

DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

COUNCIL REPORT

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|----------|---|
| Date: | November 8, 2024 |
| From: | Corinne Ambor, Parks Stewardship Manager |
| Subject: | Proposed Fees and Charges Bylaw 5334, 2024, Amendment Bylaw 5366, 2024 (Track Fees) |
| File: | 1610-20-5366 |

RECOMMENDATION

THAT proposed “Fees and Charges Bylaw 5334, 2024 Amendment Bylaw 5366, 2024” be read a first, second, and third time.

1.0 Purpose

This report proposes fees for the new Harry Jerome Oval at West Vancouver Place for Sport (WVPFS), through Fees and Charges Bylaw 5334, 2024, Amendment Bylaw 5366, 2024 (**Appendix A**).

2.0 Legislation/Bylaw/Policy

The District of West Vancouver’s (District) Fees and Charges Bylaw 5334, 2024 establishes fees and charges for services and information including field rental fees and field usage fees.

3.0 Council Strategic Objective(s)/Official Community Plan

Council’s Strategic Plan 2024-2025 includes delivering municipal services effectively and enhancing the social well-being of our community. The following objectives are applicable:

- 5.9: Establish policy that secures sustainable funding for asset management and maintenance.
- 6.4: Expand recreational opportunities for residents and visitors of all ages.

4.0 Financial Implications

Basis for Proposed Fees for Harry Jerome Oval (Oval)

The proposed fees for the Oval are based on a percentage of both the existing artificial turf Field Rental Fee and Field Usage Fee, because like an artificial turf field, the Oval is a purpose-built facility requiring a significant capital investment, as well as maintenance.

The two types of existing hourly fees for artificial turf fields are: Field Rental Fee, and Field Usage Fee. Field Rental Fees go into a fund for

future renewal of the artificial turf surface. This strategy has worked well for the renewal of the District’s artificial turf surfaces. It is proposed that fees for rental of the Oval, referred to as Track Rental Fees, go into its own fund for future renewal.

The hourly Field Usage Fee, charged on all fields, contributes to maintenance of the District’s fields. It is proposed that the usage fees collected for the Oval, referred to as Track Usage Fee, go toward its maintenance.

Proposed Fees for Harry Jerome Oval

The non-profit youth hourly Field Rental Fee for an artificial turf field for 2025 is \$31.75, and \$12.50 for Field Usage Fee, totaling \$44.25 per hour.

For the first year, it is proposed that the fees for using the Oval, which is expected to be primarily for non-profit youth activities, be set at 25% of the non-profit youth artificial turf fee, which calculates to \$11.05 per hour (25% of \$44.25). Approximately \$7.95 of the \$11.05 fee is the Track Rental Fee, and the remaining \$3.10 is the Track Usage Fee.

Commercial rates for the Oval are proposed to be at 50% of commercial use rate for artificial turf fees. There are also rates for youth/ adult and non-profit/ commercial track meets and events, for rental of the entire facility, and for damage deposits.

Potential Revenue from Harry Jerome Oval

Based on the information provided by the two local West Vancouver track and field clubs, approximately 18 hours of use per week is anticipated between the two clubs. Allowing for holidays including winter and spring break, and for summer holidays, it is anticipated there will be approximately 38 weeks of full use (at 18 hours/ week) and 14 weeks of limited use per year (50% of full use, approximately 9 hours per week). See table below.

Potential Revenue for the Oval (based on non-profit youth fees)

| Oval Rental | # of Weeks | Total Hours | Combined Hourly Rate | Total Anticipated Revenue Exclusive of GST |
|---------------------------------|-----------------|------------------|----------------------|--|
| High use 18 hours / week | 38 weeks | 684 hours | \$11.05 | \$7,558.20 |
| Low use 9 hours / week | 14 weeks | 126 hours | \$11.05 | \$1,392.30 |
| Annual Total | 52 weeks | 810 hours | | \$8,950.50 |

Existing District staff resources will be able to accommodate the additional scheduling responsibility for the Oval and the artificial turf field at WVPFS for times outside of school hours; West Vancouver Schools is responsible for scheduling within school hours.

5.0 Background

5.1 Previous Decisions

At its regular July 22, 2024 meeting, Council passed the following motion:
THAT proposed “Fees and Charges Bylaw No. 5334, 2024” be adopted.

5.2 History

Field Rental Fees for artificial turf field use were put in place 20 years ago when the District’s first two artificial turf fields were opened in 2004. These fees go toward future renewal and ongoing maintenance of the District’s artificial turf fields. In 2008, Field Usage Fees were added to help defray maintenance costs of fields.

The previously existing track at West Vancouver Secondary School (WVSS) had been scheduled by West Vancouver Schools and therefore, the District has not previously scheduled or charged fees for the old track.

The planning and fundraising for the WVPFS has been underway for more than a decade. As part of this project, a Joint Use Agreement (JUA) between the District and West Vancouver Schools was signed in October 2023 to establish roles and responsibilities in maintaining, operating, using, and accessing the WVPFS, for both the Oval and the artificial turf field.

6.0 Analysis

6.1 Discussion

The JUA provides the District responsibility for scheduling and charging fees for the use of the Oval and the artificial turf field, after 5 p.m. on weekdays, weekends, and school holidays, etc.

Fees for use of artificial turf fields are already in place in the District’s current Fees & Charges Bylaw and will be applied to the new artificial field at WVSS.

The new fees for the use of the Oval are detailed in the proposed bylaw amendment. The Oval contains the following elements:

- 6-lane rubber track (rubber surface to be installed in the spring 2025 weather window);
- shotput and javelin training; and
- long jump, high jump, triple jump, and pole vault.

