

**TO:** His Worship Mayor Dan Ruimy  
and Members of Council  
**FROM:** Chief Administrative Officer

**MEETING DATE:** October 17, 2023  
**FILE NO:** 05-1810-01  
**MEETING:** CoW

**SUBJECT:** Consolidated Fees & Charges Amending Bylaw – Recreation Services Fees

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**EXECUTIVE SUMMARY:**

The Recreation Services department annually reviews fees for Lower Mainland recreation facilities to align City fees with regional averages, with the most recent increase in September 2022. Proposed adjustments include increasing the majority of fees by 2%, increasing others by 5%, maintaining some fees, and introducing a multi-year schedule to improve customer planning. The goal is to balance cost recovery, offset operational costs, and ensure accessibility, in line with the City's strategic plan.

**RECOMMENDATION:**

**THAT the Maple Ridge Consolidated Fees & Charges Amending Bylaw No. 2023-7966 be given first, second, and third readings.**

**DISCUSSION:**

**a) Background Context:**

The Parks, Recreation & Culture Fees and Charges Policy guides the process for conducting the annual review of fees. The review of rental and admission rates of Lower Mainland recreation facilities includes Mission, Pitt Meadows, Langley, Coquitlam and Port Coquitlam.

Data gathered is then used to determine current market rental and admission rates to ensure alignment with regional rates. The most recent increase to recreation fees came into effect in September 2022.

Through market analysis, staff are proposing the following adjustments to admission and rental rates:

- Maintain current fees for:
  - 1-Year Memberships
  - Gymnasium fees
  - Ice - Youth/Senior Non-Profit fee
  - Sport Field User Annual Contribution and Miscellaneous Fees
- Increase the following fees by 5% to align with market averages:
  - Mult-use rooms
  - Commercial
  - Park Shelter
- Introduce multi-year rate proposals for Private & Non-Resident rates in order to improve customer process for long-term event planning and to improve administrative efficiency.
- Increase remaining user fees by 2% to maintain pace with inflationary cost increases.

**b) Desired Outcome:**

That updated fees are adopted to reflect the cost to deliver services and average fees for regional comparators. A modest fee increase will assist in offsetting increasing facility operating costs, while balancing the need to ensure City Parks, Recreation & Culture services and programs remain accessible to all residents.

**c) Strategic Alignment:**

Maintaining fees with the cost for delivering services aligns with Council's Strategic Plan 2023-2026 objective to 'Ensure organization and financial alignment to achieve Strategic Priorities and meet the needs of our growing community'.

**d) Citizen/Customer Implications:**

Regular adjustment of user fees ensures that the balance between user contributions and general revenue subsidy maintains balance over time. Multi-year gaps between rate increases the general revenue portion of program funding.

Additionally, the City has a number of programs that will continue to support residents by offering several low-cost options to maintain the accessibility of recreation services, such as:

- Financial Access Program
- Rental Rebate Subsidy
- Grade 5 & 6 Active Pass
- Canadian Jumpstart
- Low Cost Admission times

**e) Business Plan/Financial Implications:**

Once adopted, revenue increases will be built into the Recreation Services Department budget during the 2024-2028 financial planning process.

**f) Policy Implications:**

The Parks, Recreation & Culture Fees and Charges Policy guides the review of fees and development of recommendations. No policy changes will be enacted through the adoption of this bylaw.

**CONCLUSION:**

The City supports equitable access to recreation opportunities for all members of the community. Future adjustments will continue to come forward on an annual basis.

