

# **ATTACHMENT C**

**“PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 NO. 7073”**

*Consolidated Version*

2019-MAR-04

Includes Amendments: 7073.01, 7073.02, 7073.03, 7073.04, 7073.05, 7073.06, 7073.07

CITY OF NANAIMO

BYLAW NO. 7073

A BYLAW TO REGULATE PARKS, RECREATION AND CULTURE SERVICES AND  
FACILITIES CITY OF NANAIMO

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WHEREAS the Council may acquire, accept and hold any property in the municipality for pleasure, recreation or community uses of the public, and may make rules and regulations governing the management, maintenance, improvement, operation, control and use of such property;

THEREFORE BE IT RESOLVED that the Council of the City of Nanaimo, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as "PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 No. 7073.

2. Authority (7073.07)

2.1 The Director is hereby authorized to appoint or designate person, including Bylaw Enforcement Officers, Peace Officers, and the RCMP, to act on the Director's behalf.

3. Administration (7073.07)

3.1 The Director is the official charged with administration of this Bylaw.

3.2 Nothing in this Bylaw prohibits any person from performing his or her duties as an agent or employee of the City, and a person who does something prohibited by this Bylaw as part of that person's duties as an employee or agent of the City does not contravene this Bylaw

3.3 The Director is hereby authorized to order the placing or erection of signs in parks at such places as the Director may designate in order to regulate the use of a park, or any portion of a park, and in order to give effect to the provisions of this Bylaw and other applicable Bylaw of the City.

PART I - INTERPRETATION

4. Interpretation

In this Bylaw unless the context requires otherwise:

<p>"Activity Centre"</p>	<p>means:</p> <ul style="list-style-type: none"> <li>(a) Beban Park Recreation Centre and Beban Pool located at 2300 Bowen Road, Nanaimo, BC</li> <li>(b) Frank Crane Arena located at 2300 Bowen Road, Nanaimo, BC</li> <li>(c) Cliff McNabb Arena located at 2300 Bowen Road, Nanaimo, BC</li> <li>(d) Bowen Park Recreation Complex located at 500 Bowen Road, Nanaimo, BC</li> <li>(e) Kin Pool located at 500 Bowen Road, Nanaimo, BC</li> <li>(f) Departure Bay Activity Centre located at 1415 Wingrove Street, Nanaimo, BC</li> <li>(g) Harewood Activity Centre located at 195 Fourth Street, Nanaimo, BC</li> <li>(h) Kin Hut Activity Centre located at 2730 Departure Bay Road, Nanaimo, BC</li> <li>(i) Nanaimo Ice Centre located at 750 Third Street, Nanaimo, BC</li> <li>(j) Port Theatre located at 125 Front Street, Nanaimo, BC</li> <li>(k) Centre for the Arts Nanaimo located at 150 Commercial Street, Nanaimo, BC</li> <li>(l) Community Performing Arts Centre located at 25 Victoria Road, Nanaimo, BC</li> <li>(m) Centennial Building, located at 2300 Bowen Road, Nanaimo, BC</li> <li>(n) Rotary Field House, located at 850 Third Street, Nanaimo, BC</li> </ul>
<p>"Agent"</p>	<p>means a person who is a volunteer or contractor of the City authorized by the City to perform services on behalf of the City.</p>

"City"	means the City of Nanaimo.
"Commission"	means the Board of Parks, Recreation and Culture Commissioners appointed by Council pursuant to a Bylaw adopted under the <i>Community Charter</i> .
"Cooking Fire"	means a fire ignited in a barbeque device fuelled only by gas or propane.
"Cycle"	means a device having any number of wheels, which is propelled by human power or electric power and upon which a person may ride.
"Director"	means the person duly appointed as the Director of Parks, Recreation and Culture, from time to time by Council and includes any person appointed or designated by the Director of Parks, Recreation and Culture to act on his behalf.
"Environmentally Sensitive Area" (7073.07)	means an area as defined in the City of Nanaimo "Official Community Plan 2017 No. 6500"
"Highway"	<p>(a) includes every highway within the meaning of the <i>Highway Act</i>, and every road, street, lane or right-of-way designed or intended for, or used by the general public for the passage of vehicles within a park; and,</p> <p>(b) for the purposes of this Bylaw, <i>highway</i> does not include sidewalks or other places or passages owned, possessed or operated by the City of Nanaimo for the exclusive use of pedestrians, cycles, skateboards, roller blades and scooters.</p>
"Homeless Person" (7073.07)	means a person with no fixed address and no access to public shelter facilities
"Liquor"	<p>(a) fermented, spirituous and malt liquors; and,</p> <p>(b) combinations of liquors; and,</p> <p>(c) drinks and drinkable liquids that are intoxicating, including beer, or a substance that, by being dissolved or diluted is capable of being made a drinkable liquid that is intoxicating and that is declared by order of the Lieutenant Governor in Council to be liquor.</p>
"Litter"	means any filth, garbage, rubbish, offensive matter or discarded material of any kind.

"Lodging"	means erecting a structure, improvement or shelter of some kind and includes a tent, lean-to or other shelter made of cardboard or tarpaulin.
"Motor Vehicle Act" (7073.07)	means the Motor Vehicle Act, [RSBC 19961], C. 318
"Nanaimo Aquatic Centre"	means the land and recreation centre facility improvements located at 741 Third Street, Nanaimo, BC and having a legal description of Lot A, Section1, Nanaimo District, Plan VIP71878.
"Off Road Vehicle"	means any off road motorcycle, all terrain vehicle, snowmobile, tracked vehicle, dune buggy, go cart, golf cart or any similar vehicles, but excludes a motorized wheelchair or medic chair.
"Oliver Woods Community Centre"	means the land and recreation centre facility improvements located at 6000 Oliver Road, Nanaimo, BC and having a legal description of Lot 1, DL 14, LD 58, Plan VIP 82682.
"Overnight Abode" (7073.07)	means taking up overnight lodging for the purposes of sleeping, staying, dwelling, or residing, including in a Temporary Shelter.
"Park"	means play areas, play lots, playgrounds, play fields, trails, public squares, open spaces and other places including recreation or cultural facilities which are owned, possessed or operated by the City of Nanaimo and which are used, reserved or dedicated for public Parks, Recreation and Culture purposes.
"Park Licence Use Agreement"	means a written agreement between the City and a person establishing the terms and conditions of use of a Park which is issued by the Director.
"Public Beach" (7073.07)	means any beach area adjacent to a lake or ocean located within a Park and includes the shore between the water and the cultivated or developed land which can be comprised of, but not limited to, sand, pebbles, rocks, gravel, groundcover and includes the shore between the water and includes the cultivated or developed land below the walkway at Departure Bay Beach to the low water mark
"Recreational Vehicle" (7073.07)	means a motor vehicle designed or used primarily for accommodation during travel or recreation, but does not include a motor vehicle that has attached to it a structure  (a) designed or used primarily for accommodation during travel or recreation, and

	(b) designed or intended to be detachable
"Sign"	means any structure, painting, or device that identifies, describes, promotes, advertises or directs.
"Special Use"	means any commercial or non-commercial service, activity or event which attracts or requires participants or spectators, and includes, but is not restricted to, a festival, sport competition, tournament, wedding, group picnic, group celebration, group training or group lesson, trade or any other shows, processions, performances, exhibitions, ceremonies, concerts, political or other demonstrations, gatherings, meetings, festivals, rowing regalia, horse shows, dog shows, fishing derbies, orienteering, television or motion picture filming, special event, seminars, workshops, programs, organized socials, recreational events, conventions, sales, display or information kiosks, concessions, use of a horse drawn vehicle.
"Temporary Abode"	means taking up transitory, short-term or interim lodging for the purposes of sleeping, staying, dwelling or residing.
"Temporary Shelter" (7073.07)	means a structure, improvement, shield or cover used or intended to be used to house or protect people or things, and includes a tent, tarp, lean-to or other shelter made of cardboard, tarpaulin, canvas, nylon, polyester, plastics, metal, logs, brush, branches, or other materials or things
"Traffic Control Device" (7073.07)	means any sign, signal, line, parking meter, spitter machine, marking, space, barrier, or device placed or erected by the Director of Engineering and Public Works pursuant to the City of Nanaimo "Traffic and Highways Regulation Bylaw 1993 No. 5000".
"Trail"	means any passage way where the public has access or is invited for the purpose of providing for pedestrian traffic, cycling, electric bicycles, wheelchairs or medic chairs.
"Vehicle"	means a device in, upon, or by which, a person or thing is, or may be, transported or drawn upon a highway or other land surface, except a device designed to be moved by human power, and excludes Off Road Vehicles.

