



Title: **Community Services Department
Fees & Charges**

Policy: 2020-01
Supercedes: 2019-02

Authority: **Council**

Approval Date: January 14, 2020
Effective Date: January 1, 2020 / July 1, 2020

PURPOSE: To establish a schedule of fees and charges for use of facilities and participation in programs operated by the Community Services Department.

POLICY STATEMENT

The Town of Hanna is required to control and manage the records of the municipality in a responsible manner, while providing a service to the residents of the community. Rates for service are set by resolution of Council in accordance with current bylaws, resolutions and budget information.

The mission of the Community Services Department is to promote a quality lifestyle for all citizens in the community. The Community Services Department, guided by the Community Services Board under the direction of Council, endeavors to provide the highest quality of services and the best facilities to the community while balancing responsibilities to the user and the taxpayer.

The Community Services Department facilitates the development of recreation and cultural programs and facilities including the development, operation and maintenance of parks and open spaces.

RESPONSIBILITIES

Town of Hanna Administrative Services is responsible to ensure the accuracy and currency of this policy with respect to the above.

STANDARDS & PROCEDURES

The Community Services Department Fees and Charges for Facilities and Programs are established as follows:



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SWIMMING POOL

***includes GST where applicable
(Age 14 & Under **GST Exempt**)**

2020 Rates:

Single Admissions:

Youth	6 -17 Years*	\$5.00
Adult	18 - 64 Years	\$7.00
Senior	65 Years & Over	\$6.00
Family	Must include Adult	\$15.00
Aqua Fitness		\$7.00

All Patrons	Toonie Saturdays	\$2.00
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Plunge Cards

(12 admissions):

Youth	6 -17 Years*	\$50.00
Adult	18 - 64 Years	\$70.00
Senior	65+ Years	\$60.00
Aqua Fitness		\$70.00

Season Pass:

Youth	6 -17 Years*	\$95.00
Adult	18 - 64 Years	\$140.00
Senior	65+ Years	\$95.00
Family	Must include 1 adult	\$245.00

Swim Lessons:

Group Lessons

Preschool Levels*	\$40.00
Swim Lessons (Level 1-4)*	\$45.00
Swim Lessons (Level 5-8)*	\$50.00
Swim Lessons (Level 9-10)*	\$60.00
Adult	\$70.00
Advanced	\$105.00
Bronze Medallion	\$175.00
Bronze Cross	\$140.00
Bronze Medallion/Cross Combined	\$270.00

Note: Higher levels course such as National Lifeguard Service will be determined on a break-even or cost recovery basis.

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2020 Rates:

Private Lessons (based upon 5 lessons/ session)

30 Minute Lesson	\$82.50
45 Minute Lesson	\$115.50
60 Minute Lesson	\$154.00

Locker Rentals **Add GST**

Small Locker	\$11.00 / Season
Large Locker	\$16.50 / Season

*Plunge Cards and Seasons Pass include access to Aqua Fitness

Pool Rentals

Youth/Family Add GST	
0-30 People	\$96.80 / Hour
31-60 People	\$147.40 / Hour
61+ People	\$181.50 / Hour

Adult Add GST	
0-30 People	\$141.90 / Hour
31-60 People	\$176.00 / Hour
61+ People	\$226.60 / Hour

Seals Summer Facility Rental **No GST** \$4,400.00 / Season

Swim Meet Rate **No GST** \$100.00 / Hour

SWIMMING POOL - REFUND POLICY

A full refund, less an administration fee, will be issued if the participant withdraws prior to the date of the first lesson or rental.

Administration Fee:	Preschool Levels	\$5.00
	All Other Pool Lessons	\$10.00
	Pool Rentals	\$20.00

No refund will be issued if a participant withdraws during the last three days of lessons.

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.

