

DATE OF MEETING JULY 4, 2022

AUTHORED BY JAMIE SLATER, MANAGER, REVENUE SERVICES

SUBJECT “FEES AND CHARGES AMENDMENT BYLAW 2022 No. 7336.02”

OVERVIEW

Purpose of Report

To amend the Fees and Charges Bylaw to add fees and charges for the Finance Department.

Recommendation

1. That “Fees and Charges Amendment Bylaw 2022 No. 7336.02” (a bylaw to add fees and charges for the Finance Department) pass first reading.
2. That “Fees and Charges Amendment Bylaw 2022 No. 7336.02” pass second reading.
3. That “Fees and Charges Amendment Bylaw 2022 No. 7336.02” pass third reading.

BACKGROUND

Previously, the Finance Department’s fees and charges were outlined in the “Finance Department Fees and Charges Bylaw 2000 No. 5441” (see Attachment 1).

Municipal best practice is that all fees and charges be contained in the same bylaw for easier reference. The purpose of this bylaw amendment before Council is to add the Finance Department’s fees and charges through an amendment to the City’s comprehensive Fees and Charges Bylaw 7336 (see Attachment 2).

DISCUSSION

The last time the Finance Department’s fees and charges were reviewed was March 27, 2000. So, prior to transferring the fees to the comprehensive Fees and Charges Bylaw, staff took the opportunity to review the fees to ensure they were consistent with fees being charged by other BC municipalities, and with the copying and research fees charged under the Freedom of Information and Protection of Privacy regulations.

There are no major changes proposed to the fees with the exception of the following:

- The addition of fees charged at \$2 per folio for information provided to property management companies or other property agents.
- An increase in the returned payment (NSF) fee from \$19 to \$25
 - The current average rate charged in other municipalities for NSF fees is at least \$25 or higher.

An increase to the hourly charge for research requests from \$25 per hour to \$30 per hour. This increase assists in off-setting the costs associated with staff time conducting research. Although it does not fully cover the costs, it is consistent with the research fees charged by other municipalities and those charged under Provincial legislation.

As outlined in the background section of this report, this amendment will add the Finance Department fees and charges within the City's consolidated Fees and Charges Bylaw No. 7336.

Charging fees for various finance requests must be done by bylaw in order to recover at least a portion of the costs related to providing these services. |

OPTIONS

1. | That Fees and Charges Amendment Bylaw 2022 No. 7336.02 (a bylaw to add fees and charges for the Finance Department) pass first reading.

That Fees and Charges Amendment Bylaw 2022 No. 7336.02 pass second reading.

That Fees and Charges Amendment Bylaw 2022 No. 7336.02 pass third reading.

- **Advantages:** All Finance Department fees and charges that were previously contained in Bylaw 5441 will now be included in the comprehensive Fees and Charges Bylaw. The updated fees reflect current pricing and cost recovery.
- **Disadvantages:** There are no noted disadvantages to this option.
- **Financial Implications:** Many of the existing finance fees and charges will remain the same. The most notable changes include an increase to the charge for a returned payment (NSF) from \$19 to \$25. This fee hasn't been increased since 2000. The fee increase more closely reflects current NSF fees charged by a variety of entities. This may result in a marginal amount of increased revenue, but is not considered material.

2. Council direction is sought. |

SUMMARY POINTS

- The existing fee schedule for the Finance Department's fees and charges were contained in a bylaw that is separate from the City's comprehensive Fees and Charges Bylaw No. 7336.
- Municipal best practice is to have all fees and charges contained in the fees and charges bylaw.

ATTACHMENTS:

Attachment 1: Finance Department Fees and Charges Bylaw 2000 No. 5441 (Original Bylaw)

Attachment 2: Fees and Charges Amendment Bylaw 2022 No. 7336.02 (Proposed Amendment Bylaw) |

Submitted by:

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Concurrence by:

Laura Mercer
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