

DATE: May 9, 2018

FILE: 8020-02

TO: Chair and Members
Comox Valley Sports Centre Commission

Supported by Russell Dyson
Chief Administrative Officer

FROM: Russell Dyson
Chief Administrative Officer

R. Dyson

RE: Comox Valley Recreation Complexes – Fees and Charges Bylaw update

Purpose

To obtain Board approval to amend Bylaw No. 12 being “Bylaw to Impose Fees and Other Charges for Use of the Comox Valley Recreation Complexes No. 12, 2008”, to increase the fees and charges for the Comox Valley Recreation Complexes.

Recommendation from the Chief Administrative Officer

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.

Executive Summary

At the February 20, 2018 Comox Valley Sports Centre Commission meeting, a motion was passed that staff bring forward recommendations to amend the fees and charges bylaw that would become effective September 1, 2018. Staff are presenting this report with recommended amendments for the Commission’s consideration as attached in Appendix A. The following proposed changes to rates will improve revenue as well as keep our rates competitive with other local government facilities:

- User fees account for approximately 35 per cent of the revenue and the remainder is realized through taxation;
- Increases to user fees are required to help offset the rising operating costs of maintaining facilities;
- An average of \$8.70 increase to all skate program rates;
- An average of \$0.60 increase to public skate drop in rates;
- An average of \$8.00 increase to synchronized swimming and swim team per lane rental rates;
- An average of \$7.00 to arena rental rates;
- \$1.50 increase to public skate rental fees;
- New fee structure has been developed for our various user classifications;
- If usage remains similar to the 2017-2018 season, the approximate increase to the CVRD revenues will be \$56,450 and the current cost recovery ratios will remain consistent.

Prepared by:

S. Bullock

 Susan Bullock
 Manager of Recreation
 Services

Concurrence:

J. Zbinden

 Jennifer Zbinden
 Senior Manager of Recreation
 Facilities

Concurrence:

T. Ian Smith

 T. Ian Smith, MCE
 General Manager of
 Community Services

Background/Current Situation

The fees and charges for Comox Valley Recreation Complexes are reviewed on an annual basis. A number of factors are taken into consideration when setting user fees, including ongoing operating and maintenance costs, the cost recovery ratio, the types of users, events and facilities (ice, pool), affordability and rates charged at similar facilities in the area.

User fees account for approximately 35 per cent of the facilities revenue. The remainder of revenue is realized through taxation. Costs associated with the ongoing operation and maintenance of the facilities are increasing.

To ensure the proposed fee changes are reasonable, the Comox Valley Regional District (CVRD) rates were compared to other Vancouver Island recreation facilities. The 2017 Vancouver Island Survey of Fees and Charges was used for the purpose of analytics as these facilities are similar in function (primarily arena and swimming pool based) to the CVRD sports and aquatic centres. The CVRD member municipalities (City of Courtenay, Town of Comox, Village of Cumberland and Black Creek Community Centre) admission rates were also reviewed although those facilities are not generally comparable, except for fitness/wellness admission.

Justification for amendments recommended in Appendix A are as follows, with the estimated financial impact in Table 6:

New Age Classification for Adults aged 90+ (Golden Age): This classification has been recommended so that patrons aged 90+ could receive free admission to all Comox Valley Sports and Aquatic Centre drop-in public sessions.

New definitions and development of fees for persons with disability and long term care: Persons with disabilities would pay the child admission rate and long term care users would have access to the facilities at no charge.

New definition and fee development for Professional Admission: Moving to this new fee will allow the CVRD to charge professionals who access the facility during public hours of operation for financial gain, an increased fee. When a Personal Trainer, Instructor/Coach, Therapist etc. brings clients to the facility during public times (versus a rental) staff feel they should pay a higher admission fee than the general public. There are several clubs/businesses/private individuals that use the facilities for client rehabilitation, private swimming/skating/kayaking instruction or even team practices during public activities. For those public recreation facilities that allow this type of use in their facilities, it is standard practice to charge a Professional rate.

Table 1 – Professional Admission Fee Comparison Chart

Community		2018 Rates
Campbell River (Strathcona Gardens)		\$20.00
North Cowichan		\$12.20
Nanaimo		\$21.30
Saanich		\$20.69
CVRD	Current rate \$5.80	Proposed rate \$20.00
Average (excluding CVRD)		\$18.55

New definitions and fee development for Shared Space: To help maximize usage and keep costs down for smaller renters, this fee was developed. There are many times it would be appropriate to have a renter use the facility during public times (i.e. school group coming during a morning everyone welcome swim, rehab clients attending an early morning swim with their therapist etc.). The extra renter may not require additional staffing, but the fee is such it would cover the cost if required. Due to the limited number of pool and ice times available this is often the only way certain groups would be able to attend the facility. For operational purposes, it is much more efficient to have groups rent a shared space during a public activity than just show up and pay a drop-in fee.