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ARENA Effective July 1, 2020 Unless otherwise stated

2020 Rates:

ARENA – SIGNS	Add GST	
Wall Signs	(Calendar Year)	\$275.00 / Year
Ice Logo – Centre Ice	(Per Season)	\$1,650.00 / Year
Ice Logo – Blue Line	(Per Season)	\$550.00 / Year
Ice Logo – Face Off Circle	(Per Season)	\$275.00 / Year
Board Advertising	(Per Season)	\$440.00 / Year
Ice Resurfacer propane supplier	(Per Season)	\$2,200.00 / Year
Overhead Door	(Per Season)	\$550.00 / Year
*Decals and Sign costs not included in advertising rates		

ARENA – RINK SURFACE, SEATING & LOBBY – SUMMER (April 1 – September 30)

Non Profit or Youth Associations (more than 4 hours & large event)	Add GST	\$520.00 / Day
(less than 4 hours & small event)		\$55.00 / Hour
(more than 4 hours & small event)		\$290.00 / Max.

Commercial or Adult only events (more than 4 hours & large event)	Add GST	\$635.00 / Day
(less than 4 hours & small event)		\$85.00 / Hour
(more than 4 hours & small event)		\$350.00 / Max.

Commercial – Non Local	Add GST	\$1,200.00 / Day
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Large Event – Major set up and take down time required
Includes 1 staff member for event
Dances, Parties, Shows & Sales
Small Event – Minor alterations done to building

ARENA LOBBY / CONCESSION – SUMMER (April 1 – September 30)

Lobby – Non Profit – no concession	Add GST	No Charge
Lobby – Other (less than 2 hours)		\$60.00 / Hour
Lobby – Other (more than 2 hours to a maximum per day)		\$175.00 / Day
Concession – Non Profit		\$115.00 / Day
Concession – Commercial		\$175.00 / Day
Concession – Commercial NON LOCAL		\$350.00 / Day

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ARENA - Effective July 1, 2020

2020 Rates:

ARENA – WINTER - Effective July 1, 2020

Public Skating Annual Sponsorship	GST included	\$3,200.00 / Season
Adults:	Add GST	
Regular		\$137.00 / Hour
Tournaments		\$114.00 / Hour
Off Hours		\$116.00 / Hour
Non Local		\$160.00 / Hour
Minor Hockey:	No GST	
Regular		\$86.00 / Hour
Off Hours		\$74.00 / Hour
Non Local		\$125.00 / Hour
Figure Skating:	No GST	
Regular		\$86.00 / Hour
Off Hours		\$74.00 / Hour
Non Local		\$125.00 / Hour
Schools/Day Care		No Charge
*Primetime – Monday through Friday – 4 pm – 11 pm		
*Primetime – Weekends and Holidays – 8 am – 11 pm		
Concession Booth	Add GST	\$485.00 / Month

ARENA - REFUND POLICY

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the event.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 & over	\$50.00

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.



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CURLING RINK

2020 Rates:

CURLING RINK - SUMMER

Non Profit or Youth Associations (more than 4 hours & large event) (less than 4 hours & small event) (more than 4 hours & small event)	Add GST	\$520.00 / Day \$55.00 / Hour \$290.00 / Max.
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Commercial or Adult only events (more than 4 hours & large event) (less than 4 hours & small event) (more than 4 hours & small event)	Add GST	\$635.00 / Day \$85.00 / Hour \$350.00 / Max.
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Commercial – Non Local	Add GST	\$1,200.00 / Day
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Large Event – Major set up and take down time required
Includes 1 staff member for event
Dances, Parties, Shows & Sales
Small Event – Minor alterations done to building

CURLING RINK LOBBY / CONCESSION – SUMMER **Add GST**

Lobby – Non Profit – no concession	No Charge
Lobby – Other (less than 2 hours)	\$60.00 / Hour
Lobby – Other (more than 2 hours to a maximum per day)	\$175.00 / Day

Concession – Non Profit	\$115.00 / Day
Concession – Commercial	\$175.00 / Day
Concession – Commercial NON LOCAL	\$350.00 / Day

CURLING RINK – REFUND POLICY

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the event.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 & over	\$50.00

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.



