

# *Parks, Recreation & Sport Tourism Committee – Minutes*

6W – Meeting Room A  
City Hall  
13450 – 104 Avenue  
Surrey, BC  
WEDNESDAY, FEBRUARY 17, 2016  
Time: 5:30 p.m.  
File: 0540-20

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**Present:**

Councillor Hayne – Chairperson  
Councillor Gill  
T. Allen, School Board Trustee  
C. Annable  
R. Benson  
M. Booth  
B. Burnside  
G. Rai  
C. Murphy

**Regrets:**

K. Grover

**Staff Present:**

L. Cavan, General Manager, Parks,  
Recreation & Culture  
O. Croy, Manager, Parks  
T. Uhrich, Parks Planning, Research &  
Design Manager  
H. Norris, Park Facility Operations Manager  
D. Nielsen, Park Landscape Operations &  
Park Partnerships Manager  
J. Thibaudeau, CRS Operations Support  
Manager  
D. Gill-Badesha, Healthy Communities  
Manager  
P. Fulop, CRS Newton Manager  
C. Jesson, Legislative Services

**Youth Representatives:**

S. Gill

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**A. ADOPTION OF MINUTES**

It was

Moved by T. Allen

Seconded by C. Annable

That the minutes of the Parks, Recreation  
and Sport Tourism Committee of January 20, 2016, be adopted.

Carried

**B. DELEGATIONS****1. Philip Aguirre, Executive Director, Newton BIA, Dave Dalley, Founder, Friends of the Grove, Daljit Gill-Badesha, CRS Healthy Communities Manager, and Perry Fulop, Manager, Newton Recreation Centre.**

Philip Aguirre, Executive Director, Newton BIA, Dave Dalley, Founder, Friends of the Grove, Daljit Gill-Badesha, CRS Healthy Communities Manager, and Perry Fulop, Manager, Newton Recreation Centre, were in attendance to provide a presentation on “Community, Business and the City – at Work Together in Newton”.

A PowerPoint presentation was given providing the following comments:

- Community Engagement is the focus that in turn supports community safety.
- Community foot patrols provide a weekly dialogue where information about specific issues is shared and plans of engagement/outreach are devised, with the aim of using knowledge to decrease crime in Newton.
- Engagement is embedded in the local partnerships that includes the business voice.

- There are a number of beautification initiatives in Newton aimed to protect the brand and build pride in ownership, including Team Tidy where civic streets and property are cleaned, and community walks where different levels of government and the community come together to clean.
- Community building is supported through grassroots efforts that galvanize the community via partnership events.
- Newton BIA events, delivered in partnership, were highlighted as follows:
  - Groundhog Day
  - Community Festival (City of Surrey)
  - 70A Block Party
  - Newton Days
  - PopUp Art Walk
  - Spooktacular Newton
- In terms of Pop up Art Walk, this event started with a gallery on 137<sup>th</sup> Street where a table and chairs were installed and then art was displayed in vacant lots with an event growing out of that.
- “Pianos on the Street” is an event via a borrowed piano which has the ability to successfully bring people together.
- The Newton Free Food Garden in the Grove started from a few planters which were the springboard for new energy and the development of a vegetable garden, with much attention and response from area residents.
- A further demonstration of how we bring people together is Katheren’s 60 day vigil and the Grove Lights event.
- In terms of creating space for “small acts of engagement”, the notion of convening is important to have all partners, including the City, to be better connected to the healthy and positive groups; this broadened the way that the City can engage with the community and create space for the community to emerge.
- The Grove partnership allows for the opportunity for “small acts of engagement” that creates space for people to emerge into the Grove process.
- Lessons learned for the City is that when time is taken to work with a grassroots organization, a space is created to allow those involved to work together to develop the community.
- Even with the best of efforts, it is hard to reach out to everyone, but through partnerships, there can be a much further reach.

The Committee commented as follows:

- With regards to the demographic challenges in Newton, is there outreach provided to new immigrant families? In response, staff advised that from a City perspective, work is ongoing regarding communicating and raising awareness about the City’s programs and services. Furthermore, the delegation advised that the Newton BIA is linked with other networks and social agencies and extensive advertising is carried out.

- 'Friends of the Grove' is a program very responsive to specific needs, known as the anti-program to programs.
- How can this be replicated in terms of the partnerships/relationships in areas that don't have active BIAs and/or Community Associations, such as in Guildford that has no BIA? In response, the delegation advised that it is important to broaden one's scope and be involved in events across the City.
- Staff advised that Parks, Recreation and Culture undertake continual outreach, especially when it comes to planning community events. The local community centres serve as the reach-out mechanism. In terms of Guildford, a Guildford Day event is being planned and information can be shared with the Committee at a future meeting. Staff further noted that the Avenues of Change event is a great example of grassroots opportunities leading to a series of events planned in the Guildford area.

The Chair expressed appreciation to the delegation for their presentation and commended the work that is taking place relative to engagement and community building.

## 2. **Spiro Pegios, Vice President, Surrey United Soccer Club**

Spiro Pegios, Vice President, Surrey United Soccer Club, was in attendance to provide a presentation on the Cloverdale Athletic Park needs and concerns.

A PowerPoint presentation was given providing the following comments:

- Despite the need for facility improvements, Cloverdale Athletic Park (CAP) is still a jewel and a credit to the City.
- City of Surrey has provided some of the best park facilities seen anywhere in North America.
- City of Surrey staff are very accommodating and professional to deal with.
- Cloverdale is experiencing great population growth and as such the demands on facilities are increasing.
- Surrey United Soccer Club is proud to provide the community with the ability to experience the positive aspects of soccer.
- CAP is serving us well, but the Club's limited resources make it a challenge to keep up with the demand and expectations of the growing community.
- The Surrey United Soccer Club's history and facts were highlighted, noting that the Club has been at CAP since year 2000.
- We are a club that is ambitious and proud, serving as ambassadors, Surrey United consistently sends teams all over Canada, the USA and Europe representing our community proudly.
- Current registration is 1000, providing programs for all age groups.
- Our club gives back to the community in terms of scholarships.

- Referencing a site plan for CAP, it was noted that unlike in other areas, the player bench areas are not covered.
- A detailed overview of CAP's field inventory was provided noting the following constraints/concerns:
  - CAP 2 Grass Field – limited number of games played on field;
  - CAP2 ¾ Field Grass – usable in September and October;
  - CAP Mini 3 – usable in September and October;
  - CAP Mini 4 – usable in September and October;
  - CAP Mini 5 and 6 – usable in September and October;
  - CAP Mini 7 and 8 – usable in September and October;
  - CAP 5 and 4 – most durable fields but monitored; and,
  - CAP Gravel – when it rains it does become problematic and can be dusty during the dry season.
- Out of fourteen fields/areas to play and train, only five can be considered viable to plan the Club's program on.
- Due to the limited usable inventory and the increased demands on turf fields, the Club schedules 6 to 8 teams on each turf field per 60 to 90 minute allocation for training/game sessions.
- Many Surrey citizens, primarily in Cloverdale/Clayton area, are registering in Langley soccer programs due to the fact that the Club cannot guarantee where they will play/train.
- Due to the grass field concerns, there is an inability to use grass fields which means scheduling on turf fields, leading to overcrowding.
- Surrey United outlined the grass field needs and suggestions, including the possibility of converting mini-fields in the South Eastern portion of the complex to turf.
- A number of CAP navigation problems were highlighted, noting that the facility has paved pathways through areas of the park but they are limited and not always practical.
- To walk from west side to east side of park requires some messy and tricky maneuvering, that could be resolved through more paved walkways.
- There are many user groups with all specialized needs, however most cross-sport conflicts can be resolved through simple communication.

Comments were as follows:

- In response to query regarding the acquisition of the north west property, staff confirmed the City has acquired the respective area and it is currently being used as the cemetery services office but it is anticipated that the cemetery office will move and that area could then be used for additional parking.
- In terms of an additional turf, staff noted that at this point field 2 is seen as the preferred location for a further turf field and that staff will return with a master plan illustrating a longer-term build out for a future meeting.

- With the desirability of the new turf field, could the gravel area be a location for additional parking? Staff advised that gravel fields have been used for overflow parking for special events, however staff prefers not to do this as gravel fields can still be used for soccer. Staff will explore this matter further and bring it for discussion at a future meeting.

*Chris Murphy left at 6:20 pm*

## C. STAFF PRESENTATION

### 1. Anna Mathewson, Manager, Sustainability

Anna Mathewson, Manager, Sustainability, was in attendance to provide a presentation on the Draft Revised Sustainability Charter.

A PowerPoint presentation was given noting the following:

- Sustainability Charter is a high level policy document currently undergoing a refresh update.
- The Charter Update Work Plan includes the following four stages:
  - Internal engagement – Staff survey was undertaken in July 2014, followed by staff interviews during the months of July and August, with a SMT/Staff Workshop held in October 2014;
  - Initial community engagement – Stakeholder workshops were held in April and May 2015, and all –advisory committee workshop was held in April 2015;
  - Engagement – Staff workshops were held in September and December 2015, stakeholder workshops were held in October 2015, with a final stakeholder workshop scheduled for February 2016; and,
  - Updated Charter 2.0 – Following completion of final consultations, the intention is to present the updated Charter to Council in April 2016 for formal approval.
- Staff is in the latter phase of the consultation stage, with the goal of presenting the updated draft to Council on March 7<sup>th</sup> in order to obtain feedback and present the final version at an April Council meeting.
- Key features of the Charter 2.0 are the following:
  - Higher level document;
  - Guiding more granular plans;
  - Community focused;
  - Reflecting corporate sustainability; and,
  - 2058 remains the long term target.
- The new Charter has evolved from having three pillars to the following eight themes:
  - Built Environment and Neighborhoods;
  - Public Safety;

- Economic Prosperity and Livelihoods;
  - Ecosystems;
  - Education and Culture;
  - Inclusion;
  - Infrastructure; and,
  - Health and Wellness.
- The vision statement has been refreshed, taken from the new Official Community Plan, the vision statement of a sustainable Surrey looking ahead to the next 40 years is “A thriving, green, inclusive City”.
  - Overview of content was provided, including the goal, desired outcomes, strategic directions and indicators/targets.
  - The long term goals were highlighted for each of the eight themes noted above.
  - Sample desired outcomes were noted, including:
    - Having numerous active local clubs, groups and agencies contributing to the community’s well-being;
    - Trees, green spaces and natural areas being integrated into all neighborhoods;
    - The City being a destination for visitors, thereby generating tourism and non-tax revenue;
    - Parks, natural areas, urban forests and habitat corridors being interconnected throughout the City and the region; and,
    - Residents participating in a wide range of recreation and leisure activities.
  - The steps to completion were noted as follows:
    - Full draft to Council on March 7<sup>th</sup>, 2016;
    - Final consultations will take place in March;
    - Presentations will be made to Advisory Committees
    - Final version will be presented to Council for approval April 11 or 18;
    - Roll out is planned for at the Party for the Planet on April 23; and,
    - Roll out to stakeholders.

