



**THE CITY OF FORT ST. JOHN**

**Community Services Fees and Charges Bylaw No. 2608, 2025**

**CITY OF FORT ST. JOHN**

**Community Services Fees and Charges Bylaw No. 2608, 2025**

---

A Bylaw to establish Community Services Fees and Charges.

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 recreation services,

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

**TITLE:**

This bylaw may be cited as "City of Fort St. John Community Services Fees and Charges Bylaw No. 2608, 2025".

## CONTENTS

<b>PART ONE – ADMINISTRATION</b>	4
CITATION	4
REPEAL	4
DEFINITIONS	4
PURPOSE AND APPLICATION	5
SEVERANCE	6
<b>PART TWO – GENERAL PROVISIONS</b>	6
PROVISIONS	6
<b>PART THREE – USER AND USER GROUP CATEGORIES</b>	8
USERS	8
USER GROUP CATEGORIES	8
<b>PART FOUR – CALCULATING FEES AND CHARGES USING BENEFITS-BASED APPROACH</b>	10
RECIPROCAL SUBSIDY	10
FEE REVIEW	10
<b>PART FIVE – ENACTMENT</b>	11
<b>PART SIX – SCHEDULES</b>	12
SCHEDULE A – COMMUNITY SERVICES FEES AND CHARGES	12

## PART ONE – ADMINISTRATION

### CITATION

- 1) This bylaw may be cited as “City of Fort St. John Community Services Fees and Charges Bylaw No. 2608, 2025”.

### REPEAL

- 2) Community Services Fees and Charges Bylaw No. 2460, 2019 and Community Services Fees and Charges Amendment Bylaw No. 2592, 2024 will be repealed as of August 31, 2025.

### DEFINITIONS

- 3) In this Bylaw, unless the context otherwise requires, the following words have the following meanings;
  - a) *Common Areas Rental*: 32 SQFT / 8 x 4-foot space in a lobby, hallway or rink adjacent that consists of a table and 2 chairs.
  - b) *Drop-In Admission*: The *drop-in admission* provides the bearer with access to public skate, drop-in hockey, or public drop-in dry-floor use.
  - c) *Event*: An organized gathering for the purpose of commercial endeavors, community special *events* or moderate-to-high risk activities such as (but not limited to) sporting *events*. For example, a promotion, parade, or race which requires significant use of a space or exclusive use hosted on municipal property requires a *permit*. An *event* does not refer to small gatherings, or low risk activities that are considered a reasonable and accepted use of the space.
  - d) *Event Damage Deposit*: May be applied to *permit* applications of medium-to-high risk *events*, as defined by the Municipal Insurance Association of BC.
  - e) *Maintenance Services*: The cost of the employee(s) for additional set up or take down, listed in the Collective Agreement base rate plus 30%.
  - f) *Non-Profit Organization*: A registered society in the province of BC or Canada. The Society is required to provide proof to qualify for the reduced rate.
  - g) *Permit*: Written permission granted by the Director, for an *event* or special *event* on municipal property.

## PART ONE – ADMINISTRATION (continued)

- h) *Rental Agreement Use*: An individual, group or organization who rents a space through a rental contract and controls the uses and the users of that space during the period of rental. Regular user groups enter into a Facility Use Licence Agreement.
- i) *SOCAN*: The Society of Composers, Authors and Music Publishers of Canada, a performance rights organization that administers the public performance and communication rights of its members' musical works and collects licensing fees for the use of such works in accordance with the *Copyright Act*.
- j) *Subsidy Levels*: The amount to which a service is paid for by taxes, whereas user pay is the amount to which a service is paid for by users.
- k) *Taxes*: Not included in the rental rate(s) in Schedule A, except for *drop-in admissions*.
- l) *Use of Additional Utilities*: Refers to the use of power greater than that of a standard electrical outlet. This usually includes the use of a distribution board and/or incurs additional maintenance and/or services fees and/or lighting the obelisks.

## PURPOSE AND APPLICATION

- 4) Purpose – Except as otherwise provided, this bylaw applies to the recreation services of Community Services within the City of Fort St. John.
- 5) Application – The guiding principles to calculating the fees and charges consist of:
  - a) Transparency – User fees and subsidies are reported for all City recreational services in a transparent manner.
  - b) Service Efficiency – Prices are set to ensure optimal service delivery and administrative efficiency.
  - c) Public Engagement Principle – The public will have opportunities to engage with the City, and to provide input on a user fee and charges bylaw.
  - d) Actual Cost Principle – The actual cost of service delivery is well understood prior to setting user fee or subsidy rates.
  - e) Benefit Principle – Those who benefit from a good or service should pay in proportion to the benefit they receive.

