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## **Practices & Procedures**

**Subject:** Access to Facility and Programs

**Document owner:** Vice President

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## **Summary**

This Policy covers access to the Trout Lake Community Centre and access to Trout Lake Community Centre programs and events as agreed upon in the 2018 Joint Operating Agreement between the Park Board and Trout Lake Community Centre Association.



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## **Preamble**

Section 7.1 of the 2018 Joint Operating Agreement between the Park Board and Trout Lake Community Centre Association addresses access to Trout Lake Community Centre and programs as follows:

“Access to Programming and the Jointly Operated Facilities — The Association acknowledges that the scope of Public Policy includes policy regarding access to the Jointly Operated Facilities and Programming or services offered from the Jointly Operated Facilities. Access policy may address issues such as reducing barriers to participation, universal access, leveraging the capacity of the Community Centre Network, and such other matters that the Park Board deems to be of public importance from time to time. The current policy with respect to access is attached to this Agreement as Appendix B, and the Association agrees that this policy is acceptable to and binding upon the Association.”

## **1.0 Policy Statements**

### **1.1 Access Policy**

Policy for public access to the Jointly Operated Facilities is set by the Park Board. The current policy, which may be amended or updated from time to time through the Term of this Agreement at the discretion of the Park Board, is set out below.

### **1.2 OneCard**

OneCards issued from the Jointly Operated Facilities will be co-branded with the Park Board logo and Association logo and all access and use products (i.e. Flexipass, LAP, etc.) will be loaded on to a user's OneCard.

### **1.3 Flexipass**

The Association will accept Flexipasses loaded onto the OneCard at the Association-run fitness centre. The Park Board will provide a share of Flexipass revenue to the CCA as per the reimbursement rates provided in Appendix 1 attached. The reimbursement rates will be reviewed in the first year of the joint operating agreement.

The Association may continue to sell their own products (eg., fitness centre cards), but will not require their products to be used.

### **1.4 Leisure Access Program**

The Association will accept the Leisure Access Program (“LAP”) passes (for fitness and all Programming) loaded onto OneCards of residents approved by the Park Board.

The Park Board will accept LAP for swimming, skating and fitness programs and other Park Board services, as determined by the Park Board.

The current LAP subsidy consists of:

- 50% off the daily Park Board drop-in fee for all fitness centres and 50% off the
- adult Flexipass rate for all fitness centres; and
- 50% off the Programming rate for one program per person, per season, per centre so long as a program's minimum registration is met;

The LAP does not apply to private lessons, special events, or Licensed Childcare.

The LAP does not preclude other subsidy programs.

The Park Board agrees to financially compensate the Association for any registration in excess of the current LAP subsidy listed above.

The Park Board collects the revenue when a pass is purchased. Each time the card is used at a CCA-run fitness centre, the below amounts will be reimbursed to the applicable CCA, notwithstanding any discounts that the Park Board may have applied to the purchase of the Flexipass.

- (1) divide the price of the pass by the number of days (30 days/month, 90 days/3 months, 365 days per year), then
- (2) multiply the result by the assumed frequency of use (daily, every other day, every three days).

The “reimbursement amount per use (average)” is an average of the three cost per use calculations above.

The reimbursement amounts will increase as the price of the pass increases using the associated calculations as outlined above.

If there is a new pass offered (i.e., 2 month, 2 years, etc.) the above formula will apply.

CCAs operating a CCA run fitness centre retain the right to continue to sell passes to access their site specific fitness centre. Prices of these passes will continue to be set by the CCA. Park Board agrees to the following:

- Reimbursement rates for LAC usage are at a 50% discount from the above rates.
- Reimbursement rates and the above transactional fees will apply exclusively to CCArun fitness centres.
- Association-run fitness centre usage passes will not be called Flexipasses.
- Reimbursement and usage reporting is conducted on a quarterly basis by the Park Board.

## 2.0 Related Policies and Procedures

- Joint Operating Agreement between Park Board and Trout Lake Community Centre Association

### 3.0 Revision Schedule

Association policies and procedures shall be reviewed at minimum every four years or as required by an Association resolution and changes to Park Board Policy on the LAP. Document owners will be responsible for managing the document revision cycle. All document revisions will be contained within the following table and will be ordered in sequence as changes are made.

**Table 1: Association policy amendment history**

Version	Date	Comments
1.0	October 3, 2018	New policy
2.0	January 30, 2019	Approved by Board