Appendix A


Public Works Department
Parks and Open Space Division
Winnipeg
Embrace the Spirit • Vivez l'esprit
Fees and Charges Policy
2007 - 2009

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FEES & CHARGES PRINCIPLES

The Fees and Charges Policy is founded upon the following Principles:

1. The Parks and Open Space Division of the Public Works Department recognizes its fiscal responsibility and endeavors to provide its park assets, services or programs in their most cost effective manner possible.

2. The Parks and Open Space Division of the Public Works Department recognizes its responsibility to provide its citizens with park assets, services or programs, which meet their recreational and leisure needs.

3. Parks and Open Space park assets, services or programs are supported through the dedication of tax dollars or paid for either in full or in part, through the application of user fees as appropriate for publicly supported park assets, services or programs.

4. When an individual or group requests exclusive use of park assets, services or programs, or portions thereof the individual or group shall be responsible for all of the direct and associated costs. The granting of exclusive use shall be at the discretion based on impact on regular users, revenue loss, market values for similar services and assets, and current operating costs.

5. The Parks and Open Space Division of the Public Works Department ensures that park assets, services and programs are subject to the consistent application of fees and charges, as per the Fees and Charges **Manual produced by the Taxation and Revenue Department of the Corporate Finance Department.**

   Explanation:

   On January 28th, 2004 By-law No. 11/2004 amended the City of Winnipeg Parks and Recreation By-law No. 3219/82 to eliminate Schedule A (fee schedule) hence a by-law amendment is no longer required for changes to fees and charges but Council approval must still be obtained. The fee schedule detail is now formally part of the Fees and Charges Manual process maintained by the Corporate Finance Department Taxation and Revenue Department. Fees are revised annually to reflect inflationary increases (Consumer Price Index and/or current labour rates). The Fees and Charges Manual (fee schedule) is not part of this policy document.

GUIDELINES

The following guidelines will be applied to the remainder of this document:

1. Consideration will be given to variable fees and charges in relation to the age of the user. However, not all fees and charges will vary dependent upon the user age.

2. In order to promote the frequent use of park assets, programs and services, and to encourage family and group participation, some fees and charges may be grouped to allow for: family admissions, multi use passes, weekly, monthly, seasonal, or annual passes, and group or corporate admissions at a reduced rate (when compared to a single use or admission charge).

3. Some fees and charges may include variable service charges to recover the costs of extraordinary staff, services, or material (including the cost of policy administration).

4. Competition with external agencies providing similar services cannot and should not always be avoided. However, given the tax-based resources available to the Department, the fees and charges levied for competing services should be fair and comparable to those in the marketplace.

5 The cost of collecting revenues should not be disproportionate to the advantage gained through the imposition of fees and charges.

6. An additional levy may be placed on non-residents' fees.

7. The policy will endeavor to allow for participation of all residents regardless of their ability or their social, ethnic or financial status.

8. Variable fees may be applied for an organization's use of park assets, programs and services, dependent upon the profit/non-profit status of that organization or event (as that status is defined by the policy).

9. Nothing within this document shall be viewed as limiting or intending to limit the application of innovative marketing principles or practices designed to increase the use of park assets, programs and services in an effort to maximize revenue generation by the Department.

10. The City of Winnipeg recognizes the valuable contribution of tourism to the City's economy. Nothing within this document shall be interpreted as limiting or intending to limit strategies which would enhance the use of City's park assets, programs and services by tourists visiting this city.

DEFINITIONS

Age Categories (as applied to admission fees within the Fee Schedule)

1. Children… 12 years of age and under
2. Youth…….13 to 17 years of age, inclusive
3. Adult……..18 to 64 years of age, inclusive
4. Senior ……65 years of age and over

Annual or Yearly

From date of purchase to that period one year from that date.

