



## REPORT TO COUNCIL

Council Meeting: June 10, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** ABBY FORTUNE, DIRECTOR OF COMMUNITY SERVICES **FILE NO:** 7710 - ADMIN

**SUBJECT:** FEES AND CHARGES AMENDMENT BYLAW NO. 1380, 2025 **REPORT NO:** 25-68

**ATTACHMENT(S):** APPENDIX A - FEES AND CHARGES AMENDMENT BYLAW NO. 1380, 2025

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### RECOMMENDATION(S):

**THAT** Council give District of Ucluelet Fees and Charges Amendment Bylaw No 1380, 2025 first, second, and third reading; and,

**THAT** Council direct staff direct staff to publish notice on the District website, and through Ukee mail for the proposed District of Ucluelet Fees and Charges Amendment Bylaw No 1380, 2025 and provide an opportunity for the public to make written representations or verbal comments to Council prior to adoption of the bylaw.

### BACKGROUND:

Each year in accordance with [Community Charter S. 165](#), Municipalities are required to adopt a Five-Year Financial Plan complete with objectives and policies regarding funding sources. The District adopted the District of Ucluelet 2025 – 2029 Financial Plan Bylaw No. 1370, 2025 on March 10, 2025, using the following objectives in relation to revenue objectives:

- a) The District will review fees and charges regularly to maximize recovery of the cost-of-service delivery;
- b) The District will actively pursue alternative revenue sources to help minimize property taxes;
- c) The District will consider market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges;

### Parks& Recreation – Schedule “I”

The recommended amended changes to the Parks & Recreation fees to include Amphitrite House:

Amphitrite House Fees	Commercial	Non-Commercial/Nonprofit
Per hour	\$60	\$40
Half Day (4 hours)	\$175	\$150
Wedding Reception*		\$750
Event* (4 – 6 hours)	\$310	\$255
*Damage deposit	\$350	\$250

Staff researched like properties as well as looking at capacity and services provided in order to establish costing. Properties researched were District of Tofino, Black Rock, Tin Wis, Long Beach Lodge, Wickaninnish Inn, Shore building and Ucluelet Aquarium.

### General and Administrative Fees Schedule “A”

Another proposed change to the Fees and Charges Bylaw is to amend Schedule “A” – General and Administrative Fees by introducing fees related to Freedom of Information and Protection of Privacy (FOIPPA) requests:

#### **Freedom of Information and Protection of Privacy Act Requests**

- First three hours: No charge
- Additional time beyond the first three hours: \$40 per hour  
(Fees are subject to provincial regulation, as amended from time to time.)

### ANALYSIS OF OPTIONS

A	Council give Fees & Charges Amendment Bylaw No 1380, 2025  1-3 reading	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Establishing fees addresses the inability to currently charge at Amphitrite House and Freedom of Information and Protection of Privacy Acts Requests</li> <li>• Addresses the ability to maximize recovery cost for the facility so that is not dependant on taxpayers to cover the operational costs of the building.</li> <li>• Addresses the ability to recover staff extended time when processing FOIPPA requests</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• None anticipated</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Staff will provide notices and provide opportunity for public input</li> <li>• Staff will implement amended rate schedule if adopted</li> </ul>
B	Council does not make a motion.	<u>Pros</u>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Operational costs for the facility/services will continue to not be covered</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Taxpayer funds may be required to cover operational costs</li> </ul>
		<u>Suggested Motion</u>	No motion is required.

### POLICY OR LEGISLATIVE IMPACTS:

- [Community Charter S. 194](#)
- Amended Schedule “A” and Amended Schedule “I” will become effective upon adoption of this bylaw.

#### **NEXT STEPS**

- Notice to the public prior to adoption
- Council to consider adoption at the July 8, 2025, Regular Council Meeting.

**Respectfully submitted:** Abby Fortune, Director of Community Services  
Ed Chow, Corporate Officer  
Richard Harding, Acting CAO