



## Legislation Details (With Text)

**File #:** AR-19-264    **Version:** 1    **Name:**  
**Type:** Agenda Reports    **Status:** Passed  
**File created:** 6/3/2019    **In control:** City Council  
**On agenda:** 9/9/2019    **Final action:** 9/9/2019  
**Title:** Master Rates Bylaw  
Presented by: Anne Victoor, Manager of Financial Services, Finance & Assessment Department  
**Sponsors:**  
**Indexes:**  
**Code sections:**

**Attachments:** 1. Master Rates and Bylaws Fees, 2. Council Policy C-IS-02 Fees, 3. Council Policy C-FS-16 Fees

Date	Ver.	Action By	Action	Result
9/9/2019	1	Governance, Priorities and Finance Committee	approved	

TAMRMS#: B09

### Master Rates Bylaw

Presented by: Anne Victoor, Manager of Financial Services, Finance & Assessment Department

### RECOMMENDATION:

That the Governance, Priorities and Finance Committee recommend to Council:

1. That the proposed rates as indicated in the attachments titled "Master Rates and Bylaws Fees", "Council Policy C-IS-02 Fees", "Council Policy C-FS-16 Fees and Charges" provided as an attachment to the September 9, 2019 agenda report entitled "Master Rates Bylaw", be received for information.
2. That Committee members submit any motions for proposed amendments to the Master Rates and Bylaws or Council Policy C-IS-02 Fees to Administration by September 16, 2019 for debate on October 7, 2019.
3. That final versions of Master Rates and Bylaw Fees and Council Policy C-IS-02 be presented to Council on October 21, 2019 for approval.

### PURPOSE OF REPORT

Administration is proposing adjustments to the City's fees contained in bylaws and Council Policies as part of the 2020-2022 Municipal Budget Process.

## **ALIGNMENT TO COUNCIL STRATEGIC PRIORITY**

N/A

## **ALIGNMENT TO SERVICE DELIVERY**

N/A

## **ALIGNMENT TO COUNCIL DIRECTION OR MANDATORY STATUTORY PROVISION**

Council Policy C-FS-16, Municipal Fees and Charges - Schedule 12 - Fees Contained in Bylaw states:

*“Council shall set fees contained within bylaw. The CAO shall make recommendation(s) as to the appropriate fee, as necessary.”*

Council Policy C-FS-16, Municipal Fees and Charges, states:

*“The CAO shall review and set fees for the programs, services, goods and requirements noted within this policy. The CAO shall also advise Council annually of these fees during the budget process.”*

## **BACKGROUND AND DISCUSSION**

User fees are a critical element of a municipality’s revenue mix and represent a significant portion of the City’s revenue stream. Annually, departments review fees considering factors such as market comparables, benchmarks, cost recovery, and defined methodology to determine the fee adjustment. This review process supports the City’s ‘user pay’ philosophy, such that wherever possible, the user of a particular program or service pays the cost of delivering or providing that program or service.

There are three types of fees which are listed below:

### **1. Master Rates and Bylaw fees (Change requires Council approval)**

The first type is a user fee set in a stand-alone bylaw or the *Master Rates Bylaw 1/82* and requires Council approval to make changes. These fees are regulated and there is no ability to opt out without amending or repealing a bylaw. This includes things such as development permits, building permits, tobacco retail licensing and electrical fees. The impact of all proposed fee increases will equate to an increase in revenue of approximately \$10,500. The individual schedules can be found in the attachment titled “Master Rates and Bylaws Fees” with changes to rates marked in red.

### **2. Council Policy C- IS-02 Fees (Change requires Council approval)**

The second type of fee is within Council Policy C-IS-02 Wastewater Service Line Disruptions and Maintenance relating to wastewater service disruption callout charges. There are no changes to the fees and the schedule can be found in the attachment titled “Council Policy C-IS-02 Fees”.

### **3. Council Policy C-FS-16 Fees (CAO approved as per Policy)**

The third type relates to “optional” fees within Council Policy C-FS-16 Municipal Fees and Charges. This includes things such as recreational memberships, facility rentals and transit fares. The impact of all approved fee increases will equate to an increase in revenue of approximately \$55,900 to the Municipal Operating Budget. The individual schedules can be found in the attachment titled “Council Policy C-FS-16 Fees”.

## **STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT**

N/A

## **IMPLICATIONS OF RECOMMENDATION(S)**

### Financial:

The amendment of the fees as detailed in the attachments will generate \$66,400 in Municipal Operating Revenue and will be incorporated into the 2020 Proposed Municipal Operating Budget. This will provide funding for the delivery of various municipal programs and services while continuing to support the City’s user pay philosophy.

### Legal / Risk:

N/A

### Program or Service:

N/A

### Organizational:

N/A

## **ALTERNATIVES AND IMPLICATIONS CONSIDERED**

N/A

Report Date: September 9, 2019  
Author: Stan Chan  
Department: Finance & Assessment  
Deputy Chief Administrative Officer: Kerry Hilts  
  
Chief Administrative Officer: Kevin Scoble