

REGIONAL DISTRICT OF NANAIMO  
DISTRICT 69 RECREATION COMMISSION  
REGULAR MEETING  
THURSDAY, JUNE 19, 2014  
2:00 PM

*(Oceanside Place Multi-Purpose Room)*

A G E N D A

PAGES

**CALL TO ORDER**

**DELEGATIONS**

*Motion to receive Late Delegations*

**MINUTES**

Minutes of the Regular District 69 Recreation Commission meeting held May 15, 2014.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

A. Weeks, City of Parksville, to D. Banman, RDN, **Re: Permissive Tax Exemption**

*Motion to receive Communications/Correspondence.*

**UNFINISHED BUSINESS**

**REPORTS**

Monthly Update – Oceanside Place –May 2014

Monthly Update – Ravensong Aquatic Centre - May 2014

Monthly Update – Northern Recreation Program Services – May 2014

Monthly Update of Community and Regional Parks and Trails Projects – May 2014

Parksville Curling Club Viability Under Reduced Tax Exemption Jun 9 2014

District 69 Fees and Charges Report - Bylaw 1701,1704,1705

*Motion to receive the reports*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**COMMISSIONER ROUNDTABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

September 18, 2014

Oceanside Place

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING  
HELD ON THURSDAY, MAY 15, 2014 AT 2:00PM  
AT OCEANSIDE PLACE – MULTI-PURPOSE ROOM**

**Attendance:** Scott Tanner, Councillor, Town of Qualicum Beach  
Gordon Wiebe, Electoral Area 'E'  
David Edgeley, Electoral Area 'F'  
Richard Leontowich, Electoral Area 'H'  
Ross Milligan, Trustee, District #69 School Board  
Peter Morrison, Councillor, City of Parksville  
Bill Veenhof, Director, RDN Board Appointee

**Staff:** Tom Osborne, General Manager of Recreation and Parks  
Dean Banman, Manager of Recreation Services  
Ann-Marie Harvey, Recording Secretary  
Chrissie Finnie, Recreation Programmer

**Regrets:** Joe Stanhope, Director, RDN Board, Electoral Area 'G'

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**CALL TO ORDER**

Chair Tanner called the meeting to order at 2:00pm

**PRESENTATION**

Ms. Finnie and Chair Tanner presented the two Performance Recognition Awards to recipients G. Courtorielle for Barebow Archery and G. Verge for Tennis.

**MINUTES**

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that the Minutes of the Regular District 69 Recreation Commission meeting February 20, 2014 be approved.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Milligan that the Minutes of the District 69 Recreation Grants Sub-Committee meeting May 7, 2014 be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**Grant Approvals**

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that the following District 69 Youth Recreation Grant applications be approved:

<b>Community Group</b>	
Arrowsmith Community Recreation Association - sports programs	\$ 800
Bard to Broadway Theatre Society - summer youth theatre workshop	\$ 1,000
Bard to Broadway Theatre Society - performing arts education series	\$ 1,500
Errington War Memorial Hall Association - Youth Engagement music program	\$ 1,000
Ravensong Aquatic Club - visual aids and pace clock repair	\$ 1,000
<b>Total</b>	<b>\$ 5,300</b>

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that the following District 69 Community Recreation Grant applications be approved:

<b>Community Group</b>	
Arrowsmith Agricultural Association - electrical service to outdoor stage	\$ 2,000
Arrowsmith Community Recreation Association -Coombs Candy Walk	\$ 1,500
Bow Horne Bay Community Club - Lighthouse Country Fair	\$ 2,500
Corcan Meadowood Residents Association - Canada and Park Opening and Halloween events	\$ 1,500
Harmony Band (formerly Jugmentals Jug Band)	\$ 850
Parksville Golden Oldies Sports Association - Active Aging Week	\$ 2,495
Parksville Lawn Bowling Club - National Championships	\$ 750
Vancouver Island Opera	\$ 1,200
<b>Total</b>	<b>\$13,595</b>

CARRIED

#### **COMMUNICATIONS/CORRESPONDENCE**

MOVED Commissioner Veenhof, SECONDED Commissioner Leontowich that the following correspondence be received:

M. Chestnut, RDN, to M. Hoffman, VIREB, **RE: Sponsorship 2013 Holiday Swim**

S. Tanner, D69 Recreation Commission, to City of Parksville, **RE: Permissive Tax Exemptions**

F. Manson, City of Parksville, to Parksville Mayor and Council, **RE: Mitigating Impact of Reduced Exemption**

W. Rehill, Parksville Curling Club, to City of Parksville, **RE: Request for Update Regarding Taxation Bill.**

C. Burger, City of Parksville, to Parksville Curling Club, **RE: Permissive Taxation Exemption**

S. Tanner, G. Wiebe, D. Edgeley, to D69 Recreation Commission, **RE: 2014 BCRPA Symposium.**

CARRIED

## **REPORTS**

**Monthly Update – Oceanside Place –February 2014**

**Monthly Update – Oceanside Place –March 2014**

**Monthly Update – Oceanside Place –April 2014**

**Monthly Update – Ravensong Aquatic Centre - February 2014**

**Monthly Update – Ravensong Aquatic Centre - March 2014**

**Monthly Update – Ravensong Aquatic Centre - April 2014**

**Monthly Update – Northern Recreation Program Services - February 2014**

**Monthly Update – Northern Recreation Program Services – March 2014**

**Monthly Update – Northern Recreation Program Services – April 2014**

Mr. Banman gave a condensed summary of the three months of reports for each area.

**Monthly Update of Community and Regional Parks and Trails Projects – Feb – March 2014**

**Monthly Update of Community and Regional Parks and Trails Projects – April 2014**

Mr. Osborne summarized the Community and Regional parks projects for the Electoral Area's.

Commissioner Veenhof asked Mr. Osborne if a survey of Essary Road that had been discussed at an Electoral Area 'H' Parks and Open Space Committee meeting had been done. Mr. Osborne noted it is on the list of items to be done in Area 'H' this month.

Commissioner Veenhof noted he is hosting a Sustainable Rural Development workshop on June 3, 2014 with Dr. Nicole Vaugeois at the VIU Deep Bay Marine Facility.

## **Corporate and Group Recreation Facility Pass Program Report**

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that a Corporate and Group Recreation Facility Pass be established for Oceanside Place and Ravensong Aquatic Centre in which a 15% discount is made available to nonprofit organizations and business within District 69 of the Regional District of Nanaimo when purchasing at one time ten or more annual adult membership passes.

CARRIED

MOVED Commissioner Leontowich, SECONDED Commissioner Milligan that the Corporate and Group Recreation Facility Pass Program be offered as a trial program for a two year period.

CARRIED

## **Grade Five Active Pass and Grade Six Activity Card Programs Report**

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that staff implement a Grade Five Active Pass program which provides free unlimited access to youth in grade five who reside or attend school in District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

CARRIED

MOVED Commissioner Milligan, SECONDED Commissioner Edgeley that staff implement a Grade Six Activity Card program which provides a free 10 visit pass to youth in grade six who reside or attend school in District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

CARRIED

## **NEW BUSINESS**

### **District 69 School Closures – Programming Use**

Mr. Banman updated to the Commission that RDN staff had met with the School District to discuss short and long term opportunities that may be available for recreation uses i.e. room rentals, gym use. He noted that the School District is not interested in selling land at this time but would be open to partnerships.

Mr. Osborne noted that the timing for consideration of recreational use of the schools is good for long term planning as the Recreation Services master plan is due to be reviewed in two years and could be included in the process.

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that staff proceed to meet and review facility use partnership opportunities with School District 69 (Qualicum) for the schools that are slated for closure in September 2014 and report back to the District 69 Recreation Commission and Board.

CARRIED

## **COMMISSIONER ROUND TABLE**

**Commissioner Milligan** noted the challenges of the School District to find uses for the closed schools and that looking at the positives and finding the best use to benefit the whole community.

**Commissioner Morrison** stated he is no longer a sign shop owner. Attended an Economic Development workshop in Port Alberni and working on some ideas to bring an Economic Development office or officer for this community to see community services increased instead of cutting.

**Commissioner Wiebe** said the BCRPA Symposium was terrific and brought some handouts. Nanoose had their public hearings for the Fairwinds lands. He noted that if approved, this would provide parkland around the Notch and Enos Lake area. He mentioned a kayak company that is blocking the MoTI beach access a few times a week and numerous people have asked him about it and what can be done. He would like to see the company be a good neighbour and have a common courtesy to move the vehicle while using the access.

Mr. Osborne staff are aware of the complaints as is MoTI.

**Commissioner Edgeley** thanked the Commission for allowing him to attend the BCRPA Symposium. It filled in the gaps of knowledge for him.

**Commissioner Tanner** said one of the workshops he attended at the BCRPA the speaker contacted him about putting on some workshops on leadership and he inquired if the RDN would be interested in it. He will forward on the information to Dean.

Qualicum Triathlon is coming up and he wondered if they pay the regular pool rental rate? Mr. Banman said they pay regular rates but they are eligible for grants.

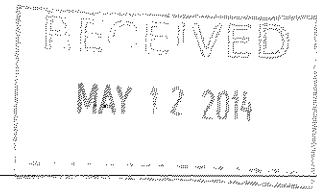
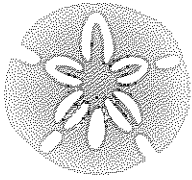
**ADJOURNMENT**

MOVED Commissioner Veenhof that the meeting be adjourned at 3:16pm.

CARRIED

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Chair



May 2, 2014

Regional District of Nanaimo, Recreation and Parks  
830 Island Highway West  
Parksville BC V9P 2X4

Attention: Dean Banman, Manager of Recreation Services

Dear Mr. Banman;

**Re: 2015 Permissive Taxation Exemption | 193 Island Highway East (Curling Rink)**

Under the provisions of Section 224 of the *Community Charter*, City Council may, on or before October 31, exempt land, improvements or both from municipal property taxes for the next calendar year subject to meeting certain requirements. The criteria is outlined in Policy No. 6.15, which is attached for your information.

Please review the attached policy carefully as it contains several important changes from previous years. The policy, updated last year, now requires your organization to submit a copy of its most recent financial statements and budget, as well as a copy of the latest registered charity or non-profit organization information return. A copy of a lease agreement (if applicable) should also be attached to the application form.

Also, please take note of Section 5 of the policy which sets out future reductions in permissive tax exemption allocations. In accordance with the policy, the allocation for exemptions will be reduced over time from 2.5% of the annual budget to 1.67% of the annual budget. This may result in proportionately reduced exemptions for all recipients.

As a recipient of a permissive taxation exemption for 2014, please find enclosed an application for the 2015 taxation year. The deadline to submit your application for exemption consideration for the 2015 taxation year is **4 pm on Monday, June 30, 2014**. Please be advised that Council is not obligated to approve a 2015 application on the basis of your organization having received exemption in previous years.

Should you have any questions, please contact the undersigned at 250 954-3070.

Sincerely,

AMANDA WEEKS  
Deputy Corporate Officer

Enclosures



# CITY OF PARKSVILLE

## POLICY

SUBJECT: <i>Permissive Taxation Exemption Applications</i>	POLICY NO: 6.15 RESO. NO: 04-285 CROSS REF:
EFFECTIVE DATE: September 8, 2004	APPROVED BY: Council
REVISION DATE: July 15, 2013	RESO. NO: 13-200 CROSS REF: PAGE 1 OF 10

### PURPOSE

The purpose of this policy is to provide guidelines to Council for evaluation of permissive property tax exemption applications pursuant to Section 224 of the *Community Charter* and set out the requirements from permissive tax exemption recipients in order to continue to receive support.

### BACKGROUND

Section 220 of the *Community Charter* provides for statutory tax exemptions for a range of properties including those held or used by the province, municipalities, regional districts, libraries, hospitals, schools, cemeteries and places for public worship. For some properties, such as those used for public worship, the statutory exemption is limited to only the land and building specifically for public worship. All other land and buildings that are ancillary to the place of public worship are taxable, unless given a permissive exemption by Council.

Section 224 provides for permissive tax exemptions for properties used by a variety of non-profit organizations that provide services which Council considers directly related to the purpose of the organization. It also provides for permissive exemptions for some properties which are additional to statutory exemptions under Section 220, such as church halls or land surrounding places for public worship and privately run schools.

The *Community Charter* permits exemption from municipal taxes. Similar provisions in other taxing authority legislation extend the exemption to those levies.

Exemptions provided for in Section 224 are at the discretion of Council. There is no obligation to give the exemption.

Exemptions cannot be granted if the organization does not qualify under the *Community Charter*.

