



COMMUNITY SERVICES FEES AND CHARGES BYLAW

2137, 2014

Adopted March 10, 2014

**CONSOLIDATED VERSION
FOR CONVENIENCE ONLY**

Includes Amendment Bylaw:

2316, 2016

Adopted February 22, 2016

CITY OF FORT ST. JOHN

BYLAW NO. 2137, 2014

A Bylaw to Establish Various Fees and Charges for Community Services

WHEREAS, Section 194 of the *Community Charter* provides authorization to municipalities to impose fees for all or part of a service that a municipality may provide and to impose fees for the use of municipal property,

AND WHEREAS, the City of Fort St. John deems it necessary to establish fees and charges for various municipal services,

NOW THEREFORE, the City of Fort St. John in open meeting assembled, enacts as follows:

1. TITLE

This bylaw may be cited as “Community Services Fees and Charges Bylaw No. 2137, 2014”.

2. DEFINITIONS

Categories of Public Users:

Individual users:

- Pre-School: An individual from 0 to 5 years old
- Youth: An individual 6 to 18 years of age;
- Adult: An individual 19 to 64 years of age;
- Senior: An individual 65 years of age and over
- Family: Up to two adults and four children residing in the same household

Categories of User Groups:

- Youth Public Recreation: A non-profit organization organized and operated for social welfare, civic improvement, pleasure/recreation. 75% of the membership must be 18 years of age and under to qualify for youth status. Examples would include Girl Guides or Scouts and Minor Sports groups)
- Adult Public Recreation: A non-profit organization organized and operated for social welfare, civic improvement, pleasure/recreation. Groups not meeting the 75% under the age of 18 would qualify for adult non-profit status. Examples would include Fort St. John Recreation Hockey, North Peace Potters Guild
- Private Group: A private patron (individual) or organization requesting use of a facility for the purpose of a private function where no profit is being generated for use by that group. Examples include family reunion, wedding or picnic
- Church congregation picnic or activity, or service club Annual General Meeting.
- Commercial Entity: A company requesting use of a facility for its own profit Examples include an entertainment promoter, a local radio station, a travelling circus, and the NHL Oldtimers Promotion Show. This includes other levels of governments.

2. DEFINITIONS (continued)

Categories of User Groups: (continued)

- School District No. 60: All schools, programs and departments as provided in School District No. 60 District Directory.

3. MODES OF FACILITY USE

There are three modes of facility use as follows, and one has five subcategories. They were identified by staff as categories of use by which justification for subsidy may vary.

- Drop In Use: A use characterized by a person or group of persons deciding on a use by use basis to attend a public session where the public or a subset of the public is welcome to attend.
- Programs: Uses where an individual or group of individuals pre-commits to a series of uses through a registration process. The program is typically characterized by having a leader, or instructor who teaches or leads.
- Rental Uses: A group rents a space through a rental contract process and then controls the uses and the users of that space during the period of rental. There are several subcategories of rental uses and each has its own recovery rate:
 - a. Regular Use: usual or normal methodical use occurring at fixed intervals and confirmed in a seasonal contract (e.g. sport group renting space for league games and practices)
 - b. Special Event: Tournaments or other events booked individually, where the primary purpose is a physical activity, educational activity, or special event where the primary goal is not to raise funds (if fundraising is the primary goal, see below)
 - c. Community Board Meeting: a meeting of executive committees or Boards regarding the governance of membership and operations – including an annual general meeting or a meeting to establish and review the society act and its rules and regulations on an annual basis.
 - d. Fundraising Events: Events where the primary goal is soliciting and gathering contributions as money or other resources, by requesting donations from individuals, businesses, charitable foundations or government agencies or the selling of goods or services at a profit to raise funds for a non-commercial reason.
 - e. Commercial Use: Engaged in commerce; an organization engaged in the trade of goods and/or services for the sole purpose of making a profit to benefit their owners and shareholders.

4. OTHER

In cases where demand is high for a facility during a limited time period and there is an economic reason to attempt to shift some of that demand to an otherwise low demand period, discount pricing may be used to provide the incentive to shift demand to the lower use period. This is the only reason that prices should vary with time. The following demand shifting incentives shall be implemented:

1. Non-Prime Time - This is the period that is typically in low demand and for which an incentive is needed to shift some activity from prime time. That incentive will be in the form of a percentage discount off the full prime time rates. Non-Prime in the City of Fort St John shall be Monday to Friday between 6:00 am and 3:00 pm, and does not apply during statutory holidays. The City shall implement an incentive to use facilities during this time by offering a 10% discount to all hourly rates booked during Non-Prime time. This Non-Prime Rate shall not apply to rentals 3 hours or longer.
2. Spring and Summer Ice: Ice bookings between April 1 and August 31 shall have an increase of 35% added to the applicable fees.

In any case where a non-commercial user blocks general public access to a facility during their rental period that the User be deemed "Private" in nature.

In any case where a non-commercial user blocks general public access to a facility during their rental period and admission is charged, that the Use be deemed "Fundraising" in nature.

Fees do not include any applicable taxes.

BYLAW 2316

3. Weeklong Events: events that book the entire facility and are seven (7) consecutive days in duration shall receive a discount in the amount equivalent to the one (1) day rental rate of the facility.

5. CALCULATING FEES AND CHARGES USING THE BENEFITS BASED APPROACH

Fort St John's assessment of the overall public benefit and resulting recovery rates for all public leisure services as determined throughout the review in 2011 and again in 2013 is identified below. It reflects the assessment and the justification for public subsidy for each of the categories of uses and users that might be made of indoor and outdoor public recreation spaces.

5. CALCULATING FEES AND CHARGES USING THE BENEFITS BASED APPROACH (continued)

FIGURE 1

USES / USERS	Drop-in Admissions	Programs	Rentals				
			Regular Activity Rentals	Special Events	Community Group Board Meetings	Commercial Use	Fundraising Event

Individuals							
	Pre-School (0-5 years)	0%	25%				
	Youth (6 – 18 years)	25%	25%				
	Adult (19-64 years)	50%	50%				
	Senior (65 years +)	25%	25%				
	Family (2a+4y)	2a+1y	2a+1y *				
Groups							
	Youth Non Profit			25%	25%	0%	100%
	Adult Non Profit			50%	50%	0%	100%
	Private			75%	75%	100%	100%
	Commercial			100%	100%		125%
	School District			0%	0%		

The recreation fees and charges are attached to and form part of this bylaw as Schedule “A”.

6. REPEAL

Fees and Charges for Community Services Rates Bylaw No. 2079, 2012 and Community Services Rates Amendment Bylaw No. 2098, 2012 will be repealed as of September 1, 2014.

7. SEVERANCE

If any section, subsection sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

8. EFFECTIVE DATE

This bylaw will come into force and take effect on September 1, 2014.

READ FOR A FIRST TIME THIS 24th DAY OF February, 2014

READ FOR A SECOND TIME THIS 24th DAY OF February, 2014

READ FOR A THIRD TIME THIS 24th DAY OF February, 2014

ADOPTED THIS 10th DAY OF March, 2014

LORI ACKERMAN
MAYOR

JANET PRESTLEY, DIRECTOR OF
LEGISLATIVE AND ADMINISTRATIVE
SERVICES

Schedule A

Item/Category	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Special Event Rental Damage Deposit	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Additional Deposit for Special Event with Liquor	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Regular User Annual Damage Deposit	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Admin fee for reselling cancelled ice after cancellation deadline	\$26.00	\$27.00	\$28.00	\$29.00	\$30.00
Penalty for exceeding dressing room time (45 mins.)	\$30/10 min	\$30/10 min	\$30/10 min	\$30/10 min	\$30/10 min
PSC or KAFH Meeting Room Rental per hour (Youth Non-Profit)*	\$19.00	\$20.00	\$21.00	\$22.00	\$23.00
PSC or KAFH Meeting Room Rental per hour (Adult Non-Profit)*	\$25.25	\$26.25	\$27.25	\$28.25	\$29.25
PSC or KAFH Meeting Room Rental per hour (Private)*	\$30.75	\$31.75	\$32.75	\$33.75	\$34.75
PSC or KAFH Meeting Room per hour (Commercial)*	\$50.50	\$51.50	\$52.50	\$53.50	\$54.50
Flip chart with paper & markers	\$15.00	\$16.00	\$17.00	\$18.00	19.00
Maintenance Services per hour	At cost	At cost	At cost	At cost	At cost
Coverage of the ice surface for an event	At cost	At cost	At cost	At cost	At cost
Municipal Grounds Special Event Permit Admin Fee	\$27.00	\$28.00	\$29.00	\$30.00	\$31.00
Exclusive Use of Dressing Room per year (NPA Historical Agreements Only)	Negotiated	Negotiated	Negotiated	Negotiated	Negotiated
SOCAN Fees	as per schedule	as per schedule	as per schedule	as per schedule	as per schedule
Dry Floor - North Peace Arena and PSC arena: Commercial per hour	\$151.50	\$159.75	\$168.00	\$176.50	\$184.75
Dry Floor - North Peace Arena and PSC arena: Private per hour	\$96.50	\$106.75	\$117.25	\$127.75	\$138.25
Dry Floor - North Peace Arena and PSC arena: Adult per hour	\$67.00	\$73.25	\$79.50	\$86.00	\$92.25
Dry Floor - North Peace Arena and PSC arena: Minor per hour	\$34.50	\$37.50	\$40.25	\$43.25	\$46.00
Dry Floor - North Peace Arena and PSC arena: School per hour	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dry Floor - Pomeroy Sport Centre: 1st floor - Commercial per hour	\$303.00	\$319.50	\$336.00	\$352.75	\$369.25
Dry Floor - Pomeroy Sport Centre: 1st Floor- Private per hour	\$193.00	\$213.50	\$234.50	\$255.75	\$276.75
Dry Floor - Pomeroy Sport Centre: 1st Floor- Adult per hour	\$130.00	\$143.25	\$157.00	\$170.75	\$184.75
Dry Floor - Pomeroy Sport Centre: 1st Floor- Minor per hour	\$66.00	\$72.50	\$79.25	\$85.75	\$92.25

