



**REPORT TO PARKS & ENVIRONMENT COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 4, 2019**

SUBJECT **Amendment of Capital Regional District Parks Services and Facilities Fees and Charges Bylaw No. 3675**

ISSUE

To amend the Park Use Permit Fees and Charges Bylaw, Schedule "A".

BACKGROUND

Schedule "A" of Bylaw No. 3675 outlines the fees and charges for Regional Parks. As new services are introduced, or as fees are reviewed and revised, Schedule "A" is amended.

Two administrative changes to Schedule A are required. First, an administrative note referring to an effective date and an expiry date must be removed. The fee schedule continues in force, as this administrative note was not intended to be a "sunset" clause triggering the fee schedule to expire. The content of the bylaw itself speaks to future years and ongoing effectiveness, but it is advisable to remove this administrative note for clarity.

The second amendment is removal of partial year fees no longer applicable for a Commercial Dog-Walking Annual permit, introduced midway through 2018.

No changes are proposed to the fee schedule at this time.

ALTERNATIVES

Alternative 1

That the Parks & Environment Committee recommend to the CRD Board:

1. That Bylaw No. 4324, "Capital Regional District Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 9, 2019", be introduced and read a first, second and third time; and
2. That Bylaw No. 4324 be adopted.

Alternative 2

That the Parks & Environment Committee refer the report back to staff with direction.

CONCLUSION

Minor administrative edits are required to the Park Use Permit Fees and Charges Bylaw, Schedule "A". The fee schedule is not proposed to be adjusted at this time.

RECOMMENDATION

That the Parks & Environment Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4324, “Capital Regional District Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 9, 2019”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4324 be adopted.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Larisa Hutcheson, P.Eng., Acting Chief Administrative Officer

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Attachments: Attachment 1 – Bylaw No. 4324: Capital Regional District Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 9, 2019
Attachment 2 – Bylaw No. 4227: Capital Regional District Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 8, 2018 showing revisions