

To: CAO for the Regional and Corporate Services Committee

Date: 2019-04-25

From: Christina Vugteveen, Manager of Park Operations

File No: 3920-1520, 2019

Subject: FVRD Parks Regulations, Fees and other Charges Amendment Bylaw No. 1521, 2019

RECOMMENDATION

THAT the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District Parks Regulations, Fees and Other Charges Amendment Bylaw No. 1521, 2019*.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community
Provide Responsive & Effective Public Services

PRIORITIES

Priority #4 Tourism
Priority #5 Outdoor Recreation

BACKGROUND

The *Fraser Valley Regional District Parks Regulations, Fees and other Charges Establishment Bylaw No. 1500, 2018* sets forth the rules and fees for all FVRD regional parks, community parks, linear parks, recreation areas, and trails. The bylaw was recently updated in 2018 to reflect the addition of new Electoral Area community parks and the Sub-Regional Parks (West) service area, and to ensure that the practices and terminology were up-to-date to accurately reflect current park operations.

As a second phase of the bylaw update, parks staff have now turned their attention to Schedule A of the bylaw which outlines fees, specifically:

- parking passes at Island 22 Regional Park and Dewdney Regional Park only;
- permits for various activities including, but not limited to special events, picnic shelter use and filming at all locations.

A fee review of the cost of parking passes and park permits was recently completed which included a full assessment of existing fees and a comparison with similar facilities and organizations. Overall, fees were found to be comparable to, or slightly less than, those of similar organizations. As the fees have historically been intended as a method of cost recovery, and not revenue generation, only a few updates are proposed in *Amendment Bylaw No. 1521, 2019* for the Board's consideration.

DISCUSSION

The proposed bylaw amendment includes minor changes for clarification of fee categories, the use of updated terminology, and to allow for greater flexibility and simplification of fee administration.

Parking Passes

Parking passes have been in place at Island 22 Regional Park and Dewdney Regional Park since 2005, and were put in place to offset the costs of having security on site during the busy season. The current fees have been in place since 2007 and are recommended to stay the same. There are no changes recommended to parking pass fees.

Park Permits

Administrative changes to the Parks Permits section of Schedule A are outlined below.

Change	Reason
1. Remove the "Park Permit Application Processing Fee" and include it within the updated "Filming" fee. Also, add "plus liaison wages" to the "Filming" fee.	<p>The application processing fee was only ever applied to "Filming", as all other permits were exempt. Including it within the "Filming" fee allows for easier administration.</p> <p>FVRD staff act as liaisons with the film industry, which often requires providing site access, visits, and being on-site during filming. Charging for liaison wages is common practice to cover costs for filming that requires additional staff time and supervision.</p>
2. Add "Group Event" park permit category and fee options based on group size.	To accommodate park bookings which don't involve the use of specific park infrastructure (like a picnic shelter), but nonetheless require the use of the park (such as a trail race).
3. Remove park permit categories of "Wedding" and "Group Picnic".	These park permit types are redundant, as they are covered by the "Shelter Rental" and "Group Event" categories.
4. Add the "Under 4 hours" option to "Picnic Shelter Rental" allowing the public to rent a picnic shelter for a reduced time period for less cost.	To provide cost-savings and greater flexibility to groups not wanting to book a shelter for the entire day (for example a child's two hour birthday party).
5. Update to "Overnight Security" fee.	To include GST.
6. Remove "Weekday" rental options.	To simplify fee administration, as this option was rarely used and not common practice.
7. Rename "Special Event" permit to "Island 22 Equestrian Area Rental" and add the "cost of security" to this fee.	The title of "Special Event" creates confusion with the <i>FVRD Special Event Bylaw</i> administered through Electoral Area Services and was only ever applied to the rental of the Island 22 Equestrian Area.

	The "cost of security" addition is to reflect the cost of security for groups staying overnight in the park outside of regularly scheduled security coverage.
8. Remove "Commercial Service or Activity".	A commercial service or activity will be managed through a more formal agreement process.

Further waivers or exemptions of park fees, outside of Schedule A, are not recommended. Although the majority of groups using the facilities are not-for-profit (either legally registered or informal community groups), the fees are considered reasonable and comparable, and staff time is required for the administration and preparation of all events. Requests for fee exemptions are not received often, but occasionally they are submitted. As per the bylaw, fee waiver requests will not be granted.

COST

The adoption of Amendment Bylaw No. 1521, 2019 will not result in any significant changes to overall costs or revenue for the Parks Department. The proposed fee changes are minor and there are less than 50 park permits processed annually. Overall, park fees will continue to function as a cost recovery mechanism.

CONCLUSION

Park fees are necessary to offset staff time required to ensure that activities in parks are safe and successful. Park users and permits have been increasing over the past several years, and clarifying and updating park fees will assist staff in making the permitting process more efficient and user-friendly.

COMMENTS BY:

Stacey Barker, Director of Regional Services

Reviewed and supported.

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported