



COMMUNITY SERVICES FEES AND CHARGES BYLAW

2460, 2019

Adopted April 23, 2019

**CONSOLIDATED VERSION
FOR CONVENIENCE ONLY**

Includes Amendment Bylaw Number:

2530, 2020

Adopted October 13, 2020

2547, 2021

Adopted April 12, 2021

2592, 2024

Adopted July 8, 2024

This Consolidated Version includes the following amending bylaws:

Bylaw Number	Type of Amendment	Date Amending Bylaw was adopted
2530, 2020	Community Services Fees and Charges – Schedule A	October 13, 2020
2547, 2021	Community Services Fees and Charges – Schedule A	April 12, 2021
2592, 2024	Community Services Fees and Charges – Schedule A	July 8, 2024

CITY OF FORT ST. JOHN

BYLAW NO. 2460, 2019

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. 2460, 2019”.

2. DEFINITIONS

Categories of Public Users:

Individual users:

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

Categories of User Groups:

- Youth Non Profit: A non-profit organization whose primary purpose is providing a community service where the youth in the local community is the beneficiary. 80% of the membership must be 18 years of age and under to qualify for youth status. Groups not meeting the 80% membership under the age of 18 would qualify for adult non-profit status. Examples include but not limited to Girl Guides, Scouts and Minor Sports groups.
- Adult Non Profit: A non-profit organization whose primary purpose is providing a community service where the adults in the local community are the beneficiary. Adults are between the age of 19 and 64 years of age. Examples include but not limited to Fort St. John Recreation Hockey, North Peace Potters Guild.

- Senior Non Profit: A non-profit organization whose primary purpose is providing a community service where the seniors in the local community is the beneficiary. 80% of the membership must be 65 years of age and over to qualify for senior status. Groups not meeting the 80% membership over the age of 64 would qualify for adult non-profit status. Examples include but not limited to Save Our Northern Seniors (SONS), North Peace Housing Society, and senior sport groups.
- Private Group: A private individual or organization requesting use of a facility for the purpose of a private function where no profit is being generated by that group. Examples include but not limited to family reunion, wedding or picnic; Church congregation activity; service club Annual General Meeting; government agencies providing training to their employees or corporations holding meetings.
- Commercial: A company or business requesting use of a facility for its own profit or generating revenue. Examples include an entertainment promoter, a travelling circus, the NHL Old Timers Promotion Show, and the CKNL Tradeshow.
- Internal Users: All departments and associated committees within the City of Fort St John using a recreational facility for its departmental needs. Examples would include but not limited to, Engineering meeting, Municipal Elections Committee, Council approved initiatives, YAC meetings, Sports Council, Learning and Development Training.

Miscellaneous Definitions:

- Drop-In Admission or Ticket: The drop-in admission or ticket provides the bearer with access to public skate, drop-in hockey, public swim or public drop-in dry-floor use.
- Non-Prime Time: between 8:00am – 3:00pm, Monday through Fridays during the school year and is not applicable on holidays or non-instructional days.
- Non-Profit Organization: A registered society in the province of BC or Canada.
- Rental Agreement Use: A person and/or group who rents a space through a rental contract and controls the uses and the users of that space during the period of rental.
- Taxes – not included in the rental rate in Schedule A.

School Definitions:

- Hours – School use occurs during school hours (8:00 am – 3:00pm)
- School District: All schools, programs and departments as provided in School District No. 60 District Directory as well as Home schoolers, Christian Life School, and other students where they reside within City limits attending an accredited school.

- School District No. 60 Credit Programs or Field Trips: The use of recreational space is awarded on a fair and equitable distribution of available times for field trips subject to space.

3. 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. In cases where the costs exceed normal costs, there may be a premium applied to the regular rate schedule. This is the only reason that prices should vary with time. The following demand shifting incentives and premium charges will be implemented:

- Non-Prime Time - The City shall implement an incentive to use facilities during this time by offering a 25% discount to all hourly rates booked during Non-Prime time. This Non-Prime Rate shall not apply to rentals 3 hours or longer.
- Spring and Summer Ice: Ice bookings between April 1 and August 31 shall have a premium of 35% added to the applicable fees.

GUIDING PRINCIPLES TO CALCULATING FEES AND CHARGES

- Transparency – User fees and subsidies are reported for all City recreational services in a transparent manner.
- Service Efficiency – Prices are set to ensure optimal service delivery and administrative efficiency.
- Public Engagement Principle – the public will have opportunities to engage with the City, and to provide input on a user fee and charges bylaw.
- Actual Cost Principle – The actual cost of service delivery is well understood prior to setting user fee or subsidy rates.
- Benefit Principle – Those who benefit from a good or service should pay in proportion to the benefit they receive.

4. APPLICATION OF THE BENEFIT PRINCIPLE

Fort St John’s assessment of the overall public benefit for all public leisure services as determined throughout the review in 2011, 2013 and again in 2018 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 PRINCIPLE

FIGURE 1

USES		DROP-IN ADMISSIONS	RENTALS
USERS			
Individuals			
	Pre-School (0-5 years)	0%	
	Youth (6 – 18 years)	25%	
	Adult (19-64 years)	50%	
	Senior (65 years +)	25%	
	Family (2a+4y)		
Groups			
	Youth Non Profit		25%
	Adult Non Profit		50%
	Senior Non Profit		25%
	Private		75%
	Commercial		100%
	School District		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 Fees and Charges Bylaw No. 2137, 2014 and Community Services Fees and Charges Amendment Bylaw No. 2316, 2016 will be repealed as of September 1, 2019.

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, 2019.

READ FOR A FIRST TIME THIS 8th DAY OF APRIL, 2019

READ FOR A SECOND TIME THIS 8th DAY OF APRIL, 2019

READ FOR A THIRD TIME THIS 8th DAY OF APRIL, 2019

ADOPTED THIS 23rd DAY OF APRIL, 2019

LORI ACKERMAN
MAYOR

LAURA HOWES
DEPUTY CITY CLERK

SCHEDULE A

Item	Current	Proposed
	2023/2024	2024/2025
Indoor Recreation Facilities		
Dry Floor Rink Rentals		
North Peace Arena and Pomeroy Sport Centre (per rink, per hour)		
Minor / Youth / Senior Non-Profit	\$64.00	\$66.00
Adult Non-Profit	\$128.00	\$132.00
Private	\$192.00	\$199.00
Commercial	\$256.00	\$265.00
Exclusive Use of Entire Facility		
Pomeroy Sport Centre		
Per Day - Minor / Youth / Senior Non-Profit	\$2,051.00	\$2,121.00
Per Day - Adult	\$4,102.00	\$4,241.00
Per Day - Private	\$6,153.00	\$6,362.00
Per Day - Commercial	\$8,204.00	\$8,483.00
Per Week (7 days)	7 Days for Price of 6 (Based on Applicable Rate)	
Indoor Turf Rentals		
Kids Arena Fieldhouse (per hour)		
Minor / Youth / Senior Non-Profit	\$24.00	\$25.00
Adult Non-Profit	\$46.00	\$48.00
Private	\$70.00	\$72.00
Commercial	\$93.00	\$96.00
Ice Rink Rentals		
North Peace Arena and Pomeroy Sport Centre Regular Season (per hour)		
Minor / Youth / Senior Non-Profit	\$83.00	\$86.00
Adult Non-Profit	\$167.00	\$173.00
Private	\$250.00	\$259.00
Commercial	\$333.00	\$344.00
Other Ice Rates		
Spring Ice	Regular season rate plus 35%	
Summer Ice	Regular season rate plus 35%	

This section amended by Bylaw no. 2592, 2024

SCHEDULE A

Non-Prime Rate	Regular season rate minus 25%	
Flood of rinks after scheduled time (15 minutes)	1/4 of rate	1/4 of rate
Flood of Oval after scheduled time (45 minutes)	3/4 of rate	3/4 of rate
Exceeding Dressing Room Time Penalty (45 mins) (per 10 minutes)	\$35.00	\$36.00
Special Event - Coverage of Ice Surface	At cost	At Cost
Exclusive Use of Dressing Room per year (NPA Historical Agreements Only)	As per policy	

Item	CURRENT	PROPOSED
	2023/2024	2024/2025
Public Skate or Dry Floor Drop-In Programming Rates		
Preschool (0-5 yrs)	No charge	
Youth (6-18 yrs)*	\$3.50	\$3.50
Adult (19-64 yrs)*	\$6.00	\$6.00
Senior (65+ yrs)*	\$3.50	\$3.50
Family (Max. 2 adults and 4 kids residing in same house)	\$15.00	\$16.00
Northern Vac Track Exclusive Use (per hour)		
Minor / Youth / Senior Non-Profit	\$26.00	\$27.00
Adult Non-Profit	\$51.00	\$53.00
Private	\$77.00	\$80.00
Commercial	\$103.00	\$107.00
Drop-In	No charge	
Meeting Rooms in NPLP, PSC or KAFH (per hour)		
Youth / Senior Non-profit	\$23.00	\$24.00
Adult Non-Profit	\$40.00	\$41.00
Private	\$60.00	\$62.00
Commercial	\$80.00	\$83.00
Common Areas Rentals (per 32 square feet, per day)		
Youth / Senior Non-profit	\$23.00	\$24.00
Adult Non-Profit	\$40.00	\$41.00
Private	\$60.00	\$62.00
Commercial	\$80.00	\$83.00
Fitness Area Rentals (per hour)		
Training Gym - Minor / Youth / Senior Non-Profit	\$31.00	\$32.00
Training Gym - Adult Non-Profit	\$62.00	\$64.00
Training Gym - Private	\$93.00	\$96.00

SCHEDULE A

Training Gym - Commercial	\$124.00	\$128.00
Studio - Minor / Youth Non-Profit	\$25.00	\$26.00
Studio - Adult Non-Profit	\$50.00	\$52.00
Studio - Private	\$75.00	\$78.00
Studio - Commercial	\$101.00	\$104.00

Outdoor Recreation Facilities**Ball Diamond or Soccer Pitch Rental (per hour)**

Minor / Youth / Senior Non-Profit	\$11.00	\$11.00
Adult Non-Profit	\$22.00	\$23.00
Private	\$32.00	\$33.00
Commercial	\$43.00	\$44.00
Courts	No Charge	

Festival Plaza**Building (per HOUR)**

Minor / Youth / Senior Non-Profit	\$23.00	\$24.00
Adult Non-Profit	\$40.00	\$41.00
Private	\$60.00	\$62.00
Commercial	\$80.00	\$83.00

Outdoor Site (per DAY)

Minor / Youth / Senior Non-Profit	\$11.85	\$12.00
Adult Non-Profit	\$23.70	\$25.00
Private	\$35.55	\$37.00
Commercial	\$47.40	\$49.00

Food Truck Stall includes Power (per DAY)

Minor / Youth / Senior Non-Profit	\$6.75	\$7.00
Adult Non-Profit	\$13.50	\$14.00
Private	\$20.25	\$21.00
Commercial	\$27.00	\$28.00

SCHEDULE A

Special Events		
Damage Deposits		
Special Event Damage Deposit	\$1,000.00	\$1,000.00
Additional Deposit - Events with Liquor	\$1,000.00	\$1,000.00
Regular User Annual Damage Deposit	\$500.00	\$500.00
Municipal Grounds Rentals		
Admin Fee	\$34.00	\$35.00
Use of power	\$27.00	\$28.00
Use of electricity	\$119.00	\$123.00
Additional Services and Requests		
Flip chart with paper & markers	\$21.00	\$22.00
Maintenance and/or Services (per hour)	At Cost	
SOCAN Fees	As per schedule	
Cancellation Fees		
Rentals	As per policy	

SCHEDULE A

Item	CURRENT	PROPOSED
	2023/2024	2024/2025
Pool Fees & Charges		
Drop-In Swimming		
Toddler (0 – 5)	No charge	
Youth (6 – 18)	\$3.00	\$3.00
Adult (19 – 64)	\$6.00	\$6.00
Adult Aquafit (19 – 64)	\$7.00	\$7.00
Senior	\$3.00	\$3.00
Senior Aquafit	\$4.00	\$4.00
Family (2a+1y)	\$15.00	\$16.00
Passes		
6 Visit	5X Drop-In Rate	
12 Visit	10X Drop-In Rate	
1 Month	10X Drop-In Rate	
3 Month	28.5X Drop-In Rate	
6 Month	54X Drop-In Rate	
12 Month	105.6X Drop-In Rate	
Exclusive Use (per hour, up to 40 swimmers in the pool)		
Entire Facility – Minor / Youth / Senior Non-Profit	\$179.00	\$185.00
Entire Facility - Adult Non-Profit	\$359.00	\$371.00
Entire Facility – Private	\$538.00	\$556.00
Entire Facility – Commercial	\$718.00	\$742.00
Leisure Pool – Minor / Youth / Senior Non-Profit	\$108.00	\$112.00
Leisure Pool – Adult Non-Profit	\$215.00	\$222.00
Leisure Pool – Private	\$323.00	\$334.00
Leisure Pool – Commercial	\$431.00	\$446.00
Lap Pool – Minor / Youth / Senior Non-Profit	\$72.00	\$74.00
Lap Pool – Adult Non-Profit	\$144.00	\$149.00
Lap Pool – Private	\$215.00	\$222.00
Lap Pool - Commercial	\$287.00	\$297.00
Lane - Minor / Youth Senior Non-Profit	\$13.00	\$13.00
Lane - Adult Non-Profit	\$25.00	\$26.00
Lane - Private	\$38.00	\$39.00
Lane - Commercial	\$50.00	\$52.00

SCHEDULE A

Item	CURRENT	PROPOSED
	2023/2024	2024/2025
Pool Fees & Charges		
Other Fees and Charges		
Additional pool attendant per hour (base rate + 30%)	Based on collective agreement	
Major sport event	Inquire	

Meeting Rooms in NPLP (per hour)		
Youth / Senior Non-profit	\$23.00	\$24.00
Adult Non-Profit	\$40.00	\$41.00
Private	\$60.00	\$62.00
Commercial	\$80.00	\$83.00
Common Areas Rentals (per 32 square feet, per day)		
Youth / Senior Non-profit	\$23.00	\$24.00
Adult Non-Profit	\$40.00	\$41.00
Private	\$60.00	\$62.00
Commercial	\$80.00	\$83.00

Special Events		
Damage Deposits		
Special Event Damage Deposit	\$1,000.00	\$1,000.00
Regular User Annual Damage Deposit	\$500.00	\$500.00

Additional Services and Requests		
Flip chart with paper & markers	\$21.00	\$22.00
Maintenance and/or Services (per hour)	At Cost	
SOCAN Fees	As per schedule	

Cancellation Fees		
Rentals	As per policy	