

BYLAW NO. 540	
Bylaw name:	Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 7
Participants:	Electoral Area 'A' (Baynes Sound – Denman / Hornby Islands), Electoral Area 'B' (Lazo North), Electoral Area 'C' (Puntledge – Black Creek), City of Courtenay, Town of Comox, Village of Cumberland
Purpose:	A bylaw to amend the Comox Valley Recreation Complexes fees and charges to revise user fees for 2018 and 2019
Amends bylaw:	12
Repeals bylaw:	N/A
Staff contact:	Ian Smith, General Manager of Community Services

STATUS	
Committee approval:	May 15, 2018 Comox Valley Sports Centre Commission meeting: THAT Bylaw No. 12 being “Bylaw to Impose Fees and Other Charges for Use of the Comox Valley Recreation Complexes No. 12, 2008” be amended as attached to the staff report dated May 9, 2018, to be implemented September 1, 2018.
1st & 2nd readings:	June 5, 2018
3rd reading:	June 5, 2018
Final adoption:	

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 540

A bylaw to amend the Comox Valley recreation complexes fees and charges to revise user fees for 2018 and 2019

WHEREAS the Comox Valley Regional District adopted Bylaw No. 12 being the “Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008” on May 27, 2008;

AND WHEREAS the board desires to update the bylaw to amend the Comox Valley recreation complexes fees and charges to revise the user fees for 2018 and 2019;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Amendment

1. Bylaw No. 12 being “Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008” is hereby amended by replacing schedule A with the attached schedule A.

Effective date

2. This Bylaw No. 540 being Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 7” takes effect on September 1, 2018.

Citation

This Bylaw No. 540 may be cited as “Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 7”.

Read a first and second time this 5th day of June 2018.

Read a third time this 5th day of June 2018.

Adopted this day of 2018.

Chair

Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 540 being “Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 7” as adopted by the board of the Comox Valley Regional District on the day of 2018.

Corporate Legislative Officer

Schedule ‘A’ – Bylaw No. 12

**Comox Valley Regional District - Comox Valley Recreation Complexes
Schedule of Fees and Charges**

SECTION 1 GENERAL

1.1 Implementation of Fees:

Fees will be implemented September 1st of each year.

1.2 Age Classifications:

Tot	0 – 2 years of age
Pre-school	3 – 5 years of age
Child	6 – 12 years of age
Teen	13 – 18 years of age
Student	Must provide valid student ID

Adult	19 – 59 years of age
Senior	60 -90 years of age
Golden Age	90 years of age or older
Family	Max. 6 persons, minimum 1 adult & 1 child/teen

1.3 Definitions:

A) Not for Profit: (Meeting Space Only)

Community associations, leagues presently utilizing the Comox Valley sports centre and Comox Valley aquatic centre and any group registered as a charity with Canada Revenue Agency.

B) Commercial Group: Non-ticketed

Any individual, company or organization engaged in the pursuit of business for profit through the use of the Comox Valley sports centre or the Comox Valley aquatic centre.

C) Commercial Group: Ticketed

Any individual, company or organization engaged in the pursuit of business for profit through the use of the Comox Valley sports and aquatic centre and are charging an admission rate to the event.

D) Recreation Use:

A variety of participatory leisure pursuits such as sports, games, performing arts and visual arts.

E) Organized Youth Sports Groups:

Youth (Minor) sports groups providing skill development and competition in any sport disciplines operated at the Comox Valley sports and aquatic centres.

F) Regular User Groups, yearly meeting rooms:

Organized groups renting ice surfaces or pools. Rentals of over 10 hours per month.

G) CVRD Officers:

Officers of the Comox Valley Regional District as identified in the officers bylaw.

H) Persons with Disability (PWD):

Any patron that can provide one of the following verification documents will receive the designated discounted rate – bottom portion of provincial check stub, BC ministry form, disability tax credit notice, CPP disability income T4(A), BC Ferries PWD pass or BC Transit PWD pass.

