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## Recreation User Fee Policy

POLICY NUMBER: 197-RC-16

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Approval Date: July 12, 2016

Revise Date: April 14, 2026

Motion Number: CRM20190423.1009

Repeal Date:

Supersedes: 130-RC-11

Review Date:

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### 1.0 Policy Intent

In order to improve health and quality of life, the City of Cold Lake provides a variety of recreational opportunities to residents and visitors. As User Fee revenues represent a significant portion of The City's operating budget, it is necessary to have a consistent approach to establishing these fees in order to strike a balance between maximizing affordability and accessibility while protecting this important revenue source.

### 2.0 Purpose

The purpose of this policy is to:

- 2.1 Provide a framework for consistent and transparent decision-making in terms of User Fee pricing;
- 2.2 Establish principles by which fees can be reviewed, developed, implemented and evaluated.

### 3.0 Policy Statement

- 3.1 The City of Cold Lake acknowledges the importance of providing affordable and accessible recreation opportunities within the City.
- 3.2 The City of Cold Lake is committed to ensuring that user fees continue to provide an important revenue source for the City.
- 3.3 The City of Cold Lake acknowledges the importance of transparency and providing guidelines and principles to ensure recreation user fees are consistent. To achieve transparency, Base Rates will be utilized as the starting point for calculating User Fees, following which additional factors, including market conditions and sustainability may be considered to reach the most appropriate User Fees.

### 4.0 Managerial Guidelines

#### 4.1 Definitions:

- 4.1.1 "Base Rate" means the basic user fee amount for a resident to access a recreational facility or program based on the Fee Development Principles and prior to any Subsidy.

- 4.1.2 “Board Room” means the meeting room space that is located on the second floor of the Energy Centre and overlooks the second arena and Rock Wall.
- 4.1.3 “Council Approved Fees” means general admission fees, membership fees, arena rental fees and athletic field rental fees as set by resolution of City Council.
- 4.1.4 “Fitness Class” means an organized meeting led by an instructor involving exercises designed to improve participant’s fitness level.
- 4.1.5 “Full Cost Recovery” means expensing users the full operating cost of providing a good or service.
- 4.1.6 “Locker Rental” means the lockers located within the Energy Centre that are available to rent for a fee.
- 4.1.7 “Lounge” means the room that is located between the two arenas that includes the bar area and storage rooms attached.
- 4.1.8 “Marina Slip” means a berth used for boat storage.
- 4.1.9 “Meeting Room” means the meeting room spaces that are located on the first floor, one attached to the indoor playground and the other across from the Rock Wall.
- 4.1.10 “Non-Council Approved Fees” means all fees and charges that do not require Council approval. This includes all fees for Promotional Programs and short-term or other department initiatives.
- 4.1.11 “Non-Motorized Water Craft Storage” means a storage space for non-motorized water craft equipment like kayaks, paddle boards, etc.
- 4.1.12 “Promotional Program” means promotional pricing strategies implemented to spark usage towards a specific user group or during a specific time of year. Examples include membership blitzes, Seniors Day, youth initiatives, etc.
- 4.1.13 “Rate Class” means a defined segment of the population or a pre-determined window of time, as described below:
  - 4.1.13.1 “Adult” meaning an individual aged 18 to 59 inclusive.
  - 4.1.13.2 “Attendant Caregiver” means the primary health care aide who accompanies a person with a disability to minimize any potential barriers for their direct participation.
  - 4.1.13.3 “Child” means any person age 2 to 12 inclusive.
  - 4.1.13.4 “Company” means a commercial business or governmental institution that employs staff.
  - 4.1.13.5 “Family” means no more than 2 persons of the same household 18 years of age and older and any other members of the same household under 18 years old.
  - 4.1.13.6 “Hockey Game Rate” means the rental of the lounge during a junior hockey game with the purpose of selling liquor during the event.
  - 4.1.13.7 “Infant” means any person under the age of 2.

- 4.1.13.8 “In House Minor Sport” refers to any Cold Lake not for profit organization that rents ice.
- 4.1.13.9 “Junior” means any association competing in a league at the junior level, usually with participants between 16 and 20 years of age.
- 4.1.13.10 “Local” means an individual whose residence is within the corporate limits of the City of Cold Lake or the Municipal District of Bonnyville No. 87 and an organization or group whose base of operations is within the corporate limits of the City of Cold Lake or the Municipal District of Bonnyville No. 87.
- 4.1.13.11 “Minor Sports Organization” means any sporting group, club or other organization that is registered as a not-for-profit organization and is for participants under 18 years of age.
- 4.1.13.12 “Non-Local” means an individual who resides outside of the corporate limits of the City of Cold Lake and the Municipal District of Bonnyville No. 87, and a group or organization whose base of operations is outside of the corporate limits of the City of Cold Lake and the Municipal District of Bonnyville No. 87.
- 4.1.13.13 “Non-Primetime” means those hours between 6am and 4pm, Monday through Friday except for stat holidays.
- 4.1.13.14 “Non-profit” means an association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.
- 4.1.13.15 “Off-Season” means the time of the year that ice has been removed from the arenas and/or the months of July and August for fieldhouses.
- 4.1.13.16 “Prime-time” means those hours between 4pm and 12am, Monday through Friday and 6am to 12am on Saturdays, Sundays and stat holidays.
- 4.1.13.17 “School” means a recognized primary, secondary or post-secondary educational institution.
- 4.1.13.18 “Senior” means any person 60 years of age and older.
- 4.1.13.19 “Student” means any student of a recognized secondary or post-secondary educational institution whether local or non-local.
- 4.1.13.20 “Summer Ice” means any ice rental during June 1 to August 31.
- 4.1.13.21 “Tournament Rate” means the rental of a meeting room, board room, or lounge space during a sporting tournament event in either the arena(s) and/or field house.
- 4.1.13.22 “Youth” means any person aged 13 to 17 inclusive.
- 4.1.13.22.1 “Youth” for the Arena Ice Rate Increases 2026-2031 in Appendix “A” means any person under the age of 18.