Development of a fee for NSF cheques: Although this is not a regular occurrence, it is important that a fee is in place to assist in covering the CVRD's increased administration due to returned cheques.

New definition and development of fees for withdrawals and transfers: Parents often don't check with their swim/skate instructor to find out if their child will pass the next level or not. By developing a transfer fee, parents can choose to register early and pay a fee if they need to change classes. The withdrawal fee will help with those customers who frequently change their lesson time and/or start date after they have registered. The proposed fee is quite low at \$5.00 per withdrawal or transfer with less than seven days' notice for all programs except for advanced leadership courses. This fee was based on the estimated amount of time it takes the employee(s) to complete the withdrawal/transfer. Advanced leadership courses have a proposed fee of \$35.00 as they are quite costly to run, involve instructor prep time before the course starts and candidates often pick up their manuals in advance of the course.

Increasing drop-in admission rates for public skating so that they are equivalent to the drop-in swimming and fitness/wellness rates: Having only one admission rate for either swimming or skating would improve administration efficiencies, provide for simplified marketing/signage and improve customer service. It is standard practice at most recreation facilities to have the same rate for swimming and skating. When comparing CVRD rates to those of other similar recreation facilities on the island, the CVRD aquatic drop-in fees are almost on par and the CVRD arena drop-in fees are well below the average.

Table 2 – General Admission Comparison to other Pools/Arenas (2017/2018 Rates)

Community	Children	Teens	Seniors	Adults	Family
Comox Valley Sports & Aquatic Centre - All Facility Access - Including Pool	\$3.10	\$3.65	\$4.90	\$5.80	\$12.40
Comox Valley Sports Centre - Arenas	\$2.65	\$3.20	\$4.20	\$5.15	\$10.60
Cowichan Valley Regional District & Municipality of North Cowichan (Duncan)	\$3.00	\$4.25	\$4.50	\$6.00	\$13.00
Nanaimo	\$3.75	\$5.25	\$5.25	\$7.00	\$14.00
Powell River	\$3.50	\$4.79	\$5.31	\$6.30	\$12.65
Regional District of Nanaimo (Parksville & Qualicum)	\$3.26	\$4.35	\$4.85	\$6.21	\$12.60
Strathcona Regional District (Campbell River)	\$3.00	\$4.00	\$4.25	\$5.75	\$11.50
Average (excluding CVRD)	\$3.30	\$4.53	\$4.83	\$6.25	\$12.75

Staff also briefly looked at the current rates the CVRD member municipalities are charging at their fitness/wellness centres to ensure the proposed changes are not out of line and determined that the fees are on par. This area will require greater research when the fees and charges Bylaw No. 12 is reviewed again for 2019/2020.

Table 3 – General Fitness/Wellness Admission Comparison (2018 Rates)

Community	Teens	Seniors	Adults
Black Creek Community Centre	\$4.00	\$4.00	\$5.00
City of Courtenay	\$3.50	\$5.00	\$6.50
Comox Valley Sports & Aquatic Centre - All Facility Access - Including Pool	\$3.65	\$4.90	\$5.80
Town of Comox	\$4.50	\$5.50	\$6.50
Village of Cumberland	\$2.45	\$2.43	\$3.33
Average (excluding CVRD)	\$3.63	\$4.23	\$5.33

Development of an Economy Pass designed for groups/businesses that want to purchase a minimum of 150 drop-in passes for their event and/or members: Staff are regularly asked by local businesses or community/user groups if they can purchase a large number of one time passes for staff, tournaments or special giveaways. The proposed fee would offer these passes at a moderately discounted rate with a one-year expiry date from the date of purchase (no refunds or extensions).

Changes to the fee structure for school pool/arena rentals and lessons, birthday parties, short notice rentals (previously drop-in ice), senior secondary graduation arena rentals and parking lot rentals:

- Schools often bring very large groups of children to the pool and arena. The new proposed fee structure now has a direct link between the number of school children and the number of staff required. The same fee application applies to school skating and swimming lessons – ratios for lessons are now based on 10 students to one teacher (this is an increase from the previous six to one). This ratio is the standard practice at other recreation facilities.
- Birthday party packages is a service that has been available to the public for a number of years. Staff noticed these fees packages had not been well detailed in the fee bylaw and have since been updated including the exclusive ice rental party. Proposed fees were increased slightly for the 2018/2019 season.
- Staff are recommending that the Drop-in Ice (per hour) be replaced with Short Notice Ice Rentals. The purpose of the program is to make use of any available daytime ice that is not currently rented or used for public programming (often due to last minute rental

cancellations or general slower daytime use). Times available would be limited, renters would require insurance and can only be booked up to two days in advance.

