



## CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission      Date: 2019-03-05

From: Jody Castle, Manager of Recreation, Culture & Airpark Services      File No:

**Subject: Revised RCAS Donation Policy**

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### RECOMMENDATION

**THAT** the revised Recreation, Culture and Airpark Services Donation Policy be approved;

**AND THAT** staff provide quarterly updates regarding the Community Facility Use Grant to the RCAS Commission.

### STRATEGIC AREA(S) OF FOCUS

Foster a Strong & Diverse Economy

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

### BACKGROUND

In 2015, the meeting room policy (see attached) was developed and approved to manage requests for space deemed to be in the best interest of the community (All Candidates meetings, public hearings). Staff receive multiple requests from community groups and members that fall outside of this policy including fundraisers, tournament and school group activities. To provide guidance to staff to review, process and approve requests as well as reduce administrative time, the RCAS Donation policy was approved in May 2017. Using this policy, staff is able to process requests quickly, and track the value of donations within the POS system (ACTIVE).

In 2018, the RCASC approved the creation of a Community Facility Use Grant budget for 2019. This is included in the proposed 2019-2023 financial plan.

## DISCUSSION

The Donation Policy was created to allow volunteer service groups and non-profit organizations to access the facility at a reduced rate. Examples of activities supported through this policy include library fundraisers, Hope Secondary School Leadership events, RiverMonsters Swim Meet and the Musical Ride. Reducing costs allows organizers to provide quality events for the community.

Requests for facility passes are common, and are often used for silent auctions or raffles for non-profit organizations. Historically, requests have also come for user groups for single use facility passes for all users attending an event. When user groups use the facility, their attendees may also use the facility however each person must pay a drop in fee. At times, this increases attendance, and therefore revenue, to the facility during an event (ie hockey tournament, Brigade Days). There are staffing costs associated with this type of event as additional staff may be required to ensure there is enough coverage if event attendees choose to use the facilities. In the past, requests for individual passes have not been granted except in special circumstances. Examples include riders in the Cops for Cancer Ride using the pool and shower facilities without charge. Staff have updated the Donation Policy to state that individual facility pass requests will not be considered except in special circumstances.

Donation requests under \$1000 that fit within the RCAS Donation Policy may be approved by staff if there is sufficient budget remaining in the Community Facility Use Grant. Staff are proposing quarterly updates to the RCAS Commission regarding donations made to the community.

## COST

Value of 2019 Proposed Community Facility Use Grant: \$8,000

### 2019 Community Facility Use Grant Approvals

Organization & Event	Donation	Date of Event	Grant Approved
Hope Search and Rescue Training	Flight Centre	March TBA	\$101.50
Hope Garden Club – Brian Minter	Conference Centre	March 6	CANCELLED
Hope Secondary – Leadership Conference	Conference Centre and Kitchen	May 9	\$373.50
Hope Secondary Career Fair	Full Facility Arena and Mezz	May 2	\$285.50
South Coast Women's Hockey Provincial Championship	Mezzanine and Conference Centre	March 29-31	\$484.00
Area B Volunteer Dinner	Conference Centre and kitchen	April 14	\$179.50
RiverMonsters Swim Meet	Pool and Conference Centre	June 8-10	\$2,756.00
Friends of Hope Library Trivia night	Conference Centre	March 8	\$129.50
Hope & District Skating Club Ice Show	Arena – 50% discount	March 9	\$444.00

<b>Organization &amp; Event</b>	<b>Donation</b>	<b>Date of Event</b>	<b>Grant Approved</b>
Various	Facility Use Multi Pass		\$234.00
Various	Advertising on LED		\$198.00
		Community Facility Grant Subtotal:	\$5,185.50
		<b>Grant Funds Remaining for 2019</b>	<b>\$2,814.50</b>

## **CONCLUSION**

The RCAS Donation Policy is intended to assist the RCAS Commission and Staff in managing requests for donation of recreation passes, advertising space, and facility and equipment rentals. Individual facility passes should not be considered under this policy unless under special circumstance. Staff is proposing that the revised RCAS Donation Policy be approved, and that quarterly updates be provided to the RCAS Commission regarding the Community Facility Use Grant.

## **COMMENTS BY:**

### **Mike Veenbaas, Director of Financial Services**

Reviewed and supported.

### **Paul Gipps, Chief Administrative Officer**

Reviewed and supported