I) Long Term Care (LTC):

Any patron that can provide a position statement from a medical professional stating that they are unable to live on their own and will need indefinite long-term care will receive free access to the facility for the purpose of drop-in swimming, skating and wellness visits for themselves and their care aid.

J) School Holiday:

A day between September 1 and June 30, other than a day on a weekend, that schools are not in regular session within the School District No. 71.

K) Professional Admission:

All facility users accessing the Comox Valley sports and aquatic centres during public hours of operation for the purpose of providing service for financial gain. This would include Personal Trainers, Therapists, Instructors, Coaches etc. that receive payment for services.

L) SuperSaver Admission:

Discounted rates offered to all users of public drop-in swims or skates for designated special events as approved by the Senior Manager of Recreation Facilities.

M) Shared Space:

At the time of the rental there will be other programs, rentals and/or members of the public using the same space. As the space is shared with others the rental space is available at a discounted rate.

N) Withdrawal & Transfer Fee:

Patrons in registered programs at the Comox Valley sports and aquatic centres can withdraw or change their program registration without penalty up to 7 days prior to the program start date. If they withdraw or change their program registration 7 days or less prior to the start date, they will be charged a withdrawal and/or transfer fee. If they withdraw or change their program registration after the program has started, they will be charged a withdrawal and/or transfer fee, and they will be refunded a prorated balance of the program fee, based on the number of classes remaining.

1.4 Additional Charges:

A) The Comox Valley sports and aquatic centres reserves the right to charge set-up and tear down rates for rented space based on a cost recovery basis.

B) Third party costs incurred by the Comox Valley sports and aquatic centres on behalf of renters of the facility will be charged back to the user on a cost recovery basis.

1.5 Promotional Events

Any CVRD officer or the Senior Manager of Recreation Facilities has the discretion to waive or reduce the fees and charges as set out in this schedule A for promotional purposes and special events.

1.6 New Programs and Services

Any CVRD officer or the Senior Manager of Recreation Facilities has the authority to establish fees for new programs and services.

1.7 PLAY Program

The PLAY Program provides access to recreation services and programs for the citizens of the regional district who are economically disadvantaged. Coupon booklets are issued to approved individuals and families on an annual basis providing admissions and programs at reduced rates.

1.8 Tax Implications

Taxes will be added to fees where noted throughout as required by legislation from time to time.

1.9 Prime Time/Non Prime Time Categories - Arenas Only

- A. Prime Time (September 1 to May 31)
Weekdays - 3:00 p.m. – 11:00 p.m.
Weekends - all open hours

- B. Non Prime Time (September 1 to May 31)
Weekdays – 11:00 p.m. - 3:00 p.m.
(June 1 to August 31)
Non Prime does not apply

- C. Prime Time (June 1 to August 31)
Weekdays – all open hours
Weekends - all open hours

- D. All school holiday daytime hours are considered prime time hours starting at 6:00 a.m. weekdays.

- E. Seasons
Summer June 1 to August 31
Pre-season September 1 to 30
Regular October 1 to March 31
Spring April 1 to May 31

2.0 ADMISSION FEES – Tax included

2.1	CVSC & CVAC	2018/2019
	PUBLIC SWIMMING & FITNESS/WELLNESS CENTRES	
	Adult	\$5.90
	Senior	5.00
	Student	3.70
	Child/PWD	3.15
	Family (Max 6 persons, min 1 adult & 1 child/teen)	12.65
	Tot/LTC/Golden Age	0.00
2.2	CVSC - Public Skating	2018/2019
	Adult	5.90
	Senior	5.00
	Student	3.70
	Child/PWD	3.15
	Family	12.65
	Tot/LTC/Golden Age	0.00
2.3	Bulk admission – CVSC & CVAC	2018/2019
	PUBLIC SWIMMING & FITNESS/WELLNESS CENTRES	
	(10 for price of 9) <ul style="list-style-type: none"> • Minimum purchase of 10 required – sold in increments of 10. • Includes access to Comox Valley sports and aquatic centre pools, fitness centres and arenas during public sessions. • Registered programs are not included. • Prorated refunds will be granted for medical reason only (with doctors note) or proof of relocation outside the CVRD. 	
	Adult	53.10
	Senior	45.00
	Student	33.30
	Child/PWD	27.40
	Family	113.80
2.4	BULK ADMISSION – CVSC - PUBLIC SKATING	2018/2019
	(10 for price of 9) <ul style="list-style-type: none"> • Minimum purchase of 10 required – sold in increments of 10. • Includes access to Comox Valley sports and aquatic centre pools, fitness centres and arenas during public sessions. 	