## PART II - PARK REGULATIONS

### 5. Prohibited Acts (7073.07)

No person shall do any of the following things in a park:

5.1 Conduct themselves in any disorderly manner including:

- (a) using or operating any device or behaving in a manner as to disturb, interfere with, intimidate or obstruct the free use and enjoyment of the park by other persons.
- (b) interfering with or disturbing the conduct of any game, sport or activity.
- (c) interfering with any City employee or agent in the performance of their duties.
- (d) participating in any activity in an area of a park where prohibited by signs.
- (e) participating or engaging in an activity in a park or an area of a park that is not designated for that activity, or in which that activity is prohibited.

5.2 Put at risk personal safety of any person by:

- (a) violating the direction of any person in charge of any organized activity that is authorized by a Park Licence Use Agreement.
- (b) using any equipment, materials or items in any pool or bathing beach which are dangerous, hazardous or likely to injure a person using the pool or bathing beach.

5.3 Permit any animal under their ownership or custody to:

- (a) run at large unless in a designated off leash area that is designated by signage.
- (b) feed upon any vegetation.
- (c) be on a public beach during the months of May through September inclusive.
- (d) be on the deck of a wading pool or a spray pool.

5.4 Enter, occupy or remain in a park:

- (a) Contrary to Schedule "A" of this bylaw unless permitted to do so pursuant to Section 7 of this Bylaw.
- (b) for the purposes of taking up permanent, temporary, or overnight abode, unless permitted to do so pursuant to Section 7 of this Bylaw.
- (c) by crossing any area where signs have been erected pursuant to this Bylaw forbidding such entering or crossing.
- (d) when directed to leave a park by a Bylaw Officer, Peace Officer or any City employee or its agents.

- (e) in any vehicle for the purposes of taking up permanent, temporary, or overnight abode, unless parking for Newcastle Island attendance or with the written permission of the Director.
- 5.5 Operate or ride a cycle without wearing an approved bicycle helmet that meets the standards and specifications prescribed pursuant to the *Motor Vehicle Act*. This applies to a parent or guardian of a person under the age of sixteen (16) who knowingly permits or authorizes the person to operate or ride as a passenger on a cycle within a park without wearing an approved bicycle safety helmet.
- 5.6 Cycle, skateboard, roller blade or use any similar means of conveyance on any portion of a highway, trail or passageway owned or operated by the City of Nanaimo Parks, Recreation and Culture unless within an area of a park designated for such purpose, or where permitted to do so by a traffic control device or signs installed by the City, the Province, or the Federal Government.
- 5.7 Destroy, damage, break, remove or injure any shrub, plant, turf, flower or other vegetation.
- 5.8 Destroy, damage, cut down, top, deface or remove any trees.
- 5.9 Plant any tree, sapling, shrub, flower, or other vegetation.
- 5.10 Destroy, damage, deface or remove any building, fence, bench, sign, ornament, structure, log, wood, branches, or other material or thing.
- 5.11 Build, place or erect any building or structure of any kind.
- 5.12 Foul, pollute, or deposit any injurious, noxious or offensive substance, object, or matter in any fountain, lake, pool, pond, stream or other body of water.
- 5.13 Litter.
- 5.14 Place, erect, deliver, distribute, post, paint or affix by any means any sign, advertisement, handbill, poster, advertising card or device of any kind whatsoever except as provided for under the City's Traffic and Highways Bylaw or in locations designated and authorized by the Director.
- 5.15 Set fire to or discharge any fireworks or other explosive material of any kind except in accordance with the City of Nanaimo "Fireworks Regulation Bylaw 2007 No. 7049."
- 5.16 Ignite any fire, or cause, or permit, any fire to be ignited or to burn in the open air or in any device, except a cooking fire that is permitted in locations identified by traffic control devices and is permitted by the City of Nanaimo "Fire Protection and Life Safety Bylaw 2011 No. 7108" and is not ignited during a declared fire hazard or Provincial fire ban.
- 5.17 Discard or place on the ground, or on or in any combustible material, any lighted item including a match, cigarette, cigar, pipe, e-cigarette, vapour equipment or



other lighted smoking equipment, burning tobacco, cannabis, or other weed or substances.

- 5.18 Consume or possess any open alcohol or liquor at any time, except where the said alcohol or liquor is consumed or possessed pursuant to, and in compliance with, a license under the Liquor Control and Licensing Act and is authorized, in writing, by the Director.
- 5.19 Have a procession, performance, show, exhibition, organized sports or other event, ceremony, concert, political or other demonstration, gathering, or meeting, in or on, any park without Park Licence Use Agreement or authorization, in writing, by the Director.
- 5.20 Sell, barter, offer or advertise for sale any refreshments, service, article, commodity, or product without a Park Licence Use Agreement.
- 5.21 Undertake any activity or action that is contrary to any sign or traffic control device erected in a park.
- 5.22 Use any change house, dressing room, structure or building for any other purpose than that of which the building or structure is intended.
- 5.23 Leave, discard, store or abandon personal belongings or chattels of any kind.
- 5.24 Drive, operate or park any vehicle, except a currently licensed vehicle, in any area of a park, except on a highway or a designated area provided for the parking of vehicles.
- 5.25 Drive, operate or park any off road vehicle.
- 5.26 Operate any motorboat on Westwood Lake unless authorized to do so by the Director.
- 5.27 Operate any chainsaw or vegetation cutting, mowing or trimming equipment within a park unless permitted to do so by the Director.
- 5.28 Wash, clean or repair a vehicle in a park, except where a vehicle is parked in a park and, while parked, an emergency repair to that vehicle is necessary.
- 5.29 Urinate or defecate in or on any park except in a provided public or private toilet.
- 5.30 Use or access an electrical service or any other utility in a park without written permission of the Director.
- 5.31 Operate any amplifying system or loudspeaker without the written permission of the Director.
- 5.32 Deposit any yard waste, soil, wood, rocks, garbage or filth, discarded materials or rubbish of any kind.

6. Removed, Detained or Impounded (7073.07)

- 6.1 The Director has authority to impound, detain or remove any personal belongings, chattels or structures that are found in a park and may store or dispose of such items at the Director's discretion.
- 6.2 All personal belongings, chattels, or structures that are removed, detained or impounded, may at the discretion of the Director, be immediately disposed of as garbage, or may be stored for a period of thirty (30) days.
- 6.3 If the person entitled to possession of the impounded items has failed to recover them and pay the fees set out in this section, in the time allowed, and it appears to the Director that the items have a market value, the items may then be sold, by public auction, to the highest bidder. If the Director is of the opinion that the items have no market value, then those items may be discarded as garbage if in the time allowed the person entitled to them has not recovered those items and paid the fees set out in this section.
- 6.4 All personal belongings, chattels, or structures that have been detained, removed or impounded and stored may be recovered by the owner upon full payment of the following fees:
- (a) impound fee       \$25.00
  - (b) storage fee       \$10.00 per day"

7. Temporary Shelter (7073.07)

- 7.1 Notwithstanding Section 5.4(a) and 5.4(b) of this Bylaw, where there is no shelter accommodation available in the City, a homeless person may, without written permission of the Director, erect and occupy a temporary shelter in a City park, provided:
- (a) the temporary shelter is erected and occupied, and temporary overnight accommodation is undertaken, only between the hours of 7:00pm (1900 hrs) one day and 9:00am (0900 hrs) the following day; and
  - (b) the temporary shelter be entirely dismantled and removed from the park by 9:00 am (0900 hrs) each day; and
  - (c) notwithstanding Section 7.1(a), a temporary shelter cannot be erected or occupied, and temporary overnight accommodation must not take place in those parks, or, on or within 20 metres of the Parks Amenity Areas as listed in Schedule "D" of this Bylaw.
- 7.2 Where any temporary shelter has not been removed from the park as required or has been located in an area identified in Schedule "D" or Section 7.1 of this Bylaw, the City or its agents may remove, detain or impound the temporary shelter and may, at the discretion of the Director, immediately dispose of the shelter or store the shelter pursuant to Section 6 of this Bylaw.
- 7.3 All belongings or incidental materials found to be associated with a temporary shelter must be removed at the same time and in the same manner as the

temporary shelter and if not removed, the City or its agents may remove, detain or impound the belongings or incidental materials and may, at the discretion of the Director, immediately dispose of the belongings or incidental materials or store the belongings and incidental materials pursuant to Section 6 of this Bylaw.

