



CITY OF LLOYDMINSTER

POLICY

POLICY TITLE - Parks & Recreation Dept. Fees & Charges Policy		POLICY NUMBER PR-01-90-27100-32	PAGE NUMBER 1
ORIGIN/AUTHORITY Parks & Recreation Dept.	ADOPTED BY City Council		EFFECTIVE DATE December 17, 1990
JURISDICTION OF POLICY Parks & Recreation Committee		PROCEDURE CODE	CITY FILE

1.0 Purpose

- 1.1 It is the purpose of the Parks and Recreation Department Fees and Charges Policy to provide a philosophy which will guide the establishment of fees and charges for facilities, programs and services operated by the Parks and Recreation Department.

2.0 Rationale

- 2.1 The City of Lloydminster through the Parks and Recreation Department provides parks and recreation facilities, programs and services for the residents of the City. In so much as the community either directly or indirectly benefits from the provision of such facilities, programs and services, the City accepts a responsibility to provide a basic level of service to the community.

3.0 Principles

- 3.1 The provision of Parks and Recreation services is deemed to be a municipal function worthy of tax support for the provision of basic services that can be enjoyed by all Lloydminster residents.
- 3.2 Fees and charges should be established so that they are affordable to the vast majority of residents.
- 3.3 Users of the services offered shall pay a portion of the operating costs where appropriate.
- 3.4 The City shall provide a system and/or systems to permit the 'small minority' that cannot meet the established fees and charges to access the base level services provided by the Department.
- 3.5 Fees and Charges are levied to reduce the net operating cost of providing services.
- 3.6 The Federal Goods and Services Tax (G.S.T.) will be applied and collected on all applicable fees and charges. The City of Lloydminster will not absorb the cost of the tax through the general tax revenues.

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4.0 Policies

4.1 Admission Fees

Admission Fees are to be established at rates that as near as possible will not have a discriminatory effect on the majority of the public.

4.2 Facility Rental Fees

Facility rental fees are to be established which reflect a reasonable rate of return on the cost of operation of the facility. Local market conditions must be considered in the establishment of rates.

4.4 Sales Revenue

Concession services at Parks and Recreation facilities are to be contracted to either community groups or private operators when feasible with a rental and or/commission fee paid to the City by the operator.

4.5 Equipment Rentals

Rental fees are to be established for the public use of City owned program equipment when deemed to be appropriate.

4.6 Special Services

Services beyond the normal functions provided by the Department are to be levied a fee which recovers the total cost of providing the service.

4.7 Program Revenues

Fees for program services offered by the Parks and Recreation Department are to be established to ensure cost recovery for direct program costs.

Exceptions may be made to this policy in order to introduce a new program or service.

5.0 Responsibility

The Director of Parks and Recreation is responsible for recommending changes to the Parks and Recreation Fees and Charges Policy.



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PROCEDURE

PROCEDURE TITLE - Parks & Recreation Dept. Fees & Charges Procedure		PROCEDURE NUMBER PR-01-90-27100-32	PAGE NUMBER 1
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1.0 Purpose

- 1.1 To ensure that the Parks and Recreation fees and charges are prepared and applied in a consistent and effective manner.

2.0 Procedures

2.1 Preparation of rates

- a) Determine the need for fees and charges rates.
- b) Review related existing rate structures.
- c) Survey local and regional market for similar services.
- d) Survey other communities for related fees and charges rates.
- e) Ensure rates are compatible with marketing policy.
- f) The Federal Goods and Services Tax (G.S.T.) is to be considered in the preparation of all single admission and multi-ticket pass rates. The rates are to be rounded off to the nearest \$0.25.

2.2 Rate Structures

a) Admission Fees

- Single admission rates be established for adults, students/seniors, children and families.
- A multi-admission package be instituted providing a discount.
- Period passes be instituted; the duration that the pass is to be effective for is to be dependent upon the facility or program.
- Group admission rates may be established at a discount rate.
- The Federal G.S.T. will be incorporated into the rate established for single admission and multi-ticket admission rates.
- The Federal G.S.T. will be added as a separately identified item to the rates established for all period passes and the sum will be rounded to the nearest \$0.25.

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b) Rental Fees

- Rates are to be established on a seasonal basis, ie., arena rates in effect from September to April.
- Contracts are to be prepared for groups requiring services over and above those normally provided.
- The Federal G.S.T. will be added as a separately identified item to all rental charges.

c) Program Fees

- Are to be calculated by determining the direct operating cost of the program (instructor fees, materials/supplies, facility costs and promotional fees).
- Group rates may be established which due to volume and use of non-prime time hours will attract increased operating revenues.
- The Federal G.S.T. is to be applied according to the regulations for all program fees. The G.S.T. will be added as a separately identified item to all adult program rates, while for programs where the registrations are predominately for children under 14 years of age the G.S.T. will not be applied.

d) Marketing Program Fees

- Fees and charges shall be marketed to improve usage of public facilities for the purpose of reducing net operating costs to provide services.
- Fees, charges and promotional features may be established to reach specific target markets.
- For all rates to which the Federal G.S.T. is applied as a separately identified item, the total fee will be rounded to the nearest \$0.25; and further, that the base rate will be the advertised rate not including G.S.T.

3.0 Responsibility

- 3.1 The Director of Parks and Recreation is responsible for recommending changes to the Parks and Recreation Fees and Charges Procedure.
- 3.2 Fees and Charges schedules are to be prepared annually and presented via the Parks and Recreation Committee to City Council for approval.