

THE CORPORATION OF THE DISTRICT OF OAK BAY

**BYLAW NO. 4777**

*(Amended by Bylaws No. 4814 and 4838)*

**CONSOLIDATED FOR CONVENIENCE TO DECEMBER 11, 2023**

***A Bylaw to Establish Fees and Charges for Parks, Recreation and Culture***

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The Municipal Council of The Corporation of the District of Oak Bay, in open meeting assembled, enacts as follows:

**1 DEFINITIONS**

In this Bylaw, the following words shall have the following meanings:

- 1.1 **ADULT 19-59 YRS** means an individual who is between the ages of nineteen (19) years and fifty-nine (59) years.  
*(\*Bylaw 4838, adopted June 12, 2023)*
- 1.2 **CHILD** means an individual who is between six (6) years of age and twelve (12) years of age.
- 1.3 **COMMERCIAL USER** means any organization involved in activities of commerce which are intended for an exchange on the market with the goal of earning profits.  
*(\*Bylaw 4838, adopted June 12, 2023)*
- 1.4 **FAMILY** means a maximum of two (2) adults and three (3) individuals under 19 years of age; or maximum of one (1) adult and up to four (4) individuals under 19 years of age.  
*(\*Bylaw 4838, adopted June 12, 2023)*
- 1.5 **NON PRIME TIME** means the period of time of non-peak demand as defined by each specific facility, as specified in Schedule 1.  
*(\*Bylaw 4838, adopted June 12, 2023)*
- 1.6 **OCCASIONAL USER** means an individual or organization that rents the specified facility less than the number of hours indicated to be a Regular User.
- 1.7 **PRIME TIME** means the period of time of peak demand as defined by each specific facility, as specified in Schedule 1.

*(\*Bylaw 4838, adopted June 12, 2023)*

- 1.8 **REGIONAL PASSES** means an annual pass allowing drop-in to 14 of Greater Victoria Recreation Centres and includes Oak Bay Recreation Centre and Henderson Recreation Centre.
- 1.9 **REGULAR USER** means an individual or organization that rents the respective facility for more than the indicated number of hours per season, as specified in Schedule 1.
- 1.10 **RENTAL RATE** means the rate established for each rental area expressed in terms of a definitive unit of time (ie per hour), as specified in Schedule 1.
- 1.11 **SCHOOL** means a public or private school that provides teaching for any grade from kindergarten through grade twelve.
- 1.12 **SECURITY DEPOSIT** means money held in trust when a patron rents or uses uniforms, equipment, or facilities owned by the District.
- 1.13 **ADULT 60+ years** means an individual who is sixty (60) to eighty-nine (89) years.  
*(\*Bylaw 4838, adopted June 12, 2023)*
- 1.14 **STUDENT** means an individual ~~who is (13) thirteen years of age or older~~ who attends a post-secondary institution and produces a valid student card at the time of purchase.  
*(\*Bylaw 4838, adopted June 12, 2023)*
- 1.15 **SUMMER** means the period between May 1<sup>st</sup> – August 31<sup>th</sup>.
- 1.16 **YOUTH** means an individual who is between thirteen (13) years and eighteen (18) years of age.
- 1.17 **CHILD 5 YRS AND UNDER** means an individual wh is less than six (6) years of age;  
*(\*Bylaw 4838, adopted June 12, 2023)*
- 1.18 **LIFETIME 90+ YRS** means an individual who is ninety (90) years of age or older  
*(\*Bylaw 4838, adopted June 12, 2023)*

## 2 FEES AND CHARGES

- 2.1 The District of Oak Bay imposes fees for the provision of District Parks, Recreation and Culture Services and the use of District facilities as specified in Schedule 1 which is attached hereto and forms part of this Bylaw.