- 4.1.14 “Rock Wall” means the recreational climbing wall located in the Energy Centre.
- 4.1.15 “Special Event” means any non-athletic event which requires setup and teardown uncommon to normal operational usage of a recreation facility or athletic field.
- 4.1.16 “Stage Sizes” refers to the following:
  - 4.1.16.1 Stage Concert – 31 + stage panels
  - 4.1.16.2 Stage Full – 13-30 stage panels
  - 4.1.16.3 Stage Half – 7-12 stage panels
  - 4.1.16.4 Stage Partial – 6 stage panels or less
- 4.1.17 “Subleasing” means allowing a person other than the user of record to place his/her vessel in a Marina Slip within a lease agreement.
- 4.1.18 “Subsidy” means the amount of direct and/or indirect costs not paid by the consumer of a program, service or facility, but paid for by the City, principally from the tax base.
- 4.1.19 “The City” means the City of Cold Lake.
- 4.1.20 “User Fee” means the required payment made to The City as a necessary condition for using a facility or program.

## 4.2 Fee Development Principles:

Council Approved Fees shall be established in consideration of the following principles:

- 4.2.1 Full Cost Recovery – All costs incurred do not have to be recovered by User Fees. Rather, understanding the full costs is a starting point in setting the appropriate fee. Knowing these numbers, if possible, will aid in fully realizing the level of subsidization.
- 4.2.2 Market Comparators – Fees charged at similar facilities within similar-sized communities in north-eastern Alberta shall be considered.
- 4.2.3 Public Asset Management – As all public assets have value, the City is responsible for recognizing this value, protecting these assets and ensuring that they are maintained and their lifespan prolonged.
- 4.2.4 Affordability/Community Feedback – User Fees are appropriate only when the City is willing to exclude customers for non-payment. User fees should match the willingness of current users to pay for the product or service. The City may subsidize specific user groups based on the group’s available resources.
- 4.2.5 Harmony – User fees for comparable services, programs or amenities at different City facilities shall be similarly priced to ensure consistency, fairness and equitability.
- 4.2.6 Collaboration – This policy recognizes the value procured by entering into municipal partnerships, such as the Intermunicipal Collaboration Framework (ICF) agreement between the City of Cold Lake and the Municipal District of Bonnyville No. 87.

**4.3 Base Rates:**

- 4.3.1 The Base Rate is set by Council to represent the full rate before subsidy.
- 4.3.2 Council shall set the following Base Rates:
  - 4.3.2.1 Facility and Athletic Field Use – this Base Rate shall be the rate for one hour of primetime usage.
  - 4.3.2.2 Drop-in and Membership – this Base Rate shall be the rate for a single use of the facility and/or program.
  - 4.3.2.3 Facility/Special Events – this Base Rate shall be the rate for one day of usage.
  - 4.3.2.4 Meeting Rooms – this shall be the rate for one hour of usage.
  - 4.3.2.5 Marina Slip Rentals – this shall be the rate to rent one linear foot of berth space for a vessel in a Marina Slip for the duration of the operational season of the Marina.

**4.4 Rate Structure for the Determination of Actual Rates:**

- 4.4.1 The actual rate charged is calculated by utilizing the Base Rate and then applying a multiplier to set a subsidy. This calculation becomes the starting point, following which, additional factors may be considered, including but not limited to market conditions and sustainability. If these additional factors warrant, an adjustment to the calculated rate will be made to establish the User Fee.
- 4.4.2 **Facility and Athletic Field Use Fees:** The modification for facility and athletic field use shall be calculated by using the following multipliers. Where deemed appropriate by Council, additional factors may be considered, including but not limited to market conditions and sustainability, to adjust the actual rates, which is represented in Appendix “A”, Appendix “B”, and Appendix “C”. Notwithstanding the multiplier to the Base Rates below, where a specific fee is indicated in an Appendix to this policy, that is the fee that shall apply.

Rate increases may not follow this for ice rentals on the 5 year updated plan.

Rate Class	Multiplier to the Base Rate
Adult	equal to the Base Rate
Attendant Caregiver Rate	no admission charge for an individual accompanying a person with a disability
Child Rate	50% of the Base Rate
Family Rate	equivalent cost of two adults and one child
Infant	no admission charge if accompanied by a parent or responsible adult *This rate is not inclusive of programs or child minding services aimed at this group
Junior	80% of the Base Rate unless stated in their user group contract or MOU
Minor Sport	50% of the Base Rate

Non-Local	110% of the Base Rate
Non-Primetime	Notwithstanding ice rental, 50% of the Base Rate
Off Season	50% of the Base Rate
Primetime	equal to the Base Rate
Seniors/School	60% of the Base Rate
Youth	75% of the Base Rate
Ice Flooding	25% of the user’s rate according to the relevant Rate Class

4.4.3 **Summer Ice Fees:** The rental of ice in an arena, between June 1 until August 31 of each year. There is only the base rate, regardless of user or time of day.