- The entire parking lot has never been rented out and would be impractical as there is never more than a few days a year the Comox Valley Sports Centre (CVSC) is completely closed for business. The previous entire back lot fee is very cost prohibited and has also never been rented out. For these reasons staff are recommending a reduction of the back lot fee to encourage rentals and the development of a section rental fee for smaller activities such as motorbike training/exams.

Increased rental rates for synchronized swimming/swim teams and arena adult rentals: These areas were the only glaringly low rental rates in comparison to other similar Vancouver Island recreation facilities. Please note that the fees include GST in the chart below but do not in the proposed updated fee bylaw. Some of the suggested changes are quite significant, with a five per cent increase proposed for adult arena rentals and an eight to nine per cent increase proposed for swim clubs and synchronized swimming. These rate increases would be necessary to get them on par with other recreation facilities.

Table 4 – Specific Rental Rate Comparison to other Recreation Facilities (2017/2018 Rates) – with taxes added

Community	Swim Club/Synchro		Adult Ice Rentals	
	Per Lane	Full Pool	Prime Time	Non-Prime
Comox Valley Sports and Aquatic Centre	\$13.28	\$77.30 (CVSC) \$103.05 (CVAC)	\$167.58	\$124.37
Cowichan Valley Regional District and Municipality of North Cowichan (Duncan)	\$14.71	\$97.24 (non-prime) \$114.40 (prime)		
Nanaimo	\$10.86	\$417.85 (Beban pool) \$845.73 (NAC)	\$174.41	\$141.13
Powell River	\$16.87	\$101.25	\$217.38	\$148.53
Regional District of Nanaimo (Parksville and Qualicum)	\$15.00	\$92.75	\$177.05	\$142.61
Strathcona Regional District (Campbell River)	\$10.70	\$164.78	\$160.87	\$122.48
Average (excluding CVRD)	\$13.63	\$262.00	\$182.43	\$138.69

Addition of a skate sharpening 10 punch bulk pass and increased skate rental fees: 10 punch bulk passes are currently available for drop-in skate admission. It is a convenience for parents that can send their child to the rink with a pass vs cash. It also applies a 10 for the price of nine discount for the bulk buy.

Skate rental fees are also proposed to be increased due to the cost involved in maintaining the rental skates and to make sure the CVRD fees are on par with other recreation facilities.

Table 5 – Skate Rental Fee Comparison (2017/2018 Rates)

Community	Base Fee	Other	CVRD Proposed Base Fee	CVRD Proposed Other
Comox Valley Sports and Aquatic Centre	\$2.00	\$1.75 School Rate	\$3.50	\$2.50 School Rates
Nanaimo	\$3.75	\$3.00 Child Rate		
Powell River	\$3.50			
Regional District of Nanaimo	\$3.09	\$1.56 Child Rate		
Strathcona Regional District	\$2.75			
Average (excluding CVRD)	\$3.27	\$2.10		

Upon the completion of the recreation programs cost review analysis, staff will bring forward a second report with further fees structure changes/increases to take effect September 1, 2019.

Policy Analysis

Under section 797.2 of the *Local Government Act*, the board, having established a local service, may recover the annual operating and debt servicing costs for that service by the imposition of fees and other charges fixed by a separate bylaw.

Bylaw No. 2410, being the “Bylaw to Establish the Comox Valley Recreation Complexes Service” was adopted to establish a service for the purpose of constructing, equipping, enlarging, operating and maintaining ice arena-swimming pool complexes and to contribute towards the cost of existing community use facilities and structures in the service area. Participants in the service include the City of Courtenay, Town of Comox, Village of Cumberland and the residents of Electoral Areas ‘A’, ‘B’ and ‘C’.

Bylaw No. 12, being the “Bylaw to Impose Fees and Other Charges for Use of the Comox Valley Recreation Complexes” was adopted May 20, 2008. Schedule A has been updated and adopted six times since and most recently on January 26, 2016.

Options

Providing affordable access to recreation facilities, programs and services is essential for residents to enjoy a healthy and active lifestyle in the region. This report is designed to provide information to the Commission and provide two options:

1. To approve the proposed rate increases as outlined in the attached schedule of fees and charges for the Comox Valley Recreation Complexes.
2. To recommend that the proposed fees and charges be reviewed further.
3. To increase fees and charges at rates other than indicated on the proposed schedule.

Staff recommends that Option 1 be approved.

Financial Factors

Fees and charges account for approximately 35 per cent of the recreation complexes’ revenue. The proposed bylaw is recommended to be implemented September 1, 2018 and the proposed changes will increase revenue for the 2018-2019 season. If usage remains similar to the 2017-2018 season, the approximate increase to the CVRD revenues will be \$56,450 and the current cost recovery ratios will remain consistent. It is not anticipated that the proposed increases will have a noticeable impact on participation levels.

