

AGENDA  
REGULAR MEETING OF THE RECREATION COMMITTEE  
BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2013-FEB-13 COMMENCING AT 3:00 P.M.

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CHAIR: COMMISSIONER TED GREVES

1. **CALL THE REGULAR RECREATION COMMITTEE MEETING TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

*(Motion required to adopt the agenda, or the amended agenda.)*

4. **ADOPTION OF MEETING NOTES:**

- (a) Notes of the Regular Recreation Committee Meeting held Wednesday, 2013-JAN-09, at 3:00 p.m., in the Bowen Park Complex Conference Room. Pgs. 6-10

*(Motion required to adopt minutes.)*

5. **CHAIR'S REPORT:**

6. **STAFF REPORTS:**

- (a) **Bylaw 2008 No. 7073 Review: Fees and Charges – Centennial Building.** Pgs.11-12

*Purpose: To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.*

Staff's Recommendation: That the Recreation Committee recommends that the Parks, Recreation and Culture Commission recommend that Council approve a 5% per year increase until 2016, to the Centennial Building facility rental rates.

- (b) **Bylaw 2008 No. 7073 Review: Fees and Charges – Recreation Centres Facility Rental Rates and Categories of Use.** Pgs.13-14

*Purpose: To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as*

*directed by the Parks, Recreation and Culture Commission in the fall of 2012.*

Staff's Recommendations:

1. That the Recreation Committee recommends that the Parks, Recreation and Culture Commission recommend that Council approve a 2% per year increase until 2016, to the facility rental rates for all public meeting spaces within the Recreation Centres, and;
2. That the Recreation Committee recommends that the Parks, Recreation and Culture Commission recommend that Council approve the following changes to the Categories of Use:
  - a) Classification #5: Delete this classification altogether. ~~Special status groups that have been approved and are subsidized by City Council due to economic or historical reasons.~~
  - b) Function A: Modify to read 'Meetings Activities to carry out the business of an organization or group. Excludes dinner or bar meetings activities with liquor licenses or catered functions. (max. 4 hours)'.
  - c) Function B: Modify to read 'Programs, workshops and seminars. Activities to carry out the business of an organization or group. Excludes activities with liquor licenses or catered functions. (max. 8 hours)'.
  - d) NOTES #3: Increase the fee for set-ups/take-downs by 15% from \$25 to \$29 for each fifty chairs/tables, and from \$2.00 to \$2.30 per table for tables only.

(c) **Bylaw 2008 No. 7073 Review: Fees and Charges – Arenas Cancellation Policy.** *Pgs.15-16*

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*Purpose: To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.*

*Cancellation policy provides staff with tool to work with holding facility renters accountable and responsible for advance block bookings.*

Staff's Recommendation: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the following addition to the Facility Booking Cancellation Policy:

5. For bookings greater than four (4) hours in duration on more than two (2) consecutive days including preparation and clean up, cancellation in writing for non-regular functions must be received at least ninety (90) days in advance. A facility rental payment as determined by the facility manager will be paid at the time of the

booking. 50% of the rental will be required three months prior to the event. Cancellation notice of less than ninety (90) days will result in a charge of one-half of the rental fees plus any cost incurred for the following bookings: Community Centres; Activity Centres; Aquatic Centres and Arenas for children's camps, all age sports training camps and festivals.

(d) **Bylaw 2008 No. 7073 Review: Fees and Charges – Arenas Extended Non-Prime Time Hours.** *Pgs.17-18*

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*Purpose: To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.*

*To encourage rental of non-prime time ice rentals maximizing rentals during regular hours of operation.*

Staff's Recommendation: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve an extension to the non – prime time hours for ice rentals for adult rentals to include all time booked after 11:00 p.m. from September 1 to April 30, annually.

(e) **Bylaw 2008 No. 7073 Review: Fees and Charges – Arenas Allocations – 3% Increase.** *Pgs.19-21*

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*Purpose: To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.*

*To continue to be competitive in the market while acknowledging inflation increases.*

Staff's Recommendation: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve a 3% increase to arena rental rates for all categories.

