

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 3051

A Bylaw to amend Bylaw No. 2665, cited as the
"Parks and Recreation Regulation Bylaw, 2007, No. 2665"

The Council of the Corporation of the Township of Esquimalt, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the "Parks and Recreation Regulation Bylaw, 2007, No. 2665, Amendment Bylaw, 2021, No. 3051".
2. That Bylaw No. 2665, cited as the "Parks and Recreation Regulation Bylaw, 2007, No. 2665" be amended as follows:
 - (1) Remove existing Schedule "A" and replace with new Schedule "A" as attached hereto that includes Esquimalt Gorge Park hours of access; and
 - (2) Remove existing Schedule "C" and replace with new Schedule "C" as attached hereto that includes rental fees for Gorge Park Pavilion and deletes all references to HST and replaces with GST.

READ a first time on the 20th day of December, 2021.

READ a second time on the 20th day of December, 2021.

READ a third time on the 20th day of December, 2021.

ADOPTED on the

BARBARA DESJARDINS
MAYOR

DEBRA HOPKINS
CORPORATE OFFICER

Schedule "A"

Parks and Recreation Regulation Bylaw, 2007, No. 2665

Archie Browning Sports Centre	24 hour per day operation with hours varying according to bookings and programs
Esquimalt Recreation Centre	5:30 am to 10:30 pm
Statutory Holidays	There will be reduced hours of operation on statutory holidays based upon facility user and program bookings. Hours of operation on Statutory Holidays will be established by the Director.
Parks	Dawn to Dusk
Esquimalt Lacrosse Box	8:00 am to 10:00 pm (includes lights on)
Esquimalt Gorge Park	Hours varying according to bookings and programs.

SCHEDULE “C”**FEES AND RENTAL CHARGES****General Principles for Fees and Rental Charges**

1. The Esquimalt Parks and Recreation Advisory Committee may review the Fees and Rental Charges on an annual basis and may forward recommendations for new fee or rental charges, and proposed fee and rental increases to Council for approval.
2. Fees and Rental Charges will be based on the following principles:
 - 2.1 Parks and Recreation users will share with the taxpayers of Esquimalt the cost of providing parks and recreation services.
 - 2.2 Subject to the subsidy policy, fees and rental charges will be based on recovering the direct cost of providing a service.
 - 2.3 All fees and rental charges collected will be used exclusively to deliver Parks and Recreation Services.
 - 2.4 In general fees and rental charges will be based on the benefit the service provides to the community as a whole. High benefit to community will result in high subsidy (low fees) and low benefit to community will result in low or no subsidy (high fees).
 - 2.5 Wherever possible the Municipality will receive a share of the profit from “for profit” events that take place in Parks and Recreation facilities. For profit events will not be permitted to displace high benefit community events in Parks and Recreation facilities.
3. Fees and rental charges will be calculated according to the following criteria:
 - The direct cost of providing the service
 - Average pricing for comparable services in the Capital Region
 - Subsidies provided to specific users.
4. Fees and Rentals Definitions
 - 4.1 Fee Categories
 - Child – 12 years and under
 - Youth – 13 -18 years
 - Adult – 19 - 59 years
 - Senior (60 years and over) / Student (need valid student id)
 - Family – 2 adults and children 18 years of age and under living in same household (maximum 5 people)
 - 4.2 Community Group: a non-profit volunteer group open to all residents in an Esquimalt neighbourhood and / or community of Esquimalt, who use a Parks and Recreation facility for a community activity.