Base Level of Service

The level of service, as determined by the Public Works Department, Parks and Open Space Division, which must be provided both in the operation of a given park asset, service or program. It is understood that the base level of service must be provided within the regular operating hours for that service; those operating hours to be determined by the Public Works Department, Parks and Open Space Division. Nothing within this definition is to imply that the basic level of service for any park asset, service or program must be provided free of charge unless that requirement is specifically stated within the appropriate policy.

City Sponsored

Those park assets, programs and services falling within the mandate of the Public Works Department, Parks and Open Space Division, which are operated under the administrative control of the Department.

City

Refers to the City of Winnipeg

Explanation:
Was not defined in 2004-2006 Fees and Charges Policy.

Direct Costs

Direct costs include, but are not limited to: staff, expendable materials, and facility/park rental or facility/park maintenance. These costs are pro-rated whenever a park asset, service or program is utilized by the user. Direct user costs may be reduced by corporate sponsorship, sale of advertising or organization collaboration. Where direct costs have been reduced in this manner the resulting "net" direct costs will be considered as the actual direct cost.

Department

Refers to the City of Winnipeg Public Works Department.

Explanation:
Was not defined in 2004-2006 Fees and Charges Policy.

Fees and Charges Manual

This document provides a comprehensive listing of the fees and charges levied by the City of Winnipeg through its various departments. The data base is maintained by the Corporate Finance Department Taxation and Revenue Department and is maintained with the cooperation and assistance of all City Departments. The manual is available on the intra net.

Explanation:

On January 28th, 2004 By-law No. 11/2004 amended the City of Winnipeg Parks and Recreation By-law No. 3219/82 to eliminate Schedule A (fee schedule) hence a by-law amendment is no longer required for changes to fees and charges but Council approval must still be obtained. The fee schedule detail is now formally part of the Fees and Charges Manual process maintained by the Corporate Finance Department Taxation and Revenue Department. Fees are revised annually to reflect inflationary increases (Consumer Price Index and/or current labour rates). The Fees and Charges Manual (fee schedule) is not part of this policy document.

Household/Family

A maximum of two adults in a household and any number of their dependents (age 17 and under) residing in the same household. Nothing within this definition is intended to include institutional assets (e.g. residential schools, group homes) within the definition of family.

Monthly

That period between a given day of a month and the corresponding day of the month immediately following (e.g. January 16th to February 16th).

Multi-Visit Pass

Admission tickets, which are specific to a park asset or program; and purchased in multiple denominations for the purpose of current or future admissions.

Non-Prime Time

That period of operation for a given park asset, service or program which has be judged by the Public Works Department, Parks and Open Space Division, to be in comparatively low demand and/or to be less desirable time period while still within normal hours of operation.

Non-Profit Events or Services

An event or service offered by an organization that operates solely for the benefit of their membership, community, or for a charitable cause. The Department reserves the right to verify non-profit status of events or services to be provided.

For the purpose of this policy, an organization will only be considered as non-profit in providing an event or service, if in their use of a park asset, service or program; they meet all of the following criteria.

a) The mandate of the group is to provide recreational, cultural or educational opportunities.

b) The organization's use of a Department park asset, service or program is for a recreational, cultural, \ or educational purpose.

c) The group membership and its activities are open to the general public or where a group has been established to serve a specific client group or community (e.g. staff associations, sport organizations), that group's membership is open to that entire client group or community.

d) No principal or individual who has controlling authority within the organization can expect to receive regular personal monetary gain, or compensation for their efforts on behalf of the organization as it relates to that organization's use of a Department park asset, service or program.

Non-Resident

An individual who resides outside the city limits and does not contribute directly to the tax base of the City of Winnipeg.

Park Assets

Includes all inventory (amenities, equipment, parks, open spaces, athletic fields) that falls under the jurisdiction of the Parks and Open Space Division.

Explanation:
Was not defined in 2004-2006 Fees and Charges Policy.

Per Participant Fee

Individual participants will be charged a fee once a season, which will be collected by the sport association responsible and payable to the City.

