

Subdivision 1 - Fee Policies

- 11.1.1
1. It is recognized that at least some of the cost involved to deliver leisure services should be recovered by means of a user fee or charge, and that the user fees and charges should be reviewed annually and be effective 1 September to 31 August of the following year.

On 26 February 2018 Council agreed that the objective for fee recovery percentage on revenue generating facilities and staff related to those facilities will be between 17% and 22% of projected facility and related staff expenses, excluding major expenditures. This percentage range will be reviewed every 5 years or when significant change takes place within the economy.
 2. Age Categories

It is recognized that there should be different rates based on the age of the participants and the following age categories have been established:
 - a) Pre-schoolers 4 years of age and younger
 - b) Children 5 to 14 years of age inclusive
 - c) Students 15 to 18 years of age inclusive
 - d) Adults 19 years of age and older
 - e) Senior Citizens 60 years of age and older
 3. It is recommended that admission fees should be standardized in all facilities where applicable.
 4. Goods and Services Tax

GST is included where applicable.

Subdivision 1 - Fee Policies (continued)

11.1.1 5. Program Fees

The program fees (excludes admission to public programs) are based on the cost to provide a program, including a charge for facility and administration overhead costs. However, based on the present policy, program costs outlined above are subsidized as follows:

- | | |
|--------------------|-----------|
| a) Pre-schoolers | up to 50% |
| b) Children | up to 50% |
| c) Students | up to 25% |
| d) Adults | none |
| e) Senior Citizens | up to 50% |

Public Program Admission Ratios:

That the goal be to maintain the following ratio for public programs:

- Children/Seniors be a maximum of 40% of adult fees.
- Students be a maximum of 60% of adult fees.
- Economy tickets be 80% of regular price (current policy)
- Membership be 30% of regular admission (current policy)

Facility Rental Ratio Goal:

That the goal be to maintain the following ratio for facility rentals:

- Child / senior be a minimum of 40% of adult.
- Student be a minimum of 60% of adult.

PART 11 - LEISURE SERVICES
Division 1 - Leisure Services Fees and Charges

Subdivision 1 - Fee Policies (continued)

11.1.1 6. Prime time and non-prime time

Prime time and non-prime time have been standardized for pool and ice facilities where applicable and are defined as:

- a) Prime Time Monday to Friday 6pm to 12 midnight
 Saturday to Sunday 8am to 12 midnight
 Statutory Holidays 8am to 12 midnight
- b) Non-Prime Time all other times
- c) Special School Days, 8am to 3pm (50% of Prime Time)
- d) Spring/Fall - Youth Ice all ice fees at prime ice rate
- e) Spring - Adult Ice See Schedule D
- f) NID Days - Youth Ice 8am to 3pm, see rate (must have a parent in attendance as supervisor)
- g) NID School Day Special
 – Youth Ice See Schedule D
- h) High Performance Athlete
 Program – Ice Time See Schedule D

7. Admission Fees

- a) To be standard in all leisure services facilities, for recreation sponsored public sessions.
- b) Those fees consist of single fees, economy tickets (booklets) and memberships (passes).
- c) Active members of Canadian Armed Forces receive the seniors' rate for admission fees and memberships upon showing of valid and current Canadian Armed Forces identification card.

PART 11 - LEISURE SERVICES
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Subdivision 1 – Fee Policies (continued)

11.1.1 8. Meeting Room - Guidelines

- a) Rental rates are hourly unless otherwise noted in the fee schedule.
- b) No charge is levied for normal equipment used in conjunction with room rentals or programs.
- c) Volunteer youth groups who meet the criteria set out in the Fee Policies, item 10, shall be allowed the following providing the meeting rooms are available:
 - i. One annual general meeting in the Riverlodge activity room or Tamitik meeting room free of charge.
 - ii. Monthly executive meetings at a reduced cost of \$16.30 per meeting in a Riverlodge meeting room or a Tamitik meeting room.
 - iii. New leisure time activity groups wishing to hold public meetings to form a leisure service activity in our community are allowed four organizational meetings free of charge, when rooms are available.

9. Minors Accessing Leisure Services Facilities

ACCESS TO THE LEISURE SERVICES FACILITIES FOR MINORS MUST ADHERE TO THE FACILITY ACCESS STANDARD OPERATING PROCEDURE

10. Reduced Fee for Rental of Leisure Services Facilities

Whenever groups requesting a reduced fee for rental of leisure services facilities have part of their participants under 18 years of age and part over 18 years of age, that the reduced rate be granted when the 18 and under participants represents a minimum of 80% of the participating groups.

11. Tournament Bookings

In booking of tournaments held in the leisure services facilities, a social room will be supplied, if available, at no additional cost, in the facility the tournament is being held. The social room is for the convenience of participants during the tournament hours only.

(Please note that the intent of this does not include the use of Joanne Monaghan Community Room for evening dance socials - this would mean the Activity Room to socialize in while the event takes place.)

Subdivision 1 - Fee Policies (continued)

11.1.1 12. Community Development Centre Family Swim

The Community Development Centre is permitted one 1-hour swim per week at a convenient time for pool operations and normal admission fees are charged. This program can be incorporated with a Sunday Fun Swim.