	<ul style="list-style-type: none"> Registered programs are not included. Prorated refunds will be granted for medical reason only (with doctors note) or proof of relocation outside the CVRD. 		
	Adult		53.10
	Senior		45.00
	Student		33.30
	Child/PWD		27.40
	Family		113.80
2.5	Economy Passes – CVSC & CVAC – Swim or Skate		
	<ul style="list-style-type: none"> Minimum purchase of 150 passes is required. Valid for 1 year from date of purchase. No refunds or extensions. Includes access to Comox Valley sports and aquatic centre pools, fitness centres and arenas during public sessions. Registered programs are not included. 		
	Child/Teen/Student/PWD		2.50
	Adult		5.00
	Senior		4.00

	FULL FACILITY PASSES		
	<ul style="list-style-type: none"> Includes access to Comox Valley sports and aquatic centre pools, fitness centres and arenas during public sessions. Registered programs are not included. Prorated refunds may be granted for medical reasons, with a doctor's note or proof of relocation outside the CVRD. Pass extensions will be granted for six months (7 day extension) and one year (14 day extension) passes during the term of the pass. Pass will be suspended that period. Must be requested in advance. Pre-authorized monthly payment plans are available for one year passes; 50% due at the time of purchase and three monthly payments. 		
2.6	One Month Facility Pass	Valid one month from date of purchase	
	(12 x single admission)		2018/2019
	Adult		70.80
	Senior		60.00
	Student/Teen		44.40
	Child/PWD		37.80
2.7	Three Month Facility Pass	Valid three months from date of purchase	
	(36 x single x 15% discount)		2018/2019
	Adult		180.55
	Senior		153.00

	Student/Teen		113.20
	Child/PWD		96.40
2.8	Six Month Facility Pass	Valid six months from date of purchase	
	(72 x single admission x 30% discount)		2018/2019
	Adult		297.35
	Senior		252.00
	Teen/Student		186.50
	Child/PWD		158.75
2.9	One Year Facility Pass	Valid one year from date of purchase	
	(144 x single admission x 45 % discount)		2018/2019
	Adult		467.30
	Senior		396.00
	Teen/Student		293.05
	Child/PWD		249.48

2.10	Special Sessions		2018/2019
	Professional Admission		20.00
	SuperSaver Admission		2.50

3.0 PROGRAM FEES (Tax exempt unless indicated by “ * ”)

3.1	Swimming Lesson – CVSC & CVAC		2018/2019
	½ Hour Red Cross Lesson (ages 6-13)		5.50
	¾ Hour Red Cross Lesson (ages 6-13)		8.35
*	½ Hour 14 years & over (includes tax)		6.60
	½ Hour Lesson (ages 5 & under)		6.10
	½ Hour Semi-Private, per person, 14 yrs & under		18.05
*	½ Hour Semi-Private, per person, over 14 yrs (includes tax)		20.40
	½ Hour Private, per person, 14 yrs and under		29.00
*	½ Hour Private, per person, 14 yrs and over (includes tax)		32.80

	1 Hour Lesson (ages 6-13)		10.50
*	Badges - Cost plus 50 cents		

3.2	Arena Program Fees		
	½ Skating or Hockey Lesson		5.50
	¾ Hour Tiny Tot hockey & Coolest game		8.35

3.3	Other Program Fees		
*	Direct costs plus a minimum of 15% - direct costs include administration, shipping, supplies, etc.		
	Withdrawal & Transfer Fee for Registered Programs – Advanced Aquatic Leadership Courses		35.00
	Withdrawal & Transfer Fee for Registered Programs – All Other Programs		5.00

4.0 POOL ACTIVITY RENTALS – Tax extra

Pool rentals do not include use of the waterslides and a lane pool rental does not include use of the heat zone unless these areas are already open for public activities.

