

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2988, 2024

A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992

WHEREAS pursuant to Section 194 of the *Community Charter*, a Council may impose fees with respect to all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements;

AND WHEREAS the Council of the Corporation of the City of Courtenay has established parks and recreation as a municipal service;

NOW THEREFORE the Council of the Corporation of the City of Courtenay, in open meeting assembled, enacts as follows:

- 1. This bylaw may be cited for all purposes as the **“Corporation of the City of Courtenay Fees and Charges Amendment Bylaw No. 2988, 2024.”**
- 2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
 - (a) That Schedule of Fees and Charges, Section IV, Appendix I “Recreation Facility Rental and User Fees” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

“Schedule of Fees and Charges Section IV, Appendix I – Recreation Facility Rental and User Fees”

- 3. This bylaw shall come into force and effect on September 1, 2024.

Read a first time this 10th day of April, 2024

Read a second time this 10th day of April, 2024

Read a third time this 10th day of April, 2024

Finally passed and adopted this day of , 2024

Mayor

Corporate Officer

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW 2988, 2024
SECTION IV, APPENDIX 1**

SCHEDULE A-1

INDOOR RECREATION FACILITY RENTAL AND USER FEES

SMALL ROOMS

Fee Category	Rate Type	September 1, 2024	September 1, 2025	September 1, 2026	September 1, 2027	September 1, 2028
Minor or Senior NPO Indigenous NPO	Hourly	\$8.50	\$8.75	\$9.00	\$9.25	\$9.50
	Daily	\$42.50	\$43.75	\$45.00	\$46.25	\$47.50
Adult Not-For-Profit, Government, School Districts	Hourly	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00
	Daily	\$85.00	\$86.25	\$87.50	\$88.75	\$90.00
Community Use (Excludes NPO)	Hourly	\$25.50	\$26.00	\$26.50	\$27.00	\$27.50
	Daily	\$127.50	\$130.00	\$132.50	\$135.00	\$137.50
Private Event, Fundraising, or NPO Commercial use	Hourly	\$34.00	\$34.75	\$35.50	\$36.25	\$37.00
	Daily	\$140.00	\$155.00	\$165.00	\$175.00	\$185.00
Commercial Use	Hourly	\$42.50	\$43.25	\$44.00	\$45.00	\$46.00
	Daily	\$212.50	\$216.25	\$220.00	\$225.00	\$230.00

Room Name	Facility
Soroptomist Lounge	Florence Filberg Centre
Craft Room	Florence Filberg Centre
Upstairs Gallery	Lewis Centre
Multipurpose Room	LINC Youth Centre
Parlour Room	Native Sons Hall

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW 2988, 2024
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SCHEDULE A-2

INDOOR RECREATION FACILITY RENTAL AND USER FEES

MEDIUM ROOMS

Fee Category	Rate Type	September 1, 2024	September 1, 2025	September 1, 2026	September 1, 2027	September 1, 2028
Minor or Senior NPO Indigenous NPO	Hourly	\$12.75	\$13.00	\$13.25	\$13.50	\$13.75
	Daily	\$63.75	\$65.00	\$66.25	\$67.50	\$68.75
Adult Not-For-Profit, Government, School Districts	Hourly	\$25.50	\$26.00	\$26.50	\$27.00	\$27.50
	Daily	\$127.50	\$130.00	\$132.50	\$135.00	\$137.50
Community Use (Excludes NPO)	Hourly	\$38.25	\$39.00	\$39.75	\$40.50	\$41.25
	Daily	\$191.25	\$195.00	\$198.75	\$202.50	\$206.25
Private Event, Fundraising, or NPO Commercial use	Hourly	\$38.25	\$40.00	\$45.00	\$50.00	\$55.00
	Daily	\$191.25	\$200.00	\$225.00	\$250.00	\$275.00
Commercial Use	Hourly	\$63.75	\$65.00	\$66.25	\$67.50	\$68.75
	Daily	\$318.75	\$325.00	\$331.25	\$337.50	\$343.75

Room Name	Facility	Room Name	Facility
1/2 Activity Room	Lewis Centre	Games Room	LINC Youth Centre
Meeting Room	Lewis Centre	Evergreen Lounge	Florence Filberg Centre
1/2 Multi-purpose Hall	Lewis Centre	1/2 Rotary Hall	Florence Filberg Centre
Craft Room A	Lewis Centre	Lower Lodge Room	Native Sons Hall
Craft Room B	Lewis Centre	Lower Dining Room	Native Sons Hall
Pre-school Room	Lewis Centre	Meeting Room	Valley View Clubhouse
Tsolum Building	Park Outbuilding	Meeting Room	Bill Moore Fieldhouse
Salish Building	Park Outbuilding	Meeting Room	Lawn Bowling