13. Scuba Diving Lessons - Private Sector

The private sector is permitted to teach scuba lessons during public swims, providing qualified PADI Instructors are present and supply the District of Kitimat with a photocopy of liability insurance with a minimum of \$2 000 000.

14. Scuba Equipment during Public Swim

Individuals are permitted to use their scuba equipment during specific public swims providing a current qualification certificate is produced prior to the swim.

15. Statutory Holiday Facility Rental for Exclusive Use

Ice Rental

Prime time rate applies for up to the first 6-hour block of facility rented on a statutory holiday. Beyond the 6 hours block the following charges apply: Prime time rate + all regular employee statutory holiday charges + an additional 30%.

Pool Rental

Charges for facility rental are as follows: Prime time rate + all regular employee statutory holiday charges + an additional 30%.

Subdivision 1 - Fee Policies (continued)

11.1.1 16. Coast Mountain School District No. 82 Kitimat/Kitamaat Village/
Leisure Services Department Reciprocal Use Agreement

The District of Kitimat and Coast Mountain School District No. 82 in Kitimat / Kitamaat Village have participated in a reciprocal use program. The agreement is:

- a) Coast Mountains School District No. 82 in Kitimat / Kitamaat Village has use of the leisure services facilities during school days between 8:30am and 4pm at no charge, and if additional costs are incurred, they are charged to them. The exception is swimming, where the District of Kitimat will provide the first lifeguard free of charge (District of Kitimat Policy and Procedures Manual).
- b) The District of Kitimat Leisure Services Department has use of School District facilities at no charge (apart from Mount Elizabeth Theatre) after 5pm on school days, with direct costs incurred on weekends.
- c) In addition, it has been agreed that Mount Elizabeth Middle Secondary School has the use of Tamitik Arena for graduation ceremonies in exchange for two free uses of Mount Elizabeth Theatre.

Dry Grad/Graduation Ceremonies

Dry Grad and Grad Banquet Committees each year by October 15th must contact the Leisure Services Department, Administrative Coordinator at Riverlodge (250-632-8970) to provide a contact list for the committee and set up a meeting to go over bookings and contract for the Dry Grad activities and banquet.

Tentative bookings for dry grad and graduation ceremonies must occur by October 30th and confirmation for the events must be made by March 31st of each year with the appropriate facility.

A \$2,000 refundable security deposit must be submitted to the Leisure Services Department by January 31st of each year (Note: If damage occurs at one event, banquet, this damage deposit will be reduced and must be replenished prior to the next event, “dry grad”)

Guidelines for use and charges for the facilities are set by the Leisure Services Fees and Charges.

Subdivision 1 - Fee Policies (continued)

11.1.1 A security, safety and first aid plan must be submitted to the Leisure Services Department by May 1st of each year.

Items to include are:

- Medical plan
- Security of the building
- Dealing with smoking/vaping, drugs, and alcohol use
- Evacuation plan and event insurances obtained for each event (to be coordinated with Leisure Services)

Name and phone number of emergency contact who will be on site for the whole event by one week prior to each event to the Leisure Services Department

The District of Kitimat provides a \$5,000 grant to the Dry Grad Committee / Grad Committee which can be used for room booking all charges (rooms, staff costs, etc.) that are not included as part of the Leisure Services Fees and Charges.

- The \$5,000 may be split between the Dry Grad Committee and the Grad Committee
- The \$5,000 grant is budget dependant as part of the Leisure Services Department and must be approved by Council.
- The grant cannot be used for the damage deposit owed to the Leisure Services Department
- The grant cannot be used for costs not related to the facility rental or facility use requirements.

d) Riverlodge Recreation Centre is provided for Mount Elizabeth Middle Secondary School (MEMSS) Dry Grad and grad banquet as follows:

Dry Grad – No Charge Facilities

- Gym, J. Monaghan Community Room, Activity Room, Arts Wing, hallways
- Wednesday 8:30 pm – 9:30 pm
- Thursday 6 am – 9:30 pm
- Friday 6 am – start of event (est. 9 pm)
- Friday start of event (est. 9 pm) until Saturday 9 am
- Clean up must be complete by Saturday at 9 am or additional charges will be incurred.

Subdivision 1 - Fee Policies (continued)

11.1.1

Dry Grad – Facility Charges

- All other times outside of the above
- Floor cover laydown and take up.
- Recreation Attendant Services outside normal facility operating hours and for Dry Grad event after 2 am
- Electrician services
- Additional staff charges as required.

Banquet – No Charge Facilities

- Gymnasium, J. Monaghan Community Room, and Activity Room
- Set up 8:30 am – 3:30 pm Monday – Friday.

Banquet – Facility Charges

- All other times outside of the above
- Floor cover lay down and take up.
- Recreation Attendant services if additional staff are required and all time outside normal facility operating hours for including any overtime requirements.
- Service Clerk fees if additional staff are required and all staff time outside normal facility hours including overtime requirements.
- Electrician services
- Set up after 3:30 pm
- Additional staff charges as required.

