Recreation Fees and Charges Bylaw 1356, 2025

1370

THIS DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY and is a consolidation of "Recreation Fees and Charges Bylaw 1356, 2025" with the following amending bylaws:

Bylaw Number	Dated Adopted	Section Amended
1370	April 21, 2026	• Support Person definition • Replace Schedules A&B • New Schedule D – Elk Valley Recreation Access Pass

Individual copies of any of the above bylaws are available from the Corporate Services Department of the District of Sparwood. For legal purposes, copies of the original bylaws should be obtained.

DISTRICT OF SPARWOOD

Recreation Fees and Charges Bylaw 1356, 2025

A Bylaw to establish recreation fees and charges.

The Council of the District of Sparwood, in open meeting assembled, enacts as follows:

1. TITLE

This bylaw may be cited as "Recreation Fees and Charges Bylaw 1356, 2025."

2. DEFINITIONS

In this bylaw:

Adult means an individual aged 19 to 64 years.

Removed by Bylaw 1370

~~**Caregiver** means a person providing individual assistance to someone seven years of age and older with a permanent disability, who requires their assistance to use the facility. Caregivers are admitted free of charge.~~

Child means an individual aged 6 to 12 years.

Commercial User means a person, organization or business utilizing parks and recreation facilities for the purpose of financial gain or profit.

Facility means the Henry Volkmann Memorial Leisure Complex at 367 Pine Avenue, Sparwood BC.

Family means two Adults and children aged 18 years of age and under.

Good Standing means an organization or individual with an active account with the District and has paid all invoices within 30 days of issuance of the invoice for a period of at least two consecutive years.

Light Use means the rental of the kitchen without the use of stove, oven or industrial dishwasher.

Local means at least 25% of user group members are District of Sparwood residents, and 75% of user group members are residents of Sparwood, Fernie, Elkford, or Regional District Area A.

Non-Prime Time Ice Time means between the hours of 8:00 am and 3:00 pm on Monday to Friday and 6:00 am to 8:00 am on Saturdays and Sundays. Not applicable on School District #5 holidays or breaks.

Outdoor Events means all non-sporting related rentals of outdoor green spaces and parking areas at the Henry Volkmann Memorial Leisure Complex and adjoining parks, excluding the spray park, bike park, courts, skate park and ball diamonds.

Amended by Bylaw 1370

Persons with a Disability means a person having a permanent disability which would limit their ability to fully use the facility without assistance. A person with a disability, when verbally disclosed, will be charged 50% of regular admission rates.

Preschool means an individual aged 3 to 5 years.

Private means an individual or organization whose activity will be limited to invitation-only or not broadly open to the public through membership or open attendance.

RecDesk means the online registration and booking platform utilized by the Facility.

Regular User(s) means a group residing within the municipal boundary with an established account for greater than 3 years with multiple facility rentals each year.

Senior means an individual 65 years of age and older.

Student means an individual aged 13 to 18 years or an individual registered in a full-time post-secondary educational program upon presentation of a valid student identification.

Removed by Bylaw 1370

~~**Support Worker** means a person providing support to one or more persons with a disability that is being paid by an organization or the individual for this support.~~

Added by Bylaw 1370

Support Person means an individual who accompanies another person for the primary purpose of providing assistance to a person with a disability to access or participate in municipal facilities, programs, or services. A support person is admitted free of charge.

Youth means a group or individual(s) aged 18 years and under.

3. FEE ADMINISTRATION

3.1. Admission and Rental Fees

Amended by Bylaw 1370

a) The rental and admission rates for use of sport and recreational facilities shall be as per the fees set out in Schedules “A” , “B” and “D”.

b) Infants two (2) years old and under are free.

c) Children and Students may be required to be accompanied by an Adult when using the climbing wall or fitness room.

3.2. Drop-Ins

The drop-in admission or ticket provides the bearer with access to public swims, public skates, and the fitness centre for a single admission during days and times the facility is open.

3.3. Monthly Pass

A Monthly Pass is valid for thirty (30) consecutive days and provides the bearer access to public swims, aqua fit classes, public skates, the fitness centre, and climbing wall during days and times the facility is open.

