

**Meeting Date:**           **May 9, 2024**

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**To:**   Pemberton Valley Utilities and Services Committee

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**PURPOSE:**

The purpose of this report is to seek consideration and support of a fees and charges amendment for the Squamish-Lillooet Regional District, Pemberton and District Recreation Service to reflect costs and service levels more accurately and to recommend that Bylaw No.1864-2024, cited as “Squamish-Lillooet Regional District Pemberton and District Recreation Service Fees and Charges Bylaw No.1864-2024” be considered by the Board of Directors for readings and adoption.

**BACKGROUND:**

Fees for services and facility use may be established through a bylaw pursuant to the provision of the *Local Government Act*, Section 397.

Each year Recreation Services reviews fees and charges and makes recommendations for changes to ensure the cost to provide services is accurately reflected. Typically the new fees and charges are made effective September 1 of each year. By adjusting fees marginally each year the public is not subjected to large increases at any given time. In establishing fees, consideration is given to current market value, inflation, wage increases, partial cost recovery, the consumer price index and operational costs.

Approval of the Schedule of Fees and Charges is sought to allow for sufficient public notice for fee changes and to provide spring rental user groups with confirmed rates. This advance notice also allows customers to purchase desired services, such as multi-visit fitness passes prior to upcoming fee adjustments.

**DISCUSSION:**

In 2019, the review of the rates and fees bylaw resulted in rates increasing by 3% to remain in line with inflationary factors.

In 2020, because of the COVID-19 Pandemic, a fee review was deferred until early 2021.

In 2021, the fees and charges for 2021/2022 were increased by 1.8% overall with an effective date of September 1, 2021.

In 2022, the fees and charges for 2022/2023 were increased by 2% overall with an effective date of September 1, 2022.

In 2023, the fees and charges for 2023/2024 were increased by 3% with an effective date of September 1, 2023.

In 2024, there have continued to be an increase in wages, contractor expenses, and an elevated consumer price index which has been reflected in the operating budget. As a result, it is recommended that the fees and charges for 2024/2025 be increased by 3.9% overall with an effective date of September 1, 2024. The terms of use and general conditions are as per attached Schedule A and all proposed fees are listed in the attached Schedule B which are both attached to this report as **Appendix A**.

In addition to the fee increases noted in the proposed fee schedule referred to above, other considerations, changes or additions include the following:

- No fee changes have been made to the photocopying, scanning and faxing. This is in alignment with other community providers.
- No fee changes have been made to equipment rental rates.
- All fees and charges are rounded to the nearest quarter of a dollar for ease of marketing and accounting.
- Refunds will continue to be given for any bookings impacted by Provincial Health Orders and Communicable Disease Plans as required.
- The following has been removed from Permits under Bar Service requirements due to lack of existing guidelines provided through Winds of Change, “All licensed functions must follow the best practice guidance on how to structure alcohol service at an event as developed from the Winds of Change Community Alcohol Policy for events hosted at Pemberton and District Recreation Service operated properties and facilities.” All licensed events must obtain a Special Occasion Liquor Permit available through a local Government Liquor Store which requires the event meet government standards of alcohol service.

The draft Fees and Charges Bylaw is attached as **Appendix A**. The highlighted sections indicate areas of change from the previous bylaw.

Recreation Service provides diverse opportunities for community growth through its variety of services. Fees are established to meet budget expectations and are reflective of the general market pricing for municipal/regional services in the area and to meet operating costs. Staff are confident that the proposed fees and charges provide services to the community at a reasonable cost, while attempting to meet budget expectations during these unique times.

Small annual increases in fees and charges are best practice as larger and periodic fee increases tend to draw more public and private criticisms and can create strain on operating budgets.

The Pemberton and District Recreation Service encourages the involvement of all Village of Pemberton and Electoral Area C residents in the enjoyment of recreation activities. The Department’s Recreation Financial Support Program aids individuals that are economically challenged to ensure that financial need does not present barriers to participation. In addition to the Financial Support Program, additional “value” added programs/special events are offered at various times to encourage participation and reduce barriers.