- 4.3 Commercial Group: any for profit activity or organization using a Parks and Recreation facility for profit purposes, including charging admission and or user fees for the activity or event. This will not include community groups who charge a user fee for regular events and activities.
- 4.4 Base Rate: the amount determined by the Director of Parks and Recreation Services to operate a facility or service for one hour based upon budgeted expenditures and average number of hours operated.
- 4.5 Market Rate: a rate within the range of rates for a comparable service at Saanich, Victoria, Oak Bay, Westshore, or Panorama recreation facilities.
- 4.6 Dry Floor Rentals at Archie Browning Sports Centre: a rate based upon a 25% discount to the ice-in rate.
- 4.7 Full Day Bookings: bookings that are single use and make the facility inaccessible to other users. Rate charged is based on a 12 hour rental day. Full facility bookings at the Sports Centre (ice rink/curling rink) will receive a further 25% discount.
- 4.8 Support Costs: a charge may be added to any rental fee for an event or large booking for set up, take down, garbage, electrical costs, and any other actual exceptional cost incurred by Parks and Recreation Services in hosting the event. Events that require previous day setup where the public does not have access will be charged a ½ day rental fee.
- 4.9 Prime Time
- Arena – weekdays between 3:30 pm and 11 pm and weekends between 6 am and midnight.
 - Curling Rink – September 15 to March 15, weekdays between 6:30 pm and 11 pm, and weekends between 10 am and 10 pm.
- 4.10 Equipment: the municipality rents sports equipment and event equipment at market rates. Wherever possible, rates will recover wear and tear on equipment.
- 4.11 Parks and Recreation Services Program: a recreation or parks program operated by Parks and Recreation Services. In general these programs will receive precedence over rental allocations.
- 4.12 Direct Program Costs: includes all direct costs to operate a program including but not limited to program materials, facility or equipment rental, the cost of instruction or leadership, transportation, promotions, food, and a 10% administration cost.
- 4.13 Community User Group Initial Meeting Program: This community development initiative is designed to support newly formed Esquimalt community groups in the initial organization of their volunteer activities. A majority of members of the community group must be Esquimalt residents. This policy permits Parks and Recreation Services to provide up to 5 free organizational meetings (not activity sessions) within **the first year of the group's** formation in either the

Recreation Centre or Sports Centre (3 hour maximum) to a qualifying group on an as available basis.

- 4.14 Contractor and Revenue Share Program: Parks and Recreation Services offer a number of parks and recreation programs to the community where revenues are shared with a contractor. The split for these types of programs will be based upon a minimum 50% of total revenues, although different ratios may be negotiated by staff based on what the contractor contributes to the program. Subsidies are not applied to Contractor and Revenue Share programs, although program staff will keep affordability in mind with children, youth, and family programs.
- 4.15 Youth Only Friday Nights: Parks and Recreation Services has designated Friday night in the Recreation Centre as "Youth Only Friday Night" where all activities in the facility are provided exclusively for youth. The only exceptions are the provision of up to 6 Fridays per year that may be used for other events and activities.
- 4.16 Advance Bookings: Room space and park facilities, with the exception of sport fields, may be booked up to one calendar year in advance. User groups are required to pay the fee that applies at the time their event takes place.

5. Parks and Recreation Services Subsidies

The Parks and Recreation Advisory Committee reviews the following subsidy tables on an annual basis:

5.1 Subsidy Categories

Subsidy Categories	General Subsidy for Service
Broad Benefit Services – provide very high benefit service to whole community.	100% - provide service free of charge
Joint Use Services – where the municipality receives in kind value in return.	100% Direct costs above normal operational costs will be charged at cost – e.g. additional lifeguards for school sessions.
Municipal and Interdepartmental Uses	50%
Community Leadership Development	50%
Children, Youth and Family Services – includes summer playground programs	50%
Out of School Care	No subsidy – program or service will recover 100% of all direct costs.
Seniors and Special Needs	No subsidy – program or service will recover 100% of all direct costs.
Food Services	No subsidy – service will recover 125% of all direct costs.
Adults	No subsidy – program will recover 125% of all direct costs.
Commercial and “for profit” use	No subsidy – program will recover 175% of all direct costs.

5.2 Age Breakdown and Recovery Rates

Age Category	Age by Definition	Cost Recovery
Preschool	Up to 5 years	50%
Child	6 - 12 years	50%
Youth – <i>note that 14 years and under are not charged GST</i>	13 - 18 years Will be added as a category in Class for recording purposes.	50%
Adult	19 - 59 years	125%
Senior / Student	60 years and older	100%
Family	Up to 5 members of the same family	50%

6. Access for Everyone

Esquimalt is an active participant and user of the LIFE (Leisure Involvement for Everyone) program, a regional initiative that ensures residents who are unable to afford the cost of Parks and Recreation programs are able to access them. This initiative provides free drop-in access to any facility in the region (up to a maximum of 52 visits per year) and program discounts in the community the participant resides. The program includes a number of partnered special events such as free skate and swim events.

7. Director of Parks and Recreation Services

The Director of Parks and Recreation Services

- may waive fees or rentals on a case by case basis
- may set one time only fees or rental rates
- will resolve issues regarding fees not covered by this agreement
- will administer the Parks and Recreation Services complementary pass program.

In all cases the Director will use this policy as the foundation for exceptional fees and will endeavour to seek early review and approval from the Parks and Recreation Advisory Committee and Council for any long term fee or rental arrangement not covered in this policy.