(f) **Bylaw 2008 No. 7073 Review: Fees and Charges – Aquatic Facilities Rental Rates.** *Pgs.22-23*

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*Purpose: To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.*

Staff's Recommendation: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve:

1. A 2% per year increase until 2016, to the Aquatic rental rates for all users, and; approve the following changes to the Notes:
  - a) Club and outside group rentals/pricing do not include staffing, a minimum of 2 staff are required during swim club rentals.
  - b) For each additional staff required (ratio 1:50) there will be an additional charge to cover staff costs.
  - c) Rentals outside regular hours of operation (refer to public schedule), are required to pay for staffing.

(g) **Bylaw 2008 No. 7073 Review: Fees and Charges – Activity Centre Rental Rates.** Pgs.24-25

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*Purpose: To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.*

*If the rates are frozen at 2012 levels we can make renting these facilities more appealing to groups and individuals.*

Staff's Recommendation: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve separating the off-campus Activity Centres from the major Community (Recreation) Centres and keeping the fees fixed at 2013 rates for the next three years.

(h) **Bylaw 2008 No. 7073 Review: Fees and Charges – Increase in Rental Fees For Oliver Woods Community Centre Gymnasiums.** Pgs.26-27

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*Purpose: To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.*

*To bring the gymnasium user fees for sport, closer in line with what other communities are charging for gym use.*

Staff's Recommendation: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve a 6% increase in user fees (sport) for the Oliver Woods Community Center gymnasiums for each of the next three years.

7. **NOTICE OF MOTION:**

8. **OTHER BUSINESS:**

9. **QUESTION PERIOD:** *(Agenda Items Only)*
10. **ADJOURNMENT:**

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**NOTES OF THE REGULAR MEETING OF THE  
RECREATION COMMITTEE  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2013-JAN-09, COMMENCING AT 3:00 P.M.**

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PRESENT: Commissioner Ted Greves, Chair

Members: Commissioner Karen Alden  
Commissioner Diana Johnstone

Regrets: Commissioner Lynda Avis  
Commissioner Mercedes Beaudoin-Lobb  
S. Samborski

Staff: M. Smith C. Kuziw Recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:00 p.m.

2. INTRODUCTION OF LATE ITEMS: (None.)

3. ADOPTION OF AGENDA:

It was moved and seconded that the Amended Agenda be adopted. The motion carried unanimously.

4. ADOPTION OF MEETING NOTES:

(a) Meeting Notes of the Regular Recreation Committee Meeting held Wednesday, 2012-NOV-14 at 3:00 p.m. in the Bowen Park Complex Conference Room.

It was moved and seconded that the meeting notes of 2012-NOV-14 be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS: (None.)

6. CHAIR'S REPORT: (None.)

7. REPORTS OF PROJECT COMMITTEES: (None.)

8. STAFF REPORTS:

(a) Corporate Passes – Sandy Raddysh / Suzanne Samborski.

Discussion had on the successful number of corporate participants using these passes.

Delegations: (None.)

Correspondence: (None.)

Staff's Recommendation: *That the Recreation Committee recommend that the Parks, Recreation and Culture Commission approve the continuation of the Corporate Pass Program.*

It was moved and seconded to adopt the recommendation. The motion carried unanimously.

(b) **Bylaw 7073 Review: Fees and Charges – General Principles - Mary Smith.**

Discussion was had on whether all the references to 'rentals' will be removed from the revised bylaw. Mary Smith to will see that it is removed in the appropriate areas.

Delegations: (None.)

Correspondence: (None.)

Staff's Recommendation: *That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the following changes to the General Principles for Fees, Charges and Rentals section of Bylaw 7073:*

1. Item 1 under General Principles for Fees, Charges and Rentals: *Fees, charges and rentals should supplement tax appropriations as a source of revenue for Parks, Recreation and Culture Department services and facilities and should not be the primary source of funds for their operation. The objective is to subsidize admission fees for children up to 50% of the adult rate for the equivalent service. Students and seniors are subsidized up to 25% of the adult rate.*
2. Item 9 under General Principles for Fees, Charges and Rentals: *All fees subject to applicable taxes unless otherwise specified.*

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the changes to Item 1 and Item 9 of the General Principles for Fees, Charges and Rentals section of Bylaw 7073 to read as above. The motion carried unanimously.

