



Making a difference...together

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **May 26, 2026, at 3 pm**

Juan de Fuca Local Area Services Building, #3 – 7450 Butler Road, Otter Point, BC

SUPPLEMENTARY AGENDA

1. Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges



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**REPORT TO THE
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION
MEETING OF TUESDAY, MAY 26, 2026**

SUBJECT **Juan de Fuca Parks and Recreation – Park Use Permit and Facility Fees
(2026–2027)**

ISSUE SUMMARY

To provide the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission with recommendations for the 2026-2027 Recreation Services and Facilities Fees and Charges Bylaw.

BACKGROUND

All Capital Regional District (CRD) parks and recreation services are required to annually review fees and charges, with recommended updates submitted to the CRD Board for approval. Fees are established under Bylaw No. 3623, “Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009,” which sets fees for park use permits and recreation facilities across the CRD.

The primary consideration in the review of fees and charges is to find a balance between fiscal accountability and access to parks and recreation services. User fees and charges provide revenue and offset the tax requisition requirement in providing parks and recreation services and programs. Park use permits and facility rental fees are reviewed to ensure they:

- Reflect operational and maintenance costs
- Align with comparable jurisdictions
- Support equitable access to parks and facilities
- Provide appropriate cost recovery for commercial activities
- Encourage community use and participation

The Juan de Fuca Fees and Charges schedules have remained largely unchanged since their incorporation into Bylaw No. 3623 through Amendment Bylaw No. 3794 in 2011. The most recent amendment occurred in 2021, when the Commission approved the addition of a permit fee for children’s birthday parties.

The Commission last considered its fees and charges schedules as currently set out in Bylaw No. 4680 (Appendix A) at its meeting of April 22, 2025, and resolved that no changes be proposed to the fees and charges for 2025-2026.

The Commission has considered updates to the fees and charges schedules at three subsequent meetings and reviewed a comparative analysis of six Greater Victoria jurisdictions and discussed factors specific to the Juan de Fuca context such as rural service delivery, community access, and cost recovery objectives.

Staff have updated proposed fees and charges (Appendices B and C) to reflect the outcomes of these discussions.

ALTERNATIVES

Alternative 1

That the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommend to the Capital Regional District Board:

1. That the Juan de Fuca Parks and Recreation 2026/2027 Fees and Charges be approved as presented in Appendix B.
2. That the Port Renfrew Community Centre 2026/2027 Fees and Charges be approved as presented in Appendix C.

Alternative 2

That the proposed fees and charges, as amended, be approved for inclusion in the 2026/2027 Fees and Charges Bylaw for Juan de Fuca Community Parks and Recreation services.

IMPLICATIONS

Equity, Diversity & Inclusion Implications

Fee exemptions and reduced rates for non-profit and youth programming help reduce financial barriers and support inclusive access to parks and recreation. Recognizing that cost can be a barrier to recreation participation, Juan de Fuca Recreation also subsidizes such programs as dance and karate programs to residents.

Financial Implications

In the last three years (2023-2025), the user fees collected by the JdF Community Parks service and JdF Recreation Service on average accounted for 0.1% (\$300) and 2.9% (\$2,900) of the total revenue respectively. The current fees and charges are generating minimal revenue for both services.

The budget implication will be monitored, evaluated and considered in budget process going forward when the revenue can be quantified after a period of time with data analysis based on the new fee structure.

Social Implications

The fee framework supports community access by maintaining lower rates for non-profit and public events while ensuring commercial users contribute proportionally to the use of public assets.

The proposed new fees and charges continue to be reasonable and affordable for most residents and visitors and are generally lower than other Greater Victoria jurisdictions. The proposed new fee structure improves cost recovery for commercial uses while maintaining affordability for community organizations. The introduction of seasonal and annual rates also improves administrative efficiency.

CONCLUSION

Each year, the fees and charges for parks and recreation services are evaluated to determine if new charges are required and if existing fees need to be adjusted. Comparing fees to other jurisdictions and looking at social and financial factors, the recommendation is that fees should be increased.

The proposed updates provide a clear, consistent, and balanced fee structure that supports financial sustainability, encourages community use, and ensures fair contribution from commercial users.

JdF EA Parks & Recreation Advisory Commission
Park Use Permit and Facility Fees (2026–2027) – May 26, 2026

RECOMMENDATION

That the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommend to the Capital Regional District Board:

1. That the Juan de Fuca Parks and Recreation 2026/2027 Fees and Charges be approved as presented in Appendix B.
2. That the Port Renfrew Community Centre 2026/2027 Fees and Charges be approved as presented in Appendix C.

