

COUNCIL POLICY:

Fees & Charges

POLICY NUMBER: F-20-18

RESOLUTION NUMBER: 2025-241 ADOPTED: October 14, 2025

REFERENCE: SUPERSEDES: F-20-17

PREPARED BY: Assistant Administrator **DATE:** October 10, 2025

UP FOR REVIEW: October 14, 2030

Policy Statement:

The Town of Cardston is committed to ensuring fair, consistent, and transparent application of fees and charges for the use of municipal facilities, programs, and services. Fees and deposits are intended to recover costs, promote responsible use, and balance affordability for residents with the Town's financial sustainability.

The purpose of this policy is to:

- Establish clear guidelines for setting and administering fees and deposits for Town facilities, programs, and services.
- Provide consistency and transparency in how rates are determined, collected, and refunded.
- Ensure that facility users contribute equitably toward operating, maintenance, and replacement costs.
- Promote responsible facility use through deposits and cancellation provisions.
- Support community access to recreation and cultural opportunities while protecting Town assets.

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1. Definitions

- (1) Reservation Deposit: advance payment required to reserve the facility and cover costs associated with preparing it for private use.
- (2) Damage Deposit: advance payment required to pay for cleaning and repairs beyond those assumed in the regular facility rental fee.

2. Fees & Charges

(1) Rates and fees for use of Town facilities shall be charged in accordance with Schedule "A".

3. Deposits

- (1) Deposits shall be charged in accordance with Schedule "A".
- (2) Reservation Deposits
 - (a) Shall be applied toward the fee to offset the cost of the rental, and
 - **(b)** Will only be refunded if the Town determines it cannot fulfill the reservation.
- (3) Damage Deposits
 - (a) Will only be refunded upon satisfactory facility inspection as determined by the Town

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1. Swimming Pool

(1) Definitions

(a) Family: 2 parents and up to 4 immediate children ages 4-17

(b) Youth: children ages 4-17

(c) Rush Pass: one public swim session

(2) Deposits

(a) Reservation Deposits shall be charged as follows:

Main & Wading Pools + Waterslides \$50

(3) Rates for public use of the Swimming Pool shall be charged as follows:

PASSES	FEE
Family Pass – Season	• \$230
	\$30/additional child
Single Pass - Season	• \$115
	\$30/additional child
10 Passes	• \$55/adult
	• \$45/youth
Rush Pass	• \$20/family
	• \$7/adult
	• \$5/youth
Children ages 0-3	Free
Shower	• \$3
LESSONS (PER SESSION)	FEE
Youth	• \$37/no Level
	• \$47/Level 1-6
	• \$57/Level 7-10
Bronze Medallion/Cross/First Aid	• \$210
Private Lessons	• \$35/child
AquaFit	\$45/month, or Rush Pass for drop-ins
RENTALS	FEE
Main & Wading Pools +	• \$165/hr.
Waterslides	\$330/hr. (statutory holidays)
Spray Park (outside regular hours)	• \$40/hr.
	\$80/hr. (statutory holidays)
Swim Club	• \$45/child
Windy City Weightlifters	• \$255/month





SCHEDULE "A"

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2. Arena

- (1) Deposits
 - (a) Reservation Deposits shall be charged as follows:
 - (i) Youth Groups \$20(ii) Adult Groups \$20
- (2) Public Skate
 - (a) The general public of all ages may participate in Public Skate at no charge.
 - **(b)** The local Rotary, Lions, and Legion donate \$1,200/each toward the cost of Public Skate.
- (3) Rates
 - (a) Rentals occuring before 9:00am will be charged at half the standard fee.
 - (b) Rentals on Statutory Holidays shall be charged at twice the standard fee.
 - (c) Subject to section 2(3)(a) and 2(3)(b), rates for public use of the Arena shall be charged as follows:

RENTALS	FEE
Youth Groups	• \$80/hr.
Adult Groups	• \$100/hr.
Figure Skating/Minor Hockey	• \$80/hr.
Rec Hockey	• \$200/hr.