Table 6 – Estimated Increases for the 2018/2019 Season if Proposed Rates are approved

Service	2017	2018/2019	Projected Increase
Golden Age (approx. 35 visits a month x 12)	Estimate	Estimate	(\$2,050)
Professional Admission (5 a week x 52 weeks)	Estimate	Estimate	\$5,200
SuperSaver Admission	\$12,250	\$13,600	\$1,350
Withdrawal & Transfer Fees (225 a year)	Estimate	Estimate	\$1,875
Drop-in Skating Admissions	\$40,525	\$45,525	\$5,000
Economy Pass (8 Organizations x 150 passes)	Estimate	Estimate	\$3,000
Registered Ice Programs	\$18,850	\$23,300	\$4,450
Changes to School Pool Rentals & Lessons	\$24,350	\$26,275	\$1,925
Birthday Park Packages	\$10,750	\$11,450	\$700
Switch from Drop-in Ice to Short Notice Rental	\$3,975	\$4,625	\$650
Senior Secondary Graduation	\$2,200	\$1,650	(\$550)
Parking Lot Rentals	\$0	\$150	\$150
Swim Clubs/Synchronized Swimming Rentals	\$98,975	\$106,850	\$7,875
Adult Arena Rentals	\$150,450	\$162,425	\$11,975
Skate Rental Fees	\$17,400	\$28,800	\$11,400
Staff Cost per Hour (approx. 100 hr per year)	Estimate	Estimate	\$3,500
Totals	\$379,725	\$424,650	\$56,450

Legal Factors

Amendments to the fees and charges bylaw require Board approval.

Regional Growth Strategy Implications

There are no regional growth strategy implications associated with this staff report.

Intergovernmental Factors

For the purpose of comparing rates to other local governments for this report, the 2017 Vancouver Island Survey of Fees and Charges was used. This report was prepared by the Cowichan Valley Regional District Community Services Department. This report is traditionally prepared by one of the Vancouver Island local governments each year for this purpose. As the facilities addressed in the report are aquatic/arena based, additional information was required to be gathered from the City of Courtenay, Town of Comox, Village of Cumberland and Black Creek Community Centre.

Information on their fees and charges was either gathered from their fee bylaws or from the Comox Valley Recreation Guide. Although the CVRD is not required to keep its fees in line with other local governments, it makes good financial and ethical sense to consider how the CVRD's current fees compare to other Vancouver Island recreation facilities.

Interdepartmental Involvement

The Community Services Branch, through the recreation department, will work with Corporate Services to ensure effective distribution of information with regard to changes in user rates.

Citizen/Public Relations

Providing affordable access to recreation facilities and services is essential for residents to enjoy a healthy and active lifestyle. With the proposed schedule of fees and charges, citizens will continue to receive a quality experience at an affordable price. Having fees at an appropriate level assist with the costs of managing these huge assets and ensure the facilities can afford to provide an appropriate level of qualified staff both of which are a benefits to the taxpaying public.

Recreation staff will work with the communications team to notify facility users and rental groups of any upcoming fee changes.

Attachments: Appendix A – Amended Bylaw No. 12 – Fees and Charges for the Recreation Complexes

The following is a consolidated copy of the regional district fees and charges for use of Comox Valley recreation complexes bylaw and includes the following amending bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
12	Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12	May 20, 2008	A bylaw to impose fees and other charges for use of the Comox Valley recreation complexes
80	Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No 1	November 24, 2009	A bylaw to reflect current job titles
127	Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 2	April 27, 2010	A bylaw to maintain fees at 2009 rates in light of the implementation of the harmonized sales tax (HST)
165	Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 3	May 3, 2011	A bylaw to set a fees and charges schedule for 2011 to 2014
249	Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 4	March 26, 2013	A bylaw to amend the Comox Valley recreation complexes fees and charges to reflect the elimination of the HST by replacing Schedule A
335	Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 5	May 27, 2014	To amend the Comox Valley recreation complexes fees and charges to increase specific user fees to meet operation requirements by replacing Schedule A
402	Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008, Amendment No. 6	January 26, 2016	A bylaw to amend the Comox Valley recreation complexes fees and charges to set user fees for a three-year period including an annual rate increase of two percent on all user fees to take effect September 1 st in 2016, 2017 and 2018.

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

COMOX VALLEY REGIONAL DISTRICT**BYLAW NO. 12****A bylaw to impose fees and other charges****for use of the Comox Valley recreation complexes**

WHEREAS the Regional District of Comox-Strathcona established a local service for the purpose of constructing, equipping, enlarging, operating and maintaining ice arena-swimming pool recreation complexes and to contribute towards the cost of community use facilities and structures in the service area as established by "Comox Valley Recreation Complexes Service Establishment Bylaw No. 2410, 2002";

AND WHEREAS under section 797.2 of the *Local Government Act*, the board, having established a local service, may recover the annual operating and debt servicing costs for that service by the imposition of fees and other charges fixed by a separate bylaw;

AND WHEREAS the Comox Strathcona Regional District was divided into the Comox Valley Regional District and the Strathcona Regional District by letters patent issued February 15, 2008;

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

Citation

1. This Bylaw No. 12 may be cited for all purposes as the "Comox Valley Recreation Complexes Fees and Charges Bylaw No. 12, 2008" and comes into effect on September 1, 2008.

