

DISTRICT OF LILLOOET

BYLAW NO. 458

A bylaw to regulate use and establish fees for Recreation Facilities

Council of the District of Lillooet, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as “**Recreation Services Bylaw 2018, No. 458**”.
2. “District of Lillooet Recreation Fees Bylaw No. 335, 2010” and all amendments thereto are hereby repealed.
3. Pursuant to the *Community Charter* Council may and hereby does:
 - (a) Regulate the use by the public of those facilities as outlined in Schedules “A” (Lillooet Recreation, Education and Cultural Centre), Schedule “B” (Miyazaki House) and Schedule “C” (Conway Park), attached to and forming part of this Bylaw
 - (b) Approve and cause the fees contained in Schedules “A”, “B” and “C” to be assessed to the person using those facilities.

READ A FIRST TIME on the 19th day of March, 2018.

READ A SECOND TIME on the 19th day of March, 2018.

READ A THIRD TIME on the 19th day of March, 2018.

FINALLY PASSED AND ADOPTED on the 3rd day of April, 2018.

Mayor

Corporate Officer

Schedule “A”

Lillooet Recreation, Education and Cultural Centre

INTERPRETATION

1. For the purposes of this Schedule “A”:
 - (1) **Additional Security** shall mean security personnel to be supplied by the renter and includes but is not limited to persons at the door, off-duty police, auxiliary fire fighters or other security personnel.
 - (2) **Adult** shall mean any person aged 19 to 54 years.
 - (3) **Child** shall mean any person aged 4 to 12 years.
 - (4) **Clean-Up Fee** shall refer to an additional fee charged to the renter for any additional time spent by the District Staff cleaning the facility above and beyond normal wear and tear.
 - (5) **Commercial** shall mean use of the facility for the purpose of making a profit.
 - (6) **Corporate** shall mean a discounted rate for any business located within the District directly purchasing Adult or Family passes on behalf of their employees.
 - (7) **Damage** shall mean any facility or equipment damage, theft or excessive litter and those variances noted from the pre to post rental check.
 - (8) **Damage Deposit** shall mean a deposit in the amount specified by the Facility Rates Table.
 - (9) **District** shall mean the District of Lillooet.
 - (10) **Dry Floor** shall mean the arena area without ice.
 - (11) **Family** shall mean any group of immediate family (spouses and dependent children up to 18 years old) with a maximum of two Adults.
 - (12) **Late Fee** shall mean 150% of the applicable hourly rate charged in increments of quarterly hours.
 - (13) **Leisure Aid** shall mean any individual providing leisure assistance to a person with a disability so that the person with a disability is enabled to participate in recreation facility functions;
 - (14) **Senior** shall mean any person aged 55 and over;
 - (15) **Student** shall mean any person aged 13 to 18 with valid student ID; or any full time post-secondary student up to the age of 25 with a valid post-secondary ID.
 - (16) **Subsidized** shall mean a discounted rate charged to registered not-for-profit groups running recreation programs for youth aged 18 and under.
2. GST will be added to all rental rates. GST is included in all program fees, drop in fees and facility passes.

- 3.** A booking deposit of 25% is required at time of booking for all facility rentals. Full amount must be paid seven (7) business days prior to the event unless prior credit approval has been received.
- 4.** All program fees must be paid at the time of registration.
- 5.** A Damage Deposit is required for all gymnasium rentals. The full Damage Deposit or a portion of it may be withheld in the event of any facility Damage or to cover any additional cost a renter may have incurred such as additional staff time for security or cleaning. Renters are expected to remove all of their equipment, supplies and personal belongings, pick up all the garbage left by their group and clean and put away all kitchen utensils before the completion of the rental. The District may charge a Clean-Up Fee for cleaning the facility above and beyond normal wear and tear which Clean-Up Fee may be charged against the Damage Deposit.
- 6.** Insurance is required by all renters for all designated activities and can be purchased from the District or supplied by the renter. Proof of insurance must be presented to the District prior to the start of any rental. The District may cancel a rental for failure to provide proof of insurance in which event any fees paid will be forfeited.
- 7.** The District may, as a condition of a facility rental, require that a renter provide Additional Security where, in the opinion of the District, Additional Security may be necessary for the protection of the public or District property.
- 8.** To be eligible to receive the Corporate rate an organization must purchase a minimum of three (3) passes. Notwithstanding the foregoing, the following local first responder personnel are eligible for the Corporate rate on an individual basis: RCMP, St'atl'imx Tribal Police, BC Ambulance, Lillooet Fire Department, and Lillooet & District Rescue Society. Corporate rates are only applicable on monthly passes.
- 9.** Leisure Aids shall receive free admission to all municipal recreation facilities when providing assistance to a person with a disability
- 10.** The District may charge a Late Fee to a renter that stays past their scheduled contract time.