The permissive exemption values will be calculated by using the current year's assessment multiplied by the current year's tax rates. In the case where the calculated permissive exemption values for the subsequent year exceeds the maximum allocation of the current year's total budgeted property tax requisition, all permissive exemptions will be proportionately reduced.

**Example:** If the tax increase is 3% each year - the tax exemption cap is \$225,000 until the desired 1.67% is reached.

Year	2013	Year 1 2014	Year 2 2015	Year 3 2016	Year 4 2017	Year 5 2018	Year 10 2023
Property Tax Requisition	10 mil	3%	3%	3%	3%	3%	3%
Increase	--	300,000	309,000	318,270	327,818	337,653	391,300
Amount	10 mil	10.3 mil	10.609 mil	10.927 mil	11.255 mil	11.593 mil	13.439 mil
Exempt %	2.5%	2.2%	2.12%	2%	2%	1.94%	1.67%

6. Tax exemptions under Section 224 (except rail and track properties) will be considered each year unless a bylaw specifies a longer term. Exemptions for rail and track properties can be granted for a ten year term; the term cannot exceed ten years under Section 224(4) (a) of the *Community Charter*.
7. Subject to Section 6 above, all permissive tax exemptions must be renewed by the applicant each year on the approved form (as may be amended from time to time), including a copy of the organization's most recent financial statements. Exemptions are not automatically renewed and must not be assumed, even if obtained in the prior year.
8. Applications and supporting documentation must be received by 4 pm on June 30<sup>th</sup> of each year. Applications received after the deadline or applications which do not include all required information may not be considered.
9. A tax exemption is similar in effect to a cash grant and therefore is subject to budget considerations.
10. All recipients of tax exemptions from the City of Parksville may be required to publicly acknowledge the exemption.
11. The organization must justify the need for the services and may be required to make a presentation to Council.
12. The use of the property must be consistent with and in compliance with all applicable municipal policies, bylaws and legislation.
13. Services and activities should be equally available to all residents of the City.

5. Seniors Housing: complex seniors care facilities or non-profit organizations providing affordable housing for low income seniors in the community - *up to 100% exemption.*
6. Arts and Cultural facilities: preparation and delivery of artistic and cultural events or exhibits to the public - *up to 100% exemption.*
7. Environmental: programs and/or facilities to preserve environmentally and/or ecologically significant area of the community - *up to 100% exemption where limited public access is provided; up to 50% where no public access is allowed.*



### PERMISSIVE TAXATION EXEMPTION APPLICATION FOR 2015

Pursuant to Section 224 of the *Community Charter* [attached for your convenience]

**[Please submit separate applications if you are applying for more than one property]**

1. \_\_\_\_\_  
[Full name or title of Corporation, Association, Society or Organization]

\_\_\_\_\_ [Civic address of the property]

\_\_\_\_\_ [Mailing Address, including postal code]

\_\_\_\_\_ BC, Telephone No. \_\_\_\_\_ or \_\_\_\_\_  
[City] [Phone] [Fax]

\_\_\_\_\_ [Legal description of the property]

I declare that I have full knowledge of the facts with respect to the subject property and the authority to represent that organization for which a permissive taxation exemption is being applied for:

2. I am the \_\_\_\_\_ of the  
[Position currently held within the organization]

\_\_\_\_\_ [Full name or title of Corporation, Association, Society or Organization]

3. \_\_\_\_\_ [What is the principal use of the property?]

4. Is your organization registered under the *Society Act*?  Yes  No  
If yes, please provide registration number: \_\_\_\_\_

5. Does your organization own the property you are claiming exemption for?  Yes  No  
If no, please provide a copy of your current lease agreement.

6. Is any part of the building or of the property used or rented by commercial or private operators other than your organization? If yes, please explain and indicate the amount of revenue received.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The exemption claimed under Section 224 of the *Community Charter* is pursuant to subsection (2), clause [\_\_\_\_\_] (*Please supply the relevant clause designation from Section 224(2) of the attached Community Charter*).

**CATEGORY:**

Please select the applicable permissive tax exemption category/categories for which you are applying:

- |  |  |
|--|--|
| <input type="checkbox"/> Place of Worship                  | <input type="checkbox"/> Societies for Seniors and Disadvantaged     |
| <input type="checkbox"/> Rail / Track Property             | <input type="checkbox"/> Public Park / Recreation / Athletic / Youth |
| <input type="checkbox"/> Arts and Council                  | <input type="checkbox"/> Environmental                               |
| Seniors / Supportive Housing:                              |  |
| <input type="checkbox"/> Temporary or Transitional Housing | <input type="checkbox"/> Treatment Program                           |
| <input type="checkbox"/> Supportive Staff                  | <input type="checkbox"/> Special Needs / Disability Housing          |
| <input type="checkbox"/> Permanent Facility                | <input type="checkbox"/> Group Home                                  |
| <input type="checkbox"/> Complex Seniors Care Facility     | <input type="checkbox"/> Non-Profit Housing                          |

8. Please **elaborate** on how your organization benefits the community:

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9. **CHURCHES ONLY** complete Section 9:

- (I) Are all the buildings on the lands in use and continue to be set aside for public worship or for a Church hall?  Yes  No

If No, please briefly explain: \_\_\_\_\_

**NOTE:** Under the *Community Charter*, only the building set apart for public worship and the land on which the building stands are included in the Statutory Tax Exemptions. All other areas that are not used for public worship and the surrounding lands may only be considered under a Permissive Tax Exemption.

10. **SUBMITTED BY:** \_\_\_\_\_  
 [Print Name]

<b>SIGNATURE</b>  _____	<b>DATE</b>  _____
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**NOTE:** The personal information on this form is collected for the purpose of administering the Permissive Taxation Exemption applications of the City of Parksville as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*.

Applications must be received by no later than 4 pm on **Monday, June 30, 2014**. This application is for the 2015 taxation year. **PLEASE ENSURE THAT:**

- All questions have been completed in full.
- A copy of your most recent financial statements and budget are attached.
- A copy of the last Registered Charity Information Return or Non-Profit Organization Information Return is attached.
- A copy of the lease agreement (*if applicable*).

**NOTE:**  
**INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED FOR CONSIDERATION**

**SUBMIT TO:**  
 Administration Department, City of Parksville  
 100 Jensen Avenue East, Box 1390, Parksville, BC, V9P 2H3  
 Telephone: 250.954.3070 Fax: 250.248.6650

OFFICE USE ONLY	Folio No.	2013	2012	2011	2010	2009	2008
Previous Approvals							

## COMMUNITY CHARTER

### Part 7: Division 7 - Permissive Exemptions

#### General authority for permissive exemptions

224. (1) A council may, by bylaw in accordance with this section, exempt land or improvements, or both, referred to in subsection (2) from taxation under section 197 (1) (a) [*municipal property taxes*], to the extent, for the period and subject to the conditions provided in the bylaw.
- (2) Tax exemptions may be provided under this section for the following:
- (a) land or improvements that
    - (i) are owned or held by a charitable, philanthropic or other not for profit corporation, and
    - (ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;
  - (b) land or improvements that
    - (i) are owned or held by a municipality, regional district or other local authority, and
    - (ii) the council considers are used for a purpose of the local authority;
  - (c) land or improvements that the council considers would otherwise qualify for exemption under section 220 [*general statutory exemptions*] were it not for a secondary use;
  - (d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if
    - (i) the land or improvements are owned by a public authority or local authority, and
    - (ii) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;
  - (e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if
    - (i) the land or improvements are owned by a person who is providing a municipal service under a partnering agreement,
    - (ii) an exemption under section 225 [*partnering and other special tax exemption authority*] would be available for the land or improvements in relation to the partnering agreement if they were used in relation to the service,
    - (iii) the partnering agreement expressly contemplates that the council may provide an exemption under this provision, and
    - (iv) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;
  - (f) in relation to property that is exempt under section 220 (1) (h) [*buildings for public worship*],
    - (i) an area of land surrounding the exempt building,
    - (ii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and
    - (iii) an area of land surrounding a hall that is exempt under subparagraph (ii);
  - (g) land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied;
  - (h) in relation to property that is exempt under section 220 (1) (i) [*seniors' homes*], (j) [*hospitals*] or (l) [*private schools*], any area of land surrounding the exempt building;
  - (i) land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes;
  - (j) land or improvements owned or held by a person or organization and operated as a licensed community care facility or registered assisted living residence under the *Community Care and Assisted Living Act*;
  - (k) land or improvements for which a grant has been made, after March 31, 1974, under the *Housing Construction (Elderly Citizens) Act* before its repeal.

**TO:** Dean Banman  
Manager of Recreation Services

**DATE:** June 3, 2014

**FROM:** John Marcellus  
Superintendent of Arena Services

**SUBJECT:** District 69 Recreation Commission –May 2014 Report Oceanside Place

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**PROGRAMS/EVENTS/ICE RENTALS**

Programs

- The 55+ Drop In Hockey has been moved to Tuesdays and Thursdays for the shoulder season and averages approximately 20 players per session. The move from Monday, Wednesday, and Friday each week was made in order to accommodate the number of participants involved in slo-pitch leagues.
- A new “Leisure Skate” has been added during the day for Mondays and Wednesdays to provide an opportunity for skaters to continue skating into the shoulder season. Sessions are averaging 12 skaters.
- Rollerskating has been introduced for the dry floor for this season. Attendances have been sporadic with 4 sessions completed and a total of 13 participants.
- The 19+ Drop in Hockey and 19+ Adult Stick and Puck attendances have been minimal due to most of the regular attendees working and unable to attend the noon hour sessions.
- The “Great Garage Sale” held on Saturday May 24<sup>th</sup> was a success. There were 29 tables of private sellers and doors opened to the public at 9:30am. Approximately 300 people attended in the first hour. Comments from both buyers and sellers were very positive with requests that the event be held annually.
- The “Girls Only Hockey Camp” scheduled for August 5-8, has been receiving positive feedback. Registration is full at 25 participants in the 8-11years, and almost full with 22 participants in the 12-15 year group.

Facility Rentals

- Ice usage was up by 14 hours in May and revenue up by \$1,678 for a total of \$17,363.
- Dry floor usage was down slightly by 2 hours at 141 hours with revenue up by \$1,345 for a total of \$10, 497. The decrease in usage compensated by revenue increase was due to the categories of renters. There was less minor/ youth and more adult usage.
- The Home and Garden Show was held on May 9-11 with exhibitor displays set up in the Howie Meeker Rink, Oceanside Pond and Lobby.
- A “Roller Derby Boot Camp” was held on May 17-18. The camp was organized by an instructor from the USA and registration was full with 100 participants. The Harbour City Rollers held a

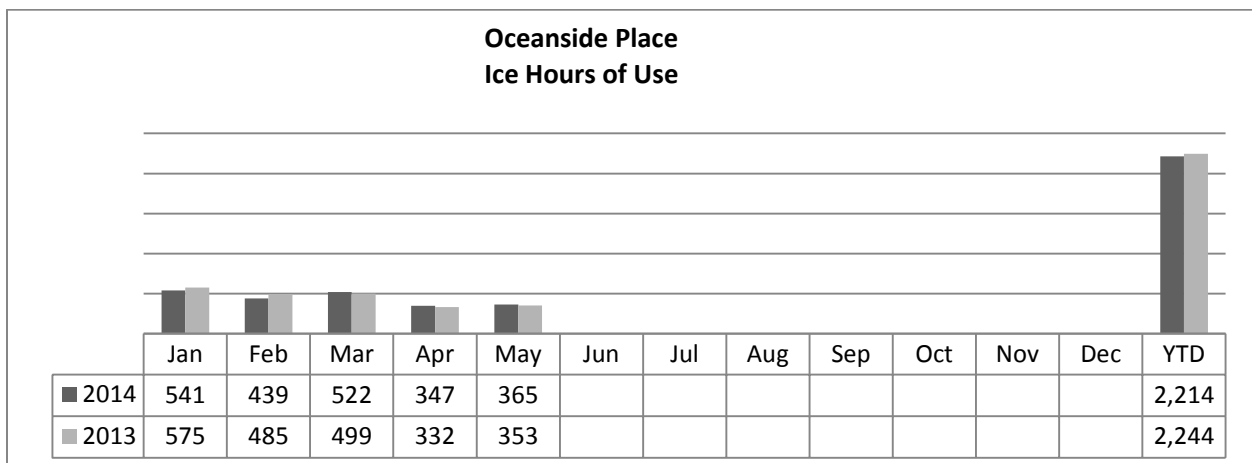
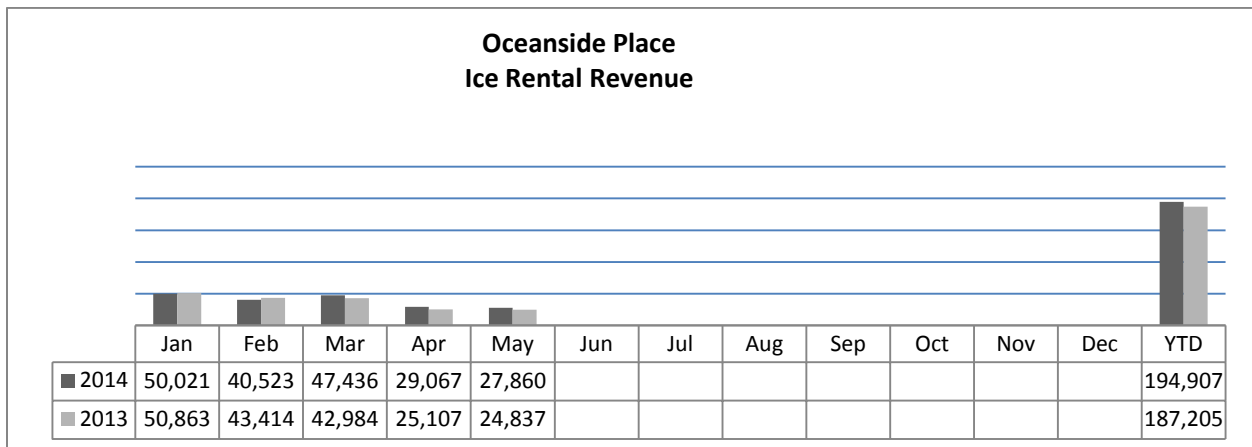


double header Roller Derby on the Saturday evening with teams competing from Burnaby, Okanagan and Vancouver Island. Spectator attendance exceeded 250 people for the Derby. Organizers were pleased with the facility and success of the event and are planning on returning next year.