4.1	General Use – per hour		2018/2019
	Leisure pool – CVAC (up to 120 people)		190.95
	Leisure pool – CVAC – Shared Space (up to 40 people)		65.00
	6 lane pool – CVSC (up to 120 people)		161.10
	8 lane pool – CVAC (up to 120 people)		214.70
	6 or 8 lane pool – per lane		26.85
	8 lane pool & leisure pool (up to 160 people) - CVAC		331.70
	Waterslides – CVAC (may be shared)		35.00
4.2	School Use – per hour (Monday – Friday – 9:00am to 3:00pm)		2018/2019
	6 lane pool – CVSC (up to 80 people)		84.40
	8 lane pool – CVAC (up to 80 people)		112.55
	Per lane – CVSC & CVAC (up to 10 people)		14.05
	Leisure pool – CVAC (up to 80 people)		109.80
	Leisure pool – CVAC – Shared Space (up to 60 people)		65.00
	School - Swim Lessons		

	<ul style="list-style-type: none"> Pool rental space will be allotted based on class size and age. Rental fees as per above. In addition to rental space schools will be charged for 1 staff person for every 10 students in lessons. 		
4.3	Adult Sports Groups – per hour (Masters, water polo, synchro, includes 1 guard)		2018/2019
	6 lane pool – CVSC (up to 80 people)		134.60
	8 lane pool – CVAC (up to 80 people)		179.45
	Per lane – CVSC & CVAC (up to 10 people)		22.40
4.4	Synchronized & Swim Teams – per hour		2018
	6 lane pool – CVSC (up to 80 people)		77.30
	8 lane pool – CVAC (up to 80 people)		103.05
	Per lane – CVSC & CVAC (up to 10 people)		12.90

4.5	Sanctioned Swim Meets – per hour		2018/2019
	Lane pool – 6 lane – CVSC (up to 80 people)		122.85
	Lane pool – 8 lane – CVAC (up to 80 people)		163.85
	8 lane with leisure pool (includes 4 lifeguards) – CVAC (up to 80 people per pool)		273.90
4.6	Special Sessions		2018/2019
	Leisure pool party – Saturday or Sundays, 5:00 to 6:00 pm, maximum of 25 participants, up to two parties per session – CVAC (shared space)		116.95

5.0 ARENA ACTIVITY RENTALS – Tax extra except where indicated

5.1	Recreation – per hour		2018/2019
	Recreation – Prime time		170.94
	Recreation – Non prime time		126.84
5.2	Minor Sports – per hour		2018/2019
	Minor Sports, non-profit – Prime time, pre & regular season		88.35
	Minor Sports, non-profit – Non Prime time, pre & regular season		73.80
	Minor Sports, non-profit – spring & summer, must provide proof of non-profit status		112.35
	Youth Sports, for-profit – all season		150.50

5.3	Schools – per hour Monday - Friday, 9:00 a.m. to 3:00 p.m.		2018/2019
	1 – 30 participants		58.00
	31 – 60 participants		68.40
	61 - 100 participants		80.55
	101 - 200 participants		105.00
5.4	Short Notice Ice Rental – per hour <ul style="list-style-type: none"> • Can only book max of 2 days in advance through admin office. • Regular rental procedures in effect including insurance requirements. 		2018/2019
	Pre-season & Regular Season (available Mon. – Fri. from 6:00 am - 3:30 pm only)		40.00
	Spring & Summer Season		60.00

6.0 DRY FLOOR – Tax extra

6.1	Per Day		2018/2019
	Ticketed, Not for Profit		1235.65
	Set up – Ticketed, Not for Profit		617.50
	Non ticketed, Not for Profit		1053.60
	Set up – Non ticketed, Not for Profit		526.90
	Commercial – Ticketed, For Profit		1846.00
	Set up – Commercial, Ticketed, For Profit		921.65
	Commercial – Non Ticketed, For Profit		1648.10
	Set up – Commercial, Non Ticketed, For Profit		824.10
	Recreation		932.30
	Senior secondary graduation – set up, event & teardown not to exceed 8 days		1659.80
6.2	Per Hour		2018/2019
	Four hour minimum, time includes set up and tear down, applies to registered non-profit only		88.75
	Sports groups – games/practices		59.10