(Example: see Policy Criteria Policy 1.2)

Prime Time

That period of operation for a given park asset, service or program which has been judged by the Public Works Department, Parks and Open Space Division, to be in the highest demand and/or to be the most desirable period of use.

Profit Organization

An organization that has structured its operation in such a way that it may regularly experience a net profit from those operations, and where one or more of the principal(s) of that organization may expect to receive monetary gain from the operation of that organization. This definition will extend to organizations where a principal(s) of that organization receives monetary remuneration in return for their work in the operation of the organization's activities.

Recovery Rate

That percentage of direct costs of a park asset, service or program which is recovered as revenue by the Public Works Department, Parks and Open Space Division.

Revenue

Those monies generated by the Public Works Department, Parks and Open Space Division, either through its direct operation of a park asset, service or program (e.g. User fees); or through the peripheral activities of the Department (e.g., concession, grants, payment for advertising).

Season

Where a park asset, service or program is not available on a year round basis, its "season" will be defined as that period between its official opening or commencement and its closure or completion.

1.0 DETERMINATION OF USER FEES FOR PARK ASSETS, SERVICES OR PROGRAMS

Policy

That user fees and charges will be levied to recover all or a portion of direct operating costs.

That fees and charges for a park asset, service or program are increased automatically, annually, by at least the rate of inflation **and/or current labour rates,** unless a review indicates otherwise.

Explanation:

Clarifies past practice that current labour rates, where applicable, are included in the fee assessed to the User.

Rationale/Procedure

The following factors will be considered when determining fees for rental of park assets, services or programs in our parks:

1. Direct costs of the park asset, service or program which includes, but is not limited to: staff costs, expendable materials, equipment or vehicle rentals, printing and advertising, training, uniforms, maintenance, and other such costs attributed directly to a specific park asset, service or program
2. The nature of the user (age, ability to pay, special needs)
3. Past participation in the program or use of asset or service
4. Maximum capacity without jeopardizing the quality of the park asset, service or program, based on size, availability of equipment and amenities, and the nature of the activity.
5. Minimum number of participants required in order to cover the direct costs for the park asset, service or program

1.1 GENERAL ADMISSION PRICE STRUCTURE

Policy
That senior and youth admissions are based on 75% of the adult rate. Child admissions are based on 50% of the adult rate; family admission is available at 200% of the adult rate.

Rationale/Procedure
The purpose of the policy is to establish consistent criteria for admission fees. The consistent price point on which admissions are based is the standard adult admission. All other admissions will then have a consistent price relationship between children, youth, non peak hours discounts, and when applicable seniors rates.

1.2 COLLECTION OF PER-PARTICIPANT FEE

Policy
That youth teams (17 yrs. inclusive and under) participating in summer sports (example: soccer, baseball, softball, football, lacrosse and rugby) be charged a per- participant fee for athletic field use. This fee will be collected once a season by the sport association responsible and payable to the City **on the deadline specified**.

Explanation:
Emphasizes that there is a deadline for fee submissions.

Rational/Procedure
The per- participant fee is an alternative to the per- booking fee. The individual participant is charged by the sport association once a year and pays the City for athletic field use.

1.3 DELINQUENT FEE PAYMENT

Policy
That only those associations, groups or individual participants who have met the User fee requirements set out in this policy will be granted access to park assets.

Rational/Procedure
Policy clarifies consequences for delinquent fee payment.

2.0 NON-RESIDENT FEES FOR PROGRAMS AND SERVICES

Policy
That non-residents of the City of Winnipeg be charged an additional 20% of the User fee to book a park asset or to participate in a Department service or program.

Rationale/Procedures
The booking process will include a random checking system through the cross-referencing of postal codes.
During in-person bookings an acceptable form of identification (being one which includes the registrant's postal code) may be required, to confirm city residency.

