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Title: **Community Services Department  
Fees & Charges**

Policy: 2023-01  
Supercedes: 2020-01

Authority: **Council**

Approval Date: April 11, 2023  
Effective Date: May 1, 2023

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**PURPOSE:** To establish a schedule of fees and charges for use of facilities and participation in programs operated by the Community Services Department.

#### **POLICY STATEMENT**

The Town of Hanna is required to control and manage the records of the municipality in a responsible manner, while providing a service to the residents of the community. Rates for service are set by resolution of Council in accordance with current bylaws, resolutions and budget information.

The mission of the Community Services Department is to promote a quality lifestyle for all citizens in the community. The Community Services Department, guided by the Community Services Board under the direction of Council, endeavors to provide the highest quality of services and the best facilities to the community while balancing responsibilities to the user and the taxpayer.

The Community Services Department facilitates the development of recreation and cultural programs and facilities including the development, operation and maintenance of parks and open spaces.

#### **RESPONSIBILITIES**

Town of Hanna Administrative Services is responsible to ensure the accuracy and currency of this policy with respect to the above.

#### **STANDARDS & PROCEDURES**

The Community Services Department Fees and Charges for Facilities and Programs are established as follows:

**TOWN OF HANNA  
GENERAL POLICY**



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**SWIMMING POOL**

**\*includes GST where applicable  
(Age 14 & Under **GST Exempt**)**

**2023 Rates:**

**Single Admissions:**

Youth	6 -17 Years*	\$5.00
Adult	18 - 64 Years	\$7.00
Senior	65 Years & Over	\$6.00
Family	Must include Adult	\$15.00
Aqua Fitness		\$7.00

All Patrons	Toonie Saturdays	\$2.00
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**Plunge Cards**

**(12 admissions):**

Youth	6 -17 Years*	\$50.00
Adult	18 - 64 Years	\$70.00
Senior	65+ Years	\$60.00
Aqua Fitness		\$70.00

**Season Pass:**

Youth	6 -17 Years*	\$95.00
Adult	18 - 64 Years	\$140.00
Senior	65+ Years	\$95.00
Family	Must include 1 adult	\$245.00

**Swim Lessons:**

**Group Lessons**

Parent & Tot/Preschool*	\$40.00
Swimmer (Level 1-3)*	\$50.00
Swimmer (Level 4-6)*	\$60.00
Rookie/Ranger/Star Patrol	\$75.00
Bronze Medallion & CPR-C	\$185.00
Bronze Cross	\$175.00
Standard First Aid	\$150.00
NL Pool	\$330.00
Swim Instructor	\$335.00

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## SWIMMING POOL

### 2023 Rates:

Private Lessons (based upon 5 lessons/ session)

30 Minute Lesson

\$82.50

60 Minute Lesson

\$154.00

Locker Rentals

**Add GST**

Small Locker

\$11.00 / Season

Large Locker

\$16.50 / Season

\*Plunge Cards and Seasons Pass include access to Aqua Fitness

Pool Rentals

Youth/Family

**Add GST**

0-30 People

\$100.00 / Hour

31-60 People

\$150.00 / Hour

61+ People

\$185.00 / Hour

Adult

**Add GST**

0-30 People

\$145.00 / Hour

31-60 People

\$180.00 / Hour

61+ People

\$230.00 / Hour

Seals Summer Facility Rental

**No GST**

\$5,000.00 / Season

Swim Meet Rate

**No GST**

\$100.00 / Hour

## SWIMMING POOL - REFUND POLICY

A full refund, less an administration fee, will be issued if the participant withdraws prior to the date of the first lesson or rental.

Administration Fee:	Preschool Levels	\$5.00
	All Other Pool Lessons	\$10.00
	Pool Rentals	\$20.00

No refund will be issued if a participant withdraws during the last three days of lessons.

*Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.*

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**ARENA**

**2023 Rates:**

<b>ARENA – SIGNS</b>		<b>Add GST</b>
Wall Signs	(Calendar Year)	\$275.00 / Year
Ice Logo – Centre Ice	(Per Season)	\$1,650.00 / Year
Ice Logo – Blue Line	(Per Season)	\$550.00 / Year
Ice Logo – Face Off Circle	(Per Season)	\$275.00 / Year
Board Advertising	(Per Season)	\$440.00 / Year
Ice Resurfacers propane supplier	(Per Season)	\$2,200.00 / Year
Overhead Door	(Per Season)	\$550.00 / Year
*Decals and Sign costs not included in advertising rates		

**ARENA – RINK SURFACE, SEATING & LOBBY – SUMMER (April 1 – September 30)**

<b>Non Profit or Youth Associations</b>		<b>Add GST</b>
(more than 4 hours & large event)		\$520.00 / Day
(less than 4 hours & small event)		\$55.00 / Hour
(more than 4 hours & small event)		\$290.00 / Max.