3.4. Active Living Pass

An Active Living Pass is valid for three-hundred and sixty-five (365) consecutive days and provides the bearer access to public swims, public skates, the fitness centre, racquet courts, climbing wall, aqua fit classes, and drop-in fitness classes during days and times the facility is open.

3.5. Elk Valley Regional Access Pass

An Elk Valley Regional Access Pass is valid for three-hundred and sixty- five (365) consecutive days and provides the bearer access to drop-in facilities including public skates, public swims and the fitness centre at the Henry Volkmann Memorial Leisure Complex in Sparwood, the Fernie Memorial Arena, the Fernie Aquatic Centre, Elkford Recreation Centre, and Elkford Aquatic Complex during days and times the facilities are open.

3.6. Amateur

Amateur users shall include all junior hockey teams. Users shall be charged the set rate for "Amateur" under Schedule "B" rate for all games, practices and events held in the arena.

3.7. Arena Change Rooms

Arena rentals shall include the use of change rooms, for up to forty-five (45) minutes following the end of the ice rental, at no additional charge. Users that exceed the forty-five (45) minute time limit shall be charged a "Late Use" fee as set out under Schedule "B" for "Other Fees & Charges".

3.8. Booking Deposits

A non-refundable deposit shall be collected and applied to the rental agreement total, for all bookings except for organizations in Good Standing.

3.9. Cleaning Fees

A cleaning fee shall be charged to user groups where:

(a) Additional cleaning is required that exceeds the District's cleaning requirements specified in the rental contract; and

(b) It has been agreed to by the user under the terms and conditions specified in a rental contract.

3.10. Daily Rental Rate

(a) Daily Rentals that are greater than eight (8) consecutive hours in duration shall be charged a maximum of eight times the hourly facility rental rate plus any other fees or charges as set out under Schedule "B".

(b) Section 3.10 (a) shall not apply for to arena (ice-in) and pool rentals.

3.11. Damage Deposits

(a) A damage deposit shall be charged for all equipment and facility rentals as set out under Schedule "B".

(b) Regular User groups may be eligible for an exemption to the damage deposit requirement under section 3.11. (a) under the following conditions:

(i) The organization qualifies as a Regular User; and

(ii) The organization is deemed to be in Good Standing.

3.12. Decorating

(a) Not-for-profit organizations or individuals renting a facility for the day, under Section 3.10. (a), shall be permitted access for a period of up to two (2) hours immediately prior to the event, or the evening prior if available, at no additional charge, for the sole purpose of decorating, set up, etc. provided that:

(i) No other group, individual or organization has booked the facility; and

(ii) No additional staff time is required to provide access to the facility.

(b) Any additional time required or requested for decorating shall be charged at a rate of 50% of the hourly rental rate, unless exempted under Section 3.12(a).

(c) The District does not guarantee the availability of additional time for decorating. Any time permitted for decorating may be cancelled without notice by the District.

3.13. Special Events

(a) Special events with an anticipated attendance level of over 100 people, or which require staff assistance for the setup of tables, chairs, decorations or other work, shall be charged an "Event" fee as set out under Schedule "B".

(b) Special events hosted by the District within the Henry Volkmann Memorial Leisure Complex shall be at no charge to the public or at a rate discounted up to 75% off the admission rate as set under Schedule "A".

3.14. Ice In

The regular ice season will run from September 1 to March 31. Request to extend the ice season must be made at least 30 days prior to the end of the season with a minimum of 25 hours per week booked.

3.15. Ice Specials

A reduced rate, as set under Schedule "B", may be offered to the public for arena rentals (ice in) during times that are designated as Non-Prime Times, provided that:

(a) Ice Specials do not replace regular bookings from user groups;

(b) The rate is not utilized to book tournaments, special events, skating schools or regular practices; and

(c) Bookings are limited to a maximum of 2 hours.

3.16. Late Use

Users who do not vacate the facility in accordance with their rental contract shall be subject to a prorated "Late Use" fee, for the period of time the facility was occupied beyond the time specified in the contract, in addition to any other rental fee associated with the rented facility as set out in Schedule "B".