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW 2988, 2024
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SCHEDULE A-3

INDOOR RECREATION FACILITY RENTAL AND USER FEES

LARGE ROOMS

Fee Category	Rate Type	September 1, 2024	September 1, 2025	September 1, 2026	September 1, 2027	September 1, 2028
Minor or Senior NPO Indigenous NPO	Hourly	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
	Daily	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00
Adult Not-For-Profit, Government, School Districts	Hourly	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00
	Daily	\$280.00	\$315.00	\$350.00	\$385.00	\$420.00
Community Use (Excludes NPO)	Hourly	\$50.00	\$65.00	\$75.00	\$85.00	\$89.00
	Daily	\$350.00	\$455.00	\$525.00	\$595.00	\$623.00
Private Event, Fundraising, or NPO Commercial use	Hourly	\$75.00	\$85.00	\$95.00	\$105.00	\$118.25
	Daily	\$525.00	\$595.00	\$665.00	\$735.00	\$827.75
Commercial Use	Hourly	\$136.50	\$139.25	\$142.00	\$144.75	\$147.75
	Daily	\$955.50	\$974.75	\$994.00	\$1,013.25	\$1,034.25

Room Name	Facility
Vern Nichol's Gym	Lewis Centre
Multipurpose Hall	Lewis Centre
Activity Room	Lewis Centre
Skatepark	LINC Youth Centre
1/2 Conference Centre (A or B)	Florence Filberg Centre
Rotary Hall	Florence Filberg Centre
Lower Lodge and Dining Room	Native Sons Hall

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW 2988, 2024
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SCHEDULE A-4

INDOOR RECREATION FACILITY RENTAL AND USER FEES

NATIVE SONS HALL – GRAND HALL

Fee Category	Rate Type	September 1, 2024	September 1, 2025	September 1, 2026	September 1, 2027	September 1, 2028
Minor or Senior NPO Indigenous NPO	Hourly	\$29.50	\$30.00	\$30.50	\$31.00	\$31.50
	Daily	\$265.50	\$270.00	\$274.50	\$279.00	\$283.50
Adult Not-For-Profit, Government, School Districts	Hourly	\$59.00	\$60.25	\$61.50	\$62.75	\$64.00
	Daily	\$531.00	\$542.25	\$553.50	\$564.75	\$576.00
Community Use (Excludes NPO)	Hourly	\$60.00	\$70.00	\$80.00	\$90.00	\$95.25
	Daily	\$540.00	\$630.00	\$720.00	\$810.00	\$860.00
Private Event, Fundraising, or NPO Commercial use	Hourly	\$80.00	\$90.00	\$100.00	\$110.00	\$127.25
	Daily	\$720.00	\$810.00	\$900.00	\$990.00	\$1,145.25
Commercial Use	Hourly	\$147.00	\$150.00	\$153.00	\$156.00	\$159.00
	Daily	\$1,323.00	\$1,350.00	\$1,377.00	\$1,404.00	\$1,431.00

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW 2988, 2024
SECTION IV, APPENDIX 1**

SCHEDULE A-5

INDOOR RECREATION FACILITY RENTAL AND USER FEES

FLORENCE FILBERG CENTRE CONFERENCE CENTRE

Fee Category	Rate Type	September 1, 2024	September 1, 2025	September 1, 2026	September 1, 2027	September 1, 2028
Minor or Senior NPO Indigenous NPO	Hourly	\$34.50	\$35.25	\$36.00	\$36.75	\$37.50
	Daily	\$310.50	\$317.25	\$324.00	\$330.75	\$337.50
Adult Not-For-Profit, Government, School Districts	Hourly	\$68.75	\$70.25	\$71.75	\$73.25	\$74.75
	Daily	\$618.75	\$632.25	\$645.75	\$659.25	\$672.75
Community Use (Excludes NPO)	Hourly	\$80.00	\$90.00	\$95.00	\$105.00	\$111.75
	Daily	\$720.00	\$810.00	\$855.00	\$945.00	\$1,005.75
Private Event, Fundraising, or NPO Commercial use	Hourly	\$85.00	\$105.00	\$120.00	\$135.00	\$148.75
	Daily	\$765.00	\$945.00	\$1,080.00	\$1,215.00	\$1,338.75
Commercial Use	Hourly	\$172.00	\$175.50	\$179.00	\$182.50	\$186.25
	Daily	\$1,548.00	\$1,579.50	\$1,611.00	\$1,642.50	\$1,676.25