Repeal

2. The following bylaw, and any amendments there, is hereby repealed: Bylaw No. 2896 cited as "Comox Valley Recreation Complexes Fees and Charges Bylaw No. 2896, 2006".

User Fees

3.
 - (a) Schedule 'A', attached hereto and made part of this bylaw, is hereby adopted as the fees and charges for the Comox Valley sports and aquatic centres.
 - (b) Fees and charges offered by or in connection with the Comox Valley sports centre shall be paid in accordance with schedule 'A' hereto attached.
 - (c) The fees and charges set out in schedule 'A' hereto are hereby imposed on persons using the Comox Valley aquatic centre or participating in recreation or other programs offered by or in connection with the Comox Valley aquatic centre and shall be paid in accordance with schedule 'A' hereto attached.
 - (d) The fees and charges as set out in schedule 'A' shall take effect on September 1, 2008 unless otherwise stipulated in schedule 'A'.

Schedule ‘A’ – Bylaw No. 12

#402

**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 Public Swimming & Fitness/Wellness Centres	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Adult (19 to 59 years)	\$5.60	\$5.70	\$5.80	\$5.90	\$5.90	\$0.00
	Senior (60 years & over)	4.70	4.80	4.90	5.00	5.00	0.00
	Student (ID required)/Teen (13 to 18 years)	3.55	3.60	3.65	3.70	3.70	0.00
	Child/PWD	3.00	3.05	3.10	3.15	3.15	0.00
	Family (Max 6 persons, min 1 adult & 1 child/teen)	11.90	12.15	12.40	12.65	12.65	0.00
	Tot/LTC/Golden Age (2 years & under)	No charge				0.00	0.00
2.2	CVSC - Public Skating						
	Adult (19 to 59 years)	5.05	5.15	5.25	5.35	5.90	0.55
	Senior (60 years & over)	4.10	4.20	4.30	4.40	5.00	0.60
	Student (ID required)/Teen (13 to 18 years)	3.15	3.20	3.25	3.30	3.70	0.40
	Child/PWD	2.60	2.65	2.70	2.75	3.15	0.40
	Family (Max 6 persons, min 1 adult & 1 child/teen)	10.60	10.80	11.00	11.20	12.65	1.45
	Tot/LTC/Golden Age (2 years & under)	No charge				0.00	0.00
2.3	Bulk admission – CVSC & CVAC 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 (19 to 59 years)	50.40	51.30	52.20	53.10	53.10	0.00
	Senior (60 years & over)	42.30	43.20	44.10	45.00	45.00	0.00
	Student (ID required)/Teen (13 to 18 years)	32.00	32.40	32.80	33.30	33.30	0.00
	Child/PWD	27.00	27.40	27.90	27.40	27.40	0.00
	Family (Max 6 persons, min 1 adult & 1 child/teen)	107.10	109.30	111.60	113.80	113.80	0.00

2.4	Bulk admission – CVSC - Public Skating	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	(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 (19 to 59 years)	45.50	46.35	47.20	48.10	53.10	5.00
	Senior (60 years & over)	36.90	37.80	38.70	39.60	45.00	5.40
	Student (ID required)/Teen (13 to 18 years)	28.40	28.80	29.20	29.70	33.30	3.60
	Child/PWD	23.40	23.90	24.30	24.70	27.40	2.70
	Family (Max 6 persons, min 1 adult & 1 child/teen)	95.40	97.20	99.00	100.80	113.80	13.00
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				3.15/3.70	2.50	NEW
	Adult				5.90	5.00	NEW
	Senior				5.00	4.00	NEW

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 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. 							
2.6	One Month Facility Pass	Valid one month from date of purchase						
	(12 x single admission)	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase	
	Adult (19 to 59 years)	67.20	68.40	69.60	70.80	70.80	0.00	
	Senior (60 years & over)	56.40	57.60	58.80	60.00	60.00	0.00	
	Student (ID required)/Teen (13 to 18 years)	42.60	43.20	43.80	44.40	44.40	0.00	
	Child/PWD	36.00	36.60	37.20	37.80	37.80	0.00	