#### **D. OUTSTANDING BUSINESS**

#### **E. NEW BUSINESS**

##### **1. Community Orchard Proposal for Ocean Park Terrace Park Space File No. 0850-01**

The memorandum from the Landscape Operations and Park Partnerships Manager, dated February 5, 2016, regarding the above subject line, was reviewed. It was recommended that the Parks, Recreation and Sport Tourism Committee receive the report as information.

It was Moved by T. Allen  
Seconded by R. Benson  
That the Parks, Recreation and Sport  
Tourism Committee receive the report from the Landscape Operations and Park  
Partnerships Manager, dated February 5, 2016, entitled "*Community Orchard  
Proposal for Ocean Park Terrace Park Space*" as information.  
Carried

**2. 2016/2017 Fees and Charges**  
File No. 1810-01

The memorandum from the General Manager, Parks, Recreation and Culture, dated February 3, 2016, regarding the above subject line, was reviewed. It was recommended that the Parks, Recreation and Sport Tourism Committee recommend that:

1. Council endorse the proposed Fees and Charges increases to the existing By-Law 15391: Parks, Recreation and Culture Rental and Admission Fees, as outlined in the report;
2. The introduction of new facilities and the re-assessment of current facilities be updated to reflect our rental amenities;
3. A copy of the report be attached to the minutes of the meeting of the Parks, Recreation and Sport Tourism Committee for Council's reference when they approve the recommendations; and
4. The 2016/2017 Fees and Charges Schedule, attached as Appendix II, be adopted and added to the Surrey Parks, Recreation and Culture Fee-Setting By-law.

The General Manager, Parks, Recreation and Culture, advised that changes will be effective September 1, 2016.

It was Moved by T. Allen  
Seconded by R. Benson  
That the Parks, Recreation and Sport  
Tourism Committee receive the report from the General Manager, Parks,  
Recreation and Culture, dated February 3, 2016, entitled "*2016/2017 Fees & Charges*"  
as information, and that a copy of the report be attached to the minutes of the  
meeting for Council reference when they approve the recommendations.  
Carried

## COMMITTEE RECOMMENDATION

It was Moved by T. Allen  
Seconded by R. Benson  
That the Parks, Recreation and Sport  
Tourism Committee recommend that:

1. Council receive the report from the General Manager, Parks, Recreation and Culture, dated February 3, 2016, entitled "2016/2017 Fees & Charges" (attached **Appendix 1**), as information;
2. Council endorse the proposed Fees and Charges increases to the existing By-Law 15391: Parks, Recreation and Culture Rental and Admission Fees, as outlined in the report;
3. The introduction of new facilities and the re-assessment of current facilities be updated to reflect our rental amenities; and
4. The 2016/2017 Fees and Charges Schedule attached as Appendix II be adopted and added to the Surrey Parks, Recreation and Culture Fee-Setting By-law.

Carried

3. **Francis Park - Bandstand Proposal**

File No. 6140-20/F

The memorandum from the Parks, Planning, Research and Design Manager, dated February 10, 2016, regarding the above subject line, was reviewed. It was recommended that the Parks, Recreation and Sport Tourism Committee:

1. Receive this report as information;
2. Recommend to Council the construction of a bandstand at Francis Park, on the understanding that funding for the bandstand be provided by the Fleetwood Community Association; and
3. Attach a copy of the report to the minutes of the meeting for Council reference.

Discussion ensued with respect to the City's policy relative to the receipt of in-kind donations in labour. Staff reported that the City has been involved in similar projects in the past for which there is a rigorous process for approving concept plans. Staff work with each group and discuss any technical issues and determine costs, whether it would be a tendered project, etc., in order to ensure the project/facility is fully completed, that it's within code, and that the City is protected through liability insurance. Every effort is made to understand how each particular group can contribute; the City has saved a considerable amount of funding in the past through volunteer labour for various projects.



With respect to the Francis Park bandstand proposal, staff reported that they have been working with the Fleetwood Community Association since September 2015. The project is likely to trigger construction bonding of a certain amount; presently there are no final cost estimates or scope.

The Chair provided guest Rick Hart, Fleetwood Community Association, to extend sincere appreciation to the Committee and the City staff involved with the project. He reported that discussion is underway with respect to lighting under the canopy when it is dark. Mr. Hart also provided copies of the Francis Park Pavilion design to Committee members, noting that during the recent meeting of the Fleetwood Community Association, questions and discussion arose relative to building codes and standards to ensure everything was correct.

It was Moved by T. Gill  
Seconded by T. Allen  
That the Parks, Recreation and Sport  
Tourism Committee receive the report from the Parks Planning, Research and Design Manager, dated February 10, 2016, entitled "*Francis Park - Bandstand Proposal*" as information, and that a copy of the report be attached to the minutes of the meeting for Council reference.

Carried

#### COMMITTEE RECOMMENDATION

It was Moved by T. Gill  
Seconded by T. Allen  
That the Parks, Recreation and Sport  
Tourism Committee recommend that Council:

1. Receive the report from the Parks Planning, Research and Design Manager, dated February 10, 2016, entitled "*Francis Park - Bandstand Proposal*" (attached as **Appendix 2**), as information; and
2. Support the construction of a bandstand at Francis Park, on the understanding that funding for the bandstand be provided by the Fleetwood Community Association.

Carried

#### 4. **Christopher Lewis Delegation Regarding By-law 13480** File No. . 3900-20/F

The memorandum from the Manager of Parks and City Solicitor, dated February 11, 2016, regarding the above subject line, was reviewed. It was recommended that the Parks, Recreation and Sport Tourism Committee receive the report as information.

It was Moved by R. Benson  
Seconded by T. Allen  
That the Parks, Recreation and Sport  
Tourism Committee receive the report from Manager of Parks and City Solicitor,  
dated February 11, 2016, entitled " *Christopher Lewis Delegation Regarding By-law  
13480*" as information.

Carried

**5. 2015 Grants, Sponsorship & Revenue Enhancements**  
File No. 1390-30

The memorandum from the General Manager, Parks, Recreation and Culture,  
dated February 9, 2016, regarding the above subject line, was reviewed. It was  
recommended that the Parks, Recreation and Sport Tourism Committee receive  
the report as information.

It was Moved by T. Allen  
Seconded by C. Annable  
That the Parks, Recreation and Sport  
Tourism Committee receive the report from General Manager, Parks, Recreation  
and Culture, dated February 9, 2016, entitled "2015 Grants, Sponsorship & Revenue  
Enhancements" as information.

Carried

**F. ITEMS REFERRED BY COUNCIL**

**G. CORRESPONDENCE**

**1. BC Games Society**

Correspondence from the BC Games Society, dated February 1, 2016, was reviewed.

**H. INFORMATION ITEMS**

**I. OTHER BUSINESS**

**1. Calendar of Events**

The calendar of upcoming Parks, Recreation and Culture and Community Events  
was acknowledged.

## 2. Verbal Update

L. Cavan, GM, Parks, Recreation and Culture, provided the following update:

- **Sport Tourism Strategy** (*copies of the document circulated on table*) – A minor update was undertaken and staff will be engaging in a more comprehensive update review for which a consultant will be engaged. The project will be to review and revise the current Sport Tourism Strategy for Surrey which will include the following deliverables:
  - Conduct a workshop and focus group session with key stakeholders to build an awareness and understanding of the benefits of a Sport Tourism Strategy including opportunities, challenges, trends, economic impact;
  - Complete an assessment of the community capacity for sport tourism including but not limited to community strengths, weaknesses, facility assessment, sport strengths, tourism products, comparative analysis along with opportunities and challenges;
  - Develop a revised and updated version of the current Sport Tourism Strategy; and
  - Delivery of the project and revised Sport Tourism Strategy will be no later than July 31, 2016, unless otherwise agreed upon by both parties in the event of any modifications to the project scope.

The project will involve the consultant to conduct a focus group and engagement session with key stakeholders as well as an online survey for members of the sport, tourism, business communities as well as facility managers.

SportSurrey is pleased to advise that Matt Hollbrook has been appointed the new Sport Surrey Manager, bringing with him a very strong background in sport.

- **Newton Recreation Roof Replacement and Weight Room Addition** - The Newton Recreation Centre- Aquatics, Gymnasium and Multi-Purpose spaces will be closed from April 1 until June 30, 2016. This closure is to facilitate a complete pool roof replacement, required maintenance of aquatic systems, mechanical improvements and revitalization of the pool slide tower, as well as structural improvements as a component of the Fitness Centre and Mat room construction project. This scheduled time has been selected as it is the least disruptive to lessons, and general program offerings while ensuring public and staff safety. The Fitness Center will remain operational during this time.

The closure will also be used to facilitate structural upgrades in connection to the Newton Recreation Center Capital Project and other functional and aesthetic upgrades that will serve to enhance services for the residents of Newton.

- **South Surrey Athletic Park** – Work has begun for the improvement to the traffic circulation and provide more parking at this very busy athletic park. The intent is to remove thru-traffic from parking areas and also provide 32 more parking spaces in close proximity to the expanded recreation and arts

centre. Phase 1 will be completed well ahead of the World Fastpitch Championships in July. Phase 2 of the project, which includes the relocation of the waterpark to be directly adjacent to the existing playground, will be done in 2017.

The Committee expressed concern with respect to the timing of Phase 2, especially given that the Rotary Club paid for the existing waterpark many years ago. Staff acknowledged concerns and reported that phase 2 of the project is a high priority. As requested, a full report, including details of the new improvements as well as what the previous arrangements were relative to funding by the Rotary Club, will be provided to the Committee with an update on the timing as well.

