

ATTACHMENT B

SUMMARY OF PROPOSED CHANGES TO PRC FEES AND CHARGES POLICY

RECOMMENDED CHANGES TO SCHEDULE B OF "PARKS, RECREATION AND CULTURE REGULATION BYLAW NO. 7073"

1. Updated the language in the section on "General Principles for Fees, Charges, and Rental" to allow for clarity and consistency throughout the document. Some of the principles are difficult to understand or located in mixed locations throughout Bylaw 7073. Staff are suggesting all that are not regarding general principles of fees be located in the same section.
2. Addition of reference to "Facility Development Reserve Fund Bylaw 2015 No. 7217" to "General Principles." This reference to Bylaw 7217 will aid in bringing awareness to the public about methods used to fund capital projects and facility upgrades.
3. Addition of a note regarding private contributions not being indicative of preferential treatment or special fee assignment to "General Principles." This note helps to ensure transparency for all user groups and individuals within the community and reinforce the inclusiveness of services.
4. Clarification on fee development and assignment for registered programs being outside the scope of Schedule B and Bylaw 7073. Registered program fees are established on an individual basis depending on direct costs such as equipment requirements, instructor wages, transportation, facility development fund contributions, and other third party costs.
5. Removal of language around cancellation and referenced Parks and Recreation Policy #003 *Refund Policy and Procedure* and Policy #004 *Facility Rental Cancellation Policy* as cancellation policies may change from time to time depending on trends and community needs.
6. Simplification of the Rental Group classification is recommended to allow for consistency and clarity of rental fee assignment. Four renter group classifications have been identified to meet the majority of the user groups who access City of Nanaimo facilities. Staff support the use of these categories across all rental facilities offered through Parks, Recreation and Culture. The four recommended classifications are:
 - a. NON-PROFIT CATEGORY 1: Any registered non-profit group whose primary purpose is to provide organized sport, leisure or cultural activities for persons aged 18 years and younger. Membership must be open to the public and the group must be volunteer based.
 - b. NON-PROFIT CATEGORY 2: Any registered non-profit group whose primary purpose is to provide organized sport, leisure or cultural activities for persons aged 19 years and older and for multi-age groups where over 50% of members are 19 years or older. Membership must be open to the public and the group

- must be volunteer based. Also includes recognized government and educational organizations.
- c. PRIVATE: Any individual, group or organization not meeting the definition of Non-profit 1, Non-profit 2 or Commercial.
 - d. COMMERCIAL & OUTSIDE GROUPS: Any individual, group or company engaged in the pursuit of business for profit through the use of Parks, Recreation and Culture facilities. Also includes any renter from outside the greater Nanaimo contributing area.
7. An update to Room Rental classification is also recommended to allow for clear interpretation and consistent application across all facilities. Below are the recommended room rental functions and their definitions:
- a. MEETING/WORKSHOP: Activities to carry out the business of an organization or to provide instruction or education. Also includes children's parties. Excludes activities with sales of merchandise, sales or service of liquor and catered functions.
 - b. SOCIAL/EVENT (UNDER 8 HOURS): Including but not limited to parties, dinner meetings, showers, teas, memorials and shows without admission. Excludes activities with sales of liquor.
 - c. MAJOR SOCIAL/SPECIAL EVENT: Including but not limited to receptions, dances, parties, fundraisers, events with admission, consumer trade shows, concerts and conventions.

RECOMMENDED CHANGES TO FACILITY ADMISSIONS

1. No change for admission fees in 2020, a 3% fee increase for 2021/2022, and a 2% fee increase for 2023.
 - a. The child rate would see an increase of \$0.20 increase over the next four years, (no increase for 2020, a \$0.10 increase for 2021/2022, and a \$0.10 increase for 2023).
 - b. The youth and senior rate represents a \$0.25 increase over the next four years (no increase for 2020, a \$0.15 increase for 2021/2022, and a \$0.10 increase in 2023).
 - c. Adult admission rates would see a \$0.35 increase over the next four years (no increase for 2020, a \$0.20 increase for 2021/2022, and a \$0.15 increase for 2023).
 - d. The family rate would see a \$0.70 increase over the next four years (no increase in 2020, a \$0.45 increase for 2021/2022, and a \$0.25 increase for 2023).

