



TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202
Comox BC V9M 1R9 Fx: (250) 339-7110

COMMITTEE OF THE WHOLE MEETING AGENDA FOR WEDNESDAY NOVEMBER 25, 2015

We respectfully acknowledge that we live, work and play on the traditional lands of the K'ómoks First Nation ... Gila'kasla ... Hay ch q' a'

Meeting Location: Council Chambers, 1801B Beaufort Avenue, Comox

Call to Order: 4:15 p.m.

Adoption of the Agenda

1. DELEGATIONS:

- a. [Emergency Response in the Town of Comox](#)

2. MINUTES OF MEETINGS: NIL

3. DEPARTMENT REPORTS: NIL

4. STAFF REPORTS:

- (5) a. [Bylaw No. 1809 \(Town of Comox Parks and Recreation Fees Bylaw, 2016\)](#)
That Bylaw No. 1809 to provide for fees payable for Parks & Recreation Services and Facilities be forwarded to Council for First, Second and Third Readings.
- (15) b. [DCC Report - Update](#)
For information only.
- (17) c. [Robb Avenue Upgrade Project](#)
For information only.

5. CORRESPONDENCE: NIL

6. EXCLUDE THE PUBLIC:

- a. [Exclude the Public](#)

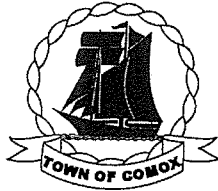
That the Public be Excluded from the Special In-Camera Meeting of Council on Wednesday November 25, 2015, pursuant to the following sub-section of section 90 of the Community Charter:

(1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

Adjournment



Deputy Corporate Administrator



TOWN OF COMOX REPORT TO COMMITTEE OF THE WHOLE

FROM:	Mandy Johns, Recreation Director
SUBJECT:	Parks And Recreation Fees Bylaw No.1809
MEETING:	November 25, 2015
DATE:	November 13, 2015

Mandy Johns
Submitted by

Concurrence

[Signature]
Approval

RECOMMENDATION:

That Bylaw No. 1809 to provide for fees payable for Parks & Recreation Services and Facilities be forwarded to Council for First, Second and Third Readings.

BACKGROUND:

An established schedule of fees is required under the provisions of the Community Charter. Specifically without a Recreation Fees bylaw the Town has little or no legal authority to charge fees and limits what can be done if customers refuse to pay. A review of neighbouring municipalities and regional districts has shown that recreation service fee bylaws are common and should be undertaken to meet current needs.

PURPOSE:

A bylaw to impose fees for the use of the Town of Comox Parks and Recreation Complexes.

An amendment (Schedule A) is attached and made part of the bylaw. Fees and charges as stipulated in schedule will be updated as necessary.

**TOWN OF COMOX
BYLAW NO. 1809**

**A BYLAW OF THE TOWN OF COMOX TO ESTABLISH AND REGULATE PARKS AND
RECREATION FEES FOR SERVICES OFFERED BY THE TOWN OF COMOX**

WHEREAS Section 194 of the Community Charter authorizes Council to impose fees by bylaw;

AND WHEREAS Council wishes to recover a portion of the Town's Parks and Recreation expenses through user fees;

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1. TITLE

This Bylaw may be cited for all purposes as "Town of Comox Parks and Recreation Fees Bylaw, 2015"

2. That the fees payable for services carried out in accordance with the provision of the Community Charter shall be as outlined in SCHEDULE "A", which is attached hereto and forms part of this bylaw.

3. This bylaw shall come into effect upon final adoption hereof.

4. ADOPTION

READ A FIRST, SECOND AND THIRD time this

ADOPTED this

MAYOR

CORPORATE OFFICER

Town of Comox Parks and Recreation Fees Bylaw, 2015 – Bylaw No. 1809
Schedule A - Schedule of Fees

SECTION 1 GENERAL

1.1 Implementation of Fees: Fees will be implemented upon adoption of bylaw.

1.2 Age Classifications:

Pre-school	0 - 4 years
Child	5 – 12 years
Teen	13 – 18 years
Adult Student	19 & over must provide valid student ID
Adult	19 – 59 years
Senior	60 years or older
Family	Minimum 1 adult & 1 child or teen

1.3 Definitions:

- A) Community/Not for Profit - Community associations, leagues, school groups, groups registered as a charity with the Canadian Revenue Agency
- B) Private - Private citizens
- C) Commercial/Political- Any individual, company or organization engaged in the pursuit of business for profit through the use of the Town of Comox Community Centre or satellite facilities.
- D) Staff – employees of the Town of Comox
- E) Contractors – non-employees that rent and/or pay admin fees to the Town for services rendered

1.4 Additional Charges:

- A) The Town of Comox Community Centre reserves the right to charge set-up and tear-down rates for rented space based on a cost recovery basis.
- B) Third party cost incurred by the Town of Comox Recreation Department on behalf of renters of the facility will be charged back to the user on a cost recovery basis.

