

ADMINISTRATIVE REPORT

TO: Shane Bourke, City Manager	DATE: March 18, 2025
FROM: Danielle Whiteway, Chief Financial Officer	MEETING: Financial & Administrative Services Committee
REPORT WRITER: Blair Warr, Financial Business Advisor	
SUBJECT: Bylaw C-1395P - Amendment to the Fees, Rates and Charges Bylaw	

RECOMMENDATIONS

That the Financial & Administrative Services Committee recommend Council give three readings to Bylaw C-1395P, being an amendment to the Fees, Rates and Charges Bylaw.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the November 13-15, 2024 CCW Budget Deliberations, the following motion was passed:

“Committee approve Additional Initiative “Proposed Emergency Response Recovery Projections”, with a Q2 2025 start date, and direct Administration to provide a report back to the appropriate Standing Committee with further information.”

BACKGROUND

As per Committee’s motion, the Fees, Rates and Charges Bylaw must be updated to include the Emergency Response Recovery that was approved to commence in Q2 of 2025. This amendment is to include these recovery costs for the Fire Departments service on vehicle fire and motor vehicle collisions.

ANALYSIS

Motor vehicle incident response recovery is a common practice both provincially and with local municipalities. Implementing a process for emergency response recovery would require hiring a subject matter expert or contracting an adjuster/insurance professional to adjudicate with the insurance companies. Billing for structure fires is not a common practice provincially and is not recommended by Administration.

Additionally, other adjustments have been made to align the Fees, Rates and Charges Bylaw with the updated organizational structure and housekeeping items to align the bylaw with current organizational practices.

Housekeeping items include:
Inspection Services – To align commercial general refunds for cancelled permits with residential rates for cancelled permits.
Planning and Development – To align file searches with Inspections Services file search fee.
Planning and Development – Remove A-Board Permit fee as it is no longer collected.
Sports Development, Wellness and Culture – Additional description for excessive cleaning at City school gymnasiums.
Sports Development, Wellness and Culture – Correct hourly rates for multi-use court rental, as community partner and non-profit rates were previously reversed in the bylaw.

Relationship to City Council's Areas of Focus / Strategic Priorities

The Fire Department’s Emergency Response Recovery proposal supports Council’s Strategic focus on Innovative Efficiency & Economic Readiness – recovering organizational costs from vehicle fire and motor vehicle collisions.

Environmental Impact

There are no environmental impacts associated with this report.

Economic Impact

Recovering organizational costs from vehicle fire and motor vehicle collisions.

Social Impact

There are no social impacts associated with this report.

Relevant Statutes / Master Plans / City Documents

Associated bylaw referenced herein.
Municipal Government Act (MGA)

Risk

Should an amendment of Bylaw C-1395P not pass, the Fees, Rates, and Charges Bylaw would not reflect Council’s approval of the Fire Departments Emergency Response Recovery.

No other risks are identified.

Alternatives (Optional)

Direct Administration to bring back alternate recommendations.

STAKEHOLDER ENGAGEMENT

Consultation with relevant internal departments occurred through Finance’s review of the Fees, Rates and Charges Bylaw prior to the proposed amendments.

BUDGET / FINANCIAL IMPLICATIONS
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Fees and charges revenue changes were included in the approved 2025-2028 operating budget.

SUMMARY / CONCLUSION

Administration recommends that Committee and Council approve:

Give three readings to Bylaw C-1395P being an amendment to the Fees, Rates and Charges Bylaw.

ATTACHMENTS

Attachment 1 – Bylaw C-1395P Fees, Rates and Charges Amendment – Draft

Attachment 2 – Bylaw C-1395P – Markup