2. Removing the classification of “Student 13-18 years” and redefining the classification as “Youth” and covering a larger age range of 13-24 years. This change will better align with the national definition of youth and enable young adults to access city facilities for a reduced cost whether they attend school or not.
3. Renaming “Senior 80+years” to “Super Senior” and continuing to offer the same no-fee access to the facilities.
4. Simplifying the definition of “Family” to include up to two parents and all of their children under 19 years of age who are related by birth, legal status, or marriage. Previous definitions were challenging to administer and required extra calculations for additional children over the three or four children limit outlined in the definition.
5. Adding a definition of “Care Aid” to the documents to represent unique needs within the community and encourage inclusive access.
6. Renaming “Economy Card” to “Multi-visit Membership Admission” to allow for consistency with current programming and service delivery. Staff also suggest including points of reference for all memberships and a reference to Parks and Recreation Policy #001 *Service Expiration Policy*.
7. Removing reference to three- and six-month Memberships as they are no longer advertised and are adjusted in the current Registration Software to be offered in one-month increments.
8. Adding a statement about Promotional Programs available at the discretion of the General Manager of Parks, Recreation, and Culture (e.g. \$3 discount rate for non-prime time facility access or Grade 5 Active Passes).

RECOMMENDED CHANGES TO FACILITY RENTALS

Aquatics

The facility rate survey conducted by the Vancouver Island Zone of the Recreation and Facilities Association of BC identified that Nanaimo aquatic facility rental rates for lanes are slightly less than the Vancouver Island average. Designed to be a competitive facility, Nanaimo Aquatic Centre (NAC) has the ability to host various aquatic competitions. While not exact replicas of one another, Saanich Commonwealth Games Pool is the closest comparison as both facilities have the capability of hosting long course swim competitions (50m pool length) and are the only facilities on Vancouver Island with this layout option. Due to limited access to facilities of this design, the Aquatic Centre is in high demand for full weekend competitions several times per year.

Aquatic facility rental demands are quite high and divided amongst six main user groups and approximately eight minor user groups. The current Aquatic Facilities Rental Rates chart in Schedule B broke down lane rental for 1 to 16 lanes, with no discount for multiple lane rental. For swimming, one lane is comparable to another lane and staff recommend the document only state a price per lane to simplify the rate chart and demonstrate consistency. Staff are suggesting an aquatic rental rate increase of 3% for 2020 and a 2% increase for 2021, 2022, and 2023.

With the recommended rate increases, aquatic lane rental prices would have the following effect:

1. Non-profit 1 would incur a \$0.96 increase per lane over the next four years (\$0.31 for 2020, \$0.21 for 2021, \$0.22 for 2022, and \$0.22 for 2023)
2. Non-profit 2 would incur a \$1.72 increase per lane over the next four years (\$0.55 for 2020, \$0.38 for 2021, \$0.39 for 2022, and \$0.40 for 2023)
3. Private and Commercial would incur a \$1.92 increase per lane over the next four years (\$0.62 for 2020, \$0.43 for 2021, \$0.43 for 2022, and \$0.44 for 2023)
4. The recommended percentage increases would cover all aquatic facilities (e.g. leisure pools, slides, shallow sections, etc.)

Additional recommended changes to the Aquatic Rental Rate structure include applying the simplified group classification identified above and fee inclusion for several areas of the pool that are not included in the current document, i.e. the teach pool at Beban, the dive tank at NAC, and the shallow section of NAC. Different groups are currently renting these additional areas and a fee has been determined based on the area of space being rented.

Arenas

Nanaimo arenas are heavily used by many community groups and organizations year round and the demand continues grow for ice and dry floor space. The current fees and charges in Bylaw 7073 are out of date. The proposed recommendations to the arena fees and charges will provide important updates to reflect the needs for all arena users and will provide the structure required for staff to apply the Bylaw effectively and efficiently. Raising the fees will bring the rates in line with what other communities in the central Island region are charging for similar services. The rate increase will also increase revenue to help in offsetting the growing costs associated with delivering ice and dry floor facility services.

Staff are recommending the following changes to Arena fees and charges:

1. A 5% increase to ice and dry floor rates in 2020, 2% in 2021, 2% in 2022 and 2% in 2023.
2. The addition of two new fee categories: Non-profit Category 2 and Private & Commercial Sports Camps.
3. Staff are recommending a change in definition of “prime time” and “non-prime time” from seasonal to a time of day.

Ice:

- The facility rate survey conducted by the Vancouver Island Zone of the Recreation and Facilities Association of BC indicates that ice fees in Nanaimo are below the average hourly rate compared to other communities on the Island.

- The average hourly rate for one hour for the non-profit youth rate on Vancouver Island is \$101.67 with the rate in Nanaimo being \$83.05 per hour.
- The average hourly rate for one hour of adult prime time ice on Vancouver Island is \$179.44 with the rate in Nanaimo being \$166.10 per hour.
- The increase of 5% in the first year will bring Nanaimo's ice fees closer to the average rate charged by other municipalities on Vancouver Island.