(c) **Bylaw 7073 Review: Fees and Charges – Categories – Mary Smith.**

Senior 80 years and older

- Discussion was had on the Senior 80 years and older category and the impact of reinstating the fees to this demographic. Mary Smith explained that anyone in this demographic that could not afford to pay the regular Senior rate (25% reduction of full adult admission rate) would be eligible to apply for the LEAP program for subsidization if required.
- The stats show that the demographic was well supported (over 7400 admissions in 2012) so why should it be dropped. Mary Smith explained that for consistency with all age groups, drop-in admission payment

should be based on ability to pay vs simply age. The LEAP program is applied equally to all age groups.

- There was discussion on possible and current collaboration with VIHA to assist this demographic.
- Discussion was had on the original rational in 2009 when this demographic was subsidized. Other communities were offering similar passes.
- Family Pass Discussion – Discussion had on past need for this modification to the Family Pass. A delegation to Commission in November 2012 requested this pass be modified to accommodate families with more than 5 members.
- Challenges of adopting option (c) were discussed as well as the current admission fee breakdown of the Family Pass of option (a).
- Discussion was had on the appropriate percentage for option (b).

Delegations: (None.)

Correspondence: (None.)

Staff's Recommendations:

1. *That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the following changes to the Fees and Charges Categories for Fees, Charges and Rentals section of Bylaw 7073:*
  - (a) *Change title from 'Fees and Charges Categories' to 'Drop-in Fees and Charges Categories'.*
  - (b) *Remove the category 'Senior (80 and older)' and reinstate a charge for this demographic.*
2. *That the Recreation Committee provide direction from the options provided, or make another recommendation, for families of more than five individuals when using the value added 'Family' category based on all members living at the same address and a maximum of two adults but at least one;*
  - (a) *Maintain current definitions and each individual family member over five individuals pays 100% of equivalent drop-in or RecPass rate.*
  - (b) *Each additional family member over five individuals to pay 10% of the value of an equivalent drop-in or RecPass rate.*
  - (c) *Eliminate a maximum number and allow an unlimited number of family members at the Family rate.*

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the title change from 'Fees and Charges Categories' to 'Drop-in Fees and Charges Categories' The motion carried unanimously



It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council remove the category 'Senior (80 and older)' and reinstate a charge for this demographic under the Fees and Charges Categories for Fees, Charges and Rentals section of Bylaw 7073. **OPPOSED: Commissioner Johnstone/Commissioner Alden.** Motion defeated.

It was moved and seconded that the Recreation Committee recommends option (b) that each additional family member over five individuals to pay 10% of the value of an equivalent drop-in or RecPass rate. The motion carried unanimously.

(d) **Bylaw 7073 Review: Fees and Charges – Drop-In Categories and 2013 - 2016 Drop-In Admission Rates – Sandy Raddysh.**

Delegations: (None.)

Correspondence: (None.)

Staff's Recommendation: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve:

1. The identification of the Drop-In Categories section of the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073; as noted:

**DROP-IN FEES AND CHARGES CATEGORIES**

Child (2 years and under).....	Free
Child .....	3 to 12 years
Youth/Student .....	13 to 18 years/or valid student card
Adult .....	19 to 59 years
Senior .....	60 to 79 years
Senior (80 years and older) .....	Free
Family .....	maximum 2 adults & 3 children* or 1 adult and 4 children **
	Additional family member over the fifth member to pay 10% of drop in/RecPass rate ***

\* An adult must accompany children into family sessions.

\*\* Under 19 years of age.

\*\*\* Reside in same home.

2. The 2013-2016 Drop-In Admission Rates.

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the identification of the Drop-In Categories section (as noted above) of the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073. The motion carried unanimously.

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the 2013-2016 Drop-In Admission Rates. The motion carried unanimously.

9. **CORRESPONDENCE:** (not related to a Report to the Committee) (None.)

