



DISTRICT OF HIGHLANDS BYLAW NO. 386

A BYLAW TO PROVIDE FOR FEES AND CHARGES PAYABLE FOR SERVICES AND FACILITIES TO THE WEST SHORE PARKS AND RECREATION SOCIETY

WHEREAS the District established a service for parks, recreation and community services pursuant to the Parks, Recreation and Community Service Establishment Bylaw No. 170, 2001;

AND WHEREAS pursuant to section 194 of the *Community Charter* Council may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the municipality or the exercise of regulatory authority by the municipality;

AND WHEREAS Council wishes to authorize and impose the fees and charges payable for use of the services and facilities at the Juan de Fuca Recreation Centre, which fees and charges must also be authorized by the other local government owners of the Juan de Fuca Recreation Centre;

NOW THEREFORE the Council of the District of Highlands, in open meeting assembled, enacts as follows:

1. Citation
This Bylaw may be cited for all purposes as the “**West Shore Parks and Recreation Society Fees and Charges Bylaw No. 386, 2016**”.
2. Rescind
Rescind “West Shore Parks and Recreation Society Fees and Charges Bylaw No. 379, 2015” in its entirety and replace with “West Shore Parks and Recreation Society Fees and Charges Bylaw No. 386, 2016”.
3. Imposition of Fees and Charges
That Council hereby authorizes and imposes the fees and charges for use of the services and facilities at the Juan de Fuca Recreation Centre in the amounts set out in Schedule “A” to this Bylaw.

As an exception to the fees and charges set out in Schedule “A”, those classes of persons described in Schedule “B” to this bylaw shall pay those fees and charges, if any, for the use of services and facilities at the Juan de Fuca Recreation Centre as set out in Schedule “B”.

The fees and charges established under this Bylaw shall come into effect on September 1, 2016 and continue until August 31, 2017.

READ A FIRST TIME this 6th day of JUNE, 2016

READ A SECOND TIME this 6th day of JUNE, 2016

READ A THIRD TIME this 6th day of JUNE, 2016

ADOPTED this 20th day of JUNE, 2016

Original Signed

Original Signed

MAYOR

CORPORATE OFFICER

SCHEDULE "A" to Bylaw No. 386

FEES AND CHARGES		
Fees Effective: September 1, 2016 to August 31, 2017		
ADMISSION FEES (swim, skate, weight room, fitness classes)		
Single drop-in admissions include applicable taxes. All passes have applicable taxes added at the time of purchase.		
Adult	Single Admission	\$6.40
(19 - 54)	10x	\$54.90
	25x	\$122.00
	1 month	\$56.00
	3 month	\$140.00
	12 month	\$385.00
Senior	Single Admission	\$4.60
(60 plus)	10x	\$39.40
	25x	\$87.50
Student	Single Admission	\$4.60
(13 - 18)	10x	\$39.40
	25x	\$87.50
Child	Single Admission	\$3.15
(6 - 12)	10x	\$27.00
	25x	\$60.00
Family	Single Admission	\$12.80
(Max. 5)	10x	\$109.70
	6 month	\$425.00
	12 month	\$770.00
Child Minding	Single Admission per 75 min	\$3.50
	10x	\$30.00
INDOOR RENTAL FEES		
Fees Effective: September 1, 2016 to August 31, 2017		
(All Fees Subject to Applicable Taxes)		
ROOMS: (per hour unless noted) (In alignment with SD62 fees where noted)		
Small Rooms include:		
<i>Boardroom, Gllangcolme, Spinnaker, Upper and Lower Clubhouse, JDF Seniors Centre, Rooms 201-202 and Centennial Centre Rooms</i>		
Non-profit Adult / Community (In alignment with SD62)		\$26.00
Non-profit Youth / Community (In alignment with SD62)		\$14.50
Party Room Rental (Charge per/hr with a 2hr min rental)		\$31.00
Commercial Rental (Charge per/hr with a 2hr min rental)		\$34.00
Clubhouse & Fieldhouse Changerooms		
Non-profit Adult / Community		\$12.50
Non-profit Youth / Community		\$9.40