4.4.4 **Drop-In, Locker Rentals and Membership Fees:** The modification for drop-in, locker rentals and membership rates shall be calculated by using the following multipliers. Where deemed appropriate by Council, additional factors may be considered, including but not limited to market conditions and sustainability, to adjust the actual rates, which is represented by Appendix “B”.

4.4.4.1 School Semester memberships are only valid for students 13-17 years old or a current student in high school. Each semester pass runs as follows:

4.4.4.1.1 Fall – September 1 to January 31

4.4.4.1.2 Winter – February 1 – June 30

4.4.4.2 Semester passes cannot be pro-rated at any time.

4.4.4.3 The Energy Centre has day use lockers in the Wellness Centre and by the Rock Wall that are free to use by the public. The Energy Centre has lockers in the Wellness Centre for gym members to rent for 1 month, 3 month, 6 month, or annually. The Energy Centre has lockers behind the fieldhouse, Cenovus Energy Arena, and in the North Arena for sport organizations to rent on an annual basis, based on approval from the CAO or designate.

	<b>Multiplier to the Base Rate</b>
1-Month Membership	7x the Base Rate
3-Month Membership	18x the Base Rate
6-Month Membership	34x the Base Rate
10-Punch Pass	8.5x the Base Rate
Annual Membership	65x the Base Rate
1-hour Fitness Class Drop-in	1.6x the Base Rate
30-minute Fitness Class Drop-in	1x the Base Rate
45-minute Fitness Class Drop-in	1.25x the Base Rate
Fitness Class Session	6.5x the Fitness Class

1-Month Wellness Centre Locker Rental	7x the Base Rate
3-Month Wellness Centre Locker Rental	18x the Base Rate
6-Month Wellness Centre Locker Rental	34x the Base Rate
Annual Wellness Centre Locker Rental	65x the Base Rate
1 Month Rock Wall Membership	6x the Base Rate
3 Month Rock Wall Membership	15x the Base Rate
6 Month Rock Wall Membership	25x the Base Rate
Annual Rock Wall Membership	40x the Base Rate
Annual Sports Organization Locker Rental	Equal to the Base Rate

4.4.5 **Facility Special Event Fees:** The modification for facility special events shall be calculated by using the following multipliers. Where deemed appropriate by Council, additional factors may be considered, including but not limited to market conditions and sustainability, to adjust the actual rates, which is represented in Appendix “A”.

	<b>Multiplier to the Base Rate</b>
Event Centre Event Rate for Off-Season	equal to the Base Rate
Event Centre Event Rate for In-Season	2x the Base Rate
North Arena Event Rate for Off-Season	0.25x the Base Rate
Fieldhouse Event Rate	0.75x the Base Rate
Athletic Field Event Rate	0.35x the Base Rate
Half Day Rate	0.55x the full day rate

Note that the Special Event Storage Rate is based on availability of space leading up to an event. The Event Programmer will confirm availability based on bookings within the facility at the time. Other rentals will not be bumped due to this request.

4.4.6 **Meeting Room Fees:** The modification for meeting rooms shall be calculated by using the following multipliers. Where deemed appropriate by Council, additional factors may be considered, including but not limited to market conditions and sustainability, to adjust the actual rates, which is represented in Appendix “B”. A meeting room rental will max out at 10 hours per day.

	<b>Multiplier to the Base Rate</b>
Meeting Room Rate	equal to the Base Rate
Fitness Room Rate	equal to the Base Rate
Board Room Rate	1.5x the Meeting Room Rate
Lounge Room Rate	2x the Meeting Room Rate

Indoor Playground Rate	2x the Meeting Room Rate
Non-Profit Meeting Room Rate	0.80x the appropriate Room Rate or Indoor Playground Rate
Non-local	1.1x the appropriate Room Rate or Indoor Playground Rate
Tournament Rate for Rooms	Flat Rate per Day

4.4.7 **Hallway Rental Fees:** The hallways in the Energy Centre can be used for tradeshows and craft shows, where vendors can set up a table to sell their product. All hallway rentals are attached to an arena or field house rental. All other rentals need to be approved by the CAO or designate before booking the space. There is a flat rate for each table rented.

4.4.8 **Parking Lot Fees:** The parking lot around the Energy Centre can be used for outdoor events like drive in movies, car shows, and festival events. All rentals must receive approval prior to being able to book the parking lot. Parking lot fees are listed in Appendix “A”, based on per block as shown in Appendix “E”.

Note that a maximum of 2 (two) blocks can be booked per event to allow enough space for the event and other activities within the facility.

4.4.9 The servery that is located in the Energy Centre is available to rent out with an event. It is included, if needed, with a field house or arena booking for a larger event, or can be booked on it’s own for a daily rate.

4.4.10 **Marina Slip Rental Fees:** The modification for marina slip rental fees for recreational and commercial slips shall be calculated by using the following multipliers. Where deemed appropriate by Council, additional factors may be considered, including but not limited to market conditions and sustainability, to adjust the actual rates, which is represented in Appendix “C”.