Single Admission, Multi Ticket and Monthly Passes (Fees include GST)

	Age	<i>Single</i>	Book of 10	Book of 25	1 Month Pass	3 Month Pass	6 Month Pass	1 Year Pass
Adult	19 +	\$6.00	\$55.20	\$128.80	\$62.40	\$121.34	\$224.00	\$373.34
Child	6-12	\$3.00	\$26.40	\$61.60	\$27.74	\$48.80	\$90.40	\$150.40
Youth	13 - 18	\$3.25	\$28.80	\$67.20	\$45.34	\$89.60	\$112.00	\$186.67
Senior / Student	60 +	\$4.50	\$40.80	\$95.20	\$46.94	\$91.20	\$168.00	\$280.00
Preschool	0-5	Free	Free	Free	Free	Free	Free	Free
*Family	-	\$12.25	\$110.40	\$257.60	\$124.80	\$242.67	\$448.00	\$746.67
Regional Recreation Pass - Current	\$449.00 (Only available at Adult Rate) \$25.00 non-refundable convenience fee for choosing the monthly payment plan option							

*Family rate applies to up to 2 adults and children 18 years of age and under living in the same household (maximum 5 people).

***Membership Cancellation fee is \$29.76. No cancellation under three months.**

Group Drop-In Rates

Group drop-in rates are available for the swimming pool and arena at a discount of 25% off the regular drop in fee. To receive this rate, groups must:

- Have a minimum of 10 people
- Book a minimum of 24 hours in advance with an aquatic or arena administrator

Parent Swim while Child in Lesson

\$2.25

Youth Only Friday Nights

\$2.25

Esquimalt Parks and Recreation Services

Archie Browning Sport Centre Equipment Rentals - (Fees do NOT include GST)

	September 2008-2009	January 2010
Fitness, Sports & Recreation Equipment	N/A	\$1 per person Minimum 10 people
Electrical Hook Up	N/A	\$350/day
Skate Rentals	\$3 \$2 Group Rate	\$3 \$2 Group Rate
Curling Brooms	\$1.75	\$2
Chairs	\$1	\$1
Extended Event Chair Rental	N/A	\$0.30/chair/day Minimum 2 day rental Maximum allowance – 1000 chairs
Tables	\$8.75	\$8.75
Extended Event Table Rental	N/A	\$1.25/table/day Minimum 2 day rental Maximum allowance – 100 tables
Staging	\$233.25 for 4 to 6 sections \$29.25 per section for additional sections	\$240 for 4 to 6 sections \$30 per section for additional sections
Bleachers *see stipulations for rentals below	N/A	Non-profit - \$37.50/section Commercial - \$66.00 section
Bleachers – Extended Event	N/A	Minimum 2 day rental Non-profit - \$22.50/section Commercial - \$39.50
Cougars Dressing Room – Youth	\$192.45 monthly	\$192.45 monthly
Cougars Dressing Room – Adult	N/A	\$385 monthly
Arena Storage Lockers – Adult	\$78.25 monthly	\$78.25 monthly
Arena Storage Lockers - Youth	\$63.50 monthly	\$63.50 monthly

*Stipulations for Bleacher rentals:

- a) No charge to DND, schools within the municipality or other municipal agencies.
- b) Priority will be given to events within the municipality.
- c) Rental requests for events in other municipalities will be confirmed within 30 days of the start of event.
- d) Groups will be responsible for pick up and drop off of the bleachers.

Arena Ice and Dry Floor Rates - (Fees do NOT include GST)

	Base Rate per hour	September 2008-2009 Rates per hour	January 2010 Rates per hour
Prime Time Ice in base	\$151.75	\$197.27	\$203.25 *eliminated senior category – use only for oldtimer group
Prime Time Ice in– Adult	\$190.00	\$207.39	\$213.75
Prime Time Ice in– Children and Youth	\$76.00	\$105.35	\$108.50
Cougars Game Rate		\$133.99	\$138.00
Prime Time Ice in– Commercial	\$265.60	\$346.92	\$347.00
Ice in– Non-Prime Time	Discount appropriate rate by 50%	Senior - \$ 98.65 Adult - \$103.71 Child - \$ 52.67 Commercial - \$173.44	Adult - \$106.75 Child - \$54.25 Commercial - \$178.75
Summer Ice – Adult		\$121.00	\$125.25
Summer Ice - Youth		\$103.28	\$107.00
Last Minute Ice Booking Rate	N/A		(May book a maximum of 48 hrs. in advance) Book 1 hour and get an extra ½ hour for free
Prime time – Dry Floor – base	\$126.00	\$67.36	Fee eliminated
Prime Time – Dry Floor - Adult	\$157.50	\$72.90	\$73.00