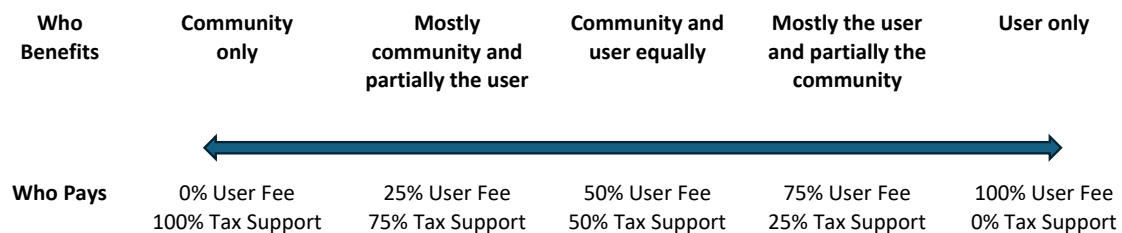
## **PART ONE – ADMINISTRATION (continued)**

- 6) Application of the Benefit-Based Approach – The benefit-based approach is supported by the benefits continuum that provides structure for categorizing recreation services by the amount of community benefit they provide.

Those who benefit from a good or service should pay in proportion to the benefit they receive. If a user only benefits, then the user should pay 100% of the costs. If the community receives most of the benefits, then the service can be subsidized to the extent justified.

- 7) Benefit Continuum (figure 1) – Fort St. John’s assessment of the overall public benefit of recreation services has been reviewed and evaluated during previous assessments conducted in 2011, 2013, 2018, and 2024. This approach will remain in effect under the current bylaw. It provides the rationale and justification for the level of public subsidy allocated to various categories of uses and users of indoor and outdoor public recreation spaces.

FIGURE 1



## **SEVERANCE**

- 8) If any section, subsection, sentence, clause, definition, or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

## **PART TWO – GENERAL PROVISIONS**

### **PROVISIONS**

- 9) Safe and Courteous Behaviour – All users of recreation facilities must adhere to the Code of Conduct, *“Recreation Code of Conduct Policy No. 26/22”*.
- 10) Allocations – All user groups of recreation facilities must adhere to the *“Recreation Facility Allocation Policy No. 117/19”*.
- 11) Cancellations – Cancellations for rentals is outline in *“Recreation Facility Allocation Policy No. 117/19”*.
- 12) Daily Charge – Groups that have a multi-day *event* and require to maintain the set up beyond their reservation or overnight will be charged a day rate of a 10-hour day.

## PART TWO – GENERAL PROVISIONS (continued)

- 13) Discount Pricing – Discount pricing shall be applied to bundled passes, with greater discounts for longer-term passes and /or discounting of regular rates to promote the sale of time slots that occur within 72 hours. Prior to discount pricing, regular user groups will receive right of first refusal, open for 12-hour period to respond prior to promoting to the public at a discount.
- 14) Exclusive Use of Facilities – Historically, “Exclusive Use” of the facilities has been identified in Schedule A. However, more frequently the user does not require the entire facility and would prefer to select items included. Users requesting “Exclusive Use” shall contact the department manager to build a custom package and corresponding fee.
- 15) Non-Prime Time – Non-Prime time is between 8:00 am – 3:30 pm, Monday through Friday during the school year and is not applicable on holidays or non-instructional days.
- 16) Prime Time – Prime Time is between 3:30 pm – 9:00 pm, Monday through Friday during the school year and Saturday and Sunday between 9:00 am – 6:00 pm.
- 17) Spring and Summer – Historically, Spring and Summer Ice was charged at the regular ice rate plus 35% from April 1 to August 31 annually. However, to ensure efficient use of the municipal ice facilities during the spring and summer the following has been established:
  - a) All user groups booking (combined) for spring and/or summer ice are required to utilize at least 75% of the total prime time hours in order to be allocated. The specific date range will be set at the annual ice allocation meeting. This requirement is in place to ensure that when ice is constructed at a facility it will be utilized.
  - b) Refunds will not be issued for unused or canceled ice time during the spring and summer periods. This encourages accurate forecasting of ice needs and ensures that allocated hours are used effectively.
- 18) Ticketed *Event* – In cases where an organizer charges an admission ticket for an *event* sporting, civic, charitable or other *event*, the City reserves the right to charge a premium applied to the regular rate.
- 19) Tier A and B for Ball Diamond or Soccer Pitch – To better reflect differences in maintenance requirements, field quality, and user experience, the City has introduced a tiered classification system for its sports fields.
  - a) Tier A Fields – Tier A fields are premium fields that receive a higher level of maintenance and offer a superior playing surface. These fields may include enhanced irrigation systems, improved turf quality, regular aeration and topdressing, and more frequent mowing and field lining. They are ideal for competitive play, high-performance training, and major tournaments.