	Multiplier to the Base Rate
Annual Slip Rental per Foot Rate	equal to the Base Rate
Weekly Subleasing Rate	0.15x the Annual Slip Rental per Foot Rate
Non-local	1.1x the appropriate Annual Rate or Subleasing Rate

4.4.11 **Non-Motorized Water Craft Storage Rental Fees:** Storage rentals are available to rent for a seasonal fee. Applications are due by April 15 of each year, and a lottery draw is done for that year. If space permits, it then becomes first serve for open storage rentals. All vessels are to be removed from the storage units by the first Monday after Thanksgiving. Any vessels remaining in storage after that date is subject to a surcharge which shall be imposed each and everyday until the vessel has been confirmed to be removed by city staff.

4.4.12 **Rock Wall Fees:** The Rock Wall can be rented outside of public hours. The base rate is for all bookings (adult or youth). Schools only pay 0.5x the base rate. Rentals include 1 instructor. If a rental has more than 8 climbers, a second instructor is added for a fee. Private rentals outside of regular hours have a minimum booking

of 2.5 hours. The exception to this is bookings for schools. Rentals are based on availability of staff and must be approved by the Wellness Programmer.

4.4.13 As per the agreement with Northern Lights School Division land transfer agreement, Cold Lake High School are not billed for the following activities on the artificial turf field:

4.4.13.1 Football games and practices (2 – two hour sessions from Monday to Friday each week during football season);

4.4.13.2 Educational programming (during scheduled school days for instructional physical education programs);

4.4.13.3 Royals Football Dressing Room.

4.4.13.4 The Cold Lake High School is billed for the following activities:

4.4.13.4.1 Lighting;

4.4.13.4.2 Additional snow removal;

4.4.13.4.3 Additional cleaning;

4.4.13.4.4 Additional storage;

4.4.13.4.5 Additional use of multipurpose rooms;

4.4.13.4.6 Any other use of the turf field outside of school hours (for example: rugby, lacrosse, soccer, etc.).

#### **4.5 Bulk Discounts:**

4.5.1 Companies purchasing bulk memberships for their employees shall receive a further discount as indicated in Appendix “B”.

4.5.2 Schools purchasing bulk memberships for their students shall receive a further discount as indicated in Appendix “B”. This does not apply to School Memberships.

4.5.3 When purchasing a membership at the Energy Centre for three or more immediate members of their family at the same time, the family shall receive a discount on all subsequent passes or memberships after paying full price for the most expensive pass or membership as indicated in Appendix “B”.

4.5.4 When registering in multiple fitness classes in the same session, participants shall be eligible for a 20% further discount in all subsequent classes after paying full price for the most expensive class as indicated in Appendix “B”.

4.5.5 When registering children from the same household in multiple camps, participants shall be eligible for a 10% discount in all subsequent camps after paying full price for the most expensive camp.

4.5.6 RCMP Officer Wellness Centre Membership Program will enable Cold Lake RCMP Detachment Members access to annual memberships at no cost.

- 4.5.7 The Prescription To Get Active (RxTGA) program will allow members of the public to receive a prescription from their medical provider to be used at the Energy Centre Wellness Centre for a one (1) month membership at no charge. Participants of the program may not return with another prescription within a 12 month period.

#### **4.6 Administration:**

- 4.6.1 An Energy Centre Membership shall allow access to the Wellness Centre and any drop-in programming offered at the Energy Centre, inclusive of all fitness programs.
- 4.6.2 Times within the facility schedule that are not already booked may be offered as drop-in programming by recreation staff with applicable fees applying. Should a third party subsequently wish to book the facility during that time, their booking shall take priority as long as the booking is made more than 48 hours in advance of the planned drop-in program.
- 4.6.3 Times within the facility schedule that remain un-booked within 48 hours of that time commencing may be booked by the general public and charged at the facility drop-in rate per user.
- 4.6.4 All prices in Appendices ‘A’, ‘B’, and ‘C’ are not inclusive of Goods and Services Tax.
- 4.6.5 Changes to User Fees shall be levied and considered in effect as of 6:00 a.m. on September 1<sup>st</sup> of the same calendar year.
- 4.6.6 City Council shall endeavor to approve User Fees not later than July 1<sup>st</sup> of each calendar year

#### **4.7 Roles and Responsibilities:**

- 4.7.1 City Council shall:
- 4.7.1.1 Be provided the opportunity to approve adjustments to all User Fees no later than July 1<sup>st</sup> of each calendar year.
- 4.7.2 The CAO or designate shall:
- 4.7.2.1 Ensure compliance with the Fee Policy; and
- 4.7.2.2 Review and recommend all User Fees to the CAO not later than June 1<sup>st</sup> of the calendar year;
- 4.7.3 The CAO or designate shall:
- 4.7.3.1 Ensure compliance with the Fee Policy;
- 4.7.3.2 Review and recommend all User Fees to the General Manager of Community Services no later than May 1<sup>st</sup> of the calendar year; and
- 4.7.3.3 Review and ensure the appropriate implementation of Non-Council Approved Fees; and
- 4.7.3.4 Oversee the review and implementation of Promotional Programs, in consultation with the City’s Communications Manager, and the setting

of new fees in response to short term, temporary and other department initiatives; and

- 4.7.3.5 Have the authority to waive or reduce fees for promotional purposes and to quickly establish fees for services not referred to in the appendices attached to and forming part of this policy (for example new programs or offerings) on a Full Cost Recovery basis.