- The Sandy Shores Skating Club Spring School is being held through May and June with afternoon sessions scheduled during the week.
- The Nanaimo Jr A Timbermen hosted a league game with Coquitlam on Saturday May 31<sup>st</sup>. The Timbermen are currently ranked 7<sup>th</sup> overall in Canada and spectators enjoyed the lacrosse action.

## FACILITY OPERATIONS

- Staff have been busy with summer season maintenance and projects.
- The annual ice users meeting was held on May 6<sup>th</sup> and provided an opportunity to review scheduling, contracts and other items of discussion with the user groups for the next season.
- The annual maintenance and inspection of the Zamboni resurfacers was completed.
- New 30 second shot clocks were installed for Lacrosse in the Howie Meeker Rink.
- Tim Lotzien, currently a Casual Aquatic Maintenance Worker at the Ravensong Aquatic Center, was welcomed to the Arena Maintenance Staff as a Casual Employee. Tim's orientation was held May 12+13<sup>th</sup>.



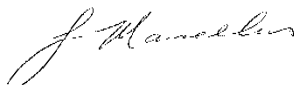
**FACILITY ADMISSIONS**

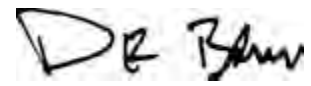
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	84	33	55	0	1								173
Child	635	704	618	16	50								2,023
Youth	94	148	118	13	23								396
Adult	499	563	340	137	123								1,662
Senior	725	613	524	559	296								2,717
Golden	36	63	41	21	15								176
Family	651	690	384	20	4								1,749
<b>Totals</b>	<b>2,724</b>	<b>2,814</b>	<b>2,080</b>	<b>766</b>	<b>512</b>								<b>8,896</b>

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	77	50	11	0	0								138
Child	674	560	254	28	10								1,526
Youth	163	148	35	7	17								370
Adult	451	395	161	118	145								1,270
Senior	792	638	539	468	343								2,780
Golden	52	37	26	20	10								145
Family	1,235	908	365	0	0								2,508
<b>Totals</b>	<b>3,444</b>	<b>2,736</b>	<b>1,391</b>	<b>641</b>	<b>525</b>								<b>8,737</b>

**RECOMMENDATION**

That the Oceanside Place report for May 2014 be received.

  
 \_\_\_\_\_  
 Report Writer

  
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 Manager Concurrence

**TO:** Dean Banman  
Manager of Recreation Services

**DATE:** June 3, 2014

**FROM:** Mike Chestnut  
Superintendent of Aquatics Services

**SUBJECT:** District 69 Recreation Commission – May, 2014 Report Ravensong Aquatic Centre

**PROGRAMS/EVENTS/ RENTALS**

- May 3 Youth Week Free swim and BBQ - 58 participants
- May 3 Pro D Day special Event swim
- May 4 Ravensong Breakers swim meet EW cancelled
- May 5 First day of Spring Session #2
- May 6 First day of Water Safety Instructor course
- May 10 Move for Health Day Free Swim
- May 11 Minute to Win It Mother's Day
- May 15 National Lifejacket Day
- May 17 Family Special Event Swim
- May 27 Free QB family Day swim - 111 participants
- May 27 Last Day for synchro swim club season
- May 29 Last day of Spring Swim Session #2
- May 31 KSS Dry Grad Pool Rental
  
- In May RAC hosted 3 successful first aid courses with 26 people attending; this included a WEFA course for staff, and an Emergency Child Care First Aid course held in Bowser.
  
- May 15<sup>th</sup> National Lifejacket Day, all lessons included information about the importance of wearing PFD's in, on and around the water. RAC participates annually in this Red Cross initiative prior to the May long weekend.
  
- On May 31<sup>st</sup> the Parent Advisory Committee for Kwalikum Senior Secondary rented the pool for part of their dry grad events. The rental was from 10:00pm-2:00am and 35 grads used the rental to enjoy RAC amenities RAC. Staff involvement included locker checks, guarding duties, and operating the snow cone machine.
  
- Registration for first two sessions of aquatic spring Programs

<b>Year</b>	<b>Participants</b>	<b>Revenue</b>
2012	604	\$40,378
2013	608	\$35,261
2014	575	\$38,817

## FACILITY OPERATIONS

- The Steam Sauna Generator experienced a serious failure that required a complete rebuild. Unit was sent to Vancouver for repair and has been reinstalled. Steam Sauna service was disrupted for 11 days.
- The new condensing boilers continue to show a significant trend in reduced consumption in comparison to the units that were replaced in August 2013. Natural gas consumption is down approximately 30% overall.
- Staff have requested a quote from Pacific Audio Works to replace the RAC sound system originally installed 1996. This request is a result of concerns from patrons and staff regarding the quality and consistency with the existing system.

## FACILITY ADMISSIONS

### 2014

Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	384	393	453	168	238								1,636
Child	522	617	877	266	251								2,533
Student	358	369	454	300	276								1,757
Adult	2652	2,519	2,642	1,986	1,785								11,584
Senior	3,786	3,172	3,756	3,401	3,205								17,320
Family	1,289	1,042	1,833	643	548								5,355
Golden	489	493	584	559	575								2,700
Totals	<b>9,480</b>	<b>8,605</b>	<b>10,599</b>	<b>7,323</b>	<b>6,878</b>								<b>42,885</b>

### 2013

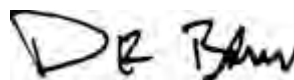
Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	282	340	326	223	233								1,404
Child	532	497	648	348	314								2,339
Student	426	464	524	378	398								2,190
Adult	2,837	2,644	2,391	2,107	1,971								11,950
Senior	3,774	3,295	3,342	3,269	3,426								17,106
Family	1,308	1,106	1,485	787	709								5,395
Golden	588	523	562	492	515								2,680
Totals	<b>9,747</b>	<b>8,869</b>	<b>9,278</b>	<b>7,604</b>	<b>7,566</b>								<b>43,064</b>

## RECOMMENDATION

That the Ravensong Aquatic Centre report for May 2014 be received.



Report Writer



Manager Concurrence

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**TO:** Dean Banman  
Manager of Recreation Services

**DATE:** June 11, 2014

**FROM:** Hannah King  
Superintendent Recreation Program Services

**SUBJECT:** Northern Community Recreation Program Services Report - District 69 Recreation Commission – May 2014

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**INCLUSION**

- Hired three staff to provide inclusion services for the summer. All are returning from last year.
- Have been making contacts with old and new clients in regards to services for individuals for the coming summer programs
- Have been renewing Emergency Medical Plans for children that carry medications or epi-pens and are planning on attending summer camps.
- Planning for the Orientation Week for all new summer staff

**PRESCHOOL PROGRAMMING**

- Parent & Tot Gymnastics (18mo-3yrs) – 18 registrants (full with 1 on waitlist)
- Parent & Tot/Tiny Tot Gymnastics (18mo-4yrs) – 17 registrants (full with 2 on waitlist)
- Tiny Tot Gymnastics (3-4yrs) – 14 registrants (full)
- Tiny Tot Gymnastics (3-4yrs) – 11 registrants (excellent)
- Tiny Tot Gymnastics (3-4yrs) – 8 registrants (good)
- Kindergym (4-6yrs) – 8 registrants (good)

**CHILDREN'S PROGRAMMING**

- Junior Can-Gym (5-8yrs) – 16 registrants (full)
- Junior/Senior Can-Gym (5-9yrs) – 16 registrants (full with 1 on waitlist)
- Gymnastics for Special Needs (5-12yrs) – 4 (poor)
- Home Alone (9yrs+) – 10 registrants (full)
- Nature Art (5-8yrs) – 4 registrants (poor)
- Birthday Party at the Gym – 1 private booking

#### Community Development:

- Staff met with the Society of Organized Services (SOS) TIC TAC parent support program to promote RDN programs and services, particularly the Financial Assistance Program.
- Oceanside Building Learning Together – community agencies are assisting with the summer operation of Storybook Village in Qualicum Beach. RDN Recreation and Parks will be assisting one day per week for 6 weeks. Also, RDN Recreation and Parks will be operating one free drop-in per week for 6 weeks at Family Place Munchkinland in lieu of facility rental costs at for Camp Littlefoot, the summer preschool program.

#### Agency Meetings

- Staff attended April meeting of Building Learning Together.
- Met with Building Learning Together staff to plan for summer opening of Family Place Munchkinland.

### **YOUTH PROGRAMMING**

- Babysitters Certification Program: 15 with waitlist (full)
- Cartooning: 8 (excellent)

#### Community Development

- May 1-7, Youth Week. Highlights:
  - May 1 Town of Qualicum Beach Youth Appreciation BBQ. Excellent attendance.
  - May 1 Youth Celebration at Ballenas Secondary School. Event was planned by BSS Leadership students and RDN Youth Recreation Advisors with assistance from Society of Organized Services, Family Resource Association and RDN Recreation staff. BBQ sponsored by City of Parksville. Event featured youth DJs, Zorb balls, street hockey with the RCMP and BBQ. Approximately 100+ students attended which was an excellent turnout for the first year of this event.
  - May 2 FREE teen swim with DJ All Good at Ravensong. 58 youth attended (good).
  - May 6 Kwalicum Secondary School celebration with horizontal bungee run, Ultimate Frisbee Tournament, dunks tank, and BBQ. Event was planned by KSS Leadership students and RDN Youth Recreation Advisors with assistance from Family Resource Association, Society of Organized Services, and RDN Recreation staff. BBQ sponsored by KSS. Approximately 150+ students were in attendance.
  - May 7 Parksville Youth Ministry hosted a dodge ball tournament. Approximately 100+ in attendance.
- May 24, Qualicum Beach Family Day. Youth Programmer, 2 paid senior summer leaders, and 4 Youth Recreation Advisors attended. New this year our basketball camp contractor Carl Macdonald attended the event with staff. Staffs original plan of hosting an obstacle course on the field had to be abandoned due to intense rain and wind. Instead we face painted and made balloon animals. We also gave out “I ♥ RDN CAMPS” tattoos and stickers, as well as summer camp inserts. Also new this year Programmer brought the laptop and with access to Wi-Fi via a cellphone was able to display the website and answer questions about summer camp registration. Overall it was a great day for public relations with thousands of people in the park.

## Youth Recreation Strategic Plan

- Goal: Nurture and develop the Recreation Programmers team to be collaborative and creative (YRSP page 48)
  - Programmer participated in two Program Planning days.
- Goal: Continue to build relationships and communicate with existing youth groups and youth organizations (YRSP page 39)
  - Programmer attended Youth Outreach Worker meeting. Representatives from School District 69, Society of Organized Services, Discovery Youth & Family Substance Use Services, Associated Family and Community Support Services and Family Resource Association present.
- Goal: Communicate with youth in a way that is youth friendly (YRSP page 41)
  - RDN youth website dedicated to the promotion of community Youth Week events during May.

