

BYLAW NO. 582	
Bylaw name:	Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 8
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 set user fees for a three-year period to take effect September 1st in 2019, 2020 and 2021;
Amends bylaw:	12
Repeals bylaw:	N/A
Staff contact:	Doug DeMarzo, Acting General Manager of Community Services

STATUS	
Commission approval:	June 13, 2019 Comox Valley Sports Centre Commission: “THAT Bylaw No. 12 being “Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008” be amended as attached to the staff report dated June 6, 2019, to be implemented September 1, 2019.”
1st & 2nd readings:	June 25, 2019
3rd reading:	June 25, 2019
Ministry approval:	N/A
Final adoption:	

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 centres 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) Statutory Holiday:

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and any other Statutory Holiday proclaimed by the Federal or Provincial Government.

L) 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, and coaches etc. that receive payment for services.

M) 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 Services.

N) 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.

O) 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 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 Services 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	Public Skating, Public Swimming & Fitness/Wellness Centres	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	Adult	5.90	5.90	5.90
	Senior	5.00	5.00	5.00
	Student/Teen	3.70	3.70	3.70
	Child/PWD	3.15	3.15	3.15
	Family	12.65	12.65	12.65
	Tot/LTC/Golden Age	0.00	0.00	0.00
	Kayak Swims – per person with kayak	8.00	8.15	8.15
2.2	Bulk admission – Public Skating, 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	53.10	53.10
	Senior	45.00	45.00	45.00
	Student/Teen	33.30	33.30	33.30
	Child/PWD	28.35	28.35	28.35
	Family	113.80	113.80	113.80
	Kayak Swim	72.00	72.00	72.00
2.3	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 centres' pools, fitness centres and arenas during public sessions. • Registered programs are not included. 			
	Child/Teen/Student/PWD	2.50	2.50	2.50
	Adult	5.00	5.00	5.00
	Senior	4.00	4.00	4.00

2.4	Corporate Wellness Memberships – CVSC & CVAC – Swim or Skate			
	<ul style="list-style-type: none"> • Minimum number of 10 employees must be actively registered in the program in order to be eligible to participate. • Corporate registration form and the annual registration fee is required before employees can purchase their one month, three month, six month or 1 year teen, adult, senior or family full facility passes at a 20% discount. 			
	Annual Corporate Wellness Membership Registration Fee	50.00	50.00	55.00

	FULL FACILITY PASSES	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	<ul style="list-style-type: none"> • Includes access to Comox Valley sports and aquatic centres’ pools, fitness centres and arenas during public sessions. • Membership fees take into consideration the shorter arena season and pool shut downs. • Registered programs are not included. • Prorated refunds may be granted for medical reasons only (with doctors 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. 			
2.5	One Month Facility Pass - Valid one month from date of purchase			
	(12 x single admission)			
	Adult	70.80	70.80	70.80
	Senior	60.00	60.00	60.00
	Student/Teen	44.40	44.40	44.40
	Child/PWD	37.80	37.80	37.80
	Family	151.80	151.80	151.80
2.6	Three Month Facility Pass - Valid three months from date of purchase			
	(36 x single x 15% discount)			
	Adult	180.55	180.55	180.55
	Senior	153.00	153.00	153.00
	Student/Teen	113.20	113.20	113.20
	Child/PWD	96.40	96.40	96.40

	Family	387.10	387.10	387.70
2.7	Six Month Facility Pass - Valid six months from date of purchase			
	(72 x single admission x 30% discount)			
	Adult	297.35	297.35	297.35
	Senior	252.00	252.00	252.00
	Teen/Student	186.50	186.50	186.50
	Child/PWD	158.75	158.75	158.75
	Family	637.55	637.55	637.55
2.8	One Year Facility Pass - Valid one year from date of purchase			
	(144 x single admission x 45 % discount)			
	Adult	467.30	467.30	467.30
	Senior	396.00	396.00	396.00
	Teen/Student	293.05	293.05	293.05
	Child/PWD	249.50	249.50	249.50
	Family	1001.90	1001.90	1001.90

2.9	Special Sessions	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	Professional Admission	20.00	20.40	20.40
	SuperSaver Admission	2.50	2.50	2.50

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

3.1	Swimming or Ice Lessons	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	½ Hour Lesson (ages 6-13)	6.10	6.70	6.85
	¾ Hour Lesson (ages 6-13)	9.00	9.20	9.40
*	½ Hour 14 years & over (includes tax)	6.75	6.90	7.05
	½ Hour Lesson (ages 5 & under)	6.70	6.85	7.00
	½ Hour Semi-Private, per person, 14 yrs & under	20.00	20.40	20.80
*	½ Hour Semi-Private, per person, over 14 yrs (includes tax)	21.40	21.80	22.25
	½ Hour Private, per person, 14 yrs and under	30.00	30.60	31.20
*	½ Hour Private, per person, 14 yrs and over (includes tax)	32.80	33.45	34.10
	1 Hour Lesson (ages 6-13)	10.70	10.90	11.10
*	Additional Badges	3.00	3.00	3.50