Prime Time – Dry Floor – Children and Youth rates–	\$63.00	\$51.49	\$51.50
Prime Time – Dry Floor – Commercial	\$220.00	\$258.13	\$258.25 Bookings two days or more receive 15% discount
Commercial Dry Floor Extended Event		N/A	15% off – 2 day minimum booking
Office Space	N/A	N/A	\$100.00 yr.
Set Up & Tear Down Costs	N/A	N/A	Small event – 100-200 people - \$27/hr (1 staff required) Large event – more than 200 people - \$55/hr (2 staff required)
Fake Floor Installation			\$3350/event
Advertising (Revenue generated from within municipal building)		\$200 / Advertising Board \$300 / per Zamboni side	\$200/Advertising Board \$300/per Zamboni side [Esquimalt Hockey Society, Operating the Victoria Cougars Junior Hockey Club]

Curling Rink - (Fees do NOT include GST)

Ice In	Curling per sheet (2 hour booking)	September 2008-2009 per sheet (2 hr. booking)	January 2010 Rates per sheet (2 hr. booking)
Adult Prime	\$55	\$69.80	\$73.25
Adult Non Prime	\$34 – Curling Ice	\$43.32	\$45.50
Adult Weekend	\$51	\$61.49	\$64.50
Interclub	\$20	\$24.12	\$25.25
Youth League	\$26 P \$19 NP	\$6.00	\$6.25
Bonspiels	8% of Entry Fee	\$10% of Entry Fee	10% of Entry Fee or Minimum of \$21.00 per hour (whichever is greater). Full facility use.
Non League Shorties (2 hours)	\$100 Min. 24 people with food booking. Regular rates w/o food.	\$159	\$175
League Shorties 1 shortie per league, per year	Free with a min. food purchase of \$10 per person, min 24	Free with a min. food purchase of \$10 per person, min. 24	Free with a minimum food purchase of \$10 per person, minimum 24
Dry Floor Adult Rate		\$63.50	\$63.50
Dry Floor youth		\$31.75	\$31.75
Commercial Dry Floor in or out		\$111.25	\$111.25
Commercial Dry Floor		N/A	15% off – 2 day minimum booking

Extended Event			
Advertising (Revenue generated from within municipal building)		\$500 flat rate	10% of Advertising Revenue (to include cash and value of goods in kind)
Storage Space (Below stairs south side of building)	N/A		\$5.00/month

Sports Centre: Crowsnest, Lounge and Boardroom - (Fees do NOT include GST)

	Base Rate - per hour	September 2008-2009 Rates per hour	January 2010 Rates per hour	September 2008-2009 Board Room – per hour	January 2010 Board Room – per hour
Base and Senior Rates	\$28	\$26.95	\$27.75	\$4.81	\$5.00 Only available for grandfathered groups
Children and Youth Rates	\$14	\$13.47	\$17.25	\$2.41	\$3.50
Adult Rates	\$35	\$33.20	\$34.25	\$6.73	\$7.00
Commercial Rates	\$49	\$46.19	\$60.00	\$7.70	\$12.25
Parking Lot 2008/09/2010	\$1.75 per stall per day Maximum 100 stalls		Commercial Rate: \$306.25 per day Maximum 100 stalls		Not-for-profit: \$87.50 per day Maximum 100 stalls

Aquatic Rates - (Fees do NOT include GST)

	Commercial 2008	Municipal/ Non-profit 2008-2009	Commercial 2010	Municipal/ Non-profit 2010
Main Pool	\$113	\$71.25	\$116.50	\$73.50
Life-style	\$113	\$71.25	\$116.50	\$73.50
Lane	\$21.75	\$13.75	\$21.75	\$13.75
Whole Facility	\$165	\$132	\$170.00	\$136.00

Recreation Centre Room Rental Rates - (Fees do NOT include GST)