## 5.0 References

- Arena and Athletic Field Use and Allocation Policy No. 151-RC-13
- Energy Centre Fee, Membership, Registration and Booking Policy No. 131-RC-11

## 6.0 Persons Affected

Recreation user groups, and members of the public.

## 7.0 Revision/Review History

- Reviewed December 12, 2017- CM20171212.1016. Moved by Councillor Vining approve a five (5%) increase to Marina Slip Fees expressed in Appendix “C” – Athletic Fields and Marina, of Policy No. 197-RC-16, Being the Recreation User Fee Policy.
- Reviewed March 13, 2018 – CM20180313.1004. Moved by Councillor Lefebvre to amend Sections: 3.3, 4.1.8.8, 4.1.8.10, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, Appendix “A”, Appendix “B” and Appendix “C”.
- Revised April 23, 2019- CRM20190423. 1009, moved by Councillor Soroka to add Artificial Turf Field and Grandstand Fees to Appendix "C".
- Revised November 24, 2020- CRM20201124.1015- 5% increase to rates outlined in Appendix “A”, “B” and “C”. Section 4.2.6 added to recognize the ICF agreement between the City of Cold Lake and the Municipal District of Bonnyville No. 87. Base rates now apply to all MD of Bonnyville No. 87 residents.
- Revised March 23, 2021- amend definition 4.1.6, addition of 4.1.11 and 4.1.14. Addition of section 4.4.9- Non-Motorized Water Craft Storage Rental Fees. Amend Appendix “B” to include Locker Rental Fees, Rock Wall Fees. Amend Appendix “C” to add Non-Motorized Water Craft Storage Annual Storage Rental Fee.
- Reviewed September 13, 2022 – CRM20220913.1009 Moved by Councillor Richardson to amend Sections 4.1.2, 4.1.9, 4.1.13.1, 4.1.13.3, 4.1.13.20, 4.4.2, 4.4.3, 4.4.5, 4.4.8, 4.4.10, 4.5.3, 4.5.4, 4.6.5, Appendix “A”, Appendix “B”, Appendix “C”.
- Revised January 24, 2023 – CRM20230124 Moved by Councillor Vining to amend Section 4.1.13.19, 4.4.3, 4.4.4.1, 4.4.4.1.1, 4.4.4.1.2, 4.4.4.2, Appendix “A”, Appendix “B”, and Appendix “C”.
- Reviewed August 8, 2023 – CRM20230808.1012 Moved by Councillor Bailey to amend Sections 4.1.6, 4.4.4.3, 4.4.7, 4.4.8, 4.4.9, 4.7.2, 4.7.3, Appendix “A”, Appendix “B”, & Add Appendix “D” and Appendix “E”.
- Revised January 9, 2024 – CRM20240109.1017 Moved by Councillor Richardson to amend Sections 4.4.11, Appendix “A”, Appendix “B”, Appendix “C” & Appendix “D”.

- Revised June 11, 2024 – CRM20240611.1007 Moved by Councillor Lefebvre to amend Section 4.5.5 and Appendix “B”.
- Revised October 8, 2024 – CRM20241008.1010 Moved by Councillor Bailey to amend Section 4.5.6, Appendix “B”.
- Revised December 10, 2024 – CRM20241210.1033 Moved by Councillor Mattice to amend Section 4.4.2, Appendix “A”, Appendix “B”, Appendix “C”, and Appendix “D”.
- Revised August 12, 2025 – CRM20250812.1009 Moved by Councillor Vining to amend Sections 4.4.3, 4.4.4.3, 4.4.5, 4.4.7-4.4.8, 4.4.12-4.4.13.6, 4.5.2-4.5.3, 4.5.5-4.5.6, Appendix “A”, Appendix “B”, Appendix “C”, Appendix “D”, Appendix “E”.
- Revised January 13, 2026 – CRM20260113.1020 Moved by Councillor Vining to amend Sections 4.1.16-4.1.16.4, 4.4.6, Appendix “A”, Appendix “B”, Appendix “C”, Appendix “D”.
- Revised February 20, 2026 – Managerial Guidelines – Appendix “B” & Appendix “D”.
- Revised March 6, 2026 – Managerial Guidelines – Appendix “D”.
- Revised April 14, 2026 – CRM20260414.1018 – Moved by Councillor Cowell to amend Sections 4.1.13.8, 4.1.13.22.1, 4.4.2, Appendix “A”, Appendix “D”.

April 20, 2026  
Date

April 21, 2026  
Date

  
Chief Administrative Officer

  
Mayor



Appendix “A” – Arenas, Fieldhouse and Special Events

Fieldhouse Booking Fees

<i>Per Hour</i>	<i>Primetime</i>		<i>Non-Primetime</i>
	<b>Fieldhouse</b>	<b>Running Track</b>	<b>Fieldhouse</b>
<b>Base Rate</b>	<b>\$118.50</b>	No Charge	<b>\$62.25</b>
<b>Adult</b>	\$118.50	No Charge	\$62.25
<b>School</b>	\$71.25	No Charge	\$37.50
<b>Seniors</b>	\$71.25	No Charge	\$37.50
<b>Minor Sport</b>	\$59.25	No Charge	\$31.25
<b>Junior</b>	\$95.00	No Charge	\$50.00
<b>Non-Local</b>	\$130.50	No Charge	\$68.50