**SCHEDULE OF FEES AND CHARGES
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SCHEDULE A-7

INDOOR RECREATION FACILITY ADDITIONAL CHARGES

KITCHEN ADD ON AND ADDITIONAL SERVICES

Fee Category:	Rate Type	September 1, 2024	September 1, 2025	September 1, 2026	September 1, 2027	September 1, 2028
VIHA Certified Kitchen	Per Use	\$55.50	\$56.50	\$57.75	\$59.00	\$60.25
	Daily	\$154.00	\$160.00	\$170.00	\$181.50	\$185.25
Non-VIHA Certified Kitchen	Per Use	\$39.25	\$40.00	\$40.75	\$41.50	\$42.25
	Daily	\$86.25	\$88.00	\$89.75	\$91.50	\$93.25

Additional Service Fees:

A) The City of Courtenay will recover the cost of additional services and staff labour costs for set-up and tear-down of rented space based on a cost recovery basis.

B) Third party costs incurred by the City on behalf of facility rental users will be charged back to the facility rental user on a cost recovery basis.

**SCHEDULE OF FEES AND CHARGES
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**SCHEDULE B
PARKS AND PLAYING FIELDS RENTAL AND USER FEES**

Facility	Hourly	Daily	Per Use	Minor	Minor Day	Adult Game	Adult Practice
Playing Fields							
Lewis Park							
<i>Field, soccer/football/rugby</i>				N/C		\$33.75	\$16.75
<i>½ Field, soccer/football/rugby</i>				N/C		N/A	\$8.50
<i>Horseshoe Pits</i>				N/C		N/C	N/C
<i>Tennis Courts</i>				N/C		N/C	N/C
<i>Ball Diamonds</i>				N/C		\$23.50	\$9.50
<i>Tournaments/Special Events</i>		\$42.50			\$16.00		
<i>Lights - Minor ½ Field</i>	\$2.75						
<i>Lights - Minor Full Field</i>	\$5.50						
<i>Lights - Adult ½ Field</i>	\$5.50						
<i>Lights - Adult Full Field</i>	\$10.75						
<i>Showers</i>			\$35.75				
Bill Moore Park							
<i>Field, soccer/football/rugby</i>				N/C		\$33.75	\$16.75
<i>½ Field, soccer/football/rugby</i>				N/C			\$8.50
<i>Ball Diamonds</i>				N/C		\$23.50	\$8.50
<i>Tournaments/Special Events</i>		\$42.50			\$16.00		
<i>Lights - Minor ½ Field</i>	\$2.75						
<i>Lights - Minor Full Field</i>	\$5.50						
<i>Lights - Adult ½ Field</i>	\$5.50						
<i>Lights - Adult Full Field</i>	\$10.75						
<i>Showers</i>			\$35.75				
Martin Park							
<i>Field 1</i>				N/C			\$8.50
<i>Hockey Box</i>				N/C	N/C	\$29.75	
<i>Ball Diamonds</i>				N/C	N/C		Prohibited
<i>Tournaments/Special Events</i>					\$16.00		Prohibited
Puntledge Park							
<i>Field, soccer/football/rugby</i>				N/C	N/C		\$8.50
<i>½ Field, soccer/football/rugby</i>				N/C	N/C		
<i>Ball Diamonds</i>				N/C	N/C	\$12.75	\$7.50

Facility	Hourly	Daily	Per Use	Minor	Minor Day	Adult Game	Adult Practice
Playing Fields							
Valley View							
<i>Field, soccer/football/rugby</i>				N/C	N/C	\$33.75	\$16.50
<i>½ Field, soccer/football/rugby</i>				N/C	N/C		\$8.50
<i>Ball Diamonds</i>				N/C	N/C	\$21.50	\$8.50
<i>Tournaments/Special Events</i>		\$42.50			\$16.00		
<i>Showers</i>			\$35.75				
Woodcote							
<i>Field, soccer/football/rugby</i>				N/C	N/C	\$33.75	\$16.75
<i>½ Field, soccer/football/rugby</i>				N/C	N/C		\$8.50
<i>Tournaments/Special Events</i>		\$42.50			\$16.00		
Arden							
<i>Fields 1 & 2</i>				N/C	N/C	\$12.75	\$7.50
<i>½ Field</i>							\$8.50
<i>Tournaments/Special Events</i>		N/C			N/C		
Courtenay Elementary							
<i>Fields 1 & 2</i>				N/C			Prohibited
<i>½ Field</i>							
Queneesh							
<i>Fields 1 & 2</i>		\$31.75		N/C	\$16.00	\$33.75	\$16.75
<i>½ Field</i>				N/C			\$8.50
Glacier View							
<i>Fields 1 & 2</i>				N/C	N/C	\$12.75	\$8.50
<i>½ Field</i>				N/C	N/C		\$7.50
G.P. Vanier							
<i>Fields 1, 2 & 3</i>		\$38.00		N/C	\$16.00		\$16.75
<i>½ Field</i>				N/C			\$8.50
<i>Lights - Minor Full Field</i>	\$5.50						
<i>Lights - Adult Full Field</i>	\$10.50						
<i>Field, soccer/football/rugby</i>						\$33.75	
<i>Ball Diamonds</i>							\$12.75
<i>Ball Diamonds - ½ practice</i>							\$7.50
Huband Park							
<i>Field 1</i>				N/C	N/C		Prohibited
<i>½ Field</i>				N/C	N/C		