- **Walnut Park Open House** (82 Ave. and 162 St.) – On February 24<sup>th</sup>, Parks staff will be hosting a second public open house for Walnut Park and 45C Greenbelt in Fleetwood. The open house will provide residents an opportunity to review and comment on plans for the two park sites. Preferred concept plans will be presented to the Committee at an upcoming meeting.
- **Party for the Planet** – Will take place on Saturday, April 23<sup>rd</sup>. Hours are 10am – 6pm. Activations will take place at City Hall Plaza, Library and inside City Hall Atrium and Council Chambers.
- **Hazelgrove Park** – Staff are advancing toward completion of the park with a target of June 25<sup>th</sup> for the grand opening.
- **Class Replacement** – A significant milestone has been reached in the Class Replacement Project. The RFP has released and responses are anticipated soon. The deadline for potential vendors to submit responses is Friday, March 11<sup>th</sup>.

With respect to the Finance meeting held on February 10<sup>th</sup>, it was requested that a copy of the presentation of what is in the Capital Budget (e.g. an update on the Build Surrey document and what was identified in the 10-Year Plan) be provided to the Committee.

- **Grandview Aquatics** - Test swims began January 26<sup>th</sup> and five schools have been hosted to date; Seniors test swims were held January 29<sup>th</sup> with great feedback; Spring swimming lessons are scheduled to begin March 14<sup>th</sup>. Guard training continues, which includes training new staff with a series of seven modules, as well as training existing staff from other pools who may be looking to pick up additional shifts. All guards are learning the “Pivot” system of guarding and must be able to retrieve a brick from the 5m deep end and carry it 10m along the bottom. The open house is scheduled for June 11<sup>th</sup>.

## J. NEXT MEETING

It was agreed the next meeting of the Parks, Recreation and Sport Tourism Committee will be held on **Wednesday, April 20, 2016, at 5:30 pm in Meeting Room 2E – Community Room A.**

**K. ADJOURNMENT**

It was

Moved by T. Allen

Seconded by G. Rai

That the Parks, Recreation and Sport

Tourism Committee do now adjourn.

Carried

The Parks, Recreation and Sport Tourism Committee adjourned at 6:59 p.m.

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Jane Sullivan, City Clerk

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Councillor Bruce Hayne, Chair

Parks, Recreation and Sport Tourism Committee



## INTER-OFFICE MEMO

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TO: **Parks, Recreation & Sport Tourism Committee**

FROM: **General Manager, Parks, Recreation and Culture**

DATE: **February 3, 2016** FILE: **1810-01**

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RE: **2016/2017 Fees & Charges**

### RECOMMENDATION

The Parks, Recreation and Culture department recommends that the Parks, Recreation & Sport Tourism Committee recommend to Council:

1. The proposed Fees and Charges increases to the existing By-Law 15391: Parks, Recreation & Culture Rental and Admission Fees as outlined in the report;
2. The introduction of new facilities and the re-assessment of current facilities be updated to reflect our rental amenities;
3. That this report be attached to the minutes of the Parks, Recreation & Sport Tourism Committee for Council's reference when they approve the recommendations; and
4. That the 2016/2017 Fees and Charges Schedule attached as Appendix II be adopted and added to the Surrey Parks, Recreation and Culture Fee-Setting By-law.

### INTENT

To seek the Parks, Recreation & Sport Tourism Committee's recommendation to Council to adjust existing fees and charges for Parks, Recreation and Culture (PRC) services to more accurately reflect costs and service levels, and to adopt the 2016/2017 Fees and Charges By-law effective September 1<sup>st</sup>, 2016.

### BACKGROUND

Fees for services and facility use may be established through by-law pursuant to the provision of the *Local Government Act*, Part 10, Division 3, Section 363.

Surrey Parks, Recreation and Culture (PRC) services are community and health enhancing services that help build healthy communities in Surrey. Individual users receive direct benefits from their use of City services. This duality of benefit-to-all and direct-benefit is a significant component of PRC's Fees and Charges philosophy. Maximizing participation of all people is the goal of the Department.

User fees are reviewed annually by the Fees and Charges Committee. The Committee is comprised of staff from the Arts Division, Community and Recreation Services Division, Heritage Division and Parks Division. The Committee meets on an ongoing basis to review fees and charges issues as they arise and to develop annual recommendations to the Parks, Recreation &

Sport Tourism Committee. The Committee reviews our Fees and Charges document to ensure that services are priced fairly to market value, valued by the public and responsive to public demand.

The following guiding principles are applied when evaluating fees to ensure they are:

- simple to understand and administer;
- appropriate for the recreation service environment; and
- consistent with business strategies and principles.

The Surrey Parks, Recreation and Culture department recognizes the value of the programs and services it offers to individuals and the community and the financial challenges that some Surrey residents face in accessing these services. Several programs and services, outside of fees and charges, are delivered to address these particular challenges such as: the Leisure Access Program, Value programs and Social Well-being programs.

Annually, there are approximately 3.3 million visits to the City's Recreation, Aquatic and Cultural Centres. The Department generates over \$19 million through admissions, passes, rentals and registered programs; this revenue is not a full cost recovery. In the 2016 budget, PRC fees and charges increases assist in off-setting operational inflationary impacts such as wage increases, contract increases and an anticipated increase to the Canadian Price Index of 1%. In order to meet its budget expectations, PRC's fees and charges require annual adjustments.

For your reference, Appendix I is a current rate comparison with our neighbouring communities and Appendix II contains the proposed 2016/2017 Fees and Charges By-Law document. The recommendations from the Parks, Recreation and Sport Tourism Committee and the Culture Development Advisory Committee will form the basis for the by-law amendment.

## **DISCUSSION**

The Parks, Recreation and Culture Department is seeking the following increases to its fees and charges:

### **Arena Services**

#### **Skate and Helmet Rentals**

Recommendation: Freeze the Skate and Helmet rental rates to promote safety and keep rates affordable and comparable to other municipalities. A freeze on these rental rates will have an immaterial impact on the PRC budget.

#### **Ice Rental Rates**

Recommendation: Increase Surrey Sport and Leisure Centre (SSLC) Ice Rental rate for minor sport and adult by 2% and increase all other Ice Rental Rates by 3.9%:

- SSLC Arena has a higher ice rental rate than other arenas, due to the capital loan repayment mechanism put in place when the SSLC arena was initially built. This loan has been paid and through this proposal, the goal is to align the fees, over time; and
- A survey of other Ice Rental rates, available on Appendix I, shows that SSLC fees are higher than others and a 2% increase will help bring these rates closer to the applicable average.

### **Arena Dry Floor Rental**

Recommendation: Freeze the Minor Sports and increase Adult Dry Floor Rental rate by 6%:

- Dry floor rental rates for minor sports are higher than comparable facilities and the adult sport rate is below the average; and
- A freeze in rental rate will help address the fee gap and make Surrey's facilities more attractive to minor sports organizations.

### **Parks Services**

#### **Outdoor Sports Field Operations**

Recommendation: To achieve the required budgeted revenues the following increases are recommended:

- Youth Turf 0%
- Adult Turf 3.9%
- Adult Grass 3.9%
- The rate comparison survey, available in Appendix I, indicates that the Artificial Turf rental rate for Surrey youth is higher than the average comparable rate available at Surrey's neighbouring municipalities therefore a fee freeze is recommended.

#### **Kabaddi Event Rate Freeze**

Recommendation: Freeze the Kabaddi rental rate:

- A fee survey of similar venues and events shows that Surrey's Kabaddi rental rate is high; and
- Freezing the Kabaddi rental rate will help keep Surrey as a destination in this sport, generate sport tourism revenues and maintain community pride.

### **Recreation Facility Admissions and Passes**

#### **Fee 2 Admission Freeze and all other admissions and passes increase by 3.9%**

Recommendation: Freeze the drop-in admission fees at Surrey Sports and Leisure Aquatics, Guildford Aquatics/Fitness/Weight Room and Grandview Heights Aquatics Centre:

- The drop-in admission fee survey indicates that drop-in fees at Fee 2 Facilities are significantly higher than the comparable municipality average;
- Freezing the Fee 2 rate would help bring the admission fee closer to the norm;
- The anticipated budgetary impact of the Fee 2 freeze is estimated at \$20,797; and
- The 1-Year Pass fees and the 1-Month Pass fees are valid at all Recreation Facilities and are not subject to this freeze.

### **Withdrawal Fee and Timeline Changes**

Recommendation: Increase the required notice for withdrawals from 72 hours to 7 days and create new withdrawals fees for higher priced programs:

- Currently, a \$5 fee is charged when a withdrawal is processed within or after 72 hours of the course starting. The current withdrawal fee is in place to minimize the financial impact of last minute withdrawals. This administrative charge has proven insufficient for expensive programs, such as preschool and Aquatics Leadership courses;
- Last minute withdrawals have a significant impact on the financial sustainability of the program and do not allow for proper notification to clients when the course needs to be cancelled;



- Moving the withdrawal notice from 72 hours to 7 days will help address concerns relating to clients being double booked or courses having to run below the minimum;
- To address equity concerns, the following withdrawal charge matrix is recommended:
  - o Course fee between \$0 and \$249: \$5 Withdrawal Fee;
  - o Course Fee (except year-long preschool) between \$250 and over: Withdrawal Fee \$25;
  - o Preschool Course Fee \$1,000 and over: Withdrawal fee \$50; and
- The withdrawal fee will be waived for medical or customer service reasons.

### **Other Relevant Fees**

Recommendation: Increase any other relevant fees not listed above by 3.9% to meet the Department fiscal obligations set out in the 2016 budget:

- In order to meet its budgetary obligations, user fees not listed above will need a general fee increase of 3.9%;
- These fees include senior services memberships, outdoor pools rental and meeting room rental rates; and
- Staff reviewed these fees and found them to be in line with market and the proposed fee increase should have a minimal impact on participation.

### **Facility Inclusions & Changes**

With the development of new facilities, Parks Recreation and Culture is seeking the addition and changes of the following venues:

Recommendation: Add the Grandview Heights Aquatic Centre – Deck Side Classroom as a rentable space, with the following Fee Structure:

- Small Meeting Rooms – up to 30 people:
  - o Partially Subsidized \$10.75/hour;
  - o Non-Subsidized \$13.96/hour; and
  - o Commercial/Private \$46.82/hour.

### **Arts and Heritage Services Fees**

The fees relevant to Arts and Heritage services will be reviewed by the Culture Development Advisory Committee. The recommendations from the Parks, Recreation and Sport Tourism Committee and the Culture Development Advisory Committee will form the basis for the by-law amendment.

## **CONCLUSION**

Surrey Parks, Recreation and Culture programs and services provide diverse opportunities for community growth through its mosaic of services. The fees are established to meet budget expectations and are reflective of the general market pricing for municipal services in the lower mainland. Staff are confident that the proposed fees and charges provide services to the community at a reasonable cost, while ensuring that budget expectations can be met.