SCHEDULE "A" to Bylaw No. 386

INDOOR RENTAL FEES	
Fees Effective: September 1, 2016 to August 31, 2017 (All Fees Subject to Applicable Taxes Unless Noted)	
ROOMS: (per hour unless noted) (In alignment with SD62 fees where noted)	
Large Rooms include:	
<i>Lookout Lounge, Galleon Room, Kinsmen Fieldhouse, 55+ Centre Auditorium & Room 101</i>	
Non-profit Adult / Meetings or User Group (In alignment with SD62)	\$39.00
Non-profit Youth / Meetings or User Group (In alignment with SD62)	\$26.00
Commercial (charge per hour with 2hr min)	\$48.00
Wedding Rooms include:	
<i>Kinsmen Fieldhouse and 55+ Centre Auditorium</i>	
Wedding Reception – full day rental	\$430.00
Wedding Ceremony – outdoor	\$325.00
Wedding Ceremony – indoor	\$220.00
Wedding – Additional set-up from 5pm night before	\$100.00
Swimming Pool (no guard)	
Adult Commercial (ie Scuba)	\$205.00
Youth /Youth Commercial//Swim Clubs	\$98.00
Adult Commercial/Lane	\$25.63
Youth Swim Club/Lane	\$12.30
ARENA FACILITIES	
Fees Effective: September 1, 2016 to August 31, 2017 (All Fees Subject to Applicable Taxes Unless Noted)	
JdF and the Q Centre Ice	
<i>Rates per hour unless otherwise noted</i>	
Ice - Adult prime time*	\$221.00
Ice - Adult non-prime**	\$151.00
Ice - Midnight Rate (midnight to 6 am)	\$106.00
Ice - Youth prime time*	\$119.00
Ice - Youth non-prime**	\$96.00
Ice - School District #62 Hockey Academy	\$96.00
Ice - Commercial Prime Time	\$228.00
Victoria Grizzlies - Games and Practices	Lease
Westshore Wolves Jr B - Games and Practices	Lease
The Q Centre, JdF Arena and curling rink full day (24 hrs)	Lease
Skate Rentals (tax incl)	\$3.50
Skate Rental 10 Punch pass (tax incl)	\$25.00
Lesson – Skate rental 10 punch pass (tax incl)	15.00
*Prime: M-F 6am – 8am, 4pm-11:30pm/ Sat & Sun 6am – 11:30pm	
**Non-Prime: M-F 8am-4pm, 11:30-Midnight/ Sat & Sun 11:30pm - Midnight	
School Groups (District #62)	
1-50 Participants	\$71.50
51-100 Participants	\$107.00
Skate Rentals (tax incl)	\$1.50
JdF Arena / The Q Centre/ Curling Rink – Dry Floor	
Arena dry floor – Adult	\$76.00
Arena dry floor – Youth	\$52.00
Curling Rink dry floor – Adult	\$76.00
Curling Rink dry floor – Youth	\$52.00
Victoria Sr. Shamrocks – games and practices	Lease
Victoria Jr. Shamrocks – games and practices	Lease

