

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: INDOOR FACILITIES COST RECOVERY POLICY

PURPOSE: The Cost Recovery Policy will provide a performance indicator for Council, rationale for the Fees and Charges Bylaw, and direction and contribution to decision making by administration

AUTHORITY: Council Resolution 2011-28-18 dated December 12, 2011

INDOOR FACILITIES COST RECOVERY POLICY

The Indoor Facility Operations Policy identifies principles that govern decisions around facility use. It is also recognized that these policy principles impact decision making around fees and costs.

Fee calculations will align with the Indoor Facilities Operations Policy operating principles of:

- (1) Working in partnership with individuals, groups and organizations.
- (2) Encouraging events and celebrations.
- (3) Supporting local groups and organizations in co-coordinating and organizing bookings and events.
- (4) Enabling the growth of individuals and families through access to recreation and social activity.
- (5) Educating citizens about healthy lifestyles and implications.
- (6) Fostering accessible access to programs and services.
- (7) Organizing activity and opportunity based on the principles of greatest public benefit, accessibility, convenience and safety in a friendly, welcoming and clean environment.
- (8) Providing a spectrum of “membership” options to fit a variety of needs for individual involvement.

RECOVERY TARGET

The overall facility recovery target, including the revenues and direct program subsidies, will be 60%. The cost recovery will be calculated by identifying direct facility operating costs and comparing to direct revenues plus the annual subsidy/discounted fees. This will allow for meaningful tracking and comparisons annually. It also ensures that the City’s contribution to clubs, organizations and individuals will be identified and recognized.

DEFINITIONS

In this policy, the following definitions will be understood as:

(1) Ages and Grouping Definitions – refer to age definition policy

(2) Group Classification Definitions

“COMMERCIAL/PROFIT” means a group/business/entrepreneur carrying on any business or industrial undertaking of any kind or nature for the provision of professional, personal or other service for the purpose of profit or gain.

“NON-PROFIT/COMMUNITY GROUP” means a group/organization with non-profit status as defined in the Societies Act or a not for profit community group providing cultural, recreational, social, sport activities with the direct benefit to the participants. The group could be adult, youth and family oriented.

Exception: A non-profit community group would be treated like a commercial group when admission fees are charged for the activity.

“GROUP HOME/SOCIAL SERVICE” means a group/organization licensed under the Department of Health and Social Services where living accommodations on a temporary or long term basis are provided for individuals who, on account of physical or mental disability, require a minimum of personal assistance.

“SOCIAL SERVICE AGENCY” means an agency or organization that provides services designed to enhance the physical and/or mental well-being of an individual; whose services are treatment or preventative in orientation and; recreation/leisure are a tool used in treatment.

“JOINT USE AGREEMENT” is the Agreement between the Government of Yukon and the City of Whitehorse governing the use of facilities for recreation purposes.

“USER GROUP” is a group or organization reserving the use of space in a facility.

(3) Terms of Reference Definitions

“CITY” means the municipality of the City of Whitehorse.

“COUNCIL” means the duly elected Council of the City of Whitehorse.

“FACILITY” means a physical entity that is built, installed or established to serve a particular service/purpose.

“RECREATION DEPARTMENT” means the Parks and Recreation Department of the City of Whitehorse.

“PROGRAM” means the planned use of resources, over a set period of time, in a teaching/learning situation with stated objectives which include:

(a) the presentation or practice of a skill and/or activity;

(b) socialization and enjoyment; and the use of leisure time.

“REGULAR ICE SEASON” means the timetable of use that occurs on a consistent basis in the Arenas during October 1st to early April as approved in the budget process.

“PROGRAM COSTS” means the total cost of providing a program or facility including facility rental and overhead.

“REVENUES” means the money generated through sale of services and space.

“EXPENSES” means the full cost of operate the facility minus capital and depreciation.

“NET FINANCAL” means expenses minus revenue.

“DIRECT FINANCIAL RETURN RATE” means the percentage of revenues over expenses.

“DIRECT PROGRAM SUBSIDY” means the policy-directed discount for groups booking space in facilities.

“COMMUNITY BENEFIT SUBSIDY” means the costs not incorporated into the calculation of fees such as costs for common space, janitorial, booking support etc.

(4) Fee Definitions

“PROGRAM FEES” are the cost to each participant of a recreation program including labour, supplies, printed material and administrative overhead.

“RENTAL FEES” are the cost to the group or individual to rent a facility, room or equipment.

“DAMAGE DEPOSIT” is the security cash deposit paid to the City, prior to the event/activity, to hold in the event of damage to the facility or equipment. The deposit is fully refundable where appropriate.

“KEY DEPOSITS” are the cost of keys to a participant or group for access (keys or cards) to the facility under the Joint Use Agreement.

“ADMISSION FEES” are the cost to each participant when dropping in to a public facility or a scheduled activity within a public facility. These can be individual fees or bulk purchases such as passes and punch cards.

“ADVERTISING FEES” are the cost to a company or group to rent advertising space in facilities and on equipment, for printed advertising in the Leisure Guides or other specified areas within Parks and Recreation Department.

FACILITY FEES

- (1) The recovery rate for facility rentals by adults shall be one hundred percent (100%) of the full program costs.

- (2) The recovery rate for facility rentals by youth groups shall be a minimum of 50% of the full program costs.
- (3) The recovery rate for facility rentals by senior citizen groups shall be a minimum of 50% of the full program costs.
- (4) The recovery rate for facility rentals by groups for disabled individuals shall be a minimum of 50% of the full program costs.
- (5) The recovery rate for nationally and/or territorially certified Leadership Programs or non-certified Leadership Programs shall be a minimum of fifty percent (50%) of the full program costs.
- (6) All overtime cost resulting directly from the activity of the user shall be applied to the rental fee.

FACILITY USAGE

The role of the User Group shall be to provide input and advice into schedule development.

For the purpose of this policy, the User Group will be defined as an ad hoc group with no legal standing, comprised of representatives from the groups who use the facilities.

Each user group will be responsible for designating representative(s) to attend the User Group Meetings.

ARENA FEES

- (1) For ice time in arenas after regular season bookings (either extended season or Summer ice) the following conditions will apply
 - (a) number of hours booked meets threshold (of 50 or 63 hours);
 - (b) revenues generated meet or exceed the operating costs incurred;
 - (c) regular rates only / no discounted rates;
 - (d) staffing arrangements can be obtained.
- (2) The prime season for the pool shall be January 1 to December 31.
- (3) The prime hours for Arena facilities shall be:
 - (a) Monday to Friday from 3:00 pm to 12:00 midnight
 - (b) Saturday and Sunday from 8:00 am to 12:00 midnight.

PAYMENT OF FEES

Any group or individual who has allowed a bill to remain unpaid for a period of greater than thirty (30) days shall be charged interest on the account at a rate of one point five percent (1.5%) per month. If, after an additional thirty (30) days, the account remains unpaid, the user will receive written notice that user privileges will be terminated.

■ 2011-12-12