10. NOTICE OF MOTION:
11. OTHER BUSINESS: (None.)
12. DELEGATIONS (not related to a Report to the Committee): (None.)
13. UNFINISHED BUSINESS:
  - (a) 2012 Parks, Recreation and Culture Regulation Bylaw 2008 No.7073 Review Process.
14. QUESTION PERIOD: (None.)
15. ADJOURNMENT:

It was moved and seconded at 3:53 p.m. that the meeting adjourn, with the next meeting of the Recreation Committee to be held, if required, Wednesday, 2013-FEB-13, commencing at 3:00 p.m. in the Bowen Park Complex Conference Room.

The motion carried unanimously.



Ted Greves  
CHAIR  
RECREATION COMMITTEE

CERTIFIED CORRECT:



S. Samborski  
SENIOR MANAGER  
RECREATION AND CULTURE SERVICES

APPROVED FOR DISTRIBUTION:



Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

## City of Nanaimo

### REPORT TO THE RECREATION COMMITTEE

DATE OF MEETING: 2013-FEB-13

AUTHORED BY: MARY SMITH, MANAGER, RECREATION & CULTURE SERVICES

RE: BYLAW 2008 NO. 7073 REVIEW: FEES AND CHARGES –  
CENTENNIAL BUILDING

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#### STAFF RECOMMENDATION:

That the Recreation Committee recommends that the Parks, Recreation and Culture Commission recommend that Council approve a 5% per year increase until 2016, to the Centennial Building facility rental rates.

#### PURPOSE:

To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.

#### BACKGROUND:

As part of their mandate, the Parks, Recreation and Culture Commission reviews and updates the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 every three years. In the past, the Recreation Committee has vetted the bylaw with staff and made recommendations to the Commission for Council.

#### DISCUSSION:

The Centennial Building is a unique facility used predominantly for activities for which it was not originally designed, for example, roller sports, dog training or motorized vehicle shows. The building is utilitarian but despite that it is in very high demand. Rental fees have traditionally been low for this facility but in order to maintain and upgrade it to accommodate new uses increased revenues are needed. A 5% per year increase has been in place for the last three years and is recommended for the next three years.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'M. Smith', written over a horizontal line.

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Mary Smith  
MANAGER  
RECREATION & CULTURE SERVICES  
PARKS, RECREATION AND CULTURE

Concurrence by:

A handwritten signature in black ink, appearing to be 'S. Samborski', written over a horizontal line.

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Suzanne Samborski  
SENIOR MANAGER  
PARKS, RECREATION AND CULTURE

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## City of Nanaimo

### REPORT TO THE RECREATION COMMITTEE

DATE OF MEETING: 2013-FEB-13

AUTHORED BY: MARY SMITH, MANAGER, RECREATION & CULTURE SERVICES

RE: BYLAW 2008 NO. 7073 REVIEW: FEES AND CHARGES –  
RECREATION CENTRES FACILITY RENTAL RATES AND  
CATEGORIES OF USE

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#### STAFF RECOMMENDATIONS:

1. That the Recreation Committee recommends that the Parks, Recreation and Culture Commission recommend that Council approve a 2% per year increase until 2016, to the facility rental rates for all public meeting spaces within the Recreation Centres, and;
2. That the Recreation Committee recommends that the Parks, Recreation and Culture Commission recommend that Council approve the following changes to the Categories of Use:
  - a) Classification #5: Delete this classification altogether. ~~Special status groups that have been approved and are subsidized by City Council due to economic or historical reasons.~~
  - b) Function A: Modify to read 'Meetings Activities to carry out the business of an organization or group. Excludes dinner or bar meetings activities with liquor licenses or catered functions. (max. 4 hours)'.
  - c) Function B: Modify to read 'Programs, workshops and seminars. Activities to carry out the business of an organization or group. Excludes activities with liquor licenses or catered functions. (max. 8 hours)'.
  - d) NOTES #3: Increase the fee for set-ups/take-downs by 15% from \$25 to \$29 for each fifty chairs/tables, and from \$2.00 to \$2.30 per table for tables only.

#### PURPOSE:

To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.