- 2.2 All fees in Schedule 1 exclude applicable taxes, unless stated otherwise. Applicable taxes will be added upon purchase.
- 2.3 Children aged 5 years and under, and Adults aged 90 years and older, have free admission to Aquatic, Fitness and Arena drop-in sessions.  
*(\*\* Bylaw No. 4814, adopted April 25, 2022)*  
*(\*Bylaw 4838, adopted June 12, 2023)*
- 2.4 Punch passes expire two (2) years from the date of purchase.
- 2.5 Annual passes, one month passes, and 3 month passes are non-transferrable.  
*(\*Bylaw 4838, adopted June 12, 2023)*
- 2.6 Annual passes, one month passes, and 3 month passes include unlimited use of drop-in swimming, fitness studio, skating, duffer hockey, badminton, pickle ball, table tennis and designated group fitness classes, subject to space availability.  
*(\*Bylaw 4838, adopted June 12, 2023)*
- 2.7 Hourly use of staff and equipment are available only in conjunction with associated facility rental.
- 2.8 Facility / Parks Rentals
- 2.8.1 All rental availability is dependant upon the Facility's hours of operation.  
*(\*Bylaw 4838, adopted June 12, 2023)*
- 2.8.2 Rentals include use of space and generally include tables, chairs, and a normal complement of staff (if applicable).
- 2.8.3 A security deposit of a minimum of ten (10) percent may be required for facility / field rentals which will be used to cover the cost of repairs relating to damages of facilities or equipment resulting from user misuse or vandalism. Any amount over and above the security deposit will be recovered from the user. The cost of repairs will include cost of materials, contractors' fees, vehicle use and staff time charged at full payroll costs. Security deposits are refundable unless the items are not returned or if the facility has incurred damage.
- 2.8.4 For group rentals, excepting established, long-term users, payment is due before using the facility.
- 2.9 The Director of Parks, Recreation and Culture has the authority to negotiate fee changes for the benefit of the District.

**3 SEVERABILITY**

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

**4 CITATION**

This Bylaw may be cited as the *Parks, Recreation and Culture Fees and Charges Bylaw No. 4777, 2021*.

READ a first time on this the	10th day of	May, 2021
READ a second time on this the	10th day of	May, 2021
READ a third time on this the	10th day of	May, 2021
THIRD READING RESCINDED the	25th day of	May, 2021
READ a second time, as amended, the	25th day of	May, 2021
READ a third time on this the	25th day of	May, 2021
ADOPTED on this the	25th day of	May, 2021

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Kevin Murdoch, Mayor

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Selina Williams, Corporate Officer

Sealed with the Seal of The Corporation  
of the District of Oak Bay

**SCHEDULE 1 – Parks, Recreation and Culture Fees and Charges Bylaw**

Notes:

1. All fees are exclusive of tax (unless noticed otherwise), which will be added, if applicable.
2. Rental rates for Commercial organizations are 200% of published rates.
3. Prime Time and Non-Prime Time are defined as follows:
  - a. **INDOOR SPORTS FIELD**
    - i. Prime Time - Monday-Friday 5:00-9:00pm and Saturday/Sunday 9:00am-9:00pm
    - ii. Non-Prime Time – Monday-Friday 6:00am-5:00pm/9:00pm-12:00am and Saturday/Sundays 6:00am-9:00am (excludes statutory and school holidays)
    - iii. Summer – Daily 5:00pm-12:00am
  - b. **ARENA**
    - i. Prime Time - 8:00am-12:00am
    - ii. Non-Prime Time - 12:00am-8:00am
    - iii. Summer Prime Time - 8:00am-12:00am
    - iv. Summer Non-Prime Time - 12:00am-8:00am
  - c. **INDOOR TENNIS COURTS**
    - i. Prime Time – Monday-Friday 8:00am-10:00pm and Saturday/Sunday 8:00am- 8:00pm
    - ii. Non-Prime Time – Daily 6:00am-8:00am and Saturday/Sunday 8:00pm-10:00pm
    - iii. Children’s Courts - Monday-Friday 3:00pm-5:00pm and Saturday/Sunday 5:30pm-10:00pm

<b>Aquatics/Arena/Fitness</b>	<b>Effective 1-Sep-23</b>					
<b>Drop in Admissions (tax included)</b>	<b>Adult</b>	<b>Adult 60 +</b>	<b>Student</b>	<b>Youth</b>	<b>Child</b>	<b>Family</b>
Single Admission	\$7.00	\$5.50	\$5.50	\$5.50	\$3.50	\$14.00
Extra child on family ticket	-	-	-	-	-	\$1.00
10 Punch Pass	\$52.50	\$41.25	\$41.25	\$41.25	\$26.25	\$105.00
25 Punch Pass	\$131.50	\$102.50	\$102.50	\$102.50	\$66.25	\$263.00
One (1) Month Pass	\$66.00	\$50.00	\$50.00	\$50.00	-	-
Three (3) Month Pass	\$154.00	\$120.00	\$120.00	\$120.00	-	-
Annual Pass	\$400.00	\$400.00	\$400.00	\$175.00	\$175.00	\$890.00
<b>Administration Fees - Pass Cancellations</b>	<b>\$25.00</b>					
<b>Special Admissions - POOL/FITNESS</b>	<b>Adult</b>	<b>Adult 60 +</b>	<b>Student</b>	<b>Youth</b>	<b>Child</b>	<b>Family</b>
Low-Cost Swim/Fitness session	\$3.50	\$3.50	\$3.50	n/a	\$3.50	\$7.00
Early Bird Swim	\$5.25	\$4.00	\$4.00	n/a	\$2.75	\$11.00
Extra child on family ticket	-	-	-	-	-	\$1.00
<b>Special Admissions - ARENA</b>	<b>1-Sep-23</b>					
Parent & Child Hockey	\$8.25					
Duffer	\$7.00					
Low-Cost Skate session	\$3.50					
Skate Rental - each	\$3.75					
Skate Rental - 10 card punch	\$29.25					
Skate Rental - Low-Cost session	\$2.25					
Skate Sharpening	\$8.25					