3.17. Youth Discounts

Amended by Bylaw 1370

Local organizations providing Youth Sport or Youth Programming. Activities renting a meeting or multi- purpose room shall receive a 20% discount on the rate set out under Schedule "B" for "Meeting & Multi- Purpose Rooms".

3.18. Rink Board Advertising

(a) Businesses, organizations, societies, not-for-profit groups, and individuals may advertise their organization or event on a rink board as per the rate set out under Schedule **"**C". The fee shall include installation and removal of advertisements.

(b) Advertising containing any of the following forms of content shall not be permitted:

(i) Profane language or content;

(ii) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;

(iii) Sexual content or links to sexual content;

(iv) Private events, such as family reunions, weddings and birthday parties;

(v) Promotes illegal activities;

(vi) Promotes an individual religion or religious service;

(vii) Promotes political activities, events, or messaging;

(viii) Information that may tend to compromise the safety or security of the public or the municipality;

(ix) Content that violates a legal ownership interest of any other party;

(x) Promotes the consumption or use of smoking or vaping, alcohol or drugs; or

(xi) Violates any federal or provincial statute or regulation, or a District of Sparwood bylaw or policy.

(c) Board Advertisement Specifications

(i) Advertisers shall provide the printed decal/signage for advertisement that is:

- a maximum of 30 inches high by 84 inches long;
- made of a high performance or 5-year vinyl;

(ii) Advertisements shall be displayed for a period of one ice season (September through April). The District shall not warrant the condition of the advertisement for the duration of the ice season.

(iii) Advertisements deemed to be in suitable condition shall be permitted to be used in subsequent years provided payment for the advertisement is received by June 30th of that year.

(iv) Placement of the advertisement on the rink board shall be determined by the District.

3.19. Staffing

In those cases where rentals require additional staff resources, the cost of those additional resources will be borne by the user. Additional costs will be identified before the event and included as a portion of the event or rental charges.

3.20. Summer Ice

Arena (ice in) rentals are not available during the months of May, June, July and August.

3.21. Swim Club Lane Rental

A local, organized swim club may rent a lane during a programmed lane swim time.

3.22. Schedules

The following schedules are included and form part of this bylaw:

- Schedule A – Admission Rates;
- Schedule B – Rental Fees and Charges;
- Schedule C – Advertising; and
- Schedule D – Elk Valley Recreation Access Pass

Added by Bylaw 1370

3.23. Sport Activities

Sport Activities shall be limited to where the facility rental is for the sole purpose of engaging in that physical sporting activity.

4. FEE SUBSIDY PROGRAM

Eligible residents of Sparwood will receive twelve (12) recreation admission tickets per identified household member per calendar year through the Fee Subsidy Program.

4.1. Eligibility Criteria

To qualify for the subsidy, applicants must have a RecDesk account and provide a referral letter from one of the following recognized public service agencies:

- Columbia Basin Family Resource Society;
- Elk Valley Family Society;
- Sparwood Food Bank;
- Sparwood Toys for Tots;
- School District #5, Frank J Mitchell and Sparwood Secondary School (Principals or Vice-Principals);
- Uplift Community Support Association;
- Fernie Women's Resource Society; or
- Ministry of Children and Family Development

Referral letters must confirm the applicant's need for financial assistance and identify each household member eligible for the subsidy. Referral letters may be sent electronically or received via hardcopy and must be signed by an authorized representative of the agency.

4.2. Program Administration

(a) Upon receipt of the referral letter, Facility staff will add the tickets to the users RecDesk account.

(b) Tickets are non-transferable and must be used within the calendar year of issuance.

(c) The program is subject to annual review and may be adjusted based on community needs and available resources.

4.3. Confidentiality

All personal information and referral documentation will be handled in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA).

5. FORMS

5.1. The Corporate Officer is hereby authorized to prescribe, establish, and amend any forms necessary for the administration or enforcement of this Bylaw, including but not limited to application forms, declarations, notices, and permits.

