



Staff Report to Community Advisory Committee

DATE: Tuesday, February 25, 2025

DEPARTMENT: Administration

SUBJECT: Revised Fees and Charges Bylaw No. 113, 1995 Amendment #16, Bylaw No. 2123, 2024

EXECUTIVE SUMMARY:

Staff prepared amendments to Fees and Charges Bylaw No. 113, 1995 that were considered by the Community Advisory Committee in November 2024, with a recommendation that was referred to Council in December 2024. Council then referred the item back to the Community Advisory Committee as it was identified that further clarification was needed.

BACKGROUND:

At its Regular meeting held Tuesday, November 26th, 2024, the Community Advisory Committee passed the following resolution:

THAT the Committee recommend that Council give first, second, and third reading to Bylaw No. 113, 1995 Amendment No. 16, Bylaw No. 2123, 2024 with the addition of clarification that Staff Time to Obtain, Photocopy, Produce, and Research Documents is not applicable for any documents required to be provided by statute.

This recommendation was brought forward and presented to Council at its Regular meeting held Monday, December 2, 2024. Prior to consideration, Council resolved to remove the item from the agenda and referred it back to the Community Advisory Committee for further consideration.

COMMENTARY:

The rationale for the referral back to committee, and the clarification needed was specifically regarding the fee for staff time spent obtaining, photocopying, producing, and researching documents for individuals requesting these types of services. The report received by the Committee in November

stated that the fee for this service would be a new fee, however the fee itself is not new, rather the application of the fee coming into effect prior to the first three hours would be new.

The current Fees and Charges Bylaw reads:

Item	Fee
Staff Time to Obtain and Photocopy Documents	\$11.33 per ¼ after the first 3 hours

The proposed amendment would allow a charge of \$15.00 per quarter hour after the first fifteen (15) minutes as written below:

Item	Fee
Staff Time to Obtain, Photocopy, Produce and Research Documents	\$15.00 per ¼ hour – not applicable for documents required to be provided by statute

Staff have included in the revised proposed amended bylaw, that the \$15.00 per ¼ hour is not applicable for documents required to be provided by statute, as per the committee's November 26th robust discussion and subsequent recommendation. As such, the committee does not need this wording included in their motion, rather it has been included in the amendments as presented this evening.

To provide further clarity, staff have attached a corrected redline copy of the report considered by Committee at the November 26, 2024, meeting, and a redline copy of current consolidated Bylaw No. 113, 1995.

In addition, at the November 26th committee meeting, the Corporate Officer stated that the proposed property record search fee is \$50.00. However, the proposed new fee is \$25.00 plus GST as outlined in the documentation provided to the committee at that meeting.

FINANCIAL IMPLICATIONS:

As previously noted, the City does not expect to see a significant increase to revenues with these amendments. The fees are intended to help in offsetting the additional costs of providing the services. Many of the changes are to adjust the current fees to account for inflationary adjustments, going forward these adjustments will occur automatically.

LEGAL IMPLICATIONS:

Pursuant to the *Community Charter*, a Council may impose fees for all or part of a service of the municipality, including imposing charges for obtaining copies of records that are available for public inspection.

STRATEGIC PLAN ALIGNMENT:

5 - Good Governance

OPTIONS:

Option 1

THAT the Committee recommend that Council give first, second, and third reading to Fees and Charges Bylaw No. 113, 1995 Amendment #16, Bylaw No. 2123, 2024 as presented.

OR Option 2

THAT the Committee recommend that Council direct staff to remove or update the following in the Fees and Charges Bylaw No. 113, 1995 Amendment #16, Bylaw Bo. 2123, 2024:

1. _____
2. _____
3. _____

SUBMITTED BY: Concurrence: Marie Watmough, Director of Legislative & Protective Services

Concurrence: Melisa Miles, Manager of Legislative Services

Concurrence: Donna Petrie, Senior Manager of Communications & Economic Development

Concurrence: Yari Nielsen, Director of Parks, Recreation and Facilities

Concurrence: Matthew Baldwin, RPP, MCIP, Director of Development Services

Concurrence: Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change

Concurrence: Katelyn Balzer, P.Eng., Director of Engineering and Public Works

Concurrence: Michael Dillabaugh, CPA, CA, Director of Finance

Concurrence: Braden Hutchins, Deputy Chief Administrative Officer

Concurrence: Darren Kiedyk, Chief Administrative Officer

Attachments: Proposed Bylaw 2123

Redline copy of amended Bylaw 2123