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DISTRICT OF MACKENZIE

Recreation Services Rates & Fee Policy

Established by Council on May 25, 1999 - Resolution No. 21533
Amended by Council on September 10, 2001 - Resolution No. 22757
Amended by Council on March 8, 2004 - Resolution No. 23952
Amended by Council on June 26, 2006 - Resolution No. 25099
Amended by Council on January 28, 2008 - Resolution No. 25979
Amended by Council on October 14, 2014 - Resolution No. 29219
Amended by Council on April 10, 2018 – Resolution No. 30205
Amended by Council on November 13, 2018 – Resolution No. 30793
Amended by Council on July 22, 2019 – Resolution No. 31079
Amended by Council on August 12, 2019 – Resolution No. 31095
Amended by Council on December 14, 2020 – Resolution No. 31770, 31771
Amended by Council on January 24, 2022 - Resolution No. 32286, 32287, 32288
Amended by Council on November 14, 2022 – Resolution No. 32695
Amended by Council on XXXXX – Resolution No.

Purpose:

To establish a consistent and fair basis for setting general admission, program registration and rental fees for Recreation Service facilities and services and to justify subsidy levels.

Definitions:

For this policy the following definitions shall apply:

Adult – for purposes of general admission aged 19- 59 years.

Base Rate – a single price which when applied to a formula determines all other prices of a similar category.

Child – for purposes of general admission aged 0 – 5 years.

Clean-Up Fee – where conversion of the community hall, arena dry floor or other large space is required for take down of seating, staging, tables, decorations and banners an additional two hours of the appropriate rental charge will be applied to recover some of the staff costs to take down in the space. This can also apply to cleaning up bodily products. Clean-up fees will only apply when additional staffing is required.

Drop-in Program – a Recreation Services Department sponsored activity which allows the participant to pay the general admission rate at the time of the program without preregistering. The program may be self-directed or require an instructor.

Family – for purposes of general admission a group of 6 or less with at least one, but no more than 2 adult(s), all living at same address, gaining entrance as a unit.

General Admission – the price charged for participation in drop-in activities occurring in one visit during open public hours.

Minor Sport Organization – an organized not for profit group which rents facility space to provide sport/recreation opportunity to participants under 19 years of age under adult supervision.

Multipass – A FOB (chip programmed key-style tag) programmed with pre-paid general admissions. Each admission can be used for drop-in activities for one visit during open public hours. When purchased in quantities of 25 visits discounts apply. There is an annual expiry date.

Non-Resident Fee – someone who has no proof of residency in Mackenzie, McLeod Lake, or the Powder King residential area.

Program Costs – the variable costs of providing the programs of the Recreation Services Department i.e.: instructors, lifeguards, materials and supplies, administration, advertising and registration services.

Recreation Membership – a FOB (chip programmed key-style tag) programmed at a pre-set price to allow unlimited access to drop-in activities during open public hours for a pre-set duration of time (1, 6, or 12 months). The user determines how much of a savings by frequency of use.

Registered Program – a Recreation Services Department sponsored activity requiring predetermined minimum number of participants to run which require the participant to commit their participation by pre-registering and paying before the program will commence. Usually the program requires an instructor or leader.

Senior – for purposes of general admission aged 60 years and over.

Set-Up Charge – where conversion of the community hall, arena dry floor or other large space is required for seating, staging, tables, decorations and banners or other requirements an additional two hours of the appropriate rental charge will be applied to recover some of the staff costs to set up the space.

Special Event – An occasional event hosted and sponsored by an organization other than the Recreation Services Department which utilizes Recreation Services Department facilities i.e.: tournament, meet, trade show, concert, circus, conference etc.

Special Event Rate – a discounted fee charged to the sponsor who utilizes large blocks of facility time for the purposes of hosting a special event. The incentive recognizes the positive economic effects that such events bring to the community.

Youth – for purposes of general admission aged 6 – 18 years.

General Admission

1. The same General Admission rates will apply to public skating, public swimming, aquafit, fitness classes, fitness area.
2. The Adult General Admission rate will serve as the Base Rate and the following formula will determine admission prices:

Adult	(19-59 years)	Base Rate + GST
Child	(0-5 years)	Free
Youth	(6-18 years)	50% Base Rate + GST
Senior	(60 yrs. & over)	50% Base Rate + GST
Family	(maximum 6)	200% Base Rate + GST

3. The Director of Recreation Services will recommend the General Admission Base Rate for Council's approval which if approved will automatically set all General Admission rates, and multipasses. In recommending the general admission rate, comparisons will be made to the rates of similar services in other Northern BC communities as well as considering the level of service received for the admission (access hours, experience offered, facility amenities etc.).

Multipasses

1. Discounted quantities for purchase in a Multipass will be determined in the following manner:

25 admissions – 22 x the General Admission price + GST

2. Multipasses will be made available for the following categories:

Adult, Youth, Senior

3. Multipasses can be used for one visit at a time for swimming, skating, fitness area, aquafit classes and other appropriate drop-in activities.