Item/Category	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Dry Floor - Pomeroy Sport Centre: 1st Floor - School per hour	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dry Floor - Pomeroy Sport Centre: 2nd Floor - Commercial per hour	\$151.50	\$159.75	\$168.00	\$176.50	\$184.75
Dry Floor - Pomeroy Sport Centre: 2nd Floor - Private per hour	\$96.50	\$106.75	\$117.25	\$127.75	\$138.25
Dry Floor - Pomeroy Sport Centre: 2nd Floor - Adult per hour	\$67.00	\$73.25	\$79.50	\$86.00	\$92.25
Dry Floor - Pomeroy Sport Centre: 2nd Floor - Minor per hour	\$34.50	\$37.50	\$40.25	\$43.25	\$46.00
Dry Floor - Pomeroy Sport Centre: 2nd Floor - School per hour	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Northern Vac Track - Exclusive Use Commercial per hr*	\$97.75	\$98.75	\$99.75	\$100.75	\$101.75
Northern Vac Track - Exclusive Use Private per hr*	\$73.50	\$74.50	\$75.50	\$76.50	\$77.50
Northern Vac Track - Exclusive Use Adult per hr*	\$57.75	\$58.75	\$59.75	\$60.75	\$61.75
Northern Vac Track - Exclusive Use Minor per hr*	\$30.75	\$31.75	\$32.75	\$33.75	\$34.75
Northern Vac Track - Exclusive Use school	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dry Floor - PSC: Exclusive Use Entire Facility (Youth Non-Profit/Day)	\$1,576.50	\$1,700.00	\$1,825.75	\$1,951.50	\$2,077.50
Dry Floor - PSC: Exclusive Use Entire Facility (Adult Non-Profit/Day)	\$3,054.50	\$3,303.00	\$3,556.75	\$3,810.50	\$4,064.50
Dry Floor - PSC: Exclusive Use Entire Facility (Private/Day)	\$4,356.50	\$4,738.75	\$5,129.00	\$5,519.50	\$5,910.00
Dry Floor - PSC: Exclusive Use Entire Facility (Commercial/Day)	\$6,626.75	\$6,934.50	\$7,246.50	\$7,558.50	\$7,870.50
Regular Season Ice Rink Rental per hour (any sheet)					
Commercial	\$216.50	\$224.75	\$233.25	\$241.50	\$249.75
Private	\$137.25	\$149.50	\$162.00	\$174.50	\$187.00
Adult	\$105.50	\$110.25	\$115.25	\$120.00	\$124.75
Minor	\$52.75	\$55.00	\$57.50	\$59.75	\$62.25
School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Ice	inquire	inquire	inquire	inquire	inquire
Summer Ice	inquire	inquire	inquire	inquire	inquire
Non-Prime Rate	inquire	inquire	inquire	inquire	inquire
Public Skate or Drop In Programming					
Family (Max. 2 adults and 4 kids residing in same house)*	\$8.00	\$8.25	\$8.50	\$8.75	\$9.00
Senior (65+ yrs)*	\$2.50	\$2.75	\$3.00	\$3.25	\$3.50

Item/Category	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Adult (19-64yrs)*	\$3.25	\$3.50	\$3.75	\$4.00	\$4.25
Youth (6-18 yrs)*	\$2.50	\$2.75	\$3.00	\$3.25	\$3.50
Preschool (0-5yrs)	Free	Free	Free	Free	Free
Base Rate Kids Arena Rental per hour					
Commercial*	\$99.25	\$100.25	\$101.25	\$102.25	\$103.25
Private*	\$59.75	\$60.75	\$61.75	\$62.75	\$63.75
Adult*	\$39.75	\$40.75	\$41.75	\$42.75	\$43.75
Minor*	\$20.00	\$21.00	\$22.00	\$23.00	\$24.00
School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fields, Diamonds, Courts, and Pitches					
Ball Diamond or Soccer Pitch per hour - Minor	\$3.75	\$5.50	\$7.50	\$9.25	\$11.00
Ball Diamond or Soccer Pitch per hour - Adult	\$8.00	\$11.50	\$15.00	\$18.75	\$22.25
Ball Diamond or Soccer Pitch per hour - Private	\$11.75	\$17.00	\$22.50	\$28.00	\$33.25
Ball Diamond or Soccer Pitch per hour - Commercial	\$16.50	\$23.25	\$30.25	\$37.25	\$44.25