#### **ALTERNATIVE OPTIONS:**

The following options are provided for the Committee's consideration:

1. Recommend to the Board of Directors that the Fees and Charges Bylaw No. 1864-2024 be read a first, second and third time and adopted;
2. Recommend revisions to the Fees and Charges Bylaw No. 1864-2024 and recommend to the Board of Directors that the Fees and Charges Bylaw No. 1864-2024 as revised be read a first, second and third time and adopted;
3. Refer the Fees and Charges Bylaw No. 1864-2024 back to staff generally or with specific direction, including consulting with the community and user groups; or
4. Do not recommend consideration of Fees and Charges Bylaw No. 1864-2024 by the Board of Directors.

**RECOMMENDATION:**

**THAT** it be recommended to the Board:

**THAT** Bylaw No.1864-2024, cited as "Squamish-Lillooet Regional District Pemberton and District Recreation Service Fees and Charges Bylaw No.1864-2024" be introduced and read a first, second and third time; and

**THAT** Bylaw No. 1864-2024, cited as "Squamish-Lillooet Regional District Pemberton and District Recreation Service Fees and Charges Bylaw No. 1864-2024" be adopted.

**Attachments:**

**Appendix A:** Draft Squamish-Lillooet Regional District Pemberton and District Recreation Service Fees and Charges Bylaw No. 1864-2024 ("Fees and Charges Bylaw").

**Submitted by:** *Christine Burns, Recreation Services Manager*

**Approved by:** *Elizabeth Tracy, Village of Pemberton Chief Administrative Officer*



## **Schedule A**

# **Pemberton and District (Area C) Recreation Service Terms of Use and General Conditions for Recreation Facilities and Services Effective **September 1, 2024****

## **RECREATION FACILITIES RENTALS**

### **Rental Guidelines**

The fees and charges in this Bylaw pertain to short-term facility rentals only. Short-term rentals are defined as thirty (30) days and less.

Fees and charges for long-term facility rentals fall outside the scope of this Bylaw. Long-term rentals are defined as 31 days and more. Long term rentals are addressed by rental agreement between the Village of Pemberton and the user group at monthly or other rental rates as agreed by the parties.

### **Liability Insurance Requirement**

The person or group renting the facility must have liability insurance coverage, in a minimum amount of \$5,000,000, and must provide proof of this. The policy must name the Village of Pemberton and the Squamish-Lillooet Regional District (SLRD) as additional insureds.

### **Rates**

#### **User Group Categories:**

##### **Not for Profit**

An individual or group that is registered in British Columbia as a non-profit society and whose primary purpose is to provide a service or benefit to the community.

##### **Local Resident**

An individual or group whose year-round permanent residence is located in either:

- Village of Pemberton; or
- SLRD Electoral Area C.

##### **Government**

An individual or group which is a local government or branch or agency of the municipal, provincial or federal government.

##### **Commercial / Private**

An individual or group that uses services/facilities for private functions or profit from the use of those services / facilities (eg. sports schools, corporate activities, weddings, family celebrations or any other private function that requires an invitation and is closed to the public).

**Rental Exclusions** - the Recreation Service reserves the right to deny rental requests to interested parties based on criteria where the rental is not for community benefit or is in direct conflict / competition with existing business.

**Lobby Rentals** - the Recreation Service reserves the right to rent lobby space for occasional use at the Pemberton and District Community Centre to government and not for profit groups at the discretion of the Manager of Recreation Services. The fees for use will be 50% of the multi-purpose room rate.

Additional Costs - charged as required, not limited to:

- a. Facility Attendants.
- b. Janitorial.
- c. Other charged at cost plus 20% (e.g. equipment rental, additional work to be performed for an event).

