.
- 2.2 Annual Rates and Fees Proposal – means the document containing the proposed annual rates and fees for facilities, programs, and services provided by the Parks and Recreation Department.
- 2.3 Capital Cost – means the costs associated with the development and renewal of buildings, vehicles, machinery, and equipment, as well as the related financing costs, if applicable.
- 2.4 City Council – means the elected legislative body representing the residents of the City of Moose Jaw.
- 2.5 Cost Recovery – means the revenues generated are equivalent to or exceed the costs associated with provided the program or service.
- 2.6 Cost Recovery Ratio - means the ratio of total revenues to the total costs applicable for the provision of a good, service, or program.
- 2.7 Department – means the Department of Parks and Recreation for the City of Moose Jaw and staff.
- 2.8 Department Programs – refers to the registered and Drop-in recreation and cultural programs that are offered to the public by the Parks and Recreation Department.

- 2.9** Director – means the Director of the Parks and Recreation Department for the City of Moose Jaw or their approved designate.
- 2.10** Drop-in – mean a set time determined by the Parks and Recreation Department that allows for spontaneous, multiuse, and shared activities.
- 2.11** Equipment Rentals – means the rental of special equipment offered by the Parks and Recreation Department to supplement facility rentals and special events.
- 2.12** Facility Conditions – means facilities or areas of play that may be impacted by items out of the control of the Department such as weather, power outages or mechanical failure.
- 2.13** Facility Punch Cards – refers to the pass offered to individuals or families which includes multiple admission fee passes for a discounted price.
- 2.14** Facility Rental Rate – means the rate charged to individuals and groups when booking exclusive access to City of Moose Jaw indoor and outdoor recreation facilities.
- 2.15** League Registration Fee – means the annual fee charged to local sport organizations who access the City's outdoor sports fields, ball diamonds and courts. The fee is on a per participant basis and is charged to the organization based on the number of members that have registered with the organization during the season.
- 2.16** Membership Fees – means a pass purchased by a customer to access defined programs or services for a fee over a defined period of time.
- 2.17** Parks, Recreation and Facilities Advisory Committee – means the City of Moose Jaw advisory committee enacted pursuant to Bylaw 5374, Parks, Recreation and Facilities Advisory Committee Bylaw in which committee members serve in an advisory role to advise and make recommendations on policy matters concerning the use of lands and facilities set aside for parks, cemeteries, or recreation purposes.
- 2.18** Tax Subsidy - means the portion of the cost to produce a good or service that is recovered through property taxes rather than by the sale of the good or service, in order to keep the price of the good or service at a desired level.

3. Policy Objectives and Guiding Principles

The following principles and guidelines will be considered when determining the applicability and scope of setting rates and fees:

- 3.1** Financial Sustainability - Rates and fees are applied to allow the costs of goods, services, or programs to be equitably distributed among users and the general public, thereby reducing the City's reliance on property taxes as a primary funding source. The Department recognizes that rates and fees are an important source of revenue and critical to achieving the City's objective of long-term financial sustainability.

- 3.2 Cost Recovery Principle** - The full annual cost of providing a good, service, or program should be the starting point for calculating an appropriate rate or fee. This principle ensures an understanding of the full costs of service delivery and helps inform decisions such as determining the level of Tax Subsidy for Department programs and services.
- 3.3 Targeted Cost Recovery Ratios** – The goal of the Department is to achieve an overall minimum cost recover ratio of fifty percent (50%) for all programs and services offered through the City's indoor and outdoor recreation facilities. Targeted subsidies are directed at individuals or groups sharing common attributes such as certain age categories (e.g. *Seniors and Youth*), non-profit, low-income, etc. The targeted Cost Recovery Ratio does not include the maintenance services provided for parks, open spaces, and pathways as these services are provided to all residents therefore costs are recovered through property taxes.
- 3.4 Service Efficiency** - The City operates in an environment of limited resources and an ever-increasing public demand for municipal programs and services; therefore, rates and fees should be priced to ensure optimal service delivery and an efficient allocation of resources whenever possible.
- 3.5 Equal Opportunity** - The Department strives to ensure that all residents in the City of Moose Jaw shall have an opportunity to participate in the distribution of Parks and Recreation services. The rates and fees for programs and services are developed so they are affordable to the vast majority of residents.
- 3.6 Policy Review and Oversight** - The Parks and Recreation Services Rates and Fees Policy is reviewed in concurrence with the development of the Annual Rates and Fees Proposal prepared by the Department for review and approval by the Parks, Recreation, and Facilities Advisory Committee and City Council.
- 3.7 Federal and Provincial Taxes** – All applicable federal goods and services taxes and provincial sales taxes are collected on the rates and fees. Additional tax costs are not absorbed by the City of Moose Jaw and are added in addition to the approved rates and fees schedule.