Small annual increases in fees and charges have been a standard practice for the City of Surrey and our neighbouring municipalities. Larger and periodic fees and charges increases tend to have a greater impact on users and can create strain on operating budgets.

Surrey Parks, Recreation and Culture encourage the involvement of all City residents in the enjoyment of recreation activities. The Department's Leisure Access Program provides assistance to individuals that are economically challenged to ensure that financial need does not present barriers to participation. In addition to the Leisure Access Program, additional "value" (low cost) programs/special events are offered at various times to encourage participation and reduce barriers.



Laurie Cavan  
General Manager  
Parks, Recreation and Culture

Appendix I – Rate Comparison of Neighbouring Communities  
Appendix II – Proposed 2016/2017 Fees and Charges

# Schedule A

## Surrey Parks, Recreation and Culture

Fees and Charges 2016/2017

Effective September 1 2016

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# Parks and Recreation Facilities

## ***Rentals***

## Rental Guidelines

### Rentals

- A. Tentative Bookings: Tentative Bookings can be used for quotes. Cannot run an event on a tentative booking.
- B. Meeting/Seminar: 2 hour minimum
- C. Social Use: 4 hour minimum
- D. Allocation Policies: Allocation policies govern services and supersede these guidelines. Refer to the appropriate allocation policy as require.

### Insurance

- A. Insurance:
  - a. Minimum liability coverage required
    - i. \$2,000,000 Low-risk: Meetings, weddings, bridge clubs, banquets
    - ii. \$5,000,000 High-Risk: Hockey, Ringette, Lacrosse, Gymnastics, Skating, figure skating, kayaking, canoeing, skateboarding, martial arts, soccer, baseball, rugby, kabadi, pickle ball, wrestling
  - b. Must list the City of Surrey as an additional insured:
    - City of Surrey
    - 13450 104th Avenue
    - Surrey, BC
    - V3T 1V8
  - c. Insurance available through All-Sport in the amount of \$2 million. \$5 million insurance available through Event Policy (<http://eventpolicy.com/>).

### Rates

- A. User Group Categories:
  - a. Partially Subsidized : Surrey non-profit groups with services for youth (18 years and under). Rentals serve youth
  - b. Non-Subsidized : Surrey or non-Surrey community organizations, non-profit groups or individuals that do not qualify under the partially subsidized category ( e.g. adult sport groups, religious and community groups, fundraisers for non-profit groups in this category)

- c. Commercial/Private : groups or individuals that use Surrey Parks, Recreation and Culture services/facilities for private functions, or profit from the use of those services/facilities. (e.g. hockey schools, corporate activities, weddings, family celebrations or any other private function that requires an invitation and is closed to the public)
- d. School Board : as per the Reciprocal Agreement with School District #36. Does not pertain to private schools
- B. Set Up Rate: 50% of hourly base rate (exception: Surrey Arts Centre Main Stage or Studio Theatre). Setup booking must be adjacent to the event booking.
- C. Additional Costs: charged as required, not limited to:
  - a. Facility Attendants
  - b. Janitorial
  - c. Other charged at cost +20% (e.g. equipment rental, additional work to be performed for an event)
- D. Fee Waivers: groups who request a fee waiver or a reduction in rental fees must make their application in writing to the town centre manager

## Payment

- A. Rental Booking Deposit: initial payment of \$100 due when the rental contract is firmed up, is non-refundable in the event of a cancellation. This amount counts towards the total rental contract owing.
- B. Refundable Damage Deposits: Refundable Damage deposit to address any damages to the facility. Refunds for security deposit issued within seven days when rental satisfactorily completed. Social use rentals have a \$400 security deposit due 30 days prior to the first booking.
- C. Full Payment (Exception: Surrey Arts Centre Main Stage or Studio Theatre):
  - a) Bookings made within 30 days of event : full payment is due immediately
  - b) Bookings made more than 30 days in advance of event : full payment is due 30 days prior to the event
  - c) Regular groups who book ongoing rentals : monthly payment is required on the first day of the month
- D. Booking Cancellations:
  - a) Bookings cancellations require a minimum of 30 days' notice for a full refund.

## Permits

Renters will have to acquire and pay for any required permits required by law to run their event. These include, but not limited to:

- A. S.O.C.A.N.: fee charged to all rentals where music is played. Fee is collected on behalf of and remitted to S.O.C.A.N. S.O.C.A.N. regulations, including fees, are not governed by this fees & charges document and are subject to change by the governing body



B. Temporary Food Permit: client serving food at their event must make an application to the local health authority, Fraser Health, for a permit to do so. Applications are not required for private events (i.e. weddings, family reunions). Food permit regulations not governed by this fees & charges document and are subject to change by the governing body

C. Bar Service: Special Occasion Liquor Permit required (exception: Surrey Arts Centre). Applications can be picked up at a local Government Liquor Store. Liquor permit regulations are not governed by this fees & charges document and are subject to change by the governing body

***Arena Rentals***

## Ice Rentals Definitions

### Ice Rental

#### FALL/WINTER

##### Prime Time (September 1 to March 31)

Weekdays	4:00 p.m. - 12:00 midnight
Weekends	8:00 a.m. - 12:00 midnight

##### Non-Prime Time (September 1 to March 31)

Weekdays	12:00 midnight - 4:00 p.m.
Weekends	12:00 midnight - 8:00 a.m.

#### SPRING/SUMMER

##### Prime Time (April 1 to August 31)

Weekdays (Monday to Friday)	4:00 p.m. - 12:00 midnight
Weekends (Saturday, Sunday)	All hours (applies to partially subsidized groups only)

##### Non-Prime Time (April 1 to August 31)

Weekdays (Monday to Thursday)	12:00 midnight to 4:00 p.m.
Weekends (Friday, Saturday, Sunday)	All hours (applies to non subsidized and commercial/private groups only)

#### Dry Floor Rental

##### Prime Time (April 1 to August 31)

Monday to Friday	4:00 p.m. - 12:00 midnight
Saturday and Sunday	8:00 a.m. - 12:00 midnight

##### Non Prime Time (April 1 to August 31)

Monday to Friday	12:00 midnight - 4:00 p.m.
Saturday and Sunday	12:00 midnight - 8:00 a.m.

## Ice Rental - Cloverdale, Newton, North, South

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>PARTIALLY SUBSIDIZED</b>		
<b>A. September 1 - March 31</b>		
Prime	\$122.44	\$128.57
Non-prime	\$73.22	\$76.89
<b>B. Skating School and Minor Sports - Spring/Summer Rate (April 1 - August 31)</b>		
Prime	\$131.98	\$138.58
Non-prime	\$79.13	\$83.08
<b>C. Schools, Minor Sport Special Events (Christmas Party, Year End Parties)</b>		
Prime	\$131.98	\$138.58
Non-prime	\$79.13	\$83.08
<b>D. Minor Sport Tournament Rate</b>	\$122.44	\$128.57
<b>NON-SUBSIDIZED</b>		
<b>A. September 1 - March 31</b>		
Prime	\$289.18	\$303.64
Non-prime	\$170.29	\$178.80
<b>B. April 1 - August 31 (Monday to Thursday)</b>		
Prime	\$289.18	\$303.64
Non-prime	\$167.17	\$175.53
Friday, Saturday and Sunday (All hours)	\$167.17	\$175.53
<b>C. Junior Hockey "A"</b>		
Practices	\$173.46	\$182.13
Games	\$289.18	\$303.64
<b>COMMERCIAL/PRIVATE</b>		
Prime	\$398.81	\$418.75
Non-prime	\$238.73	\$250.67
<b>SCHOOL BOARD</b>	\$0.00	\$0.00
<i>As per the Reciprocal Agreement with School District 36</i>		
<b>LAST MINUTE ICE</b>		
7 days prior (less 25% off applicable rate)	\$216.89	\$227.74
1 - 3 days prior (less 50% off applicable rate)	\$144.60	\$151.83

## Ice Rental - Surrey Sport and Leisure Arena

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>All Seasons/All Year</b>		
<b>Subsidized</b>		
<i>Up to 3,900 hours in Fall/Winter</i>		
Prime	\$133.07	\$139.72
Non-Prime	\$79.46	\$83.44
<b>Non-Subsidized</b>		
Prime	\$331.90	\$348.50
Non-prime	\$167.17	\$175.53
<b>Commercial</b>		
Prime	\$398.81	\$418.76
Non -prime	\$238.73	\$250.67
<b>Last Minute Ice</b>		
7 days prior (less 25% off applicable rate)	\$248.92	\$261.37
1 - 3 days prior (less 50% off applicable rate)	\$165.95	\$174.25
<b>School Board</b>		
All times	\$0.00	\$0.00
<i>As per the Reciprocal Agreement with School District 36</i>		

## Dry Floor Rentals

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>Minor (Lacrosse, Ball Hockey)</b>		
<b>A. Weekdays</b>		
Prime	\$52.51	\$55.13
Non Prime	\$31.57	\$33.15
<b>B. Tournament Rate</b>		
Each Tournament	\$52.51	\$55.13
Surrey Non-Profit and User Groups	\$428.17	\$449.58
<i>Surrey Non-Profit (Service Groups) and User Groups (partially subsidized) (Hockey/Lacrosse) once per season for dance, banquet, awards ceremony (includes facility attendant) Day Rate (includes facility attendant)</i>		
<b>Cloverdale Curling Rink (April to August)</b>		
<b>Adult Groups</b>	\$52.51	\$55.14
<b>Minor Groups</b>		
Prime	\$31.50	\$33.08
Non-Prime	\$18.95	\$19.90
<b>Senior A and B Lacrosse, Ball Hockey</b>		
<b>A. All Hours</b>	\$92.46	\$97.08
<b>B. Junior Lacrosse</b>		
Practice	\$56.68	\$59.52
Game	\$74.08	\$77.78
<b>Commercial/Private</b>	\$181.46	\$190.54
<i>(8 hour minimum)</i>		
<b>School Board</b>	\$0.00	\$0.00
<i>As per the Reciprocal Agreement with School District 36</i>		

## ***Pool Rentals***

## Indoor Pool Definitions

### Prime Time

Mon. - Fri.	5:30 AM -	8:00 AM
Mon. - Fri.	3:00 PM -	10:00 PM
Sat. - Sun.	5:30 AM -	10:00 PM

### Non-Prime Time

*Not prime time*

Mon. - Sun	10:00pm -	5:30 AM
Mon. - Fri.	8:00 AM	3:00 PM
Sat - Sun.	10:00 PM -	5:30 AM