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Prepared by: **Dan Olivier**  
Manager of Corporate Planning & Consultation

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Approved by: **Stéphane Labonne**  
Deputy Chief Administrative Officer

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Concurrence: **Scott Hartman**  
Chief Administrative Officer

**Attachments:**

- (A) Maple Ridge Fees & Charges Amending Bylaw No. 2023-7966
- (B) Parks, Recreation & Culture Fees and Charges Policy

**Attachment A – Maple Ridge Fees & Charges Amending Bylaw No. 7966-2023**

**THE CORPORATION OF THE CITY OF MAPLE RIDGE  
Bylaw No. 7966-2023**

**A Bylaw to amend Maple Ridge Fees & Charges Bylaw No. 7575-2019**

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**WHEREAS** it is deemed expedient to amend Maple Ridge Fees & Charges Bylaw No. 7575-2019;

**NOW THEREFORE** the Council of the Corporation of the City of Maple Ridge, ENACT AS FOLLOWS:

1. This bylaw shall be cited for all purposes as "Maple Ridge Fees & Charges Amending Bylaw No. 7966-2023".
2. Maple Ridge Fees & Charges Bylaw No. 7575-2019 is amended by:
  - (a) Replacing Schedule B "Parks, Recreation & Culture Fees" with Fees & Charges Amending Bylaw 7966-2023 Schedule A "Recreation Services Fees", attached hereto.

**READ** a first time the day of , 2023

**READ** a second time the day of , 2023

**READ** a third time the day of , 2023

**RECONSIDERED AND ADOPTED** the day of , 2023

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

## Schedule A – “Recreation Services Fees”

### Schedule “B” – Recreation Services Fees

Note:

1. New rates take effect January of the noted year.
2. If no new rate is identified, the most recently stated rate will continue to be applied.
3. All fees are exclusive of tax, which will be added, if applicable.
4. Non-prime time rates will be a 50% reduction of the regular rates and applied to all hours outside of the prime-time windows listed below:

Days	Hours
Monday – Friday	5:00 pm – 9:00 pm
Saturday/Sunday (Year-Round)	8:00 am – 9:00 pm

Admissions	
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Child	2024
Single	\$ 3.11
10 Pass	\$ 26.62
20 Pass	\$ 49.69
1 Month	\$ 27.96
3 Months	\$ 74.54
1 Year	\$247.95

Youth/Student/Senior	2024
Single	\$ 4.18
10 Pass	\$ 35.80
20 Pass	\$ 66.83
1 Month	\$ 37.60
3 Months	\$100.25
1 Year	\$333.45

Adult	2024
Single	\$ 6.11
10 Pass	\$ 52.33
20 Pass	\$ 97.68
1 Month	\$ 54.95
3 Months	\$146.51
1 Year	\$487.35

**Schedule A – “Recreation Services Fees”**

<b>Family</b>	<b>2024</b>
Single	\$ 11.18
10 Pass	\$100.43
20 Pass	\$178.90
1 Month	\$105.45
3 Months	\$281.20
1 Year	\$935.37

<b>Drop-In Skating - Single</b>	<b>2024</b>
Child	\$ 3.05
Youth/Student/Senior	\$ 4.11
Adult/Parent & Tot	\$ 5.55
Family	\$ 9.77

<b>Outdoor Pool Admission - Single</b>	<b>2024</b>
Child	\$ 1.90
Youth/Student/Senior	\$ 1.90
Adult/Parent & Tot	\$ 2.86

**Schedule A – “Recreation Services Fees”**

<b>Arenas</b>
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All rates are listed hourly
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<b>Ice - Prime Time</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Youth/Senior Non-Profit	\$118.18		
Adult Non-Profit	\$177.26		
Private	\$295.42	\$301.33	\$307.36
Commercial	\$326.64	\$333.18	\$339.84
Non-Resident	\$315.99	\$322.31	\$328.75

<b>Ice - Non-Prime Time</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Youth/Senior Non-Profit	\$86.90		
Adult Non-Profit	\$132.95		
Private	\$221.56	\$226.00	\$230.52
Commercial	\$252.19	\$264.80	\$278.04
Non-Resident	\$236.99	\$241.73	\$246.56

<b>Dry Floor - Prime Time</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Youth/Senior Non-Profit	\$44.91		
Adult Non-Profit	\$67.37		
Private	\$112.28	\$114.53	\$116.82
Commercial	\$149.52	\$152.51	\$155.56
Non-Resident	\$134.49	\$137.18	\$139.92

<b>Ice - Junior B</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Prime Time/Games	\$123.80	\$126.27	\$128.80
Non-Prime/Practices	\$92.86	\$94.72	\$96.61