<b>Commercial or Adult only events</b>		<b>Add GST</b>
(more than 4 hours & large event)		\$635.00 / Day
(less than 4 hours & small event)		\$85.00 / Hour
(more than 4 hours & small event)		\$350.00 / Max.

<b>Commercial – Non Local</b>	<b>Add GST</b>	\$1,200.00 / Day
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Large Event – Major set up and take down time required  
Includes 1 staff member for event  
Dances, Parties, Shows & Sales  
Small Event – Minor alterations done to building

**ARENA LOBBY / CONCESSION – SUMMER (April 1 – September 30)**

<b>Lobby – Non Profit – no concession</b>		<b>Add GST</b>	No Charge
Lobby – Other (less than 2 hours)			\$60.00 / Hour
Lobby – Other (more than 2 hours to a maximum per day)			\$175.00 / Day
Concession – Non Profit			\$115.00 / Day
Concession – Commercial			\$175.00 / Day
Concession – Commercial NON LOCAL			\$350.00 / Day

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ARENA		2023 Rates:
Public Skating Annual Sponsorship	<b>GST included</b>	\$3,200.00 / Season
Adults:	<b>Add GST</b>	
Regular		\$140.00 / Hour
Tournaments		\$115.00 / Hour
Off Hours		\$120.00 / Hour
Non Local		\$160.00 / Hour
Minor Hockey:	<b>No GST</b>	
Regular		\$90.00 / Hour
Off Hours		\$75.00 / Hour
Non Local		\$125.00 / Hour
Figure Skating:	<b>No GST</b>	
Regular		\$90.00 / Hour
Off Hours		\$75.00 / Hour
Non Local		\$125.00 / Hour
Schools/Day Care		No Charge
*Primetime – Monday through Friday – 4 pm – 11 pm		
*Primetime – Weekends and Holidays – 8 am – 11 pm		
Concession Booth	<b>Add GST</b>	\$485.00 / Month

## ARENA - REFUND POLICY

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the event.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 & over	\$50.00

*Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.*

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**CURLING RINK**

2023 Rates:

**CURLING RINK - SUMMER**

Non Profit or Youth Associations	<b>Add GST</b>	
(more than 4 hours & large event)		\$520.00 / Day
(less than 4 hours & small event)		\$55.00 / Hour
(more than 4 hours & small event)		\$290.00 / Max.

Commercial or Adult only events	<b>Add GST</b>	
(more than 4 hours & large event)		\$635.00 / Day
(less than 4 hours & small event)		\$85.00 / Hour
(more than 4 hours & small event)		\$350.00 / Max.

Commercial – Non Local	<b>Add GST</b>	\$1,200.00 / Day
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Large Event – Major set up and take down time required  
Includes 1 staff member for event  
Dances, Parties, Shows & Sales  
Small Event – Minor alterations done to building

**CURLING RINK LOBBY / CONCESSION – SUMMER    Add GST**

Lobby – Non Profit – no concession	No Charge
Lobby – Other (less than 2 hours)	\$60.00 / Hour
Lobby – Other (more than 2 hours to a maximum per day)	\$175.00 / Day

Concession – Non Profit	\$115.00 / Day
Concession – Commercial	\$175.00 / Day
Concession – Commercial NON LOCAL	\$350.00 / Day

**CURLING RINK – REFUND POLICY**

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the event.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 & over	\$50.00

*Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.*

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**BALL DIAMONDS & SOCCER FIELDS**

**2023 Rates:**

Adult Teams Season	<b>Add GST</b>	\$450.00
Minor Ball Season	<b>No GST</b>	\$2,500.00
* Fee includes access to arena or curling rink for spring training based upon availability and pre-booking		
Minor Soccer Season	<b>No GST</b>	\$2,500.00
* Fee includes access to arena or curling rink for spring training based upon availability and pre-booking		
Ball Diamonds & Soccer Fields One Time User of Ball Diamond / Field	<b>Add GST</b>	\$52.00 / Use \$80.00 / Day \$160.00 / Weekend
Commercial Entertainment	<b>Add GST</b>	\$145.00 / Diamond
Concession: Triplex Ball Diamonds	<b>Add GST</b>	\$140.00 / Day \$185.00 / Weekend
Wes James & Earl Ness Ball Diamonds	<b>Add GST</b>	\$40.00 / Day \$75.00 / Weekend