<b>Facility Rentals</b>	<b>Effective 1-Sep-23</b>	
<b>Rentals - ARENA (per hour)</b>	<b>Prime Time</b>	<b>Non-Prime Time</b>
Ice Rental (Sep 1-Apr 30)	\$278.00	\$183.00
Oak Bay Minor Hockey/Figure Skating	\$143.50	\$127.50
Summer Ice Rental	\$195.50	\$121.00
Summer Ice Rental - Regular Booker	\$137.00	
School Ice Rental (Other than SD 61)	\$216.50	
<b>Rentals - AQUATICS (per hour)</b>		
Single Lane Fee	\$16.00	
<b>Rentals - COMMUNITY RECREATION</b>		
Badminton/Pickleball - Rent-A-Court	\$15.50	
<b>Rental rates for commercial organizations are 200% of published rates</b>		

<b>Green Fees (including tax)</b>	<b>Effective 1-Mar-24</b>					
<b>9 Holes without equipment</b>	<b>Adult</b>	<b>Adult 60 +</b>	<b>Student</b>	<b>Youth</b>	<b>Child</b>	<b>Family</b>
Single	\$11.25	\$8.25	\$8.25	\$8.25	\$5.75	\$22.75
5 Punch Pass	\$50.75	\$37.25	\$37.25	\$37.25	\$26.00	\$102.50
10 Punch Pass	\$84.50	\$62.00	\$62.00	\$62.00	\$43.25	\$170.75
Second Round	\$5.75	\$4.25	\$4.25	\$4.25	\$3.00	\$11.25
Group Rate (10 or more) - each	\$8.25	\$6.25	\$6.25	\$6.25	\$4.25	-
Club Rental - Single	\$2.25					
Club Rental - Set	\$4.75					
Equipment Package (2 clubs/2 balls)	\$6.75					
<b>Golf Passes</b>	<b>Adult</b>	<b>Adult 60 +</b>	<b>Student</b>	<b>Youth</b>	<b>Child</b>	<b>Family</b>
Season Pass	\$307.75	\$195.25	\$195.25	\$195.25	-	\$612.00
Two (2) Month Pass	\$122.00	\$97.50	\$97.50	\$97.50	-	\$245.00
Annual Passholder add-on	\$124.25	\$61.50	\$61.50	\$61.50	-	\$184.50

Season is March 1-November 30, weather permitting

<b>Indoor Sports Field, Tennis, Monterey Centre</b>	<b>Effective 1-Sep-23</b>	
<b><i>Indoor Sports Field - Rentals</i></b>	<b><i>Prime Time</i></b>	<b><i>Non-Prime</i></b>
Regular (>10 hours)	\$99.50	\$81.25
Occasional User (<10 hours)	\$121.00	\$100.00
Summer (5pm and later)	\$61.50	
<b><i>Indoor Sport Field - Tournaments (regular renters)</i></b>		
Tournament (6-11 hrs)	\$281.25	
Tournament (12+ hrs)	\$565.50	
<b><i>Monterey Centre</i></b>		
Annual Membership	\$53.00	
Parking Decal	\$14.00	
<b><i>Indoor Tennis</i></b>	<b><i>Prime Time</i></b>	<b><i>Non-Prime</i></b>
Indoor Court Fees (per hour)	\$34.00	\$17.00
Indoor Court Fees - Summer (per hour)	\$17.00	
Indoor Court Fees – Children’s Court (per hour)	\$17.00	
<b><i>Outdoor Tennis/Pickleball</i></b>	<b>Effective 1-Apr-24</b>	
Outdoor Tennis/Pickleball	\$10.00	
Outdoor Lit Tennis/Pickleball	\$13.25	
Ball Machine	\$8.25	