Fee Waivers – groups who request a fee waiver or a reduction in rental fees must apply through the Pemberton & District Initiative Fund (PDIF). More information including eligibility requirements can be found at [slrd.bc.ca/pdif](http://slrd.bc.ca/pdif)

### **Payment**

- a) Rental Booking Deposits – a booking deposit of 25% is required at time of booking. This amount counts towards the total rental contract owing.
- b) Refundable Damage Deposits – \$300 security deposit due 30 days. This is to address any damages to the facility. All rooms booked for a social function require the security deposit to be paid prior to the first booking.
- c) Full Payment Due
  1. For bookings made within 30 days of event, full payment is due immediately.
  2. For bookings made more than 30 days in advance of event, payment will be due 30 days prior to the event.
- d) Refunds – will be given on bookings cancelled ten (10) working days prior to the date of the event or if a rental booking is cancelled by the Recreation Service.

### **Permits**

Renters will have to acquire and pay for any required permits required by law to run their event.

These include, but are not limited to:

- a) Society of Composers, Authors and Music Publishers of Canada (SOCAN) – fee charged to all rentals where music is played. Fee is collected on behalf of and remitted to SOCAN. SOCAN regulations, including fees, are not governed by this rates and fees document and are subject to change by SOCAN.
- b) Temporary Food Permits – clients serving food must make application to the local health authority, Vancouver Coastal Health (VCH), for a permit to do so. Food permit regulations are not governed by this rates and fees document and are subject to change by VCH.
- c) Bar Service
  1. Licensed functions must be approved by the Chief Administrative Officer or designated authority.

2. Special Occasion Liquor Permit required. Applications can be obtained at a local Government Liquor Store. Liquor permit regulations are not governed by this rates and fees document and are subject to change by the Liquor Control and Licensing Branch.

d) Any local government permitting, such as special event permits, park use permits and/or business licenses.

### **Terms of Use**

Facility and Park Rental Contracts will be provided to each user upon booking of space. Terms of use within such contracts will include the following information:

- a) Payment schedules.
- b) Unpaid accounts at thirty (30) days will be subject to late fees, may have rental privileges terminated until such time as the account is brought up to date or be sent to collections.
- c) The Recreation Service reserves the right to postpone or reschedule any activity, with notice.
- d) A damage deposit as required and determined by the Recreation Services Manager.
- e) All fees associated with damages to the facility and/or equipment as a result of use and/or occupancy will be the responsibility of the rental group. All damages are to be reported to the Pemberton and District Community Centre in a timely manner.
- f) Pemberton and District Community Centre may require that Communicable Disease Plans be approved by the Recreation Services Manager or designated staff prior to completing the booking process and any updates thereto that may be required after the booking process due to evolving orders or recommendations of the Provincial Health Officer or other authority.

### **Parks and Open Spaces**

Users will be required to comply with Pemberton and District Recreation Service Parks and Open Spaces Regulatory Bylaw No. 1425-2015.

The intent of Bylaw No. 1425-2015 is to

- (a) provide general rules of conduct in a Park and Open Space; and
- (b) strike a reasonable balance between the use of a Park and Open Space that is intended to provide the benefits of recreation and enjoyment for the general community and the use by community groups that may limit, restrict, disrupt or impact general community use.

### **Prescribed fees**

Vary between Village of Pemberton property and SLRD operated lands.



### Damage Deposit

The Recreation Services Manager may determine whether a damage deposit is required and if required, the amount.

### Amount of Liability Insurance

The person or group entering into the use agreement must have liability insurance coverage in a minimum amount of \$5,000,000 and must provide proof of this. The policy must name the Village of Pemberton and the Squamish- Lillooet Regional District (SLRD) as an additional insured and any other party as required by the Recreation Services Manager.

## **Schedule B**

# **Pemberton and District (Area C) Recreation Service Fees and Charges for Recreation Facilities and Services Effective **September 1, 2024****

**Room Rentals**

All fees are subject to applicable taxes; per hour fee, unless otherwise noted.