**Schedule A – “Recreation Services Fees”****Fairgrounds**

Stage included at no-charge when booking grounds  
All rates are hourly

<b>Barns Beef, Exhibition, Commercial</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Youth/Senior Non-Profit	\$ 8.49		
Adult Non-Profit	\$12.73		
Private	\$21.23	\$21.65	\$22.08
Commercial	\$23.35	\$23.81	\$24.29
Non-Resident	\$25.47	\$25.98	\$26.50

<b>Grounds &amp; Showrings</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Youth/Senior Non-Profit	\$ 7.43		
Adult Non-Profit	\$11.14		
Private	\$18.57	\$18.95	\$19.32
Commercial	\$20.43	\$20.84	\$21.26
Non-Resident	\$22.29	\$22.73	\$23.19

**Schedule A – “Recreation Services Fees”**

<b>Fields</b>
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<b>Youth/Senior Non-Profit</b>
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<b>Artificial Turf</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Commercial	\$24.33	\$25.54	\$26.82
Special Event	\$ 6.09	\$ 6.39	\$ 6.71
Regular Use			

<b>Class A</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Commercial	\$23.63	\$24.11	\$24.59
Special Event	\$ 5.61	\$ 5.72	\$ 5.84
Regular Use			

<b>Class B</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Commercial	\$17.61	\$17.96	\$18.32
Special Event	\$ 4.41	\$ 4.49	\$ 4.58
Regular Use			

<b>Class C</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Commercial	\$ 5.88	\$ 5.99	\$ 6.11
Special Event	\$ 1.47	\$ 1.50	\$ 1.53
Regular Use			



**Schedule A – “Recreation Services Fees”**

<b>Adult Non-Profit</b>
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<b>Artificial Turf</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Commercial	\$24.33	\$25.55	\$26.82
Special Event	\$18.82	\$19.76	\$20.75
Regular Use	\$ 14.01		

<b>Class A</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Commercial	\$23.63	\$24.11	\$24.59
Special Event	\$17.41	\$17.76	\$18.11
Regular Use	\$ 12.95		

<b>Class B</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Commercial	\$17.61	\$17.96	\$18.32
Special Event	\$12.25	\$12.50	\$12.75
Regular Use	\$ 7.12		

<b>Class C</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Commercial	\$ 5.88	\$ 5.99	\$ 6.11
Special Event	\$ 2.95	\$ 3.01	\$ 3.07

<b>Local, Private or Political</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Artificial Turf	\$24.33	\$25.54	\$26.82
Class A	\$23.63	\$24.11	\$24.59
Class B	\$17.61	\$17.96	\$18.32
Class C	\$ 5.88	\$ 5.99	\$ 6.11

<b>Commercial</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Artificial Turf	\$26.76	\$28.10	\$29.51
Class A	\$26.76	\$28.10	\$29.51
Class B	\$19.93	\$20.93	\$21.97
Class C	\$ 6.66	\$ 6.99	\$ 7.34

<b>Non-Resident</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Artificial Turf	\$30.59	\$32.12	\$33.72
Class A	\$29.71	\$30.31	\$30.91
Class B	\$25.15	\$25.66	\$26.17
Class C	\$ 8.74	\$ 8.92	\$ 9.09

# Schedule A – “Recreation Services Fees”

## Halls

Non-Prime time rates will be a 50% reduction of the regular rates.  
 Facility rates are hourly  
 Kitchen rates are daily

Great Hall - Albion Community Centre	2024	2025	2026
Youth/Senior Non-Profit	\$ 50.34		
Adult Non-Profit	\$ 75.50		
Private	\$125.84	\$128.35	\$130.92
Commercial	\$256.53	\$269.35	\$282.82
Non-Resident	\$242.08	\$246.92	\$251.86

Hammond Hall	2024	2025	2026
Youth/Senior Non-Profit	\$ 26.49		
Adult Non-Profit	\$ 39.74		
Private	\$ 66.23	\$ 67.55	\$ 68.90
Commercial	\$ 91.70	\$ 96.28	\$101.10
Non-Resident	\$ 81.27	\$ 82.90	\$ 84.56