### PART III - ENFORCEMENT

#### 8. Offence (7073.07)

- 8.1 Every person who violates any of the provisions of this Bylaw, or who causes, suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who carries out or who suffers, causes or permits to be carried out any development in a manner prohibited by or contrary to any of the provisions of this Bylaw, or who fails to comply with any order, direction or notice given under this Bylaw in addition to any other penalties provided for in this Bylaw, shall be liable on summary conviction to a fine not exceeding Ten Thousand Dollars (\$10,000.00), or to imprisonment of not more than six (6) months, or both; or if an information is laid by means of a Municipal Ticket Information in accordance with the procedure set out in Part 8, Division 3 of the *Community Charter*, a fine as stipulated in Schedule "C" of this Bylaw; or if the Local Government Bylaw Notice Enforcement Act applies, and a Bylaw Notice is laid in accordance with that Act, a penalty in accordance with Bylaw Notice Enforcement Bylaw 2012 No. 7159, Schedule "A".
- 8.2 Each day that an offence against this bylaw continues or exists shall be deemed to be a separate and distinct offence.

### PART IV - AGREEMENTS

#### 9. Park Licence Use Agreement

- 9.1 No Person shall use a park or portion of a park for a special purpose except on the terms and conditions specified by a Park Licence Use Agreement issued by the Director. (7073.07)
- 9.2 The Director is hereby delegated authority to grant or refuse any request for a Park Licence Use Agreement, or to stipulate conditions or limitations in any Park Licence Use Agreement as he or she may see fit.
- 9.3 Any appeal regarding the issuance or refusal of a Park Licence Use Agreement shall be made to the Parks, Recreation and Culture Commission and the Commission shall make recommendations to the Council regarding the License.
- 9.4 Upon receiving the report of the Parks, Recreation and Culture Commission, the Council shall either confirm the decision of the Director with respect to the granting of the Park Licence Use Agreement or vary their decision in any way that it sees fit.

9.5 The decision of Council regarding the granting of a Park Licence Use Agreement shall be final and there shall be no appeal from the decision whatsoever.

10. Fees and Charges

The fees for the use of Parks shall be as set out in Schedule "B" attached hereto and forming a part of this Bylaw.

PART V - GENERAL

11. Schedules (7073.07)

In the event that any portion of this Bylaw is declared ultra vires by a Court of competent jurisdiction, then such portion shall be deemed to be severed from the bylaw to the intent that the remainder of the bylaw shall continue in full force and effect.

12. Remainder of Bylaw to be Maintained Intact

In the event that any portion of this Bylaw is declared ultra vires by a Court of competent jurisdiction, then such portion shall be deemed to be severed from the bylaw to the intent that the remainder of the bylaw shall continue in full force and effect.

13. Repeal

"PARKS, RECREATION AND CULTURE REGULATION BYLAW 2007 NO. 7053 and all amendments and schedules thereto are hereby repealed.

**SCHEDULE "A"**

**HOURS OF OPERATION**

The hours of operation for parks shall be the following, unless changed at the discretion of the Director for operational purposes. (7073.07)

<b>LOCATION</b>	<b>HOURS OF OPERATION</b>
<p><b><u>PARKS</u></b>  Maffeo Sutton  Diana Krall Plaza  McGregor Park  Georgia Park  Queen Elizabeth Park  E&amp;N Trail  Parkway Trail</p> <p><b><u>LOUDON PARK</u></b></p> <p><b><u>ALL OTHERS</u></b></p>	<p>24 hours per day</p> <p>6:00 a.m. to 6:00 p.m.  from October 01 to March 01;  and,  6:00 a.m to 10:00 p.m.  from March 01 to September 30.</p> <p>6:00 a.m. to 9:00 p.m.  from November 01 to March 01</p> <p>6:00 a.m to 11:00 p.m.  from March 01 to October 31</p>
<p><b>RECREATION CENTRES</b>  (Beban Park, Bowen Park, Oliver Woods, Nanaimo Aquatic Centre, Nanaimo Ice Centre)</p>	<p>24 hours per day as needed</p>
<p><b>ACTIVITY CENTRES</b></p>	<p>6:00 a.m. to 2:00 a.m.</p>
<p><b>NIGHT LIGHTED PLAY AREAS</b></p>	<p>6:00 a.m. to 11:00 p.m.</p>

**SCHEDULE "B"**

**FEES AND RENTAL POLICY 2013-SEP-01 to 2016-AUG-31**  
**SUMMARY**

General Principles for Fees, Charges and Rentals

Drop-In Fees and Charges Categories

Admission Fees – Arenas, Pools and Gymnasiums

Facility Booking Cancellation Policy

Arena Rental Rates

Aquatic Facilities Rental Rates

Community Centres / Halls – Categories of Use

Facilities – Community Meeting Spaces

Community Meeting Space Rental Discounts

Facility Rental Rates

Off-Campus Facilities Rental Rates

Oliver Woods Community Centre Gymnasium

Centennial Building

Self-Contained Recreation Vehicle Camping in City Parks

Long-Term Storage Rental Space

Brechin Boat Ramp Annual Parking Pass

Department Programs

Equipment Rentals and Increased Service Levels

Sports Field Rates

Sports Field / Lacrosse Box Lighting Charges

Picnic Shelters – Sandy Volleyball Courts – Tennis Courts – Lacrosse Boxes

City Parks – Plazas – Pavilions – Amphitheatres – Grounds – Parking Lots

### **GENERAL PRINCIPLES FOR FEES, CHARGES AND RENTALS**

1. 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. Cost of administering and collecting revenues should not be disproportionate to the actual revenue gained.
3. The extension of Parks, Recreation and Culture services should be based on the need and not on the income value of the services.
4. Special services or exclusive privileges should entail a charge.

Examples:

- (a) expendable materials - arts & crafts supplies.
- (b) consumable materials - food, skate shop.
- (c) specialized instruction - pottery, dance, gymnastics.
- (d) high cost facility - arena, pool, complex, field.
- (e) use of equipment - chairs, tables, kitchen, sport.
- (f) protection of property - personal, parking, police.
- (g) exclusive occupancy - ice, floor, field parking, building.
- (h) admissions - skate, swimming, dances, shows.

5. Department programs to take precedence over rental allocations. Consideration for exceptions will be given to multi-day special events. Priority given to, but not restricted to, events occurring over two or more consecutive days, events sponsored by local organizations or having direct local economic impact, or events open to the general public or having a clear benefit to the community at large.
6. Concession operations in their many forms (food, skates, boats, lockers, vending products, alcoholic products, boat ramps, novelties and sale items) are to be profit-making services or licensed out to the private sector according to City Council policy.
7. Financial assistance for access to City recreation services will be provided to individuals in accordance with the Leisure Economic Access Program (LEAP) policy.
8. Fee revisions and adjustments will normally occur commencing September 01 of each year. Fees will be reviewed by the Parks, Recreation and Culture Commission and approved by Council.
9. All fees subject to applicable taxes unless otherwise specified.
10. Additional Staffing/Overhead Costs: Where additional staff or services are requested charges will be assessed based on staff time, staff overhead and equipment costs on a case by case basis. Where services are requested outside regular business hours a minimum 4 hour charge may apply.

### **DROP-IN FEES AND CHARGES CATEGORIES**

Child (2 years and under).....	Free
Child.....	3 to12 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 & 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.



## **FACILITY BOOKING CANCELLATION POLICY**

The Facility Booking Cancellation Policy applies to all Department facilities.

1. For bookings up to eight (8) hours in duration including preparation and clean up, cancellations in writing must be received a minimum of four (4) working days in advance, otherwise, the Licensee will be required to pay the full rental fee for the following bookings:
  - (a) at Community Centres and Activity Centres for functions in categories A and B in the Fees and Rentals Policy.
  - (b) at the aquatic facilities and Oliver Woods Gymnasiums for regular hourly rental bookings.
  - (c) at arenas for regular floor or ice rental bookings.
  - (d) at the Centennial Building.
2. For bookings greater than eight (8) hours in duration including preparation and clean up, cancellation in writing 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 ninety (90) days 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:
  - (a) at Community Centres and Activity Centres for major functions (functions in categories C, D, E, and F in the Fees and Rentals Policy).
  - (b) at the aquatic facilities and Oliver Woods Gymnasiums for major events or swim meets or tournaments.
  - (c) at arenas for major bookings including concerts, trade shows, and circus events.
  - (d) at the Centennial Building.
3. Cancellation verbally or in writing must be received a minimum of four working days prior to scheduled use for all playfields. Charges for field use after the date of use will be reversed only in the event of a rain out and only if notification is given within seven days of the date of originally scheduled use.
4. Bookings made where there is less than the minimum cancellation time period will require payment by cash or credit card at the time of the booking.
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 ninety (90) days 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.