#### BACKGROUND:

As part of their mandate, the Parks, Recreation and Culture Commission reviews and updates the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 every three years. In the

past, the Recreation Committee has vetted the bylaw with staff and made recommendations to the Commission for Council.

DISCUSSION:

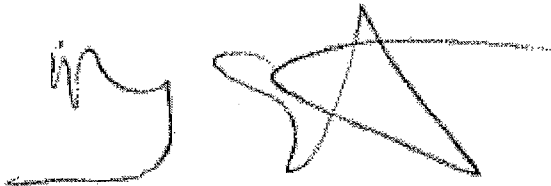
Generally the room rental rates are consistent with similar recreation centre rental facilities in other communities. The proposed 2% rental fee increase would cover operating cost increases, for example utilities and staffing. The rental fees are for room and basic equipment use only. Higher level service requests such as room set-up/take-down, specialty equipment or services for example, would continue to be accommodated when possible, at an additional cost.

Category of use Classification #5, 'Special status groups that have been approved and are subsidized by City Council due to economic or historical reasons', is no longer a commonly used classification in facility booking. Special status groups that once fell into this category are now assisted through City grants programs that have been established in recent years. Deleting this category would not preclude Council assigning special status classification in the future.

Clarification on the 'Functions' section of the Categories of Use will better ensure consistency in application of fees between staff who take bookings or quote fees. In general length of booking is a more definitive way to allocate space than a specific activity.

Set-up/take-down fees have not been increased since 2007. An increase is necessary to ensure the cost of providing the service is covered. Set-up and take-down services are optional to renters. They can choose to have City staff provide the service for a fee or do it themselves.

Respectfully submitted,



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Mary Smith  
MANAGER  
RECREATION & CULTURE SERVICES  
PARKS, RECREATION AND CULTURE

Concurrence by:



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Suzanne Samborski  
SENIOR MANAGER  
PARKS, RECREATION AND CULTURE

## City of Nanaimo

### REPORT TO THE RECREATION COMMITTEE

DATE OF MEETING: 2013-FEB-13

AUTHORED BY: DARCIE OSBORNE, ARENA MANAGER

RE: BYLAW 2008 NO. 7073 REVIEW: FEES AND CHARGES - ARENAS  
CANCELLATION POLICY

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#### STAFF RECOMMENDATION:

That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the following addition to the Facility Booking Cancellation Policy:

5. For bookings greater than four (4) hours in duration on more than two (2) consecutive days including preparation and clean up, cancellation in writing for non-regular functions must be received at least ninety (90) days in advance. A facility rental payment as determined by the facility manager will be paid at the time of the booking. 50% of the rental will be required three months prior to the event. Cancellation notice of less than ninety (90) days will result in a charge of one-half of the rental fees plus any cost incurred for the following bookings: Community Centres; Activity Centres; Aquatic Centres and Arenas for children's camps, all age sports training camps and festivals.

#### PURPOSE:

To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission of the fall of 2012.

Cancellation policy provides staff with tool to work with holding facility renters accountable and responsible for advance block bookings.

#### DISCUSSION:

These types of bookings, such as sporting camps, have become an emerging market particularly for children. Advance booking for several hours a day over several consecutive days are being requested. If attendance figures are overestimated by the user a cancellation is often made within the four working days, leaving the highly demanded facility empty due to lack of time to accommodate another user group.

STRATEGIC PLAN CONSIDERATIONS:

Taking Responsibility:

Staff ensuring facility rental opportunities are maximized and customers booking more accurate needs resulting in best use of facilities.

Respectfully submitted,

Concurrence by:



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Darcie Osborne  
ARENA MANAGER  
PARKS, RECREATION AND CULTURE



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Suzanne Samborski  
SENIOR MANAGER  
PARKS, RECREATION AND CULTURE

DRAFTED: 2013-FEB-05

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**City of Nanaimo**  
**REPORT TO THE RECREATION COMMITTEE**

DATE OF MEETING: 2013-FEB-13

AUTHORED BY: DARCIE OSBORNE, ARENA MANAGER

RE: BYLAW 2008 NO. 7073 REVIEW: FEES AND CHARGES –  
ARENAS EXTENDED NON – PRIME TIME HOURS

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STAFF RECOMMENDATION:

That the Recreation Committee recommends that the Parks, Recreation and Culture Commission recommend that Council approve an extension to the non – prime time hours for ice rentals for adult rentals to include all time booked after 11:00 p.m. from September 1 to April 30, annually.