<b>Henderson and Monterey Rentals</b>	<b>Effective 1-Sep-23</b>
Quail/Discovery/Muffin Nook/Bamboo/Pine/Dogwood/Fir (per hour)	\$44.25
Gym - Henderson (per hour)	\$61.50
Garry Oak Room -Monterey - without catering (all day)	\$748.00
Garry Oak Room -Monterey - with catering (all day)	\$449.75
Garry Oak Room - Monterey (per hour)	\$126.25
Douglas Fir - Monterey (per hour)	\$80.00
<b><i>Henderson /Monterey rentals for commercial organizations - 200% of rate</i></b>	



<b>Windsor Pavilion &amp; Neighbourhood Learning Centre (NLC)</b>			
<b>Effective 1-Sep-23</b>			
<b>Rentals: Regular Users (&gt;20 hrs)</b>	<b>Hourly</b>	<b>4-hour rental</b>	<b>Hourly (after 4 hrs)</b>
One Meeting Room (1 or 2)	\$33.00	\$99.00	\$24.75
One Sports Room (1 or 2)	\$33.00	\$99.00	\$24.75
One NLC Room (3 or 4)	\$33.00	\$99.00	\$24.75
Two Meeting Rooms (1 &2)	\$59.50	\$179.00	\$44.75
Two Sports Rooms (1 &2)	\$59.50	\$179.00	\$44.75
Two NLC Rooms (3 & 4)	\$59.50	\$179.00	\$44.75
Rotary Hall	\$44.25	\$133.00	\$33.00
Changerooms (with field booking)	\$3.50 each		
<b>Rentals: Occasional Users (&lt;20 hrs)</b>	<b>Hourly</b>	<b>4-hour rental</b>	<b>Hourly (after 4 hrs)</b>
One Meeting Room (1 or 2)	\$45.75	\$137.25	\$34.25
One Sports Room (1 or 2)	\$45.75	\$137.25	\$34.25
One NLC Room (3 or 4)	\$45.75	\$137.25	\$34.25
Two Meeting Rooms (1 &2)	\$78.50	\$235.50	\$59.00
Two Sports Rooms (1 &2)	\$78.50	\$235.50	\$59.00
Two NLC Rooms (3 & 4)	\$78.50	\$235.50	\$59.00
Rotary Hall	\$55.75	\$167.25	\$41.75
Changerooms (with field booking)	\$3.50 each		
Youth Centre - with one attendant	\$132.00 for two-hour rental		
<b>Rental rates for commercial organizations are 200% of published rates</b>			

<b>Equipment Rental: Windsor Pavilion &amp; NLC</b>	<b>Effective 1-Sep-23</b>
25" TV VCR & DVD Combo	\$35.00
Portable Sound System & Microphone	\$17.50
Flip Chart (no paper & pens)	\$7.75
Lectern	\$10.75
Projector Screen	\$11.00
LCD Projector & Screen	\$34.50
BBQ Rental/Cleaning	\$37.50
<b>Staff: Hourly rates are in addition to rental charge</b>	
<b>Staff costs are invoiced at current rate of pay plus benefit costs</b>	

<b>Park Permits</b>	<b>Effective 1-Sep-23</b>
Rental Fee - Youth Regular (per hour)	\$8.75
Rental Fee - Adult Regular (per hour)	\$17.50
Tournaments/Special Events (per day)	\$80.00
Windsor Practice Lights (per hour)	\$8.75
Annual Allotment Garden Fee (small)	\$47.50
Annual Allotment Garden Fee (large)	\$70.50
Weddings/Celebrations/Commercial Events in the park (up to 4 hrs)	\$130.25

<b>Film Production</b>	<b>Effective 1-Sep-23</b>
Filming Application & Permit	\$175.00
Addendums (additions to original permits)	\$80.00
Damage Deposit	\$1,500.00
Municipal Street Use (per block, per day)	\$160.00
Municipal Lot Parking	\$300-500
Municipal Representative/Staff other than Enforcement	2 x pay rate
Oak Bay Marina Circus Parking (excluding crew parking)	\$550.00
Closures: Main Street (per day)	\$1,075.00
Closures: Sidewalk/Lane (per day)	\$225.00

(\*Bylaw 4838, adopted June 12, 2023)