<b>ADMISSION FEES – ARENAS, POOLS AND GYMNASIUMS</b>			
<b>General Admissions (includes Tax)</b>	<b>(3%)2013/14</b>	<b>(0%)2014/15</b>	<b>(3%)2015/16</b>
Child (2 years and under)	Free	Free	Free
Child - 3 to 12 years	\$3.50	\$3.50	\$3.75
Student - 13 to 18 years	\$5.00	\$5.00	\$5.25
Adult - 19 to 59 years	\$6.75	\$6.75	\$7.00
Senior - 60 to 79 years	\$5.00	\$5.00	\$5.25
Senior – 80 years and over	Free	Free	Free
Family - Max. 2 adults & 3 children or 4 children & 1 adult	\$13.50	\$13.50	\$14.00
Family – Additional child/ additional student	\$0.35/\$0.50	\$0.35/\$0.50	\$0.40/\$0.55
<b>Arena Skate Rentals (includes Tax)</b>			
Child, Student, Senior	\$2.75	\$3.00	\$3.00
Adult	\$3.50	\$3.75	\$3.75
Family Skate Rental	\$6.50	\$7.00	\$7.00
Helmets	\$0.50	\$0.50	\$0.50
Skate Sharpening	\$5.50	\$5.50	\$5.50
<b>Economy Card (min. 10) (includes Tax)</b>			
Child	\$28.00	\$28.00	\$30.00
Student	\$40.00	\$40.00	\$42.00
Adult	\$54.00	\$54.00	\$56.00
Senior	\$40.00	\$40.00	\$42.00
Shower Pass	\$35.00	\$35.00	\$37.50
<b>3 Month REC Pass (includes Tax)</b>			
Child	\$95.50	\$95.50	\$101.25
Student/Senior	\$135.00	\$135.00	\$141.75
Adult	\$182.25	\$182.25	\$189.00
Family	\$364.50	\$364.50	\$378.00
<b>6 Month REC Pass (includes Tax)</b>			
Child	\$168.00	\$168.00	\$180.00
Student/Senior	\$240.00	\$240.00	\$252.00
Adult	\$324.00	\$324.00	\$336.00
Family	\$648.00	\$648.00	\$672.00
<b>12 Month REC Pass (includes Tax)</b>			
Child	\$252.00	\$252.00	\$270.00
Student/Senior	\$360.00	\$360.00	\$378.00
Adult	\$486.00	\$486.00	\$500.00
Family	\$972.00	\$972.00	\$1,000.00

**NOTES:** Based on general admission rates of 3 times per week or 12 times per month, the following average savings would be achieved for purchasing a REC Pass:

- 3 months                      25% savings against single admission;
- 6 months                     33% savings against single admission;
- 12 months                    50% savings against single admission.

Prices do not apply to promotional pricing.

### **ARENA RENTAL RATES**

<b>ICE RENTAL HOURLY</b>		<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
1.	Youth	\$78.28	\$80.63	\$83.05
2.	Adult Prime (Sept 1 – March 31)	\$156.56	\$161.26	\$166.10
3.	Adult (off-season) (April 1 to August 31)	\$126.69	\$130.49	\$134.41
4.	Commercial and Major Events (capped at 10 hours)	\$383.16	\$394.65	\$406.49

<b>DRY FLOOR HOURLY</b>		<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
1.	Youth	\$44.29	\$45.62	\$46.99
2.	Adult	\$88.58	\$91.24	\$93.98
3.	Adult League (Practice) (No Admission Charged)	\$73.13	\$75.32	\$77.58
4.	Commercial and Major Events (capped at 10 hours)	\$383.16	\$394.65	\$406.49

<b>EXTRA FEES</b>		<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
1.	T.V. Lights (per hr.)	\$43.26	\$44.56	\$45.89

<b>DEAD ICE TIME/ DEAD DRY FLOOR TIME</b>		<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
1.	Per Person per ½ hour	\$10.30	\$10.60	\$10.90
2.	Per Person per hour	\$17.50	\$18.00	\$18.50

**NOTES:**

1. A Security Deposit may be requested for any rentals.
2. If Licensee requires more tables and chairs than normally allocated to the specific facility, the charge will be at cost for rental, labour and transportation.

**AQUATIC FACILITIES RENTAL RATES**

	Private			Community Groups 10% Discount			Youth 50% Discount		
	2013/ 2014	2014/ 2015	2015/ 2016	2013/ 2014	2014/ 2015	2015/ 2016	2013/ 2014	2014/ 2015	2015/ 2016
<b>LANES:</b>									
1 lane	\$19.89	\$20.29	\$20.69	\$17.90	\$18.26	\$18.62	\$9.95	\$10.14	\$10.35
2 lanes	\$39.78	\$40.58	\$41.39	\$35.80	\$36.52	\$37.25	\$19.89	\$20.29	\$20.69
3 lanes	\$59.67	\$60.86	\$62.08	\$53.70	\$54.78	\$55.87	\$29.84	\$30.43	\$31.04
4 lanes	\$79.56	\$81.15	\$82.77	\$71.60	\$73.04	\$74.50	\$39.78	\$40.58	\$41.39
5 lanes	\$99.45	\$101.44	\$103.47	\$89.51	\$91.30	\$93.12	\$49.73	\$50.72	\$51.73
6 lanes	\$119.34	\$121.73	\$124.16	\$107.41	\$109.55	\$111.75	\$59.67	\$60.86	\$62.08
7 lanes	\$139.23	\$142.01	\$144.85	\$125.31	\$127.81	\$130.37	\$69.62	\$71.01	\$72.43
8 lanes	\$159.12	\$162.30	\$165.55	\$143.21	\$146.07	\$148.99	\$79.56	\$81.15	\$82.77
16 lanes	\$318.24	\$324.60	\$331.10	\$286.42	\$292.14	\$297.99	\$159.12	\$162.30	\$165.55
<b>BEBAN:</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>
Slide Only	\$123.42	\$125.89	\$128.41	\$111.08	\$113.30	\$115.57	\$61.71	\$62.94	\$64.20
Leisure Only	\$158.10	\$161.26	\$164.49	\$142.29	\$145.14	\$148.04	\$79.05	\$80.63	\$82.24
Leisure & Slide	\$224.40	\$228.89	\$233.47	\$201.96	\$206.00	\$210.12	\$112.20	\$114.44	\$116.73
37 Metre Pool	\$159.12	\$162.30	\$165.55	\$143.21	\$146.07	\$148.99	\$79.56	\$81.15	\$82.77
Complete	\$382.50	\$390.15	\$397.95	\$344.25	\$351.14	\$358.16	\$191.25	\$195.08	\$198.98
Shallow End	\$82.62	\$84.27	\$85.96	\$74.36	\$75.85	\$77.36	\$41.31	\$42.14	\$42.98
<b>NAC:</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>
Slides Only	\$245.82	\$250.74	\$255.75	\$221.24	\$225.66	\$230.18	\$122.91	\$125.37	\$127.88
Leisure Only	\$315.18	\$321.48	\$327.91	\$283.66	\$289.34	\$295.12	\$157.59	\$160.74	\$163.96
Leisure Slides	\$459.00	\$468.18	\$477.54	\$413.10	\$421.36	\$429.79	\$229.50	\$234.09	\$238.77
Complete	\$774.18	\$789.66	\$805.46	\$638.01	\$650.77	\$663.79	\$387.09	\$394.83	\$402.73

**NOTES:**

1. Club and outside group rentals/pricing do not include staffing, a minimum of 2 staff are required during swim club rentals.
2. For each additional staff required (ratio 1:50) there will be an additional charge to cover staff costs.
3. Rentals outside regular hours of operation (refer to public schedule), are required to pay for staffing.