<b>PEMBERTON AND DISTRICT COMMUNITY CENTRE</b>	
	<b>2024/2025 Fee</b>
Non-Profit Groups (must present a non-profit #)	
*Lobby	\$8.75
Multi-Purpose Room	\$17.50
Youth / Seniors Centre	\$17.50
Great Hall - 1/3	\$17.50
Great Hall - 2/3	\$25.25
Great Hall - full	\$34.75
Community Kitchen	\$24.00
Community Kitchen day rate (9 hour max)	\$174.00
Local Resident	
Multi-Purpose Room	\$25.25
Youth / Seniors Centre	\$25.25
Great Hall - 1/3	\$25.25
Great Hall - 2/3	\$34.75
Great Hall - full	\$81.50
Community Kitchen	\$25.25
Community Kitchen day rate (9 hour max)	\$185.00
Government	
*Lobby	\$18.00
Multi-Purpose Room	\$35.75
Youth / Seniors Centre	\$35.75
Great Hall - 1/3	\$35.75
Great Hall - 2/3	\$55.25
Great Hall - full	\$73.00
Community Kitchen	\$22.50
Community Kitchen day rate (9 hour max)	\$163.00
Commercial / Private	
Multi-Purpose Room	\$40.25
Youth / Seniors Centre	\$40.25
Great Hall - 1/3	\$40.25
Great Hall - 2/3	\$68.75
Great Hall - full	\$96.00
Community Kitchen	\$29.75
Community Kitchen day rate (9 hour max)	\$217.75

Note: Community Kitchen use beyond 9 hours is subject to the hourly rate.

\*Lobby Rental at the discretion of the Manager of Recreation Services (see Schedule A).

## Outdoor Sport and Parks Facilities

All fees are subject to applicable taxes; per hour fee, unless otherwise noted.

	<b>2024/2025 Fee</b>
Field / Park Booking Administration Fee	\$10.50 per event/group
Key Replacement Fee (Barn and Den Duyf )	\$15.75

## Equipment Rental Rates

All fees are subject to applicable taxes; per hour fee, unless otherwise noted.

	<b>2024 / 2025 Fee</b>
Great Hall Digital Projector	\$30.00 / 1/2 day
Portable Microphone / sound system	\$11.50 / day
Flip Chart (1 pad no markers)	\$7.25 / day
Lifesaving Training Equipment	\$32.00 / unit
Public Address System (400 watt including subwoofer). Plug and play self-amplified PA system for music playback for PA applications up to 400 people)	\$56.25 / day
DJ Equipment plus PA System	\$112.50 / day

\*Damage Deposit of \$500 and provision of liability insurance in an amount of not less than \$5,000,000 per occurrence is required for rental of Public Address and DJ equipment.

## Other Services

All fees are subject to applicable taxes; per hour fee, unless otherwise noted.

	<b>2024/ 2025 Fee</b>
Photocopies	\$0.25 / page
Photocopies – 11x17	\$0.30 / page
Photocopies – colour	\$0.75 / page
Photocopies – 11x17 colour	\$1.00 / page
Fax – local	\$0.25 / page
Fax – long distance	\$0.50 / page
Laminating	\$2.50/ page
Scanning	\$0.18 / page
Garbage Pick Up (For events that produce excessive waste which is not removed by the event organizer)	\$82.25/ event
Facility Attendant	\$39.00 / hour
Janitorial	\$39.00 / hour
Kitchen Cleaning	\$39.00 / hour
Dishwasher Soap Dispensing	\$2.50/ load

## **Fitness Facility Admission and Fees Schedule**

### **Admission Definitions**

The following information is applicable to admission fees and charges and will be taken into consideration, but is not limited to:

#### **Users**

Infant	0 – 4 years
Child	5 – 12 years
Youth	13 – 18 years
Adult	19 – 49 years
Seniors	50+ years
Student	*Students must show valid student card dated for the current school year
External Trainer	Personal trainer / physiotherapist instructing their clients in the fitness centre

#### **Fee Structure**

Youth	80% of Adult Rate
Adult	100%
Seniors	80% of Adult Rate
Student	80% of Adult Rate
Punch Cards (10)	20% discount of the applicable rate

*\*Student Rate Definition: The Recreation Service recognizes a full or part-time student as a person (regardless of age) who possesses current and valid student identification from an accredited post-secondary institution.*

## Recreation Financial Support Program (LIFE – Leisure Involvement for Everyone)

A program administered through Recreation Services for residents who are in financial need to access basic recreation programs at recreation facilities at reduced cost. Eligibility is based on the low-income cut-offs as determined by Statistics Canada.

