

REPORT TO COUNCIL



Date: February 27, 2017

Rim No. 0610-53

To: City Manager

From: Active Living & Culture Division

Subject: Overview of Fees Structures and Allocation of Space in Sport, Recreation and Cultural Facilities

Prepared by: Manager, Recreation & Business Services

Recommendation:

THAT Council receives the report for information, dated February 27, 2017, regarding an overview of fee structures and allocation of space within sport, recreation and cultural facilities.

PURPOSE: To provide Council an overview of fee structures and allocation of space within sport, recreation and cultural facilities as managed through Council Policy 222 Recreation and Cultural Services - Philosophy/Fees & Charges Policy, Fees & Charges Bylaw No. 9609 and Conditions of Use & Allocation Policies for Recreation Facilities, Theatre, Sportsfields and Parks. This is provided as background in preparation for a subsequent report to Council on proposed amendments.

Background:

Recreation and cultural facilities are paramount in the development of a healthy and active community. They provide benefits to local citizens, families and visitors by supporting arts and sport participation and excellence, engaging non-profit and private sectors, inspiring economic development and tourism, providing a place for social connection, and much more.

The City plays a fundamental role in the planning, development, and management and operation of these facilities which can occur through direct City leadership in all aspects of the facilities lifecycle (i.e. Rutland Twin Arena, Kelowna Community Theatre, sportsfields and Parkinson Recreation Centre) or through various collaborations and partnerships where the City's role may be reduced (i.e. Okanagan Gymnastics Centre, Rotary Centre for the Arts, H2O Adventure & Fitness Centre). The City's involvement will cross different departments depending on function such as planning, development, maintenance and operations.

One role of the Active Living & Culture Division is to oversee the community use of recreation and cultural facilities that includes both establishing fees structures and programming and public use.

The Division's approach to setting fee structures and allocation of space and time is managed through the following key documents: Council Policy 222, Fees & Charges Bylaw No. 9609 and the Conditions of Use & Allocation Policies.

Council Policy 222 Recreation and Cultural Services - Philosophy/Fees & Charges Policy

This policy provides the framework that guides the development and amendments of the Active Living & Culture Division's primary operating documents, Bylaw No. 9609 and the Conditions of Use & Allocation Policy and is consistent with the City's Principles & Strategies for Financial Strength & Stability (August 2015). It is based on policy statements that ensure services provide benefit to the public, and that fees:

- Are not a barrier to participation
- Are applied consistently
- Reflect costs and fair market value, and
- Are raised when not in conflict with the statements above

Fees and Charges Bylaw No. 9609

This bylaw contains fee schedules for the various chargeable recreation and culture facilities rental rates, PRC facility admissions and other services through Active Living & Culture. Fees are monitored regularly with a comprehensive review conducted in collaboration with Financial Services, at least every five years so that updates can be made and brought forward to Council for approval. The most recent update was in September of 2012.

Conditions of Use & Allocation Policies

This document contains general as well as facility specific conditions and allocation policies and processes that guide the use of the various City recreation facilities, the Kelowna Community Theatre, sports fields and parks. This manual is reviewed annually and is brought forward for Council endorsement when the amendments are significant and/or alter the intent of any part thereof. The most recent such amendment was in 2013 and focused on the removal and addition of various facilities, consolidation and reorganization of the document to reduce the number of pages and revisions to reflect actual practice

Success in developing and managing these documents has been achieved by balancing community needs with fiscal responsibility, using a market driven approach, maintaining awareness of community trends and ongoing collaboration with facility-based advisory committees. Committees include the Sportsfield Advisory Committee, Arena Advisory Committee, Aquatics Advisory Committee, Apple Bowl Advisory Committee and the Outdoor Events Committee.

This report is provided as background prior to staff bringing forward a report that will propose updates to the Fees & Charges Bylaw and Conditions of Use & Allocation Policies. While the proposed changes are not deemed to be significant, it is important to provide additional context within existing practice.

Fees & Charges Bylaw

The proposed updates will include:

- Market rate adjustments
- Adjustments to establish consistent relationships between non-profit and commercial rates
- Multi-year rate table extensions or change to annual 2% increase

Council Report – Overview of Fee Structures and
Allocation of Space in Sport, Recreation and Cultural Facilities

- Introduction of new fees that address new facility development and changing use patterns

Conditions of Use & Allocation Policies

The proposed updates will include:

- New and updated clauses in administrative sections to reflect actual practice
- Various updates and rewording in facility sections for clarity and to reflect actual practice
- Allocation guidelines that address new spaces and changing use patterns

Internal Circulation: Active Living & Culture Managers, Communications Supervisor, Divisional Director of Financial Services

Existing Policy: Council Policy 222 - Recreation and Cultural Services-Philosophy/Fees & Charges Policy, Recreation & Cultural Services Fees & Charges Bylaw 9609, Conditions of Use & Allocation Policies for Recreation Facilities, Theatre, Sportsfields and Parks.

Considerations that were not applicable to this report:

Financial/Budgetary Considerations

Personnel Implications

Alternate Recommendation

Legal/Statutory Authority

Legal/Statutory Procedural Requirements

External Agency/Public Comments

Technical Requirements

Submitted by:

L. Angus, Manager, Recreation & Business Services

Approved for inclusion:



J. Gabriel, Director, Active Living & Culture

Cc: Divisional Director, Communications & Information Services

Attachments

1. Council Policy 222 - Recreation and Cultural Services Philosophy/Fees & Charges
2. Recreation & Cultural Services Fees & Charges Bylaw 9609
3. Conditions of Use & Allocation Policies Manual for Recreation Facilities, Theatre, Sportsfields and Parks