7.0 MEETING SPACE – Tax extra

7.1	Meeting Rooms – per hour		2018/2019
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	Not For Profit & User Groups – 2 hour minimum		6.45
	Other Groups – 2 hour minimum		11.65
	Yearly – Must rent a minimum of 10 hours of ice/pool per month		434.05
7.2	Mezzanine – Arena # – per hour		
	Lounge area only - Not for Profit & User Groups - two hour minimum, full hour units only		15.20
	Lounge area only - Other Groups - per hour, 2 hour minimum, full hour units only		26.35
	Lounge & public areas – Not for Profit & User Groups - two hour minimum, full hour units only		29.75
	Lounge & public areas - Other Groups - per hour, 2 hour minimum, full hour units only		52.60

8.0 OTHER RENTAL SPACE – Tax extra

8.1			2018/2019
	Storage Rooms - per year		988.80
	Minor Hockey Office – Arena #2 mezzanine, per month		296.60
	Parking Lot Rate – Entire Back Lot - per day		200.00
	Parking Lot Rate – 1 Section of Back Lot - per day		50.00
	Minor Hockey Extra Office – (Meeting Room A)		No charge

9.0 MISCELLANEOUS - Tax extra

9.1	Birthday Parties		
	Birthday Party Packages – includes 10 drop-in child skate or swim admissions, 2 drop-in adult skate or swim admissions, ice skate rentals or swimming pool locker tokens and a 3-hour birthday party room rental		63.00
	Exclusive Ice Birthday Party Rental – includes full ice sheet rental, birthday party room for 3 hours and birthday party child receives a Zamboni ride		162.80
9.2	Other		
	Merchandising – 15% of gross sales in facility or flat fee to be determined by the general manager of community services or his designate. The fee may be waived for existing minor sport groups fund raising initiatives. To be determined by the general manager of community services or his designate.		
	Glass Removal – actual costs to remove and install		

9.3	MISCELLANEOUS - Tax included		2018/2019
	Skate Rental – public skating		3.50
	Skate Rental – school skating		2.50

	Skate Rental – 10 punch bulk pass (10 for price of 9)		31.50
	Skate Sharpening		5.40
	Skate Sharpening – 10 punch bulk pass (10 for price of 9)		48.60
	Staff Cost per hour		35.00

10.0 FACILITY ADVERTISING – Tax extra

10.1	Per Month		2018/2019
	INCLUDES LEXAN WHERE APPLICABLE		
	Arena #1		
	Large Rink Board Ad 3' x 8'		80.65
	Large Rink Board Ad 3' x 16' (Bulk rates will not apply)		130.50
	Small Rink Board Ad 3' x 4'		72.00
	Zamboni Ad		64.80
	Players Bench Ad - 12' x 2'		76.75
	Wall Ad Score Clock 3' x 8'		80.85
	On Ice Ad 25 sq/ft (prior to installation of ice)		129.90
	Arena # 2		2018/2019
	Large Rink Board Ad 3' x 8'		70.80
	Small Rink Board Ad 3' x 4'		58.25
	Zamboni Ad		64.90
	On Ice Ad 25sq/ft		97.40
	Score Clock Wall Ad 3' x 8'		64.90
	Side Wall Ad		43.30
	Sports Centre Pool Area - Banners		48.70
	Aquatic Centre Pool Area – Banners		129.90

Comox Valley Glacier Kings receive up to 10 rink boards per year if confirmed by August 1st. If not confirmed by August 1st, space will revert back to the regional district.

10.2	Glacier Kings		2018/2019
	Arena # 1 – per month		
	Large Rink Board Ad - 3' x 8' Lexan included in the cost		49.55