### Admissions and Passes

All fees are subject to applicable taxes; per person fee, unless otherwise noted.

	2024/2025 Fee
<b>Drop In</b>	
Youth / Seniors Fitness Centre / Family Open Gym / Sports	\$5.75
Adult Fitness Centre / Sports	\$6.75
<b>10 X Pass</b>	
Youth / Student / Seniors Fitness Centre / Family Open Gym / Sports	\$43.75
Adult Fitness Centre / Sports	\$54.50
<b>1 Month Pass Fitness Centre</b>	
Youth / Student / Seniors	\$49.25
Adult	\$61.00
<b>3 Month Pass Fitness Centre</b>	
Youth / Student / Seniors	\$120.00
Adult	\$149.75
<b>6 Month Pass Fitness Centre</b>	
Youth / Student / Seniors	\$218.25
Adult	\$273.00
<b>1 Year Pass Fitness Centre</b>	
Youth / Student / Seniors	\$382.00
Adult	\$462.75
Fitness Centre Membership Card Replacement	\$2.00

### Other Passes

	2024 / 2025 Fee
External Fitness Trainer Drop In*	\$13.50
External Fitness Trainer 10 x Pass*	\$122.50
Pemberton and District Community Centre Employee Pass# (1 year pass)	\$125.00
Pemberton and District Community Centre Employee Pass# (6 month pass)	\$62.25
Squamish-Lillooet Regional District and Village of Pemberton Employee Pass^ (6 month pass)	\$175.50
Squamish-Lillooet Regional District and Village of Pemberton Employee Pass^ (1 year pass)	\$305.50
Corporate Pass^ (6 month pass)	\$58.25
Corporate Pass^ (1 year pass)	\$13.50
Shower Service Drop In	\$4.25
Shower Service 10 x Pass	\$31.00

**\*External Fitness Trainers** – Contract fitness instructors who teach a minimum of two value added fitness classes per week must complete the external trainer approval process but do not have to pay the external fitness drop-in rates.

**# Pemberton Community Centre Employee Pass** – Recreation Department staff (casual) are eligible to purchase a six month or one-year fitness centre membership providing access to the fitness centre and value-added fitness classes during regular operational hours. Instructor led programs are not included. Employees are entitled to purchase a membership once their probationary period has passed, and passes are valid for active employees only. Employees must provide a copy of their pay stub upon purchase to verify current employment. Any Recreation Department staff person who provides private instruction services would be required to complete the external trainer approval process and pay applicable rates (\$13.50 drop in or \$122.50 for a ten-time pass).

**^ Corporate** - any business located within the Village of Pemberton or SLRD Electoral Area C purchasing adult passes on behalf of their employees. The minimum number of passes to be purchased by any one organization to receive the corporate rate is five (5). Corporate rates are only applicable to six month and one-year passes. The following personnel will also be eligible for the corporate rate on an individual basis: employees of the Squamish-Lillooet Regional District and Village of Pemberton. This rate is a 20% discount off the applicable rate.

## **Recreation Program Schedule**

### **Contracted Program Fees**

Programs are contracted by the Recreation Service and the registration fees are dependent upon the contractor providing the program and may be subject to change. Program fees are built to include the room rental fee for the space in which the program is held and include an 85/15 revenue share between the contracted program provider and the Recreation Service.

- Recreation Service charges the contractor a facility rental at the non-profit rate
- Recreation Service retains 15% of net revenues
- Contractor receives 85% of net revenues
- Recreation provides registration, some advertising, the facility and use of equipment for the program if already in facility.

### **Promotional Initiatives**

To encourage innovative delivery of services, and maximize revenue potential, marketing and promotion initiatives will be undertaken that may reduce rates up to a maximum of 25% from the base rate. These initiatives will be approved by the Chief Administrative Officer and tracked / evaluated on a regular basis.

### **Other User Fees**

Withdrawal Fee **\$9.00**

All program withdrawals prior to the start date of the course require seven days' notice, unless proof of illness can be provided.