

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Finance

**Date:** July 21, 2025

**Subject:** General Rate Bylaw Amendment

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### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

The General Rate Bylaw was last updated in April 2022. Staff have taken a comprehensive review of the fees and determined that increasing or adding new fees would assist in providing additional revenue generating opportunities. Below is a summary of the sections of the bylaw that require amending.

#### **Section 4. Other Rental Rates**

##### Asphalt Milling

During the paving process, when removing the old asphalt, it creates a by-product called millings, which usually requires disposal. Staff have been fortunate in repurposing some of the asphalt millings for the pathways and other surfaces in a few of our local parks with the remaining asphalt millings stored at our gravel pit. There have been requests from contractors and residents to purchase asphalt millings to resurface driveways and parking lots. Purchasing asphalt millings is more cost effective than actual paving and would contribute to beautification and would reduce the amount of asphalt millings that are stored in our gravel pit. The revenue received from the sale of asphalt millings would be placed into the General Capital Reserve to support future paving projects. Staff have discussed this opportunity with an engineer and have discovered this is common practice in other communities. Customers would be responsible for pickup and delivery of asphalt millings. The proposed rate for the millings is as follows:

Mixed Millings	\$20 per yard
Pickup outside of business hours	\$50 flat fee

#### Miscellaneous Facility Rental Fee

The Recreation Centre currently provides facility rentals for customers who require a meeting space or event space as well as other requests. There have been requests to use meeting rooms in other District facilities due to space availability, location or other criteria. These requests are infrequent, but a rental fee should be established for these requests. Staff recommend using the same hourly rate for the Rose Boyko/Sas Da'Ghe Rooms in the Recreational Fees and Charges Bylaw No. 1469, 2022. The 2025 hourly rate is \$21.01 with a daily rate of \$126.06. These rates would increase annually as determined through Recreational Fees and Charges Bylaw No. 1469, 2022.

### **Section 8. Finance and Administrative Fees and Charges**

#### Property Tax Certificates

This service was introduced to the bylaw in April 2022 as a way of creating additional revenue for a service that is commonly requested by lawyers, notary publics, or banks. At that time, five out of the six northern communities that were researched offered the service at a fee ranging from \$10 to \$20, so the District implemented this service at a fee of \$19.05 plus GST. Recent research on 12 northern communities shows that out of the 8 northern communities that offer this service the fees now range from \$25 to \$45. Staff are proposing to increase this service fee from \$19.05 plus GST to \$38.10 plus GST, to be more consistent with other northern communities.

#### Convenience Fee

The District currently offers a variety of options for customers to pay for fees and charges. Staff still encounter some out of town customers who pay for services over the phone with a credit card. Our payment provider adds an additional fee for any manual entry of credit cards, which we currently do not pass onto the customer. Staff are recommending we charge a convenience fee for any manual credit card transactions, which would be non-refundable. The proposed fee is \$2.50 for any amount up to \$500, and \$5.00 for any amount over \$500. Property tax certificates are excluded as the convenience fee is already built into the service fee.

#### Document Retrieval

Currently, staff respond to requests regarding property file information, legal requests etc. This service, depending on the size of the request, can be very time and labour intensive. A fee of \$20 per half hour is being proposed to cover the administrative time to fulfill these requests. The fee charged in other northern communities that offer this service varies between \$25-\$150 for a minimum charge, as well as additional fees for additional time.

### **Housekeeping**

#### Calcium Chloride – Administration Fee

Under Section 4. Other Rental Rates the bylaw references the fee for Calcium Chloride, but not the 15% administration fee which is applied to the invoices to cover supervision and

administration of the work. The fee is referenced in Section 2. Custom Work but should be added to Section 4 for consistency.

#### NSF Charge

The District charges \$10 for non-sufficient funds (NSF) cheques, but this fee is not currently included in the bylaw. The frequency of NSF cheques is minimal, but the fee has not been updated in over 10 years. Staff propose the NSF charge increase to \$25 to be more consistent with other northern communities and to include the fee in the bylaw.

A copy of the associated bylaw has been included in the Bylaw section of the agenda for Council's consideration.

#### **BUDGETARY IMPACT:**

<b>Service</b>	<b>Proposed Fees</b>	<b>Projected Revenue Increase</b>
Asphalt Milling		
Mixed	\$20 per yard	\$1,200
Outside of Business Hours	\$50	\$100
Miscellaneous Facility Rental Fee	\$21.01/hr or \$126.06/day	\$252
Property Tax Certificates	\$38.10 + GST	\$2,200
Convenience Fee		
Up to \$500	\$2.50	\$30
Over \$500	\$5.00	\$10
Document Retrieval	\$20 per half hour	\$960
NSF Charge	\$25	\$15

#### **COUNCIL PRIORITIES:**

##### **Strong Governance and Finances**

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

#### **RESPECTFULLY SUBMITTED:**

Kerri Borne, Chief Financial Officer

**Reviewed By:** Corporate Services

**Approved By:** Chief Administrative Officer