2.7	Three Month Facility Pass	Valid three months from date of purchase						
	(36 x single x 15% discount)	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase	
	Adult (19 to 59 years)	171.35	174.40	177.50	180.55	180.55	0.00	
	Senior (60 years & over)	143.80	146.90	149.95	153.00	153.00	0.00	
	Student (1D required)/Teen (13 to 18 years)	108.65	110.20	111.70	113.20	113.20	0.00	
	Child/ PWD	91.80	93.35	94.85	96.40	96.40	0.00	
2.8	Six Month Facility Pass	Valid six months from date of purchase						
	(72 x single admission x 30% discount)	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase	
	Adult (19 to 59 years)	282.25	287.30	292.30	297.35	297.35	0.00	
	Senior (60 years & over)	236.90	241.90	246.95	252.00	252.00	0.00	
	Teen/Student	178.90	181.45	183.95	186.50	186.50	0.00	
	Child/ PWD	151.20	153.70	156.25	158.75	158.75	0.00	
2.9	One Year Facility Pass	Valid one year from date of purchase						
	(144 x single admission x 45 % discount)	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase	
	Adult (19 to 59 years)	443.50	451.45	459.35	467.30	467.30	0.00	
	Senior (60 years & over)	372.25	380.15	388.10	396.00	396.00	0.00	
	Teen/Student	281.15	285.10	289.10	293.05	293.05	0.00	
	Child/ PWD	237.60	241.55	245.50	249.48	249.48	0.00	
2.10	Special Sessions	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase	
	4 Parent & 3 Preschoolers, 5 yrs & under – Mon. to Fri. school hours skating sessions (adult admission + \$1.00)	6.60	6.70	6.80	6.90			
	Persons with disabilities – CVSC/CVAC	3.00	3.05	3.10	3.15			
	Professional Admission					20.00	NEW	
	SuperSaver Admission				2.25	2.50	0.25	

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

3.1	Swimming Lesson – CVSC & CVAC	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	½ Hour Red-Cross Lesson (ages 6-13)	5.20	5.30	5.40	5.50	5.50	0.00
	¾ Hour Red-Cross Lesson (ages 6-13)	7.88	8.05	8.20	8.35	8.35	0.00
*	½ Hour 14 years & over (includes tax)	*6.18	6.30	6.45	6.60	6.60	0.00
	½ Hour Lesson (ages 5 & under)	5.78	5.90	6.00	6.10	6.10	0.00
	½ Hour Semi-Private, per person, 14 yrs & under	17.00	17.35	17.70	18.05	18.05	0.00
*	½ Hour Semi-Private, per person, over 14 yrs (includes tax)	*19.20	19.60	20.00	20.40	20.40	0.00
	½ Hour Private, per person, 14 yrs and under	27.35	27.90	28.45	29.00	29.00	0.00

*	½ Hour Private, per person, 14 yrs and over (includes tax)	*30.88	31.50	32.15	32.80	32.80	0.00
	1 Hour Lesson (ages 6-13)	9.90	10.10	10.30	10.50	10.50	0.00
*	Badges - Cost plus 50 cents						
3.2	Arena Program Fees						
	½ Skating or Hockey Lesson					5.50	NEW
	¾ Hour Tiny Tot hockey & Coolest game	6.39	6.50	6.65	6.80	8.35	1.55
	½ Hour 14 years & over (includes tax)					6.60	NEW
3.3	Other Program Fees						
*	Direct costs plus a minimum of 15% - direct costs include administration, shipping, supplies, etc.						
	NSF Checks					25.00	NEW
	Withdrawal & Transfer Fee for Registered Programs – Advanced Aquatic Leadership Courses					35.00	0.00
	Withdrawal & Transfer Fee for Registered Programs – All Other Programs					5.00	NEW

4.0 POOL ACTIVITY RENTALS – Tax extra

(Includes 2 guards unless otherwise noted)

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	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Leisure pool – CVAC (up to 120 people)	179.95	183.55	187.20	190.95	190.95	0.00
	Leisure pool – CVAC – Shared Space (up to 40 people)					65.00	NEW
	Deep end – 6 lane – CVSC	53.25	54.30	55.40	56.50		
	Deep end – 8 lane – CVAC	71.00	72.40	73.85	75.35		
	6 lane pool – CVSC (up to 120 people)	151.80	154.85	157.95	161.10	161.10	0.00
	8 lane pool – CVAC (up to 120 people)	202.35	206.40	210.50	214.70	214.70	0.00
	6 or 8 lane pool – per lane	25.30	25.80	26.30	26.85	26.85	0.00
	8 lane pool & leisure pool (up to 160 people) - CVAC	312.55	318.80	325.20	331.70	331.70	0.00
	Waterslides – CVAC (may be shared)					35.00	NEW
4.2	School Use – per hour (Monday – Friday – 9:00 am to 3:00 pm)	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	6 lane pool – CVSC (up to 80 people)	79.55	81.15	82.75	84.40	84.40	
	8 lane pool – CVAC (up to 80 people)	106.10	108.20	110.35	112.55	112.55	
	Per lane – CVSC & CVAC (up to 10 people)	13.25	13.50	13.75	14.05	14.05	
	Leisure pool – CVAC (up to 80 people)	103.50	105.55	107.65	109.80	109.80	
	Leisure pool – CVAC – Shared Space (up to 60 people)					65.00	NEW
	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. 						
	12 to 19 children (up to 3 staff incl)	85.90	87.60	89.35	91.15		
	20 to 27 children (up to 4 staff incl)	107.70	109.85	112.05	114.30		
	28 to 34 children (up to 5 staff incl)	131.15	133.75	136.45	139.20		
	35 to 42 children (up to 6 staff incl)	155.10	158.20	161.35	164.60		
	43 to 50 children (up to 7 staff incl)	179.00	182.60	186.25	189.95		
4.3	Adult Sports Groups – per hour (Masters, water polo, synchro, etc.)	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	6 lane pool – CVSC (up to 80 people)	126.80	129.35	131.95	134.60	134.60	0.00
	8 lane pool – CVAC (up to 80 people)	169.10	172.50	175.95	179.45	179.45	0.00
	Per lane – CVSC & CVAC (up to 10 people)	21.15	21.55	21.95	22.40	22.40	0.00
4.4	Synchronized & Swim Teams – per hour	2015	2016	2017	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	6 lane pool – CVSC (up to 80 people)	72.85	74.30	75.80	77.30	84.40	7.10
	8 lane pool – CVAC (up to 80 people)	97.10	99.05	101.05	103.05	112.55	9.50
	Per lane – CVSC & CVAC (up to 10 people)	12.15	12.40	12.65	12.90	14.05	1.15
	Deep end – CVSC & CVAC	46.10	47.00	47.95	48.90		