Arena Ice Rate Increases 2026-2031\*

*Per Hour*

	<b>Jan. 1, 2026- May 31, 2027</b>	<b>June 1, 2027- May 31, 2029</b>	<b>June 31, 2028- May 31, 2029</b>	<b>June 1, 2029- May 31, 2030</b>	<b>June 21, 2030- May 31, 2031</b>
<b>Adult</b>	\$199.00	\$201.25	\$201.25	\$205.25	\$205.25
<b>Adult – Non-Local</b>	\$219.00	\$221.50	\$223.75	\$226.00	\$228.25
<b>School</b>	\$124.00	\$124.00	\$124.00	\$124.00	\$124.00
<b>Seniors</b>	\$124.00	\$124.00	\$124.00	\$124.00	\$124.00
<b>In House Minor Sport</b>	\$99.50	\$105.50	\$111.00	\$117.00	\$123.25
<b>Youth</b>	\$100.00	\$109.75	\$120.25	\$132.00	\$144.75
<b>Junior</b>	\$159.25	\$159.25	\$159.25	\$159.25	\$159.25
<b>Non-Prime</b>	\$59.25	\$62.25	\$65.50	\$68.75	\$72.25

All ice times are plus a 15-minute flood at the end of the rental. Flood times are charged at the rate of the rental rate being used.

\* Rate Increases may not follow policy to put rates on par with industry standards.

Arena Dry Floor

*Per Hour*

	<i>Primetime</i>	<i>Non-Primetime</i>
	<b>Arenas</b>	<b>Arenas</b>
<b>Base Rate</b>	<b>\$102.00</b>	<b>\$51.00</b>
<b>Adult</b>	\$102.00	\$51.00
<b>School</b>	\$61.25	\$30.75
<b>Seniors</b>	\$61.25	\$30.75
<b>Minor Sport</b>	\$51.00	\$26.00
<b>Junior</b>	\$81.75	\$41.00
<b>Non-Local</b>	\$112.25	\$56.25

Facility Special Event Rates

*Per Day*

	<i>In-Season (floor covering on ice)</i>			<i>Off-Season (dry floor)</i>			
	<b>Arena</b>	<b>Athletic Field</b>	<b>Fieldhouse</b>	<b>Arena</b>	<b>North Arena</b>	<b>Hallway</b>	
<b>Base Rate</b>	<b>\$1,758.50</b>						
<b>Full Day</b>	\$3,517.00	\$615.50	\$1,319.00	\$1,758.50	\$439.75	\$11.25/table	\$28.00/hour Or \$165.00/day
<b>Half Day</b>	N/A	\$338.75	\$725.50	\$967.25	\$242.00	\$11.25/table	
<b>Non-Local Full</b>	\$3,868.75	\$677.25	\$1,451.00	\$1,934.50	\$483.75	\$11.25/table	
<b>Non-Local Half</b>	N/A	\$372.50	\$798.25	\$1,064.00	\$266.25	\$11.25/table	

Installation of Ice Decking - \$1,071.00

Arena Glass Removal - \$2,500.00

Arena Glass Installation - \$2,500.00

*Arena Glass Half Bowl Removal - \$1,600.00*  
*Arena Glass Half Bowl Installation - \$1,600.00*

**Rock Wall Booking Fees**

<i>Per Hour</i>	
<b>Base Rate</b>	<b>\$112.25</b>
<b>School</b>	\$56.25

**Energy Centre Parking Lot Fee per block shown on Appendix “E”**

<i>Per Day</i>	\$336.75
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**Summer Fee**

<i>Per Hour</i>	
<b>Base Rate</b>	<b>\$187.75</b>

*\*Summer Ice is any rental of ice between June 1 – August 31.*

All ice times are plus a 15-minute flood at the end of the rental. Flood times are charged at the Summer Ice rate.

## Appendix "B" – Energy Centre, Fitness Classes, Bulk Memberships, and Meeting Spaces

## Energy Centre Fees (Inclusive of Wellness Centre and Energy Centre Programming)

	Drop-in	10 Punch	1 Month	3 Month	6 Month	Annual	Semester
<b>Base Rate</b>	<b>\$9.76</b>						
<b>Adult</b>	\$9.76	\$83.00	\$68.50	\$175.75	\$332.00	\$634.50	N/A
<b>Infant</b>	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	N/A
<b>Child</b>	\$5.24	\$44.75	\$36.75	\$94.50	\$178.25	\$340.75	N/A
<b>Youth</b>	\$7.62	\$65.00	\$53.50	\$137.25	\$259.25	\$495.50	N/A
<b>Senior</b>	\$6.43	\$54.75	\$45.25	\$115.75	\$218.75	\$418.00	N/A
<b>Caregiver</b>	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	N/A
<b>Family</b>	\$24.52	N/A	\$171.75	\$441.50	\$833.75	\$1,594.00	N/A
<b>School</b>	N/A	N/A	N/A	N/A	N/A	N/A	\$58.25
<b>RCMP</b>	N/A	N/A	N/A	N/A	N/A	No Charge	N/A
<b>RxTGA</b>	N/A	N/A	No Charge	N/A	N/A	N/A	N/A

## Wellness Centre Locker Rental Fees

		1 Month	3 Month	6 Month	Annual
<b>Base Rate</b>	<b>\$2.25</b>				
		\$15.75	\$40.50	\$76.50	\$146.25

## Sports Organization Locker Rental Fees

<b>Base Rate</b>	<b>\$164.25</b>
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## Fitness Class Fees