6. SEVERABILITY

6.1. The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

7. COMMENCEMENT

7.1. This Bylaw will come into force and effect fifteen (15) business days after adoption.

8. REPEAL

8.1. Recreation Fees and Charges Bylaw 1231, 2018 and all amendments thereto are hereby repealed upon this Bylaw coming into force and effect.

READ A FIRST TIME this 10th day of October 2025.

READ A SECOND TIME this 21st day of October 2025.

READ A THIRD TIME AS AMENDED this 21st day of October 2025.

ADOPTED this 2nd day of December 2025.

Original signed	Original signed
Mayor	Corporate Officer

Replaced by
Bylaw 1370

SCHEDULE A - ADMISSION RATES

	Bylaw comes into effect	September 1, 2026	September 1, 2027	September 1, 2028	September 1, 2029	September 1, 2030
Drop -In Admissions						
Pre-School	$3.11	$3.21	$3.33	$3.44	$3.56	$3.69
Child	$4.14	$4.28	$4.43	$4.59	$4.75	$4.92
Student	$5.59	$5.78	$5.99	$6.20	$6.41	$6.64
Adult	$7.14	$7.39	$7.65	$7.92	$8.20	$8.48
Senior	$5.59	$5.78	$5.99	$6.20	$6.41	$6.64
Family	$16.15	$16.71	$17.30	$17.90	$18.53	$19.18
Shower Only	$3.00	$3.11	$3.22	$3.33	$3.44	$3.56
Hot Tub Special (30 min. before close)	$3.00	$3.11	$3.22	$3.33	$3.44	$3.56
Drop-In Tickets (12 Tickets - No Expiry)						
Pre-School	$32.60	$33.74	$34.92	$36.15	$37.41	$38.72
Child	$43.47	$44.99	$46.57	$48.20	$49.88	$51.63
Student	$58.68	$60.74	$62.86	$65.06	$67.34	$69.70
Adult	$74.99	$77.61	$80.33	$83.14	$86.05	$89.06
Senior	$58.68	$60.74	$62.86	$65.06	$67.34	$69.70
Family	$169.53	$175.47	$181.61	$187.96	$194.54	$201.35
Month Pass						
Pre-School	$26.39	$27.32	$28.27	$29.26	$30.29	$31.35
Child	$43.68	$45.21	$46.79	$48.43	$50.12	$51.87
Student	$57.04	$59.04	$61.10	$63.24	$65.45	$67.74
Adult	$77.19	$79.89	$82.69	$85.58	$88.58	$91.68
Senior	$57.04	$59.04	$61.10	$63.24	$65.45	$67.74
Family	$172.42	$178.46	$184.70	$191.17	$197.86	$204.78
Active Living Pass						
Pre-School	$229.61	$237.65	$245.97	$254.58	$263.49	$272.71
Child	$326.66	$338.09	$349.92	$362.17	$374.85	$387.97
Student	$422.67	$437.47	$452.78	$468.63	$485.03	$502.00
Adult	$575.42	$595.56	$616.40	$637.98	$660.31	$683.42
Senior	$422.67	$437.47	$452.78	$468.63	$485.03	$502.00
Family	$1,158.60	$1,199.15	$1,241.12	$1,284.56	$1,329.52	$1,376.05
Raquetball / Raquet Sports (Per Hour/Court/Person)						
Child	$4.66	$4.82	$4.99	$5.16	$5.34	$5.53
Student	$8.33	$8.62	$8.93	$9.24	$9.56	$9.90
Adult	$9.88	$10.23	$10.59	$10.96	$11.34	$11.74
Senior	$8.33	$8.62	$8.93	$9.24	$9.56	$9.90
Morning Rate (until Noon)	$8.33	$8.62	$8.93	$9.24	$9.56	$9.90
Student (10 Pass)	$70.83	$73.30	$75.87	$78.52	$81.27	$84.12
Adult (10 Pass)	$84.02	$86.96	$90.01	$93.16	$96.42	$99.79
Senior (10 Pass)	$70.83	$73.30	$75.87	$78.52	$81.27	$84.12
Wallyball (Per Hour/Person)						
Drop-In All Ages	$4.66	$4.82	$4.99	$5.16	$5.34	$5.53
All Ages (12 Pass)	$48.90	$50.62	$52.39	$54.22	$56.12	$58.08
Climbing Wall (Per Hour/Person)						
Drop-In All Ages	$4.66	$4.82	$4.99	$5.16	$5.34	$5.53

• All rates are inclusive of taxes unless otherwise noted.

