

SQUAMISH-LILLOOET REGIONAL DISTRICT

BYLAW NO. 1820-2023

A bylaw to establish fees and charges for the Squamish-Lillooet Regional District Pemberton and District Recreation Facilities and Services

WHEREAS pursuant to the provisions of the *Local Government Act*, the Regional Board may, by bylaw, establish fees and charges for the Pemberton and District Recreation Service community centres, playing fields and park land.

AND WHEREAS in accordance with Section 397 [imposition of fees and charges] of the *Local Government Act*, the Regional Board wishes to establish fees and charges which reflect cost recovery for the services provided;

AND WHEREAS in accordance with Section 335 of the *Local Government Act*, the Regional Board wishes to regulate in relation to a service;

NOW THEREFORE, the Regional Board of the Squamish-Lillooet Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited as the "Squamish-Lillooet Regional District Pemberton and District Recreation Service Fees and Charges Bylaw No. 1820-2023".
2. The terms of use and general conditions for the Pemberton and District Recreation Service are attached hereto as Schedule A.
3. The fees and charges for the Pemberton and District Recreation Service are attached hereto as Schedule B.
4. If any section, subsection, sentence, clause, or phrase in this bylaw is for any reason held to be invalid by a decision of any court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of the bylaw.
5. This bylaw shall come into effect on September 1, 2023.
6. Squamish-Lillooet Regional District Pemberton and District Recreation Service Fees and Charges Bylaw No. 1772-2022 is hereby repealed effective September 1, 2023.

| | | |
|-------------------------|-------------------------|------------|
| READ A FIRST TIME this | 26 th day of | July, 2023 |
| READ A SECOND TIME this | 26 th day of | July, 2023 |
| READ A THIRD TIME this | 26 th day of | July, 2023 |
| ADOPTED this | 26 th day of | July, 2023 |

"ORIGINAL SIGNED BY"

Jen Ford
Chair

"ORIGINAL SIGNED BY"

Angela Belsham
Corporate Officer

Schedule A

Pemberton and District (Area C) Recreation Service Terms of Use and General Conditions for Recreation Facilities and Services Effective September 1, 2023

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

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 – \$400 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.
 3. 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.
- 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

None.

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, 2023

Room Rentals

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

| PEMBERTON AND DISTRICT COMMUNITY CENTRE | |
|--|----------------------|
| | 2023/2024 Fee |
| Non-Profit Groups (must present a non-profit #) | |
| *Lobby | \$8.50 |
| Multi-Purpose Room | \$16.75 |
| Youth / Seniors Centre | \$16.75 |
| Great Hall - 1/3 | \$16.75 |
| Great Hall - 2/3 | \$24.25 |
| Great Hall - full | \$33.50 |
| Community Kitchen | \$23.00 |
| Community Kitchen day rate (9 hour max) | \$167.50 |
| | |
| Local Resident | |
| Multi-Purpose Room | \$24.25 |
| Youth / Seniors Centre | \$24.25 |
| Great Hall - 1/3 | \$24.25 |
| Great Hall - 2/3 | \$33.50 |
| Great Hall - full | \$78.50 |
| Community Kitchen | \$24.25 |
| Community Kitchen day rate (9 hour max) | \$178.00 |
| | |
| Government | |
| *Lobby | \$17.25 |
| Multi-Purpose Room | \$34.50 |
| Youth / Seniors Centre | \$34.50 |
| Great Hall - 1/3 | \$34.50 |
| Great Hall - 2/3 | \$53.25 |
| Great Hall - full | \$70.25 |
| Community Kitchen | \$21.75 |
| Community Kitchen day rate (9 hour max) | \$157.00 |
| | |
| Commercial / Private | |
| Multi-Purpose Room | \$38.75 |
| Youth / Seniors Centre | \$38.75 |
| Great Hall - 1/3 | \$38.75 |
| Great Hall - 2/3 | \$66.25 |
| Great Hall - full | \$92.50 |
| Community Kitchen | \$28.75 |
| Community Kitchen day rate (9 hour max) | \$209.50 |

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.

| | 2023/2024 Fee |
|--|-------------------------|
| 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.

| | 2023 / 2024 Fee |
|---|------------------------|
| 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.