- e) Riverlodge Recreation Centre is provided for Kitimat City High (KCH) grad banquet as follows:

Banquet – No Charge Facilities

- Gymnasium, J. Monaghan Community Room, and Activity Room
- Set up 8:30 am – 3:30 pm Thursday – Friday.

Subdivision 1 - Fee Policies (continued)

11.1.1

Banquet- Facility Charges

- All other times outside of the above
- Floor cover laydown and take up.
- Recreation Attendant services if additional staff are required and all time outside normal facility hours including overtime requirements.
- Service Clerk fees if additional staff are required and all time outside normal facility hours including overtime requirements.
- Electrician services
- Set up after 3:30 pm
- Additional staff charges required.

Note: The Tamitik Arena and the Sam Lindsay Aquatic Centre may be booked for dry grad and graduation events. The value of the \$5,000 grant may be applied towards the costs related to these facilities. The use of the \$5,000 grant must adhere to the explanation of the grant's restrictions.

17. Persons showing the Gym Works CSC Pacific/ Pacific Sport Card may use the facilities at no charge to pursue their fitness training goals. All other facility sales will apply.
18. A person using the facility for a municipally operated fitness program may use the facilities (shower, weight room, or pool) after their fitness class.

Subdivision 2 - Public Admission Fees

11.1.2 1. See attached Schedule A.

Subdivision 3 - Riverlodge Recreation Centre

11.1.3. 1. See attached Schedule B.

Subdivision 4 - Sam Lindsay Aquatic Centre

11.1.4. 1. See attached Schedule C.

Subdivision 5 - Tamitik Arena/Kitimat Ice Rink

11.1.5. 1. See attached Schedule D.

Subdivision 6 - Miscellaneous

11.1.6. 1. See attached Schedule E.

SCHEDULE A

PUBLIC ADMISSION FEES

Regular Fees

Regular Admission						
Age Group ¹	Single Admission	Economy Tickets ²	Per Month	3 Month ³	6 Month	12 Month
PreSchool ⁷	n/a	n/a	n/a	n/a	n/a	n/a
Child ⁴	2.70	26.50	29.05	74.20	134.05	236.65
Senior	3.00	28.45	32.15	76.00	143.45	255.00
Student	5.10	48.10	54.15	135.35	243.69	433.30
Adult	7.95	76.85	86.40	215.90	347.30	690.60
Family ⁵	14.65	n/a	162.80	407.20	733.05	1,303.05

Leisure Access Fees (75% of drop-in and economy tickets, 50% of regular memberships)

Age Group ¹	Single Admission	Economy Tickets ²	Per Month	3 Month	6 Month	12 Month
PreSchool ⁷			n/a	n/a	n/a	n/a
Child ⁴	0.70	6.65	14.50	37.10	67.05	118.30
Senior	0.75	7.10	16.10	38.00	71.70	127.50
Student	1.30	12.05	24.05	67.70	121.85	216.70
Adult	2.00	19.20	38.45	107.95	176.65	345.30
Family ⁵	3.40	n/a	81.45	203.60	366.50	651.55

Day Pass Fees

Age Group	Day Pass Rate
Preschool ⁷	n/a
Child ⁴	4.35
Senior	4.65
Student ⁶	7.95
Adult	12.75
Family ⁵	23.35

SCHEDULE A (Continued)

Regular & Leisure Access Memberships allow access only to public sessions at Riverlodge (weight room, open gym, badminton, sauna, rock wall and courts) and Tamitik (sauna, whirlpool, fitness areas, courts, public swim, and public skating).

- ¹ See Fee Policies on Page **Error! Bookmark not defined.**, Item #2, for definition of age groups.
- ² Economy tickets represent 80% of 12 single admissions.
- ³ "3 Month" Regular Membership is the base and represents 30% of 90 single admissions; "Per Month" = Base/3+20%; "6 Months" = Basex2-10%; "12 Months" = Basex4-20%
- ⁴ GST is not charged for those 14 years and under
- ⁵ Family rate: Maximum two parents or guardians accompanying their dependent children under 19 years of age.
- ⁶ post-secondary school students with a current provincially recognized post-secondary school student card pay the student drop-in rate for admission to Leisure Services facilities; if proof of fulltime status is provided, they pay the student rate for economy tickets and memberships.
- ⁷ For a challenged person who is <5 years old, the assistant / parent / caregiver pays admission at the child drop-in rate (subsidies apply).

Note: Hirsch Creek Golf and Winter Club membership fees may be collected as per direction of Recreation Administration Coordinator.

SCHEDULE B

RIVERLODGE RECREATION CENTRE

Arts Wing

ARTS MEMBERSHIPS ¹				
	Per Month	3 Months	6 Months	12 Months
Child ²	8.35	21.15	36.90	60.80
Senior	9.00	21.50	37.60	64.95
Student ³	11.50	27.70	48.60	83.00
Adult	18.60	44.20	77.90	133.55

¹ "3 Month" Regular Membership is the base x 3 less 20%; "6 Month" Regular Membership is the base x 6 less 30%; "12 Month" Regular Membership is the base x 12 less 40%

² GST is not charged for those 14 years and under

³ Post-secondary school students with a current provincially recognized post-secondary school student card pay the student drop-in rate for admission to Leisure Services facilities; if proof of fulltime status is provided, they pay the student rate for economy tickets and memberships

FIRING COUPONS¹	Single Item	6 Coupons
Glaze	\$2.15	\$11.50
Bisque	\$1.15	\$5.75
Full Kiln	\$64.10	
*No membership required. Never expires.		