Whonnock Hall	2024	2025	2026
Youth/Senior Non-Profit	\$ 86.54		
Adult Non-Profit	\$129.82		
Private	\$216.35	\$220.68	\$225.09
Commercial	\$256.53	\$269.35	\$282.82
Non-Resident	\$242.08	\$246.92	\$251.86

Kitchen	2024	2025	2026
Youth/Senior Non-Profit	\$ 35.54		
Adult Non-Profit	\$ 53.33		
Private	\$ 88.86	\$ 90.64	\$ 92.45
Commercial	\$ 125.16	\$ 127.67	\$ 130.22
Non-Resident	\$ 125.16	\$ 127.67	\$ 130.22
<ul style="list-style-type: none"> <li>• Fairgrounds</li> <li>• Hammond Hall</li> <li>• Whonnock Lake Centre</li> <li>• Albion Community Centre</li> </ul>			

## Schedule A – “Recreation Services Fees”

<b>Pools</b>
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<p style="text-align: center;">All rates are hourly  Competition &amp; Teach Pool rates are per lane  Hammond Pool rates are for the whole pool</p>
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Competition Pool/Teach Pool	2024	2025	2026
Swim Club - Competition Pool	\$ 6.08		
Swim Club - Teach Pool	\$ 5.17		
Youth/Senior Non-Profit	\$ 10.58		
Adult Non-Profit	\$ 15.87		
Private	\$ 26.46	\$ 26.99	\$ 27.53
Commercial	\$ 34.60	\$ 36.33	\$ 38.14
Non-Resident	\$ 31.35	\$ 31.98	\$ 32.62

Hammond Pool (Whole Pool)	2024	2025	2026
Swim Club	\$ 20.69		
Youth/Senior Non-Profit	\$ 27.84		
Adult Non-Profit	\$ 41.75		
Private	\$ 69.58	\$ 70.98	\$ 72.40
Commercial	\$ 77.77	\$ 81.66	\$ 85.75
Non-Resident	\$ 70.89	\$ 72.31	\$ 73.75

**Schedule A – “Recreation Services Fees”**

<b>Rooms</b>
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<p>Non-Prime time rates will be a 50% reduction of the regular rates Rooms are listed hourly</p>
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Multi-Purpose Room (capacity 1-15)	2024	2025	2026
Youth/Senior Non-Profit	\$ 4.74		
Adult Non-Profit	\$ 7.10		
Private	\$ 11.83	\$ 12.42	\$ 13.04
Commercial	\$ 14.53	\$ 15.26	\$ 16.02
Non-Resident	\$ 14.53	\$ 15.26	\$ 16.02

Multi-Purpose Room (capacity 15-30)	2024	2025	2026
Youth/Senior Non-Profit	\$ 9.46		
Adult Non-Profit	\$ 14.20		
Private	\$ 23.66	\$ 24.84	\$ 26.09
Commercial	\$ 29.05	\$ 30.50	\$ 32.03
Non-Resident	\$ 29.05	\$ 30.50	\$ 32.03

Multi-Purpose Room (capacity 40-60)	2024	2025	2026
Youth/Senior Non-Profit	\$ 12.42		
Adult Non-Profit	\$ 18.64		
Private	\$ 31.06	\$ 32.61	\$ 34.24
Commercial	\$ 37.35	\$ 39.22	\$ 41.18
Non-Resident	\$ 34.25	\$ 35.96	\$ 37.76

Multi-Purpose Room (capacity 60-80)	2024	2025	2026
Youth/Senior Non-Profit	\$ 14.64		
Adult Non-Profit	\$ 21.96		
Private	\$ 36.59	\$ 38.42	\$ 40.34
Commercial	\$ 50.78	\$ 53.32	\$ 55.98
Non-Resident	\$ 47.63	\$ 50.01	\$ 52.51

Gymnasium	2024	2025	2026
Youth/Senior Non-Profit	\$ 49.35		
Adult Non-Profit	\$ 74.02		
Private	\$123.37	\$123.37	\$123.37
Commercial	\$154.31	\$154.31	\$154.31
Non-Resident	\$132.64	\$132.64	\$132.64