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BALL DIAMONDS & SOCCER FIELDS

2020 Rates:

Adult Teams Season	Add GST	\$380.00
Minor Ball Season	No GST	\$2,100.00
* Fee includes access to arena or curling rink for spring training based upon availability and pre-booking		
Minor Soccer Season	No GST	\$2,100.00
* Fee includes access to arena or curling rink for spring training based upon availability and pre-booking		
Ball Diamonds & Soccer Fields One Time User of Ball Diamond / Field	Add GST	\$52.00 / Use \$80.00 / Day \$160.00 / Weekend
Commercial Entertainment	Add GST	\$145.00 / Diamond
Concession: Triplex Ball Diamonds	Add GST	\$140.00 / Day \$185.00 / Weekend
Wes James & Earl Ness Ball Diamonds	Add GST	\$40.00 / Day \$75.00 / Weekend



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CAMPGROUND

2020 Rates:

FOX LAKE PARK

<p>Camping Fees Tent Non Serviced Site Power Site (20 or 30 amp) Full Service Site</p>	<p>Includes GST</p>	<p>\$20.00 / Night \$25.00 / Night \$30.00 / Night \$36.00 / Night</p>
<p>Camp Kitchen</p>	<p>Includes GST</p>	<p>\$30.00 / Up to 4 Hours \$65.00 / Day \$120.00 / Weekend</p>
<p>Group Camping Check in 2 p.m. & Check out 12 noon Must block book area with kitchen & Sites 19 to 25 only Total amount payable at the time of reservation Fee based on 7 sites per night (power rate) plus camp kitchen No refund if cancelled within one month of date.</p>	<p>Includes GST</p>	<p>\$325.00 / 1 night \$590.00 / 2 nights \$800.00 / 3 nights</p>
		<p>(7 x 30 = 210.00 + 65.00 + 50.00) (7 x 30 x 2 = 420.00 + 120.00 + 50.00) (7 x 30 x 3 = 630.00 + 120.00 + 50.00)</p>

CAMPGROUND RENTAL - REFUND POLICY

Group Camping: A full refund, less an administration fee, will be issued if the renter cancels one month prior to the reservation date.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 & over	\$50.00

Camp Kitchen: Refunds are subject to an administration fee of \$10.00.

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.

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<u>COMMUNITY CENTRE</u>	Add GST	<u>2020 Rates:</u>
Entire Facility		\$655.00 / Day
Entire Facility – Wedding Friday at 12:00 noon to Sunday at 3:00 pm		\$1,250.00
Auditorium		\$75.00 / Hour \$500.00 / Day
Stage		\$25.00 / Hour \$70.00 / Day
Large Meeting Room		\$40.00 / Hour \$160.00 / Day
Crafts Room		\$25.00 / Hour \$70.00 / Day
Bar		\$70.00 / Day
Kitchen		\$55.00 / Hour \$150.00 / Day
Barbeque		\$75.00 / Use

* Facility rentals are required to provide liability insurance coverage for their event.

Additional Charges for bookings:	Add GST	
Pre-Event Prep Fee (After 5:00 PM night before booking)		\$115.00
Holding Fee (To retain facility for a major event)		\$115.00 / Day
Post-Event Cleanup Fee (Up to 3:00 PM the day after booking)		\$115.00
Extra Cleanup Fee		\$60.00 / Hour
Reservation Fee (Applied to rental charges)		\$200.00



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COMMUNITY CENTRE

2020 Rates:

Service Groups	Add GST	
1 Meeting / Month		\$340.00 / Year
2 Meetings / Month		\$680.00 / Year

COMMUNITY CENTRE - REFUND POLICY

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the event.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 and over	\$50.00

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.

COMMUNITY CENTRE – FEES WAIVED

Fees will be waived for Candidate Forums help prior to Municipal, Provincial or Federal Elections, provided the Town of Hanna receives recognition on any advertising.



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CENTENNIAL PLACE

***includes GST where applicable
(Age 14 & Under **GST Exempt**)**

2020 Rates:

Field House:

Single Admissions:

Youth	6 -17 Years*	\$2.25
Adult	18 - 64 Years	\$5.50
Senior	65+ Years	\$4.50
Family	Must include 1 Adult	\$11.00

Punch Card (12 admissions for the price of 10):

Youth*	6 -17 Years	\$22.50
Adult	18 - 64 Years	\$55.00
Senior	65+ Years	\$45.00

Fitness Centre (Includes access to the field house):

Drop In Fee	\$10.00 / Day
Punch Card (12 admissions for the price of 10):	\$100.00

Walking Track:

Free Access to Public during regular facility operating hours

Facility Rental Rates:

Add GST for all rentals

2020 Rates:

Field House

Youth/Family	\$45.00 / Hour
Adult	\$72.00 / Hour

Music/Youth Room

Youth/Family	\$40.00 / Hour \$154.00 / Day
Adult	\$44.00 / Hour \$165.00 / Day



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CENTENNIAL PLACE

Add GST to the rental

2020 Rates:

Bounce House (Includes Supervisor)
2 Hour Minimum
Each Hour Thereafter

\$120.00
\$60.00

ACCESS PASSES

**Add GST to all Access Levels
(except youth)**

Bronze Access (access during regular hours to Field House and Walking Track)

Youth
Adult
Senior
Family

\$220.00 / Year
\$330.00 / Year
\$275.00 / Year
\$440.00 / Year

Silver Access (access from hours of 7 a.m. to 11 p.m. to Field House and Walking Track)

Adult
Senior
Family

\$350.00 / Year
\$295.00 / Year
\$460.00 / Year

Gold Access (24/7 access to Field House, Walking Track, Fitness Centre)

Adult/Senior
Adult
Senior
Couple

\$66.00 / Month
\$550.00 / Year
\$440.00 / Year
\$880.00 / Year

Platinum Access Fee

(includes all features of Gold Access PLUS Public, Lane & Aqua Fitness Swim)

Adult/Senior
Adult
Senior
Couple

\$82.50 / Month
\$605.00 / Year
\$495.00 / Year
\$990.00/Year

Fitness Trainer Pass Fee

Allows Trainer flexibility to take clients into the fitness centre during hours
Allowed under a Gold or Platinum Access Card

Trainer must have Gold or Platinum Access

Trainer must have a current accreditation as a Fitness Trainer

\$200.00 / Year



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CENTENNIAL PLACE - REFUND POLICY

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the rental.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 and over	\$50.00

Access Pass fees will be refunded on a pro-rated basis, less a \$50.00 administration fee.

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.

OUT OF SCHOOL CARE

No GST

2020 Rates:

Program Fees:	Individual	\$35.00 / Day \$125.00 / Week \$450.00 / Month
	Family (per Child)	\$30.00 / Day \$120.00 / Week \$400.00 / Month

*Monthly rate is choice of any four (4) weeks – may not be consecutive.

*Additional fees will be required if participating in special events.

Boredom Busters/Youth Program (partial day)	\$5.00
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OUT OF SCHOOL PROGRAM - REFUND POLICY

A full refund, less an administration fee, will be issued if the participant withdraws prior to the start date.

Administration Fee:	Day Rate	\$5.00
	Week	\$10.00
	Monthly	\$20.00

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MISCELLANEOUS RENTALS

Add GST

2020 Rates:

Recreation Staff Man-Hours	As Per Policy 06-01	
Chairs	Per Day	\$1.50 / Chair
Picnic Tables Per Table	Rate Per Day	
Pick Up Fee		\$6.00
Delivery Fee		\$15.00

AIRPORT

Add GST

Meeting/Workshop area		\$45.00 / Hour
		\$175.00 / Day

SPECIAL NEEDS VAN – Refer to Policy 2013-02 for Standards and Procedures

Non Medical travel	Add GST	\$15.00 / Day Plus \$0.15 / kilometer & fuel
Medical Appointments		Day Rate – Waived Per kilometer Fee – Waived Fuel costs - Charged

SPECIAL EVENT PERMIT POLICY

The application for a Special Event is included with By-Law 944-2008.

General Statement:

Town of Hanna may request that a Special Event Permit be obtained for events or functions whose requirements may exceed, or are in addition to the regular services and facilities provided by the Town of Hanna.

Purpose of the Special Events Permit is to clearly identify needs and requirements prior to the event or function in order to eliminate or reduce confusion or emergency management at the time of the event.



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Parking Requirements:

Larger events or functions may be required to submit a site diagram outlining their proposed parking areas. Event organizers for public or open functions must keep in mind that the facility must have a reasonable parking area for those who are attending.

Overnight parking may be approved with the following guidelines in place:

- All fire lanes and exits are maintained
- Any and all recreational vehicles must be self-contained. Any recreational vehicles parking overnight in conjunction with the function will not be provide any services. (i.e. electrical service)
- Normal rates and fees apply to all facility use

Fees:

Town of Hanna administration shall implement a charge or fee in order to recover costs considered excessive from a regular event or function. (i.e. Manpower, equipment, power use)