	Drop-in	Session (based on 8 sessions)
<b>Base Rate</b>	<b>\$10.25</b>	
<b>One Hour</b>	\$16.50	\$107.25
<b>45 minutes</b>	\$13.00	\$84.50
<b>30 minutes</b>	\$10.25	\$66.75

## Energy Centre Bulk Membership Fees

<i>% Discount</i>	<b>Companies</b>	<b>Schools</b>
<b>5-9 Memberships</b>	5%	30%
<b>10-19 Memberships</b>	10%	40%
<b>20+ Memberships</b>	15%	50%
<b>Families</b>	Purchase most expensive pass at regular price and receive 20% discount on all others. Does not include School Memberships.	
<b>Fitness Class Participants</b>	Purchase most expensive class pass for entire session and receive 20% discount on all other classes during the same session.	
<b>Youth Camps</b>	Purchase most expensive camp and receive 10% discount on all other camps for all youth in the same household	

**Meeting Room and Indoor Playground Fees**

<i>Per Hour</i>	Meeting Room	Fitness Room	Board Room	Lounge	Indoor Playground
<b>Base Rate</b>	<b>\$31.75</b>				
<b>Local</b>	\$31.75	\$31.75	\$47.75	\$63.50	\$63.50
<b>Local Non-Profit</b>	\$25.50	\$25.50	\$38.25	\$51.00	\$51.00
<b>Non-Local</b>	\$35.00	\$35.00	\$52.50	\$70.00	\$70.00
<b>Tournament Rate</b>	\$168.50/day	\$168.50/day	\$196.00/day	\$224.50/day	N/A
<b>Hockey Game Rate</b>	N/A	N/A	N/A	\$112.25/game	N/A

**Rock Wall Membership Fees**

		Drop In	1 Month	3 Month	6 Month	Annual
<b>Base Rate</b>	<b>\$6.19</b>					
<b>Participant</b>		\$6.19	\$37.25	\$93.00	\$154.75	\$247.75

*10% discount on Rock Wall Membership if participant has an active Energy Centre Membership*

**Mobile Concert Stage Rental Rates**

<b>1 Day Rental</b>	\$2,196.25
<b>1 Day Non-Profit Rental</b>	\$1,098.00
<b>Additional Day Rental</b>	\$1,098.00/day
<b>Additional Day Non-Profit</b>	\$549.00/day
<b>Transportation Fee – Milage</b>	\$2.25/km
<b>Lodging Cost for Driver</b>	\$160.75/night
<b>Meal Cost for Driver</b>	\$53.50/day
<b>Certified Supervision Fee</b>	\$107.00/hour
<b>Lodging Cost for Supervision</b>	\$160.75/night
<b>Meal Cost for Supervision</b>	\$53.50/day

**Bleacher & Community BBQ Rental Rates**

<b>1 Day Rental</b>	\$535.50
<b>1 Day Non-Profit Rental</b>	\$267.75
<b>Additional Day Rental</b>	\$267.75
<b>Additional Day Non-Profit</b>	\$134.00
<b>Delivery Fee</b>	\$53.50

**Appendix “C” – Athletic Fields and Marina**

**Athletic Field Booking Fees**

<i>Per Team/Per Season</i>	<b>Soccer</b>	<b>Rugby</b>	<b>Ball Diamond</b>	<b>Non-Primetime</b>
<b>Base Rate</b>	<b>\$691.75</b>			
<b>Adult</b>	\$691.75	\$691.75	\$691.75	\$346.00
<b>School</b>	\$415.25	\$415.25	\$415.25	\$346.00
<b>Seniors</b>	\$415.25	\$415.25	\$415.25	\$346.00
<b>Minor Sport</b>	\$346.00	\$346.00	\$346.00	\$346.00
<b>Junior</b>	\$553.50	\$553.50	\$553.50	\$346.00
<b>Non-Local</b>	\$761.00	\$761.00	\$761.00	\$380.75

**Athletic Field Booking Fees**

<i>Per Field/Per Day</i>	<b>Soccer</b>	<b>Rugby</b>	<b>Ball Diamond</b>	<b>Non-Primetime</b>
<b>Base Rate</b>	<b>\$80.75</b>			
<b>Adult</b>	\$80.75	\$80.75	\$80.75	\$40.50
<b>School</b>	\$48.50	\$48.50	\$48.50	\$40.50
<b>Seniors</b>	\$48.50	\$48.50	\$48.50	\$40.50
<b>Minor Sport</b>	\$40.50	\$40.50	\$40.50	\$40.50
<b>Junior</b>	\$64.75	\$64.75	\$64.75	\$40.50
<b>Non-Local</b>	\$89.00	\$89.00	\$89.00	\$44.75

**Marina Slip Fees**

<i>Per Foot</i>	<b>Recreational Marina Slips</b>		<b>Commercial Marina Slips</b>	
	<b>Annual Slip Rental</b>	<b>Subleasing Weekly</b>	<b>Annual Slip Rental</b>	<b>Subleasing Weekly</b>
<b>Base Rate</b>	<b>\$43.25</b>		<b>\$49.50</b>	
<b>Local</b>	\$43.25	\$6.50	\$49.50	N/A
<b>Non-Local</b>	\$47.75	\$7.25	\$54.50	N/A