FIRING PACKAGE¹ (Must have Arts Wing Membership)	3 month	6 month	12 month
Includes bisque and glaze firing	\$82.00	\$163.90	\$327.85

¹ Loading to be by Leisure Services staff or delegate only. Firing to be by Leisure Services staff or delegate only. Kiln to be fired only when full. Kiln firings limited to two firing per month.

PART 11 - LEISURE SERVICES
Division 1 - Leisure Services Fees and Charges

SCHEDULE B (Continued)

Room Rental Rates⁵

Room	Event		
Arts Wing	Workshop Rates for Craft Clubs (9:00 a.m. to 5:00 p.m.)		82.30
	Meetings (per hour)		15.90
Community Room Kitchen	Hourly Rental		36.20
Activity Room	Meetings (per hour)		25.30
	Sports Rental / Non Profit Rental (per hour)	Adult	26.30
		Youth	21.50
	Receptions ² (within normal hours)		215.30
	Socials outside building hours		251.20
Babysitting (per hour)		26.30	
Joanne Monaghan Community Room	Meetings per hour		36.20
	Sports Rental / Non Profit Rental (per hour)	Adult	33.00
		Youth	27.90
	Receptions ² (within normal hours)		348.40
	Seniors/Teen Dances ³		348.30
Socials ¹		838.10	
Gymnasium	Sports Rental (per hour)	Adult	59.20
		Youth	29.50
	Meetings (per hour)		54.80
	Receptions ² (within normal hours)		821.80
Socials ¹		1834.80	
Convention Rate ⁴	Exclusive Use of Entire Facility (per day)	Adult	1972.25
		Youth	788.90
Climbing Wall	Sports Rental (per hour)		21.50
Kitimat Youth Centre	Meeting (per hour)		15.90

1. Socials operate between 7pm and 2am. Set up time is included as part of normal fee and arrangements and other facility activities are to be co-ordinated with the Leisure Services Administration Coordinator. When possible, decorations may be put up the day before.
2. Limited use of kitchen facilities; catered meals with alcohol service; within regular building hours of the season, Sunday to Friday at 4 p.m.; for such events as business meetings, bingo, etc.
3. Seniors/teen dances operate between 6 pm and 12 midnight with the building clear by 1 am. Without alcohol service.
4. Convention rental includes use of the entire facility for each day of the conference. This does not cover set up time as the policy for all rentals is that set up time is a part of the rate, providing the amount of time required is reasonable.
5. Federal government legislation requires that this fee be paid at social functions that provide music. Current SOCAN rates will be applied in addition to the rental fee, www.socan.com.

SCHEDULE B (Continued)

6. **Individuals or groups may use this facility for no charge when sharing skills pertaining to food preparation and preservation when the kitchen is not otherwise booked.** A refundable deposit of \$50 will be collected and returned if the kitchen is cleaned and left in the condition it was found **Note** - If paid bookings for the Joanne Monaghan Community Room and kitchen are received outside 48 hours of the no charge booking of the kitchen, paid bookings will receive priority for the use of the kitchen space and the free booking will be cancelled.

Applicable:

- Groups or individuals interested in sharing skills or teaching friends on how to do food preparation or preservation.
- Food Bank or Food Share Program
- Groups such as Kitimat Community Services, Tamitik Status of Women, Community Garden Programs, etc.

Not Applicable:

- Commercial ventures i.e., preparation of food for a business or for selling of the food.
- Commercial ventures to train employees how to do this for businesses.
- Commercial ventures where someone is being paid to teach others.

Note: (i) If the Leisure Services Department deems necessary an additional charge for set up may be added. Charge made will equal the current wage rate of one Recreation Attendant 2 plus overhead for eight hours per day of event. (ii) An additional fee beyond what is listed in (i) may be added, with the permission of the Director of Leisure Services after consultation with the Recreation Administration Coordinator, based on minimum of current wage rate of one Recreation Attendant 2 plus overhead for four hours per day of event. (iii) If it is determined by the Recreation Administration Coordinator that the gym floor covering is to be used for a rental/event, an additional fee of up to 6 hours x 3 staff x the current wage rate of Recreation Attendant 1 will be charged when necessary.

SCHEDULE B (Continued)

Martial Arts Fees

Tae Kwon Do

Trial period 1 to 30 September - no fee.

Fall fees to be paid by 30 September, winter by 1 February.

Training session schedule is 1 September to 31 May, with **shared use of room**.