## North Surrey Pool; South Surrey Pool

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>PARTIALLY SUBSIDIZED</b>		
Non-prime		
37.5m Lane	\$10.35	\$10.87
25m Lane	\$6.90	\$7.24
12.5m Lane	\$3.45	\$3.62
Prime		
37.5m Lane	\$19.65	\$20.63
25m Lane	\$13.10	\$13.75
12.5m Lane	\$6.55	\$6.88
Swim Meets	\$128.90	\$135.35
<b>NON-SUBSIDIZED</b>		
Whole Pool		
North, SSIP	\$192.53	\$202.16
<i>Additional staff charges at a ratio of one guard for every additional 50 people over 100</i>		
37.5m Lane	\$32.15	\$33.76
25m Lane	\$21.43	\$22.50
12.5m Lane	\$10.72	\$11.25
<b>COMMERCIAL PRIVATE</b>		
Whole Pool		
North, SSIP	\$362.72	\$380.86
<i>Additional staff charges at a ratio of one guard for every additional 50 people over 100</i>		
37.5m Lane	\$43.09	\$45.25
25m Lane	\$28.73	\$30.16
12.5m Lane	\$14.36	\$15.08
<b>SCHOOL BOARD</b>		
	\$0.00	\$0.00
<i>As per the Reciprocal Agreement with School District 36</i>		

## Guildford, Grandview Heights and Surrey Sport and Leisure Pool

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>PARTIALLY SUBSIDIZED</b>		
Non-prime		
50m Lane	\$15.64	\$16.42
37.5m Lane	\$11.73	\$12.32
25m Lane	\$7.82	\$8.21
12.5m Lane	\$3.91	\$4.10
Prime		
50m Lane	\$29.69	\$31.18
37.5m Lane	\$22.28	\$23.39
25m Lane	\$14.85	\$15.59
12.5m Lane	\$7.43	\$7.80
Swim Meets - Per lane 25m (short course)	\$18.67	\$19.61
Swim Meets - Per lane 50m (long course)	\$37.34	\$39.21
<b>NON-SUBSIDIZED</b>		
50m Lane	\$48.59	\$51.02
37.5m Lane	\$36.44	\$38.26
25m Lane	\$24.29	\$25.51
12.5m Lane	\$12.15	\$12.75
<b>COMMERCIAL PRIVATE</b>		
SSLA, Guildford Aquatics	\$578.71	\$607.65
Grandview Heights	\$723.39	\$759.56
50m Lane	\$65.13	\$68.39
37.5m Lane	\$48.85	\$51.30
25m Lane	\$32.56	\$34.19
12.5m Lane	\$16.28	\$17.10
Aquatics High Performance Sustainability Fund (per competitor)	\$5.00	\$5.00
<b>SCHOOL BOARD</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>As per the Reciprocal Agreement with School District 36</i>		

## Newton Wave Pool

*All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted*

	<b>2016/17 Base</b>	<b>2016/17 Fee (Incl. Taxes)</b>
<b>PARTIALLY SUBSIDIZED</b>		
All times	\$197.30	\$207.17
<hr/>		
<b>NON-SUBSIDIZED</b>		
All times	\$308.31	\$323.73
<hr/>		
<i>Additional staff charge at ratio of one guard for every additional 50 people over 100</i>		
<b>COMMERCIAL/PRIVATE</b>		
All times	\$411.18	\$431.74
<hr/>		
<b>SCHOOL BOARD</b>		
All times	\$0.00	\$0.00
<hr/>		
<i>As per the Reciprocal Agreement with School District 36</i>		

## Outdoor Pool Rentals

*All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted*

	<b>2016/17 Base</b>	<b>2016/17 Fee (Incl. Taxes)</b>
<b>Surrey Swim Clubs - May - September</b>		
25m Lane (per hour)	\$7.45	\$7.82
Dead space (2 lane area) Hjorth Road & Bear Creek	\$7.45	\$7.82
Park Pools only (per two lane per hour)		
Dive tank (per tank per hour)	\$7.45	\$7.82
<b>Non-Subsidized</b>		
Whole Pool	\$117.86	\$123.75
<b>Commercial Private</b>		
Whole Pool	\$158.49	\$166.42

## ***Facility Rentals***

## Room Rentals

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>Small Meeting Rooms – up to 30 people</b>		
Partially Subsidized	\$10.75	\$11.29
Non-Subsidized	\$13.96	\$14.65
Commercial/Private	\$24.42	\$25.65
<b>Medium Size Rooms – 30 to 75 people</b>		
Partially Subsidized	\$19.71	\$20.70
Non-Subsidized	\$26.75	\$28.09
Commercial/Private	\$46.82	\$49.17
<b>Small Halls – 75 to 140 people</b>		
Partially Subsidized	\$29.16	\$30.62
Non-Subsidized	\$38.12	\$40.03
Commercial/Private	\$69.83	\$73.32
<b>Large Halls – 140 to 300 people</b>		
Partially Subsidized	\$40.25	\$42.26
Non-Subsidized	\$53.72	\$56.40
Commercial/Private	\$94.02	\$98.72
<b>Stand Alone Halls (no staff)</b>		
Partially Subsidized	\$21.35	\$22.42
Non-Subsidized	\$28.47	\$29.90
Commercial/Private	\$49.82	\$52.32

A 20% discount applies if 2 or more gyms or halls are rented. The rental for all spaces must occur during the same period of time. The discount does not apply to any additional services such as costs for extra labour or specialized equipment.

### Gymnasium

#### Full Gyms

Chuck Bailey, Cloverdale Recreation Centre, Fraser Heights, Guildford, Newton and South Surrey

Partially Subsidized	\$77.74	\$81.63
Non-Subsidized	\$102.65	\$107.78
Commercial/Private	\$153.98	\$161.68
Tarp Fee (cost includes tape cost and labour)	Cost + 20%	Cost + 20%

Maximum Day Rate at 12 times the hourly rate

#### Small Gymnasium

Princess Margaret, Bridgeview Community Centre

Partially subsidized	\$39.29	\$41.25
Non-Subsidized	\$52.42	\$55.05
Commercial/Private	\$78.56	\$82.48

#### Newton Gym - Mat Room

Partially subsidized	\$20.74	\$21.77
Non-Subsidized	\$27.64	\$29.03
Commercial/Private	\$48.37	\$50.79

#### Other Fees

Facility Attendant	Cost + 20%	Cost + 20%
Misc Fees (chair cleaning, equipment rental...)	Cost + 20%	Cost + 20%

A 20% discount applies if 2 or more gyms or halls are rented. The rental for all spaces must occur during the same period of time. The discount does not apply to any additional services such as costs for extra labour or specialized equipment.

## Room Rental Listing

*If rented after public hours of operation, a 4-hour minimum staff charge will apply*

### **Small Meeting Rooms – up to 30 people**

- Archive - Multi-purpose room
- Barn (Elgin Heritage Park)
- Chuck Bailey - Reading Lounge
- Clayton Community Hall
- Cloverdale Arena Conference Room
- Cloverdale Athletic Park Meeting Room
- Cloverdale Recreation Centre Activity Room
- Cloverdale Recreation Centre Workshop 201 and 206
- Community Rooms (All)
- Elgin Centre
- Fleetwood Community Centre - Board Room
- Fleetwood Community Centre - Room #1
- Fleetwood Community Centre - Multi-purpose Room #5
- Fleetwood Community Centre - Multi-purpose Room #6
- Fraser Heights Community Centre – Multi-purpose Room #1
- Grandview Heights Aquatics Centre - Deck Side Classroom
- Guildford Recreation Centre: Meeting Room
- Guildford Recreation Centre: MPR A
- Guildford Recreation Centre: Training Room
- Guildford Recreation Centre: Small Meeting room
- Kensington Prairie Community Centre - Activity Room
- Kensington Prairie Community Centre - Community Room 1
- Kensington Prairie Community Centre - Community Room 2
- Lobbies (table/booth setup only)
- Meridian Centre
- Newton Athletic Pavilion - Upper Meeting Room
- Newton Community Hall – Meeting Room #2
- Newton Seniors' Centre - Meeting Room
- Newton Seniors' Centre - Quiet Room
- Newton Seniors' Centre - Sunflower Room
- Newton Wave Pool – Multi-purpose Room #2
- North Surrey Recreation Centre Computer Room
- North Surrey Recreation Meeting Room #2
- South Surrey Recreation Centre Meeting Room
- South Surrey Recreation Centre Arts Office
- Sport & Leisure – Youth Room
- Sport & Leisure Complex - Arena Meeting Room
- Sport and Leisure - Poolside Classroom
- Sport and Leisure - Timing room
- Sunnyside Hall - Lounge only
- Surrey Arts Centre Conference Room
- Surrey Museum Program Room 1
- Surrey Museum Program Room 2
- Surrey Nature Centre - Dogwood Room
- Tamanawis Park Field House - Upper Meeting Room

**Medium Size Rooms – 30 to 75 people**

- Bridgeview Community Centre Multipurpose rooms 1, 2, 3
- Bridgeview Community Centre Kitchen
- City Hall - Community Rooms
- Chuck Bailey - Arts & Craft
- Chuck Bailey - Multi-Purpose A/B/C
- Chuck Bailey - Preschool
- Chuck Bailey - Youth
- Cloverdale Ball Park Fieldhouse
- Cloverdale Recreation Centre Multipurpose Room 101, 102, 103, 202, 203, 204, 205
- Cloverdale Recreation Centre Multipurpose Room Wellness Room
- Fleetwood Community Centre Room #3
- Fleetwood Community Centre Room #4
- Fraser Heights Community Centre – Multi-purpose Room 2, 3, 4, 5
- Guildford Recreation Centre Craft Rooms 1 & 2
- Guildford Recreation Centre MPR B
- Guildford Recreation Centre Seniors' Lounge
- Guildford Recreation Centre Youth Lounge
- Kensington Prairie Community Centre - Classroom 1 to 6
- Newton Community Hall – Multi-Purpose Room #4
- Newton Seniors' Centre Craft Rooms
- North Surrey Recreation Centre – MP #1 Preschool Room
- North Surrey Recreation Centre – MP #2 Fitness Studio
- North Surrey Recreation Centre Conference Room
- South Surrey Arena (Upper Lounge)
- South Surrey Recreation Centre – Multi-Purpose 1 Community Lounge
- South Surrey Recreation Centre – Multi-Purpose 2
- South Surrey Recreation Centre – Multi-Purpose 3 Preschool
- South Surrey Recreation Centre – Multi-Purpose 4 Preschool
- South Surrey Recreation Centre – Multi-Purpose 5 Fitness
- South Surrey Recreation Centre - Childminding
- South Surrey Recreation Centre – Multi-Purpose 6 Youth Lounge
- South Surrey Recreation Centre Arts MP 9A
- South Surrey Recreation Centre Arts MP 9B
- South Surrey Recreation Centre Arts Studio
- South Surrey Recreation Centre Arts Pottery Studio
- Stewart Hall (Elgin Heritage Park)
- Surrey Arts Centre Art Studios – Classroom 1 and 2
- Surrey Arts Centre Program Room
- Surrey Museum - Theatre
- Surrey Museum Program Room 3
- Surrey Nature Centre - Forest Room
- Surrey Nature Centre - Sky Room
- Surrey Sport & Leisure – Multi-Purpose 1
- Surrey Sport & Leisure – Multi-Purpose 2
- Surrey Sport & Leisure – Multi-Purpose 3
- Surrey Sport & Leisure Fitness Studio