4. Scope

- 4.1 Policy Application** – This Policy is applicable to the following goods, services, and programs offered by the Department:
- a)** Admission and Membership Fees offered at the Yara Centre, Kinsmen Sportsplex, Phyllis Dewar Outdoor Pool, and Pla-Mor Palace.
 - b)** Facility Rental Rates for the Yara Centre, Kinsmen Sportsplex, Phyllis Dewar Outdoor Pool, Pla-Mor Palace, and for outdoor park spaces, sports fields, ball diamonds, and courts under the control of the Department.
 - c)** Equipment Rental rates for outdoor park spaces, sports fields, ball diamonds, and courts under the control of the Department.

- d) League Registration Fees and event bookings at outdoor sport fields, ball diamonds, and courts under the control of the Department.
- e) The sale of goods at the Yara Centre, Kinsmen Sportsplex, and Phyllis Dewar Outdoor Pool.

4.2 Admission and Membership Rate Age Classifications – Department admission and membership rates and fees are broken into the following age classifications:

- a) Infants - Individuals 0 to 2 years of age. These individuals are provided complimentary access to all facilities.
- b) Children – Individuals 3 to 12 years of age.
- c) Youth - Individuals 13 to 17 years of age.
- d) Adult – Individuals 18 to 54 years of age.
- e) Senior - Individuals 55 years of age and older.
- f) Family – A maximum of six (6) individuals living in the same household with a minimum of one (1) adult and maximum of two (2) adults.
- g) Group - A minimum of ten (10) individuals that have pre-booked and pre-paid their Admission Fees twenty-four (24) hours in advance based on availability.

4.3 Facility Rental Rate Age Classifications – Department Facility Rental Rates and fees are broken into the following classifications:

- a) Minor – A group in which all participants are eighteen (18) years of age or under as of December 31st of the current season.
- b) Adult – A group that has four (4) or more participants nineteen (19) years of age and older.

4.4 Admission and Membership Fees

- a) Admission and Membership Fees are set annually from April 1st to March 31st and are determined by conducting a review of Cost Recovery Ratios, comparable rates in other Saskatchewan communities, facility usage and attendance, and local market demands.
- b) The Department strives to ensure that Youth and Senior fees are set at sixty-five percent (65%) of Adult fees to ensure equitable access for Youth and Seniors. Further, the Department strives to ensure that Children's fees are set at seventy-five percent (75%) of the Youth fees.

- c) Family Admission and Membership Fees are set at the combined cost of two (2) Children and one (1) Adult. (e.g. If Children Admission Fees are \$3.00 and Adult Admission Fees are \$6.00, the Family Admission Fee would be \$12.00)
- d) Monthly Membership Fees for individual facilities will equal the cost of seven (7) Drop-in Admission Fees within the same age classification. (e.g. If Adult Drop-in Admission Fees are \$6.00, the monthly Membership Fee would be \$42.00)
- e) Three (3) month Membership Fees for individual facilities will equal two and a half (2.5) times the monthly Membership Fee within the same age classification. (e.g. If Adult monthly Membership Fees are \$42.00, the three (3) month Membership Fee would be \$105.00)
- f) Annual Membership Fees for individual facilities will equal eight (8) times the monthly Membership Fee within the same age classification. (e.g. If Adult monthly Membership Fees are \$42.00, the annual Membership Fee would be \$336.00)
- g) Monthly Recreation Pass Membership Fees will consistently be five dollars (\$5.00) more than monthly Membership Fees for individual facilities, three (3) Month and Annual Recreation Pass Membership Fees will follow the same structure as the Membership Fees for individual recreation facilities.
- h) A Facility Punch Card with five (5) uses will equal the cost of four (4) Drop-in Admission Fees within the same age classification. (e.g. If Adult Drop-in Admission Fees are \$6.00, the Facility Punch Card with five (5) uses would be \$24.00)
- i) A Facility Punch Card with ten (10) uses will equal the cost of seven (7) Drop-in Admission Fees within the same age classification. (e.g. If Adult Drop-in Admission Fees are \$6.00, the Facility Punch Card with ten (10) uses would be \$42.00)
- j) Groups will receive a twenty-five percent (25%) discount on individual Admission Fees. There are no discounts on Membership Fees for groups.
- k) Complimentary access to Drop-in programs and services is provided to support persons assisting individuals with a disability as per the *City of Moose Jaw Accessibility Support Policy*.

4.5 Facility Rental Rates

- a) Facility Rental Rates are set annually from April 1st to March 31st and are determined by conducting a review of Cost Recovery Ratios, comparable rates in other Saskatchewan communities, facility usage and attendance, and local market demands.
- b) The Department strives to ensure that Minor Facility Rental Rates are set at sixty-five percent (65%) of Adult Facility Rental Rates to ensure equitable access for Minors.

