

<b>Policy Title:</b>	Recreation and Cultural Services Fees Policy	<b>Policy Number:</b>	740-02
<b>Date of Adoption:</b>	December 13, 2021	<b>Motion Number:</b>	426-2021
<b>Date of Amendment:</b>		<b>Motion Number:</b>	

**1. Purpose:**

- 1.1 To provide a philosophy which will guide and effectively allocate public funds ensuring a reasonable and equitable proportion of the costs to deliver recreation and culture programs and services are recovered through the establishment of fees for facilities, programs, and services.

**2. Definitions:**

<b>Administration</b>	Any person employed by the City of Lloydminster, which indicates and is not limited to any person employed in the capacity of a full-time, part-time, casual, seasonal, summer, or contract employee or volunteer of the City.
<b>Adult Rate</b>	For the purpose of Facility rental fees, a Group with a primary focus of adult-oriented activities.
<b>City</b>	The corporation of the City of Lloydminster.
<b>Cost Recovery</b>	Receiving of revenue to recover the cost of expenses.
<b>Equipment</b>	Items such as chairs, tables, tablecloths, and any other items that are part of a booking.
<b>Facility</b>	A building or property where the City operates recreation and culture programs.
<b>Group</b>	One or more individuals.
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
<b>Non-Profit Organizations</b>	As defined by Section 183(f) <i>The Lloydminster Charter</i> .
<b>Programs</b>	An activity, course, or class organized and operated directly by the City.
<b>Quality of Play</b>	Elements that may influence the users experience (i.e., weather conditions, power outages, etc.)
<b>Retail Items</b>	Sale of merchandise.
<b>School Booking Rate</b>	For the purpose of Facility rental fees, the Group shall be from Lloydminster and surrounding areas and provide programming to elementary or secondary grade levels that is inclusive to all students. The school program must be provincially registered or associated and the program shall be operated, managed, and delivered by the registered/associated school.

<b>Youth Rate</b>	For the purpose of Facility rental fees, a Group with a primary focus of ages 18 and under activities.
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### **3. Scope:**

- 3.1. This policy shall apply to all City Facilities and equipment.
- 3.2. This Policy shall apply to all Administration and users.

### **4. Fees and Rates:**

- 4.1. Administration shall adhere to the rates set out in the "*Fees and Charges Bylaw*", as amended from time to time.

### **5. Facility Rentals:**

- 5.1. Facility rental fees shall be established by determining a fair market rate using comparable communities. Local market conditions shall be considered in the establishment of rates.
- 5.2. Facility rentals may include a setup and/or takedown fee for events that require extra setup/takedown or cleaning.
- 5.3. Youth Rates shall be 65% of the cost of Adult Rates, rounded to the nearest \$1.00.
  - 5.3.1. Notwithstanding 5.3, Youth Rates shall be 80% of the cost of Adult Rates for summer ice.
- 5.4. Non-Profit Organizations may receive Facility Youth Rates for fundraising activities.
- 5.5. The City Manager or delegate shall have the authority to change pricing of facility rentals if Quality of Play is compromised.

### **6. Tariff/Licensing Charges:**

- 6.1. Charges for tariffs/licensing cost shall be charged to the consumer at cost where applicable.

### **7. Programs:**

- 7.1. Program fees shall be established based on minimum Cost Recovery.
  - 7.1.1. Cost Recovery includes, but is not limited to:
    - i. cost of instructing staff;
    - ii. cost of contractor; and
    - iii. cost of materials.
- 7.2. Exceptions may be made to this policy to introduce new Programs.

7.3. Programs that require an instructor or facilitator that do not recover costs may be cancelled.

**8. Admission/Membership Fees:**

8.1. Admission prices shall be established by determining fair market value based on comparable communities. Local market conditions shall be considered in the establishment of rates.

8.2. The City Manager or delegate shall have the authority to change pricing to admission/memberships if Quality of Play is compromised.

**9. Sales or Promotional Rates:**

9.1. The Director of Recreation and Cultural Services may approve sales or promotional rates for the following purposes:

- 9.1.1. increase revenue;
- 9.1.2. increase usage;
- 9.1.3. expand to new markets;
- 9.1.4. increase activation.

**10. Retail Items:**

10.1. Retail items shall be sold at a minimum of 35% profit of the product purchase price.

10.2. Items in stock after two (2) years may be sold for no less than the original product purchase price.

10.3. Items in stock after three (3) years may be sold for less than the original product purchase price, or used for Facility prizes, donations, etc.

**11. Consignment Sales:**

11.1. The City shall receive 20% of the purchase price for all items sold on consignment basis.

**12. Penalty:**

12.1. Any staff member found to be in violation of this policy may be subjected to disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a verbal warning to dismissal with cause.

12.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "Code of Conduct Bylaw" or provisions of "The Lloydminster Charter".

**13. Responsibility:**

13.1. City Council shall review and approve all policies.

13.2. City Administration shall administer the policy through the use of a supporting procedure.

13.3. Sponsoring Department is responsible for creating and amending a supporting procedure.

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