**Large Meeting Rooms and Small Halls – 75 to 140 people**

- Chuck Bailey - Multi-Purpose
- Fleetwood Community Centre - 1/2 Large Hall
- Fleetwood Community Centre Studio



- Fraser Heights Community Centre – Fitness Studio
- Guildford Recreation Centre – Multi-purpose Room
- Kensington Prairie Community Centre - Gym 1
- Kwomais Point Park - Lodge
- Kwomais Point Park - Sanford Hall
- Museum Program Room 1, 2, Foyer and Theatre
- South Surrey Recreation and Arts Centre - MP 7 Fitness Room
- Surrey Sport & Leisure – Multi-Purpose 1 & 2 combined

**Large Halls – 140 to 300 people**

- City Hall Atrium (City Room)
- Don Christian Large Hall
- Fleetwood Community Centre - Large Hall
- Newton Community Hall - Multi-Purpose 3
- Newton Seniors' Centre - Auditorium

**Stand Alone Halls (no staff)**

- Bear Creek Pavilion
- Clayton Hall
- Elgin Hall
- Sunnyside Hall
- West Newton Cricket Oval: Fieldhouse

## Outdoor Sport Facilities

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>Permit Processing Administration Fee</b>	\$31.35	\$32.91
<b>Key Replacement Fee</b>	\$14.65	\$15.38
<i>Gate, Light, Washroom Keys...</i>		
<b>Grass Playing Field</b>		
<b>Grass Sports Fields, Ball Diamonds, Game Courts and Running Tracks</b>		
Adult Non-Prime (M-F before 4pm).	\$6.84	\$7.18
Adult Regular Season Rental	\$13.68	\$14.37
Per amenity - 4 hours or less	\$65.65	\$68.93
Per amenity - more than 4 hours	\$131.30	\$137.86
Cancellation Fee	\$18.46	\$19.38
<b>Lighted grass sports fields, ball diamonds</b>		
Youth (younger than 19 years of age)	\$6.31	\$6.62
Adult (19 years of age and older)	\$22.54	\$23.66
<b>Lighted grass and gravel practice fields: Monday - Friday 5:30pm - 10:30pm</b>		
Youth	\$6.30	\$6.62
Adult	\$8.85	\$9.29
<b>Adult Tournaments and Track Meets</b>		
Surrey Non-Profit Association, per day	\$88.82	\$93.26
Non-Surrey, non-profit associations, commercial and private groups - per day	\$126.82	\$133.16
<b>Half day charges</b>		
<i>(Mon. to Fri. only, after 5 p.m. No half days on Sat., Sun. or Statutory Holidays)</i>		
Surrey Non-profit Associations	\$44.43	\$46.65
Non-Surrey Non-profit Associations, Commercial and Private Groups	\$63.45	\$66.62

Any exclusive use of a field(s), ball diamond(s), game court(s), requested outside of the sports group's normal regular season field allocations. A tournament may include, and is not restricted to: playoffs, invitationals, provincials and nationals.

**Artificial Turf Fields - per hour unless noted**

**Prime Time**

Mon. to Fri.: 5:30 p.m. – 10:30 p.m.

Sat. & Sun.: 8:00 a.m. – 6:00 p.m.

**Non-prime Time**

Mon. to Fri.: 8:00 a.m. to 5:30 p.m.,

Sat. & Sun.: 6:00 p.m. to 10:30 p.m.

**July and August**

Monday, Friday, Saturday and Sunday: All-day

**Last Minute Turf**

7 days prior (less 25% off applicable rate)

1 - 3 days prior (less 50% off applicable rate)

**Prime Time**

Surrey based youth (includes School District #36)	\$27.90	\$29.30
Surrey based adult	\$43.84	\$46.03
Non-Surrey based youth/private youth use	\$55.79	\$58.58
Non-Surrey based adult/private adult use	\$85.37	\$89.63
Commercial Use	\$113.85	\$119.54
Surrey based youth tournaments - per day	\$210.69	\$221.22
Surrey based adult tournaments/private adult tournament - per day	\$328.62	\$345.05
Non-Surrey based youth tournaments/private youth tournament - per day	\$446.59	\$468.92
Non-Surrey based adult tournaments - per day	\$512.25	\$537.86

**Non-Prime Time**

Surrey based youth (includes School District #36)	\$13.92	\$14.62
Surrey based adult	\$21.93	\$23.02
Non-Surrey based youth/private use youth	\$27.93	\$29.33
Non-Surrey based adult/private use adult	\$42.72	\$44.85
Commercial Use	\$113.85	\$119.54
Commercial Sports Camps – Surrey Based Youth - per field (4 hours or less)	\$62.51	\$65.64
Commercial Sports Camps – Surrey Based Youth - per field (more than 4 hours)	\$125.04	\$131.29
Commercial Sports Camps Cancellation Fee - Per Field	\$17.58	\$18.46

**Kabaddi Event**

\$4,176.79      \$4,385.63

**Tennis/Pickleball Courts**

Commercial Tennis/Pickleball School and Tennis Clubs - per hour per court	\$7.90	\$8.30
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**Boot Camps and Fitness/Performance Training**

Operators of for-profit program on Park land - Per Hour	\$16.41	\$17.23
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**Community Sport Trailer**

Per event maximum	Cost + 20%	Taxable
Damage Deposit (Refundable)	\$2,000.00	\$2,000.00

## Ward's Marina

All Fees are subject to applicable taxes; Per hour fee,  
unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
Moorage (monthly; per lineal foot)	\$4.95	\$5.19
Boat Launching (per launch)	\$8.91	\$10.00
Short Term Storage (monthly; per lineal foot) (i.e. Washdown Pad)	\$5.05	\$5.31
<b>Lockers - Per Month</b>		
Half	\$6.63	\$6.97
Full	\$13.27	\$13.93

## Surrey Arts Centre Main Stage

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted  
(MENU-DRIVEN RENTAL RATE STRUCTURE)

A Theatre Rental Coordinator is available at the Arts Centre to provide complete theatre rental booking information and services to the community. Upon receipt of detailed information regarding the client's production requirements and proposed performance dates, the Arts Centre Theatre will provide a formal quotation outlining expenses and contract requirements to the client within three theatre working days. Please contact the Arts Centre (604 501 5566) and ask for the Theatre Rental Office.

### User Categories

- School District
- Surrey Non-profit
- Non-Surrey Non-profit
- Cultural Business (formerly Community Events)
- Commercial Business

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>Theatre Rental</b>		
<i>Includes up to six hours access, with one on-stage technician and one House Supervisor</i>		
School District	\$754.50	\$792.23
Surrey Non-Profit	\$935.00	\$981.75
Non-Surrey Non-Profit	\$1,293.50	\$1,358.18
Cultural Business	\$1,293.50	\$1,358.18
Commercial Business	\$2,186.50	\$2,295.83

### Additional Services

Additional Hours performance day	\$133.00	\$139.65
Staffing (per hour, min. 4 hr. call-out) *	Cost	Cost

\*overtime rates may apply

Dark Days	\$216.00	\$226.80
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*Per non-use day within the rental block. A maximum of two dark days are permitted for rentals exceeding seven days. Additional dark days will be subject to the applicable rental rate.*

### Deposits & Payments

Non refundable at time of booking, per day booked	\$180.00	\$180.00
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50% of rental due 30 days prior to booking

Balance of rental charges due 7 days prior to booking or at the discretion of the General Manager or designate.

## Surrey Arts Centre Studio Theatre

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>Performance Days</b>		
School District	\$383.00	\$402.25
Surrey Non-profit	\$383.00	\$402.25
Non-Surrey Non-profit	\$459.00	\$482.00
Cultural Business	\$459.00	\$482.00
Commercial Business	\$802.00	\$842.25

(Includes up to five (5) hours access, one on-stage Technician and one House Supervisor)

### Additional Rates (Rate per hour)

Additional Hours		
Performance Day	\$93.00	\$97.75

Staffing (minimum 4 hour call)*	Cost	Cost
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\*Overtime rates may apply

Dark Day	\$137.00	\$144.00
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Per non-use day within the rental block. A maximum of two dark days are permitted for rentals exceeding seven days. Additional dark days will be

### Deposits and Payments

Non refundable at time of booking, per day booked	\$100.00	\$100.00
50% of rental due 30 days prior to booking		

Balance of rental charges due 7 days prior to booking or at the discretion of the General Manager or designate.

## Surrey City Hall Council Chambers

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	<b>2016/17 Base</b>	<b>2016/17 Fee (Incl. Taxes)</b>
<b>Theatre Rental</b>		
<i>Includes up to six hours access, with one on-stage technician and one House Supervisor</i>		
Surrey Non-Profit	\$698.50	\$733.50
Non-Surrey Non-Profit	\$839.00	\$881.00
Cultural Business	\$839.00	\$881.00
Commercial Business	\$1,048.50	\$1,101.00

### Additional Services

Additional Hours		
Performance day	\$115.00	\$120.75
Staffing (per hour, min. 4 hr. call-out) *	Cost	Cost
*overtime rates may apply		

Dark days	\$162.50	\$170.75
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Per non-use day within the rental block. A maximum of two dark days are permitted for rentals exceeding seven days. Additional dark days will be subject to the applicable rental rate.

### Deposits & Payments

Non refundable at time of booking, per day booked	\$150.00	\$150.00
50% of rental due 30 days prior to booking		

Balance of rental charges due 7 days prior to booking or at the discretion of the General Manager or designate.