3.2	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	35.00	40.00
	Withdrawal & Transfer Fee for Registered Programs – All Other Programs	5.00	5.00	6.00

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	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	Leisure pool – CVAC (up to 120 people)	194.75	198.65	202.60
	Leisure pool – CVAC – Shared Space (up to 40 people)	66.30	67.65	69.00
	6 lane pool – CVSC (up to 120 people)	164.30	167.60	170.95
	8 lane pool – CVAC (up to 120 people)	219.00	223.40	227.85
	6 or 8 lane pool – per lane	27.40	27.95	28.50
	8 lane pool & leisure pool (up to 160 people) - CVAC	338.35	345.10	352.00
	Waterslides – CVAC (may be shared)	35.70	36.40	37.10
4.2	School Use – per hour (Monday – Friday – 9:00 am to 3:00 pm)			
	6 lane pool – CVSC (up to 80 people)	86.10	87.80	89.55
	8 lane pool – CVAC (up to 80 people)	114.80	117.10	119.45
	Per lane – CVSC & CVAC (up to 10 people)	14.35	14.65	14.95
	Leisure pool – CVAC (up to 80 people)	112.00	114.25	116.55
	Leisure pool – CVAC – Shared Space (up to 60 people)	66.30	67.60	68.95
	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, etc.)			
	6 lane pool – CVSC (up to 80 people)	137.30	140.05	142.85
	8 lane pool – CVAC (up to 80 people)	183.05	186.70	190.45
	Per lane – CVSC & CVAC (up to 10 people)	22.85	23.30	23.75
4.4	Synchronized & Swim Teams – per hour			

	6 lane pool – CVSC (up to 80 people)	86.10	87.80	89.55
	8 lane pool – CVAC (up to 80 people)	114.80	117.10	119.45
	Per lane – CVSC & CVAC (up to 10 people)	14.35	14.65	14.95
4.5	Sanctioned Swim Meets – per hour			
	Lane pool – 6 lane – CVSC (up to 80 people)	125.30	127.80	130.35
	Lane pool – 8 lane – CVAC (up to 80 people)	167.10	170.45	173.85
	8 lane and leisure pool – CVAC (up to 80 people per pool)	279.40	285.00	290.70
4.6	Special Sessions			
	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)	119.30	121.70	124.15

5.0 ARENA ACTIVITY RENTALS – Tax extra except where indicated

5.1	Recreation – per hour	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	Recreation – Prime time	174.35	177.85	181.40
	Recreation – Non-prime time	129.40	132.00	134.65
5.2	Minor Sports – per hour			
	Minor Sports, non-profit – Prime time, pre & regular season	90.10	91.90	93.75
	Minor Sports, non-profit – Non-Prime time, pre & regular season	75.30	76.80	78.35
	Minor Sports, non-profit – spring & summer, must provide proof of non-profit status	114.60	116.90	119.25
	Youth Sports, for-profit – all season	153.50	156.60	159.75
5.3	Schools – per hour (Monday - Friday, 9:00 am to 3:00 pm)			
	1 – 30 participants	59.15	60.35	61.55
	31 – 60 participants	69.75	71.15	72.55
	61 – 100 participants	82.15	83.80	85.50
	101 – 200 participants	107.10	109.25	111.45
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. 			
	Pre-season & Regular Season (available Mon. – Fri. from 6:00 am - 3:30 pm only)	40.00	40.00	40.00
	Spring & Summer Season	60.00	60.00	60.00

6.0 DRY FLOOR – Tax extra

6.1	Per Day	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	Ticketed, Not for Profit	1260.35	1285.55	1311.25
	Set up – Ticketed, Not for Profit	629.85	642.45	655.30
	Non-ticketed, Not for Profit	1074.65	1096.15	1118.05
	Set up – Non-ticketed, Not for Profit	537.45	548.20	559.15
	Commercial – Ticketed, For Profit	1882.90	1920.55	1958.95
	Set up – Commercial, Ticketed, For Profit	940.10	958.90	978.10
	Commercial – Non-Ticketed, For Profit	1681.10	1714.70	1749.00
	Set up – Commercial, Non-Ticketed, For Profit	840.60	857.40	874.55
	Recreation	950.95	969.95	989.35
	Senior secondary graduation – set up, event & teardown not to exceed 8 days	1693.00	1726.85	1761.40
6.2	Per Hour			
	Four hour minimum, time includes set up and tear down, applies to registered non-profit only	90.55	92.35	94.20
	Sports groups – games/practices (Minor Sports)	59.10	59.10	59.10
	Sports groups – games/practices (Adult Sports)	65.00	66.30	67.65