TAE KWON DO					
Age Group	Season				
Adult (≥19yrs)	Full Year	1 October	to	31 May	332.10
	Part Year	1 October	to	30 January	172.00
		1 February	to	31 May	172.00
Youth (15-18yrs)	Full Year	1 October	to	31 May	189.60
	Part Year	1 October	to	30 January	96.00
		1 February	to	31 May	96.00
Children (≤14yrs)	Full Year	1 October	to	31 May	162.00
	Part Year	1 October	to	30 January	89.00
		1 February	to	31 May	89.00
Seniors (≥60yrs)	Full Year	1 October	to	31 May	164.65
	Part Year	1 October	to	30 January	90.45
		1 February	to	31 May	90.45

SCHEDULE B (Continued)

Judo/ Boxing/ Jiu-Jitsu

Trial period 1 to 30 September - no fee. Fall fees to be paid by 30 September, winter by 15 January. Judo /Boxing/ Jiu-Jitsu training session schedule is 1 September to 30 April.

Age Group	Season				
Adult (≥19yrs)	Full Year	1 October	to	30 April	347.20
	Part Year	1 October	to	15 January	173.85
		16 January	to	30 April	173.85
Youth (15-18yrs)	Full Year	1 October	to	30 April	202.55
	Part Year	1 October	to	15 January	106.40
		16 January	to	30 April	106.40
Youth Drop-In					4.65
Children (≤14yrs)	Full Year	1 October	to	30 April	177.85
	Part Year	1 October	to	15 January	96.70
		16 January	to	30 April	96.70
Seniors (≥60yrs)	Full Year	1 October	to	30 April	189.60
	Part Year	1 October	to	15 January	101.10
		16 January	to	30 April	101.10

SCHEDULE C

SAM LINDSAY AQUATIC CENTRE

Pool Rental Rates

Time (rates are per hour)	Youth ¹		Adult	
	A	B	A	B
Rental Rates	104.60	55.40	141.40	75.10
All normal operating hours				
Adhoc Pool Rentals²	A, B & C		A, B & C	
Outside normal operating hours Youth = 75% of adult rate	184.50		245.55	

¹. Youth volume purchased pool time minimum 1 hour/day, Monday to Friday, 40 weeks/year.

². Maximum 75 people. Intent of program rate is to capture all costs of on-deck personnel and meet policy relative to ratios between guards and participants. If there are additional participants, the cost would be the hourly labour cost including benefits plus 25%.

- Persons or groups wishing to rent the complete facility will be required to pay all costs of additional on deck personnel and meet policy relative to ratio between guards and participants. Cost is current Guard 1 rate + overhead for each additional lifeguard required above 40 swimmers. The ratio of lifeguards to swimmers and additional charge for staff as follows:

41 – 80 swimmers = 1 additional lifeguard

81 – 140 swimmers = 1 additional lifeguard

141- 200 swimmers = 1 additional lifeguard

201+ swimmers = Requires 1 additional lifeguard per 50 swimmers

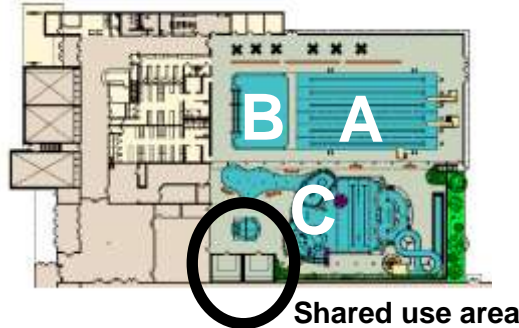
³. The Kitimat Marlins Swim Club rates are to be adjusted accordingly with any changes to the Fee Schedule.

Note: Swim Meet Charges: During a swim meet, the teach pool (shallow end) will be provided at no charge to the facility renters.

The Sam Lindsay pool is available to rent as a whole unit or in subsections:

- 25-meter length swim area plus shared use of sauna and whirlpool
- 10-meter shallow end swim area plus shared use of sauna and whirlpool
- Leisure Pool plus shared use of sauna and whirlpool; waterslide is optional; intent is to capture all costs of waterslide personnel; cost = hourly labor rate + benefits for a slide attendant
- Lane rentals. Individual lane rentals are available at the rate of \$16.70 per hour provided that:
 - The lane area is not booked for other purposes.
 - The pool is open and qualified people are on duty.

SCHEDULE C (Continued)



Sauna and Whirlpool

1. This area is a common area for use by all participants using the various pools, provided that:
 - a. The complete pool is not separately booked (i.e., private rental).
 - b. The pool is open and qualified people are on duty.
2. Use of the sauna and whirlpool area is included when playing racquet sports or using the fitness centre, provided that:
 - a. The complete pool is not separately booked (i.e., private rental).
 - b. The pool is open and qualified people are on duty.
3. Use of these facilities is restricted to participants 16 years of age and over, unless accompanied by an adult.