1.5 New Programs and Services

The Recreation Director has the authority to establish fees for new programs, events and services

1.6 T.R.I.P

The Town of Comox Recreation Inclusion Program or TRIP provides access to recreation services and programs for the residents of the Town of Comox who are economically disadvantaged. T.R.I.P cards are issued to approved individuals and families on an annual basis providing admissions and programs at reduced rates.

Town of Comox Parks and Recreation Fees Bylaw, 2015 – Bylaw No. 1809
Schedule A - Schedule of Fees (continued)

1.8 Tax Implications

Taxes will be added to fees where noted throughout as required by legislation.

1.9 Prime Time – Racquet Courts Only
Prime Time is Year Round Weekdays 4:45pm-9:15pm

2.0 SECTION 2 ADMISSION FEES –Tax included

2.1 Fitness Studio Drop-ins

Adult	\$ 6.50
Senior	\$ 5.50
Teen/Student	\$ 4.50

2.2 Fitness Studio Bulk Admission

(Minimum purchase of 10 for price of 9)

Adult	\$ 58.50
Senior	\$ 49.50
Teen/Student	\$ 40.50

2.3 Fitness Studio Pass

Adult 3 months	\$141.00
Adult 6 months	\$235.00
Adult 12 months	\$370.00
Senior 3 months	\$113.00
Senior 6 months	\$187.00
Senior 12 months	\$295.00
Teen/Student 3 months	\$95.00
Teen/Student 6 months	\$147.00
Teen/Student 12 months	\$229.00
Family Pass 12 months	\$772.00

Town of Comox Parks and Recreation Fees Bylaw, 2015 – Bylaw No. 1809
Schedule A - Schedule of Fees (continued)

2.4	Racquet Court Fees drop-ins & Bulk Admissions	
	(per person based on 2 person use)	
	Adult/Senior Drop-in (primetime)	\$ 6.00
	Adult/Senior Drop-in (non primetime)	\$ 4.00
	Adult/Senior 10 visit (primetime)	\$ 50.00
	Adult/Senior 10 visit (non primetime)	\$ 35.00
	Teen/Student (primetime)	\$ 4.00
	Teen/Student (non primetime)	\$ 3.00
	Teen/Student 10 visit (primetime)	\$ 30.00
	Teen/Student 10 visit (non primetime)	\$ 21.00
2.5	Racquet Court Pass	
	Adult unlimited 6 month pass	\$275.00
	Adult unlimited 12 month pass	\$450.00
	Senior unlimited 6 month pass	\$215.00
	Senior unlimited 12 month pass	\$370.00
	Teen/Student unlimited 6 month pass	\$125.00
	Teen/Student unlimited 12 month pass	\$200.00
	Family unlimited 6 month pass	\$585.00
	Family unlimited 12 month pass	\$925.00
2.6	Fitness Studio & Racquet Court Pass	
	Adult 3 months	\$200.00
	Senior 3 months	\$151.00
	Teen/Student 3 months	\$132.00
2.7	Gymnasium Open Gym drop-ins	
	Adult drop-in	\$ 3.00
	Senior drop-in	\$ 2.00
	Child/Teen/Student	\$ 1.25
2.8	Program Fees	
	Direct costs plus a minimum of 15% - direct costs include administration, staff wages and supplies.	

Town of Comox Parks and Recreation Fees Bylaw, 2015 – Bylaw No. 1809
Schedule A - Schedule of Fees (continued)

2.9	Sauna Fees & Bulk Admissions (use of the sauna is included with fitness studio passes)	
	Sauna drop-in	\$ 5.00
	10 visit pass	\$ 45.00