11. The applicable fees for recreation services and facility rental are as outlined in the following tables:

Drop-In Rates and Passes						
	Drop-In	11-Punch	1-Month	3-Month	6-Month	Annual
Child (4-12)	\$3.00	\$30.00	\$27.00	\$64.80	\$113.40	\$194.40
Student (13-18)	\$4.00	\$40.00	\$36.00	\$86.40	\$151.20	\$259.20
Senior (55+)	\$4.00	\$40.00	\$36.00	\$86.40	\$151.20	\$259.20
Adult (19-54)	\$5.50	\$55.00	\$49.50	\$118.80	\$207.90	\$356.40
Family	\$10.50	\$105.00	\$94.50	\$226.80	\$396.90	\$680.40
Showers	\$3.00					
Corporate Adult			\$42.00	\$101.00	\$176.40	\$302.40
Corporate Family			\$84.00	\$201.60	\$352.80	\$604.80

Facility Rates	\$/hr	\$/8hr	\$/12hr	\$/hr	Dec. Holiday Ice	Damage Deposit	Power Charge per hour
				Subsidized Rate			
Arena Ice Rental	\$140.00			\$91.00	\$70.00	\$200.00	
Arena Dry Floor (Adult)	\$52.00	\$312.00	\$405.60			\$200.00	
Arena Dry Floor (Youth)	\$37.00	\$222.00	\$288.60			\$200.00	
Arena Dry Floor Commercial Use	\$68.00	\$408.00	\$530.40			\$200.00	
Pool (over 50/2 guards)	\$140.00 \$23.50/hr./lane			\$91.00		\$200.00	
Additional Life Guards	\$25.00						
Additional Staff(per staff required)	\$25.00						
Gymnasium	\$66.00	\$396.00	\$514.80	\$42.90		\$200.00	
Decorating (Upon Availability)	\$33.00	\$198.00	\$257.40	\$21.45			
Room 101	\$24.00	\$144.00	\$187.20	\$15.60			
Room 201	\$31.00	\$186.00	\$241.80	\$20.15			
Pool Lobby	\$24.00	\$144.00	\$187.20	\$15.60			
Mezzanine	\$37.00	\$222.00	\$288.60	\$24.05			
Weight Room	\$61.00			\$39.65			
REC Centre Field (Recreation activities)	NO CHARGE						
REC Centre Field (Not-For-Profit Events)	\$14.00	\$100.80	\$142.80				\$5.00
REC Centre Field (Public Events)	\$24.00	\$172.80	\$244.80				\$10.00
	1 Day	2 Day					
Kitchen	\$75.00	\$110.00					
All rentals outside of regular operation hours are subject to an additional staffing fee of \$20/hr. All rentals on stat holidays are subject to an additional staffing fee of \$40/hr.							

Equipment Rental Rate(s)				
	\$/day	\$/day	Deposit	
	Onsite (Room Rental)	Offsite		
Tables	N/C	\$5.00	\$50.00	
Chairs	N/C	\$1.00	\$10.00	
Microphone	\$10.00			
Sound System	\$25.00			
On Site Event(s) Gymnasium/Arena/ REC Field	Up to 100 guests	101 - 200 guests	201 + guests	
Set Up Fee	\$45.00	\$65.00	\$85.00	
Stage Rental (minimum 4 piece rental)				
1 - 4 pieces	\$60.00			
5 - 6 pieces (each)	\$10.00			
7 + pieces (each)	\$5.00			
	Child (0-12)	Student/ Senior	Adult	Subsidized User Groups
Skate Rental	n/c	\$2.00	\$2.00	\$1.00

Schedule “B”
Miyazaki Heritage House

1. For the purposes of this schedule:
 - (1) **Additional Cleaning** shall mean the rate specified by the Miyazaki Heritage House table for custodial personnel supplied by the District.
 - (2) **Additional Security** shall mean security personnel supplied by the renter and includes but is not limited to persons at the door, off duty police, auxiliary fire fighters or other security personnel.
 - (3) **Damage Deposit** shall mean a deposit in the amount specified by the Miyazaki Heritage House Table.
 - (4) **District** shall mean the District of Lillooet.
 - (5) **Grounds Rental** shall mean the renter will only have access to the grounds at the Miyazaki Heritage House. A Grounds Rental will not have access to the heritage house or washrooms.
 - (6) **Late Fee** shall mean 150% of the applicable Additional Hours rate charged in increments of quarterly hours.