Pool Rental Rates for Non-Residents

Adult	Adult Ad Hoc pool rental rate + 25% surcharge
Youth	Youth Ad Hoc pool rental rate +25% surcharge

SCHEDULE D

TAMITIK ARENA / KITIMAT ICE RINK

Ice Rental Rates

Adult

	Fall: Sept 1 - 30	Winter: Oct 1 - Mar 14	Spring⁷: Mar 15 - May 31	Summer⁷: Jun 1 - Aug 31
Adults (All hrs)	225.95	0.00	176.55	225.95
Prime Time ¹ (All hrs exclusive of non-prime)	0.00	225.95	0.00	0.00
Non-prime Time ²	0.00	192.70	0.00	0.00
Cancellation / No-Shows Charge, <28 days notice	225.95	225.95	176.55	225.95
Special ³	0.00	62.10	0.00	0.00

Youth (18 years and under - registered society)

	Fall: Sept 1 - 30	Winter: Oct 1 - Mar 14	Spring⁵: Mar 15 - May 31	Summer⁶: Jun 1 - Aug 31
Youth (All hrs)	83.45	0.00	116.30	225.95
Prime Time ¹ (All hrs exclusive of non-prime)	0.00	83.50	0.00	0.00
Non-prime Time ²	0.00	71.75	0.00	0.00
Cancellation / No-Shows Charge, <28 days notice	172.30	180.60	116.30	225.95
School Non-Instruction Days (NID) Must have adult supervision	0.00	51.00	51.00	0.00

¹ Monday to Friday, 6 pm to 12 midnight. Saturday to Sunday, 8 am to 12 midnight.

² All other times.

³ Monday to Friday (school days) 8am to 3pm. Statutory Holidays - See page **Error! Bookmark not defined.**

⁴ **Cancellation / No Shows Charge for Youth during Fall/Winter: Double the normal rate unless Cold Weather Policy in effect.**

SCHEDULE D (Continued)

- ⁵ Youth Spring booked prior to January 15th, local youth group:
- a) require a minimum \$500 deposit.
 - b) rental rate: \$93.00 (20% discount off regular spring ice)
 - c) minimum hours / day: 4
 - d) minimum days / week: 5
 - e) minimum weeks going forward from March 15 in consecutive weeks: 4.
 - f) Ice booked after January 15th be at rate of \$116.30.
 - g) Ice can only be booked in the year that it will be used; The Director of Leisure Services, or delegate, may waive this for special events as necessary.
 - h) Fees will match the fall/winter ice fee rates if the ice has not been removed and requires re-installation, and all other spring ice requirements have been met.
- ⁶ Youth Summer booked prior to January 15th, local youth group:
- a) require a minimum \$1000 deposit.
 - b) rental rate: \$117.48 (48% discount off regular summer ice)
 - c) minimum hours / day: 7
 - d) minimum days / week: 5
 - e) minimum weeks working back from August 31st in consecutive weeks: 4.
 - f) Ice booked after January 15th be at rate of \$225.93.
 - g) Ice can only be booked in the year that it will be used; The Director of Leisure Services, or delegate, may waive this for special events as necessary.
 - h) Fees will match the fall/winter ice rental rates for the last three full weeks of August if all other requirements of summer ice rentals have been met.
- ⁷ Adult program or commercial sector (hockey school) unless booked through local youth group. Spring / summer booked prior to January 15th:
- a) deposit \$2,000
 - b) rental rate: \$132.41 (25% discount off regular spring ice)
 - c) minimum 6 hours / day
 - d) minimum rental program - 2 weeks
 - e) minimum 6 days if 2 weeks, 5 days if 3 weeks
 - f) minimum 2-week rental
 - g) Ice can only be booked in the year that it will be used; The Director of Leisure Services, or delegate, may waive this for special events as necessary.
 - h) Fees will match the fall/winter ice fee rates if the ice has not been removed and requires re-installation, and all other spring ice requirements have been met.

Ice Rental Rates for Non-Residents

Adult	Adult prime time ice rental rate + 25% surcharge
Youth	Fall/Winter: 50% (adult prime time ice rental rate + 25% surcharge) Spring/Summer: Youth rental rate + 25%

Ice Time – Open (Local Elite Athletes) (October 1 - May 1)

From time-to-time various youth excel in their ice sport and, prior to competition, request additional ice time for practice. If ice time is available at no additional cost to the taxpayer, the charge per individual would be \$14.40 per hour. For procedure see Leisure Services Department Standard Operating Procedures Manual.

Special Events / Ice Shows (re: feature hockey games, ice shows featuring provincial, national, or international people)

Rental rate applicable or 10% of gross gate whichever is the greater. Actual clean-up costs to be paid by rental agency.

Net Pegging (securing hockey nets limiting movement)

User groups to be responsible for net pegging or procure the service from the Leisure Services Department at a charge (above their regular ice rental rate) of hourly cost-plus benefit package at minimum of 4 hours.

Summer Non-Ice Rental Rates - Minor User Groups (18 years and under - registered society)

SUMMER NON-ICE RENTAL	
Minor User Groups	63.35
Adult Rental	104.40

Shows / Concerts

SHOWS/CONCERTS	
Local Non-Profit Organization, per day, registered society	825.35
	plus clean-up costs
	First Day
	1,375.55
	Second Day
	1,375.55
Commercial Rates	Rock Concert Rate ¹
	1,375.55
	plus clean-up costs
	Complete Concession Rights
	550.25
	Partial Concession Rights
	275.15

¹ Negotiate 10% of the gross gate or minimum fee whichever the greater. All set-up, take-down, on-going clean-up, and final clean-up of room rental (exclusive of janitorial) to be negotiated in rental agreement.