- c) The Department may recommend Facility Rental Rate reductions where usage and attendance are below expectations as a strategy to increase overall usage and revenues.
- d) At the discretion of the Director, Facility Rental Rates may be temporarily adjusted if the Facility Conditions do not meet normal quality standards.
- e) Users are not permitted to sublease any approved rental permits without written permission of the Director.
- f) Consecutive full day facility rentals are eligible for a twenty-five percent (25%) discount on the second (2nd) day when booking two (2) consecutive days, a fifty percent (50%) discount on the third (3rd) day when booking three (3) consecutive days, a seventy-five percent (75%) discount on the fourth (4th) day when booking four (4) consecutive days, and no rental rates applies on the fifth (5th) day when booking five (5) consecutive days.
- g) Additional requirements that are not regularly included with facility rentals such as additional equipment, additional staffing, extended staff hours, or additional utility costs are billed to the user on a Cost Recovery basis.
- h) Any damages that occur or additional clean-up required following a facility rental are billed to the user on a Cost Recovery basis. An additional administration fee will also be applied.

4.6 Department Programs

- a) Fees for Department Programs will be set based on a Cost Recovery basis with a minimum participant requirement to ensure Cost Recovery is achieved. If the final number of registrants does not meet the minimum attendance requirements, programs may be cancelled at the discretion of the Department.

4.7 Sale of Goods

- a) All goods such as hygiene products, locks, training manuals, etc. will be sold with minimum profit margin of thirty percent (30%) of the costs of goods sold.
- b) All goods that have not expired and remain in stock after two (2) years will be sold at the cost it was purchased for.

4.8 Sales and Promotional Rates

- a) At the discretion of the Director, short-term sales or promotional rates may be implemented to help increase attendance and revenues for special occasions or marketing campaigns. (e.g. *Discounted passes for Halloween giveaways, free Drop-in admission passes to promote City or third-party initiatives*)

4.9 Donation Requests

- a) At the discretion of the Director, Drop-in admission passes to a maximum value of ten (10) single Adult admissions, can be provided for donation requests received for local non-profit organizations. Only one (1) donation will be given per organization annually.

4.10 Waiver of Fees Requests

- a) All waiver of fees requests shall be made in writing to the Director and will be forwarded to City Council for review and consideration. Written requests shall include all relevant information that City Council will require to decide on the request.
- b) Waiver of fees requests must be submitted to the Director a minimum of thirty (30) days in advance of the activity, program, or event to ensure proper time is allocated to submit a report to City Council.
- c) Groups or individuals requesting a waiver of fees will be asked to attend the City Council meeting in which the requests will be discussed, to speak to the request, and to answer any inquiries City Council may have related to the request.

5. Annual Rates and Fees Proposal Review Timelines

5.1 The Annual Rates and Fees Proposal will be reviewed and submitted as per the following timelines:

- a) July/August – The Department conducts a full review of rates and fees and prepares a report with recommendations on the following year's rates and fees to the Parks, Recreation and Facilities Advisory Committee.
- b) September - The Parks, Recreation and Facilities Advisory Committee reviews the report, provides feedback, and makes a recommendation to City Council.
- c) October to December - The Annual Rates and Fees Proposal for the following year (April 1 – March 31) is reviewed, approved, and adopted by City Council.
- d) January - The Department informs all user groups, members, and the general public of the approved Annual Rates and Fees Proposal and posts the new rates and fees on the City of Moose Jaw website.

6. Responsibilities

6.1 The Parks and Recreation Department is responsible for:

- a) Adhering to the guiding principles and procedures set forth in the Parks and Recreation Rates and Fees Policy when reviewing, developing, and implementing the Annual Rates and Fees Proposal.

- b) Providing recommendations to the Parks, Recreation and Facilities Advisory Committee on potential amendments to the Parks and Recreation Rates and Fees Policy as required.

6.2 The Parks, Recreation and Facilities Advisory Committee is responsible for:

- a) Reviewing the Annual Rates and Fees Proposal and providing a recommendation to City Council.
- b) Reviewing the Parks and Recreation Rates and Fees Policy and providing a recommendation to City Council on potential amendments.

6.3 City Council is responsible for:

- a) Reviewing and approving the Annual Rates and Fees Proposal based on recommendations from the Parks, Recreation and Facilities Advisory Committee.
- b) Reviewing and approving amendments to the Parks and Recreation Rates and Fees Policy based on recommendations from the Parks, Recreation and Facilities Advisory Committee.

APPROVED

City Manager's Signature:

Jim Puffalt