	Base/Sr. Rate – per hour <i>(only available for grandfathered groups)</i>	Child/Youth – per hour	Adult – per hour	Commercial – per hour
Internet Access 2010			\$5.00/day	\$10.00/day
Jubilee 2008-09 2010	\$65.43 \$67.50	\$32.72 \$42.00	\$82.75 \$85.25	\$115.47 \$119.00
Pioneer A 2008-09 2010	\$13.47 \$14.00	\$6.73 \$9.00	\$17.32 \$17.75	\$24.06 \$24.75
Pioneer B 2008-09 2010	\$13.47 \$14.00	\$6.73 \$9.00	\$17.32 \$17.75	\$24.06 \$24.75
Kitchen 2008-09 2010	\$8.66 \$9.00	\$4.34 \$5.50	\$10.59 \$11.00	\$14.91 \$15.25
Craigflower 2008-09 2010	\$17.32 \$17.75	\$8.66 \$11.00	\$21.17 \$21.75	\$29.84 \$30.75
Kanaka 2008-09 2010	\$7.70 \$8.00	\$3.85 \$5.00	\$9.62 \$10.00	\$12.51 \$13.00
Seniors Centre 2008-09 2010	\$13.47 \$14.00	\$6.73 \$9.00	\$17.32 \$17.75	\$24.06 \$24.75

Viewfield 2008-09 2010	\$4.81	\$2.41	\$5.29	\$7.70
	\$5.00	\$2.75	\$5.50	\$8.00
Teen Centre 2010	14.00	9.00	17.75	24.75
Fernhill 2008-09 2010	\$4.81	\$2.41	\$5.29	\$7.70
	\$5.00	\$2.75	\$5.50	\$8.00
Constance Cove 2008-09 2010	\$13.47	\$6.73	\$17.32	\$24.06
	\$14.00	\$9.00	\$17.75	\$24.75
Atrium 2008-2009 2010	\$31.75	\$15.88	\$40.41	\$55.81
	\$32.25	\$20.75	\$41.75	\$57.50

- **Refundable \$500 damage deposit for major facility rentals**

Parks Events - (Fees do NOT include GST)

Event	September 2008-2009	January 2010	Other
Picnics Adults, Corporate Groups, Associations Churches, Youth.	\$29.35 per five hour booking	\$25/hr with a minimum booking of 2 hours	Schools are free and covered under the school agreement
Weddings and Memorial Services	\$93.34 per two hour booking	\$45/hr with a minimum booking of 2 hours	One wedding per park at any one time
Special Events - Children, Youth and Families	\$19.75 per hour four hour minimum	\$19.75 per hour two hour minimum	Portable toilets are an extra cost
Car Shows	\$45.94 per hour	\$47.50 per hour	Portable toilets are an extra cost
Filming	\$67.25 per hour	\$69.25 per hour	\$500.00 damage deposit for events over 4 hours
For Profit Events (includes Parking Lots)	\$ 64.71 per hour four hour minimum	\$66.75 per hour	\$500.00 for full day events
Cross Country Runs <i>Free as per use agreement</i>			Covered under the school use agreement
Theatre Groups - For Profit	\$64.71 per hour	\$66.75 per hour	
Theatre Groups - Non Profit	\$45.94 per hour	\$47.50 per hour	
Rock Climbing (Fleming Beach Climbing Facility)	\$10.60 / year	\$11.00 / year	Annual Pass – same rate for Children, Youth and Adult

Parks Sport Facilities - (Fees do NOT include GST)

Event	Bullen, Lampson and Brodeur Fields	Lacrosse Box
Sports Events - Kids and Youth 2008-2009	\$7.21 hour	\$7.21 Hour
2010	\$7.50 hour	\$7.25 hour
<i>Sports Events – Adults 2008-2009</i>	\$15.39 hour	\$15.39 Hour
<i>2010</i>	\$15.75 hour	\$15.50 hour
<i>Sports Events - For Prof it 2008-2009</i>	\$21.17 hour	\$21.17 Hour
<i>2010</i>	\$23.25	\$21.25

Gorge Park Pavilion (Fees do NOT include GST)

Hourly Rates	Base Rate/Senior	Child/Youth	Adult/Non- Profit	Commercial
Upper/Lower Room Full (3000 sq ft)	\$120	\$60	\$150	\$225
Lower Room 2/3 (2000)	\$80	\$40	\$100	\$140
Lower Room 1/3 (1000)	\$40	\$20	\$50	\$70
Board Room (500)	\$30	\$5	\$40	\$70
Full facility Event Rentals (sample day rate/12 hrs) *2 hr garden included	\$3330	\$1650	\$4175	\$5800
Garden (2 hrs)	\$90	n/a	\$113	\$158
Staff Rate	Market Rate			
Food preparation/serving area	\$40	n/a	\$50	\$70
Loading Dock/Secure Heated Porch	\$20	n/a	\$30	\$35
Food Truck Connection	n/a	n/a	n/a	\$5
Storage	\$40	n/a	\$50	\$70
Based on a 12 hr operation per day 355 days a year				
Refundable \$500 damage deposit is required for major facility rentals				