## PART TWO – GENERAL PROVISIONS (continued)

- b) Tier B Fields – Tier B fields are standard community-use fields that receive regular but less intensive maintenance. While still safe and suitable for recreational and league use, these fields may have fewer enhancements and a more basic level of upkeep compared to Tier A. They are best suited for practices, casual games, and community-level sports.

## PART THREE – USER AND USER GROUP CATEGORIES

### USERS

- 20) The categories of public or individual users consist of;
  - a) Preschooler: An individual from 0 to 5 years old,
  - b) Youth: An individual between 6 to 18 years of age,
  - c) Adult: An individual between 19 to 59 years of age,
  - d) Senior: An individual 60 years of age and over, and
  - e) Family: Up to two adults and four youth residing in the same household.

### USER GROUP CATEGORIES

- 21) The categories of user groups consist of;
  - a) Youth Non-Profit: A *non-profit organization* whose primary purpose is providing a community service where youth in the local community are 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.
    - i) Examples include (but are not limited to) Girl Guides, Scouts, or Minor Sports Groups.
  - b) Adult Non-Profit: A *non-profit organization* whose primary purpose is providing a community service where adults in the local community are the beneficiary. Adults are between the age of 19 and 59 years of age.
    - i) Examples include (but are not limited to) Fort St. John Recreation Hockey or North Peace Potters Guild.

### PART THREE – USER AND USER GROUP CATEGORIES (continued)

- c) Senior Non-Profit: A *non-profit organization* whose primary purpose is providing a community service where seniors in the local community are the beneficiary. 80% of the membership must be 60 years of age and over to qualify for senior status. Groups not meeting the 80% membership over the age of 60 would qualify for adult non-profit status.
  - i) Examples include (but are not limited to) Save Our Northern Seniors, North Peace Seniors Housing Society, or senior sport groups.
- d) Standard Group: An individual, group or organization requesting use of a facility for the purpose of a rental where no profit is being generated by that group, and does not fall into other categories of the user groups detailed in this Bylaw. An individual, group, or organization that is offering an activity, service, or *event* that is a mix of public and private beneficiaries to receive tax support. Standard is a group or organization that does not have non-profit status.
  - i) Examples include (but are not limited to) Church congregation activity, service club Annual General Meetings, government agencies, or corporations holding meetings.
- e) Private: An individual, group or business requesting use of a facility for a private *event* or for its own profit or generating revenue.
  - i) Examples include (but not limited to) a family reunion, wedding, private business service, sales, trade show, sport academies or a training provider offering a course for a fee.
- f) Internal Users: All departments and associated committees within the City of Fort St. John using a recreational facility for its departmental needs.
  - i) Examples include (but are not limited to) meetings, Municipal Elections Committee, Council approved initiatives, Youth Advisory Council meetings, Sports Council, and Learning and Development Training.
- g) Schools: All schools and programs as provided in School District No. 60 District Directory as well as students attending Distance Education, Christian Life School, and other students where they reside within City limits attending an accredited school.
  - i) School use occurs during school hours (8:00 am – 3:00 pm) when school is in session. Does not include non-instructional days or school breaks.
  - ii) 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.

## PART FOUR – CALCULATING FEES AND CHARGES USING BENEFITS-BASED APPROACH

### RECIPROCAL SUBSIDY

- 22) User and user group fees and charges are based on percentages of user or rental user pay and reciprocal *subsidy levels* (figure 2). The recreation fees and charges are attached to and form part of this bylaw as Schedule A.

FIGURE 2

USERS	DROP-IN ADMISSION USER PAY	RENTAL USER PAY	SUBSIDY LEVELS
<b>Individuals</b>			
Pre-School (0-5 years)	0%		100%
Youth (6 – 18 years)	25%		75%
Adult (19 – 59 years)	50%		50%
Senior (60 years +)	25%		75%
Family (2 a + 4 y)	\$ = (2 a +1 y)		
<b>Groups</b>			
Youth Non-Profit		25%	75%
Adult Non-Profit		50%	50%
Senior Non-Profit		25%	75%
Standard		75%	25%
Private		100%	0%
School District		0%	100%

### FEE REVIEW

- 23) The rates identified in Schedule A are to be reviewed each year by the Director of Community Services in collaboration with Department Managers. If the British Columbia Consumer Price Index (CPI) is greater than 3% in December of the previous year, the costs will be recalculated and the Bylaw amended and/or if the expenses or revenues within Community Services fluctuate more than 3% in December of the previous year, the costs will be recalculated and the Bylaw amended.