PURPOSE:

To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 NO. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.

To encourage rental of non-prime time ice rentals maximizing rentals during regular hours of operation.

DISCUSSION:

The reduced rate may encourage adult renters to consider renting ice at a later time freeing up prime time ice. Ice sheets are frequently empty from 11:00 p.m. to 1:00 a.m. with staff in the building, cleaning the facility.

STRATEGIC PLAN CONSIDERATIONS:

Taking Responsibility:

More effective allocations resulting in an increase in hours used in the arenas.

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Respectfully submitted,

Concurrence by:



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Darcie Osborne  
ARENA MANAGER  
PARKS, RECREATION AND CULTURE



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Suzanne Samborski  
SENIOR MANAGER  
PARKS, RECREATION AND CULTURE

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## City of Nanaimo

### REPORT TO THE RECREATION COMMITTEE

DATE OF MEETING: 2013-FEB-13

AUTHORED BY: DARCIE OSBORNE, ARENA MANAGER

RE: BYLAW 2008 NO. 7073 REVIEW: FEES AND CHARGES –  
ARENAS ALLOCATIONS – 3% INCREASE

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#### STAFF RECOMMENDATION:

That the Recreation Committee recommends that the Parks, Recreation and Culture Commission recommend that Council approve a 3% increase to arena rental rates for all categories.

#### PURPOSE:

To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 NO. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.

To continue to be competitive in the market while acknowledging inflation increases.

#### DISCUSSION:

As indicted in Schedule A, City of Nanaimo arena rental rates are just below the average rates for Vancouver Island arenas. Arenas have seen a consistent 3% increase for the last two fees and charges schedules.

This increase amount is a standard practice in arenas.

#### STRATEGIC PLAN CONSIDERATIONS:

Taking Responsibility:

Balancing user fees, rising costs and competitive pricing are an important aspect of operating the facilities. A 3% user increase is a responsible approach to administering fees and charges in the arenas.

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Respectfully submitted,

Concurrence by:



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Darcie Osborne  
ARENA MANAGER  
PARKS, RECREATION AND CULTURE



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Suzanne Samborski  
SENIOR MANAGER  
PARKS, RECREATION AND CULTURE

DRAFTED: 2013-FEB-05

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## Schedule A

NO	COMMUNITY	RATES EFFECTIVE (MM/DD/YR)	NEXT REVIEW DATE	MINOR GROUPS			ADULT GROUPS		
				PRIMETIME 2011	NON- PRIME 2011	DRY FLOOR 2011	PRIME TIME 2011	NON- PRIME 2011	DRY FLOOR 2011
1	Campbell River			77.00	65.80	50.40	166.60	126.84	50.40
2	Comox Valley Sports Centre (SC)	July 1, 2010	March 2011	81.18	67.87	54.21	149.63	111.19	54.21
3	Cowichan Arena	Sept 1, 2011	Sept 1, 2012	92.40	66.92	45.08	146.72	106.40	59.08
4	Esquimalt			121.52	60.76	57.68	239.40	119.56	81.76
5	Fuller Lake	Sept 1, 2010	May 2011	82.04	71.20	45.56	160.90	142.39	61.03
6	Gold River	Sept 1, 2010	July 2011	56.00	56.00	42.28	100.80	100.80	42.28
7	Lake Cowichan			74.00	37.00	37.00	140.00	105.00	47.00
8	Juan de Fuca	Sept 1, 2010	Sept 2011	122.19	122.19	51.10	224.84	169.99	74.48
9	Mill Bay			81.75	65.25	35.00	149.00	119.00	62.00
10	Nanaimo	Sept 1, 2010	2013	74.00	74.00	42.00	149.00	119.00	69.00
11	Oak Bay	July 1, 2011	Fall 2011	123.20	109.76	n/a	231.28	155.68	n/a
12	Parksville (Oceanside Place)	Sept 1, 2010	Sept 1, 2011	80.46	70.31	50.49	151.46	123.76	69.42
13	Port Alberni			92.29	92.29	51.97	191.52		78.40
14	Port Hardy			72.69	72.69	48.16	119.28	88.82	63.39
15	Powell River	Aug 1, 2010	July 1, 2011	82.54	67.92	37.74	196.00	196.00	71.80
16	Sidney/North & Central/Saanich		July 1, 2011	112.00	94.93	42.00	209.44	171.20	67.20
17	Sooke			112.00	112.00	34.27	224.00	190.40	68.54
18	Saanich	April 1, 2011	April 1, 2012	112.99	10.15	36.52	225.97	200.30	73.05
19	City of Victoria (Save On Foods Memorial Centre)	Sept 1, 2010	May 1, 2011	128.00	96.00	45.86	222.92	167.19	71.47
20	Sunshine Coast			99.00	70.75	40.75	200.00	145.00	85.00
	<b>AVERAGE</b>			94.19	74.52	44.84	180.61	140.50	66.08