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**CAMPGROUND**

**2023 Rates:**

**FOX LAKE PARK**

**Camping Fees**

**Includes GST**

Tent

\$20.00 / Night

Non Serviced Site

\$25.00 / Night

Power Site (20 or 30 amp)

\$30.00 / Night

Full Service Site

\$36.00 / Night

**Camp Kitchen**

**Includes GST**

\$30.00 / Up to 4 Hours  
\$65.00 / Day  
\$120.00 / Weekend

**Group Camping**

**Includes GST**

Check in 2 p.m. & Check out 12 noon

Must block book area with kitchen & Sites 19 to 25 only

Total amount payable at the time of reservation

Fee based on 7 sites per night (power rate) plus camp kitchen

No refund if cancelled within one month of date.

(7 x 30 = 210.00 + 65.00 + 50.00)

\$325.00 / 1 night

(7 x 30 x 2 = 420.00 + 120.00 + 50.00)

\$590.00 / 2 nights

(7 x 30 x 3 = 630.00 + 120.00 + 50.00)

\$800.00 / 3 nights

**CAMPGROUND RENTAL - REFUND POLICY**

Group Camping: A full refund, less an administration fee, will be issued if the renter cancels one month prior to the reservation date.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 & over	\$50.00

Camp Kitchen: Refunds are subject to an administration fee of \$10.00.

*Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.*



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<b><u>COMMUNITY CENTRE</u></b>	<b>Add GST</b>	<b><u>2023 Rates:</u></b>
Entire Facility		\$655.00 / Day
Entire Facility – Wedding Friday at 12:00 noon to Sunday at 3:00 pm		\$1,250.00
Auditorium		\$75.00 / Hour \$500.00 / Day
Stage		\$25.00 / Hour \$70.00 / Day
Large Meeting Room		\$40.00 / Hour \$160.00 / Day
Crafts Room		\$25.00 / Hour \$70.00 / Day
Bar		\$70.00 / Day
Kitchen		\$55.00 / Hour \$150.00 / Day
Barbeque		\$75.00 / Use

\* Facility rentals are required to provide liability insurance coverage for their event.

Additional Charges for bookings:	<b>Add GST</b>	
Pre-Event Prep Fee (After 5:00 PM night before booking)		\$115.00
Holding Fee (To retain facility for a major event)		\$115.00 / Day
Post-Event Cleanup Fee (Up to 3:00 PM the day after booking)		\$115.00
Extra Cleanup Fee		\$60.00 / Hour
Reservation Fee (Deposit - applied to rental charges)		\$200.00

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## **COMMUNITY CENTRE**

## **2023 Rates:**

Service Groups	Add GST	
1 Meeting / Month		\$340.00 / Year
2 Meetings / Month		\$680.00 / Year

## **COMMUNITY CENTRE - REFUND POLICY**

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the event.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 and over	\$50.00

*Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.*

## **COMMUNITY CENTRE – FEES WAIVED**

Fees will be waived for Candidate Forums held prior to Municipal, Provincial or Federal Elections, provided the Town of Hanna receives recognition on any advertising.

## **LIONS HALL**

## **Add GST**

## **2023 Rates:**

Entire Facility – Full Day	\$150.00
Entire Facility – Half Day (4 hour maximum)	\$75.00

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## **CENTENNIAL PLACE**

**\*includes GST where applicable  
(Age 14 & Under GST Exempt)**

### **2023 Rates:**

#### Field House:

##### Single Admissions:

Youth	6 -17 Years*	\$3.00
Adult	18 - 64 Years	\$6.00
Senior	65+ Years	\$5.00
Family	Must include 1 Adult	\$15.00

#### Punch Card (12 admissions for the price of 10):

Youth*	6 -17 Years	\$30.00
Adult	18 - 64 Years	\$60.00
Senior	65+ Years	\$50.00

#### Fitness Centre (Includes access to the field house):

Drop In Fee	\$12.00 / Day
Punch Card (12 admissions for the price of 10):	\$120.00

