
Date	July 16, 2025	File:
Subject	Parks and Recreation Fees & Charges Amendment Bylaw No. 4022, 2025 for first three readings	

PURPOSE

To introduce Parks and Recreation Fees and Charges Amendment Bylaw No. 4022, 2025, which proposes to simplify and standardize fees, align definitions with the Cowichan Valley Regional District (CVRD), and update the bylaw to support current operations by removing outdated items.

BACKGROUND

Council adopted the Parks and Recreation Fees and Charges Bylaw No. 3899 in April 2023. The bylaw and accompanying fee schedules govern all admissions, memberships, and rental fees for recreation facilities. It is a recommended best practice to conduct an annual review to ensure that fees and charges remain aligned with current operating and economic conditions.

At the May 8, 2025, Cowichan Core Recreation Commission meeting, the Parks and Recreation Fees and Charges Bylaw No. 3899 – Proposed Amendments report was brought forward for commission approval. The report was approved and was sent to the CVRD Board on May 14, 2025, and received approval. A certified resolution (Attachment 1) from that meeting is attached to this report.

At the May 27, 2025, Cowichan North Recreation Commission meeting, the Parks and Recreation Fees and Charges Bylaw No. 3899 – Proposed Amendments report was planned to be brought forward for commission approval; however, the meeting could not proceed because a quorum was not present. Therefore, the report was sent to the CVRD Board meeting on June 11, 2025, for review and received approval. A certified resolution (Attachment 2) from that meeting is attached to this report.

DISCUSSION

The existing [Parks and Recreation Fees and Charges Bylaw](#) has become overly complex and inconsistent, causing confusion among customers, user groups, and staff. The proposed amendments aim to simplify and standardize fees, align definitions with the CVRD, and update the bylaw to support current operations by removing outdated items. The draft Parks and Recreation Fees and Charges Amendment Bylaw No. 4022, 2025 is attached to this report (Attachment 3). The following information outlines the amendments proposed:

Schedule "A" - Cowichan Aquatic Centre & Fuller Lake Arena: Admissions Fees and Charges

The following amendments are proposed in Schedule "A" under the fees and charges and supporting definitions:

Revised Age Categories

The age categories have been redefined to provide greater consistency among regional recreation facilities. The categories are as follows:

- Infant/Toddler (0-3 years)
- Child (4-12 years)
- Youth (13-18 years)
- Adult (19-54 years), and
- Seniors (55 years and older).

It is recommended that the infant/toddler age category be extended from 0-2 years to 0-3 years to enhance accessibility for young families, granting free admission to all recreational activities. Many communities on Vancouver Island widely adopt this practice.

Revised Membership Structure

A new 30-visit pass is proposed to replace the previous 6-month membership to simplify and provide customers the best value and flexibility. The previous 6-month membership had limited sales. A more inclusive name for the Gold Membership is also proposed as the "Annual Plus Membership".

Schedule "B" - Cowichan Aquatic Centre & Fuller Lake Arena: Room Rental Fees and Charges

The following amendments are proposed in Schedule "B" under the fees and charges and supporting definitions:

Redefinition of Rental Rooms

Rental rooms have been redefined by capacity at both Cowichan Aquatic Centre and Fuller Lake Arena (F to align with the CVRD fee structure. For example:

Small Room: (capacity under 25)

- Fuller Lake Arena Board Room
- Fuller Lake Arena A or B Room
- Cowichan Aquatic Centre Party Room North
- Cowichan Aquatic Centre Party Room South

Large Rooms: (capacity over 25)

- Fuller Lake Arena A/B Room
- Fuller Lake Arena Upper Meeting Room
- Cowichan Aquatic Centre Childminding Room
- Cowichan Aquatic Centre Party Room Full
- Cowichan Aquatic Centre Fitness Studio Rooms

Schedule "C" - Cowichan Aquatic Centre: Aquatic Rental Fees and Charges

The following amendments are proposed in Schedule "C" under the fees and charges and supporting definitions:

Standardization of User Group Categories

- The Schedule "C" updates recommend standardization in rental user group categories at the Cowichan Aquatic Centre in alignment with CVRD definitions. A new "Minor (U19)" category at Cowichan Aquatic Centre will replace the previous categories for School District 79 and local non-profit groups.

Revised Fees and Charges

- An updated rental hour definition will provide greater clarity that a full-day rental encompasses up to 24 hours, while a half-day rental includes up to 8 hours. These recommended changes address previous limitations and better reflect the operational hours of the facilities.
- The full facility rental fee is recommended to be deleted due to its infrequent use. For major events requiring full facility use, a separate contract will be established.
- Rental rates are now uniform for both the competition pool and wave pool, regardless of whether it's for full pool rentals or lane rentals.