3.0 SPECIAL RATES – RECIPROCAL AGREEMENTS WITH OUTSIDE ORGANIZATIONS.

Policy
That a reduction in the regular fees be provided as an incentive to maximize the use of park asset, service or program where appropriate in a reciprocal arrangement with a related external organization.

Rationale/Procedures
1. Schools – free use during regularly scheduled park operation, to children and youth who, during 9:00 a.m. to 4:00 p.m., September to June, are engaged in school instructional, inter-scholastic and/or intramural program as part of their curriculum. Usage extending beyond the defined "normal school hours" will be charged the appropriate rate as outlined in the Fee and Charges Manual produced by Corporate Finance. A charge will be levied for any instructional, supervisory or maintenance staff provided by the City and administration charges where applicable. This will be applicable to all School Divisions who have signed the Master Joint Use Agreement.
2. Partnerships and Alliances with External Agencies – Partnerships and alliances negotiated with individuals and/or groups to stimulate and promote maximum use of a park asset, service or program will supersede the normal fee or charge, provided that approval of the Parks and Open Space Manager (or designate) is first obtained and that such arrangements do not contravene existing formalized agreements.

3.1 SPECIAL RATES – PROMOTIONAL – DEPARTMENT SPONSORED

Policy
That special reduced rates for a park asset, service or program are permitted for promotional purposes with prior approval from the Manager of Parks and Open Space (or designate).

Rationale/Procedures
It is normal business marketing strategy to provide services/goods on a promotional basis to increase future use. Flexibility in the fee structure for a park asset, service or program should be allowed in order to promote greater use and awareness. These special promotional rates will be at the discretion of and with prior approval from the Manager of Parks and Open Space (or designate).

3.2 SPECIAL RATES – DEPARTMENT SUPPORT OF NON-DEPARTMENTAL ACTIVITIES OR INITIATIVES

Policy
That with prior approval from the Manager of Parks and Open Space (or designate), special reduced rates for Department-operated park assets, programs and services be permitted for the promotion of leisure initiatives sponsored by other Civic Departments and/or external agencies and organizations.

3.3 SPECIAL RATES – CREDITS FOR REDUCED RATES

Policy
That requests for reduced rental rates be directed to the appropriate Community Committee or Standing Committee for consideration. If such a request is given favorable consideration, the rental difference will be taken from the appropriate grant fund and shall be credited back to the appropriate recovery account.

Rationale/Procedure
The appropriate Community Committee will identify the funds from the Per Capita Account, or appropriate Standing Committees will access the General Revenues Account.

3.4 SPECIAL RATES – REDUCED RATES/FEE WAIVERS AND FREE ADMISSIONS

Policy

That with prior approval from the Manager of Parks and Open Space (or designate), free and/or reduced admission for park assets, programs and services be provided to economically disadvantaged individuals and to agencies that are responsible for providing services for economically disadvantaged citizens**. (Full or partial fee waivers for bleacher and/or bandmobile rentals will not be considered).**

Explanation:

Council decision, March 22, 2006, as part of the 2006 current budget review process.

Rationale/Procedure

1. All requests for reduced rates, fee waivers or free admissions will be submitted in writing to the Manager of Parks and Open Space (or designate**). (Bleacher and/or bandmobile fee waivers will not be considered).**
    - i) Requests from Individuals. The letter shall include the program(s) or service(s) and the type of subsidy requested.
    - ii) Requests from Agencies/Organizations. The letter will include the program(s) or service(s) requested, the type of subsidy requested, the objective(s) of the organization, and the number of individuals actively served.
2. Subsidies available to individuals and agencies/organizations include:
    - i) Free Admissions: Individual passes or letters of authorization allowing individuals or groups to gain access to Department-operated parks assets during designated "public use" hours.
    - ii) Fee Subsidies: Reduced rates for registered parks programs and services offered by the Department.
    - iii) Fee Waivers: Total waiver of fees for registered park assets, programs and services offered by the Department
3. Due to the cost associated with providing these park assets, programs and services the Department will reserve the right to assign which park assets, programs and services the individual or agency may access.
4. The Department will reserve the right to limit the number of free admissions issued and/or the value of fee subsidies and waivers granted at any given time.
5. Other Sources – Fees may be reduced for park assets, programs and services which have funding assistance from grants or other sources.