Submitted by:	Iain Lawrence, MCIP, RPP, Senior Manager, Juan de Fuca Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS:

- Appendix A: Bylaw No. 4680, Schedule “D” (JdF Community Parks and Recreation) and Schedule “E” (Port Renfrew Community Centre)
- Appendix B: Proposed Juan de Fuca Community Parks and Recreation 2026/2027 Fees and Charges
- Appendix C: Proposed Port Renfrew Community Centre 2026/2027 Fees and Charges

**JdF EA Parks & Recreation Advisory Commission
Park Use Permit and Facility Fees (2026–2027) – May 26, 2026**

Appendix A: Amendment Bylaw No. 4680 Schedule “D” (Parks and Recreation) and Schedule “E” (Port Renfrew Community Centre)

SCHEDULE “E”

(Bylaw 4680)

**PORT RENFREW COMMUNITY RECREATION CENTRE
FEES AND CHARGES**

Effective September 1, 2023

Dance Hall (Subject to applicable tax)	
Events up to 100 people	\$ 200.00 day/night
Events with greater than 100 people	Negotiated
Set-up Fee	\$ 50.00
Clean-up Fee (minimum 4 hours)	\$ 25.00/hr
Damage deposit – events up to 100 people	\$100.00
Damage deposit – events greater than 100 people	\$ 500.00
Meeting Room (Subject to applicable tax)	
Rate per hour (4 hour minimum)	\$ 25.00/hr
Fee for use of kitchen	\$ 50.00
Offices (Subject to applicable tax)	
Monthly lease	Negotiated

SCHEDULE “D”

(Bylaw 4680)

**JUAN DE FUCA ELECTORAL AREA PARKS AND
 RECREATION FEES AND CHARGES
 Effective September 1, 2023**

Special Events or Activities

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (Subject to applicable tax)
For events or activities such as a festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators.	\$30.00/permit
Frequent Users: 5 or more events/year	\$120.00/permit
For children’s parties.	\$30.00/permit
For private event such as weddings or birthdays with 10 or more participants.	\$100.00/permit

Appendix B: Proposed Juan de Fuca Parks and Recreation 2026/2027 Fees and Charges

JUAN DE FUCA COMMUNITY PARKS AND RECREATION
FEES AND CHARGES
Effective September 1, 2026

Park Use Permit Fees

Special Event or Activity (includes applicable taxes)

Event Type	Fee
Picnic Shelter (Hourly)	\$10.00/hour or \$40.00/day
Non-Profit Private Event (e.g. wedding, family reunion, memorial service)	\$75.00/permit
Non-Profit Public Event* (e.g. community celebration, educational workshop)	\$40.00/permit

Commercial Use (includes applicable taxes)

Commercial Activity	Fee
Commercial Recreation (e.g. fitness bootcamps, yoga, day camps)	\$10.00/hour \$40.00/day \$215.00/seasonal (4 months) \$320.00/annual
Commercial Service or Activity – (e.g. corporate use, mobile vendors, festivals, farmers market)	\$20.00/hour \$80.00/day \$325.00/seasonal (4 months) \$480.00/annual
Commercial Filming – filming	\$500.00/day
Commercial Filming – parking	\$300.00/day

* Fee exemptions may be granted for non-profit public events or youth-focused programs that provide a clear community benefit or contribute to park stewardship or improvement.

To apply, contact jdfinfo@crd.bc.ca.

Definitions

- Non-Profit: Organizations or groups operating without a profit motive, typically serving community, educational, cultural, environmental, or charitable purposes.
- Commercial: Any service, event, or activity conducted for profit, including sales, fee-for-service programming, or promotional activities.
- Public Event: An event open to the general public at no cost, free of commercial sales, and organized by a non-profit or community group.

Appendix C: Proposed Renfrew Community Centre 2026/2027 Fees and Charges

PORT RENFREW COMMUNITY CENTRE
FEES AND CHARGES
Effective September 1, 2026

Port Renfrew Community Centre Rental Fees (includes applicable taxes)

Group Size	Hourly Rate	Day Rate (8+ hours)
1–24 people (Small)	Non-Profit: \$20* Commercial: \$30	Non-Profit: \$80* Commercial: \$120
25–50 people (Medium)	Non-Profit: \$40* Commercial: \$50	Non-Profit: \$160* Commercial: \$200
51- 200 people (Large)**	Non-Profit: \$80* Commercial: \$100	Non-Profit: \$320* Commercial: \$500

* Fee exemptions may be granted for non-profit public or youth-focused events that provide a community benefit. Contact jdfinfo@crd.bc.ca to apply for an exemption

** Large events subject to \$500 per day damage deposit

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