7.0 MEETING SPACE – Tax extra

7.1	Meeting Rooms – per hour	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	Not For Profit & User Groups – 2 hour minimum	6.58	6.70	6.85
	Other Groups – 2 hour minimum	11.90	12.15	12.40
	Yearly – Must rent a minimum of 10 hours of ice/pool per month	442.75	451.60	460.65
7.2	Mezzanine – Arena # – per hour			
	Lounge area only - Not for Profit & User Groups - two-hour minimum, full hour units only	15.50	15.80	16.10
	Lounge area only - Other Groups - per hour, 2-hour minimum, full hour units only	26.90	27.45	28.00
	Lounge & public areas – Not for Profit & User Groups - two-hour minimum, full hour units only	30.35	30.95	31.55
	Lounge & public areas - Other Groups - per hour, 2-hour minimum, full hour units only	53.65	54.70	55.80

8.0 OTHER RENTAL SPACE – Tax extra

8.1		September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	Storage Rooms - per year	1008.60	1028.80	1049.40
	User Group Office Space - per month	302.55	308.60	314.80
	Parking Lot Rate – Entire Back Lot - per day	200.00	200.00	204.00
	Parking Lot Rate – 1 Section of Back Lot - per day	50.00	50.00	51.00

9.0 MISCELLANEOUS - Tax extra

9.1	Birthday Parties	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	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	64.25	65.55	66.85
	Exclusive Ice Birthday Party Rental – includes full ice sheet rental, birthday party room for 3 hours and birthday party child receives a Zamboni ride	166.05	169.35	172.75
	Birthday Partyologist – staff supplied activity leader for birthday party	30.00	32.00	32.00
	Birthday Party Room Damage/Cleaning Fee – fee will be charged if there is damage (i.e. holes or tape on walls) or the facility is not lightly cleaned before end of rental (i.e. all garbage is in containers, any mess on walls/tables/chairs is wiped down and all personal items are removed).	35.00	35.00	40.00
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	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	Skate Rental – public skating	3.50	3.60	3.65
	Skate Rental – school skating	2.50	2.55	2.60
	Skate Rental – 10 punch bulk pass (10 for price of 9)	31.50	32.40	32.85
	Skate Sharpening	5.40	5.50	5.60
	Skate Sharpening – 10 punch bulk pass (10 for price of 9)	48.60	49.50	50.40
	Staff Cost - per hour (regular rate)	35.70	36.40	37.10
	Statutory Holiday Rentals - all facility rentals taking place on designated Statutory Holidays will be required to pay additional fees. Each staff person that is required to be on site for the rental will be charged out at 1.5 times the regular staff cost per hour rate for a minimum of 2 hours.			
	NSF Checks	35.00	35.00	40.00

10.0 FACILITY ADVERTISING – Tax extra

10.1	Per Month Includes Lexan where applicable	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	Arena #1			
	Large Rink Board Ad 3' x 8'	80.65	82.26	84.00
	Large Rink Board Ad 3' x 16' (Bulk rates will not apply)	130.50	133.11	135.77
	Small Rink Board Ad 3' x 4'	72.00	73.44	74.90
	Zamboni Ad	64.80	66.10	67.42
	Players Bench Ad - 12' x 2'	76.75	78.28	79.85
	Stair face Ad 7.5" x 3'	58.25	59.42	60.60
	Wall Ad Score Clock 3' x 8'	80.85	82.47	84.12
	On Ice Ad 25 sq/ft (prior to installation of ice)	129.90	132.50	135.15
	Arena # 2			
	Large Rink Board Ad 3' x 8'	70.80	72.22	73.66
	Small Rink Board Ad 3' x 4'	58.25	59.42	60.60
	Zamboni Ad	64.90	66.20	67.52
	On Ice Ad 25sq/ft	97.40	99.35	101.33
	Score Clock Wall Ad 3' x 8'	64.90	66.20	67.52
	Side Wall Ad	43.30	44.16	45.00
	Sports Centre Pool Area - Banners	48.70	49.67	50.66
	Aquatic Centre Pool Area – Banners	129.90	132.50	135.15

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	September 1, 2019 to August 31, 2020	September 1, 2020 to August 31, 2021	September 1, 2021 to August 31, 2022
	Arena # 1 – per month			
	Large Rink Board Ad - 3' x 8' Lexan included in the cost	49.55	50.54	51.55