

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  - (a) That Schedule of Fees and Charges, Section IV, Appendix I “Recreation Facility Rental and User Fees” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw: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 10<sup>th</sup> day of April, 2024

Read a second time this 10<sup>th</sup> day of April, 2024

Read a third time this 10<sup>th</sup> day of April, 2024

Finally passed and adopted this 24<sup>th</sup> day of April, 2024

  
\_\_\_\_\_  
Mayor Bob Wells

  
\_\_\_\_\_  
Corporate Officer, Kate O'Connell

**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  
SECTION IV, APPENDIX 1**

**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  
SECTION IV, APPENDIX 1**

**SCHEDULE A-3**

**INDOOR RECREATION FACILITY RENTAL AND USER FEES**

**LARGE ROOMS**

<b>Fee Category</b>	<b>Rate Type</b>	<b>September 1, 2024</b>	<b>September 1, 2025</b>	<b>September 1, 2026</b>	<b>September 1, 2027</b>	<b>September 1, 2028</b>
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

<b>Room Name</b>	<b>Facility</b>
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  
SECTION IV, APPENDIX 1**

**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  
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**SCHEDULE A-5**

**INDOOR RECREATION FACILITY RENTAL AND USER FEES**

**FLORENCE FILBERG CENTRE CONFERENCE CENTRE**

<b>Fee Category</b>	<b>Rate Type</b>	<b>September 1, 2024</b>	<b>September 1, 2025</b>	<b>September 1, 2026</b>	<b>September 1, 2027</b>	<b>September 1, 2028</b>
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**

<b>Fee Category:</b>	<b>Rate Type</b>	<b>September 1, 2024</b>	<b>September 1, 2025</b>	<b>September 1, 2026</b>	<b>September 1, 2027</b>	<b>September 1, 2028</b>
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  
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW 2988, 2024  
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**SCHEDULE B  
PARKS AND PLAYING FIELDS RENTAL AND USER FEES**

<b>Facility</b>	<b>Hourly</b>	<b>Daily</b>	<b>Per Use</b>	<b>Minor</b>	<b>Minor Day</b>	<b>Adult Game</b>	<b>Adult Practice</b>
<b>Playing Fields</b>							
<b>Lewis Park</b>							
<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				
<b>Bill Moore Park</b>							
<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				
<b>Martin Park</b>							
<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
<b>Puntledge Park</b>							
<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



<b>Facility</b>	<b>Hourly</b>	<b>Daily</b>	<b>Per Use</b>	<b>Minor</b>	<b>Minor Day</b>	<b>Adult Game</b>	<b>Adult Practice</b>
<b>Playing Fields</b>							
<b>Valley View</b>							
<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				
<b>Woodcote</b>							
<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		
<b>Arden</b>							
<i>Fields 1 &amp; 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		
<b>Courtenay Elementary</b>							
<i>Fields 1 &amp; 2</i>				N/C			Prohibited
<i>½ Field</i>							
<b>Queneesh</b>							
<i>Fields 1 &amp; 2</i>		\$31.75		N/C	\$16.00	\$33.75	\$16.75
<i>½ Field</i>				N/C			\$8.50
<b>Glacier View</b>							
<i>Fields 1 &amp; 2</i>				N/C	N/C	\$12.75	\$8.50
<i>½ Field</i>				N/C	N/C		\$7.50
<b>G.P. Vanier</b>							
<i>Fields 1, 2 &amp; 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
<b>Huband Park</b>							
<i>Field 1</i>				N/C	N/C		Prohibited
<i>½ Field</i>				N/C	N/C		

**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW 2988, 2024  
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Facility	Hourly	Daily	Per Use	Minor	Minor Day	Adult Game	Adult Practice
<b>Playing Fields</b>							
<b>Isfeld Senior</b>							
<i>Field 1</i>		\$38.00		N/C	\$16.00	\$33.75	\$16.75
<i>½ Field</i>				N/C			\$8.50
<b>Lake Trail - Upper</b>							
<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
<b>Lake Trail - Lower</b>							
<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
<b>Simms Millenium Park</b>			
<b>Rotary Centennial Pavilion</b>			
<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
<b>Knights of Columbus BBQ</b>			
<i>Community</i>			\$21.50
<i>Private</i>			\$31.50
<i>Commercial</i>			\$53.00
<b>Park Booking (non-playing field)</b>			
<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		
<b>Courtenay Parks</b>			
Excluding: Puntledge, Harmston, Courtenay Riverway AND Marina Park			
<b>Park Booking (non-playing field)</b>			
<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
<b>Memorial Pool</b>			
<i>Community 100 - 150 people</i>	\$140.25		
<i>Community 50 - 99 people</i>	\$119.75		
<i>Community 49 people &amp; 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 &amp; under</i>	\$125.00		
<i>Schools 100 - 150 people</i>	\$119.75		
<i>Schools 50 - 99 people</i>	\$94.25		
<i>Schools 49 people &amp; 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		