Recreation Membership

1. The Adult Membership rate will serve as the Base Rate and the following formula will determine admission prices:

Adult	(19-59 years)	Base Rate + GST
Child	(0-5 years)	Free
Youth	(6-18 years)	50% Base Rate + GST
Senior	(60 yrs. & over)	50% Base Rate + GST
Family	(maximum 6)	200% Base Rate + GST

2. The Director of Recreation Services will recommend the Membership Base Rate for Council's approval which if approved will automatically set all membership rates. In recommending the membership rate, comparisons will be made to the rates of similar services in other Northern BC communities as well as considering the level of service received for the admission (access hours, experience offered, facility amenities etc.).

Little Mac Season Pass Rates

1. The Little Mack Adult Season Pass rate will serve as the Base Rate and the following formula will determine admission prices:

Adult	(19-59 years)	Base Rate + GST
Child	(0-5 years)	Free
Youth	(6-18 years)	64.29% Base Rate + GST
Senior	(60 yrs. & over)	64.29% Base Rate + GST
Family	(maximum 6)	200% Base Rate + GST

2. The Little Mack Day Pass rates will be half of what seasonal rates are.
3. The Director of Recreation Services will recommend a Little Mac Season Pass Base Rate for Council's approval which if approved will automatically set all Little Mac Season Pass rates. In recommending the membership rate, comparisons will be made to the rates of similar services in other Northern BC communities as well as considering the level of service received for the admission (access hours, experience offered, facility amenities etc.), and maximizing use of the facility.

Facility Rental

Rental rates will be determined for the arena ice, arena floor, community hall, and swimming pool with the District's Recreation Fees and Charges Bylaw, as amended, or in the following manner:

1. The Base Rate for Arena Dry Floor is 50% Arena Ice Base rate + GST.

2. The Base Rate for the Community Hall are based on the District's Recreation Fees and Charges Bylaw, as amended.
3. Arena Ice Rental charge shall be 100% of the Base Rate + GST.
4. Minor Sports Organizations will pay 45% of the appropriate rate + GST.
5. Special Events rates will be the appropriate hourly rate x minimum hours + GST if block booked as follows:

Pool	6 hours or more
Arena Ice	9 hours or more
Arena Floor	7 hours or more (set up charge not included)
Community Hall	6 hours or more
6. School District No. 57 use of District of Mackenzie Facilities during school hours are charged according to provisions in the Joint Use Agreement.
7. The Director of Recreation Services will recommend the Base Rate for each rental space for Council's approval and when approved will automatically set all rental fees. In recommending the rental base rates, comparisons will be made to the rates of similar facilities in other Northern BC communities. Within those parameters the rate will be set in consideration of remaining one of the lowest rental rates in the comparison markets.

Aquatic Programs

1. Lifesaving, Lifeguard, Leadership and specialty Courses will be the base rate x total instruction hours plus associated program costs (manuals, exam fees etc.) + GST.
2. Private Lessons – rate set to recover entire cost of the instructor's wages.
3. The Director of Recreation Services will recommend the cost per service hour base rate for Swimming Lessons for Council's approval based on the above parameters and which once approved will set all Aquatic Program fees.

Registered Programs

1. Program Fees will be set to approach a recovery rate of a minimum of 50% of the cost to operate the program (program costs) plus GST if appropriate. Programs which have the greatest benefit to the public, for example: healthy lifestyle education initiatives, activities for seniors and general children's programs (preschool programs, summer day camps, Pro D Day camps, after school programs, children's health promotion and physical literacy) may have the highest subsidy. Specialized programs, special interest and programs which have no or limited benefit to the community (skill specific learn to program, birthday parties etc.) will recover more or all the

program costs associated to run the program. In setting these fees consideration is given to current market value of the program services and whether the program is appropriate for the public sector to offer.

2. The Director of Recreation Services will set fees, minimum and maximum enrollments based on the above criteria. The fee paid by the participant may be reduced or free when costs are covered by sponsorship from another agency or successful grant funding.

Miscellaneous Fees and Charges

1. The Director of Recreation Services will recommend all Miscellaneous Rates for Council approval.
2. To recover some of the replacement costs for equipment and supplies owned by the Recreation Services Department which are frequently loaned out for community use, i.e. PA system and stage lighting, the department shall set reasonable rate fees.
3. Set up and take down fees for rentals in the Mackenzie Rental Centre; audio-visual equipment rental fees will be established under the Recreation Services Fees & Charges Bylaw, as amended.
4. Junior Hockey Team fees are determined in their lease agreement as approved by District of Mackenzie Council.
5. Ice rates will be set for the ice season, which generally runs from September to April.