3. Civic Centre

- (1) Deposits
 - (a) Reservation Deposits shall be charged as follows:
 - (i) All rentals

\$50 or cost of rental, whichever is lower

\$200

- **(b)** Damage Deposits shall be charged as follows:
 - (i) Banquets, Weddings, and Funerals
- (2) Rates for public use of the Civic Centre shall be charged as follows:

GYM & STAGE	FEE
General Public	\$25/hr.\$75/4 hours
	• \$150/day
Non Profit Group	• \$20/hr.



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	• \$60/4 hours
	• \$120/day
Recitals	• \$35/hr.
	• \$105/4 hours
	• \$210/day
Sound & Lighting System	• \$40/hr.
(assistance with)	¥ 10,7 ····
COUNCIL CHAMBERS	FEE
General Public	• \$23/hr.
	• \$70/4 hours
	• \$140/day
Non Profit Group	Free/one meeting per month ¹
	• \$20/hr.
	• \$60/4 hours
	• \$120/day
Recitals	• \$25/hr.
110013410	• \$75/4 hours
	• \$150/day
RENTALS	FEE
Kitchen	• \$50/day
Table	• \$15/day
Chair	• \$0.4/day
Banquet/Wedding/Funeral +	• \$300/day
Kitchen	\$ \$500/day

4. Outdoor Sport Facilities

(1) Deposits

(a) Damage Deposits shall be charged as follows:

(i) Tournaments \$200 (ii) Clubhouse \$100

(2) Rates

- (a) Rentals on Statutory Holiday shall incur an additional charge of ½ the standard rate per hour.
- **(b)** Subject to section 4(2)(a), rates for public use of Outdoor Sport Facilities shall be charged as follows:

¹ See Policy GN-006: Civic Centre Policy





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BALL DIAMONDS	FEE
Minor Teams – Season	• \$20/player
Adult Teams - Season	• \$200/team
One-Time	\$60/field per day
Tournaments	\$60/field per day
Redford Lights	\$60/night Mon-Thurs
	\$100/night Fri-Sun
SOCCER FIELD	FEE
Minor Teams – Season	• \$20/player
Adult Teams – Season	• \$200/team
One-Time	\$50/field per day
	• \$100/3 fields per day
Tournaments	\$60/field per day
Clubhouse	• \$100/4 hours
	• \$200/day
WALKER FIELD	FEE
Football Field + Track	• \$60/day
Lights	• \$60/day
Lions Park Kitchen	• \$35/day
SPORT COURTS	FEE
Tennis	• \$50/day
Pickleball	• \$10/hr. per court
	• \$150/day whole facility (including tennis court)
Basketball	\$150/day whole facility

5. Campground

(1) Definitions

(a) Fully Serviced: RV site that includes power, water, and sewer service

(b) Partially Serviced: RV site that includes power and water service

(c) Unserviced: RV or tenting site with no on site services

(2) Deposits

(a) Reservation Deposits shall be charged as follows:

(i) Reunion Centre \$50(ii) All other rentals \$10

(3) Cancellation Fees





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- (a) Deposits shall be applied to offset cancellation fees.
- **(b)** Cancellation fees shall be charged on all:
 - (i) Cancellations made less than 72 hours before the commencement of the reservation period
 - (ii) No-shows
- (c) Cancellation fees shall be applied as follows:
 - (i) Reunion Centre: 4 hour fee or booked hours; whichever is lower
 - (ii) All other rentals: One night fee
- (4) Rates for public use of Campground shall be charged as follows:

MAIN CAMPGROUND	FEE
Fully Serviced	• \$50/night
Fully Serviced – Monthly	• \$800
Partially Serviced	• \$48/night
Unserviced	• \$44/night
Group Tenting Site	\$44/first tent per night (6 people maximum)
	• \$23/additional tent per night (6 people maximum)
	\$5/additional person per night
Cabin	• \$100/night
REUNION CENTRE	FEE
Reunion Centre	• \$50/hr.
	• \$160/4 hours
	• \$260/day
Adjacent Campsites	\$30/fully serviced
(with Reunion Centre booking)	
OTHER	FEE
Water – Large tank	• \$10
Water - Small tank	• \$5
Shower	• \$5