## PART FIVE – ENACTMENT

READ FOR THE FIRST THREE TIMES THIS 14<sup>th</sup> DAY OF JULY, 2025

ADOPTED THIS 28<sup>th</sup> DAY OF JULY, 2025

---

LILIA HANSEN  
MAYOR

---

BONNIE MCCUE  
CORPORATE OFFICER

## **PART SIX – SCHEDULES**

### **SCHEDULE A – COMMUNITY SERVICES FEES AND CHARGES**

Community Services Fees & Charges Bylaw - Schedule A						
Item	Current	PROPOSED				
	2024 - 2025	2025 - 2026	2026 - 2027	2027-2028	2028 - 2029	2029 - 2030
Indoor Recreation Facilities						
Meeting Rooms in PSC or KAFH (per hour)						
Youth / Senior Non-profit	\$24.00	\$25.00	\$25.25	\$25.50	\$25.75	\$26.00
Adult Non-Profit	\$41.00	\$50.00	\$50.50	\$51.00	\$51.50	\$52.00
Standard	\$62.00	\$75.00	\$75.75	\$76.50	\$77.25	\$78.00
Private	\$83.00	\$100.00	\$101.00	\$102.00	\$103.00	\$104.00
Common Areas Rentals (per 32 square feet, per day)						
Youth / Senior Non-profit	\$24.00	\$25.00	\$25.25	\$25.50	\$25.75	\$26.00
Adult Non-Profit	\$41.00	\$50.00	\$50.50	\$51.00	\$51.50	\$52.00
Standard	\$62.00	\$75.00	\$75.75	\$76.50	\$77.25	\$78.00
Private	\$83.00	\$100.00	\$101.00	\$102.00	\$103.00	\$104.00
Fitness Area Rentals (per hour)						
Training Gym - Youth / Senior Non-Profit	\$32.00	\$32.50	\$32.75	\$33.25	\$33.50	\$33.75
Training Gym - Adult Non-Profit	\$64.00	\$64.75	\$65.50	\$66.25	\$67.00	\$67.75
Training Gym - Standard	\$96.00	\$97.00	\$98.25	\$99.50	\$100.50	\$101.75
Training Gym - Private	\$128.00	\$129.50	\$131.00	\$132.50	\$134.00	\$135.50
Studio - Non-Profit	\$26.00	\$26.50	\$27.00	\$27.50	\$28.00	\$28.50
Studio - Adult Non-Profit	\$52.00	\$53.00	\$54.00	\$55.00	\$56.00	\$57.00
Studio - Standard	\$78.00	\$79.50	\$81.00	\$82.50	\$84.00	\$85.50
Studio - Private	\$104.00	\$106.00	\$108.00	\$110.00	\$112.00	\$114.00
Indoor Walking Track Exclusive Use (per hour)						
Drop-In	No charge	No Charge				
Youth / Senior Non-Profit	\$27.00	\$27.50	\$28.50	\$29.25	\$30.25	\$31.00
Adult Non-Profit	\$53.00	\$55.25	\$56.75	\$58.50	\$60.25	\$62.00
Standard	\$80.00	\$82.75	\$85.25	\$87.25	\$90.25	\$93.15
Private	\$107.00	\$110.25	\$113.50	\$117.00	\$120.50	\$124.00
Dry Floor Rink Rentals						
North Peace Arena and Pomeroy Sport Center (per rink, per hour)						
Youth / Senior Non-Profit	\$66.00	\$68.25	\$70.25	\$72.50	\$74.50	\$76.75
Adult Non-Profit	\$132.00	\$136.50	\$140.50	\$144.75	\$149.25	\$153.75
Standard	\$199.00	\$204.75	\$210.75	\$217.25	\$223.75	\$230.50
Private	\$265.00	\$273.00	\$281.25	\$289.75	\$298.50	\$307.25
Indoor Turf Pitch Rentals						
Kids Arena Fieldhouse (per hour)						
Youth / Senior Non-Profit	\$25.00	\$26.25	\$28.00	\$31.00	\$34.25	\$37.50
Adult Non-Profit	\$48.00	\$52.50	\$55.75	\$62.25	\$68.75	\$75.00
Standard	\$72.00	\$78.75	\$83.75	\$93.50	\$103.00	\$112.50
Private	\$96.00	\$105	\$111.75	\$124.50	\$137.25	\$150.00
Ice Rink Rentals						
Public Skate & Drop In Hockey (Includes GST)						
Preschool (0-5 yrs)	No charge	No Charge				
Youth (6-18 yrs)*	\$3.50	\$4.50	\$4.50	\$4.75	\$4.75	\$5.00