• Rates beyond 2030 will increase by 3.5% each year, effective September 1st.

Replaced by Bylaw 1370

SCHEDULE B - RENTAL FEES AND CHARGES

	Bylaw comes into effect	September 1, 2026	September 1, 2027	September 1, 2028	September 1, 2029	September 1, 2030
Arena Rental (Ice-In) Per Hour						
Local Youth	$64.69	$66.95	$69.29	$71.72	$74.23	$76.83
Local Adult	$130.77	$135.35	$140.09	$144.99	$150.06	$155.32
Non-Local Youth	$110.58	$121.64	$133.81	$144.51	$156.07	$168.56
Non-Local Adult	$195.80	$215.38	$236.92	$255.87	$276.34	$298.45
Amateur		$136.30	$139.58	$142.93	$146.36	$149.87
Ice Specials		$57.65	$59.03	$60.45	$61.90	$63.39
Arena and Curling Rink Rental (Ice-Out)Per Hour						
Youth Sport Activities	$44.14	$45.69	$47.29	$48.94	$50.65	$52.43
Adult Sport Activities	$50.11	$51.87	$53.68	$55.56	$57.51	$59.52
Not-For Profit Use	$66.90	$69.24	$71.67	$74.18	$76.77	$79.46
General Use	$109.36	$113.19	$117.15	$121.25	$125.49	$129.88
Commercial Use	$135.09	$139.82	$144.71	$149.77	$155.02	$160.44
Meeting and Multi-Purpose Spaces Per Hour						
Boardroom	$17.48	$18.09	$18.73	$19.38	$20.06	$20.76
Multi-Purpose Room	$23.31	$24.12	$24.97	$25.84	$26.75	$27.68
Concourse (Curling and Arena)	$58.28	$60.32	$62.43	$64.62	$66.88	$69.22
Curling Lounge	$68.80	$71.20	$73.70	$76.28	$78.95	$81.71
Hall General Use	$45.51	$47.10	$48.75	$50.46	$52.22	$54.05
Hall Commercial Use	$82.81	$85.71	$88.71	$91.81	$95.03	$98.35
Local Youth Rental Discount			-20%			
Kitchen Rental Per Hour, unless otherwise specified						
General Use	$25.00	$25.87	$26.78	$27.71	$28.68	$29.69
Commercial Use	$29.14	$30.15	$31.21	$32.30	$33.43	$34.60
Light Use	$22.93	$23.73	$24.56	$25.42	$26.31	$27.23
Dishes Rental - Flat rate	$58.28	$60.32	$62.43	$64.62	$66.88	$69.22
Pool Rental Per Hour						
Regular	$143.63	$148.65	$153.86	$159.24	$164.82	$170.58
Local School	$87.19	$90.24	$93.40	$96.67	$100.05	$103.55
Swim Club Per Lane	$19.70	$20.39	$21.10	$21.84	$22.60	$23.39
Extra Lifeguard	$46.40	$48.02	$49.70	$51.44	$53.24	$55.11
Extra Instructor	$46.40	$48.02	$49.70	$51.44	$53.24	$55.11
Fire Hall #1 Training Hall Per Hour						
Youth & Not-For-Profit	$22.94	$23.74	$24.57	$25.43	$26.32	$27.24
General Use	$37.76	$39.08	$40.45	$41.86	$43.33	$44.84
Commercial Use	$49.07	$50.79	$52.56	$54.40	$56.31	$58.28
Courts Per Hour Per Court - Special Event						
Courts	$17.83	$18.46	$19.10	$19.77	$20.46	$21.18
Stage Rental - In House Only Per Day						
16x16	$220.80	$228.52	$236.52	$244.80	$253.37	$262.24
16x24	$326.27	$337.69	$349.51	$361.75	$374.41	$387.51
16x32	$424.71	$439.58	$454.96	$470.89	$487.37	$504.42