**Schedule A – “Recreation Services Fees”**

<b>Sports Field User Annual Contribution</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Fall/Winter Clubs - per registration	\$ 30.00	\$ 30.00	\$ 30.00
Spring/Summer Clubs - per registration	\$ 15.00	\$ 15.00	\$ 15.00

<b>Miscellaneous</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Park Shelter (day rate)	\$ 73.50	\$ 77.18	\$ 81.03
Event Trailer (day rate)	\$147.31	\$147.31	\$147.31
Tennis/Sport Court (Commercial)	\$ 15.75	\$ 16.54	\$ 17.36

# POLICY MANUAL

<b>Title:</b> <b>Parks, Recreation &amp; Culture Fees and Charges</b>	<b>Policy No:</b> <b>4.21</b>  <b>Supersedes:</b> <b>New</b>
<b>Authority:</b> <input checked="" type="checkbox"/> <b>Legislative</b> <input type="checkbox"/> <b>Operational</b>  <b>Approval:</b> <input checked="" type="checkbox"/> <b>Council</b> <input type="checkbox"/> <b>CMT</b>  <span style="margin-left: 200px;"><input type="checkbox"/> <b>General Manager</b></span>	<b>Effective Date:</b> <b>June 13, 2017</b>  <b>Review Date:</b> <b>June 2018</b>
<p><b>Policy Statement</b></p> <p>The intent of this policy is to provide a framework for the establishment of fees and charges for Parks, Recreation &amp; Culture services.</p>	
<p><b>Purpose</b></p> <ol style="list-style-type: none"> <li>1. To provide staff with direction and guidance on fee setting in Parks, Recreation &amp; Culture (PRC) facilities.</li> <li>2. To ensure consistency in the rental and admission fees charges at all facilities that provide the same or similar services to citizens.</li> <li>3. To ensure access for all residents.</li> </ol> <p>The guiding principle of this policy is that PRC will conduct a market analysis on an annual basis. The resulting Facility Rental Market Averages (of like facilities) and a reduced formula for Local Non-Profit organizations will be used when establishing fees &amp; charges including Admission and Program Fees.</p> <p>The City recognizes that community recreation facilities are a social hub and may be used as informal gathering places. To support this use, PRC will ensure some sites remain available at no cost for unstructured social gatherings that are open to the public.</p> <p>Where applicable PRC will apply the following formulas in establishing rental fees:</p> <ul style="list-style-type: none"> <li>• Youth/Senior Non-Profit Subsidization: 40% of the facility rental market average.</li> <li>• Adult Non-Profit: 60% of the facility rental market average.</li> <li>• Non-Prime Time: facility fees are reduced by 50%. Note: Prime Time hours are defined below.</li> <li>• Private: facility fees for an activity or booking that is not open to the general public.</li> <li>• Commercial/Fundraiser: facility fees for an activity or booking where the object is to gain profit.</li> <li>• Non-Resident: facility fees for an activity or booking where the majority of participants do not reside in Maple Ridge.</li> </ul>	

## Definitions

**Facility Rental Market Average:** The average rate for each type of municipal operated facility.

**Local Non-Profit:** Community and sports associations with a majority membership comprised of Maple Ridge and Pitt Meadows residents.

**Admission Fees:** Average rates charges in similar facilities operated by public agencies.

**Program Fees:** Rates charged for registered programs set at a level sufficient to cover instructor and supply costs.

**Prime Time:** Rental times where facilities tend to be over capacity (Monday-Friday 5:00 pm – 9:00 pm, Saturday/Sunday 8:00 am – 9:00 pm)

**Non-Prime Time:** Underutilizes times where facility fees are reduced.

## Key Areas of Responsibility

Action to Take	Responsibility
1. Conduct annual market analysis	PRC Business Operations Staff
2. Set recommended updates to Fees & Charges	PRC Business Operations Staff
3. Prepare updated Fees & Charges bylaw	PRC Manager of Business Operations
4. Approve Fees & Charges bylaw	Council