

## Fees & Charges Policy

Effective Date: November 1, 2016  
Last Revised: January 17, 2023

### 1. Policy Statement

The intent of this policy is to provide a framework for the establishment of fees and charges for Parks, Recreation and Culture services.

### 2. Purpose

The purpose of the Fees & Charges Policy is to provide staff with direction in setting fees and ensures consistency in rates that are fair and equitable to all and provide a reasonable financial return for Parks, Recreation and Culture services and facilities.

### 3. Scope

The policy addresses all Admission, Park, Sport Field and Facility Rental Fees.

### 4. Exclusions

This policy would not apply to individuals who are eligible for a subsidy as identified Council Policy C083 Program and Admission fee subsidization policy, or groups eligible for a Fee Waiver outlined in Council Policy C081 Facility Rental Fee Waivers.

This policy excludes fees which are developed on a cost recovery basis. These include hard costs associated with bookings (facility host fees, additional cleaning/setup, and damage deposits) and Program fees. Some programs are offered at reduced rates to ensure access for all.

### 5. Policy

This policy ensures consistency in the application of rental and admission fees being charged for various uses.

- i. **Rental Fees:** Rates will be charged as per the Parks, Recreation and Culture Fees and Charges Bylaw No. 2935, 2023, which is established based on market comparisons for similar facilities operated by public agencies.
- ii. **Admission Fees:** Admission fees are established based on market comparisons for similar facilities operated by public agencies within the lower mainland. Family is



defined as up to 2 adults and their own children/grandchildren under the age of 19yrs.

- iii. **Community Use:** The City of Pitt Meadows recognizes that community recreation facilities are a social hub and may be used as informal gathering spaces. To support this, PRC will ensure some sites remain available at no cost for unstructured social gatherings that are open to the public.

Additionally, local non-profit organizations will be granted free access to meeting space once per month to hold board meetings.

Reduced rates are available for non-profit groups booking indoor facilities during Non-Prime Time hours (Monday to Friday 6:00 am to 5:00 pm). Prime and Non-Prime times and rates for Ice is defined separately under the Ice Allocation procedures.

### 5.1. Definitions

In this policy,

- (a) **Youth/Senior Non-Profit (YSNP)** means any organization registered as such under the Societies Act where the majority membership is under 18 years or over 60 years.
- (b) **Adult Non-Profit (ANP)** means any organization registered as such under the Societies Act where the majority membership is over 19 and under 60 years.
- (c) **Commercial** means any for profit group, commercial agency, or business booking the space for any use.
- (d) **Private** means any Pitt Meadows business or resident booking the space for a private event including but not limited to social gathering, reception, celebration etc.
- (e) **Non-Resident** means any individual renter or group in which the majority of the membership does not reside in Pitt Meadows.

### 5.2. Roles and Responsibilities

- i. Council
  - a) Approve the Policy and Bylaw No. 2935, 2023 Parks, Recreation and Culture Fees and Charges.
  - b) Delegate authority to City Staff to charge fees as outlined in this Policy.
- ii. Parks, Recreation and Culture Advisory Committee
  - a) Provide feedback and make recommendations to staff.



- iii. Staff
  - a) Conduct regular market analysis on similar comparator communities.
  - b) Review operational costs associated with operating each facility space.
  - c) Bring forward results to the Parks, Recreation and Culture Advisory Committee for their comments and recommendations.
  - d) Review market analysis and recommendations and prepare updates to council as required if adjustments are to be made.
  - e) Collect fees for facilities and services as outlined in Parks, Recreation and Culture Fees and Charges Bylaw No. 2935, 2023.

## 6. Related Policies

Other related policies include:

- (a) Program and Admission Fee Subsidization, C083
- (b) Facility Rental Fee Waivers, C081
- (c) Park and Facility Allocation Policy, C088