## AREA H PROGRAMS

- Gentle Yoga: Class ran April 10-May 15 with 6 registrants (OK #s for EA H)
- Lego Builders Club: Program was full and well received.
- Golf lessons: Ladies only went well, 3<sup>rd</sup> session – starting May 27<sup>th</sup> – has 3 registered (low, will be running with minimum).
- Summer programs: (registration is low, but typical for this area)
  - British Soccer – Mini Soccer – 3 registered, half day – 1 registered, Full Day – 0
  - Young Chef – 6 registered.
- Fall/ Winter Guide Planning.

## Special Events

- Golden Shoe Hunt –From the looks of the logbooks, there is a large amount of interest this year. Will be going over sponsorship with Outsider to consider changes for next year.
- Performance Recognition – held small ceremony at Commission meeting on May 15<sup>th</sup> to honour 2 recipients.
- Programmer Planning Days – participated in annual programmer planning days.
- Working with two summer staff to do noon hour games with children at Bowser Elementary. Some changes and flexibility is needed due to teacher job action.

#### Community Development:

- Attended PAC meeting May 20<sup>th</sup>. Discussed summer programs and ideas on fall/winter and things that we can partner for in the future.
- Worked with a local parent to secure balls for an informal after-school soccer group. Parents are taking on full responsibility, but needed balls to play. We will see how this goes, and possibly direct PAC or other community group to apply for Youth Grants in future if they want to have permanent balls to play with.

#### Promotions

- Continued regular promotions in the Eyes on BC Publication –community events section for spring programs. Did an ad in June edition for summer programs.
- Golden Shoe.
- Performance Recognition Media Release.

#### **ADULT PROGRAMMING**

- Zumba Gold started May 1 – 11 registered – Low, but good for this season.
- Zumba – Cancelled due to low registration – Won't be offering in the spring
- Wesley Ridge Hike – Cancelled due to low registration (5)
- Mount Horne Hike – 9 Registered – New hike
- Yoga “fun”damentals – 0 registered
- Hatha Yoga – 0 Registered
- WaterSmart Workshops – low registration but running
- May 4 Kayak trip at Moorecroft – 7 registered
- 3 out of 4 Edible Native Plant Tours went ahead (2 at Moorecroft Regional Park, 1 at Englishman River Regional Park) – Excellent registration – total of 45 registrants
- Seated Fitness – IHN funding in place for the May/June Program. Currently 17 clients registered in Qualicum Beach, 4 public participants. 8 Clients registered in Parksville with 1 public participant.
- Minds in Motion – New session May 30

#### Community Development/Other

- May 7 and 8 – 10 Jr. Leader Interviews
- May 13 and 15 – Programmer Planning Day
- May 26 – SRA starts
- May 28 – Summer leader hire on night
- Fall/Winter Guide Deadline
- Fees and Charges proposal



## **MARKETING/PROMOTIONS**

Summer Campaign and Fall Winter Active Living Guide

Promotions support for:

- Garage Sale, Bowser summer camps: British soccer, Jr. Golf.

Advertising

- Door hanger Coupon – 1 redeemed
- Complimentary products – 3 requests filled
- Display ads –Family Day, Sign me up (PQB News)
- Summer Rack Card - sent to 1500 homes by unaddressed ad mail
- Public Notice – National Lifejacket day shared with media
- The SRA attended the Great Garage Sale May 24<sup>th</sup> to promote summer programs: feedback: event was geared more to older adults, grandparents, not families with kids.
- Designed coupon for Bowser British Soccer Camp.
- Sent requests to 5 photographers for images for guide, no responses at present.
- Poster run – May 9
- School flyer (summer camp focus) produced and delivered to all schools in district.
- Radio ads – Summer camps and swim lessons
- Fall guide download and proofing started.
- Summer Campaign registration tracking – 896 registered as of June 1, 2014. Final 2013 summer registration numbers was 2091. Registration numbers are lower overall. However, Camp Bigfoot has exceeded 2013 registration numbers.

## **SUPERINTENDENT NOTES:**

- The programming team held a two day program planning session to review program line up, Active Living Guide process, and set framework for work plan and team goals.
- Fees & Charges- the programming team has worked with Management to put together an updated fees and charges policy that is aligned with the adopted department (Recreation) philosophy. The team feels this will allow us to provide programs that are better aligned with community needs.
- Interviewing for a temporary part time receptionist position at Ravensong- this position will be reviewed at twelve months.
- Programming team is gearing up for another busy summer season within hiring complete and now training week planning and staff scheduling underway.

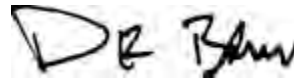
**RECOMMENDATIONS**

That the Northern Community Recreation Program Services May 2014 report be received



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Report Writer



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Manager Concurrency

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**TO:** Tom Osborne  
General Manager, Recreation and Parks Services

**DATE:** June 9, 2014

**FROM:** Dean Banman  
Manager of Recreation Services

**FILE:**

**SUBJECT:** Parksville Curling Club Viability under Reduced Tax Exemption

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**PURPOSE**

To provide the information requested under RDN Board resolution #14-264 related to the Parksville Curling Club (PCC) Society's use of the District 69 Arena and the reduction of the tax exemption to the facility and lands.

**BACKGROUND**

In the fall of 2013 the PCC was made aware that the 100% tax exemption eligibility they had been given since their inception (2003) by the City of Parksville had been reduced to 50% effective 2014. Along with this immediate 50% reduction the Club was informed of the possibility of further reductions in exemption status in future years may materialize.

Based on BC Assessment valuations in January 2014 this effectively placed a property tax assessment on PCC of \$16,564.26 (50% of \$33,128.52). With the help of RDN and City of Parksville staff an appeal was submitted to BC Assessment and the assessed valuation was reduced from \$1,567,000 to \$630,103 which reduced the assessment by approximately 60% to \$13,126.85. The taxes payable by PCC now stands at \$6,563.43 (50% of \$13,126.85).

Although now lower than originally assessed an unanticipated annual tax assessment fee of \$6,563.43 is still in effect and placing pressure on the operating of the PCC. To this PCC appeared as delegations at the February 2014 District 69 Recreation Commission and the March 2014 City of Parksville Council Meeting. The District 69 Recreation Commission passed the following resolution that was approved by the RDN Board at their Regular Meeting in March 2014:

RDN Board Resolution #14-264

*That staff prepare a report on the impacts the Parksville Curling Club and the District 69 Arena facility is facing with the reduction and removal of the Permissive Tax Exemption by the City of Parksville for the leased parklands and to provide options that will ensure the club and the regional district facility can be sustained in the long term.*

At the April 23, 2014 Regular Meeting of the City of Parksville, the City Council received a city staff report outlining possible options related to the PCC tax exemption. This report was received as information only, leaving the tax assessment owed by PCC for 2014 still at \$6,563.43.

Through the Sublease Agreement with the RDN, the Society is responsible for all operational and capital costs associated with the facility and surrounding grounds. The Club's current membership is just over 300 members. The society regularly hosts bonspiels and larger sanctioned events such as the 2012 and 2013 Men's Provincial Championships, 2009 BC Scotties Tournament of Hearts and most recently the 2014 BC High School Championships. With their membership base PCC anticipates a \$22.00 per member additional annual fee will be required to meet the demands of the reduction in permissive tax exemption. PCC has indicated that there is a likelihood that should this additional membership fee be put in place, membership could fall dramatically to the point that the continued operation of PCC is at risk.

## ALTERNATIVES

1. To convert the existing Lease Agreement between the RDN and the Parksville Curling Club to an Operating Agreement and therefore being eligible for 100% statutory tax exemption under Division 6 (s) 220 of the Community Charter.
2. To request the City of Parksville to grant 100% tax exemption status for the land and building excluding the commercial area of the building (licensed lounge) in the calculation of taxation assessment.
3. To approach the City of Parksville with a request to amend the existing Lease Agreement between the RDN and City to reduce the size of the leased area by approximately 65% in order to further reduce the land's assessment by the same amount.
4. That alternative direction be provided.

## FINANCIAL IMPLICATIONS

### 1. Converting the Existing Lease with PCC to an Operating Agreement

The agreement between the RDN and PCC may be eligible for 100% statutory tax exemption under Division 6 (s) 220 of the Community Charter if it was seen as the RDN still held or was vested in the District 69 Arena. Currently the sub-lease between the RDN and PCC is an impediment to this statutory exemption being applicable. There may be a possibility through a City of Parksville bylaw under Division 7 (s) 225 of Community Charter that a 100% permissive tax exemption to the PCC may be possible should the existing lease agreement between the RDN and PCC be converted to a form that reflects more of an operating agreement between the RDN and PCC.

These types of agreements would however place the RDN in more possession and control of the District 69 Arena and increase both its responsibility and liability. The RDN's solicitor Stewart, McDannold, Stuart (SMS) has provided legal opinion on the matter. In essence, an operating or partnering agreement may provide PCC with 100% tax exemption but the RDN would then likely need to take on additional responsibilities. Some examples of the types of responsibilities the RDN *may* need to assume are;

maintenance and repair over a specified dollar amount and provision of an annual operating management fee.

Additional liability responsibilities would likely result and could be mitigated with language within an agreement. The essence of an operating or co-management type agreement is to satisfy the requirement within the Community Charter that the RDN held or was vested in the control of the building. SMS does provide comment in their opinion that the influencing case law and local government legislation in this area of law makes tax exemption eligibility not straight forward and open to interpretation.

RDN staff have reviewed existing agreements from other local governments that have 100% tax exemption and the language within these agreements are consistent with these local governments active role in the operating/management of the facilities. Some examples of the agreements reviewed include City of Parksville (Parksville Community Centre Society), Town of Qualicum Beach (Qualicum and District Curling Club) and individual agreements between City of Nanaimo and; Nanaimo Curling Club and Nanaimo White Rapids (Kin Pool). Equally important to the 100% tax exemption status of these groups is the willingness of local governments to approve 100% tax exemption status under Division 7 of the Community Charter.

## **2. Granting of Full Tax Exemption Excluding Commercial Areas of the Facility**

By limiting the taxable area for tax exemption purposes to the approximately 300 sq. m. commercial area of the facility (licensed lounge) the assessed area value of would be \$13,233, down from \$630,103 and the taxable amount to \$276.00, down from \$13,127. It can be argued that a tax exemption on the licensed lounge provides PCC with an unfair advantage over other commercial establishments with the City of Parksville that provide these same services and are required to pay property taxes. For this reason it is relevant that some percentage of tax assessment is warranted at PCC. No other facility or organization provides curling within the City of Parksville or immediate area so no unfair competitive advantage related to the other portion of the PCC leased land and facility is apparent. It appears from City of Parksville Bylaw 1500 Schedule 'A' that they do have a willingness to approve 100% tax exemptions for like facilities and services that hold the same property class as PCC.

## **3. Reduction of Lease Area**

The RDN could request the City of Parksville amend the existing lease space to a smaller area in closer proximity to the arena. The existing space leased by the RDN from the City of Parksville and subsequently sub-leased to PCC includes 127 parking stalls, 8 light standards, and boulevard landscaping with approximately 30 trees. Utilities for the light standards and boulevard watering is supplied from the PCC currently at no cost to the City of Parksville. Throughout the year this space is used by patrons of the community park with the majority of use by PCC September to March. PCC is responsible for the space year around. For purposes of PCC, the leased area could be reduced by approximately 65% (13,700 sq. m. to 4,800 sq. m.) which in affect would reduce the assessed value the same percentage or by \$409,567. This in effect would reduce the tax assessment to approximately \$5,251 from the current amount of \$13,126.85.

The existing lease between the City of Parksville and the RDN was renewed in April 2013 and expires at the end of March, 2018. The City of Parksville is under no obligation to amend the existing agreement.

#### 4. Other Considerations

The RDN has intimate knowledge of the efforts, both financial and labour, a recreation facility such as a curling facility requires. A facility the size and age of the District 69 Arena will continue to require annual maintenance along with capital work.

Through possible Corporate Climate Action fund (CCAF) or other relevant sources, funding an independent assessment of the District 69 Arena building integrity and life expectation of major operating systems would help both PCC and RDN in management of the asset. The information gathered from this assessment could be used in the development of an asset management plan for the facility. The implementation and management of this plan would, depending on the structure of a use agreement, fall to either the RDN, PCC or both. It is estimated that the building assessment would cost in the range of \$10,000 - \$15,000.

PCC currently charges each of its members an annual \$20.00 facility development fund fee. These fees go into a dedicated reserve fund to help finance capital projects. This fund currently has a balance of \$14,000. Prior to 2003 when PCC was looking to possibly build a facility or convert an existing structure, fundraising efforts had accumulated approximately \$100,000. Over the years this fund has been used in conjunction with the facility development fund in financing capital projects. Currently the original \$100,000 fund sits at \$50,000 and is used as a security against a \$50,000 line of credit.

