



# DISTRICT OF WEST KELOWNA

## COUNCIL POLICY MANUAL

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Approval Date: 2009-APR-14

<b>DEPARTMENT:</b>	<b>PARKS, RECREATION AND CULTURE</b>
<b>SUBJECT:</b>	<b>FEES &amp; CHARGES POLICY</b>

### **Policy Statement:**

To define the user group and sports field categories, priority allocation of facilities, order of ice allotment, and usage of the facilities.

### **Purpose:**

This policy is to be viewed in conjunction with the Parks Recreation and Culture Schedule of Fees as attached to the District of West Kelowna Fees and Charges bylaw.

### **1. FEES AND CHARGES AGE CATEGORIES:**

Infant	0-24 months
Pre-school	24 months – 5 years
Child	5 – 12 years
Youth/Student	13 – 18 years
Adult	18 – 64 years
Senior	65 years and over
Family	Maximum 6 persons (2 adults and 4 children under 18 years of age and one adult must accompany children into family sessions)

NOTE: Parks, Recreation and Culture (PRC) Dept. age categories are not the same as the Johnson Bentley Memorial Aquatic Centre (JBMAC) categories.

### **2. GRANT-IN-AID:**

#### **2.1 Annual use agreements:**

With Council's approval, grant-in-aids will be provided to not-for-profit child/youth sport groups within the District of West Kelowna to provide a subsidy from the facility/park regular hourly rental fee. Subsidies will vary based on the facility/park rented. This financial grant-in-aid for child/youth sport groups will be based on the previous year's use.

#### **2.2 Special Requests:**

Not-for-profit groups wishing subsidized facility and/or park rental rates must submit a letter to the DWK Council, 90 days prior of rental date, requesting that Council consider a subsidized rate.

### 3. DEFINITIONS:

- a. **Not-for-profit:**  
Community associations, minor sport leagues, service clubs and organizations, and any group registered as a charity with Canada Revenue Agency.
- b. **Commercial Group:**  
Any individual, company or organization engaged in the pursuit of profit through the use of the DWK facilities and/or parks.
- c. **Renter:**  
Any individual, company or organization that books and pays for any DWK facility, park or sport field.
- d. **DWK Programs:**  
A variety of participatory leisure pursuits such as sports, games, performing arts and visual arts.
- e. **Organized Minor Sports Groups:**  
Minor sports groups providing skill development and competition in any sport disciplines operated at any DWK park and/or facility.
- f. **Junior Hockey Club:**  
For profit, organized hockey league for youth ages 16 to 20.
- g. **Director:**  
The Director of Parks, Recreation and Culture Services for the District of West Kelowna (District or DWK).
- h. **District:**  
Will refer to the District of West Kelowna (DWK)

### 4. GOODS AND SERVICE TAX

All fees are subject to the Goods and Services Tax (GST) unless otherwise specified.

### 5. CONTRACT/USE AGREEMENT

The Director or designated authority reserves the right to approve or deny any park or recreation facility use request in order to ensure an appropriate schedule of activities at any DWK park or facility.

### 6. PRIORITY ALLOCATION

Allocation of PRC facilities will be in accordance with the following order of priority or as determined by the Director or his/her designate:

- a. DWK programs (e.g. Public skating, Parent & Tot, etc.)
- b. Organized recreational use (non-exclusive organized sport)
- c. Not-for-profit or fundraising initiatives that have a direct relationship with the delivery of PRC services.
- d. Other private and/or commercial users.

Note: It must be recognized that no single use shall unreasonably monopolize or disrupt the operation of any other use.

## 8. ORDER OF ICE ALLOTMENT

### Jim Lind Arena

- a) DWK Programs
- b) Minor Sports
- c) Adult Sport Groups
- d) Commercial Rentals

### Royal LePage Place

- a) Jr. A Hockey
- b) Minor Sports
- c) DWK Programs
- d) Adult Sport Groups
- e) Commercial Rentals

Community events and provincial /regional competitions, etc. will be scheduled, where applicable, prior to regular ice allocation each year. Large functions such as trade shows, concerts, etc. will be booked were feasible.

## 9. SECURITY REQUIREMENTS:

Licensed security personnel, as determined by the Director or his/her designate, to be provided by the renter.

## 10. DAILY FEES (Meeting Rooms and Parks)

A daily fee will be defined as a period for up to ten (10) hours of use. This includes set-up, event time and clean up times for the booking.

## 11. SECURITY/DAMAGE DEPOSIT:

The DWK is authorized to charge a security/damage deposit.

Should potential damage be anticipated to DWK property resulting from a facility or park rental, a financial deposit amount equal to potential damage will be requested by the Director. This refundable deposit will be returned to the event operator minus any security or damage costs paid for by the DWK.

## 12. MAINTENANCE/VANDALISM FEE

Charges applied to a user when destructive acts have created extra costs associated with clean up and repairs of DWK property. The charges will be the actual costs of all labour and materials to complete the work + 10%.

## 13. SPORT FIELD DEFINITION:

**'A' Field** – Full size, sports lights, non-portable bleachers, shale infields, outfield fences, and adjacent washrooms. **NOTE:** DWK currently does not operate 'A' Fields.

**'B' Field** – Full size, shale infields, large backstops, group of fields

**'C' Field** – Less than full size, grass infields, small backstops, limited fencing.

**14. SPECIAL EVENTS:**

Events hosted by the PRC Department or a private renter that is open to the public. This event may be available at no cost to participants or an admission fee may apply.

**15. "COMMERCIAL" USE OF SPORT FIELDS:**

Where a field is rented to a corporation other than a not-for-profit corporation, or to a partnership or to another person carrying on a business on commercial property, the fee shall be twice the fee set out in the schedule of fees and charges.

**16. PARK SPECIAL ACCESS PERMIT:**

Under special circumstances as approved by the Director or his/her designate, access into or through a park will be considered. If approved, a park access permit will be issued for pre and post inspection of the park. Should further inspections be required, staff time will be charged.

**17. OVERNIGHT VEHICLE PARKING:**

Under special circumstances, as approved by the Director or his/her designate, vehicles may be permitted to park overnight in a DWK owned parking lot. Users must request approval and obtain a parking permit, a minimum of one week, prior to the date to which the vehicle will remain in the parking lot.

Previous Revision/s: none