3.5 REDUCED RATES – VOLUME DISCOUNTS

Policy

That volume discounts to regular admission, booking, and/or registration fees be provided at designated Department park assets, programs and services, for businesses, non-profit organizations, other incorporated groups and Civic Departments that wish to register a minimum number of individuals (as determined by the Department) to a common program/service or range of park assets, programs and services.

Rationale/Procedure

The Department will reserve the right to regulate or limit the number of discounts provided for specific park assets, programs and services.

4.0 FREE SERVICES

Policy
That specific park assets, programs and services be identified as those for which there will be no charge to the user.

Rationale/Procedure
Not all services offered by the Parks and Open Space Division warrant a fee or charge to be levied. Some services may be identified as being totally supported by the tax base. For other services, the cost of collecting and controlling the program may be greater than the revenue generated. The Parks & Open Space Department is committed to providing universally accessible park services to meet the emerging needs of an ever changing and diversified society.

No fees or charges will be levied for the unrestricted and public use of the following park services:

- Barbeque pits in parks
- Unsupervised tennis courts
- Unsupervised volleyball courts
- Bicycle paths
- Casual use of over 900 parks
- Witches Hut at Kildonan Park
- Outdoor skating rinks
- Designated cross-country ski trails in parks
- Unreserved use of picnic shelters and amphitheatres
- Play structures
- Boat launches

5.0 REVISIONS TO FEES AND CHARGES POLICY

Policy
That the Fees and Charges Policy for park assets, programs and services be reviewed at least once every three years.

Rationale/Procedure
Ensures Policy remains current.

Explanation:
"Rational/Procedure" was not included in 2004-2006 Fees and Charges Policy. This clarifies the reason for the policy revision process.

6.0 ADMINISTRATIVE CHARGES

Policy

That where costs are incurred through the administration of park assets programs and services the Department may assess additional fees to offset those costs.

The user will be advised of and responsible for all said charges.

Rationale/Procedure

Administration charges apply to, but are not limited to, the following services/costs:

- N.S.F. cheques
- Refunds
- Use Agreements (where no user fee is charged)
- Replacement of lost or stolen passes
- Cancellation charges
- Equipment loans where no rental or admission fee is charged
- **Non Compliance of Blvd. By-law 5895/92**

  Explanation:
  Amendment to the City of Winnipeg Parks & Recreation By-law January 28, 2004

7.0 ADDITIONAL CHARGES

Policy

That where labour or services exceeding the base level of service specific to the park assets, programs and services are requested and/or required by the user; that user will be held responsible for those costs in their entirety.

Rationale/Procedure

1. All additional material, labour and equipment used will be assessed at a value to be determined by the Parks and Open Space Division, and paid by the user which includes (but not limited to): equipment pick up and delivery, equipment set up and/or operation, security, operating costs, damage and depreciation.
2. All City staff used will be paid according to the current wage scale, plus applicable employee benefits.

8.0 DAMAGE DEPOSITS

Policy

That, where appropriate, the User will be required to pay a damage deposit for bookings and/or permits for park assets, programs and services. **The damage deposit will be charged at the time of booking and refunded after the event. The City reserves the right to assess any remaining charges should the total cost of damage exceed the damage deposit.**

Explanation:

Clarifies that the damage deposit will be collected & cashed at the time of booking and the full amount refunded after the event if no damage has occurred. .Clarifies that User is also responsible for all damage costs should they exceed the cost of the damage deposit.