The Curling Club has made over \$157,700 in leasehold improvement to the facility including but not limited to replacement of the facility's condenser, installation of a Low E ceiling, an addition of a lounge, repairs to the roof, and upgrades to the ladies washroom.

In the event the Parksville Curling Club is unable to operate the District 69 Arena and the RDN's participants of the District 69 Arena function, which includes Parksville, Qualicum Beach, Electoral Area's E, F, G and H, decide to demolish the building if deemed to have no community use value, the cost to undertake this work would be borne by participants.

In 2012 the RDN commissioned a facility asset appraisal for the District 69 Arena and the demolition costs for the facility (not including any soil remediation if required) was estimated to be \$235,000. This figure may be low as when the City of Nanaimo's Civic Arena was demolished in 2006, the cost was \$739,645 (not including soil remediation). As the range between the two samples is relatively large, the RDN would need to confirm the likely demolition costs as part of their long term financial planning process. Table I outlines the proportional share for both cost removal estimates.

Table I - Proportional Share of District 69 Arena Demolition Costs

\$235,000 Estimate		\$739,645 Estimate	
Parksville (26%) -	\$61,940	Parksville -	\$194,950
Qualicum Beach(20%) -	\$45,988	Qualicum Beach -	\$144,742
EA E (18%) -	\$41,514	EA E -	\$130,662
EA F (12%) -	\$27,187	EA F -	\$85,569
EA G (16%) -	\$37,712	EA G -	\$118,696
EA H (8%)-	\$20,659	EA H -	\$65,026

A revision should be made to Bylaw #1504 that would expand the authority to use reserve funds for the demolition of the District 69 Arena should it be required. For illustrative purposes if \$20,000 was

annually budgeted under a revised Bylaw #1504 the impact on the tax assessment of the contributing areas is shown in Table II. The information through a building assessment would provide more accurate information on the required need to begin contributing to this reserve fund.

Table II - Proportional Share of District 69 Arena Annual \$20,000 Contribution to Bylaw #1504

Parkville	\$5,200	EA F	\$2,400
Qualicum Beach	\$4,000	EA G	\$3,200
EA E	\$3,600	EA H	\$1,600

**STRATEGIC PLAN IMPLICATIONS**

The fitness and social benefits derived from the RDN working with the City of Parkville and the PCC related lease agreements promote active living which is a recognized initiative within the strategic plan. Specifically, the RDN is striving to achieve its goal to provide opportunities to residents that improve the physical, social, and cultural and health needs while striving to balance location, accessibility, and usage fees. The initiatives PCC has consistently undertaken also increase the sports tourism exposure that is desirable to the community and is also a specified initiative with the existing RDN strategic plan.

**SUMMARY**

As of 2014 the Parkville Curling Club Society (PCC) is subject to a 50% tax assessment on the District 69 Arena property and building it leases from the RDN. Prior to 2014 PCC was given a 100% tax exemption from the City of Parkville. Due to the sheer size of the leased area the 2013 assessed value was \$1,567,000. At this value the PCC was faced with paying a \$16,564.26 (50% of \$33,128.52) property tax bill. In early 2014 PCC appealed this assessed value and was successful in having the value reduced to \$630,103. At this assessed value the current property assessment for the PCC is \$6,563.43 (50% of 13,126.85).

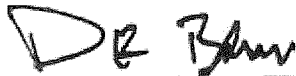
Under the current sub-lease agreement with the RDN, PCC is responsible for 100% of the operating and capital work required at the District 69 Arena as well as all applicable taxes. Since taking over the facility as a curling club PCC has met this obligation with investments of approximately \$157,000 in the building and its equipment.

Through no fault of the PCC some of the significant operating systems and structures are showing signs of age and the need for more capital planning. PCC feels that the additional financial burden of paying annual property tax (\$6,563.43) will add more hardship to the operating of the facility. They have appeared as a delegation to both the District 69 Recreation Commission and City of Parkville Council requesting reinstatement of the 100% tax exemption status.

The District 69 Recreation Commission and Regional Board directed staff to provide a report on the impact the removal of 100% tax exemption will have on the District 69 Arena as well as the PCC. The City of Parkville has replied to PCC that no changes back to a 100% tax exemption are being considered at this time and in fact more reductions in tax exemptions may be considered in the future.

**RECOMMENDATIONS**

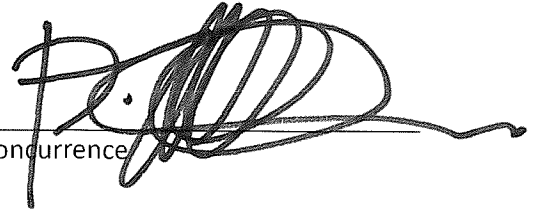
1. That the Regional District request the City of Parkville to grant 100% tax exemption status for the land and building leased by the Parkville Curling Club Society excluding the commercial area of the building (licensed lounge) in the calculation of taxation assessment.
2. That the Regional District commission an independent building assessment of the District 69 Arena through the Corporate Climate Action fund (CCAF) to confirm the integrity and life expectancy of the structure and major operating systems to use in long term management of the asset.
3. That the District 69 Arena Reserve Fund Bylaw #1504 be amended to allow funds to be allocated for the eventual removal of the District 69 Arena when required.



Report Writer



General Manager Concurrence



C.A.O. Concurrence





RDN REPORT	
CAO APPROVAL	
EAP	
COW	
JUN 12 2014	
RHD	
BOARD	
District 69 Rec Commission	

**MEMORANDUM**

**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** June 10, 2014

**FROM:** Dean Banman  
Manager of Recreation Services

**FILE:**

**SUBJECT:** District 69 Recreation Services Fees and Charges Bylaw No. 1701, 2014  
District 69 Arena Services Fees and Charges Bylaw No. 1704, 2014  
District 69 Aquatic Services Fees and Charges Bylaw No. 1705, 2014

**PURPOSE**

To seek Regional Board approval for establishing District 69 Recreation Services Fees and Charges Bylaw (No. 1701, 2014), District 69 Arena Services Fees and Charges Bylaw (No. 1704, 2014), District 69 Aquatic Services Fees and Charges Bylaw (No. 1705, 2014) and to establish the fee schedules for these bylaws for a term commencing on September 1, 2014 through to August 31 2016.

**BACKGROUND**

Historically, as per Policy C2.1 - Recreation Fees and Charges (Appendix D), recreation services fees and charges in District 69 have been reviewed annually. This review begins with meetings of the Sub Committee of the District 69 Recreation Commission. Recommendations are then reviewed by the District 69 Recreation Commission before being considered by the Regional Board. The recreation service fees and charges that are reviewed include; program fees for Northern Community Recreation Services, as well as admission, rental fees and program fees for the Ravensong Aquatic Centre and Oceanside Place.

According to the Local Government Act Part 10.1 (s) 363 the authority for local government to establish and collect fees is required to come from authority under an established bylaw rather than a Board policy. To this effect the three bylaws (Appendix A, B, and C) are being brought before the RDN Board for three readings and adoption. In addition to the Bylaws being established staff are also looking for the Board to approve the schedules contained within the bylaws which establish the fees and charges for the three service function areas of Northern Community Recreation Services, Ravensong Aquatic Centre and Oceanside Place.

A review of the fees and charges of similar facilities in the mid-Vancouver Island region is taken into consideration when establishing admission fees and rental prices for both Oceanside Place and Ravensong Aquatic Centre. The schedule of fees and charge outlined in Bylaw 1704 and Bylaw 1705 were reviewed by the District 69 Recreation Fees and Charges Sub-committee and the District 69 Recreation Commission. The recommendations within this report are a result of these reviews.

**ALTERNATIVES**

1. That the District 69 Recreation Services Fees and Charges Bylaw (No. 1701, 2014), the District 69 Arena Services Fees and Charges Bylaw (No. 1704, 2014), and the District 69 Aquatic Services Fees and Charges Bylaw (No. 1705, 2014) be adopted and fee schedules for these bylaws for the years September 1, 2014 – August 31 2016 be established.
2. That the District 69 Recreation Services Fees and Charges Bylaw (No. 1701, 2014), the District 69 Arena Services Fees and Charges Bylaw (No. 1704, 2014), and the District 69 Aquatic Services Fees and Charges Bylaw (No. 1705, 2014) not be adopted and alternate direction be provided.

**FINANCIAL IMPLICATIONS**

*I. NORTHERN COMMUNITY RECREATION SERVICES*

The Northern Community Recreation Services function pertains to the delivery of recreation program services throughout District 69. Schedule A provides detail on how fees and charges will be applied under the authority of Bylaw #1701. This detail not only includes cost recovery percentages but also the principles applied when costing recreation programs.

Traditionally in the recreation industry fees for recreation programs have been calculated on a model that sees a percentage of subsidization/profit applied using only the demographic of age. The existing subsidization/profit better known as recovery rates for RDN Recreation Services can be seen in Table 1 below.

**Table 1- Current RDN District 69 Recreation Program Recovery Rates**

<b>Category:</b>	<b>Recovery Rates (%)</b>
Pre-School Programs (5 yrs. and under)	100
Children’s Programs (Kindergarten-Grade 5)	100
Youth Programs (Grade 6-12)	75
Adult Programs (19 yrs. and above)	125
Summer and Holiday Camps	75
Contract Camps	100
Family Programs	75
Leadership Development	75

Within the last few years discussions have been taking place within local government recreation departments in relation to the calculation of user fees and their relevant application to better reflect community vs. individual benefit. In short the greater the individual benefit regardless of age the less the level of local government subsidization should be. When the benefit to the overall community is greater than so should the subsidization. The basis that as a resident ages their ability to pay changes is still relevant and should continue to be a factor in determining ability to pay for recreation services but should not be the sole deciding factor.

The existing RDN recreation program recovery rate structure does not allow the ability to price programs with a greater individual benefit vs. community benefit that are high in demand at a profitable price. For example a specialized elite sport camp for youth can only recovery up to 75% of its costs even though these camps go beyond developing fundamental movement skills and are in high demand not yet satisfied by the private sector. If a program of this nature was able to be priced based more on market demand a profit from this program would be very likely. This profit could be used to support programs that the department should provide at a subsidized rate. Programs that provide fundamental skills in areas such as; healthy living, leadership, community development and inclusion benefit not only the individual but the community as a whole and should be priced accordingly with some level of subsidization.

Staff are cognizant that a product mix of recreation services is required and will continue to offer services that are more weighted towards those that benefit both the community and individual resident(s). Typically these types of programs are not as profitable and as a result of little sustainable value to private business.

The anticipated shift in Northern Community Recreation Service fees proposed in Schedule 'A' of Bylaw #1701 will not adversely affect tax requisition rates established within the existing five year financial plan. It is anticipated that the change in fact will offer the ability to deliver more profitable/user pay programs that will be able to support those department programs offered at less than 100% cost recovery. Table 2 shows the anticipated program recovery rates and categories

**Table 2- 2013 - 2014 RDN District 69 Recreation Program Recovery Rates**

<b>Purpose</b>	<b>Strategic Goal</b>	<b>Examples</b>	<b>Recovery Rate (%)</b>
Building Healthy Communities by meeting needs	Community events of significance that benefit the majority of the community and/or citizens	KidFest, Building Learning Together, Active Aging Week, Terry Fox	<75
Building Healthy Communities and Citizens by meeting needs	Programs and services that develop fundamental skills equally benefitting both the community and individual; youth leadership, fundamental physical movement, wellness, programs for people with consistent barriers or at risk  Programs and services that develop fundamental skills benefitting both the community and individual	Minds in Motion, core summer programs, after school programming, Inclusion,  Fundamental swimming and skating lessons, Leaders In Training	75-100
Building Healthy Citizens by meeting needs	Programs and services that develop fundamental skills benefitting the community but more so the individual based on market demand	Specialized swimming and skating lessons, guided alpine hikes, Non-Impact Aerobics (NIA), Yoga	>100
Building Satisfied Citizens by meeting wants and demands	Programs and services that meet the hobbies or special interests demands of individuals that are not met by the private sector	Specialized camps (sport, art, technology), private swim and skating lessons	>125

Recovery rates for program services will include the following costs.

- a) Instructor(s) wages including program preparation time
- b) Program equipment, supplies and materials
- c) Facility rental
- d) Transportation and/or mileage (as per the RDN vehicle mileage rate)
- e) Administration fee (RDN administration fee, photocopying, promotions, registration). Applied only to programs where Instructors are paid an hourly rate or flat fee.

For perspective Table 3 provides the total revenue projected for 2014 of the recreation programs of 69 Northern Community Recreation Services that would be influenced by the recovery rates outlined in Table 2 above.