Adjusted Prime Time

- Previously, weekend mornings and statutory holidays were defined as non-prime time. These times are in peak demand for special events and user groups and should be reclassified to Prime-Time rental hours. It is recommended that Prime-Time hours be adjusted to the following:
 - Prime Time: 6:00am to 9:59pm on weekends, and 3:00pm to 9:59pm Monday to Friday, and all statutory holidays.
 - Non-Prime Time: 10:00pm to 5:59am Monday to Friday, and 10:00pm to 5:59am on weekends.
- These Prime-Time and Non-Prime Time hours will be consistent with CVRD facilities.

Schedule "D" – Crofton Pool

The only amendment to Schedule "D" was to remove Columns 2, 3 and 4 because they are redundant.

Schedule "E" - Fuller Lake Arena: Ice Rental Fees and Charges

The following amendments are proposed in Schedule "E" under the fees and charges and supporting definitions:

Ice Fee Alignment with CVRD Facilities

North Cowichan and CVRD staff have discussed aligning ice fees during regular Regional Parks, Recreation, and Culture meetings. Currently, there is a discrepancy in ice rental fees between CVRD arenas and Fuller Lake Arena. Staff agreed that standardizing ice rental categories and fees provides clear benefits, including alignment across the region, which simplifies the rental process for user groups.

Staff recommend the implementation of a phased approach increase over the next three years (2025-2028) to achieve fee alignment between CVRD and Fuller Lake Arena ice rental rates. This would ensure that all ice rental fees in the Cowichan Valley will be aligned by the beginning of the 2027/2028 season (Attachment 4). This will result in an annual increase of 2% to 6%, depending on the category, for ice rentals between the 2025/26 and 2027/28 ice seasons. The annual increase will be slightly higher than the increase at the CVRD arenas due to the existing fee gap.

Adjusted Prime Time

Previously, weekend mornings and statutory holidays were defined as non-prime time. These times are in peak demand for special events and user groups and should be reclassified to Prime-Time rental hours. It is recommended that Prime-Time hours be adjusted to the following:

- Prime Time: 6:00am to 9:59pm on weekends, and 3:00pm to 9:59pm Monday to Friday, and all statutory holidays.
- Non-Prime Time: 10:00pm to 5:59am Monday to Friday, and 10:00pm to 5:59am on weekends.
- These Prime-Time and Non-Prime Time hours will be consistent with those CVRD facilities.

Summer Ice Rental Rates

Since 2023, Fuller Lake Arena has extended the ice season into the summer months, so a Summer Ice rental category has been created.

Dry Floor Rental Rates

A dry floor rental category has been added to accommodate rental bookings that occur during the period when the ice has been removed from the facility, which usually takes place from June to the beginning of August.

Standardization of User Group Categories

The Schedule "E" updates recommend standardization in rental user group categories at Fuller Lake Arena in alignment with CVRD definitions. A new "Minor (U19)" category at Fuller Lake Arena will replace the previous categories for School District 79 and local non-profit groups.

Schedule "F" – Field and Park Use Fees

The only amendment to Schedule "F" was to remove Columns 2, 3, and 4 because they are redundant.

OPTIONS

1. **(Recommended Option)** THAT Council gives first, second and third readings to Parks and Recreation Fees and Charges Amendment Bylaw No. 4022, 2025.
2. THAT Council directs that the following alternative options be incorporated into the bylaw
 - [insert suggestions]


IMPLICATIONS

The proposed bylaw amendments are expected to have a financial impact on youth (Minor U19) ice user groups over the next three years, particularly the Cowichan Valley Minor Hockey Association

(CVMHA) and the Fuller Lake Skating Club (FLSC). Earlier this spring, staff met with both groups to review their operations and provide advance notice of potential fee increases, estimated to be a net 2% (\$1,024.38) increase for FLSC and a net 5% (\$4,097.52) increase for CVMHA.

RECOMMENDATION

THAT Council gives first, second and third readings to Parks and Recreation Fees and Charges Amendment Bylaw No. 4022, 2025.



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Neil Pukesh

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Director, Parks and Recreation



George Farkas
General Manager, Planning,
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Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachments:

- (1) Certified Resolution 25-228 R10 MNC - CAC Fees and Charges
- (2) Certified Resolution 25-283 MNC - FLA Fees and Charges
- (3) Parks and Recreation Fees and Charges Amendment Bylaw No. 4022, 2025
- (4) 2025 – 2028 Ice Fee Schedule – Cowichan Valley