Rationale/Procedure

The Department will determine through full cost accounting the appropriate charges and deposits required to protect the city from damage to park assets, programs and services by users.

9.0 ~~REFUND~~/CANCELLATION CHARGES

Explanation:

The word refund was removed as this section deals will now only deal with cancellations.

Policy

That when the user cancels a booking without appropriate notice as determined by the Department, a cancellation fee be levied.

Rationale/Procedure

Differential charges will be levied based upon the type of park assets, services or programs.

The respective cancellation charges and notice periods relative to specific park assets, programs and services will be determined by the Department. The user will be advised of the cancellation notice periods and related charges at time of booking.

9.1 REFUNDS

Policy

Department Cancellation Refunds

Full refund will be made to Users who have entered into a User Agreement or Rental Contract for a park program or service that has been cancelled by the Department.

Refunds

Pro-rated refunds calculated on a daily basis will be considered upon receipt of a letter of explanation accompanied with the User Agreement or Rental Contract at the Department administrative office and will be subject to the applicable refund fee outlined in the Fees & Charges Manual.

Special Circumstances

In the event of unforeseen circumstances involving the participant, refunds will be considered and may be granted by Parks and Open Space Manager (or designate). Refunds will be subject to applicable refund fee as outlined in the Fee and Charges Manual.

Rationale/Procedure

Those refunds will be provided on a differential basis within the terms above.

Explanation:

This section will now refer to refunds only and has been restructured. Original intent remains the same. Wording has been changed to reflect the Parks and Open Space Division operation.

10.0 PARK ASSET BOOKINGS – LEASES, USE AGREEMENTS & RENTAL CONTRACTS

Policy

That the Department requires the User to enter into a Use Agreement **or Rental Contract** for all scheduled bookings of park assets programs and services. **Fees assessed are outlined in the Fees and Charges Manual.**

Equipment normally associated with the operation of a park asset, programs and services would be included at no additional charge. Equipment that is not normally associated with the operation of that park assets, programs and services will be available entirely at the discretion of the Parks and Open Space Manager (or designate) and will be subject to applicable additional costs (section 7.0).

Where requested by the City, the renter shall be responsible for obtaining any required permits and maintaining third party liability insurance, naming the City as third party.

Addition of Requirements
The Parks and Open Space Manager (or designate) may include additional requirements if needed. These requirements must form part of the original "Use Agreement" or **Rental Contract** forwarded to the user. Further, the user must initial all additional requirements in order to reflect their concurrence with these changes.

Administrative Charge
On those occasions where the User requests permission to use a park asset, program and service where no rental fee is assessed an administrative charge will be levied as consideration to ensure legality of the Use Agreement and to cover the related administrative charges. The administrative charge as outlined in the Fee and Charges Manual must accompany the signed Use Agreement in order to be valid. The administrative charge is not applicable to Rental Contracts for which a fee is assessed.

Special Agreements
Where the nature of the park asset, program and service use transcends the normal conditions of the standard Use Agreement (e.g. additional insurance requirements) a special Lease, Rental Contract or Addendum will be executed between the User and the Department, and a fee may be levied. The Department may consult with other Departments (e.g. Legal Services, Planning, Property and Development) in the preparation of said Lease or Rental Contract or Addendum.

Rationale/Procedure
This ensures that the City and the User are clear on the parameters involved with booking park assets, programs and services and that the City is as much as possible protected from the liabilities that may be encountered through their use.

Explanation:
Title has been changed and section has been restructured. The term "rental contract" & "User" is consistent with the Centralized Booking office terminology. Original intent remains the same. Wording has been changed to reflect the Parks and Open Space Division operation.

10.1 MISCELLANEOUS SERVICES

Policy
That services which transcend the established Department's base level be provided on a discretionary basis and that all costs associated with these services be fully recovered from the user.

Rational/Procedure
The Department is frequently requested to assist organizations and/or causes which are not within the Department's mandate. Examples include the provision of special events, training, research, organizational or administrative support, and other miscellaneous services.

