



City of Prince Albert

RPT 2025-08

TITLE: 2025 Rates and Fees – City Facilities and Programs

DATE: December 1, 2025

TO: Budget Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Rates and Fees Manual, as attached to RPT 2025-08, forms the basis for the 2025 budget, and be reviewed during the 2025 Budget deliberations; and,
2. That the Parks, Recreation & Culture Department develop an accountability reporting framework for User Groups that receive annual subsidized access to City Facilities and report back to City Council in advance of implementing the Reporting Framework.

EXECUTIVE SUMMARY:

Rates and fees for City facilities and programs are reviewed annually as part of the development of the Parks, Recreation & Culture operating budget. Each year the Department analyzes the existing fee structure and takes into account feedback received from the Management team, staff, user groups and key stakeholders. The report outlining the proposed 2025 Rates and Fees will achieve efficiencies with the booking services, recover labour costs where necessary and achieve an overall cost recovery target of 53%.

BACKGROUND:

The Community Services Master Plan outlines the following Vision:

“We envision a city in which all community members have the opportunity to participate in affordable and accessible community services (including recreation, sports, arts, cultural, and physical activity) to enhance their personal well-being, the strength and well-being of the community, and the sustainability of the environment (natural and built).”

On an annual basis it is important to balance our cost recovery with the benefits of City facilities remaining accessible. By taking this approach, the City’s cost recovery has increased from approximately 30% in the late 1990’s to approximately 40% in the early 2000’s. The cost recovery increased to approximately 50% over the past 5 years with the exception of the disruption caused during the Covid pandemic.

The City of Prince Albert continues to prioritize subsidy levels for recreational and leisure services for youth. When looking at this investment from a City tax perspective, citizens who benefit from a good or service should pay in proportion to the benefit they receive. It is felt that investing in our community's youth benefits the community as a whole; therefore, the community as whole should contribute to this benefit.

PROPOSED APPROACH AND RATIONALE:

The Rates & Fees Structure prioritizes the following factors:

- General Admissions & Memberships – Youth & Seniors pay 60% of the Adult Rate.
- Facility Rentals – Youth pay 70% of the Adult Rate at all facilities.
- The City has the same age classifications for all facilities. (Pre-School 1-5, Youth 6-17, Adult 18-59, Senior 60+)
- All children under the age of 6 will continue to have free access to facilities.

For 2025 the following items serve as the main drivers for the expense budget:

- Salaries, Wages & Benefits – 53%
- Equipment & Building Maintenance/Supplies – 19%
- Utilities – 14%
- Contracted & General Services – 9%
- Fleet – 2%
- Other – 3% (Grants/Donations, Insurance, Financial Charges)

These costs represent commitments within the Collective Bargaining Agreements, increases set by external parties such as utilities & insurance or account for the significant escalation being experienced by all industries for costs related to materials, supplies, equipment & parts.

For 2025 the following factors assist with achieving the revenue targets:

- User Charges & Fees – 50%
- Concessions – 20%
- Sponsorships – 15%
- Operating Grants & Donations – 10%
- Surcharges on admissions & rentals that assist with Reserve Fund Development – 5%

As a result, User Charges & Fees are not the only revenue driver at each facility which assists with providing a subsidized Rates & Fees Structure to the users.

Below is the projected Revenue, Expense & Cost Recovery summary for each location in 2025:

Functional Area 2025	Revenue	Expense	Cost Recovery
Alfred Jenkins Field House	\$566,367.00	\$940,393.00	60%
EA Rawlinson	\$768,650.00	\$1,276,734.00	60%
Frank J Dunn Pool	\$81,500.00	\$316,355.00	26%
Kinsmen Water Park	\$278,500.00	\$636,895.00	44%
Prime Ministers' Park	\$170,000.00	\$338,396.00	50%
Crescent Acres Park	\$16,000.00	\$61,131.00	26%
Class 'A' Playfields	\$47,845.00	\$113,329.00	42%
Art Hauser Centre	\$971,544.00	\$1,914,623.00	51%
Kinsmen Arena	\$373,870.00	\$565,520.00	66%
Dave G Steuart Arena	\$103,500.00	\$202,445.00	51%
Arts Centre	\$78,000.00	\$286,055.00	27%
Lakeland Country Co-op Leisure Centre	\$1,409,513.00	\$2,557,469.00	55%
OVERALL	\$4,865,289.00	\$9,209,345.00	53%

2025 Rates and Fees Changes and Increases

A 5% increase has been added to all Rates and Fees across all functional areas.