The combined Track Rental Fee and Track Usage Fee of \$11.05 per hour will apply regardless of the type of track activity. For example, if track athletes are on the track, and field athletes are practicing pole vault, there is a single hourly fee for that club's activities, per club.

These proposed fees contribute to the Oval's future renewal and ongoing maintenance, as the Track Rental Fees will go into a fund for future renewal, and the Track Usage Fees will contribute to its maintenance.

6.2 Climate Change & Sustainability

The WVPFS contributes to the community's social and personal health well-being by providing opportunity for organized sport as well as casual walking and socializing on the track for all community members.

The proposed fees for the Oval contribute to its long-term sustainability as the as the Track Rental Fees will go into a fund for future renewal, and the Track Usage Fees will contribute to its maintenance.

6.3 Public Engagement and Outreach

Public outreach for the WVPFS project has been ongoing since construction commenced in 2023.

6.4 Other Communication, Consultation, and Research

Proposed fees for use of the Oval have been discussed with the two local track and field clubs in West Vancouver: the NorWesters Track & Field Club, and the West Vancouver Track & Field Club, as well as West Vancouver Schools.

7.0 Options

7.1 Recommended Option

THAT proposed "Fees and Charges Bylaw 5334, 2024 Amendment Bylaw 5366, 2024" (Track Fees) be read a first, second, and third time.

7.2 Considered Options

Council may:


- request further information; and/or
- not approve the recommendation.

8.0 Conclusion

This report proposes new fees for the Harry Jerome Oval at the West Vancouver Place for Sport. The proposed fees for the Oval are based on a percentage of existing fees for artificial turf, because like an artificial turf field, the Oval is a purpose-built facility requiring a significant capital investment. The largest user of the facility is anticipated to be non-profit youth. For the first year, the proposed hourly fee is \$11.05 per hour, which is 25% of the cost for renting an artificial turf field at the non-profit youth rate. Based on information provided by the two local track and field clubs,

Date: November 8, 2024 Page 5
From: Corinne Ambor, Parks Stewardship Manager
Subject: Proposed Fees and Charges Bylaw 5334, 2024 Amendment Bylaw 5366, 2024
(Track Fees)


approximately 810 hours of use is anticipated on the Oval in 2025, resulting in potential revenue of just under \$9,000. These proposed fees contribute to the Oval's future renewal and ongoing maintenance. It is recommended that proposed Fees and Charges Bylaw 5334, 2024 Amendment Bylaw 5366, 2024 be read a first, second, and third time.

Author: 

Corinne Ambor, Parks Stewardship Manager

Concurrence: 

Jill Lawlor, Senior Manager of Parks



Chrystal Boy, Deputy Director, Finance & Corporate Services

Appendix A: Fees and Charges Bylaw No. 5334, 2024 Amendment Bylaw No. 5366, 2024

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District of West Vancouver

**Fees and Charges Bylaw No. 5334, 2024,
Amendment Bylaw No. 5366, 2024**

Effective Date:

Fees and Charges Bylaw No. 5334, 2024 Amendment Bylaw No. 5366, 2024

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District of West Vancouver

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5366, 2024

A bylaw to set fees for the Harry Jerome Oval at
West Vancouver Place for Sport at West Vancouver Secondary School.

Previous amendments: No previous amendments.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for fees and charges for services and information;

AND WHEREAS section 194 of the Community Charter authorizes municipalities by bylaw to impose fees in respect of services and information;

AND WHEREAS Council deems it necessary and desirable to exercise the authority provided by the Community Charter to cover costs of providing services and information where appropriate;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5366, 2024.

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Amends Schedule D – Parks, Culture & Community Services

Fees and Charges Bylaw No. 5334, 2024 is amended by:

3.1 In Schedule D – Parks, Culture & Community Services, after Water Charge Rutledge Field Hockey and before Golf Course Green Fees, by adding ‘Harry Jerome Oval (Track) Rental Fees at West Vancouver Place for Sport at West Vancouver Secondary School’ table as follows:

| SCHEDULE D - Parks, Culture & Community Services | 2025 Fee | Details |
|---|-----------------|---|
| Harry Jerome Oval (Track) Rental Fees at West Vancouver Place for Sport at West Vancouver Secondary School | | |
| Track Rental and Usage Fee | | |
| Commercial Rate | | |
| Adult | \$ 51.60 | Hourly track rental & usage fee |
| Youth | \$ 40.00 | Hourly track rental & usage fee |
| Non-Profit Rate | | |
| Adult | \$ 14.15 | Hourly track rental & usage fee |
| Youth | \$ 11.05 | Hourly track rental & usage fee |
| Exclusive Use of Entire Track & Artificial Turf Field Facility | | |
| Commercial Rate | | |
| Adult | \$ 154.80 | Hourly use of the whole facility |
| Youth | \$ 120.00 | Hourly use of the whole facility |
| Event Damage Deposit - Adult / Youth | \$1,500.00 | Deposit for track and field meet to cover potential damage or cleanup costs |
| Non-Profit Rate | | |
| Adult | \$ 70.75 | Hourly use of the whole facility |
| Youth | \$ 55.30 | Hourly use of the whole facility |
| Event Damage Deposit - Adult / Youth | \$ 500.00 | Deposit for track and field meet to cover potential damage or cleanup costs |
| Track Meet Event Fee (Non-Profit Exclusive) | | |
| Adult | \$ 56.60 | Hourly track meet fee |
| Youth | \$ 44.25 | Hourly track meet fee |
| Event Damage Deposit - Adult / Youth | \$ 500.00 | Deposit for track and field meet to cover potential damage or cleanup costs |

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date].

Mayor

Corporate Officer

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