**COMMUNITY CENTRES/HALLS – CATEGORIES OF USE**

Classification		Function	
1.	Local registered child and youth leisure groups and societies that use facilities for provision of leisure-oriented activities that are open to community.	A.	Activities to carry out the business of an organization or group. Excludes activities with liquor licenses or catered functions. (max.4 hours).
2.	Local government and educational bodies along with their respective department function, social services and fraternal groups, and local registered adult leisure groups and societies.	B.	Activities to carry out the business of an organization or group. Excludes activities with liquor licenses or catered functions. (max.8 hours).
		C.	Dinner Meetings, Showers and Teas (excluding Dances, Concerts) and Shows without admission.
3.	Local private, religious, labour, business and political groups and/or individuals.	D.	Adult dances and/or Socials, Banquets. (max. 1 day)
4.	Commercial and "outside" groups and/or individuals.	E.	Youth Dances and/or Socials.
		F.	Concerts, Trade Shows, Conventions and Shows with admission fees and/or sales of merchandise. (max. 1 day)

**NOTES:**

- For Function "F" in each rental category - "Concerts and Shows ..." - Rentals may be based on a percentage of revenue instead of flat rate rental.
- Liquor Permits – Events involving service of alcohol must be covered by an approved Liquor Permit and the location of bar must be agreed to by Department Management prior to event.
- Set-ups for functions at Recreation Centres is \$29 for each fifty (50) chairs/tables, and \$2.30 per table for tables-only functions.
- Rental rates for bookings involving Retail Sales by Commercial Organizations can be based on 10% of gross sales by resident merchants and 20% of gross sales for non-resident merchants, against a minimum flat rate, at the discretion of the facility Manager. A City of Nanaimo business license is required.
- "Outside" group and/or individual is any group or individual with a mailing address outside Nanaimo or Electoral Areas: A-Cedar, South Wellington, B-Gabriola, C-Extension, East Wellington and the District of Lantzville. "Outside" groups will be charged at the Classification Rate 4.
- Non-Prime Rental Rate applies at community centre and hall for events that commence and finish on Sunday. Applicable to all renters except commercial and outside groups (Classification 4). Rental charge for dinner meetings, socials, events with admission fees (Function C, D, E and F) would be at the program/workshop rate (Function B) against a percentage of the gate receipts when an admission is charged.
- An additional 50% of rental fees will be required for closing the entire facility for a single function, at the discretion of the facility manager (e.g. concerts or sporting events).

**FACILITIES**

**COMMUNITY MEETING SPACES**

	<b>Name</b>	<b>Dimensions</b>	<b>Meeting Capacity</b>	<b>Rental Group</b>
1.	Beban Social Centre Auditorium A	48 x 80	315	5
2.	Beban Social Centre Auditorium B	48 x 80	315	5
3.	Beban Social Centre Auditorium A and B	80 x 96	700	6
4.	Beban Social Centre Lounge	46 x 63	230	4
5.	Beban Social Centre Single Meeting Room	24 x 35	50	2
6.	Beban Social Centre Double Meeting Room	35 x 48	100	3
7.	Beban Social Centre Triple Meeting Room	35 x 72	150	4
8.	Bowen Complex Activity Room #1	44 x 28	97	3
9.	Bowen Complex Activity Room #2	35 x 25	71	2
10.	Bowen Complex Activity Room #3	36 x 25	71	2
11.	Bowen Complex Auditorium	74 x 52	306	5
12.	Bowen Complex Clubhouse	50 x 24	80	3
13.	Bowen Complex Games Room #1	21 x 13	18	1
14.	Bowen Complex Games Room #2	21 x 13	18	1
15.	Bowen Complex Games Room #3	21 x 13	18	1
16.	Bowen Complex Conference Room	34 x 13	18	1
17.	Centennial Building	60 x 146	725	3
18.	Cliff McNabb Conference Room	22 x 18	33	1
19.	Departure Bay Activity Centre	64 x 54	276	4
20.	Frank Crane VIP Room	16 x 24	20	1
21.	Harewood Activity Centre	41 x 26	85	2
22.	Kin Hut Activity Centre	35 x 29	85	2
23.	Maffeo Auditorium	44 x 25	103	2
24.	Nanaimo Aquatic Centre Jack Little Room A	30 x 35	80	2
25.	Nanaimo Aquatic Centre Jack Little Room B	35 x 35	100	2
26.	Nanaimo Ice Centre – Lounge	50 x 26	100	3
27.	Oliver Woods Community Centre – Single Room	37 x 22	60	2
28.	Oliver Woods Community Centre – Double Room	37 x 44	120	3
29.	Oliver Woods Community Centre – Triple Room	43 x 70	180	4
30.	Oliver Woods Community Centre – Conference Room	20 x 25	36	1
31.	Rotary Field House	43 x 23	85	2

**COMMUNITY MEETING SPACE RENTAL DISCOUNTS**

Rental rates as shown previously, minus appropriate discount based on specific classification and function.

<b>1.</b>	<b>Approved Registered Youth Leisure Groups:</b>	<b>Discount</b>
A.	Meetings (4 hours maximum)	50%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	50%
C.	Dinner Meetings, Showers, Teas, Shows w/o admission	20%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	20%
E.	Youth Dances, Socials	20%
F.	Concerts, Shows and Sales	40%

<b>2.</b>	<b>Approved Government, Education, Social Service, Fraternal and Adult Leisure Groups:</b>	<b>Discount</b>
A.	Meetings (4 hours maximum)	30%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	30%
C.	Dinner Meetings, Showers, Teas, Shows with no admission	20%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	20%
E.	Youth Dances, Socials	20%
F.	Concerts, Shows and Sales	20%

<b>3.</b>	<b>Private, Religious, Labour, Business, Political Groups and Individuals:</b>	<b>Discount</b>
A.	Meetings (4 hours maximum)	10%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	10%
C.	Dinner Meetings, Showers, Teas, Shows with no admission	10%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	10%
E.	Youth Dances, Socials	10%
F.	Concerts, Shows and Sales	10%

<b>4.</b>	<b>Commercial and Outside Groups:</b>	<b>Discount</b>
A.	Meetings (4 hours maximum)	0%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	0%
C.	Dinner Meetings, Showers, Teas, Shows with no admission	0%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	0%
E.	Youth Dances, Socials	0%
F.	Concerts, Shows and Sales	0%

Bylaw 7073 Consolidated  
(Bylaw 7073.03, 7073.06)