SCHEDULE B - RENTAL FEES AND CHARGES

CONTINUED

Equipment						
Per Table Per Day	$10.71	$11.09	$11.48	$11.88	$12.29	$12.72
Per Chair Per Day	$4.03	$4.17	$4.31	$4.46	$4.62	$4.78
Portable Sound System Per Day	$110.73	$114.61	$118.62	$122.77	$127.07	$131.52
Fitness Centre Key Fob	$23.31	$24.12	$24.97	$25.84	$26.75	$27.68
Climbing Shoes Per Use	$3.50	$3.62	$3.75	$3.88	$4.01	$4.15
Climbing Harness Per Use	$3.50	$3.62	$3.75	$3.88	$4.01	$4.15
Skates Per Use	$2.92	$3.02	$3.13	$3.24	$3.35	$3.47
Disc Golf Discs Per Set Per Day (3 Disc Set)	$3.50	$3.62	$3.75	$3.88	$4.01	$4.15
Disc golf Portable Basket Per Basket Per Day		$10.00	$10.35	$10.71	$11.09	$11.48
Skates and Disc Golf Basket Damage Deposit				$25.00 each		
Field Rental						
Youth	$13.12	$14.17	$15.30	$16.22	$17.19	$18.23
Adult	$26.24	$28.34	$30.61	$32.44	$34.39	$36.45
Youth Tournament	$13.12	$14.17	$15.30	$16.22	$17.19	$18.23
Adult Tournament	$26.24	$28.34	$30.61	$32.44	$34.39	$36.45
Outdoor Events						
Events - Hourly	$76.53	$79.21	$81.98	$84.85	$87.82	$90.89
Events - Daily	$738.33	$764.17	$790.91	$818.60	$847.25	$876.90
Other Fees and Charges						
Booking Deposit			25% or $50, whichever is greater			
After Midnight Bookings Per Hour	$60.83	$62.96	$65.16	$67.44	$69.80	$72.24
Equipment Transport / Set Up Per Hour/Staff	$58.28	$60.32	$62.43	$64.62	$66.88	$69.22
Event Fee Per Hour	$58.28	$60.32	$62.43	$64.62	$66.88	$69.22
Equipment Damage Deposit			$200 or 25% of total cost, whichever is greater			
Facility Damage Deposit			$500 or 25% of rental fee whichever is greater			
Additional Work Not Specified Per Hour/Staff	$58.28	$60.32	$62.43	$64.62	$66.88	$69.22
Late Use Per Hour	$58.28	$60.32	$62.43	$64.62	$66.88	$69.22
Overtime Staffing Charges Per Hour/Staff	$87.42	$90.48	$93.64	$96.92	$100.31	$103.82
Cleaning Per Hour/Staff	$58.28	$60.32	$62.43	$64.62	$66.88	$69.22

- All rates are subject to tax unless otherwise noted.
- Rates beyond 2030 will increase by 3.5% each year, effective September 1st.

Schedule C – Arena Rink Board Advertising

	Bylaw comes into effect	September 1, 2026	September 1, 2027	September 1, 2028	September 1, 2029	September 1, 2030
Arena Rink Board	$291.39	$301.59	$312.15	$323.07	$334.38	$346.08

- All rates are subject to tax unless otherwise noted.
- Rates beyond 2030 will increase by 3.5% each year, effective September 1st

Added by
Bylaw 1370

SCHEDULE D - ELK VALLEY RECREATION ACCESS PASS

	Bylaw comes into effect	September 1, 2026	September 1, 2027	September 1, 2028	September 1, 2029
Elk Valley Recreation Access Pass (individual)	$441.10	$454.34	$467.97	$482.01	$496.47
Elk Valley Recreation Access Pass (family)	$928.56	$956.42	$985.11	$1,014.67	$1,045.11

• All rates are subject to tax unless otherwise noted.