



**City of  
Lloydminster**

***Policy***

<b>Policy Title:</b>	Recreation Fees Policy	<b>Policy Number:</b>	740-02
<b>Date of Adoption:</b>	December 16, 2019	<b>Motion Number:</b>	342-2019
<b>Date of Amendment:</b>		<b>Year of Review:</b>	2021
<b>Sponsoring Department:</b>	Community Development Services		

**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 programs and services are recovered through the establishment of fees for Facilities, Programs and services.

**2. Definitions:**

<b>Administration</b>	An employee or contract employee of the City of Lloydminster.
<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>	Includes items such as chairs, tables, table cloths and any other items that are part of a booking.
<b>Facility</b>	A city owned or operated building, field, outdoor space.
<b>Group</b>	One or more individuals.
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
<b>Programs</b>	An activity, course, or class organized and operated directly by the City of Lloydminster.
<b>Quality of Play</b>	Elements that may influence the users experience.
<b>Retail Items</b>	Sale of merchandise.

**3. Scope:**

- 3.1. This policy shall apply to all members of Administration.

#### **4. Facility Rentals:**

- 4.1. Facility rental fees are to be established determining a fair market rate using comparables. Local market conditions shall be considered in the establishment of rates.
- 4.2. Youth rates will be 65% of the cost of adult rentals, rounded to the nearest \$0.25, with the exception of summer ice rentals.
- 4.3. Non-profits organizations may request facility youth rates for charitable fundraising activities, at the discretion of the City Manager or designate.

#### **5. Equipment Rentals:**

- 5.1. Rental fees for Equipment should be at minimal cost recovery.
  - 5.1.1. If Cost Recovery cannot be determined, fees shall be approved by Council annually.
- 5.2. Equipment will not be rented for bookings for a City facility or City sponsored event except for specific activity/cultural equipment used for an activity.
  - 5.2.1. The City Manager or delegate shall have the authority to allow for rental of any equipment.

#### **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 will be established to collect, at minimal, Cost Recovery.
  - 7.1.1. Cost Recovery includes, but 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.
- 7.4. Recreation and Cultural Services may provide program opportunities twice annually free of charge for marketing of specific programs, for example, trial fitness classes or promotional sales.

## **8. Admission/Membership Fees:**

- 8.1. Admission prices shall be established by determining fair market value based on comparisons. Local market conditions must be considered in the establishment of rates.
- 8.2. Ten (10) punch passes will equal the cost of nine (9) single admission passes.
- 8.3. The City Manager or delegate shall have the authority to change pricing to admission/memberships if Quality of Play is compromised.
- 8.4. Recreation and Cultural Service may reduce admission/membership fees twice annually to a maximum of 15% for marketing at Facilities.

## **9. Retail Items:**

- 9.1. Retail items should be sold at a minimum of 35% profit of the product purchase price.
- 9.2. Should items be kept greater than two (2) year, Administration may reduce for a cost not lower than cost recovery.
- 9.3. Items in stock after three (3) years can be sold for less than cost recovery, or used for facility prizes, donations, etc.

## **10. Consignment Sales:**

- 10.1. The City shall receive a minimum of 20% of all items sold on consignment basis, for example artwork sold at the Lloydminster Cultural and Science Centre.

## **11. Penalty:**

- 11.1. Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a written warning to dismissal with cause.
- 11.2. 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*."

## **12. Responsibility:**

- 12.1. City Council shall review and approve all policies.

- 12.2. City Administration shall administer the policy through the use of a supporting procedure.
- 12.3. Sponsoring Department is responsible for creating and amending a supporting procedure.