FACILITY RENTAL RATES																								1.02									
		Group 1			Group 2			Group 3			Group 4			Group 5			Group 6			Kitchens						Hourly Rates							
		0-500 sq. ft.			500-1200 sq. ft.			1200-2000 sq. ft.			2000-3000 sq. ft.			3000-6000 sq. ft.			6000+ sq. ft.			Beban Kitchenette Bowen Activity #1 Kitchen			Beban Kitchen Bowen Kitchen			Group 1-3	Group 4	Group 5	Group 6				
		Beban Dressing Rooms Beban Stage Bowen Meeting Rooms Cliff McNabb Conference Frank Crane Arena VIP			Beban Single Bowen Activity 2 OR 3 NAC A OR B OWCC Hemlock OWCC Monarch 1 OR 2 OWCC Salal 1 OR 3 OWCC Tree Frog			Beban Double Room Bowen Activity Room 1 Bowen Activity Room 2 AND 3 Bowen Clubhouse OWCC Monarch 1 AND 2 OWCC Salal 2 NIC Lounge			Beban Lounge Beban Triple NAC A AND B OWCC Salal 1 AND 2 OWCC Salal 2 AND 3			Beban Auditorium A OR B Bowen Auditorium OWCC Salal 1, 2 AND 3			Beban Auditorium A & B Beban Auditorium B & Lounge																
2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013-2016			
<b>1. APPROVED REGISTERED YOUTH LEISURE GROUPS</b>																																	
A.	Meetings: 4 hours maximum	24.91	25.41	25.91	31.16	31.78	32.42	44.25	45.13	46.04	59.49	60.68	61.89	152.13	155.18	158.28	251.71	256.74	261.87	25.59	26.10	26.63	48.30	49.26	50.25	14.17	19.05	48.74	80.41				
B.	Programs, Workshops, Courses, Seminars (8 hrs max.)	34.58	35.27	35.97	51.90	52.94	53.99	65.73	67.04	68.38	93.39	95.26	97.16	202.62	206.68	210.81	304.28	310.36	316.57	25.59	26.10	26.63	48.30	49.26	50.25	21.05	29.92	64.90	97.46				
C.	Dinner Mtgs Showers, Teas, Shows w/o Admission	72.19	73.63	75.10	108.40	110.56	112.77	167.04	170.38	173.78	254.48	259.57	264.76	407.13	415.28	423.58	619.61	632.00	644.64	40.94	41.76	42.60	77.28	78.82	80.40	40.13	61.14	97.81	148.85				
D.	Adult Dances, Weddings, Socials, Receptions, Banquets				174.78	178.27	181.84	258.89	264.06	269.35	380.60	388.21	395.98	553.23	564.29	575.58	774.52	790.01	805.81	40.94	41.76	42.60	77.28	78.82	80.40	49.76	73.14	106.31	175.44				
E.	Youth Dances, Socials				108.40	110.56	112.77	167.04	170.38	173.78	254.48	259.57	264.76	407.13	415.28	423.58	619.61	632.00	644.64	40.94	41.76	42.60	77.28	78.82	80.40	40.13	61.14	97.81	148.85				
F.	Concerts, Conventions, Shows and Sales				131.08	133.70	136.38	194.17	198.05	202.01	285.45	291.16	296.98	414.92	423.21	431.68	684.65	698.35	712.31	30.70	31.32	31.94	57.96	59.12	60.30	37.31	54.86	79.73	131.58				
<b>2. APPROVED GOVERNMENT, EDUCATION, SOCIAL SERVICE, FRATERNAL AND ADULT LEISURE GROUPS</b>																																	
A.	Meetings: 4 hours maximum	34.87	35.57	36.28	43.62	44.49	45.38	61.94	63.18	64.45	83.28	84.95	86.65	212.99	217.25	221.59	352.3896	359.44	366.63	35.82	36.54	37.27	67.62	68.97	70.35	19.84	26.67	68.23	112.57				
B.	Programs, Workshops, Courses, Seminars (8 hrs max.)	48.40	49.37	50.35	72.65	74.11	75.59	92.02	93.86	95.74	130.74	133.36	136.03	283.67	289.35	295.13	425.9826	434.50	443.19	35.82	36.54	37.27	67.62	68.97	70.35	29.48	41.88	90.86	136.44				
C.	Dinner Mtgs Showers, Teas, Shows w/o Admission	72.19	73.63	75.10	108.40	110.56	112.77	167.04	170.38	173.78	254.48	259.57	264.76	407.13	415.28	423.58	619.6092	632.00	644.64	40.94	41.76	42.60	77.28	78.82	80.40	40.13	61.14	97.81	148.85				
D.	Adult Dances, Weddings, Socials, Receptions, Banquets				174.78	178.27	181.84	258.89	264.06	269.35	380.60	388.21	395.98	553.23	564.29	575.58	774.5166	790.01	805.81	40.94	41.76	42.60	77.28	78.82	80.40	49.76	73.14	106.31	175.44				
E.	Youth Dances, Socials				108.40	110.56	112.77	167.04	170.38	173.78	254.48	259.57	264.76	407.13	415.28	423.58	619.6092	632.00	644.64	40.94	41.76	42.60	77.28	78.82	80.40	40.13	61.14	97.81	148.85				
F.	Concerts, Conventions, Shows and Sales				174.78	178.27	181.84	258.89	264.06	269.35	380.60	388.21	395.98	553.23	564.29	575.58	912.5634	930.81	949.43	40.94	41.76	42.60	77.28	78.82	80.40	49.76	73.14	106.31	175.44				
<b>3. PRIVATE, RELIGIOUS, LABOUR, BUSINESS, POLITICAL GROUPS AND INDIVIDUALS</b>																																	
A.	Meetings: 4 hours maximum	44.84	45.74	46.65	56.08	57.20	58.35	79.64	81.23	82.86	107.08	109.22	111.41	273.84	279.32	284.90	453.0738	462.14	471.38	46.05	46.97	47.91	86.93	88.67	90.45	25.50	34.29	87.72	144.73				
B.	Programs, Workshops, Courses, Seminars (8 hrs max.)	62.23	63.47	64.74	93.41	95.28	97.19	118.31	120.68	123.09	168.11	171.47	174.90	364.72	372.02	379.46	547.689	558.64	569.82	46.05	46.97	47.91	86.93	88.67	90.45	37.89	53.85	116.82	175.42				
C.	Dinner Mtgs Showers, Teas, Shows w/o Admission	81.20	82.83	84.48	114.94	117.24	119.59	187.91	191.67	195.51	286.28	292.01	297.85	458.03	467.19	476.54	697.068	711.01	725.23	46.05	46.97	47.91	86.93	88.67	90.45	45.14	68.78	110.03	167.45				
D.	Adult Dances, Weddings, Socials, Receptions, Banquets				196.63	200.56	204.57	291.24	297.07	303.01	428.18	436.74	445.47	622.37	634.82	647.52	871.32	888.75	906.53	46.05	46.97	47.91	86.93	88.67	90.45	55.97	82.29	119.61	197.37				
E.	Youth Dances, Socials				121.95	124.39	126.88	187.91	191.67	195.51	286.28	292.01	297.85	458.03	467.19	476.54	697.07	711.01	725.23	46.05	46.97	47.91	86.93	88.67	90.45	45.14	68.78	110.03	167.45				
F.	Concerts, Conventions, Shows and Sales				196.63	200.56	204.57	291.24	297.07	303.01	428.18	436.74	445.47	622.37	634.82	647.52	1026.98	1047.52	1068.47	46.05	46.97	47.91	86.93	88.67	90.45	55.97	82.29	119.61	197.37				
<b>4. COMMERCIAL AND OUTSIDE GROUPS</b>																																	
A.	Meetings: 4 hours maximum	49.82	50.81	51.83	62.312	63.56	64.83	88.49	90.25	92.06	118.97	121.35	123.78	304.27	310.35	316.56	503.4108	513.48	523.75	51.17	52.20	53.24	96.59	98.53	100.50	28.34	38.11	97.46	160.81				
B.	Programs, Workshops, Courses, Seminars (8 hrs max.)	69.15	70.53	71.94	103.80	105.87	107.99	131.46	134.09	136.77	186.78	190.52	194.33	405.25	413.35	421.62	608.5422	620.71	633.13	51.17	52.20	53.24	96.59	98.53	100.50	42.11	59.82	129.80	194.91				
C.	Dinner Mtgs Showers, Teas, Shows w/o Admission	90.23	92.03	93.87	135.50	138.21	140.97	208.79	212.97	217.23	318.10	324.46	330.95	508.92	519.10	529.48	774.5166	790.01	805.81	51.17	52.20	53.24	96.59	98.53	100.50	50.15	76.42	122.26	186.06				
D.	Adult Dances, Weddings, Socials, Receptions, Banquets				218.47	222.84	227.30	323.61	330.08	336.68	475.75	485.26	494.97	691.53	705.36	719.47	968.1432	987.51	1007.26	51.17	52.20	53.24	96.59	98.53	100.50	62.19	91.43	132.90	219.30				
E.	Youth Dances, Socials				135.50	138.21	140.97	208.79	212.97	217.23	318.10	324.46	330.95	508.92	519.10	529.48	774.5166	790.01	805.81	51.17	52.20	53.24	96.59	98.53	100.50	50.15	76.42	122.26	186.06				
F.	Concerts, Conventions, Shows and Sales				219.19	223.57	228.04	323.61	330.08	336.68	475.75	485.26	494.97	691.53	705.36	719.47	1141.08	1163.91	1187.18	51.17	52.20	53.24	96.59	98.53	100.50	62.19	91.43	132.90	219.30				



## **DEPARTMENT PROGRAMS**

Seasonal Programs – As advertised.

## **EQUIPMENT RENTALS AND SERVICE LEVELS**

### **EQUIPMENT:**

1. The City maintains a basic equipment inventory at each facility appropriate for, and included with, in-house facility use. If in-house users require equipment outside the basic inventory this equipment will be made available if possible, at an additional fee.
2. Equipment rental fees will be set per day of use and will cover replacement of the item based on a calculation of estimated use and expected lifespan.
3. Rental of facility equipment to outside users is not available. Exceptions may be made at the discretion of the Director of Parks, Recreation & Culture. Where the Director approves exceptions, rental fees will apply. Delivery/return of equipment is not included with outside user equipment rental.
4. Those using equipment must return it in the condition it was received and accept responsibility for repair or replacement costs of equipment damaged or lost.

### **SERVICE:**

1. The City maintains a basic level of service at each facility appropriate for, and included with in-house facility use. If in-house users require an increased level of service over and above the basic service, it will be made available if possible, at an additional fee.
2. An increased level of service may also be available to outside users if possible, at an additional fee.
3. Cost for increased level of service will be made available at staffing costs (wage and overhead) plus 15% administration, or contractor cost plus 15% administration.