#### Walking Track:

**Free Access** to Public during regular facility operating hours

## Facility Rental Rates: **Add GST for all rentals**

### **2023 Rates:**

#### Field House

Youth/Family	\$50.00 / Hour
Adult	\$75.00 / Hour

#### Music/Youth Room

Youth/Family	\$45.00 / Hour \$180.00 / Day
Adult	\$50.00 / Hour \$200.00 / Day

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## **CENTENNIAL PLACE**

### **Add GST to the rental**

### **2023 Rates:**

Bounce House (Includes Supervisor)  
2 Hour Minimum  
Each Hour Thereafter

\$150.00  
\$60.00

## **ACCESS PASSES**

### **Add GST to all Access Levels (except youth)**

Bronze Access (access during regular hours to Field House and Walking Track)

Youth  
Adult  
Senior  
Family

\$220.00 / Year  
\$330.00 / Year  
\$275.00 / Year  
\$440.00 / Year

Silver Access (access from hours of 7 a.m. to 11 p.m. to Field House and Walking Track)

Adult  
Senior  
Family

\$350.00 / Year  
\$295.00 / Year  
\$460.00 / Year

Gold Access (24/7 access to Field House, Walking Track, Fitness Centre)

Adult/Senior  
Adult  
Senior  
Couple

\$66.00 / Month  
\$550.00 / Year  
\$440.00 / Year  
\$880.00 / Year

Platinum Access Fee

(includes all features of Gold Access PLUS Public, Lane & Aqua Fitness Swim)

Adult/Senior  
Adult  
Senior  
Couple

\$82.50 / Month  
\$605.00 / Year  
\$495.00 / Year  
\$990.00/Year

Fitness Trainer Pass Fee

Allows Trainer flexibility to take clients into the fitness centre during hours  
Allowed under a Gold or Platinum Access Card

Trainer must have Gold or Platinum Access

Trainer must have a current accreditation as a Fitness Trainer

\$200.00 / Year

Swipe Card Replacement (lost/stolen)

\$25.00

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### **CENTENNIAL PLACE - REFUND POLICY**

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the rental.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 and over	\$50.00

Access Pass fees will be refunded on a pro-rated basis, less a \$50.00 administration fee.

*Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.*

### **OUT OF SCHOOL CARE**

**No GST**

2023 Rates:

Program Fees:	Individual	\$35.00 / Day \$125.00 / Week \$450.00 / Month
	Family (per Child)	\$30.00 / Day \$120.00 / Week \$400.00 / Month

\*Monthly rate is choice of any four (4) weeks – may not be consecutive.

\*Additional fees will be required if participating in special events.

Boredom Busters/Youth Program (partial day)	\$5.00
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### **OUT OF SCHOOL PROGRAM - REFUND POLICY**

A full refund, less an administration fee, will be issued if the participant withdraws prior to the start date.

Administration Fee:	Day Rate	\$5.00
	Week	\$10.00
	Monthly	\$20.00

*Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.*

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**MISCELLANEOUS RENTALS**

**Add GST**

**2020 Rates:**

Recreation Staff Man-Hours

As Per Policy 06-01

Chairs

Per Day

\$1.50 / Chair

Picnic Tables Per Table

Rate Per Day

Pick Up Fee

\$6.00

Delivery Fee

\$15.00

**AIRPORT**

**Add GST**

Meeting/Workshop area

\$45.00 / Hour

\$175.00 / Day

**SPECIAL NEEDS VAN** – Refer to Policy 2013-02 for Standards and Procedures

Non Medical travel

**Add GST**

\$15.00 / Day  
Plus \$0.15 / kilometer & fuel

Medical Appointments

Day Rate – Waived  
Per kilometer Fee – Waived  
Fuel costs – Charged

Cancellation Fee

\$25.00



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### **SPECIAL EVENT PERMIT POLICY**

The application for a Special Event is included with By-Law 944-2008.

#### General Statement:

Town of Hanna may request that a Special Event Permit be obtained for events or functions whose requirements may exceed, or are in addition to the regular services and facilities provided by the Town of Hanna.

Purpose of the Special Events Permit is to clearly identify needs and requirements prior to the event or function in order to eliminate or reduce confusion or emergency management at the time of the event.

#### Parking Requirements:

Larger events or functions may be required to submit a site diagram outlining their proposed parking areas. Event organizers for public or open functions must keep in mind that the facility must have a reasonable parking area for those who are attending.

Overnight parking may be approved with the following guidelines in place:

- All fire lanes and exits are maintained
- Any and all recreational vehicles must be self-contained. Any recreational vehicles parking overnight in conjunction with the function will not be provide any services. (i.e. electrical service)
- Normal rates and fees apply to all facility use

#### Fees:

Town of Hanna administration shall implement a charge or fee in order to recover costs considered excessive from a regular event or function. (i.e. Manpower, equipment, power use)