



## POLICY MANUAL

### Policy No. 207

Section:	Finance
Title	Fees and Charges

#### REASON FOR POLICY

The Commission approves fees and charges for public admissions, memberships and facility rentals. Program fees are not part of the fees and charges process and are set under the authority of the Director.

#### PRINCIPLES

The following principles will guide the setting of Fees and Charges for Recreation & Culture Services:

1. Fees and charges will be consistent with the mission, vision and values of the North Vancouver Recreation & Culture Commission (NVRC).
2. Fees and charges will be set with a goal of maximizing participation, enabling all citizens to participate in a range of recreation and culture services.
3. For those who are in financial need, strategies will be implemented to address the barrier of cost, particularly where operating costs are mostly fixed and therefore, additional customers will not increase the operating costs.
4. Fees and charges recommendations will consider the costs for like services provided in a competitive market and by neighbouring municipalities.
5. The cost of administering the collection of fees and charges must not be disproportionate to the revenues collected.
6. The use of public recreation areas and facilities by private groups will be considered secondary to use by the general public or by not-for-profit recreation or community organizations.
7. The Commission will seek input/feedback in a timely manner from community rental groups impacted by fees and charges.
8. The Commission will administer bookings for Parks, Fields, Outdoor Tennis Courts and other venues in accordance with fees set by the owner (City of North Vancouver, District of North Vancouver, School Board or other).

## POLICY

1. Fees and charges will be levied to recover all or a portion of the total actual costs of providing the service.
2. Public Admissions and Memberships:
  - 2.1 Adult rates will be set to recover 100% of the costs to provide the service.
  - 2.2 Senior and student rates will be set to recover 75% of the costs to provide the service.
  - 2.3 Children/youth rates will be set to recover 50% of the costs to provide the service.
  - 2.4 Children under the age of 3 shall be admitted to public sessions (public swim and skate) at no charge.
  - 2.5 Reduced rates for Life Time Pass holders, Commissioners, and Commission staff may be granted by the Commission for NVRC services.
3. Facility rentals:
  - 3.1 *Community Groups* (as outlined in Definitions) shall be charged accordingly:
    - 3.1.1 Rental rates for groups serving adults, seniors and students will be set to recover 100% of the costs of providing the space.
    - 3.1.2 Rental rates for groups serving children and youth will be set to recover 50% of the costs of providing the space.
    - 3.1.3 No rental charge shall be levied for use of a meeting space once per month to a maximum of 3 hours per meeting and a maximum of 12 times per year for planning/meeting purposes (excluding programs, workshops, seminars or public events). A booking administration fee and any extraordinary staffing, set-up or cleaning costs will be charged.
    - 3.1.4 Community Group sponsored municipal all-candidates meetings shall not be charged rental fees, but will be charged for extraordinary staffing, set-up or cleaning costs.
    - 3.1.5 If there is any doubt by staff as to whether or not a group fits into the Community Group definition, the Commission will decide.
  - 3.2 *Private groups or individuals* (as outlined in Definitions) shall pay 100% of the costs of providing the space.
  - 3.3 *Filming entities* (as outlined in Definitions) shall pay 150% of the costs of providing the space.
  - 3.4 North Vancouver District and City municipal functions will not be charged rental rates but may be charged for extraordinary staffing, set-up or cleaning costs.
  - 3.5 North Vancouver Schools will be charged the rental rate for groups serving children and youth; School District #44, as an administrative body, will be charged the rental rate for groups serving adults.

- 3.6 The Commission, either directly or by delegation of authority to a committee may grant reduced Rental rates to North Vancouver Community Groups.
- 3.7 The Director of Recreation & Culture has the delegated authority to:
- 3.7.1 Set special rates for new services, pilot projects, promotions or where it is necessary to compete in the marketplace.
  - 3.7.2 Permit admission of an individual into a program or service without charge.
  - 3.7.3 Authorize the provision of no or low cost services to meet public needs.
  - 3.7.4 Set reduced Rental rates on a short-term basis for a pilot, promotional or partnership purposes.
  - 3.7.5 Set Prime and Non-Prime times and associated rates for facilities to respond to the marketplace and to maximize facility usage.

## DEFINITIONS

1. **Adult** shall refer to all persons from 19 years to 64 years.
2. **Child/Youth** shall refer to all persons under 19 years of age; (children under the age of 3 years shall be admitted for public admissions at no charge).
3. **Student** shall refer to all persons attending a post-secondary institution in a full-time capacity (minimum of three courses per semester) with a valid student pass; noting that distance education, paid Co-op or internship courses are not eligible.
4. **Senior** shall refer to all persons 65 years and older.
5. **Family** shall refer to one or two adults of the same household and their dependent children and youth.
6. **Dependent children** - for the purposes of this policy, the age at which a child is considered dependent is under 19. A child will continue to be considered dependant, regardless of age, if they are unable to be financially self-supporting because of a mental or physical condition.
7. **Facility rental** shall mean rental of facility spaces such as rooms, gymnasiums, offices, theatres, lobbies, studios, parks, playing fields, tennis courts, and other indoor and outdoor sports and/or cultural facilities and *shall not mean* licenses and long-term leases negotiated with the Commission.
8. **Facility rental rates** shall mean such rate for use of a facility by the Commission to recover the total cost of operating the facility.
9. **Community Group** shall mean a non-incorporated group composed of individuals joined together on a non-profit basis; or a Non-profit Group or Organization incorporated under the Societies Act of the Province of British Columbia and/or the Canada Business Corporations Act, Part II; and shall meet all the following criteria:
  - At least 75% of the members (excluding spectators) are residents of North Vancouver or work at a business address in North Vancouver; proof of residency and, in the case of child/youth groups, proof of age requirements is required;
  - The group is not a registered political party;

- Membership of the group is open and available to any North Vancouver resident or a defined sub-region of North Vancouver;
- The purposes and practices of the group are not contrary to the B.C. Human Rights Act; or the group is not involved in the promotion of unlawful activities.

10. **Private groups or individuals** shall mean a group or individual that does not meet the criteria for a Community Group.

11. **Filming entities** are any companies, businesses or individuals requesting use of facilities or spaces for the purposes of filming.

Original Approval Date:	July 11, 2002	Approved by:	Commission
Amended:	March 13, 2014	Approved by:	Commission
Amended:	May 14, 2015	Approved by:	Commission