| | 2023 / 2024 Fee |
|--|------------------------|
| 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 | \$37.50 / hour |
| Janitorial | \$37.50 / hour |
| Kitchen Cleaning | \$37.50 / hour |
| Dishwasher Soap Dispensing | \$2.25/ 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.

| | 2023/2024 Fee |
|---|----------------------|
| Drop In | |
| Youth / Seniors Fitness Centre / Family Open Gym / Sports | \$5.50 |
| Adult Fitness Centre / Sports | \$6.50 |
| 10 X Pass | |
| Youth / Student / Seniors Fitness Centre / Family Open Gym / Sports | \$42.00 |
| Adult Fitness Centre / Sports | \$52.50 |
| 1 Month Pass Fitness Centre | |
| Youth / Student / Seniors | \$47.50 |
| Adult | \$58.75 |
| 3 Month Pass Fitness Centre | |
| Youth / Student / Seniors | \$115.50 |
| Adult | \$144.00 |
| 6 Month Pass Fitness Centre | |
| Youth / Student / Seniors | \$210.00 |
| Adult | \$262.75 |
| 1 Year Pass Fitness Centre | |
| Youth / Student / Seniors | \$367.75 |
| Adult | \$445.50 |
| Fitness Centre Membership Card Replacement | \$2.00 |
| | |

Other Passes

| | 2023 / 2024 Fee |
|--|------------------------|
| External Fitness Trainer Drop In* | \$13.00 |
| External Fitness Trainer 10 x Pass* | \$118.00 |
| Pemberton and District Community Centre Employee Pass# (1 year pass) | \$120.25 |
| Pemberton and District Community Centre Employee Pass# (6 month pass) | \$60.00 |
| Squamish-Lillooet Regional District and Village of Pemberton Employee Pass^ (6 month pass) | \$168.00 |
| Squamish-Lillooet Regional District and Village of Pemberton Employee Pass^ (1 year pass) | \$294.00 |
| Corporate Pass^ (6 month pass) | \$56.00 |
| Corporate Pass^ (1 year pass) | \$13.00 |
| Shower Service Drop In | \$4.00 |
| Shower Service 10 x Pass | \$29.75 |

***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 (\$13.00 drop in or \$118.00 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 \$8.50

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

**Appendix B:
VILLAGE OF
PEMBERTON BYLAW No.
942, 2023**

A bylaw to amend Village of Pemberton Fees and Charges Bylaw No. 905, 2021

The Council of the Village of Pemberton, in open meeting assembled, **ENACTS AS FOLLOWS:**

PART 1: CITATION

1. This bylaw may be cited for all purposes as the “Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Special Event Permit, Parks and Open Spaces and Airport) Bylaw No. 942, 2023”.

PART 2: INTERPRETATION

2. In this Bylaw, a reference to a statute, regulation, or enactment refers to that enactment as amended or replaced from time to time.

PART 3: APPLICATION

- 3(1) Village of Pemberton Fees and Charges Bylaw No. 905, 2021, is amended as follows:
 - a) Schedule B, Airport, is struck out and a new Schedule B is inserted in its place.
 - b) Schedule M, Parks and Public Space Use, is struck out and a new Schedule M is inserted in its place.
 - c) Schedule Q, Special Event, is struck out and a new Schedule Q is inserted in its place.

PART 4: SCHEDULE

- 4(1) Schedules B, M and Q are attached to and form part of this Bylaw.

READ A FIRST TIME this ___ day of _____, 2023.

READ A SECOND TIME this _ day of _____, 2023.

READ A THIRD TIME this ___ day of _____, 2023

ADOPTED this _____ day of _____, 2023.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

SCHEDULE B – AIRPORT

The following tie down fees apply:

Tie Down Fees:

| DURATION | FEE, AIRCRAFT < 2,000 KG | FEE, AIRCRAFT 2,000 TO 5,000 KG |
|-----------|--------------------------|---------------------------------|
| DAILY | \$ 10.00 | \$ 15.00 |
| OVERNIGHT | \$ 15.00 | \$ 20.00 |
| MONTHLY | \$ 80.00 | \$ 90.00 |
| ANNUAL | \$280.00 | \$340.00 |

The following landing fees apply for commercial use only:

Commercial Landing Fees

| MONTHLY FEE | |
|--------------------------|------------|
| 1-10 LANDINGS PER MONTH | \$25.00 |
| 11-30 LANDINGS PER MONTH | \$22.00 |
| 30+ LANDINGS PER MONTH | \$20.00 |
| OR ANNUAL FEE | |
| AIRCRAFT < 2000 KG | \$600.00 |
| AIRCRAFT ≥ 2000 KG | \$1,000.00 |

The following fees apply to an Airport Lease Application:

Airport Lease Application

| BYLAW SECTION | | |
|---------------|--------------------------|---|
| 5 iv | Application Deposit | \$6,000 |
| 5 v | Staff Time Cost Recovery | Actual Time plus an Administration Fee of 10% |

SCHEDULE M – Parks and Open Spaces

The following fees, charges, and security deposits apply to park and public space use permits and services:

| LOCATION | USER | PERMIT FEE/SEASON (six months) | VENUE USE/RENTAL FEE* | SECURITY DEPOSIT** |
|-----------------------------------|--|--------------------------------|--|--------------------|
| DOWNTOWN BARN | NON-PROFIT, SINGLE EVENT | \$30 | \$100 | \$300 |
| | NON-PROFIT, SEASONAL (SIX MONTHS) | | \$300 | |
| | NON-PROFIT, ANNUAL, JANUARY 1 – DECEMBER 31 | | \$600 | |
| | COMMERCIAL & CORPORATE | \$75 | \$500 | \$1,000 |
| | COMMERCIAL FILM & PHOTOGRAPHY | | \$1,000 | |
| VILLAGE STREETS & PARKING LOTS*** | NON-PROFIT | \$30 | NA | \$300 |
| | COMMERCIAL AND CORPORATE EVENTS | \$75 | \$200 PER BLOCK | \$1,000 |
| OTHER PARKS & PUBLIC SPACES | NON-PROFIT, GOV'T, or COMMUNITY GROUP ***** | \$30 | Youth – \$4.75/hr Adult – \$7.10/hr | \$300 |
| | LOCAL RESIDENT ***** | \$30 | Youth – \$5.55/hr Adult – \$8.35/hr | \$300 |
| | COMMERCIAL AND CORPORATE EVENTS **** | \$75 | Youth – \$16.65/hr Adult – \$25.45/hr | \$1000 |

Refunds of the permit and rental fees will be permitted for cancellations up to fourteen (14) days prior to booking date with written notification.

Fees will not be refunded for events cancelled less than 14 days prior to the event or due solely to inclement weather conditions.

*GST applies to venue rental fees.

** Security deposits will be refunded by cheque within one month, less repair or cleaning costs.

*** A temporary street use permit is required if an event will temporarily obstruct all or a portion of any lane of traffic, parking lane, alley, sidewalk, or boulevard.

**** effective immediately

*****to be effective January 1, 2024

SCHEDULE Q – Special Events

The following fees, charges, and deposits apply to special event permits, applications, and services:

| DESCRIPTION | FEE |
|---|-------------|
| MAJOR EVENTS | |
| APPLICATION BASE FEE, 600 TO 999 PARTICIPANTS | \$300.00 |
| ADDITIONAL FEE FOR EVERY THOUSAND PARTICIPANTS OR ANY PART THEREOF BETWEEN ONE THOUSAND (1,000) AND FIVE THOUSAND (5,000) PARTICIPANTS | \$100.00 |
| ADDITIONAL FEE FOR EVERY THOUSAND PARTICIPANTS OR ANY PART THEREOF BETWEEN FIVETHOUSAND (5,000) PARTICIPANTS AND TEN THOUSAND (10,000) PARTICIPANTS | \$200.00 |
| ADDITIONAL FEE FOR EVERY THOUSAND PARTICIPANTS OR ANY PART THEREOF OVER TEN THOUSAND (10,000) PARTICIPANTS | \$300.00 |
| SECURITY DEPOSIT, MINIMUM* | \$10,000.00 |
| ADDITIONAL FEE IF VALUE OF STAFF RESOURCES USED EXCEEDS THE FEES COLLECTED** | COSTS |
| * The CAO may set a higher or lower amount for the security required if the CAO believes that the scope, scale, and nature of the proposed Special Event creates an increased or decreased risk of damage to land and property. | |
| ** the owner of private lands used for the Special Event and the applicant named on the Permit shall be responsible to pay that amount to the Village within thirty (30) days of being delivered an invoice from the Village. | |