3.0 SECTION 3 Rental Fees by facility and type of use (tax not included)

3.1 Facility	Commercial/Political	Private	Community/Non Profit
Gymnasium	\$750/day \$100/hr	\$625/day \$75/hr	\$450/day \$60/hr
Half Gym Side A or B	\$500/day \$75/hr	\$350/day \$50/hr	\$275/day \$30/hr
Multi-Purpose Hall	\$375/day \$50/hr	\$320/day \$35/hr	\$275/day \$30/hr
Multi-Purpose A	\$190/day \$30/hr	\$175/day \$25/hr	\$130/day \$20/hr
Multi-Purpose B	\$225/day \$35/hr	\$200/day \$30/hr	\$150/day \$25/hr
Commercial Kitchen	\$150/day \$50/hr when rented with either Gym A/B or full Gymnasium	\$110/day	\$90/day
Small Kitchen	\$75 per use \$25/w MP Hall	\$50 per use \$25/w MP hall	\$25 per use \$25/w MP Hall
Room A	\$150/day \$30/hr	\$100/day \$22/hr	\$75/day \$15/hr
Room B	\$150/day \$30/hr	\$100/day \$22/hr	\$75/day \$15/hr
Room C	\$175/day \$35/hr	\$130/day \$25/hr	\$100/day \$20/hr
Lobby	\$75/day \$15/hr	\$50/day \$10/hr	\$25/day \$5/hr
Gazebo	\$75/day	\$75/day	\$0/day
Gymnastics Facility	\$60/hr with approved equipment \$35/hr floor only		

If period of use is over 4 hours customer automatically pays full day rate.

Town of Comox Parks and Recreation Fees Bylaw, 2015 – Bylaw No. 1809
Schedule A - Schedule of Fees (continued)

3.2 Contractor fees (tax not incl)

Contractors will be invoiced for \$11 per registrant plus the appropriate room and equipment rental fees for each program.

Room A	\$15.75/hr
Room B	\$15.75/hr
Room C	\$15.75/hr
MP#1	\$16.80/hr
MP#2	\$17.85/hr
MP Hall	\$21.00/hr
Gym A	\$19.70/hr
Gym B	\$19.70/hr
Gymnasium	\$36.75/hr
Diamond/Field Use \$12.10/hr (max \$63/day)	

3.3 Trainer Fees (tax not incl)

\$7 per session/per client

Town of Comox Parks and Recreation Fees Bylaw, 2015 – Bylaw No. 1809
Schedule A - Schedule of Fees (continued)

3.4 Town of Comox Park Fees

	Ball Diamonds				Soccer/Field				Adult		Minor	
	Games		Practices		Games		Practices		1 Day	2-3 Days	1 Day	2-3 Days
	Yout	Adult	Youth	Adul	Yout	Adult	Yout	Adult				
Airport Elementary	N/C	N/A	N/C	N/A	N/C	N/A	N/C	N/A	\$40.7	\$40/field/d	\$15.2	\$15.25/field/d
Aspen	N/C	N/A	N/C	N/A	N/C	N/A	N/C	N/A	N/A	N/A	\$15.2	\$15.25/field/d
Gaglardi Academy	N/C	\$12.2	N/C	\$7.0	N/C	\$27.0	N/C	\$14.0	\$40.7	\$40/field/d	\$15.2	\$15.25/field/d
Brooklyn	N/A	N/A	N/A	N/A	N/C	N/A	N/C	N/A	N/A	N/A	\$15.2	\$15.25/field/d
Comox Elementary	N/C	N/A	N/C	N/A	N/C	N/A	N/C	N/A	N/A	N/A	\$15.2	\$15.25/field/d
Comox Community	N/C	\$20.5	N/C	\$9.0	N/C	\$32.5	N/C	\$16.0	\$40.7	\$40/field/d	\$15.2	\$15.25/field/d
Highland	N/C	\$20.5	N/C	\$9.0	N/C	\$32.5	N/C	\$16.0	\$40.7	\$40/field/d	\$15.2	\$15.25/field/d
Robb Road	N/A	N/A	N/A	N/A	N/C	\$27.0	N/C	\$14.0	\$40.7	\$40/field/d	\$15.2	\$15.25/field/d
Marina Upper Gazebo	\$75.00/day											
Marina Lower Gazebo	\$75.00/day											
Rotary Sport Box	\$20.00/2hr booking											

Town of Comox Parks and Recreation Fees Bylaw, 2015 – Bylaw No. 1809
Schedule A - Schedule of Fees (continued)

3.5 Miscellaneous fees & charges (tax not included)

Rentals terminating “within one hour of closure” have no extra Custodial charge

Rentals terminating “beyond one hour after normal closure” are subject to the following fees:

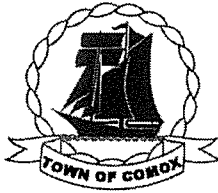
Up to 100 persons \$74 per hour

101 to 200 persons \$111 per hour

More than 200 persons are to be approved by the Recreation Director or in his/her absence the Recreation Supervisor