SCHEDULE "A" to Bylaw No. 386

ARENA FACILITIES	
Fees Effective: September 1, 2016 to August 31, 2017	
(All Fees Subject to Applicable Taxes Unless Noted)	
JdF Arena / The Q Centre/ Curling Rink – Special Events (not including Arena Sports Tournaments)	
*JdF Arena Full Day (24 hrs) – Community Group	\$1,000.00
*JdF Arena Full Day (24 hrs) - Commercial	\$2,000.00
*The Q Centre Full Day (24 hrs) – Community Group	\$2,000.00
The Q Centre Full Day (24 hrs) – Commercial	Lease
*Curling Rink Full Day (24hrs) – Community Group	\$1,000.00
*Curling Rink Full Day (24hrs) – Commercial	\$2,000.00
*Move in/out for full day rentals will be 50% of the base rate	
Juan de Fuca Curling Rink - Ice	
Ice Youth (per person)	\$37.00
Ice Day time -1 sheet (2 hours)	\$51.00
Ice Day time - 8 sheets (2 hours)	\$405.00
Ice Night, Mini Spiel, Misc - 1 sheet (2 hours)	\$80.00
Ice Night, Mini Spiel, Misc - 8 sheets (2 hours)	\$640.00
Inter-Club - 1 sheet (2 hours)	\$29.00
Inter-Club - 8 sheets (2 hours)	\$232.00
CR (Curling Club) Bonspiel (1 evening, 2 days))	\$760.00
Jr. Bonspiel (2 days)	\$345.00
Equipment Rental Fees (includes other fees)	
Fees Effective: September 1, 2016 to August 31, 2017	
(All fees subject to applicable taxes)	
Indoor/Outdoor Electricity (per 100 amp service/per hour, not including labour as needed)	\$6.00
Electric Permit per event	\$100.00
Electrician per hour (WSPR staff)	\$80.00
Garbage (12 – 14 yard bin)	\$160.00
Garbage (20 – 40 yard bin)	\$240.00
Garbage per tonne collected	\$145.00
Forklift with Operator (WSPR staff) (per hour)	\$80.00
Bleachers (each per day) (Rental only, not including labour and transport)	\$13.00
Garbage and Recycling Set-up (up to 8 garbage and recycling cans per event)	\$60.00
Garbage and Recycling Removal (per hour)	\$37.00
Tables (each/1 day) (Delivered - Client sets up)	\$8.50
Tables (each/2 day) (Delivered - Client sets up)	\$12.00
Tables (each/3 or more days) (Delivered - Client sets up)	\$14.00
Chairs (each/ 1 day) (Delivered - Client sets up)	\$0.80
Chairs (each/2 days) (Delivered - Client sets up)	\$1.20
Chairs (each/3 or more days) (Delivered - Client sets up)	\$1.60
Flipchart and Paper (per event)	\$16.50
Podium (per day)	\$6.40
Screen (per day)	\$7.25
TV with DVD on cart (per day)	\$12.75
LCD projector (with screen) (per day)	\$53.00
Cordless microphone (per day)	\$21.00

SCHEDULE "A" to Bylaw No. 386

OUTDOOR FACILITIES	
Fees Effective: September 1, 2016 to August 31, 2017 (All Fees subject to applicable taxes)	
Sand Volleyball Courts/Tennis Courts/Basketball Courts (per court, per hour)	
Youth	\$7.50
Adult	\$15.00
Commercial - Youth	\$16.00
Commercial - Adult	\$32.00
BMX Track	Lease
Ball Diamonds (per diamond per hour - minimum 2 hour rental)	
Youth	\$7.50
Adult	\$14.70
Commercial - Youth	\$16.00
Commercial - Adult	\$32.00
Playing Fields (per field per hour - minimum 2 hour rental)	
Youth	\$7.50
Adult	\$15.00
Commercial - Youth	\$16.00
Commercial - Adult	\$32.00
Lights - Field 1, 2 & 3 - Youth & Adult*	\$28.50
Youth – Artificial Turf Field	\$31.00
Adult – Artificial Turf Field	\$52.00
Lights – Artificial Turf Field	\$20.00
Lacrosse Box (per hour)	
Youth	\$7.50
Adult	\$15.00
Commercial - Youth	\$16.00
Commercial - Adult	\$32.00
Lights - Lacrosse Box	\$8.00
Velodrome (per hour)	
Youth	\$9.40
Adult	\$18.80
Lights - Velodrome	\$20.00
Picnic Shelter (per hour)	
Entire Picnic Shelter	\$20.00
Single Picnic Table (6 tables)	\$5.00
<i>Lights can be booked in 1/2 hour blocks at 50% of rate.</i>	
GOLF COURSE	
(All Fees Include Applicable Taxes)	
Summer April 1, 2017 - September 30, 2017	
Child/Youth	\$10.00
Adult	\$15.00
Family**	\$40.00
Extra Rounds	\$10.00
Winter October 1, 2016 - March 31, 2017	
Child/Youth	\$9.75
Adult	\$10.50
Family**	\$30.75
Extra Rounds	\$9.75
Club Rentals	\$7.25
Cart Rentals	\$4.75
**Family rate includes 4 people with 2 adults maximum	

