

## **CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

### **BYLAW NO. 3080**

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, 2022, No. 3080.”
2. That Bylaw No. 2665, cited as the “Parks and Recreation Bylaw, 2007, No. 2665” be amended as follows:
  - (1) Under 2.0 Interpretation, delete Commission and add the following:

“COMMITTEE – means the Esquimalt Parks and Recreation Advisory Committee appointed by Council. “
  - (2) Delete subsection 3.1.4 and replace with new section 3.1.4

“Refer to the Animal Management bylaw for animal restrictions and relevant maps.”
  - (3) Add new subsection 3.1.16 as follows:

“Violate CRD Clean Air Bylaw No. 3962, as amended from time to time, making smoke free areas including parks, playgrounds, playing fields, public squares and bus stops.” and renumber the proceeding sections accordingly.
  - (4) Delete subsection 6.4 and replace with new subsection 6.4 as follows:

“Any appeal regarding the granting or refusal of a Facility Use Permit shall be made to the Council and Council shall either confirm the decision of the Director with respect to granting or refusing of the Facility Use Permit or vary the decision in any way that they sees fit”
  - (5) In subsection 6.5 delete “Commission” and replace with “Council”.
  - (6) Delete Schedule A and replace with new Schedule A attached as Appendix 1 to this Bylaw.
  - (7) Delete Schedule C and replace with new Schedule C attached as Appendix 2 to this Bylaw.

READ a first time on the

READ a second time on the

READ a third time on the

ADOPTED on the

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BARBARA DESJARDINS  
MAYOR

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DEBRA HOPKINS  
CORPORATE OFFICER

**SCHEDULE "A"****HOURS OF OPERATION**

<b>Archie Browning Sports Centre</b>	24 hour per day operation with hours varying according to bookings and programs
<b>Esquimalt Recreation Centre</b>	5:30 am to 10:30 pm
<b>Statutory Holidays</b>	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
<b>Parks</b>	Dawn to Dusk
<b>Esquimalt Lacrosse Box</b>	8:00 am to 10:00 pm (includes lights on)
<b>Esquimalt Gorge Park/ Pavilion</b>	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 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.

4.7 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.

4.8 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.

4.9 Equipment: the municipality rents sports equipment and event equipment at market rates. Wherever possible, rates will recover wear and tear on equipment.

4.10 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.

4.11 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.

4.12 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.

- 4.13 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.
- 4.14 Youth Friday Nights: Parks and Recreation Services has designated Friday night in the Recreation Centre as "Youth Friday Night" where activities in the facility are provided for youth.
- 4.15 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

<b>Subsidy Categories</b>	<b>General Subsidy for Service</b>
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.
Concession and Vending	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%
<b>Youth – note that 14 years and under are not charged GST</b>	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 over) / Student (need valid student id)	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.

## Esquimalt Fees and Charges Schedule C

### ADMISSION FEES

Fees Effective: January 1 2023

Single drop-in admissions include applicable taxes. All passes have applicable taxes added at the time of purchase

		2023
Adult (19 - 59)	Single Admission - incl tax	6.00
	10x	54.00
	25x	126.00
	1 month*	61.00
	3 month*	118.50
	6 month*	219.00
	12 month*	365.00
Senior/ Student (60 plus)	Single Admission - incl tax	4.50
	10x	40.50
	25x	94.50
	1 month*	46.50
	3 month*	90.50
	6 month*	166.50
	12 month*	278.00
Youth (13 - 18)	Single Admission - incl tax	3.25
	10x	29.25
	25x	68.25
	1 month*	46.00
	3 month*	91.00
	6 month*	113.50
	12 month*	189.50
Child (6 - 12)	Single Admission - incl tax	3.00
	10x	27.00
	25x	63.00
	1 month*	28.25
	3 month*	50.00
	6 month*	92.50
	12 month*	154.00
Family** (Max. 5)	Single Admission - incl tax	12.00
	10x	108.00
	25x	252.00
	1 month*	122.00
	3 month*	237.00
	6 month*	438.00
	12 month*	730.00
Child Minding	per 75 min	3.75
	10x	33.75
Swim while child in lesson		2.50
\$2 admission		2.00
\$3 admission		3.00
Shower Fee		3.00
Admin Fee		5.00
NSF		Market Rate

\*\*Family rate applies to up to 2 adults and children 18 years of age and under living in the

\*Membership Cancellation fee is equal the cost of one month of use. No cancellation under three months.

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

## ROOM RENTAL FEES

Fees Effective: January 1, 2023

All Fees Subject to Applicable Taxes Unless Noted

Rates per hour unless otherwise noted

Base Rates Below are subject to - Child/Youth Rate 50% discount - Adult additional 125% and Commercial additional 175% charged at time of booking

		2023
<b>Small Room - 10-15 max</b>		
	Viewfield, Fernhill	5.10
	Meeting room A, B, C,	7.14
	Kanaka,	8.16
<b>Medium Room - 15-30 max</b>		
	Archie Board Room, Constance Cove ,Teen Centre, Atrium Convertible, Pioneer A, Pioneer B, Seniors Centre	14.28
<b>Large Room - 30-200 max</b>		
	Jubilee Hall	68.85
	Atrium	32.90
	Pioneer A+B	36.21
	Lounge, Crowsnest	28.56
	Craigflower	18.11
<b>Other</b>		
	Kitchen	9.18
	Chairs	1.02
	Tables	8.93
	Storage monthly	79.82
	Parking Space	3.00
	Advertising	1.02
	Electrical Hook up	350.00
	Bleacher Rental*	38.25
	Stage Rental 4-6 sections \$30 per add	244.80

\*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.