**CENTENNIAL BUILDING**

	<b>2013/2014 (5%)</b>	<b>2014/2015 (5%)</b>	<b>2015/2016 (5%)</b>
<b>Approved Youth Non-Profit (50%)</b>			
Per Hour	\$16.79	\$17.63	\$18.51
Max 4 hours recreational	\$48.63	\$51.06	\$53.61
Max 8 hours recreational	\$71.78	\$75.37	\$79.14
Event without admission – per day	\$130.23	\$136.74	\$143.58
Event with admission/Event with Sales ** - per day	\$199.69	\$209.67	\$220.16
<b>Approved Adult Non-Profit (25%)</b>			
Per Hour	\$25.18	\$26.44	\$27.76
Max 4 hours recreational	\$72.93	\$76.58	\$80.41
Max 8 hours recreational	\$107.66	\$113.04	\$118.69
Event without admission – per day	\$195.35	\$205.12	\$215.38
Event with admission/Event with Sales ** - per day	\$299.53	\$314.51	\$330.24
<b>Private (10%)</b>			
Per Hour	\$30.22	\$31.73	\$33.32
Max 4 hours recreational	\$87.52	\$91.89	\$96.49
Max 8 hours recreational	\$129.19	\$135.65	\$142.43
Event without admission – per day	\$234.42	\$246.14	\$258.45
Event with admission/Event with Sales ** - per day	\$359.42	\$377.42	\$396.29
<b>Commercial</b>			
Per Hour	\$33.57	\$35.25	\$37.01
Max 4 hours recreational	\$97.24	\$102.10	\$107.21
Max 8 hours recreational	\$143.55	\$150.72	\$158.26
Event without admission – per day	\$260.46	\$273.49	\$287.16
Event with admission/Event with Sales ** - per day	\$399.38	\$419.36	\$440.31

\*\* Events with sales may be subject to 15% of gross revenues vs. flat fee.  
 Tables and chairs not included in fees.

<b>Off-Campus Facilities Rental Rates</b>			
		500-1200 sq. ft.	2000-3000 sq. ft.
		Harewood Activity Centre Rotary Field House Kin Hut Miner's Cottage	Departure Bay Activity Centre
<b>1. APPROVED REGISTERED YOUTH LEISURE GROUPS</b>			
A.	Meetings: 4 hours maximum	30.55	58.32
B.	Programs, Workshops, Courses, Seminars (8 hours max.)	50.88	91.56
C.	Showers, Teas, Shows w/o Admission	106.27	249.49
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	171.35	373.14
E.	Youth Dances, Socials	106.27	249.49
F.	Concerts, Shows and Sales	128.51	279.85
<b>2. APPROVED GOVERNMENT, EDUCATION, SOCIAL SERVICE, FRATERNAL AND ADULT LEISURE GROUPS</b>			
A.	Meetings: 4 hours maximum	42.76	81.65
B.	Programs, Workshops, Courses, Seminars (8 hours max.)	71.23	128.18
C.	Showers, Teas, Shows w/o Admission	106.27	249.49
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	171.35	373.14
E.	Youth Dances, Socials	106.27	249.49
F.	Concerts, Shows and Sales	171.35	373.14
<b>3. PRIVATE, RELIGIOUS, LABOUR, BUSINESS, POLITICAL GROUPS AND INDIVIDUALS</b>			
A.	Meetings: 4 hours maximum	54.98	104.98
B.	Programs, Workshops, Courses, Seminars (8 hours max.)	91.58	164.81
C.	Showers, Teas, Shows w/o Admission	119.56	280.68
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	192.77	419.78
E.	Youth Dances, Socials	119.56	280.67
F.	Concerts, Shows and Sales	192.77	419.78
<b>4. COMMERCIAL AND OUTSIDE GROUPS</b>			
A.	Meetings: 4 hours maximum	61.09	116.64
B.	Programs, Workshops, Courses, Seminars (8 hours max.)	101.76	183.12
C.	Showers, Teas, Shows w/o Admission	132.84	311.86
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	214.19	466.42
E.	Youth Dances, Socials	132.84	311.86
F.	Concerts, Shows and Sales	214.19	466.42

**OLIVER WOODS COMMUNITY CENTRE GYMNASIUMS**

HOURLY RATES	2013 / 2014	2014 / 2015	2015 / 2016
Commercial (non-sport)	\$130.38	\$138.20	\$146.50
Non-Profit / Adult & Private	\$37.10	\$39.33	\$41.68
Non-Profit / Youth	\$19.08	\$20.23	\$21.44
Commercial (Sport)	\$58.30	\$61.80	\$65.51

**SELF-CONTAINED RECREATION VEHICLE CAMPING IN CITY PARKS**

Overnight camping in City Parks is prohibited under the provisions of this Bylaw. Authorization to provide exemptions from the Bylaw is granted by the Director of Parks, Recreation and Culture through the issuance of a Park License Agreement pursuant to the Bylaw. Park License Agreements for overnight camping in parks are infrequent and on exceptional occasions.

<b>YEAR</b>	<b>FEE PER NIGHT</b>
2013	\$25.00
2014	\$26.25
2015	\$27.55
2016	\$28.95

**LONG-TERM STORAGE RENTAL SPACE**

Parks, Recreation Complex, Activity Centres:  
\$6.50 / sq. ft. / year Minimum \$50.00 / year

Field Houses/Centennial Building:  
\$5.50 / sq. ft. / year Minimum \$50.00 / year

**BRECHIN BOAT RAMP ANNUAL PARKING PASS**

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Boat Trailer and Vehicle	\$ 70.00	\$ 75.00	\$ 75.00
Car Top Boat	\$ 45.00	\$ 50.00	\$ 50.00

**NOTES:**

1. Purchase of single use passes are available on-site.
2. Annual Brechin Boat Ramp passes are valid for one year from date of purchase.
3. Parking passes must be displayed on the dash of the vehicle while parked at the Brechin Boat Ramp Parking Lot.
4. Purchase of a pass does not guarantee parking space availability.

**SPORTS FIELD RATES**

<b>Category</b>	<b>Field Classification</b>	<b>2013/14 (per field or ball diamond)</b>	<b>2014/15 (per field or ball diamond)</b>	<b>2015/16 (per field or ball diamond)</b>
Adult/Commercial (18 years & over) Practice/Game	Synthetic Turf	\$30.00/hour	\$32.00/hour	\$34.00/hour
	“A” Field	\$24.00/hour	\$25.00/hour	\$26.00/hour
	“B” Field	\$12.00/hour	\$12.50/hour	\$13.00/hour
	“C” Field	\$8.25/hour	\$8.50/hour	\$8.75/hour
Adult (18 years & over) Tournament	Synthetic Turf	\$189.00/day	\$198.00/day	\$208.00/day
	“A” Field	\$157.00/day	\$165.00/day	\$173.00/day
	“B” Field	\$78.00/day	\$82.00/day	\$86.00/day
	“C” Field	\$51.00/day	\$54.00/day	\$57.00/day
Youth (under 18 years) Practice/Game	Synthetic Turf	\$13.00/hour	\$14.00/hour	\$15.00/hour
	“A” Field	\$5.00/hour	\$5.50/hour	\$6.00/hour
	“B” Field	\$2.50/hour	\$2.75/hour	\$3.00/hour
	“C” Field	\$1.75/hour	\$2.00/hour	\$2.25/hour
Youth (under 18 years) Tournament	Synthetic Turf	\$93.00/day	\$108.00/day	\$123.00/day
	“A” Field	\$32.00/day	\$35.00/day	\$38.00/day
	“B” Field	\$16.00/day	\$17.50/day	\$19.00/day
	“C” Field	\$10.50/day	\$11.50/day	\$12.50/day

**SPORTS FIELD CLASSIFICATIONS**

<b>ARTIFICIAL TURF FIELDS</b>	Field #1 - Merle Logan Field #2
<b>"A" FIELDS</b>  Full size turf fields with field house	Elaine Hamilton Field (formerly Trofton) May Richards Bennett Pioneer Park Beban Park Gyro Playfields Harewood Centennial Park Big Field Caledonia Park (includes one field house only) Serauxmen Sports Fields
<b>"B" FIELDS (50% discount)</b>  Full size turf field with no field house OR Small turf field with field house	Harry Wipper Park Pleasant Valley Park Departure Bay Centennial Park Bowen Park West Playfield Sid Clark Gyro Park (Wentworth Street) Beban Park Gyro Playfields Mansfield Park Harewood Centennial Park Small Field Robins Park Practice Area Comox Gyro Park Robins Park
<b>"C" FIELDS (66% discount)</b>  Small turf field with no field house OR Non turf field with or without field house	Diver Lake Park Deverill Park (formerly Haliburton Street Park) Barney Moriez Park Groveland Park

NOTES:

1. Commercial and Special Events: each field is \$300.00 per day or 15% of gross revenues, plus cost of other services as required.
2. Staff call-out resulting from lights being left on or facilities not being properly secured after rental: \$120.00.
3. Field rental rates do not include lighting charges.
4. The Tournament rate is calculated at a maximum of 8 hours per day.

**SPORTS FIELD / LACROSSE BOX LIGHTING CHARGES**

1. Artificial Turf Field Lighting Charges:

- a. Practice level lighting - \$13.00 per hour
- b. Game level lighting - \$16.00 per hour

There will be no block booking discount for lighting on the artificial turf fields.