## Surrey Arts Centre Rental Fees

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted  
The following rental fees may apply to rentals held at the Surrey Arts Centre or City Hall

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>Equipment Rental</b>		
Piano		
For the use of acoustic pianos regularly tuned and maintained	\$150.00	\$157.50
Requested additional tuning.	\$140.00	\$147.00
Projector (per event)	\$250.00	\$262.50

### Ticket Service Charges

Ticket service charges are incurred by the Ticket purchaser, not by the renter.

Service charge will be added by the box office and collected from the ticket purchaser.

Renter will pay service charges on complimentary tickets and for tickets sold by an outside ticket agent.

For all tickets sold by SAC Box Office or by renter	\$1.85	\$1.95
Complimentary tickets	\$0.84	\$0.90
A maximum of 10 tickets per curtain are exempt from the complimentary ticket charge		
Ticket exchange	\$1.82	\$1.95
Use of an outside ticket agent	\$0.84	\$0.90
A Theatre Capital Fund Surcharge will be added to all Tickets \$10.00 and over	\$1.00	\$1.00

### Surrey Art Centre Sale of Merchandise Surcharge

Lobby sales by renters must not duplicate or compete with SAC concessions, bar or the Gift Shop.

A surcharge of 15% will be applied to the gross revenue resulting from the sale of any merchandise, memberships or fund-raising items in the Surrey Arts Centre in conjunction with your bookings.

The 15% surcharge will also be applied to the gross revenues of any merchandise sold in the Surrey Arts Centre by photographers and/or videographers at any time during your booking.

Renters that are registered as Surrey non profit organizations will be exempt from the 15% Sale of Merchandise surcharge.

Also, please be reminded that ticket raffles, calendar raffles and 50/50 draws, etc., in Surrey facilities are only permitted with a gaming event license.



## City Hall Plaza

All Fees are subject to applicable taxes; Per hour fee, unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>General Public</b>		
Surrey Non-Profit	Free	Free
<b>Non-Profit Organization</b>		
Hourly (Max 4 hours)	\$125.00	\$131.25
Hourly (Max 4 hours)	\$1,250.00	\$1,312.50
<b>Commercial</b>		
Hourly (Max 4 hours)	\$250.00	\$262.50
Hourly (Max 4 hours)	\$2,500.00	\$2,625.00
<b>Additional Services Extra (Security, Janitorial, Equipment Rental...)</b>	Cost	

***Facility Admission Schedules***

## Admissions Definitions

The following information is applicable to admission fees and charges and will be taken into consideration, but is not limited to:

### Users

Infant	0 – 23 months
Child/Youth	2 - 18 years inclusive
Adult	19 - 59 years inclusive
Senior	60+ years
Student	*Students must show valid student card dated for the current school year
Family with Dependants	A family consisting of 1or 2 parents, grandparents or legal guardians with at least 1 dependant aged 18 years or younger
Attendant	A person who supports a participant with a disability

### Fee Structure

Infant	Free
Child/Youth	50% of Adult Rate
Adult	100%
Senior	75% of Adult Rate
Student	75% of Adult Rate
Family	Equal to the child rate for each family member
Attendant	Free, when attending to someone with a disability
Punch Cards (10)	10% discount of the applicable rate
Punch Cards (20)	20% discount of the applicable rate
Rounding	After-Tax admission fees will be rounded up to the nearest quarter (\$0.25)

\* *Student Rate Definition: PRC recognizes a student as a person (regardless of age) who possess current and valid student identification from an accredited post-secondary institution. BC institutions include (but are not limited to): Simon Fraser University (SFU), University of British Columbia (UBC), British Columbia Institute of Technology (BCIT), Langara College, Kwantlen College, Capilano College, Douglas College, Emily Carr College of Art And Design, Vancouver Community College (VCC), University College of the Fraser Valley (UCFV), Trinity Western University (TWU), University of Victoria (UVic), Malaspina College, University of Northern BC (UNBC), Camosun College*

## Admissions

All Fees are subject to applicable taxes; Per person fee, unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>Fee 1</b>		
<i>Valid at all City Operated Facility except for Fee 2 Facilities</i>		
Infant	\$0.00	\$0.00
Children/Youth*	\$3.09	\$3.25
Adult	\$6.07	\$6.50
Senior/Student	\$4.63	\$5.00
Family**	\$3.09	\$3.25
Senior 90 Years and Older	\$1.52	\$1.75
Shower Only Fee	\$2.97	\$3.25
Value Time Adult, Senior, Student	\$2.33	\$2.50
Value Time Children, Youth, Family	\$1.54	\$1.75

### Fee 2

*Grandview Heights, Guildford Recreation Centre  
Aquatics/Fitness/Weightroom and Surrey Sports and Leisure  
Aquatics*

Infant (under 2 years)	\$0.00	\$0.00
Children/Youth	\$3.22	\$3.50
Adult	\$6.58	\$7.00
Senior	\$4.90	\$5.25
Family**	\$3.22	\$3.50
Senior 90 Years and Older	\$1.65	\$1.75
Last Chance (last hour of the day)	\$4.74	\$5.00
Value Time	\$3.78	\$4.00
Shower Only Fee	\$2.97	\$3.25

*\*Children/Youth rate charged for Stay and Play programs with each additional child in the same family receiving a 50% discount. Parents/Guardians attending Stay and Play are not charged admission.*

*\*\*Per family member (minimum 1 parent or guardian and at least one dependant child 18 years or younger). Valid for family members to participate in:*

- drop-in program;
- parents of a child registered in a program; or
- parent of a child participating in a Sport Group activity.

## Facility Passes

All Fees are subject to applicable taxes; Per person fee, unless otherwise noted

	2016/17 Base	2016/17 Fee (Incl. Taxes)
<b>Monthly</b>		
Infant	\$0.00	\$0.00
Children/Youth	\$32.16	\$34.00
Adult	\$63.05	\$32.00
Senior/Student	\$47.62	\$50.00
Family	\$126.10	\$132.50
Senior 90 Years and Older	\$15.76	\$16.75
Childminding*	\$69.75	\$73.25
<b>Annually</b>		
Infant	\$0.00	\$0.00
Children/Youth	\$231.65	\$243.25
Adult	\$461.92	\$485.25
Senior/Student	\$354.29	\$372.25
Family	\$921.13	\$967.25
Senior 90 Years and Older	\$115.48	\$121.50
Childminding*	\$707.20	\$742.75

Facility Passes includes admission to all City of Surrey operated facilities

\* Unlimited child minding for up to two (2) children.

## Swipe Passes

### Fee 1 Swipe Passes

Children/Youth		
10 Swipes	\$26.74	\$29.50
20 Swipes	\$47.53	\$52.00
Adult		
10 Swipes	\$54.59	\$58.50
20 Swipes	\$97.05	\$104.00
Senior/Student		
10 Swipes	\$41.68	\$45.00
20 Swipes	\$74.10	\$80.00

10 swipe passes are offered on drop-in rates at a 10% discount off regular admission price.

20 swipe passes are offered on drop-in rates at a 20% discount off regular admission price.

Unused punches expire 2 years from date of purchase.

**Fee 2 Swipe Passes**

Children/Youth		
10 Swipe Pass	\$30.12	\$32.00
20 Swipe Pass	\$53.54	\$57.00
Adult (19+ years)		
10 Swipe Pass	\$61.56	\$65.00
20 Swipe Pass	\$109.44	\$115.00
Senior		
10 Swipe Pass	\$45.82	\$48.50
20 Swipe Pass	\$81.45	\$86.00
Family		
10 Swipe Pass	\$125.68	\$132.00
20 Swipe Pass	\$209.46	\$220.00

**Other Passes**

Leisure Access Admin Fee	\$14.39	\$14.50
Simon Fraser University (Surrey Campus) Letter of Understanding per semester, per eligible student	\$30.34	\$31.86

## Specialty Session Admission Rates

All Fees are subject to applicable taxes; Per person fee, unless otherwise noted

	<b>2016/17 Base</b>	<b>2016/17 Fee (Incl. Taxes)</b>
Daytime Skate*	\$3.09	\$3.25
Adult Drop-in Rec. Hockey* or Adult Figure Skating		
Weekday	\$7.78	\$8.25
Weekend	\$10.85	\$11.50
Parent and Youth Hockey*		
Youth	\$6.44	\$7.00
Adult	\$7.78	\$8.25
Child Minding and Preschool Play Day	\$4.26	\$4.50
<i>max. 90 minutes</i>		
<i>50% discount on 2nd child</i>		
<i>LAP entitled to 50% discount for each child</i>		
Drop-In Speciality Kids	\$3.09	\$3.25
<i>For ages 0-5 years, free for children under 12 months, included in full-facility passes, 50% discount second paying child in the same family.</i>		
Winter Ice Palace*	\$4.05	\$4.50
Outside Personal Trainer		
Admission Rate for Client	Drop-In admission	
Trainer Fee	2X Adult Fee 1	

\*included with a full facility pass

## Outdoor pools

*All Fees are subject to applicable taxes; Per person fee, unless otherwise noted*

	<b>2016/17 Base</b>	<b>2016/17 Fee (Incl. Taxes)</b>
<b>GENERAL ADMISSION</b>		
Public Swims	\$0.00	\$0.00

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## Seniors' Centres

All Fees are subject to applicable taxes; Per person fee, unless otherwise noted

Rates Applicable to Senior Services facilities

	2016/17 Base	2016/17 Fee (Incl. Taxes)
Single-Facility Membership	\$22.47	\$23.75
<i>Seniors' memberships are facility specific and not transferable from one seniors' centre to another.</i>		
City-wide Seniors' Membership **	\$63.08	\$66.25
<i>City-wide Seniors' Membership allows access to seniors' activities at any senior services centres.</i>		

### Notes:

Passes are valid 1-year from time of purchase

The Membership is available to those 55 years or older

The City-wide Senior Services Facility Membership is included for 1-Year Full Facility pass holders

Applicable for the LAP discount, based on the client's age

**Other User Fees**

*All Fees are subject to applicable taxes; Per person fee, unless otherwise noted*

	<b>2016/17 Base</b>	<b>2016/17 Fee (Incl. Taxes)</b>
Skate Sharpening	\$7.03	\$7.50
Skate Rentals	\$2.93	\$3.25
Helmet Only	\$1.47	\$1.75
<i>Skate/Helmet Punch Pass – 10 punch pass available at a 10% discount</i>		
Withdrawal Fee - Passes* and Registered Programs less than \$250, inclusive of taxes	\$5.00	\$5.00
<i>For unsubstantiated withdrawals 7 days prior to the start time of the registered program</i>		
<i>*Pass withdrawals are not subject to a notice period</i>		
Returned Post-Dated Payments	\$5.00	\$5.00
<i>For declined post-dated payments made using Credit Card or Electronic Funds Transfer</i>		
Withdrawal Fee - Registered Programs \$250 and over**	\$25.00	\$25.00
<i>For unsubstantiated withdrawals 7 days prior to the start time of the registered program valued at \$250 and over, inclusive of taxes</i>		
<i>**exclusive of registered preschool over \$1,000</i>		
Withdrawal Fee - Preschool Programs over \$1,000	\$50.00	\$50.00
<i>For unsubstantiated withdrawals 7 days prior to the start time of each registered preschool course valued at \$1,000 or more, inclusive of taxes</i>		

***Facility Program Schedule***

## **Program Pricing Philosophy**

### **Program Fees**

Programs rates will be set to cover all direct costs plus at least 20% to cover administration costs. Direct costs include the following:

- a. Labour costs
- b. Material and supply costs for the program
- c. Facility costs – where applicable, i.e., a facility is rented to house the program

### **Recognition of Town Centre Needs**

General admissions for facilities and program registration fees may be developed with consideration given to specific Town Centre needs.