**Table 3 – Total Revenue for 2014 Northern Community Recreation Services Registered Programs**

Category	Total (\$)
Adult	46,500
Preschool	11,500
Child	5,500
Youth	4,200
Summer	124,500
<b>Total</b>	<b>192,200</b>

**II. ADMISSION FEES TO SWIM AND SKATE SESSIONS**

Annual percentage increases are applied if warranted to facility admissions and rental rates. As part of this year’s review process, as in past years, a summary of admission rates from other mid-island recreation departments was completed and are summarized in Table 4.

Table 4 compares both the current mid-island averages for admission fees as of March 2014 and proposed rates for 2014-16. During the 2012 review at the sub-committee and commission level it was decided to minimize the affect extreme low or high fees and charges from mid - island communities influence the averages used in the review. As a result the highest and lowest rates from the mid-island communities are not included in the calculation of the averages. Upon review of the information provided by the mid-island communities, a majority of them are planning to increase fees and charges in a number of their categories. An average increase of 3% for comparative purposes has been used in Table 4.

Table 4 shows that with a 3% increase, three out of the five RDN admission categories will be higher than the 2014/2015 projected mid-island average. Table 4 also shows the comparison between the proposed increase of 3% against current admission rates.

**Table 4- 2014 Mid - Vancouver Island Facility Admission Rates**

All figures include GST	Child (4-12)	Student (13-18)	Adult (19-59)	Senior (60-79)	Family
RDN Admissions: current	2.98	3.98	5.68	4.44	11.53
Mid Island Average: current	2.85	3.76	5.44	4.14	11.84
Mid Island Average: + 3%	2.94	3.87	5.60	4.26	11.33
<b>RDN Admissions : proposed 2013 -2014</b>	<b>3.07</b>	<b>4.00</b>	<b>5.85</b>	<b>4.57</b>	<b>11.88</b>
City of Nanaimo: current	3.50	5.00	6.25	5.00	13.50
City of Nanaimo :2014-15	3.61	5.15	6.44	5.15	13.91

**“Special Rate” Admissions**

“Special Rate” admissions of \$2.00 for children and youth and \$4.00 for the adult and senior rate categories are designed to meet the needs of patrons with limited or fixed incomes and to utilize facilities during non-peak times. The Department provides a number of opportunities for these reduced rates to attract individuals and families who may otherwise not be able to participate in these recreational pursuits. An all-inclusive rate that includes GST and is rounded off to a simple amount is attractive to both users and staff. Customers tend to bring the exact admission amount making transactions simple. Although these rates are mostly applied to non-peak facility times or within facility schedules when time constraints do not allow for a session of full length, costs associated with these facility times are still apparent. If still not affordable or inconvenient alternatives for deeper discounts are still available through Active Living Membership card or the Financial Assistance Program.

Similar to the information provided in Table 3 under “*NORTHERN COMMUNITY RECREATION SERVICES*”, Table 5 below provides information in determining the possible changes in admission revenue for public sessions at both Oceanside Place and Ravensong Aquatic Centre.

**Table 5- 2013 Total Public Session Admissions – Oceanside Place / Ravensong Aquatic Centre**

<b>Oceanside Place</b>		<b>Ravensong Aquatic Centre</b>	
Tot	435	Tot	2,810
Child	4,407	Child	5,656
Student	1,127	Student	4,102
Adult	3,661	Adult	25,356
Senior	5,748	Senior	34,421
Family	5,664	Family	11,823
Golden	265	Golden	5,545
<b>Totals</b>	<b>21,307</b>	<b>Totals</b>	<b>89,713</b>

III. a) FACILITY RENTAL FEES AND CHARGES – OCEANSIDE PLACE

Category rates range as much as Commercial Prime of \$267.72 per hour to as low as youth non-prime off season dry floor of \$50.21 per hour. Factors affecting the rate applied to rentals are; time of year, time of day, main age group of participant utilizing the facility, frequency of use and whether use is for profit or non-profit purposes. Tables 6 and 7 provide a barometer of comparison between arena facility rates compared to mid-island averages.

Table 6 below provides a summary of the hours used at Oceanside Place in the main booking categories and can provide relevance to the impact any increase or reduction in ice rental fees may have. For example the information within the table shows that a change to the Senior Tournament rate category has less of an impact than a change to Minor Prime Winter. The information in Table 6 shows the numbers from 2012 which are consistent with those from 2013 and likely to remain consistent for the duration of the proposed schedule.

A complete breakdown of proposed rentals rates for all classifications can be found in Appendix B. Of special note is the use of a senior rental rate in relation to ice and dry floor rentals. Of the communities surveyed, no other has a senior category. Groups falling within this age category in these communities are charged the existing adult rate.

**Table 6- 2012 Oceanside Place Hours of Use and Rental Fees**

Category	2012 Total Hours	2012 Total Fees \$
Minor Prime Shoulder Season	475	31,810
Minor Prime Winter	2,106	155,800
Minor Non-Prime Winter	524	34,180
Adult Prime Winter	528	6,900
Minor tournament	396	26,360
Minor Prime Dry Floor	141	6,600
Adult Tournament	132	14,255
Minor Non-Prime Shoulder Season	125	6,850
Adult Prime Shoulder Season	100	12,000
Senior Non-Prime Winter	63	6,900
Senior Tournament	56	5,585
<b>Total</b>	<b>4,646</b>	<b>307,240</b>

**Table 7- 2014 Mid - Vancouver Island Facility Rental Rates - Ice**

All figures include GST	Minor Non-Prime	Minor Prime	Adult Prime	Adult Non-Prime
RDN Rental Rate, Ice: current	74.84	84.84	166.88	130.50
Mid Island Average: current	66.24	88.38	159.24	127.57
<b>Mid Island Average: + 3%</b>	<b>68.23</b>	<b>91.03</b>	<b>164.02</b>	<b>131.39</b>
<b>RDN Rental Rate, Ice: 3% proposed 2014-15</b>	<b>77.09</b>	<b>87.39</b>	<b>171.89</b>	<b>134.42</b>
City of Nanaimo: current	80.63	80.63	161.26	130.49
City of Nanaimo: 2014	83.05	83.05	166.10	134.40

Table 8 compares dry floor rental rates and shows that the proposed rates for 2014 / 2015 are within the projected range of the 2014 / 2015 Mid-Island average.

**Table 8- 2013 mid - Vancouver Island Facility Rental Rates – Dry Floor**

All figures include GST	Youth Prime	Adult Prime
RDN Rental Rate: current	51.19	70.38
Mid Island Average: current	44.00	62.01
<b>Mid Island Average: + 3%</b>	<b>45.32</b>	<b>63.87</b>
<b>RDN Rental Rates: 2% proposed 2014-15</b>	<b>52.73</b>	<b>72.49</b>
City of Nanaimo: current	45.62	91.94
City of Nanaimo: 2014	46.99	94.70

**Additional Services - At Cost.**

User groups at both facilities are charged “at cost” for additional services and supplies that may be required for their event. Removal and reinstall of arena glass, arena floor, and electrical connection/disconnection charges are a few examples of at cost charges.

III. b) FACILITY RENATL FEES AND CHARGES – RAVENSONG AQUATIC CENTRE

Four broad categories make up the majority of hourly rental use at Ravensong Aquatic Centre. Table 9 provides a comparison between aquatic main pool facility rates compared to mid-island averages. A complete breakdown of proposed rentals rates for all classifications can be found in Appendix C. Comparisons between aquatic facilities is challenging as pool amenities (slides, water features, steam, sauna) vary.

**Table 9- 2014 Mid - Vancouver Island Facility Rental Rates – Aquatic**

All figures include GST	Minor Community Group	Adult Community Group	Lane	Commercial
RDN Rental Rate: current	127.37	189.84	13.72	339.57
Mid Island Average: current	117.11	168.76	11.51	351.65
<b>Mid Island Average: + 3%</b>	<b>120.62</b>	<b>201.40</b>	<b>11.86</b>	<b>362.20</b>
<b>RDN Rental rates proposed (3%) 2014-15</b>	<b>131.19</b>	<b>195.54</b>	<b>14.13</b>	<b>349.76</b>
City of Nanaimo (Beban): current	195.08	351.44	10.14	390.15
City of Nanaimo (Beban): 2014	200.93	361.98	10.44	401.85

**Table 9- 2013 Ravensong Aquatic Centre Hours of Use and Rental Fees**

Category	2012 Total Hours	2012 Total Fees \$
Minor Community Group	1,674	\$25,400
Adult Community Group	150	\$7,631

Operational costs at both Oceanside Place and Ravensong Aquatic Centre continue to increase and include volatile utilities such as natural gas, water, and electricity that within the last few three years have been joined by environmental sustainability initiatives (carbon offsets). Not only are these expenses seen within RDN recreation facilities but also in the rental rates charged by third parties when RDN recreation programs use other community facilities such as schools and community halls. Although some future cost savings of operating expenses at RDN venues are anticipated in areas such as energy conservation, replacement of inefficient equipment and the implementation of time saving practices, operational expenses are still expected to increase.

The proposed increases to the program, admission and rental fees outlined are intended to fund not only annual operating expenses but also increase the sustainability of reserve funds for the three recreation service functions. Adequate reserve fund balances especially for capital intense facilities such as arenas and aquatic centres are critical for long term sustainability.

If the fees and charges are not increased as proposed consideration needs to be given to the direction provided in the five year financial plan. Presently the plan has projected revenues from program registration fees, facility admissions and rental fees to increase annually at 3%. If a reduction or “freeze” in fees and charges is approved or an increase of less than 3% and the volume of rentals and admissions does not increase proportionally, an increase in tax requisitions on future budgets or reductions in capital or operating expenditures would be required.

If the proposed increase to fees and charges create a financial barrier to some residents, additional support can be provided through the Financial Access Program provided through the Recreation and Parks Department, and for children and youth through the Society of Organized Services. The membership concept implemented in 2009 provides another option for patrons providing savings on admission fees while maintaining an active lifestyle.

## **STRATEGIC PLAN IMPLICATIONS**

The fitness and social benefits derived from investments into initiatives that promote active living is recognized within the strategic goals for RDN Recreation and Parks. The fees and charges proposed strives to aid the RDN in meeting its goal to provide opportunities to residents that improve the physical, social, cultural and health needs while striving to balance location, accessibility and usage fees.

Providing affordable access to programs and facilities is paramount for residents to enjoy an active lifestyle. However this affordability is in contrast to the expenses in operating facilities and offering recreation programs. Most local governments commit to subsidizing fees and charges of recreation programs/facilities and have consistently applied a broad based universal amount in the percentages that these subsidies will be. This subsidization is done with the understanding that programs and services provided improve the quality of life to resident and community vitality. It also recognizes that direct users of the facilities receive more individual benefit from use and should contribute directly to the operation and capital expenses of these facilities.

## **SUMMARY**

Fees and charges for the three District 69 recreation functions (Appendices A, B and C) are being proposed for a term commencing on September 1, 2014 through to August 31, 2016. In setting these fees a variety of factors have been considered, including mid - island averages from other local governments that provide public recreation services, financial pressures on facility users, increasing operational costs, and projected revenue targets in the Five Year Financial Plan.

Over the years the District 69 Recreation Commission and RDN Board have endeavored to keep fees and charges in-line with mid-island communities. Relevant information is collected annually and used in determining rate changes in District 69. In addition to affordability, whenever possible recreation services fees and charges should consider fair market value as this reduces the reliance on general taxation.

Staff propose that a new determination of calculating recovery rates for recreation programs be used. One that not only takes into consideration age but also better reflects benefits to the individual and community. Under this new model programs that are offered regardless of age that have a strong bias to individual benefit, for example a high level elite summer baseball program, would be priced more based on market demand and may be able to be priced with a profit margin. Additionally a program offered to adults to combat the onset of chronic illness that will increase the likelihood of a longer productive life plus lessen the burden on other community resources (homelessness, medical services, social services home visits) could be offered at a lower recovery rate than the existing 125%.

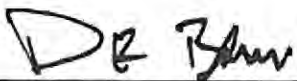
The proposed model would allow but also require staff when creating programming opportunities to ensure the product mix of programming not only has a blend of sustainable recovery rates that meet the needs of the community but would allow for more entrepreneurial programming with higher recovery rates regardless the target markets age.

It is recommended that Fees and Charges Bylaws be adopted and their related schedules for a term commencing September 1, 2014 through to August 31, 2016 for Northern Community Recreation Services (No. 1701, 2014 – Appendix A), Oceanside Place (No. 1704, 2014 – Appendix B) and Ravensong Aquatic Centre (No. 1705, 2014 – Appendix C).



