



## **COUNCIL – AGENDA REPORT**

**Meeting Date:** 4 March 2025  
**Subject:** User Fees and Charges Policy Update  
**Directorate:** Corporate Services and CFO

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### **Issue:**

Council is being presented with information requested during the Council Strategy Session from September 17, 2024, as well as an amendment to the User Fees and Charges Policy P-COM-65-C.

### **Policy / Council Direction:**

During the Council Strategy Session held on September 17, 2024, Council requested administration return in 2025 with information regarding User Fees. In addition, the User Fees and Charges Policy P-COM-65-C is due for its scheduled review.

### **Background:**

The User Fees and Charges Policy was initially brought forward to Council February 2022 and is due for its scheduled review. Administration has completed its review and is recommending updates to the policy which are attached to this report.

In addition to the updated policy, administration has compiled the information requested during the Council Strategy Session from September 17, 2024, as follows:

- 1. User Fee Policy** – Council requested a full policy review to proceed in 2025, as scheduled
  - a. Attachment #1
- 2. Cemetery** – Council requested that administration research the City of Calgary provincially legislated reductions and research memorial fees for benches and trees
  - a. Other municipalities have been including fees for Assured Income for the Severely Handicapped (AISH) and income support programs offered by the Province on their websites. Although provided in the past, the City of Airdrie has also included fees for AISH and income support programs historically and has recently included this information on our website.

- b. Administration is planning on updating the existing memorial policies this year.
- 3. Genesis Place** – Council requested that administration research options for a pool only fee and the associated impact to capacity.
- a. See attachment #3
- 4. Business Licensing** – Council requested that administration review a potential policy change from cost recovery to market average rate.
- a. Cost recovery and market average rates are discussed in the User Fees and Charges Policy in attachment #1.
- 5. Bert Church Theatre** – Council requested that administration research options for a local user discount
- a. There are two theatres in the Edmonton area that provide a reduced rate for local users. The average between the two theatres was a 22% reduction in facility user rates for local clients.
- b. Administration is able to confirm business/individual addresses through a completed contract. Local is defined as Airdrie and including Rocky View County addresses as per the Rocky View County Reciprocal Use Agreement.

Bert Church Theatre Local Discount Option				
Rental Type	Rate Type	2025	2025 (Option)	8 hour
Performance	Regular Rate (non-local)	\$ 258.00		\$ 2,064.00
	Local Rate (-22%)		\$ 201.11	1,608.91
Rehearsal	Regular Rate (non-local)	144.53		1,156.24
	Local Rate (-22%)		112.66	901.30
Lobby/Black Box Theatre	Regular Rate (non-local)	142.00		1,136.00
	Local Rate (-22%)		110.69	885.52

- 6. Town and Country Centre (T&C)** – Council requested that administration research options for a full facility rental rate.
- a. The project to implement online availability and bookings for the T&C required setting up a 'Full Facility' option to overcome software limitations. The option for a large hall rental has been removed and replaced with full facility rental. See the corresponding rates below:

Town and Country Centre (Full Facility Rental)	
Weekday half day (5 hours)	\$ 815
Weekday full day (10 hours)	1,630
Saturday-Sunday half day (5 hours) with 90 days notice	941
Saturday-Sunday full day (10 hours)	1,883

**7. Not-for-profit Policy** – Council requested that administration research how the City will support these organizations and consider a Not-for-Profit Policy.

a. See attachment #3

**8. Overall** – Council requested that administration perform an analysis on rate increases and the effect to usage.

a. Administration performs ongoing monitoring through the process of recommending user fees to Council annually. Historical usage and volume to rate ratios are analyzed and considered when determining the recommended rate.

### **Council Committee Routed Through:**

Policy amendments are within Council's responsibility and have thus not been routed through a committee.

### **Administration Recommendation:**

Administration recommends that Council:

1. accepts the responses provided regarding requests from the September 17, 2024 Council Strategy Session, for information; and
2. endorses the amendments to the User Fees and Charges Policy P-COM-65-C, as presented.

### **Alternatives/Implications:**

1. Council could choose to direct staff to make changes to the policy or ask for additional information. This would delay the calculation of 2026 User Fees and Charges.

### **Budget Implications:**

There are no budget implications regarding User Fees and Charges at this time. User Fees and Charges form a portion of City revenue through the annual budget, and any budget implications will be reviewed and approved by Council through the annual budget cycle.

### **Communications and Engagement:**

If endorsed, the amended User Fees and Charges Policy will be posted on the City website.

### **Recommendation:**

That Council:

1. accepts the responses provided regarding requests from the September 17, 2024 Council Strategy Session, for information; and
2. endorses the amendments to the User Fees and Charges Policy P-COM-65-C, as presented.

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Staff Presenter:	Stephanie Mitchell
External Presenter:	N/A
Department:	Corporate Services and CFO
Reviewed by:	Shannon Schindeler
Attachments:	#1: User Fees and Charges Policy #2: User Fees and Charges Policy – red line #3: Council Strategy Session Q3 and Q7