## PAVILION RENTAL FEES

Fees Effective: January 1, 2023

All Fees Subject to Applicable Taxes Unless Noted

Rates per hour unless otherwise noted

		2023
<b>Board Room - 24 max</b>		
	Base Rate	30.00
	Youth	5.00
	Adult	40.00
	Commercial	70.00
<b>Lower A / Lower B / Lower C - 40 max</b>		
	Base Rate	40.00
	Youth	20.00
	Adult	50.00
	Commercial	70.00
<b>Lower A / B or Lower B / C - 80 max</b>		
	Base Rate	80.00
	Youth	40.00
	Adult	100.00
	Commercial	140.00
<b>Upper Hall / Lower Hall 160 max</b>		
	Base Rate	120.00
	Youth	60.00
	Adult	150.00
	Commercial	225.00
<b>Full Facility Rental</b>		
	Base Rate	3330.00

	Youth	1650.00
	Adult	4175.00
	Commercial	5800.00
<b>Other (base rate/ youth rate/ adult/ commercial)</b>		
	Food prep/serving area	40/0/50/70
	Loading Dock	20/0/30/35
	Lawn/Garden (2hr min)	150.00
	Storage	40/0/50/70
	Food Truck Connection	5.00
<b>Other</b>		
	Staff Rate	Market Rate
	Facility Deposit	500.00

Based on 12hr daily operation 355 annually

## POOL RENTAL FEES

Fees Effective: January 1, 2023

All Fees Subject to Applicable Taxes Unless Noted

Rates per hour unless otherwise noted

		2023
Main Pool	Non profit	74.97
	Commercial	118.83
Lifestyle	Non profit	74.97
	Commercial	118.83
Lane	Non profit	14.03
	Commercial	22.19
Whole facility	Non profit	138.72
	Commercial	173.40
Lifeguard/Instructor Fee (additional staff)		Market Rate

## ARENA FACILITIES RENTAL FEES

Fees Effective: January 1, 2023

All Fees Subject to Applicable Taxes Unless Noted

Rates per hour unless otherwise noted

		2023
Ice - Adult Prime Time*		218.03
Ice - Adult Non-Prime*		108.89
Ice - Youth Prime Time*		110.67
Ice - Youth Non-Prime*		55.34
Ice - Commercial Prime Time*		353.94
Ice - Commercial Non-Prime*		182.33
Ticketed- Games		140.76
Summer Ice	Adult	127.76
	Youth	109.14
Reserved - Dressing Room	Youth	196.30
	Adult	392.70
Arena Storage Rental	Adult	79.82
	Youth	64.77
Skate Rentals (tax incl)		3.15
Group Skate Rentals (tax incl)		2.00
Skate Sharpening		5.25
Dry - Adult Prime Time*		74.46
Dry - Youth Prime Time*		52.53
Dry - Commercial Prime Time*	(15% discount for two day booking)	263.42

\*Prime Time Arena – weekdays between 3:30 pm and 11 pm and weekends between 6 am

## CURLING FACILITIES RENTAL FEES

Fees Effective: January 1, 2023

All Fees Subject to Applicable Taxes Unless Noted

Rates per hour unless otherwise noted

		2023
Ice - Adult Prime Time*		74.72
Ice - Adult Non-Prime*		46.41
Adult Weekend		65.79
Interclub		25.76
Youth League		6.38
Bonspiels		21.42
Non League Shorties		178.50
League Shorties		122.40
Dry Floor	Adult	64.77
	Youth	32.39
	Commercial (15% off min 2 day booking)	113.48
Advertising		Market Rate

\*Prime Time Curling Rink – September 15 to March 15, weekdays between 6:30 pm and

## OUTDOOR FACILITIES RENTAL FEES

Fees Effective: January 1, 2023

All Fees Subject to Applicable Taxes Unless Noted

Rates per hour unless otherwise noted

		2023
Lacrosse Box	Youth	7.40
	Adult	15.81
	Commercial	21.68
Sport Fields	Youth	7.65
Bullen, Lampson, Brodeur	Adult	16.07
	Commercial	23.72
Field Line Painting	soccer paint	257.00
*fee to start September 1st 2023	softball/baseball paint	167.00
Users have option to complete	soccer whiting	164.00
	softball/baseball whiting	111.00
Picnic	includes 2 hr min	51.00
Special Events (Lawn/Garden)	includes 2 hr min	150.00
Filming		Market Rate
For Profit Events	incl. Theater Events	68.09
Non Profit Event	incl. Theater Events	48.45
Rock Climbing	Annual Fee	11.00
Donations Program	New Bench/Picnic table	4000.00
	Existing Bench/Picnic table	3000.00
	Highrock Park- Top of Cairn bench	6000.00
	Lanterns	3500.00
	Stone guide	2500.00
	Torii gate	4000.00
	Tree	800.00
Tree Program	Tree Program	300.00
	Tree Cutting Permit Application	30.00
EV Charging	Rate per hour	Market Rate
Community Garden Plots	open plots	50.00
Community Garden Plots	pea/bean plots	60.00
	covered plots	75.00