4.5	Sanctioned Swim Meets – per hour (includes 2 guards)	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Lane pool – 6 lane – CVSC (up to 80 people)	115.80	118.10	120.45	122.85	122.85	0.00
	Lane pool – 8 lane – CVAC (up to 80 people)	154.40	157.50	160.65	163.85	163.85	0.00
	8 lane and leisure pool – CVAC (up to 80 people per pool)	258.15	263.30	268.55	273.90	273.90	0.00
4.6	Special Sessions	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	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)	110.20	112.40	114.65	116.95	116.95	0.00

5.0 ARENA ACTIVITY RENTALS – Tax extra except where indicated

5.1	Recreation – per hour	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Recreation – Prime time	153.40	156.45	159.60	162.80	170.94	8.14
	Recreation – Non-prime time	113.85	116.15	118.45	120.80	126.84	6.04
5.2	Minor Sports – per hour	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Minor Sports, non-profit – Prime time, pre & regular season	83.25	84.90	86.60	88.35	88.35	0.00
	Minor Sports, non-profit – Non-Prime time, pre & regular season	69.55	70.95	72.35	73.80	73.80	0.00

	Minor Sports, non-profit – spring & summer, must provide proof of non-profit status	105.90	108.00	110.15	112.35	112.35	0.00
	Youth Sports, for-profit – all season	141.80	144.65	147.55	150.50	150.50	0.00
5.3	Schools – per hour Monday - Friday, 9:00 am to 3:00 pm	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	1 – 30 participants					58.00	NEW
	31 – 60 participants	64.45	65.75	67.05	68.40	68.40	0.00
	61 – 100 participants	75.90	77.40	78.95	80.55	80.55	0.00
	101 – 200 participants					105.00	NEW
5.4	Drop in Ice – per hour	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Drop in ice rental – per person, tax included	8.15	8.30	8.45	8.60		
	Drop in ice rental – per person, tax included	32.60	33.20	33.80	34.40		
5.4	Short Notice Ice Rental – per hour • Can only book max of 2 days in advance through admin office. • Regular rental procedures in effect including insurance requirements.	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Pre-season & Regular Season (available Mon. – Fri. from 6:00 am - 3:30 pm only)					40.00	NEW
	Spring & Summer Season					60.00	NEW

6.0 DRY FLOOR – Tax extra

6.1	Per Day	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Ticketed, Not for Profit	1164.35	1187.65	1211.40	1235.65	1235.65	0.00
	Set up – Ticketed, Not for Profit	581.90	593.55	605.40	617.50	617.50	0.00
	Non-ticketed, Not for Profit	992.85	1012.70	1032.95	1053.60	1053.60	0.00
	Set up – Non-ticketed, Not for Profit	496.45	506.40	516.55	526.90	526.90	0.00
	Commercial – Ticketed, For Profit	1739.50	1774.30	1809.80	1846.00	1846.00	0.00
	Set up – Commercial, Ticketed, For Profit	868.55	885.90	903.60	921.65	921.65	0.00
	Commercial – Non-Ticketed, For Profit	1553.05	1584.10	1615.80	1648.10	1648.10	0.00
	Set up – Commercial, Non-Ticketed, For Profit	776.55	792.10	807.95	824.10	824.10	0.00
	Recreation	878.55	896.10	914.00	932.30	932.30	0.00
	Senior secondary graduation – set up, event & teardown not to exceed 8 days	1564.05	1595.35	1627.25	1659.80	1659.80	0.00
6.2	Per Hour	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Four hour minimum, time includes set up and tear down, applies to registered non-profit only	83.65	85.30	87.00	88.75	88.75	0.00
	Sports groups – games/practices	55.70	56.80	57.95	59.10	59.10	0.00

