
CITY OF KELOWNA

MEMORANDUM

Date: April 17, 2002
File No.: 1810-01
To: City Manager
From: Recreation Supervisor – Administration and Marketing
Subject: Parks & Leisure Services Policy & Procedure Manual for Recreation Facilities, Sportsfields and Parks

RECOMMENDATION:

THAT Council approve the Parks & Leisure Services Policy & Procedure Manual for Recreation Facilities, Sportsfields & Parks, as attached to the report from the Recreation Supervisor – Administration and Marketing dated April 17, 2002;

AND THAT general admission rates and rentals for rooms, facilities and park sites be increased by an average of 1.68% which is the BC Consumer Price Index for 2001;

AND THAT minor wording changes as reviewed and approved by the Sports Advisory Committee be approved;

AND FURTHER THAT minimum rental period be increased to 3 hours for the Kinsmen Fieldhouse Hall, Kinsmen Media Centre, Okanagan Mission Activity Centre, Cedar Creek Community Centre as well as outdoor areas in Parks that are utilized for outdoor events, wedding ceremonies, picnics, special events and related activities.

DISCUSSION:

The current City policy on fees and charges includes multi-year plans for the Arenas, Apple Bowl and Sportsfields previously approved by Council. No changes to the multi-year plans are recommended. The multi-year plans include;

Arena Fees – 1999 – 2003
Sportsfield Hourly rates 2000 – 2004
Apple Bowl rates 2000 – 2004
Access Passes 2001 - 2003

Staff are recommending changes to the following areas;

General rate increases – The 1.68% rate increases are based on a past Council direction to increase the rates to match the BC Consumer Price Index. This will apply to admissions and rentals to the following facilities:

Parkinson Recreation Centre Banquet/Meeting Rooms/Equipment/Tennis Courts,
Arena Meeting Rooms/Equipment/Setup-Takedown Costs,
Seniors Centres,
Kinsmen Fieldhouse/Media Centre,
Okanagan Mission Activity Centre,
Cedar Creek Community Centre,
Outdoor areas in parks utilized for outdoor events, wedding ceremonies, picnics, special events and related activities.

Wording changes - The following is a list of wording changes recommended by the Sports Advisory Committee;

Definitions

- 3.1 Tournament Added if the tournament has applied for a Special Occasions License (Liquor License), an application under the City of Kelowna Outdoor Event Bylaw must be completed.
- 3.9 Change from Off-Season Field Use – Sportsfields are normally closed from mid-November through to mid-April except where special permission is given for events such as Snowfest. “events such as Snowfest” is eliminated.
- 5.3.3 Change from Regularly scheduled games (including playoffs) shall be given priority consideration ahead off exhibition games, special events and tournaments to Priority shall be given to special events and tournaments ahead of regularly scheduled games (including playoffs)
- 5.11 Elks Stadium Lights – controlled by users. Change to “to be scheduled until 11:00 p.m. only, computer setting will be 11:15 pm

Apple Bowl Policy

Practicing is not permitted on the Apple Bowl field without obtaining prior authority from the Director of Parks and Leisure Services or his designated authority.

Minimum Rental rates – When the facilities and outdoor areas listed below are rented for a time period of less than three hours, the City does not recover its out-of-pocket costs. The facilities include the Kinsmen Fieldhouse Hall, Kinsmen Media Centre, Okanagan Mission Activity Centre, Cedar Creek Community Centre. The outdoor areas in Parks that are utilized for outdoor events, wedding ceremonies, picnics, special events and related activities include the Simpson Pavilion, Kasaugi Garden, and the Island Stage.

The costs for facility rentals incurred by the City include staff time to book the facility, staff time to meet on-site with the renter to explain the amenities, security costs to open and close the building, and janitorial costs to clean the facility after the event.

The costs for outdoor area rentals incurred by the City include; staff time to book the facility, staff time to meet on-site with the renter to explain the amenities, staff time to turn off the sprinkler system(s), staff time to ensure the site is clean prior to the rental and staff time to clean the facility after the event.

The hourly rental rate is being increased by 1.68% with a minimum rental time of 3 hours. There will also be a \$200 damage deposit for the rental of outdoor sites.

A full review is conducted and the resulting recommendation will be brought to Council in the fall in time for the preparation of the 2003 Fees and Charges.

For Council information

We are developing a business plan that will provide recommendations for the operation of the Parkinson Recreation Centre, which will include admission, program and rental rates. It is expected that the plan will be completed by the end of June and a separate report on the business plan will be brought to Council at a later time.

The Recreation Services Department is also investigating a monthly automatic debit program. This will allow for monthly withdrawals to be made to clients bank accounts. This will lessen the impact of purchasing passes from a one-time expense to a more manageable monthly expense.

As the local government act will be replaced later in 2002 with the new Community Charter, the City Clerk's office recommended that we not include a recommendation to join the annual rate increases to the cost of living. This will be included in the recommendation for 2003 once the Community Charter is approved and Council's authority is clarified.

The Parks & Leisure Services Policy & Procedure Manual for Recreation Facilities, Sportsfields and Parks manual, and these recommendations, were reviewed with the Parks & Facility Committee of Council. This Committee does support the recommendations contained in this report.

Ron Forbes
Recreation Supervisor – Administration and Marketing

cc: Director of Parks and Leisure Services
Parks Manager
Risk Manager