- **Senior, Intermediate, or Junior Hockey**

1. It is recognized that this type of hockey has not operated in our community for several years and every situation should be judged on its own merits. However, this program offers an opportunity for an initial starting point.
2. Registration with BC Amateur Hockey Association.
3. Minimum of 10 home games, six of which must be from outside Pacific Northwest at Junior "B" level or higher.

PART 11 - LEISURE SERVICES
Division 1 - Leisure Services Fees and Charges

4. a) A guarantee of \$11,567.10 plus GST to be instituted versus 15% of the gross gate, whichever is the greater.
- b) That the \$11,567.10 plus GST guarantee be paid in full by 15 November of each year or 15% of gate receipts or the balance by cheque.
- c) Gross rate split 15% to the District of Kitimat for ice costs, for training camp and games.
- d) 85% to hockey team for operating costs and to provide competition.
- e) Before split, the following game costs to come off the top:
 - i. referees, linesmen, and ticket sellers.
 - ii. referees and linesmen to be supplied by the hockey team.
 - iii. ticket sellers to be supplied by the Leisure Services Department.
5. Practice Times:
 - a) Training camp ice time that is available prior to 29 September of each year.
 - b) Regular practice is two sessions per week for 1 hour and 15 minutes at agreed upon times.
6. It is stated that the hockey team is responsible for security and control of building during all rental times.

Tamitik Room Rental Rates

TAMITIK ROOM RENTAL RATE				
George Thom Meeting Room	Meetings per hour		24.10	
	Specials (within established building hours)		215.30	
	Sports Rental (per hour)	Adult		26.30
		Youth		21.50
	Babysitting (per hour)			26.30
	Workshops (9:00 a.m. – 5:00 p.m.)			82.35
Arena Meeting Room	Meetings per hour		15.90	
Press Room	Meeting per hour		15.90	

SCHEDULE E

MISCELLANEOUS

Advertising

Commercial advertising is permitted by youth volunteer agencies to be installed on the sports field fencing of the outdoor sports fields, squash court kill boards, and specific areas of the arenas (see Leisure Services Department SOP for details).

ADVERTISING	4'x8' space	240.00
Sports Fields	Kill Board	240.00
Squash Courts	Score Clock / panel	240.00
Arenas	Ice Resurfacers / panel	240.00
	Tamitik Arena Board	240.00
	Above Ice Machine Bay	240.00
	Tamitik Lower Concourse Ice Exit	240.00
	Kitimat Ice Rink Board	144.00
	Ice Advertising (Tamitik Arena & KIR)	240.00

Leisure Services Department Equipment Rental

Photocopying	Volunteers	\$0.15
	Public	\$0.30
Flip Chart Paper	1 pad non-lined, 50 pgs	\$17.00
	1 pad lined white newsprint, 50 pgs	\$21.95
	Flip Chart Stand	\$13.30
Furniture	Rectangle Banquet Tables	
	Per table, per day	\$7.80
	Per table, per week	\$41.10
	Per table, per month	\$122.50
	Chairs – plastic	
	Per chair, per day	\$1.35
	Per chair, per week	\$4.00
	Per chair, per month	\$8.05
	Plus deposit of half cost of rental	
Linen	Tablecloth (rectangle or round)	\$12.90
	Napkin	\$1.05
		Plus \$50 deposit if used outside Riverlodge
Coffee Service (includes cups, cream and sugar)	8 cup	\$6.90
	30 cup	\$23.35
	100 cup	\$47.50
	Thermos	\$25.00 Deposit Only
	Urn, per day	\$10.30
	Urn Deposit	\$77.25
Padlocks	Padlock	\$1.05
	Deposit	\$4.00
Racquet Equip.	Squash racquet	\$1.05
	Squash balls	\$1.05
	Squash goggles	\$1.05
	Table tennis paddles & 2 balls	\$1.05
Ice Skates		\$1.05

SCHEDULE E (Continued)

As per Council motion of November 10, 2003:

- For internal use for clients renting Leisure Services Department facilities
- For internal use by other departments
- For use by public when not available from the private sector

Corporate Fitness Program

1. That this program be available to all industrial/commercial employers in our community to encourage them to be involved in the fitness of their employees and their families.
2. That a firm must have a business licence in Kitimat to qualify.
3. That a firm must guarantee a minimum billing of \$100.00 / month to pay for the Leisure Services Dept's administration costs.
4. That the Leisure Services Department collect no more than 75% of the total cost of the program admission price.
5. That each employee and family members who qualify for the program will have to purchase a picture identification card from the District of Kitimat Leisure Services Department.
6. To qualify for the ID picture, the employee of the company will have to present his/her employee identification card and BC Care Card to the Leisure Services Department. Each member of his/her family must also present the card to the Leisure Services Department, to identify the family members eligible for the ID and, therefore, the program.
7. The Leisure Services Department will collect admission fees for each public session from a qualifying employee or dependant as set by the registered company and the balance of the fee for the public program would be billed to the registered company at month end.
8. Subsidies vary with participating industries and institutions. For fee structure of each participating company, see current schedules in file 4.3.6.