7.0 MEETING SPACE – Tax extra

7.1	Meeting Rooms – per hour	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Not For Profit & User Groups – 2 hour minimum	6.10	6.20	6.30	6.45	6.45	0.00
	Other Groups – 2 hour minimum	11.00	11.20	11.40	11.65	11.65	0.00
	Yearly – Must rent a minimum of 10 hours of ice/pool per month	409.00	417.20	425.55	434.05	434.05	0.00
7.2	Mezzanine – Arena # – per hour						
	Lounge area only - Not for Profit & User Groups - two-hour minimum, full hour units only	14.30	14.60	14.90	15.20	15.20	0.00
	Lounge area only - Other Groups - per hour, 2-hour minimum, full hour units only	24.85	25.35	25.85	26.35	26.35	0.00
	Lounge & public areas – Not for Profit & User Groups - two-hour minimum, full hour units only	28.05	28.60	29.15	29.75	29.75	0.00
	Lounge & public areas - Other Groups - per hour, 2-hour minimum, full hour units only	49.55	50.55	51.55	52.60	52.60	0.00

8.0 OTHER RENTAL SPACE – Tax extra

8.1		2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Storage Rooms - per year	931.75	950.40	969.40	988.80	988.80	0.00
	Minor Hockey Office – Arena #2 mezzanine, per month	279.50	285.10	290.80	296.60	296.60	0.00
	Parking Lot Rate – Entire Lot – per day	1242.35	1267.20	1292.55	1318.40		
	Parking Lot Rate – Entire Back Lot - per day	621.10	633.50	646.15	659.05	200.00	-459.05
	Parking Lot Rate – 1 Section of Back Lot - per day					50.00	NEW
	Minor Hockey Extra Office – (Meeting Room A)		No charge	No charge	No charge	No charge	0.00

9.0 MISCELLANEOUS - Tax extra

9.1	Birthday Parties	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	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	59.05	63.00	3.95
	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	162.80	0.00
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	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Skate Rental – public skating	2.00	2.00	2.00	2.00	3.50	1.50
	Skate Rental – school skating	1.75	1.75	1.75	1.75	2.50	0.75
	Skate Rental – 10 punch bulk pass (10 for price of 9)					31.50	New
	Skate Rental – birthday party packages	Included	Included	Included	Included	Included	Included
	Skate Sharpening	5.40	5.40	5.40	5.40	5.40	0.00
	Skate Sharpening – 10 punch bulk pass (10 for price of 9)	48.60	48.60	48.60	48.60	48.60	0.00
	Staff Cost per hour					35.00	New

10.0 FACILITY ADVERTISING – Tax extra

10.1	Per Month Includes Lexan where applicable	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Arena #1						
	Large Rink Board Ad 3’ x 8’	76.00	77.50	79.05	80.65	80.65	0.00
	Large Rink Board Ad 3’ x 16’ (Bulk rates will not apply)	123.00	125.45	127.95	130.50	130.50	0.00
	Small Rink Board Ad 3’ x 4’	67.85	69.20	70.60	72.00	72.00	0.00
	Zamboni Ad	61.10	62.30	63.55	64.80	64.80	0.00
	Players Bench Ad - 12’ x 2’	73.25	73.80	75.25	76.75	76.75	0.00
	Wall Ad Score Clock 3’ x 8’	76.20	77.70	79.25	80.85	80.85	0.00
	On Ice Ad 25 sq/ft (prior to installation of ice)	122.40	124.85	127.35	129.90	129.90	0.00
	Arena # 2	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Large Rink Board Ad 3’ x 8’	66.70	68.05	69.40	70.80	70.80	0.00
	Small Rink Board Ad 3’ x 4’	54.90	56.00	57.10	58.25	58.25	0.00
	Zamboni Ad	61.20	62.40	63.65	64.90	64.90	0.00
	On Ice Ad 25sq/ft	91.80	93.65	95.50	97.40	97.40	0.00
	Score Clock Wall Ad 3’ x 8’	61.20	62.40	63.65	64.90	64.90	0.00
	Side Wall Ad	40.80	41.60	42.45	43.30	43.30	0.00
	Sports Centre Pool Area - Banners	45.90	46.80	47.75	48.70	48.70	0.00
	Aquatic Centre Pool Area – Banners	122.40	124.85	127.35	129.90	129.90	0.00

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	2015	2016/2017	2017/2018	2018/2019 Current	2018/2019 Proposed	Proposed Increase
	Arena # 1 – per month						
	Large Rink Board Ad - 3’ x 8’ Lexan included in the cost	46.70	47.65	48.60	49.55	49.55	0.00