



North Vancouver Recreation & Culture Commission

POLICY MANUAL

Policy No. 207

Section:	Finance
Title	Fees and Charges

PRINCIPLES FOR DEVELOPING AND SETTING FEES AND CHARGES

1. The fees and charges will reflect the values, vision and business plans as set by the Commission and approved by Councils.
2. The Recreation and Culture Commission will set its fees and charges in such a way as to encourage maximum participation.
3. The Commission will set and apply its fees in as simple, efficient and consistent a manner as possible.
4. The Commission will maintain special fees and programs to ensure access by all to public recreation.
5. The Commission will maintain allocation practices and procedures for recreation facilities as part of the Fees and Charges policy.

POLICY FOR DEVELOPING AND SETTING FEES AND CHARGES

1. Fees and charges will be developed based on the total actual cost per hour of providing the service or rental space (the facility rate).
2. Program fees will be developed applying all direct and indirect program costs including the facility rate.
3. In setting program and rental fees and charges, recovery rates for adults will be a minimum of 100% of the cost of the program or rental space, seniors and students 75% and children 50%.
4. Fees will also be set taking into account the market place, the level of municipal funding, inflation and customer response.
5. In setting fees, the Commission will also consider community demographics.
6. The Commission may set special or reduced fees or charges at its discretion.
7. Partnership programs and agreements will be consistent with this policy.
8. North Vancouver municipal functions will not be charged regular rental rates but may be charged for associated extraordinary costs.

9. Prime and Non Prime times and associated rates for facilities may be set by the Director of Recreation & Culture as necessary, to respond to the marketplace and to maximize facility usage.
10. The Director of Recreation & Culture or designate may, in the case of arena and theatre rates, negotiate reduced rates to facilitate maximum usage of facilities.
11. The Commission may set Community Group Rates as appropriate to ensure maximum participation by North Vancouver based groups as defined by the Commission.
12. A group/organization will pay the Adult or Market Group Rate unless they qualify as a Community Group.
13. If there is any doubt as to whether or not a group fits into the community group definition, the Commission will arbitrate the policy. In the event that a community group that owns and operates recreation facilities and requests subsidized rental or program rates, such requests will be brought forward to the Commission for consideration.
14. Community groups meeting for planning purposes (i.e. organizing programs or services) and municipal all-candidates meetings may reserve meeting room space at no charge. This does not include workshops, seminars, public events or program delivery. Community groups requiring maintenance for setup and cleanup will be charged the applicable fee.
15. At the discretion of the Director of Recreation & Culture or designate, individuals may be admitted without charge.
16. At the discretion of the Director of Recreation & Culture special reduced rates may be implemented on a short-term basis for promotional or trial purposes.
17. In keeping with the "Passes" Policy of the Commission, reduced rates for Life Time Pass holders, Commissioners, and staff may be granted reduced rates to Commission services.
18. The Commission, either directly or by delegation of authority to a committee composed of two Commissioners, may grant reduced rates to North Vancouver Community Groups.
19. The Director of Recreation & Culture, via delegated authority, may negotiate special rates where it is necessary to compete in the marketplace, when special pricing will increase facility usage for the ice arenas and Centennial Theatre.

DEFINITIONS

1. For the purposes of this Policy and the Fees and Charges Report as adopted by the Recreation and Culture Commission:
 - **"Adult"** shall refer to all persons from 19 years to 64 years;
 - **"Child/Youth"** shall refer to all persons from 0 years to 18 years;
 - **"Student"** shall refer to all persons attending a post-secondary institution in a full-time capacity (minimum of three courses per semester) with valid student pass; noting that distance education, paid Co-op or internship courses are not eligible;
 - **"Senior"** shall refer to all persons 65 years and older;

2. **"Adult or Market Rate"** shall mean such hourly rate for a facility as may be set from time to time by the Commission for use of such facility by any group which does not qualify as a "Community Group";
3. **"Community Group"** shall mean a non-incorporated group composed of individuals joined together on a non-profit basis; or a non-profit organization incorporated under the Societies Act of the Province of British Columbia and/or the Canada Business Corporations Act, Part II. The groups shall meet all the following criteria:
 - at least 75% of the members are residents of North Vancouver or work at a business address in North Vancouver;
 - Membership of the group is open and available to any North Vancouver resident (or a defined sub-region of North Vancouver, e.g. Lynn Valley Soccer for Lynn Valley residents);
 - 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;
 - the purpose of the group will enrich the livability of the North Vancouver community;
 - the group is not a registered political party;

Note: Spectators are not included when counting the 75% residency.

4. **"Facility Rate"** shall mean the total annual cost of operating a facility, divided by the number of marketable hours per year of such facility;
5. **"Family"** shall refer to one or two adults of the same household and their children and youth;
6. **"Community Rate"** shall mean the Facility Rate, or as adjusted by the Commission.
7. **"North Vancouver"** shall mean that area composed of The Corporation of the City of North Vancouver and The Corporation of the District of North Vancouver;
8. **"Subsidization"** shall include:
 - permitting use of a facility at a rate less than the Facility Rate;
 - permitting admission to a program or events at a rate less than the cost of the program;
 - donating the services of any employee of the Commission;
 - lending equipment.

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