Non-Resident Fee and User Group Accountability

In 2024 the following motion was passed:

“That User Groups utilizing Community Service Facilities be required at the time of program registrations to collect a non-resident user fee for each non-resident participant for submission to the City as follows:

- a. \$150 for programs held at indoor facilities; and,*
- b. \$75 for programs held at outdoor facilities.”*

To date, four of six User Groups have complied with five more User Groups to pay before December 31st.

The Department is looking to implement an accountability reporting framework with User Groups. This is to coincide with them receiving a subsidy for use of facilities. The reporting structure would have User Groups provide their Annual Budget, Financial Statements, breakdown of registration numbers, non-profit status and strategic plan.

EA Rawlinson Centre

The EA Rawlinson Centre has streamlined their rates and fees. The 3 new rates are as follows:

- Local Community Users (non-profits, schools)
- Commercial Users
- Local Commercial (Arts) Users (new – 25% off commercial rates and fees. Applies to private dance studios, local music producers, etc. Gives the arts related businesses a reduced fee while giving us a better rental revenue than before.)

These provide a commitment and investment to local arts and culture use of the centre.

Festival & Non-Ticketed Conference Rates:

- Further changes include the elimination of the Festival and Non-Ticketed Conference rates and fees. The Prince Albert Winter Festival is down to using one day at the EARC in 2025. This rate was meant for multi-day, long day festivals which currently is not applicable. The local community user rates can be used for these events.
- Comparisons have been completed and this rate is still very competitive for local groups like the Prince Albert Winter Festival, Dance and Theatre. It also allows the facility to charge the technician support differently and cover labour costs.

Margo Fournier Arts Centre

Schools/Group Art Classes:

- Changed fee structure to per student.

In 2024, the fee structure for schools/group art classes was based on a flat rate determined by each group size: 1-10 participants, 11-18 participants, or over 18 participants. This system meant smaller groups (e.g., 8 participants) paid the same rate as larger groups (e.g., 10 participants), making classes disproportionately priced for smaller groups and less costly for larger ones. It will also be consistent with other program fee structures such as birthday packages and our “Create your own Programs.”

Additionally, group size categories have been updated to 8-12 participants, 13-18 participants, and 19-24 participants. This change means, for example, a group with 8 participants will only pay for 8 students.

Added Block Printing:

- Block printing, a form of printmaking similar to screen printing, will be introduced as a new service available for schools and groups. This addition aims to expand the creative options offered and provide more opportunities for participants to explore printmaking techniques.

Removed punch cards for independent potters:

- The pottery punch card system is being discontinued in 2025 to encourage more consistent use of the pottery studio. In 2024, the majority of independent potters opted for punch cards priced at \$30 for 10 hours of studio time, which included a free one-month shelf rental. These cards had no expiry, and data showed that potters spent an average of only 5 hours per month in the studio, with some using as little as 0.5 hours and others up to 27 hours. This system has led to underutilized studio time and stagnant shelf space for weeks or sometimes months.
- To address these issues, the monthly membership rate has been reduced from \$70/month to \$40/month to make it more affordable and encourage more potters to use the space. The membership includes:
 - Access to the pottery studio and equipment during operating hours when no classes are scheduled.
 - A one-month shelf rental for storing clay/projects.
 - Kiln loading and unloading by a pottery technician.

This change aligns with standard practices at similar facilities across provinces, where punch cards are uncommon, and monthly memberships provide better value and flexibility.

Birthday party fees will be charged per participant:

- This would result in a slight rate increase to reflect rising costs. Group size categories have also been updated to match the new structure for school/group art classes (8-12 participants and 13-18 participants), excluding the largest category (19-24 participants), as most birthday parties at the Arts Centre are smaller in size.

These changes are designed to streamline services, ensure fair pricing, and improve accessibility for all users of the Margo Fournier Arts Centre.

Arenas – Art Hauser Centre, Kinsmen and Dave G.Steuart Arena

Non-Prime Time Ice Rental Rate:

- Increase of the non-prime time ice rate to match youth prime-time ice. This is to help offset overtime costs that occur during non-prime time hours which is Monday to Friday from 7am to 3:30pm.

Alfred Jenkins Field House

Recreation Pass:

- With the opening of the Lake Country Co-op Leisure Centre and the closure of Frank J. Dunn, the Recreation Pass will no longer be offered. In the future, we will explore options to provide a similar pass with programming opportunities that will allow access to multiple facilities.