Adult (19-59 yrs)*	\$6.00	\$8.75	\$9.00	\$9.25	\$9.50	\$9.75
Senior (60+ yrs)*	\$3.50	\$4.50	\$4.50	\$4.75	\$4.75	\$5.00
Family (Max. 2 adults and 4 kids residing in same house)	\$16.00	\$22.00	\$22.50	\$23.25	\$23.75	\$24.50
North Peace Arena and Pomeroy Sport Centre Regular Season (per rink, per hour)						
Youth / Senior Non-Profit	\$86.00	\$88.50	\$92.75	\$97.50	\$102.25	\$107.50
Adult Non-Profit	\$173.00	\$177.00	\$185.50	\$195.00	\$204.50	\$215.00
Standard	\$259.00	\$265.50	\$278.25	\$292.50	\$306.75	\$322.50
Private	\$344.00	\$354.00	\$371.00	\$390.00	\$409.00	\$430.00
Other Ice Rates						
Spring Ice	Ice rate plus 35%	75% Fill Rate within specific date range				
Summer Ice	Ice rate plus 35%	75% Fill Rate within specific date range				
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				
Outdoor Recreation Facilities						
Tier A Ball Diamond or Soccer Pitch Rental (per hour)						
Youth / Senior Non-Profit	N/A	\$13.25	\$14.00	\$15.50	\$17.25	\$18.75
Adult Non-Profit	N/A	\$26.25	\$27.75	\$31.25	\$34.50	\$37.50
Standard	N/A	\$39.50	\$41.75	\$46.75	\$50.50	\$56.25
Private	N/A	\$52.50	\$55.75	\$62.25	\$68.75	\$75.00
Tier B Ball Diamond or Soccer Pitch Rental (per hour)						
Youth / Senior Non-Profit	\$11.00	\$12.00	\$12.50	\$13.50	\$14.50	\$15.50
Adult Non-Profit	\$23.00	\$24.00	\$25.00	\$27.00	\$29.00	\$31.25
Standard	\$33.00	\$34.00	\$37.50	\$40.50	\$43.50	\$46.75
Private	\$44.00	\$46.00	\$50.00	\$54.00	\$58.00	\$62.50
Outdoor Courts	No charge	No Charge				
Outdoor Rinks	No charge	No Charge				
Centennial Park Stage	No charge	No Charge				
Festival Plaza						
Site (per hour)						
Youth / Senior Non-Profit	\$24.00	\$25.00	\$27.75	\$31.00	\$34.25	\$37.50
Adult Non-Profit	\$41.00	\$49.00	\$55.50	\$62.00	\$68.50	\$75.00
Standard	\$62.00	\$73.50	\$83.25	\$93.00	\$102.75	\$112.50
Private	\$83.00	\$98.00	\$111.00	\$124.00	\$137.00	\$150.00
Events						
Municipal Property Permit						
Permit Fee	\$35.00	\$45.00	\$46.00	\$47.00	\$48.00	\$50.00
Use of additional Utilities Per Day (Eq.Additional site power or obelisk lighting)	\$28.00	\$60.00	\$61.00	\$62.00	\$63.00	\$64.00
Other						
Regular User Annual Damage Deposit	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Special Event Damage Deposit	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Additional Damage Deposit - Events with Liquor	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Exclusive Use of Dressing Room per year (NPA Historical Agreements Only)	As per policy	As per Policy				
Exceeding Dressing Room Time Penalty (Past 45 mins per every 10 additional minutes)	\$36.00	1/6 cost of rate				
Rink Surface Cover	At cost	At Cost				
Major Sporting Event	Inquire	Inquire				
Exclusive Use of Facilities	Exclusive Use Rate	Inquire				
Maintenance Services (per hour)	At cost	At cost				
SOCAN Fees	As per schedule	As per copyright legislation				
Cancellation Fees (Rentals)	As per polivc	As per policy				