### **Subsidies - Programs**

- a. Developmental Programs - activities/programs that do not initially cover direct costs may be offered at a loss in order to encourage and promote interest. It is expected that eventually these programs will break even.
- b. Experimental or Academic Programs - programs with limited users, but important to community and facility mandates, may be subsidized to ensure public access to specialized topics.
- c. Partnerships and Community Development Program Pricing - As external partners have decision making roles in these programs, standard fees and charges may not apply.



## INTER-OFFICE MEMO

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TO: **Parks, Recreation and Sport Tourism Committee**

FROM: **Parks Planning, Research and Design Manager**

DATE: **February 10, 2016** FILE: **6140-20/F**

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RE: **Francis Park – Proposed Bandstand**

**RECOMMENDATION**

The Parks, Recreation and Culture Department recommend that the Parks, Recreation and Sport Tourism Committee:

1. Receive this report as information;
2. Recommend to Council the construction of a bandstand at Francis Park, on the understanding that funding for the bandstand be provided by the Fleetwood Community Association; and
3. Attach a copy of the report to the minutes of the meeting for Council reference.

**BACKGROUND**

The Parks, Recreation and Sport Tourism (PRST) Committee received a delegation from the Fleetwood Community Association (the “Association”) at the Committee’s September 2015 meeting. The delegation provided a presentation on the proposed development of a bandstand in Francis Park. A copy of a rendering of the proposed bandstand is attached as **Appendix ‘I’** to this report. Francis Park is located at 82<sup>nd</sup> Avenue and 160<sup>th</sup> Street in the community of Fleetwood. A map showing the location of Francis Park and the proposed bandstand is attached to this report as **Appendix ‘II’**.

The proposed bandstand would be approximately 40 feet wide by 24 feet deep with a pitched roof approximately 26 feet above grade. The bandstand would have a metal frame and roof with wood cladding. A secure electrical outlet would support the staging of small-scale musical performances and other park-related events. Lighting would be provided connected to the City’s skylogix lighting program system to enable remote control of the lighting.

The Association’s vision for the bandstand is to provide a location for community gathering and celebration. It is intended to revive a tradition of music and performance in the public realm. It is also intended to provide opportunities for outdoor covered space that would support programs in the adjacent Fleetwood Community Centre.

The Parks, Recreation and Sport Tourism Committee received the delegation’s presentation and requested staff further investigate the proposal.

## DISCUSSION

### *Public Safety Review*

Bandstands in parks have many benefits, as outlined by the Association during their delegation appearance. However, they also can be a gathering place during the night and the target of vandalism. Parks staff have investigated the proposal from this perspective to ensure the bandstand would be a benefit to the park and the community.

Parks staff met with RCMP and Surrey Crime Prevention Society staff to discuss the bandstand and Francis Park in general. The feedback is summarized in the following points:

- Francis Park is not a location for negative behaviour at this time. There are very few reported incidents in the park.
- The Parks, Recreation and Cultural Facilities Regulation Bylaw 13480 allow RCMP and Bylaws staff to effectively deal with people who gather in the park after dark.
- Visibility into the park is good, assuming trees remain pruned up to ensure the canopy remains above sightlines from adjacent streets and homes.
- The bandstand design allows for sight lines into the structure and this visual permeability should be maintained as the design progresses.
- Further notification to the neighbours of the park is recommended including a reminder of calling in suspicious behaviour and the protocol for when to call 911.
- Lighting is not recommended at this time.
- Extensive seating walls or tables with benches are not recommended.

Early engagement of the neighbourhood, RCMP, Crime Prevention and Parks staff has proven to be very effective in ensuring park amenities are a positive addition to the community. If there are issues with the bandstand at Francis Park, the design can include structural supports for a future security grille that will allow the structure to be closed at night.

### *Funding*

In the presentation by the Association, the issue of funding for the project was referenced. The Association believes they are able to fundraise adequate funding for the project to be built without capital from the City. Parks staff have reviewed potential funding sources. An NCP Amenity Contribution for Park development is collected on new development within the Fleetwood Town Centre. However, these contributions are earmarked for several important projects including the development of a future athletic park adjacent to the Surrey Sport and Leisure Complex. There are not adequate NCP funds to contribute towards the bandstand project nor are there other funds available in the 2016 Parks Capital Budget. Parks staff feel the project should proceed based on funding being provided by the fundraising efforts of the Association.

### **Next Steps**

Parks staff have been working with representatives from the Association on the design of the bandstand to ensure it is resilient, maintains good sightlines into the structure and is attractive. In response to feedback from the RCMP and Crime Prevention staff, Parks staff will send out a letter to the neighbourhood regarding the project and Crime Prevention Best Practices. An allowance for adequate electrical service for future lighting will be made in the updated design of

the bandstand but no lighting will be installed in the initial construction. The final grades of the bandstand will be set to ensure maximum visibility while maintaining accessibility to the bandstand.

Assuming the bandstand is supported by the Committee and Council, construction should only proceed once adequate funding is provided to the City by the Association. The construction will be managed by Parks staff and the final design will be reviewed and approved by Parks staff as well as requiring a Building Permit from the City.

## SUMMARY

The proposed bandstand at Francis Park would be a benefit to the community of Fleetwood by providing a location for community gathering and celebration. Assuming the design of the bandstand continues to prioritize visual permeability and resilience, the bandstand will not become a target for negative behaviour. Funding for the project is not available through the City and the Association should lead fundraising efforts to make the project a reality.

The Parks, Recreation and Culture Department recommend that the Parks, Recreation and Sport Tourism Committee:

1. Receive this report as information;
2. Recommend to Council the construction of a bandstand at Francis Park, on the understanding that funding for the bandstand be from the Fleetwood Park Community Association; and
3. Attach a copy of the report to the minutes of the meeting for Council reference.


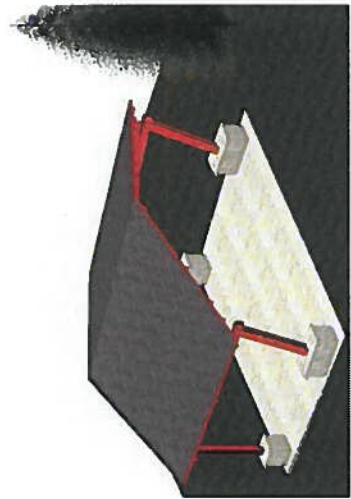

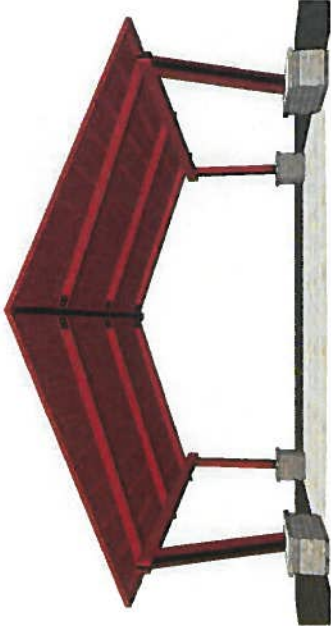
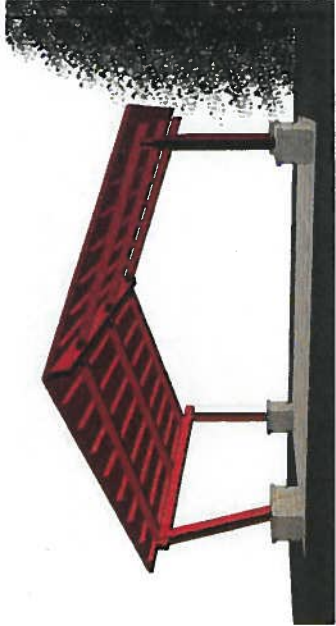


Ted Uhrich  
Parks Planning, Research and Design Manager

### Attachments:

- Appendix 'I'** – Fleetwood Community Association Bandstand Rendering
- Appendix 'II'** – Francis Park Map

**Fleetwood Community Association's Bandstand Rendering**

 M arquee <i>Design Build</i>	CONSULTANT 801 W. South 25th Street Suite 201 Miami, Florida 33134 (305) 443-8100	PREPARED FOR FLEETWOOD COMMUNITY ASSOCIATION 3400 W. South 4th Street Suite 101 Miami, Florida 33134 (305) 443-8100	DATE 12/15/2011 TIME 10:00 AM	PROJECT NO. 11001	SHEET NO. 3D VIEWS	SCALE 1/8" = 1'-0" DATE 03/15/2011 DRAWN BY JLN CHECKED BY GJD TITLE A3		
 <p><b>② 3D VIEW</b></p>	 <p><b>④ REAR VIEW</b></p>	 <p><b>① FRONT VIEW</b></p>	 <p><b>③ FRONT VIEW 2</b></p>	<p>FLEETWOOD BANDSTAND - 2ND CONCEPT</p>			<p>3D VIEWS</p>	



Francis Park Map

**COSMOS** Francis Park Bandstand



Enter Map Description

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 The information is provided for information and convenience purposes only. Lot lines, map descriptions and measurements must be confirmed at the Land Title Office. Use and distribution of this map is subject to all copyright and disclaimer notices at cosmos.surrey.ca



Scale: 1:1,024  
 Map created on: 26/02/2015