## City of Nanaimo

### REPORT TO THE RECREATION COMMITTEE

DATE OF MEETING: 2013-FEB-13

AUTHORED BY: ELIZABETH WILLIAMS, MANAGER, AQUATICS

RE: BYLAW 2008 No. 7073 REVIEW: FEES AND CHARGES –  
AQUATIC FACILITIES RENTAL RATES

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#### STAFF RECOMMENDATION:

That the Recreation Committee recommends that the Parks, Recreation and Culture Commission recommend that Council approve:

1. A 2% per year increase until 2016, to the Aquatic rental rates for all users, and; approve the following changes to the Notes:
  - a) Club and outside group rentals/pricing do not include staffing, a minimum of 2 staff are required during swim club rentals.
  - b) For each additional staff required (ratio 1:50) there will be an additional charge to cover staff costs.
  - c) Rentals outside regular hours of operation (refer to public schedule), are required to pay for staffing.

#### PURPOSE:

To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.

#### BACKGROUND:

As part of their mandate, the Parks, Recreation and Culture Commission reviews and updates the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 every three years. In the past, the Recreation Committee has vetted the bylaw with staff and made recommendations to the Commission for Council.

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#### DISCUSSION:

In previous versions of the fees and charges bylaw, the language regarding pool rentals outside regular operating hours has been vague and difficult to manage.

In 2012, the province updated the BC Guidelines for Swimming Pool Operators. One of the updates saw an increase to the minimum number of staff needed to supervise a public pool:

**Health Act – BC Guidelines for Swimming Pool Operations. Section 4b.**

**Minimum staff requirements, “a public pool operator must ensure that, when the pool is open to the public, both a lifeguard and an assistant are on duty performing pool surveillance; assistants must be conversant with emergency procedures, practiced in their role in that procedure –both through formal training and regular in-service training and hold a current CPR certificate”.**

The information contained in the fees and charges bylaw have been updated to reflect both the changes to the Health Act and the necessary language to clarify direct costs associated with pool rentals.

Updates to the Health Act have resulted in an increase to some user groups in the pool. These groups are aware of these changes.

Respectfully submitted,

Concurrence by:



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Elizabeth Williams  
MANAGER, AQUATICS  
PARKS, RECREATION AND CULTURE



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Suzanne Samborski  
SENIOR MANAGER  
PARKS, RECREATION AND CULTURE

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## City of Nanaimo

### REPORT TO THE RECREATION COMMITTEE

DATE OF MEETING: 2013-Feb-13

AUTHORED BY: SANDY RADDYSH MANAGER, RECREATION AND CULTURE

RE: BYLAW 2008 NO. 7073 REVIEW: FEES AND CHARGES –  
ACTIVITY CENTRE RENTAL RATES

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#### STAFF RECOMMENDATION:

That the Recreation Committee recommends that the Parks, Recreation and Culture Commission recommend that Council approve separating the off-campus Activity Centres from the major Community (Recreation) Centres and keeping the fees fixed at 2013 rates for the next three years.