SCHEDULE "B" to Bylaw No. 386

West Shore Parks & Recreation Society	Policy & Procedures Manual
HUMAN RESOURCES – EMPLOYEE BENEFITS	3
Facility Use Passes & Golf Privileges for Staff, Board Members and Municipal Staff	3.5.4
Page 1 of 2	

POLICY:

As part of a health and wellness plan for staff, board members and municipal employees, the Society provides access to its recreation facilities.

PURPOSE:

To provide guidelines for the assignment of facility use and golf privileges to the Staff of West Shore Parks and Recreation Society; Members of the Society's Board of Directors; and Employees of the City of Colwood, the City of Langford, the Districts of Highlands and Metchosin, and the Town of View Royal. A Facility Use Pass allows for free access to drop in programs in the weight room, swimming pool, skating rink, some drop-in fitness classes and in some instances the golf course.

All staff are required to have Staff ID Card as a requirement of their employment. These ID Cards will also act as a Facility Use Pass and permit access for facility use and golf privileges. Staff ID Cards are processed through the Front Reception Desk during normal hours of operation.

PROCEDURE:

Society Board of Directors:

Facility Use Passes are available, free of charge, to Society Board of Director members and their immediate family. For this purpose, immediate family includes:

- the Board member's spouse/partner living in the same household;
- the Board member's dependent children (under the age of 19 years) living in the same household.

Board Members' Facility Use Passes will be based on their terms of office (i.e.: from January to December of each calendar year for the duration of their term.) Board Members and their families will require a Facility Use Pass to access these privileges. Passes are processed through the Front Reception desk during normal hours of operation. There is a \$5.00 fee for each card issued to family members.

Auxiliary Employees:

Facility Use Passes are available, free of charge, to Auxiliary employees for the duration of their employment with the Society. Facility Use Passes are normally issued for a season or session.

SCHEDULE “B” to Bylaw No. 386

West Shore Parks & Recreation Society	Policy & Procedures Manual
HUMAN RESOURCES – EMPLOYEE BENEFITS	3
Facility Use Passes & Golf Privileges for Staff, Board Members and Municipal Staff	3.5.4
Page 2 of 2	

Regular Employees or Regular Part-Time Employees:

Facility Use Passes are available, free of charge, to Regular RFT and RPT employees and their immediate family. For this purpose, immediate family includes:

- the employee’s spouse/partner living in the same household;
- the employee’s dependent children, under the age of 19 years, living in the same household.

Facility Use Passes are issued on an annual basis. There will be a \$5.00 fee for each card issued to family members.

Common-law arrangements are required to be of at least a one year duration. Facility Use Passes are not issued to in-laws, mothers, fathers, sisters, brothers, or their children, or to employee’s children who no longer reside at home. Any extenuating circumstances can be addressed with the Administrator for consideration.

Golf Privileges:

Extend only to Society Board Members and Employees and allows for one round of golf per week on either Monday, Tuesday, Wednesday or Thursday. Not including statutory holidays. Golf privileges do **not** extend to family members. There is a sign-in sheet in the Pro-Shop which must be signed before playing a round.

Staff Retirement Pass:

In recognition of long time service, an employee who retires from the West Shore Parks & Recreation Society, upon serving a minimum of 20 years, will receive a lifetime pass to the Juan Fuca Recreation Centre facilities for drop-in programs, including golf. The pass is not valid for registered programs.

Municipal Employees Facility Discount:

Employees of the City of Colwood, City of Langford, District of Metchosin, District of Highlands, and Town of View Royal will be eligible for a **50% discount** on either a:

- a three (3)-month drop in pass or;
- an annual drop in pass.

This discount does not extend to registered programs, the Golf Course, or any special promotions.