

**SALT SPRING ISLAND ADMINISTRATIVE  
GUIDELINE**

Section	<i>Salt Spring Island Electoral Area - Parks and Recreation</i>	
Subsection	Guidelines	# 2019.1
Title	PARKS AND RECREATION FEES AND CHARGES	

**GUIDELINE:**

Salt Spring Island Local Community Commission (LCC) has set out the framework for the establishment of fees and charges for Salt Spring Island (SSI) parks and recreation services; to guide recommendations for the Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw Schedule C – Salt Spring Island Parks and Recreation.

**PURPOSE:**

1. To provide direction and guidance on fee setting in parks and recreation facilities and programs.
2. To ensure fair, reasonable fees are established for public recreation services and that such fees reflect an appropriate cost recovery.
3. To identify cost for all service areas and establish a rationale for subsidizing services that align with our strategic direction.
4. To ensure consistency in the rental and admission fee charges at all facilities that provide the same or similar services.
5. To ensure access for all.

The guiding principle is to conduct an analysis on an annual basis, including but not limited to Market Averages (of like facilities) and to establish a base rate for rentals, admissions and program fees. Once established, the base rate will allow for a formula to guide subsidies for local non-profit organizations and different age groups.

The user fees collected are used to offset the amount of tax requisition collected for the delivery of recreation and park services. The establishment of a desired level of cost recovery for services will assist with the establishment of base rates.

**RESPONSIBILITY:**

CRD staff have the responsibility of administering and implementing this guideline.

**PROCEDURE:**

Admission Fees

Where applicable use the following formulas in pool admission fees:

- Adult (19yrs and older) rate set a 100% of the established pool admission fee
- Youth (13-18yrs) Subsidization: pay 75% of adult rate
- Child (5-12yrs) Subsidization: pay 60% of adult rate
- Tot (0-4yrs) Subsidization: pay 0% of the admission cost
- Family (max 5) Subsidization: pay 200% of adult rate

Rental Fees

Where applicable use the following formulas in establishing rental fees:

- Commercial rate set at 100% of the established facility rental fee
- Adult Non Profit: pay 75% of the facility rental fee
- Youth Non Profit Subsidization: pay 60% of the facility rental fee

Program Fees

Where applicable use the following formulas in establishing program fees:

- Adult program fees set to cover all direct and indirect costs
- Youth, Child and Tot programs set to cover all direct costs

Following an annual review, current fees and charges should not be drastically raised or lowered as a way to minimize variances in revenue and cost barriers to participation.

**DEFINITIONS:**

Market Average: The average rate for similar government operated facility.

Non-profit: Community and sports associations with a majority membership comprised of Salt Spring Island residents.

Admission fees: Average rate charges in similar facilities operated by public agencies.

Direct Costs: Any expenditure which is directly related to the operation of the program. This would include instructor fees, materials, facility rental, etc.

Indirect Costs: All expenditures which have not been applied to the direct costs. This includes administrative costs, facility maintenance, marketing etc. (typically calculated at 25% of the direct costs)

Subsidy Level: The portion of a service direct cost which is paid for by the tax requisition.

**PROCEDURE:**

1. Conduct annual market analysis
2. Set recommended updates to Fees and Charges
3. Prepare draft Fees and Charges Bylaw
4. Present to PARC for comment and approval of recommendation
5. Send recommendation to CRD Board

Approval Date:	April 2019	Approved By:	SSI PARC
1. Amendment Date:		Approved By:	