Exceptions

1. In fairness to all Mackenzie residents, the Recreation Services Department will not deviate from the established rates by providing reduced rates or no charge for use of facilities for any individuals or groups.
2. Groups and individuals who request Council to waive or deviate from the approved fees covered by this policy will be referred to the established Annual Cash Grant/Grant-in-Kind policy or other established programs or policies where they qualify.
3. District sponsored Community Events, which are deemed open and a benefit to everyone in the community and where the nature and venue of the event makes it difficult to collect fees and control access may be offered at no charge.
4. The Recreation Services Department will have a limited authority to allow free access or special promotional rates for marketing services and for customer service.

Recreation Access Program

This program provides a free a Recreation Centre Membership and Little Mac Ski Hill Pass for economically disadvantaged residents of Mackenzie or surrounding areas who qualify under one of the following categories:

1. Referral by the Ministry of Children & Family Development/Ministry of Employment & Income Assistance, Family Services Child & Family Services Guardianship Workers, School District 57, AimHi, or Mackenzie Community Services.
 2. BC Seniors Supplement Recipient (Photocopy of your BC Seniors Supplement Statement is required).
 3. Qualifying income levels (previous years' Notice of Assessment from Revenue Canada when filing taxes is required, line 15000 from the Notice of Assessment must be below the Statistics Canada Low Income Cutoffs) and checking annually on the Federal Government website is the responsibility of the Director of Recreation Services.
- Recreation Access Program Memberships and Little Mac Ski Hill Passes may be used only by the person named and must be presented at each use.
 - Full-time students with no dependents are not eligible for the Recreation Access Program.
 - The Recreation Access Program Memberships and Little Mac Ski Hill Passes may be cancelled for non-observance of the rules.
 - The Recreation Access Program Memberships and Little Mac Ski Hill Passes will be valid for one year from time of issue. Applicants must reapply annually.
 - If application qualifies, membership cards will be picked up at the front desk, unless otherwise specified.

To apply for this program, applicants must complete an annual application form that can be picked up from the District of Mackenzie Municipal Office or the Mackenzie Recreation Centre. These forms are to be given to the Recreation Office in the Mackenzie Recreation Centre.

Implementation

Admission rates may take effect on January 1st of each year to coincide with a full fiscal year.

Base Rates will be subject to an increase annually as shown in the fees schedule as attached in the Recreation Fees and Charges Bylaw, as amended.



Recreation Access Program Application Form

Last Name	First Name	Gender	Date of Birth	For Office Use Only	
				Membership	Issued

Mailing Address: _____ Email Address: _____
Postal Code: _____ Telephone: _____

This program is for Individuals with limited income and allows them to participate in recreational activities, including **Little Mac Ski Hill**. In order to qualify the applicant(s) must be a permanent resident who lives within the District of Mackenzie or surrounding areas who qualify under one of the following categories: (please check A, B, C or D).

- A. ____Referral.** I have been referred by the Ministry for Children & Family Development/Ministry of Social Development and Social Innovation. (Please include the Ministry's signed form with your application).
- B. ____Referral.** I have been referred by School District 57, AiMHi or Mackenzie Community Services. (Please have your referral organization sign in the space provided below).
- C. ____BC Seniors Supplement Recipient.** I am eligible for a Recreation Access card under this category. (Photocopy of your BC Seniors Supplement Statement is required)
- D. ____Others in Need.** You MUST provide use with your previous years' Notice of Assessment that you get back from Revenue Canada when you file your taxes. No other documentation will be accepted. After May 31st, only the current years' Notice of Assessment will be accepted. Line 15000 of your Notice of Assessment must be below the Statistics Canada Low Income Cutoffs (see chart below).

Qualifying Income Levels	
# in family	Level of household income yearly
1	\$27,514
2	\$34,254
3	\$42,110
4	\$51,128
5	\$57,988
6	\$65,400
7	\$72,814

School District 57, AiMHi and Mackenzie Community Services <u>ONLY</u>	
<p>*(Please ensure client lives in Mackenzie, McLeod Lake or surrounding area before signing).</p> <p>I authorize that the applicant(s) listed above are being referred to the District of Mackenzie Recreation Access Program.</p>	
_____	_____
Print Name Clearly	Referral Staff Signature

PLEASE READ CAREFULLY AND SIGN BELOW

- Recreation Memberships and Little Mac Season Passes may be used only by the person named and must be presented at each use.
- Full time students with no dependents are not eligible for the Recreation Access Program.
- The Recreation Access Program Memberships and Little Mac Season Passes may be cancelled for non-observance of the rules.
- The Recreation Access Program Memberships and Little Mac Season Passes will be valid for one year from time of issue. Applicants must reapply annually.
 - If application qualifies, cards will be picked up at the front desk, unless otherwise specified.
 - Please allow **TWO (2) WEEKS** processing time.

Applicant Signature

Date

Submit Application to:

Mackenzie Recreation Centre
Attention: Rec Office
P.O. Bag 340, 400 Skeena Drive
Mackenzie BC, V0J 2C0

Phone: 250-997-5283

*Personal Information collected on this form is for sole purpose of processing your application and administering the Recreation Access Program and will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the collection and use of your Personal Information may be directed to the
FOI Head at 250-997-3221 or at info@districtofmackenzie.ca.*