Custodial rate	\$37/hr	
Table rental	\$2/day	
Chair rental	\$.50/day	
PA System	\$25/day	
Racquet rental (sq/rb)	\$2.14/hr	
Racquet rental (tennis)	\$2.14/hr	
Squash balls	\$4.05	
Racquet balls	\$6.95	
Dragon Boat	\$69/day	w/paddles and/or lifejackets \$116/day w/steersperson and/or coach \$149.00/day
In-house Photocopying black & white	one side \$.10 per copy	two sided \$.20
In-house Photocopying colour	one side \$1.00 per copy	two sided \$1.50

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**TOWN OF COMOX
REPORT TO COMMITTEE OF THE WHOLE**

FROM:	SHELLEY ASHFIELD, MUNICIPAL ENGINEER
SUBJECT:	DCC REPORT – UPDATE
MEETING:	NOVEMBER 25, 2015
DATE:	NOVEMBER 19, 2015

Shelley Ashfield
Submitted by

Concurrence

R. Koers
Approval

RECOMMENDATION:

This report is presented for information only.

PURPOSE:

To inform Council of the upcoming Public Consultation Meeting.

BACKGROUND:

Following Council meeting on November 4, 2015 resolution was for staff to;

make changes per the October 2015 Draft DCC report completed by Koers and Associates Ltd based on staff's recommendations in its October 21, 2015 report to the committee of the whole, and

following the update present the report to the development community and the public to solicit feedback.

UPDATE:

This report is to inform Council that the changes to the report have been completed and an open house is scheduled for Thursday December 3, 2015 at the d'Esterre house from 4:00 pm to 6:00pm to solicit feedback from the development community and the public. Ads will be published in the local newspaper and posted on the Town's website.

NEXT STEPS:

Following the open house staff will report back to Council with the idea of bringing forward an amended DCC bylaw to Council early in the New Year.

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**TOWN OF COMOX
REPORT TO COMMITTEE OF THE WHOLE**

FROM:	SHELLEY ASHFIELD, MUNICIPAL ENGINEER
SUBJECT:	ROBB AVENUE UPGRADE PROJECT
MEETING:	NOVEMBER 25, 2015
DATE:	NOVEMBER 19, 2015

Shelley Ashfield
Submitted by

Concurrence

[Signature]
Approval

RECOMMENDATION:

This report is presented for information only.

PURPOSE:

To inform Council of the upcoming Public Information Meeting.

BACKGROUND:

- The current 2015-2019 Financial Plan includes the following:
- 2015 – Design of Robb Avenue (Anderton Road to Pritchard Road)
Budget \$90,000
 - 2016 – Construction of Robb Avenue Improvements (Anderton Road to Church Street)
Budget \$1.5M
 - 2017 – Construction of Robb Avenue Improvements (Church Street to Pritchard Road)
Budget \$1.5M

The upgrade of Robb Avenue was identified in the Town’s 2011 Transportation Study as well as the Town’s Official Community Plan.

The design of Robb Avenue will include improvements such as road widening, road resurfacing, full curb and gutter, sidewalks, shared bike lanes, parking and a review of the street lighting.

EXECUTIVE SUMMARY:

In August 2015 Town awarded the design of Robb Avenue to McElhanney Consulting Services Ltd. (MCSL).



Included in MCSL proposal is to coordinate and chair a public information meeting. The public information meeting is to introduce the project to the community and to allow input to those residents immediately adjacent to the project.

This meeting is scheduled for **Thursday November 26, 2015 from 4:30 pm to 6:30 pm at the Comox Fire Hall, 1870 Noel Avenue.** Notices have been hand delivered to those immediately adjacent to the project per the attached. The notice has also been placed on the Town's website including ads in the local newspaper.

NEXT STEPS:

Following the meeting MCSL and staff will summarize comments and feedback for consideration in the final design.

The design is scheduled to be complete early in the New Year complete with class C construction cost estimates. Staff will be bringing this forward to Council in the 2016-2020 financial plan.



PUBLIC INFORMATION MEETING ROBB AVENUE UPGRADING PROJECT – ANDERTON ROAD TO PRITCHARD ROAD

Please accept this invitation to attend a public information meeting scheduled for November 26, 2015 regarding the above-noted project. This meeting is intended to provide residents with an opportunity to review preliminary surface improvement design concepts, discuss the project objectives & constraints with Town staff and the Project Engineer, as well as forward applicable comments/ suggestions.

Location: Comox Fire Hall

1870 Noel Avenue, Comox, BC

When: Thursday, November 26, 2015

4:30 pm to 6:30 pm

**If you have questions regarding this upcoming meeting please contact:
McElhanney Consulting Services Ltd. at 250-338-5495
or by email: djensen@mcelhanney.com**