Dry Floor:

- The demand for dry floor space in Nanaimo is higher than in other surrounding communities, such as Fuller Lake, Cowichan and Oceanside Place. Nanaimo is home to a minor lacrosse association, two senior lacrosse teams, three junior lacrosse teams, one women's lacrosse team and a master lacrosse team.
- The average hourly rate for one hour for the non-profit youth rate on Vancouver Island is \$46.99 with the rate in Nanaimo being \$47.30 per hour.
- The average rate for one hour of prime time dry floor space on Vancouver Island is \$69.73 compared to Nanaimo at \$77.58.

Harewood Centennial Covered Sports Court:

- The Harewood Centennial Sports Court is a unique recreation facility with no comparable facilities on Vancouver Island. Staff believe the rates established for this facility are fair for the level of service being provided to users.

FACILITY RENTALS – COMMUNITY CENTRES AND ACTIVITY CENTRES

The current structure is based on block bookings of 4 hours which has led to confusion for the public and reduced flexibility for booking. Staff are recommending the following facility rental changes to Schedule B:

- Increasing facility rental rates by 3% for 2020 and a 2% increase for 2021, 2022, and 2023.
- Applying the simplified group and activity classifications across all facilities.
- Creating an hourly rate in addition to the block booking to allow for more flexibility of facility booking for the public and economic efficiency.
- Assigning the outside community centres to the facility group classification for ease of booking.
- Discontinuing the Sunday discount as Sundays are no longer an unpopular rental time.
- Adding a note regarding extra fees being assessed for Entandem (Socan/Resound).

The proposed changes will simplify the document, reduce time staff spend on new contracts, maximize facility usage opportunities and improve overall efficiency of booking.

Sports Fields

Similar to Arenas and Aquatics, Nanaimo sports fields currently have their own user classification system and fee structure that is different from all of the other facilities and is distinguished between youth/adult and practice/game/tournament. Additionally, fields are broken down into three facility classifications. Currently, field lighting is assigned as an extra fee at the user's request and within predetermined date ranges.

Similar to the other facilities in Schedule B, staff are suggesting that sports fields rental fees be increased at a 3% increase for 2020 and a 2% increase for each of 2021, 2022, and 2023. Staff also suggest, for consistency and ease of use, that the sports fields use the user classification system identified above and that fees be assessed on an hourly rate with the daily rate being based on 8 hours for tournament bookings. To address the challenge of assigning lighting fees, staff suggest an hourly fee that includes the cost of the lights being used during the specified periods where lights would be required.

Some adjustments to field classifications are being recommended including:

- Adding NDSS Community Field to "A" field classification.
- Reclassifying Deverill Park (formerly Haliburton Street Park) from a "C" field to a "B".
- Adding Old Harewood School field to "C" field classification.
- Removing Diver Lake Park and Barney Moriez Park from "C" classification.

The changes recommended above will simplify the booking process and allow staff to consistently apply the bylaw.

CITY PARKS, OUTDOOR AMENITIES, GYMNASIUM, AND CENTENNIAL BUILDING

The remaining facilities are all very unique in their usage and user groups, and they have some additional recommendations based on this uniqueness.

The following changes are recommended for City Parks, Outdoor Amenities, and the Centennial Building:

1. A 3% increase in rental fees for 2020 and a 2% increase for each of 2021, 2022 and 2023.
2. Application of the same user classifications identified above with extra designations for some users based on sport/non-sport (for the Commercial classification) and free/events with a fee (for Park classifications).
3. Assessment of rental fees as an hourly rate for the specified space with the exception of picnic shelters which will maintain a block booking system.

4. Simplified the activity functions for the Centennial Building to “Sports,” “Events without Admissions or Sales” and “Events with Admissions or Sales.”
5. Developed a Park Classification System with the following classes:
 - a. CITY PARKS: Destination facilities that serve the needs of the entire community (e.g. Maffeo Sutton Park, Westwood Lake, Diana Krall Plaza, and Beban Park).
 - b. TRAILS AND GREENWAYS: The system of multi-use trails through the City (e.g. E&N Trail, Waterfront Walkway, Parkway Trail)
 - c. NEIGHBOURHOOD PARKS: Facilities that typically serve the needs of a local area (e.g. Woodstream Park, Pawson Park, Nob Hill Park)
 - d. SPORTS FIELDS: Facilities designated to accommodate league and recreation field play, when being used for non-sport activities (e.g. Beban Gyro Field, Harewood Centennial Park, Caledonia Park)
6. Recommending fee distinction between the higher use/impact classifications (a, b, and d) and lower use/impact (c).