**Other Marina Fees**

		<b>Daily</b>	<b>Seasonal Pass</b>
<b>Launch Pass</b>		\$11.75	\$135.50
<b>Annual Slip Maintenance Fee</b>	\$122.00	N/A	N/A
<b>Non-Local Annual Slip Maintenance Fee</b>	\$134.25	N/A	N/A
<b>Non-Motorized Water Craft Storage Annual Storage Rental Fee</b>	\$87.25	N/A	N/A
<b>Vessel Late Insurance Surcharge Fee</b>	\$10/day	N/A	N/A
<b>End of Season Vessel and Non-Motorized Water Craft Storage Late Removal Surcharge Fee</b>	\$100.00/day	N/A	N/A

**Artificial Turf Field and Grandstand Fees**

<i>Per Hour</i>	<b>Turf Field &amp; Grandstand</b>	<b>Turf Field only</b>	<b>Hospitality Suites</b>	<b>Lighting per hour</b>	<b>Lighting per game</b>	<b>Snow Removal</b>
<b>Base Rate</b>	\$118.50	\$82.75	\$59.25	\$47.00	\$95.00	At Cost
<b>Adult</b>	\$118.50	\$82.75	\$59.25	\$47.00	\$95.00	At Cost
<b>School</b>	\$71.25	\$49.75	\$59.25	\$47.00	\$95.00	At Cost
<b>Seniors</b>	\$71.25	\$49.75	\$59.25	\$47.00	\$95.00	At Cost
<b>Minor Sport</b>	\$59.25	\$41.50	\$59.25	\$47.00	\$95.00	At Cost
<b>Non-Local</b>	\$130.50	\$91.25	\$65.25	\$51.75	\$104.50	At Cost

*Artificial Turf Field Minimum 2 Hour Booking*

## Appendix "D" – Energy Centre Extra Fees

ITEM	PER	FEE	Not-For Profit Rate
Bar	Bar Booking	\$110.25	\$55.25
Bar Tub	Tub	\$27.75	\$14.00
Bike Racks	Rack	\$27.75	N/A
Bounce House – Large	Hour	\$110.25	N/A
Bounce House – Medium	Hour	\$81.75	N/A
Bounce House – Small	Hour	\$55.25	N/A
Chair Covers	Chair	\$3.25	N/A
Coat Racks	Rack	\$27.75	\$14.00
Concert Curtain	Booking	\$82.75	N/A
Concert Generator	Day	\$549.00	N/A
Concert Generator Delivery	Booking	\$55.25	N/A
Coolers	Cooler	\$55.25	\$27.00
Dance Floor	Booking	\$274.50	\$137.25
Electrical Panels	Booking	\$55.25	\$27.75
Extended Hours (past regular business hours)	Day	\$549.00	\$274.50
Extension Cord	Booking	\$8.25	N/A
Field House Floor Cover – Full	Booking	\$549.00	N/A
Field House Floor Cover – Half	Booking	\$274.50	N/A
Fitness Equipment Rental	Booking	\$27.75	N/A
Garbage/Recycling cans for Parking Lot Rental	Can	\$5.25	N/A
Genie with Operator	Hour	\$112.25	N/A
Heavy Duty Cable Protectors	Booking	\$5.25	N/A
Ice Bags	Bag	\$3.00	N/A
Lighting (In Field House)	Booking	\$150.00	N/A
Lighting Staff (In Field House)	Person/Hour	\$27.75	N/A
Scissor Lift with Operator	Hour	\$110.25	N/A
Scissor Lift with NO operator	Hour	\$81.75	N/A
MOJO Barricade	Booking	\$55.25	N/A
Omni Decking	Booking	\$549.00	N/A
Pipe and Drape (per 100 ft.)	Booking	\$82.75	\$41.50
Podium	Podium	\$27.75	14.00
Porter	Person/hour	\$27.75	N/A
Privacy Curtain	Booking	\$219.50	\$109.75
Projector	Day	\$27.75	N/A
Red Carpet	Carpet	\$27.75	\$14.00
Screen – Small	Booking	\$27.75	\$14.00
Screen	Booking	\$110.25	N/A
Sound – Portable Sound System	Booking	\$110.25	N/A
Sound – Fitness Room PA System	Booking	\$55.25	N/A
Special Event Storage Space	Day	\$51.00	N/A
Staff-Event	Person/hour	\$27.75	N/A
Staff-Operator	Person/hour	\$39.00	N/A
Staff-Security	Person/hour	\$110.25	N/A

Stage – Concert	Booking	\$878.25	\$439.25
Stage – Full	Booking	\$439.75	N/A
Stage – Half	Booking	\$274.50	N/A
Stage – Partial	Booking	\$164.25	N/A
Stanchion	Stanchion	\$5.25	\$3.00
Sumo Suit	Booking	\$110.00	N/A
Table Linen	Table	\$8.25	N/A
Table Number Stands	Stand	\$1.25	\$1.00
Tables & Chairs	Chair (tables included at no charge with chair rentals)	\$1.25	\$1.00
Tables for Parking Lot Rental	Day/ per Table	\$5.25	N/A
Temporary Fencing	Panel	\$11.25	N/A
Temporary Fencing Delivery	Booking	\$110.25	N/A
Tent for Parking Lot Rental	Day/ per Tent	\$110.25	N/A
TV	TV	\$27.75	\$14.00

Appendix "E" – Parking Lot Blocks