Park Campground Fees

		Fee Per Night W/O Electrical	Fee Per Night With Electrical
Radley Park	Regular	24.00	28.00
	Seniors ¹	24.00	28.00
	Physically Challenged ²	N/A	N/A
	Firewood	\$5.00 per bundle	
Hirsch Creek Park	Regular	17.00	N/A
	Seniors ¹	17.00	N/A
	Physically Challenged ²	N/A	N/A
	Firewood	\$5.00 per bundle	

¹ 50% discount from the day after Labour Day to June 14th for seniors (65 years of age or older) and physically challenged (as per the Provincial Parks).

² BC Parks no charge camping for disability criteria:
<http://www.env.gov.bc.ca/bcparks/fees/disability.html>

SCHEDULE E (Continued)

Council Motions:

- April 13, 1992: That the fees for the campgrounds follow the fee structure of the Provincial Parks for similar facilities.
- 1999: Increase of \$1 and coin operated shower at rate of \$1 for 5 minutes.
- 2004: Increase to \$18 for site w/o electricity. Provincial government site w/o electricity is \$22 (Firewood extra).
- 2010: Provincial government w/o electricity is \$25 (Firewood extra).
- 2015: Provincial rate increased.
- 2018: New BC Parks no charge camping for persons with disabilities be implemented.
- 2021: Provincial rate increased in 2020.

Hirsch Creek Park and Radley Park Winter Rates (September 15 to May 15): No showers, toilets, garbage pick-up, and no firewood.

Without electricity \$17.00
With electricity \$28.00

Field User Fees

These fees are for use of the following fields: Nechako Ball Fields 1 and 2, Riverlodge Ball Fields 1, 2, and 3, Riverlodge Soccer Field

FIELD - PER ADULT TEAM Season: May to Sept 7		
Soccer	per team	681.00
Softball	per team	681.00
Cricket	per team	681.00

- Adhoc game rental fee for team not registered with Leisure Services Dept.: \$56.65 per game.
- Seasonal Rental of fields per team includes (1) practice time and (1) game time per week.
- Tournaments: \$113.50 per day or part day.

Note: Tournament users must pay \$500 damage deposit at time of booking. The damage deposit will be returned if the sports field is determined to be in reasonable condition after inspection by Leisure Services Staff. If approved the damage deposit will be returned within 5 business days of the end of the tournament.

SCHEDULE E (Continued)

FIELD - YOUTH (≥15yrs) Season: May to Aug 15		
Soccer	per team	294.65
Softball	each; player registers with Softball BC	21.75
Cricket	per team	294.65

- Adhoc game rental fee for team not registered with Leisure Services Dept.: \$33.70 per game.
- No charge for registered associations
- Seasonal Rental of fields per team includes (1) practice time and (1) game time per week.
- Tournaments: \$66.60 / day or part day for non-registered associations.

Note: Tournament users must pay \$500 damage deposit at time of booking. The damage deposit will be returned if the sports field is determined to be in reasonable condition after inspection by Leisure Services Staff. If approved the damage deposit will be returned within 48 hours of the end of the tournament.

FIELD - CHILD (≤14yrs)			
Soccer	May to Aug 15	per team	199.15
Softball	May to June 30	each; player registers with Softball BC	13.40
Cricket	May to Aug 15	per team	199.15

- Adhoc game rental fee for team not registered with Leisure Services Dept.: \$19.15 per game.
- No charge for registered association or invited teams.
- Seasonal Rental of fields per team includes (1) practice time and (1) game time per week.
- Tournaments: \$42.00 per day or part day for non-registered associations.

Note: Tournament users must pay \$500 damage deposit at time of booking. The damage deposit will be returned if the sports field is determined to be in reasonable condition after inspection by Leisure Services Staff. If approved the damage deposit will be returned within 7 days of the end of tournament.

Climbing Wall

When available within facility operating hours. Annual waiver/consent form must be complete prior to using the wall. Admission fees are the same as regular public and Leisure Access fees. Economy tickets are applicable.

Snowshoes

Per pair per day	22.50
Deposit per pair	50.00

SCHEDULE E (Continued)

Trail Rider

Per day	NC
Deposit	100.00

Block Party Equipment

BLOCK PARTY	
Unit 1 – Hands Up	35.55
Deposit	100.00
Unit 2 – Up, Up and Away	35.55
Deposit	100.00
Unit 3 – Sports Pack	35.55
Deposit	100.00
All 3 Units	80.10
Deposit	200.00

Kayak Rental

Usage	Fee- Single Kayak	Fee – Double Kayak
Day Use (7 hours)	44.15	58.35
24 Hour Use	95.50	116.70
48 Hour Use	143.20	175.05
Extra Day (beyond 48 hours)	47.75	58.35
Damage Deposit	300.00	300.00

Santa Suit Rental

MR & MRS SANTA COSTUMES	
Per day	28.10
Deposit	50.00

Tents

10'x10' Tent	
Per tent per day	25.00
Deposit per tent	250.00