- 2. \$13.00 per hour for a single use of lights on grass sports fields or lacrosse boxes. Minimum rental charge \$15.00 per contract.
- 3. 30% winter block booking discount applicable between September 15 and April 15 when booking the same hour(s) of use each week for a minimum period of 8 consecutive weeks on grass fields.

25% summer block booking discount applicable between April 16 and September 14 when booking the same hour(s) of use each week for a minimum period of 8 consecutive weeks on grass fields.

- (a) Light rental costs are to be paid within 30 days of contract being issued; otherwise discount is not applicable.
- (b) Block booking discounts are applied to accommodate unscheduled cancellations due to weather conditions, field conditions or field maintenance. Refunds for cancellations against a block booking will not be made.

4. Lighting charges to be applied:

September 15	to October 31	after 7:00 p.m.
November 1	to April 15	after 5:00 p.m.
April 16	to September 14	after 9:00 p.m.

5. Pleasant Valley Sports Field lighting to be charged at extra cost to exclusive user.

6. Lighting charges apply to:

Harewood Centennial Park Lions Lacrosse Box  
Bowen Park Lions Lacrosse Box  
Robins Park Field  
Robins Park Practice Field  
Departure Bay Centennial Park Field  
Mansfield Park Field  
Comox Park Field  
Harewood Centennial Park Big Field  
Harewood Centennial Park Small Field  
Merle Logan Field  
Second Artificial Turf Field  
Pleasant Valley Field  
Deverill Park Field

### PICNIC SHELTERS

	2013/14	2014/15	2015/16
Up to 4 hours	\$58.00	\$58.00	\$59.50
4-8 hours	\$96.00	\$96.00	\$100.00
Over 8 hours	\$127.50	\$127.50	\$132.00

- Access to power and water included.

### SAND VOLLEYBALL COURTS

	2013/14	2014/15	2015/16
4 courts	\$9.25/hour	\$9.50/hour	\$9.75/hour
1 court	\$3.50/hour	\$4.00/hour	\$4.00/hour
Tournament	\$60.00/day	\$61.00/day	\$62.00/day

### TENNIS COURTS

	2013/14	2014/15	2015/16
Bowen Park – 3 courts	\$21.00/hour	\$21.50/hour	\$22.00/hour
Beban Park – 3 courts	\$21.00/hour	\$21.50/hour	\$22.00/hour
Departure Bay Centennial – 2 courts	\$13.25/hour	\$13.50/hour	\$13.75/hour

- Public use for general play at no charge during daylight hours.
- Bowen tennis court light timer tokens: first come, first served use, \$10 per hour, (discounts do not apply).
- Department lessons will have preference if court availability is limited.

### LACROSSE BOXES

Bowen Lions, Harewood Centennial:

	2013/14	2014/15	2015/16
Lacrosse Boxes	\$6.00/hour	\$6.50/hour	\$6.50/hour

- Extra charge for lights, where available.

### DISCOUNTS FOR PICNIC SHELTERS / SAND VOLLEYBALL COURTS TENNIS COURTS / LACROSSE BOXES

Adult groups: 0%  
Youth groups: 50%

- Permits for these facilities guarantee priority use.
- Drop-in use is allowed at no charge when facilities are not booked.



**CITY PARKS – PLAZAS – PAVILIONS – AMPHITHEATRES – GROUNDS – PARKING LOTS**

Local not-for-profit groups and societies hosting events/activities <u>open and free of charge</u> to the general public.	\$25.00 per day
Local not-for-profit groups and societies providing events/activities <u>at a charge</u> to the general public.	\$200.00 per day
Private groups hosting <u>events not open to the public</u> , i.e. weddings, staff picnics.	\$50.00 (2 hour maximum) \$25.00/extra hour booked
Commercial businesses <u>offering regularly scheduled programs to the public</u> at a cost, i.e. fitness classes.	\$50.00 per quarter
Commercial or outside organizations hosting events/activities <u>open free of charge</u> to the general public.	\$150.00 per day
Commercial or outside organizations hosting events/activities <u>open at a charge</u> to the general public.	\$200.00 - up to 200 estimated attendees \$500.00 – up to 500 estimated attendees \$1,000.00 – 500+ attendees PER 12 hour day Or 15% of gate
Hydro use – applies to all group type requiring access to power.	\$25.00 per day

**NOTES:**

1. The objective of these fees is to help recover some of the cost involved in maintaining these open spaces for the benefit of the community.
2. Park bookings do not imply that the public will not be allowed to access the park in which the reserved area is situated. Groups holding a park booking are simply granted priority use of the designated space for the term stated within the contract.

## SCHEDULE "C"

### FINE SCHEDULE

Fines for tickets issued pursuant to this Bylaw, shall be as follows:

DESCRIPTION OF OFFENCE	SECTION	FINE
Obstruct free use and enjoyment of park.	5.1(a)	\$150.00
Disturb game, sport or activity.	5.1(b)	\$150.00
Interfere with City employee	5.1(c)	\$150.00
Activity contrary to signs	5.1(d)	\$150.00
Activity not designated	5.1(e)	\$150.00
Fail to obey person in charge of activity	5.2(a)	\$150.00
Use hazardous device in pool/beach	5.2(b)	\$150.00
Permit animal to run at large	5.3(a)	\$150.00
Permit animal to feed on vegetation	5.3(b)	\$150.00
Permit animal on public beach	5.3(c)	\$150.00
Permit animal on pool deck	5.3(d)	\$150.00
Enter/Remain in park during restricted hours	5.4(a)	\$150.00
Occupy for lodging	5.4(b)	\$150.00
Cross area where sign prohibits.	5.4(c)	\$150.00
Remain when directed to leave	5.4(d)	\$150.00
Occupy vehicle for abode	5.4(e)	\$150.00
Ride or permit riding of a cycle without approved helmet.	5.5	\$150.00
Cycling/skating/skateboarding in prohibited area	5.6	\$150.00
Damage park vegetation	5.7	\$150.00
Damage or cut down tree	5.8	\$500.00
Plant any tree or other vegetation	5.9	\$150.00
Damage park property or thing	5.10	\$150.00
Build any structure	5.11	\$150.00
Pollute fountain, lake, pool, pond or stream	5.12	\$150.00
Litter	5.13	\$150.00
Distribute/affix signs/posters/device	5.14	\$150.00
Discharge/ignite fireworks or other explosive material	5.15	\$250.00
Cause fire to be ignited	5.16	\$150.00
Discard any lighted match, cigar, cigarette, or other substance	5.17	\$250.00
Consume or possess liquor in park	5.18	\$150.00
Show or performance without license	5.19	\$150.00
Sell service or commodity	5.20	\$150.00
Activity contrary to Sign or Traffic Control Device	5.21	\$150.00
Use building/structure contrary to purpose	5.22	\$150.00
Leave personal belongings	5.23	\$150.00
Drive/park vehicle where prohibited	5.24	\$150.00
Drive/park off road/all terrain vehicle	5.25	\$150.00
Operate any motorboat	5.26	\$150.00
Operate chainsaw or equipment	5.27	\$150.00
Repair or wash vehicle	5.28	\$150.00
Urinate/defecate in park	5.29	\$150.00
Use electrical or utility service	5.30	\$150.00

Bylaw 7073 Consolidated  
(Bylaw 7073.05, 7073.07)

Operate amplify system or loudspeaker	5.31	\$150.00
Deposit materials or waste	5.32	\$150.00
Erect shelter in prohibited park	7.1	\$150.00
Shelter erected during prohibited hours	7.1(a)	\$150.00
Fail to remove shelter	7.1(b)	\$150.00
Erect shelter in prohibited area	7.1(c)	\$150.00
Fail to remove belongings	7.3	\$150.00
Fail to obtain a Park License Agreement	9.1	\$150.00

**SCHEDULE "D"**

Prohibited Parks and Parks Amenity Areas

**PARKS**

Maffeo Sutton Park;  
Georgia Park;  
Queen Elizabeth II Promenade;  
McGregor Park;  
Kinsmen Park and Departure Bay Seawall; and  
City Hall and surrounding grounds.

**PARKS AMENITY AREAS**

No temporary overnight shelter on or within 20 metres of:

playgrounds, spray parks or pools;  
bike parks, skateboard parks, tennis courts, or other sports courts;  
sports fields, sports field buildings, stadiums or dugouts;  
stages or bleachers;  
washroom facilities, picnic shelters or gazebos; and  
recreational facilities.

No temporary overnight shelter on:

pathways, bridges, docks or wharfs;  
environmental sensitive areas;  
sidewalks, medians, and boulevards;  
public squares; and  
horticultural display areas or ornamental gardens.