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Facility	Hourly	Daily	Per Use	Minor	Minor Day	Adult Game	Adult Practice
Playing Fields							
Isfeld Senior							
<i>Field 1</i>		\$38.00		N/C	\$16.00	\$33.75	\$16.75
<i>½ Field</i>				N/C			\$8.50
Lake Trail - Upper							
<i>Field 1</i>				N/C			
<i>½ Field</i>				N/C			\$8.50
<i>Field, soccer/football/rugby</i>						\$33.75	\$16.75
<i>Ball Diamonds</i>		\$31.75			\$16.00	\$12.75	
<i>Ball Diamonds - ½ practice</i>							\$7.50
Lake Trail - Lower							
<i>Field 1</i>				N/C			
<i>½ Field</i>				N/C			\$8.50
<i>Field, soccer/football/rugby</i>						\$33.75	\$16.75
<i>Ball Diamonds</i>		\$31.75			\$16.00	\$12.75	
<i>Ball Diamonds - ½ practice</i>							\$7.50

SCHEDULE OF FEES AND CHARGES
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Facility	Hourly	Daily	Per Use
Simms Millenium Park			
Rotary Centennial Pavilion			
<i>Sponsored</i>	No Chg	No Chg	
<i>Sponsored w/Vending</i>		To be negotiated	
<i>Sponsored w/PA</i>			\$30.50
<i>Community</i>	\$21.50	\$106.00	
<i>Community w/Vending</i>	\$26.50	\$132.50	
<i>Community w/PA</i>			\$31.00
<i>Private</i>	\$26.50	\$132.50	
<i>Private w/Vending</i>	\$31.50	\$159.00	
<i>Private w/PA</i>			\$36.50
<i>Commercial</i>	\$79.50	\$398.00	
<i>Commercial w/Vending</i>	\$90.00	\$447.25	
<i>Commercial w/ PA</i>			\$104.00
Knights of Columbus BBQ			
<i>Community</i>			\$21.50
<i>Private</i>			\$31.50
<i>Commercial</i>			\$53.00
Park Booking (non-playing field)			
<i>Charity Events</i>	No Chg	No Chg	
<i>Community</i>	\$10.75	\$53.00	
<i>Private</i>	\$15.75	\$79.00	
<i>Major Events</i>	To be negotiated		
Courtenay Parks			
Excluding: Puntledge, Harmston, Courtenay Riverway AND Marina Park			
Park Booking (non-playing field)			
<i>Charity Events</i>	No Chg	No Chg	
<i>Community</i>	\$10.75	\$53.00	
<i>Private</i>	\$15.75	\$79.00	
<i>Major Events</i>	To be negotiated		

**SCHEDULE OF FEES AND CHARGES
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SCHEDULE C

MEMORIAL POOL FACILITY RENTAL FEES

Facility	Hourly	Daily	Per Use
Memorial Pool			
<i>Community 100 - 150 people</i>	\$140.25		
<i>Community 50 - 99 people</i>	\$119.75		
<i>Community 49 people & under</i>	\$89.25		
<i>Commercial 50 - 100 people</i>	\$234.50		
<i>Private 100 - 150 people</i>	\$176.00		
<i>Private 50 - 99 people</i>	\$145.25		
<i>Private 49 people & under</i>	\$125.00		
<i>Schools 100 - 150 people</i>	\$119.75		
<i>Schools 50 - 99 people</i>	\$94.25		
<i>Schools 49 people & under</i>	\$68.75		
<i>Bday Party ½ pool under 30 ppl</i>	\$68.75		
<i>Bday Party pool under 60 ppl</i>	\$125.00		