2. The applicable fees for use of the Miyazaki Heritage House and Grounds are as outlined in the following Miyazaki Heritage House table:

Miyazaki Heritage House						
	\$/4hr	\$/8hrs	\$/12hrs	Additional Hours	Damage Deposit	Additional Cleaning
Grounds	\$50.00	\$75.00		\$10.00 per hour	\$250.00	\$25.00 per hour
House & Grounds	\$200.00	\$300.00	\$400.00	\$25.00 per hour	\$250.00	\$25.00 per hour

3. GST will be added to all fees and rental rates.
4. The minimum duration of a rental shall be 4 hours.
5. A booking deposit of 25% is required at time of booking. Full amount must be paid seven (7) days prior to the rental – with an exception for renters with approved credit with the District.
6. Full refunds will be provided for cancellations made five (5) business days or more in advance of the event or booking. Cancellations made less than five (5) business days in advance of a booking will be subject to a 20% cancellation fee or \$25.00, whichever is greater. Cancellations made less than two (2) business days from the start of the event

will be charged the entirety of the rental fee and receive no refund. All cancellations must be made in writing and submitted to the District during regular office hours.

- 7.** A Damage Deposit is required for all Grounds and House & Grounds rentals. The full Damage Deposit or a portion of it may be withheld in the event of any facility or equipment damage, theft, Additional Cleaning or security costs and those variances noted from the pre to post rental check. Renters shall remove all of their food, equipment, supplies and personal belongings and remove all the garbage left by their group before the completion of their rental. The District may charge for Additional Cleaning above and beyond normal wear and tear which Additional Cleaning may be charged against the Damage Deposit.
- 8.** Insurance is required by all renters for all designated activities and can be purchased from the District or supplied by the renter. Proof of insurance must be presented to the District prior to the start of any rental. The District may cancel a rental for failure to provide proof of insurance in which event any fees paid will be forfeited.
- 9.** The District may, as a condition of a rental, require that a renter provide Additional Security where, in the opinion of the District, Additional Security may be necessary for the protection of the Public or District property.
- 10.** The District may charge a Late Fee to a renter that stays past their scheduled contract time.

Schedule “C”

Conway Park

1. For the purposes of this schedule:
 - (1) **Additional Cleaning** shall mean the rate specified by the Conway Park table for custodial personnel supplied by the District.
 - (2) **Additional Security** shall mean security personnel supplied by the renter.
 - (3) **Damage Deposit** shall mean a deposit in the amount specified by the Conway Park Table.
 - (4) **District** shall mean the District of Lillooet.
 - (5) **Late Fees** shall mean 200% of the Stat Holidays rate charged in increments of quarterly hours.
 - (6) **Statutory Holidays** shall mean any federal, provincial or municipal government declared holiday. This includes but is not limited to, New Year’s Day, Good Friday, Easter Monday, Remembrance Day, Christmas Day, Boxing Day, BC Day, Labour Day, Thanksgiving Day, Queen’s Birthday and Canada Day.

2. The applicable fees for use of Conway Park are as outlined in the following Conway Park table:

Conway Park (Tournaments Only)					
	\$/4 hrs	\$/8 hrs	Day	2 Day	Stat Holidays
Scheduled Practices	\$100/season				
Conway Park	\$60.00	\$108.00	\$153.00	\$244.80	\$15.00/hr.
Conway Concession			\$80.00	\$130.00	
Damage Deposit	\$200				
Additional Cleaning	\$25.00/hr.				

3. GST will be added to all rental rates.
4. The minimum rental time is 4 hours.
5. A booking deposit of 25% is required at time of booking. Full amount must be paid seven (7) days prior to the rental – with an exception for renters with approved credit with the District.

6. Full refunds will be provided for cancellations made five (5) business days or more in advance of the event or booking. Cancellations made less than five (5) business days in advance of a booking will be subject to a 20% cancellation fee or \$25.00, whichever is greater. Cancellations made with two (2) business days of the event will be charged the entirety of the booking. The District will attempt to fill cancelled time with other rentals, and if successful, the original licensee will not be invoiced. All cancellations must be made in writing and submitted to the District REC Centre during regular office hours.
7. A Damage Deposit is required for all Conway Park rentals. The full Damage Deposit or a portion of it may be withheld in the event of any facility or equipment damage, theft, Additional Cleaning or security costs and those variances noted from the pre to post rental check. Renters shall remove all of their food, equipment, supplies and personal belongings and remove all the garbage left by their group before the completion of their rental. The District may charge for Additional Cleaning above and beyond normal wear and tear which Additional Cleaning may be charged against the Damage Deposit.
8. Insurance is required by all renters for all designated activities and can be purchased from the District of Lillooet or supplied by the renter. Proof of insurance must be presented to the District of Lillooet prior to the start of any rental. The District may cancel a rental for failure to provide proof of insurance in which event any fees paid will be forfeited.
9. The District may, as a condition of a rental, require that a renter provide Additional Security where, in the opinion of the District, Additional Security may be necessary for the protection of the Public or District property.
10. The District may charge a Late Fee to a renter that stays past their scheduled contract time.