

STAFF REPORT TO THE COWICHAN NORTH RECREATION COMMISSION (CNRC)

Report Prepared By: Chris Barfoot, Director Parks, Recreation and Culture
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: May 28, 2024
File No:
Re: PRC Fees and Charges Proposed Changes and Amendments for FJCC specific Facility Rentals and Services

RECOMMENDATION:

That it be recommended to the Board that:

1. The Fees and Charges amendments specific to the Frank Jameson Community Centre as presented in Attachment A of the staff report to the Cowichan North Recreation Commission on May 28, 2024, be approved.
2. That the definition of “family” in the *Fees and Charges Department: Parks, Recreation and Culture Policy*, be amended from four children to six children.
3. If resolutions 1 and 2 are approved, that the Board request the Town of Ladysmith Council to amend the *Town of Ladysmith Community Centre Facilities Fees and Charges Bylaw 2021, No. 2086* accordingly.

EXECUTIVE SUMMARY:

Staff have reviewed the current Town of Ladysmith “Community Centre and Facilities Fees and Charges Bylaw 2021 No. 2086”. This report discusses the proposed increases to the fees that are specific to programs and services for FJCC.

INTRODUCTION/BACKGROUND:

To align with current inflation and operational costs, staff recommend an annual increase of 3% be implemented for the next three years for adult admissions and passes, facility rentals, park permits and sport field light fees. The additional admission fee increases are listed below and the entire fee schedule is attached (Attachment A). “Fees and Charges Department: Parks, Recreation and Culture Policy”, (included as Attachment B, and from this point on referred to as “Policy”), specifies the degree of subsidy that should be applied as a percentage of the base adult rate for the respective user classifications as follows:

- 0% for adult
- 25% for seniors / students/ youth
- 50% for children (over 3 years)
- 100% for children (under 3 years) and seniors (over 80-years)
- Families = the rate of two adults

Staff have completed a review of the Town's existing fees and charges and those within the region, (Attachment C). During the review, staff used the Policy to develop recommendations noted within this report for services and rental for FJCC.

Bylaw/Policy Amendments

Seniors and Youth Rates: Staff are proposing an increase of 5.5% each year, bringing the fees in line with the Policy by 2026/2027.

Family Rates: Staff are proposing an increase of 5% each year, bringing the fees in line with the Policy by 2026/2027. The policy states the fees are to be equal value as two adult admission rates to 2 adults.

Child Rates: Staff are proposing an increase of 2% each year, bringing the fees in line with the Policy by 2026/2027.

Proposed Additions/Removals

Add: Monthly Child Pass

Adding a child (3-12 years of age) 1-month pass, is consistent with the region and will provide children access to recreation facilities and services for a reduced cost.

Remove: 30-Visit Pass

The 30-visit pass is not cost effective. Patrons will still have the option to purchase a 10-punch pass, with no expiry date.

Policy Amendments

Family Definition

The proposed amendment to the existing family definition will allow for up to two parents or guardian(s) and up to six dependent children under the age of 18 within one family to attend at the family rate, which is an increase from four dependent children.

ALTERNATIVES:

The Commission can choose to:

1. Direct staff to adjust all rates by a percentage determined by the Commission, to be approved by the Board.

FINANCIAL IMPLICATIONS:

There will be a slight increase in recreation fees and charges over the next three years.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is anticipated that the proposed admission fee increase will have minimal impact on user participation, in part because Ladysmith residents with financial barriers may participate in the Leisure Access Program, which allows participants to receive a 50% discount on admissions and passes.

Community groups and organizations will continue to have an opportunity to receive rate reductions or fees waived, where appropriate for special community events, as part of Council's grant-in-aid program.

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Proposed Fees (2024 -2027)
- B. PRC Fees and Charges Policy
- C. Regional Comparison
- D. "Town of Ladysmith Community Centre Facilities Fee and Charges Bylaw 2021, No. 2086"