**RECOMMENDATIONS**

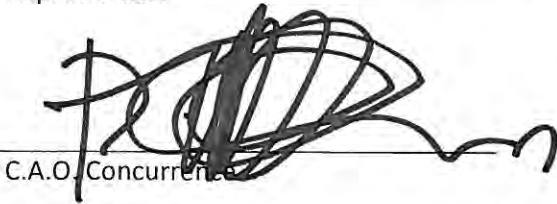
1. That "District 69 Recreation Services Fees and Charges Bylaw No. 1701, 2014" be introduced and read three times.
2. That "District 69 Recreation Services Fees and Charges Bylaw No. 1701, 2014" be adopted.
3. That "District 69 Arena Services Fees and Charges Bylaw No. 1704, 2014" be introduced and read three times.
4. That "District 69 Arena Services Fees and Charges Bylaw No. 1704, 2014" be adopted.
5. That "District 69 Aquatic Services Fees and Charges Bylaw No. 1705, 2014" be introduced and read three times.
6. That "District 69 Aquatic Services Fees and Charges Bylaw No. 1705, 2014" be adopted.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

## APPENDIX 'A'

BYLAW 1701

*ATTACHED*

**APPENDIX A**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1701**

**A BYLAW TO ESTABLISH THE COST RECOVERY RATES FOR FEES AND CHARGES  
FOR DISTRICT 69 RECREATION SERVICES**

WHEREAS pursuant to section 363 of the *Local Government Act*, a regional district may, by bylaw, impose a fee or charge in respect of services provided and the use of regional district property;

NOW THEREFORE, the Board of the Regional District of Nanaimo in open meeting assembled enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "District 69 Recreation Services Fees and Charges Bylaw No. 1701, 2014".

2. COST RECOVERY RATES FOR FEES AND CHARGES

There are hereby established cost recovery rates to impose fees and charges for District 69 Recreation Services as set out in Schedule 'A' attached to and forming part of this bylaw.

3. EFFECTIVE DATE

This Bylaw comes into effect on September 1, 2014.

Introduced and read three times this    day of    , 2014.

Adopted this    day of    , 2014.

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CHAIRPERSON

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CORPORATE OFFICER

**Schedule 'A' DISTRICT 69 RECREATION SERVICES FEES AND CHARGES BYLAW NO. 1701, 2014**

Purpose	Strategic Goal	Examples	Recovery Rate (%)
Building Healthy Communities by meeting needs	Community events of significance that benefit the majority of the community and/or citizens	KidFest, Building Learning Together, Active Aging Week, Terry Fox	<75
Building Healthy Communities and Citizens by meeting needs	Programs and services that develop fundamental skills equally benefitting both the community and individual; youth leadership, fundamental physical movement, wellness, programs for people with consistent barriers or at risk	Minds in Motion, core summer programs, after school programming, Inclusion,	75-100
	Programs and services that develop fundamental skills benefitting both the community and individual	Fundamental swimming and skating lessons, Leaders In Training	
Building Healthy Citizens by meeting needs	Programs and services that develop fundamental skills benefitting the community but more so the individual based on market demand	Specialized swimming and skating lessons, guided alpine hikes, Non-Impact Aerobics (NIA), Yoga	>100
Building Satisfied Citizens by meeting wants and demands	Programs and services that meet the hobbies or special interests demands of individuals that are not met by the private sector	Specialized camps (sport, art, technology), private swim and skating lessons	>125

Recovery rates for program services will include the following costs.

- a) Instructor(s) wages including program preparation time
- b) Program equipment, supplies and materials
- c) Facility rental
- d) Transportation and/or mileage (as per the RDN vehicle mileage rate)
- e) Administration fee (RDN administration fee, photocopying, promotions, registration). Applied only to programs where Instructors are paid an hourly rate or flat fee.

## APPENDIX 'B'

### BYLAW 1704

*ATTACHED*

**APPENDIX B**

**REGIONAL DISTRICT OF NANAIMO BYLAW**

**NO. 1704**

**A BYLAW TO ESTABLISH FEES AND CHARGES FOR DISTRICT 69 ARENA SERVICES**

WHEREAS pursuant to section 363 of the *Local Government Act*, a regional district may, by bylaw, impose a fee or charge in respect of services provided and the use of regional district property;

NOW THEREFORE, the Board of the Regional District of Nanaimo in open meeting assembled enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "District 69 Arena Services Fees and Charges Bylaw No. 1704, 2014".

2. FEES AND CHARGES

There are hereby levied fees and charges for District 69 Arena Services as set out in Schedule 'A' attached to and forming part of this bylaw.

3. EFFECTIVE DATE

This Bylaw comes into effect on September 1, 2014.

Introduced and read three times this    day of    , 2014.

Adopted this    day of    , 2014.

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CHAIRPERSON

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CORPORATE OFFICER

<b>District 69 Arena Services Fees and Charges Bylaw No. 1704, 2014- SCHEDULE A</b>						
<b>OCEANSIDE PLACE</b>						
<b>ADMISSIONS</b>						
Category	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
<small>Calculation Admissions &amp; Rentals: Take base rate from previous year and add rate increase, then multiply new base rate by 1.05 for total inc. tax</small>						
	Base Rate	Total inc. 5% GST	Base Rate 3% increase	Total inc. 5% GST	Base Rate 3% increase	Total inc. 5% GST
Tot (0-3)	Free	Free	Free	Free	Free	Free
Child (4-12)	2.84	2.98	2.93	3.07	3.01	3.16
Student (13-18 or Valid Student Card)	3.79	3.98	3.90	4.10	4.02	4.22
Adult (19-59)	5.41	5.68	5.57	5.85	5.74	6.03
Senior (60-79)	4.23	4.44	4.36	4.57	4.49	4.71
Golden (80+)	Free	Free	Free	Free	Free	Free
Family	10.98	11.53	11.31	11.87	11.65	12.23
Special Rate (Child/Youth)	1.34	1.50	2.00	2.00	2.00	2.00
Special Rate (Adult/Senior)	2.68	3.00	4.00	4.00	4.00	4.00
<b>Oceanside Place Additional Admission categories:</b>						
Family w/ Skate Rental	14.72	15.46	15.16	15.92	16.09	16.89
Child / Youth Skate Rental	1.36	1.43	1.40	1.47	1.48	1.55
Adult / Senior Skate Rental	2.70	2.84	2.78	2.92	2.95	3.10
Skate Sharpening (price incl. PST)	4.98	5.58	5.13	5.74	5.44	6.09
Membership Card Replacement Fee	5.20	5.46	5.00	5.25	5.15	5.41
<b>ACTIVE LIVING CARDS (OP and RAC)</b>						
Category	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
	Base Rate	Total inc. 5% GST	Base Rate	Total inc. 5% GST	Base Rate 3% increase	Total inc. 5% GST
<b>3 Month - Regular admission x twice wkly x 13 wks</b>						
Child (4-12)	73.84	77.53	76.06	79.86	78.34	82.25
Student (13-18 or Valid Student Card)	98.54	103.47	101.50	106.57	104.54	109.77
Adult (19-59)	140.66	147.69	144.88	152.12	149.23	156.69
Senior (60-79)	109.98	115.48	113.28	118.94	116.68	122.51
Family	285.48	299.75	294.04	308.75	302.87	318.01
<b>6 Month - Three month fee x 1.8</b>						
Child (4-12)	132.91	139.56	136.90	143.74	141.01	148.06
Student (13-18 or Valid Student Card)	177.37	186.24	182.69	191.83	188.17	197.58
Adult (19-59)	253.19	265.85	260.78	273.82	268.61	282.04
Senior (60-79)	197.96	207.86	203.90	214.10	210.02	220.52
Family	513.86	539.55	529.28	555.74	545.16	572.42
<b>12 Month - Six month fee x 1.5</b>						
Child (4-12)	199.37	209.34	205.35	215.62	211.51	222.08
Student (13-18 or Valid Student Card)	266.06	279.36	274.04	287.74	282.26	296.37
Adult (19-59)	379.79	398.78	391.18	410.73	402.91	423.06
Senior (60-79)	296.94	311.79	305.85	321.15	315.03	330.78
Family	770.79	809.33	793.92	833.62	817.74	858.62
<b>10X Active Passes (OP &amp; RAC) Regular admission (x 9 - 10) x10 for base rate.</b>						
<small>Note: We enter the regular admission as - 10 zero Class.</small>						
Child (4-12)	25.60	26.88	26.33	27.64	27.12	28.47
Student (13-18 or Valid Student Card)	34.10	35.81	35.13	36.89	36.19	38.00
Adult (19-59)	48.70	51.14	50.15	52.66	51.66	54.24
Senior (60-79)	38.10	40.01	39.21	41.17	40.39	42.41
Family	98.80	103.74	101.78	106.87	104.84	110.08
Child (4-12) w/skate rentals	37.80	39.69	38.93	40.88	40.44	42.46
Student (13-18) w/skate rentals	46.30	48.62	47.74	50.13	49.51	51.98
Adult (19-59) w/skate rentals	73.00	76.65	75.18	78.94	78.21	82.12
Senior (60-79) w/skate rentals	62.40	65.52	64.24	67.45	66.94	70.29
Family w/skate rentals	132.50	139.13	136.45	143.28	144.81	152.05
Child/Student skate rentals	12.20	12.81	12.61	13.24	13.32	13.99
Adult/Senior skate rentals	24.30	25.52	25.03	26.28	26.55	27.88
Skate Sharpening (price incl. PST)	44.80	50.18	46.16	51.70	48.96	54.84

<b>OCEANSIDE PLACE RENTALS</b>						
<b>Category</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>
<small>Note: Commercial Events Daily Rate = hourly rate x 10 or 15% of gross revenue. Portable floor cost = staff cost for install, cleaning and removal. Non Profit events will be charged applicable hourly rate as defined by demographic of group and time of day</small>	<b>Base Rate</b>	<b>Total inc. 5% GST</b>	<b>Base Rate</b>	<b>Total inc. 5% GST</b>	<b>Base Rate 3% increase</b>	<b>Total inc. 5% GST</b>
<b>Tournament Rates</b>						
Minor Tournament	69.94	73.44	72.04	75.64	74.20	77.91
Adult Tournament	117.23	123.09	120.75	126.78	124.37	130.59
Senior Tournament	114.18	119.89	117.61	123.49	121.13	127.19
Commercial Events Prime - No Maximum	161.39	169.46	166.23	174.54	171.22	179.78
Commercial Events Non Prime - No Maximum	137.50	144.38	141.63	148.71	145.87	153.17
<b>Winter Rates (September 1 - March 31)</b>						
Minor Prime	80.80	84.84	83.22	87.39	85.72	90.01
Minor Non Prime - increase of 1.04 for 3 years 2011,12,13	71.28	74.84	73.42	77.09	75.62	79.40
Adult Prime - increase of 1.045 for 1 year 2011 & 1.04 for 2012, 2013	154.32	162.04	158.95	166.90	163.72	171.90
Adult Non Prime - increase of 1.04 for 2012	124.29	130.50	128.02	134.42	131.86	138.45
Senior Prime - increase of 1.04 for 2012	147.67	155.05	152.10	159.71	156.66	164.50
Senior Non Prime - increase of 1.04 for 2012	115.28	121.04	118.74	124.68	122.30	128.42
Hockey / Skating Schools - increase of 1.04 for 2012	152.10	159.71	156.66	164.50	161.36	169.43
Commercial Events Prime - increase of 1.04 for 2012 - Maximum of 10 hrs	240.83	252.87	248.05	260.46	255.50	268.27
Commercial Events Non Prime - increase of 1.04 for 2012 - Maximum of 10 hrs	190.11	199.62	195.81	205.60	201.69	211.77
Set Up / Tear Down - increase of 1.04 for 3 years 2011,12,13	71.28	74.84	73.42	77.09	75.62	79.40
<b>Shoulder Season Rates (April 1 - August 31)</b>						
Minor Prime	69.36	72.83	71.44	75.01	73.58	77.26
Minor Non Prime	59.42	62.39	61.20	64.26	63.04	66.19
Adult Prime	128.04	134.44	131.88	138.48	135.84	142.63
Adult Non Prime	104.62	109.85	107.76	113.15	110.99	116.54
Senior Prime	124.30	130.52	128.03	134.43	131.87	138.46
Senior Non Prime	100.75	105.79	103.77	108.96	106.89	112.23
Hockey / Skating Schools	110.80	116.34	114.12	119.83	117.55	123.43
Commercial Events Prime - Maximum of 10 hrs	219.69	230.67	226.28	237.59	233.07	244.72
Commercial Events Non Prime - Maximum of 10 hrs	125.53	131.81	129.30	135.76	133.17	139.83
Set Up / Tear Down	59.42	62.39	61.20	64.26	63.04	66.19
<b>OCEANSIDE PLACE RENTALS</b>						
<b>Category</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>
	<b>Base Rate</b>	<b>Total inc. 5% GST</b>	<b>Base Rate</b>	<b>Total inc. 5% GST</b>	<b>Base Rate 3% increase</b>	<b>Total inc. 5% GST</b>
<b>Dry Floor</b>						
Minor prime	48.75	51.19	50.21	52.72	51.72	54.30
Minor Non Prime	42.65	44.78	43.93	46.13	45.25	47.51
Adult Prime	67.03	70.38	69.04	72.49	71.11	74.67
Adult Non Prime	54.84	57.58	56.49	59.31	58.18	61.09
Senior Prime	67.03	70.38	69.04	72.49	71.11	74.67
Senior Non Prime	50.21	52.72	51.72	54.30	53.27	55.93
Hockey / Skating Schools	75.30	79.07	77.56	81.44	79.89	83.88
Commercial Events Prime - Maximum of 10 hours	219.69	230.67	226.28	237.59	233.07	244.72
Commercial Events Non Prime - Maximum of 10 hours	125.53	131.81	129.30	135.76	133.17	139.83
Set Up / Tear Down	43.93	46.13	45.25	47.51	46.61	48.94
<b>Other Amenities</b>						
<b>The Pond (Leisure Ice)</b>						
Ice In Prime	47.71	50.10	49.14	51.60	50.62	53.15
Ice In Non Prime	40.90	42.95	42.13	44.23	43.39	45.56
Ice In in conjunction with full sheet	20.43	21.45	21.04	22.10	21.67	22.76
Ice Out Prime	34.07	35.77	35.09	36.85	36.14	37.95
Ice Out Non Prime	27.25	28.61	28.07	29.47	28.91	30.36
Ice Out In Conjunction with full sheet	20.43	21.45	21.04	22.10	21.67	22.76
<b>Multipurpose Room</b>						
Full Room	37.67	39.55	38.80	40.74	39.96	41.96
Half Room	18.83	19.77	19.39	20.36	19.98	20.98
Commercial Full Room	43.93	46.13	45.25	47.51	46.61	48.94
Commercial Half Room	25.10	26.36	25.85	27.15	26.63	27.96
Full Room w/ Ice/Floor Rental	25.10	26.36	25.85	27.15	26.63	27.96
Half Room w/ Ice/Floor Rental	12.56	13.19	12.94	13.58	13.32	13.99
Day Rate (Full Room)	221.53	232.61	228.18	239.58	235.02	246.77
Day Rate (Half Room)	110.75	116.29	114.07	119.78	117.49	123.37
<b>Meeting Room</b>						
Meeting Room	5.99	6.29	6.17	6.48	6.35	6.67
Meeting Room w/ Ice / Floor rental	5.99	6.29	6.17	6.48	6.35	6.67