When, at the discretion of the Department, those services are provided, the organization receiving that service will be responsible for all administrative, personnel, and material costs associated with the service. The Department will determine those charges.

11.0 GIFT CERTIFICATES

Policy
That Gift Certificates be made available for sale for a variety of park assets, programs and services for use by the general public.

12.0 RAINBOW STAGE

Policy
That separate from the negotiated lease arrangements there will be rental rates established for local community groups and commercial (profit) groups making use of the Rainbow Stage facility.

Rationale/Procedure

Recovery Rate – There is no recovery rate for Rainbow Stage. Rental rates are based on a basic minimum fee and a percentage recovery of the gate receipts.

Leases – The rental charge to Rainbow Stage Inc. will be negotiated and governed by a lease agreement between the City and Rainbow Stage Inc.

Special Rates – The basic minimum charge will be waived when a silver collection is employed by the renter. Rental rates will be established for local community groups and commercial (profit) oriented groups.

Additional Charges – The renter will be responsible for all additional staff and/or services required. Wages will be paid according to the current wage scale, plus applicable employee fringe benefits.

13.0 ATHLETIC GROUNDS – ALLOCATIONS

Policy
That athletic grounds be made available by the Department on a fair and consistent basis with priority given to children and youth programs provided by recognized sport/recreation organizations. Over and above the user fees listed in the Fee and Charges Manual, fees and charges will be levied to the user to recover additional, extraordinary costs incurred by the Department (e.g. additional staff or equipment) as a result of athletic field use damages.

Rationale/Procedure
Users will be held responsible for and assessed a charge to recover the cost of any extraordinary damages to an athletic field as a result of their use of that field (e.g. play during inclement weather, inappropriate activities on fields).

13.1 ATHLETIC GROUNDS – SWEAT EQUITY PROGRAM

Policy
That commencing in 1998, a value of up to one hundred percent (100%) of all Adult Athletic Field Booking revenues generated by the City of Winnipeg, through the use of athletic fields, be provided to the General Council of Winnipeg Community Centres (GCWCC) for distribution to Community Centres in recognition of work performed on their designated athletic fields.

Rationale/Procedure
The value of maintenance work performed as specified by the Department will be determined using City maintenance standards and allocation based on the Athletic Field Maintenance "Sweat Equity" funding formula.

The Community Centre Athletic Field Maintenance Program criterion was originally developed cooperatively by GCWCC and the Parks & Recreation Department, and is now managed by the Parks and Open Space Division of the Public Works Department. Each year, Community Centres have the option to participate in the program and to choose between two levels of maintenance – full or assisted.

~~14.0 Miscellaneous Equipment Rentals~~ (section eliminated)

Explanation:
All information contained in this section has been incorporated into the appropriate section within the document.

14.0 RECORD SEARCH – OUTSTANDING CHARGES

Policy:
That a fee be charged to individuals or organizations who request a records search to determine whether outstanding parks services charges exist associated with a specific property within the City of Winnipeg.

Rationale/Procedure
A standard fee based on an average of the actual costs of conducting record searches will recover the costs associated with the search from the individual or organization making the request.

15.0 PARK CROSSING PERMIT CHARGE

Policy:

That a fee be charged for the issuance of a permit that allows a vehicle access across Parks and Open Space Division properties to private property. Permits will only be issued when there is no other access route to the private property. A standard permit signed by the City and the private property owner will outline the details of access, insurance, damage deposit and permit fees and will accompany payment. The permit must be signed and issued and all fees collected prior to access to the property.

Rationale/Procedure:

Issuing a permit to cross Parks and Open Space property ensures safety issues are addressed during the period of access, no incompatible use is scheduled concurrently and that any damage to City property incurred during the period of access is paid for by the permit holder.

The non- refundable permit fee represents the actual costs of issuing the permit.