Multipurpose Rooms:

- Adding the number of hours for day rate for use of the multipurpose rooms. The day rate for the multipurpose room will be 8 hours. Any hours beyond 8 will be charged at the hourly rate. This change comes in response to groups booking the day rate but not utilizing all their allotted hours. The goal is to better utilize these valuable spaces for the benefit of all users. Please note, the day rate also includes the setup of tables and chairs.

Outdoor Sportfields

Game Rate:

- The game rate will now cover all outdoor sports fields, with the exception of Max Clunie Field. Previously there was a game rate for soccer, baseball, softball and one for football and rugby. With the addition of artificial turf on Max Clunie Field, this field will now have its own separate rate along with new rates for the track. The rates for Max Clunie Field and Harry Jerome Track are being reviewed along with the Joint Use Agreement with the Saskatchewan Rivers School Division. The rates will be brought back to City Council once they have been finalized.

Day rate for Softball fields:

- The previous rate was under 50% of the per-hour rate. The new day rate is \$240 for adults and \$168 for youth, which includes up to 7 games in a day. If there are more than 7 games, the additional games will be charged at the per-game rate.

Introduction of a Doubleheader Rate for ball diamond bookings:

- Under this rate, the first game will be charged at the regular game rate, and the second game will be charged at the practice rate. The practice rate applies because no preparation is required from city staff between games for the diamond. This adjustment helps streamline the booking process and provides a fair pricing structure for doubleheader events.

Staff Surcharge Rate:

- The staff surcharge will be increased to \$240 per day per staff member for both youth and adult teams. This adjustment is necessary to recover the overtime costs of city staff, as the current rate does not fully account for this expense.

Outdoor Special Events

Mobile Stage:

- When renting the Mobile stage there is no limit to the number of days it's being rented for. The rental when made is for three days. If the Mobile stage is booked longer, the charge is \$120 per day.

Lake Country Co-op Leisure Centre

Please refer to the Report – Lake Country Co-op Leisure Centre Operating Model Framework 2025-23. The Rates for Aquatic Admissions, Memberships and Swimming Lessons are consistent with the Kinsmen Water Park. The Ice rates are consistent with the Art Hauser Centre.

AQUATICS

Introduction of a per lane rental of \$20/Lane/Hour:

- This rate would be utilized by competitive swim teams. This would allow them to book lanes by the number of swimmers they have for each session while allowing the City to potentially use the remaining space for other programming.

Change of admission from Family Rate to Group Rate:

- A Family rate is defined as 6 individuals consisting of a maximum of two adults and 4 youth. This name change makes it more inclusive and easier for staff when trying to determine who falls under this rate. This rate has increased to \$40 which is equal to the admission rate of 2 adults and 2 youth. The incentive under the Group Rate is 2 youth will be free. If the group has more than the six people, the additional persons will have \$1 taken off their admission fee which stays current with how we have used a group rate in the past. This would apply at all City of Prince Albert Aquatic facilities.

CONSULTATIONS:

The Rates and Fees proposal was developed through:

1. Feedback from City Recreation staff.
2. Feedback and research from other cities.
3. Review of any market adjustments & inflationary pressures.
4. Consultation with Saskatchewan Rivers School Division.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon final approval of the Rates and Fees, all stakeholders will be notified of the new rates and fees and the effective date.

BUDGET/FINANCIAL IMPLICATIONS:

The Parks, Recreation & Culture Department has utilized the proposed rates to finalize the 2025 Budget. As part of the proposed Rates & Fees for 2025, cost recovery is projected to be 53% overall.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy, legal, safety or environmental implications.

OPTIONS TO RECOMMENDATION:

There are no options to the Recommendation.

STRATEGIC PLAN:

The rates and fees proposal supports the Strategic Priority of Delivering Professional Governance as rates are strategically structured to ensure taxpayers of Prince Albert are getting full value for the services being provided. The proposal also supports the Strategic Priority of Promoting a Progressive Community where access to the City's facilities is balanced with cost recovery and affordability.

OFFICIAL COMMUNITY PLAN:

The objectives identified in the Rates and Fees proposal are in line with the Community Services Department's OCP strategy of providing sport, recreational and cultural opportunities for all members of our community.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. 2025 Rates and Fee Manual

Written by: Curtis Olsen, Sport & Recreation Manager

Approved by: Director of Parks, Culture & Recreation and City Manager