<b>OCEANSIDE PLACE RENTALS</b>						
Category	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
	Base Rate	Total inc. 5% GST	Base Rate	Total inc. 5% GST	Base Rate 3% Increase	Total inc. 5% GST
<b>Facility Rental Packages</b>						
<b>Winter Wonderland Ice Rentals</b>						
Under 50 people - 1 hour	172.67	181.30	177.85	186.74	183.19	192.34
50 -100 people - 1 hour	223.85	235.04	230.57	242.09	237.48	249.36
100-200 people - 1 hour	275.03	288.78	283.28	297.44	291.78	306.37
Under 50 people - 1.5 hours	212.69	223.32	219.07	230.02	225.64	236.92
50 -100 people - 1.5 hours	263.87	277.06	271.79	285.38	279.94	293.94
100-200 people - 1.5 hours	315.04	330.79	324.49	340.72	334.23	350.94
Under 50 people - 2 hours	273.46	287.13	281.66	295.75	290.11	304.62
50 -100 people - 2 hours	324.64	340.87	334.38	351.10	344.41	361.63
100-200 people - 2 hours	375.81	394.60	387.08	406.44	398.70	418.63
<b>Private Ice Rentals - The Pond</b>						
Up to 30 people - 1 hour	89.19	93.65	91.87	96.46	94.62	99.35
Up to 30 people - 1.5 hours	113.03	118.68	116.42	122.24	119.91	125.91
Up to 30 people - 2 hours	157.64	165.52	162.37	170.49	167.24	175.60
<b>Private Ice Rentals - HMA / VKA - Winter</b>						
Under 75 people - 1 hour	121.49	127.56	125.13	131.39	128.89	135.33
Under 75 people - 1.5 hours	161.52	169.60	166.37	174.68	171.36	179.92
Under 75 people - 2 hours	222.26	233.37	228.93	240.37	235.80	247.59
75-200 people - 1 hour	162.95	171.10	167.84	176.23	172.87	181.52
75-200 people - 1.5 hours	202.97	213.12	209.06	219.51	215.33	226.10
75-200 people - 2 hours	284.48	298.70	293.01	307.67	301.80	316.90
<b>Private Ice Rentals - HMA / VKA - Shoulder</b>						
Under 75 people - 1 hour	110.82	116.36	114.14	119.85	117.57	123.45
Under 75 people - 1.5 hours	145.51	152.79	149.88	157.37	154.37	162.09
Under 75 people - 2 hours	200.94	210.99	206.97	217.32	213.18	223.84
75-200 people - 1 hour	152.29	159.90	156.86	164.70	161.56	169.64
75-200 people - 1.5 hours	186.96	196.31	192.57	202.20	198.35	208.26
75-200 people - 2 hours	263.15	276.31	271.04	284.60	279.18	293.13
<b>Additional Services</b>						
	<b>At Cost</b>		<b>At Cost</b>		<b>At Cost</b>	
services and supplies that may be required for event. Removal and reinstall of arena glass, arena floor, and electrical connection/disconnection charges, etc.						

APPENDIX 'C'

BYLAW 1705

*ATTACHED*

**APPENDIX C**

**REGIONAL DISTRICT OF NANAIMO BYLAW**

**NO. 1705**

**A BYLAW TO ESTABLISH FEES AND CHARGES FOR DISTRICT 69 AQUATIC SERVICES**

WHEREAS pursuant to section 363 of the *Local Government Act*, a regional district may, by bylaw, impose a fee or charge in respect of services provided and the use of regional district property;

NOW THEREFORE, the Board of the Regional District of Nanaimo in open meeting assembled enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "District 69 Aquatic Services Fees and Charges Bylaw No. 1705, 2014".

2. FEES AND CHARGES

There are hereby levied fees and charges for District 69 Aquatic Services as set out in Schedule 'A' attached to and forming part of this bylaw.

3. EFFECTIVE DATE

This Bylaw comes into effect on September 1, 2014.

Introduced and read three times this    day of    , 2014.

Adopted this    day of    , 2014.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

District 69 Aquatic Services Fees and Charges Bylaw No. 1705, 2014- SCHEDULE A						
RAVENSONG AQUATIC CENTRE						
ADMISSIONS						
Category	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
<small>Calculation Admissions &amp; Rentals: Take base rate from previous year and add rate increase then multiply new base rate by 1.05 for base inc. tax</small>						
	Base Rate	Total inc. 5% GST	Base Rate 3% increase	Total inc. 5% GST	Base Rate 3% increase	Total inc. 5% GST
Tot (0-3)	Free	Free	Free	Free	Free	Free
Child (4-12)	2.84	2.98	2.93	3.07	3.01	3.16
Student (13-18 or Valid Student Card)	3.79	3.98	3.90	4.10	4.02	4.22
Adult (19-59)	5.41	5.68	5.57	5.85	5.74	6.03
Senior (60-79)	4.23	4.44	4.36	4.57	4.48	4.71
Golden (80+)	Free	Free	Free	Free	Free	Free
Family	10.98	11.53	11.31	11.87	11.65	12.23
Special Rate (Child/Youth)	1.34	1.50	2.00	2.00	2.00	2.00
Special Rate (Adult/Senior)	2.68	3.00	4.00	4.00	4.00	4.00
Membership Card Replacement Fee	5.20	5.46	5.00	5.25	5.15	5.41
ACTIVE LIVING CARDS (OP and RAC)						
Category	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
	Base Rate	Total inc. 5% GST	Base Rate	Total inc. 5% GST	Base Rate 3% increase	Total inc. 5% GST
<b>3 Month - Regular admission x twice wkly x 13 wks</b>						
Child (4-12)	73.84	77.53	76.06	79.86	78.34	82.25
Student (13-18 or Valid Student Card)	98.54	103.47	101.50	106.57	104.54	109.77
Adult (19-59)	140.66	147.69	144.88	152.12	149.23	156.89
Senior (60-79)	109.98	115.48	113.28	118.94	116.88	122.51
Family	285.48	299.75	294.04	308.75	302.87	318.01
<b>6 Month - Three month fee x 1.8</b>						
Child (4-12)	132.91	139.56	136.90	143.74	141.01	148.06
Student (13-18 or Valid Student Card)	177.37	186.24	182.89	191.83	188.17	197.58
Adult (19-59)	253.19	265.85	260.78	273.82	268.61	282.04
Senior (60-79)	197.96	207.86	203.90	214.10	210.02	220.52
Family	513.86	539.55	529.28	555.74	545.16	572.42
<b>12 Month - Six month fee x 1.6</b>						
Child (4-12)	199.37	209.34	205.35	215.62	211.51	222.08
Student (13-18 or Valid Student Card)	266.06	279.36	274.04	287.74	282.26	296.37
Adult (19-59)	379.79	398.78	391.18	410.73	402.91	423.06
Senior (60-79)	296.94	311.79	305.85	321.15	315.03	330.78
Family	770.79	809.33	793.92	833.62	817.74	858.62
<b>10X Active Passes (OP &amp; RAC) Regular admission (3-9-10) x10 for base rate</b>						
Child (4-12)	25.60	26.88	26.33	27.64	27.12	28.47
Student (13-18 or Valid Student Card)	34.10	35.81	35.13	36.89	36.19	38.00
Adult (19-59)	48.70	51.14	50.15	52.68	51.66	54.24
Senior (60-79)	38.10	40.01	39.21	41.17	40.39	42.41
Family	98.80	103.74	101.78	106.87	104.84	110.08
RAVENSONG AQUATIC CENTRE RENTALS						
Category	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16
	Base Rate	Total inc. 5% GST	Base Rate	Total inc. 5% GST	Rate 3% increase	Total inc. 5% GST
<b>Minor Community Groups (0-18 yrs)</b>						
Main Pool	80.84	84.88	83.27	87.43	85.76	90.05
Whirl-Leisure Pool	40.45	42.47	41.66	43.75	42.91	45.05
Per Lane <small>2013/14 0% increase</small>	13.07	13.72	13.46	14.14	13.87	14.58
Pool All	121.30	127.37	124.94	131.19	128.69	135.12
<b>Adult Community Groups</b>						
Main Pool	120.53	126.58	124.15	130.35	127.87	134.26
Whirl-Leisure Pool	60.25	63.26	62.06	65.16	63.92	67.12
Per Lane <small>2013/14 0% increase</small>	19.24	20.20	19.82	20.81	20.41	21.43
Pool All	180.80	189.84	186.22	195.54	191.81	201.40
<b>Commercial</b>						
Main Pool	201.48	211.55	207.52	217.90	213.75	224.44
Whirl-Leisure Pool	100.75	105.79	103.77	108.96	106.89	112.23
Per Lane	31.98	33.58	32.94	34.59	33.93	35.62
	323.40	339.57	333.10	349.76	343.10	360.25
<b>Guards</b>						
Additional Guard per 1 hour session	38.17	40.08	39.32	41.28	40.49	42.52
<b>Private Swim Instruction</b>						
<b>Individual</b>						
Up to 4 lessons @ 30 minutes each	25.62	26.90	26.39	27.71	27.18	28.54
5 or more Lessons @ 30 minutes each	23.39	24.56	24.09	25.30	24.81	26.08
<b>Group (up to max. 4 people)</b>						
Up to 4 lessons @ 30 minutes each - 2 person charge	37.15	39.01	38.28	40.18	39.41	41.38
additional person charge	12.98	13.83	12.73	13.37	12.73	13.37
<b>Physiotherapy Rates per client</b>						
Private Plan (BC MSP or direct payment)	8.44	8.86	8.69	9.13	8.95	9.40
Group Plan (ICBC, WCB, RCMP, etc.)	10.78	11.32	11.10	11.66	11.44	12.01
<b>Additional Services</b>						
	At Cost		At Cost		At Cost	
User groups at both facilities are charged 'at cost' for additional services and supplies that may be required for event.						