#### PURPOSE:

To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.

If the rates are frozen at 2012 levels we can make renting these facilities more appealing to groups and individuals.

#### BACKGROUND:

Under the current fees and charges bylaw; the fees and rental timeframes associated with the Activity Centres are aligned with our major Community (Recreation) Centres.

The Harewood Activity Centre; the Departure Bay Activity Centre; the Rotary Field House and the Kin Hut facilities are very different spaces to rent than the rooms in the Beban Complex; Bowen Centre; Nanaimo Aquatic Centre; Nanaimo Ice Centre and Oliver Woods Community Centre. The major facilities offer room set-up and take-down, on-site custodial support, higher grade and commercial kitchens and a variety of audio and visual and rental equipment. The Activity Centres are stand alone facilities and users are required to perform their own set-up and take-down and unless requested and paid for, cleaned only once a day.

The four Activity Centres have been well used by the community over the years and are still relevant to the community's needs. However depending on the needs, some groups will choose to use a facility like Beban or Bowen over the Activity Centres not only for convenience but also because there are better services available.

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Keeping the rental rates of the Activity Centres static for the next three years at 2012 levels will make these facilities more appealing to individuals and groups to rent.



Respectfully submitted,

Concurrence by:



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Sandy Raddysh  
MANAGER, RECREATION AND CULTURE  
PARKS, RECREATION AND CULTURE



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Suzanne Samborski  
SENIOR MANAGER  
PARKS, RECREATION AND CULTURE

DRAFTED: 2013-FEB-05

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ActivityCentreRentalRates.docx

## City of Nanaimo

### REPORT TO THE RECREATION COMMITTEE

DATE OF MEETING: 2013-FEB-13

AUTHORED BY: BOB KUHN, RECREATION AND CULTURE MANAGER

RE: BYLAW 2008 NO. 7073 REVIEW: FEES AND CHARGES –  
INCREASE IN RENTAL FEES FOR OLIVER WOODS  
COMMUNITY CENTER GYMNASIUMS

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#### STAFF RECOMMENDATION:

That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve a 6% increase in user fees (sport) for the Oliver Woods Community Center gymnasiums for each of the next three years.

#### PURPOSE:

To proceed with the review process of the philosophies and policies outlined in the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 and set fees and charges for the 2013-2016 time period as directed by the Parks, Recreation and Culture Commission in the fall of 2012.

To bring the gymnasium user fees for sport, closer in line with what other communities are charging for gym use.

#### BACKGROUND:

When the Oliver Woods Community Centre opened in 2008 gym rates were based on existing fees and charges that did not account for type of use, other gyms, and operating costs as these were unknown at the time.

Upon investigation, information received from Surrey, Prince George, and Mission indicates that the rates being charged at Oliver Woods are substantially lower. Rates ranged from \$67.00 per hour (Prince George) to \$146.00 per hour (Surrey). At present our rates are \$18 (Non profit and youth); \$35 (Non profit adult and private) and \$55 (Commercial sport).

It is time to start bringing the gymnasium user fees closer in line with what other communities are charging for gym use. A 6% increase each year for the next three years starts to move the rates in that direction (see chart below). These fees should be reviewed and compared again in three years to determine if further increases are warranted. All present user groups would be notified of the fee increases.

	2013	2014	2015	2016
Non Profit Youth	\$18	\$19.08	\$20.22	\$21.43
Non Profit Adult	\$35	\$37.01	\$39.33	\$41.69
Commercial	\$55	\$58.30	\$61.80	\$65.51

STRATEGIC PLAN CONSIDERATIONS:

Taking Responsibility:

Ongoing evaluation of rates help ensure rates are competitive, affordable and in line with the service being provided.

Respectfully submitted,

Concurrence by:



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Bob Kuhn  
MANAGER, RECREATION AND CULTURE  
PARKS, RECREATION AND CULTURE

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Suzanne Samborski  
SENIOR MANAGER  
PARKS, RECREATION AND CULTURE

DRAFTED: 2013-FEB-05

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