

# STAFF REPORT TO FINANCE AND AUDIT COMMITTEE

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**DATE:** August 29, 2019

**TO:** **STANDING COMMITTEE ON FINANCE AND AUDIT**

**NAME AND TITLE:** Kathleen Soltis, City Manager

**SUBJECT:** 2020 – 2023 Proposed Fees and Charges for the Fire Protection and Emergency Response

**ATTACHMENT(S):** Proposed Fees and Charges 2020-2023 (Schedule C-4)

## RECOMMENDATION(S):

That the Committee:

1. RECOMMEND to Council approval of a 3% increase for each year inclusive of 2020-2023 of Schedule C-4 of Comprehensive Fees and Charges Bylaw No. 7557, 2004; and
2. RECOMMEND to Council the approval of all amendments to the “Comprehensive Fees and Charges Bylaw (Schedule C-4 Fire Protection and Emergency Response) No. 7557, 2004”.

## PURPOSE:

This report is presented to the Standing Committee on Finance and Audit to provide the Committee with information concerning proposed rate increases for the fiscal years 2020 - 2023 along with recommended changes to Schedule C-4 of the Comprehensive Fees and Charges Bylaw.

## STRATEGIC PRIORITIES:

Providing rate structures that maintain Council’s priorities of Sustainable Finance, Sustainable Infrastructure and Organizational Excellence.

## BACKGROUND:

As part of its annual activity Administration conducts a thorough review and evaluation of its fees and charges by measuring increases in operational costs along with benchmarking research of other similar fire departments located in the province.

## FINANCIAL CONSIDERATIONS:

Administration proposes a 3% increase in fees for service and vehicle charges in each of the next four years. The recommended increase is to keep pace with annual increasing overhead and operating costs:

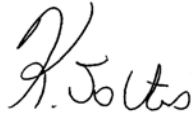
- Labour – 2.5%
- Emergency Vehicle Technician Certification and Training

- Technological Advancements in Fire Apparatus

**SUMMARY AND CONCLUSION:**

This report proposes fee increases and updates to Fire Protection and Emergency Response for service that align with the City's Financial Sustainability Policy.

**RESPECTFULLY SUBMITTED:**

A handwritten signature in black ink, appearing to read 'K. Soltis', is positioned above a horizontal line.

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Kathleen Soltis, City Manager

**REPORT PREPARED BY:**

Cliff Warner, Deputy Fire Chief, Fire & Rescue Services

**CITY OF PRINCE GEORGE**  
**COMPREHENSIVE FEES AND CHARGES BYLAW NO. 7557, 2004**

**FIRE & RESCUE SERVICES**

**Proposed Fee Increases and Fee For Service Updates for January 2020:**

**Section C-4(a)**

**Fees for Service**

- A 3% increase in rates is proposed in each of the next four years. – **Rationale: Factoring an estimated 2.5% increase in IAFF/CUPE wage rates under next contract negotiations and projecting an increase in documentation costs relating to the various forms and reports generated for these Fees of Service.**
- Remove 10.7 Burning Permits – **Fire & Rescue Services do not approve burning inside City limits, respecting the Clear Air Bylaw**
- Remove 11.1 Fire Safety Plan Review – **Fire & Rescue Services do not review Fire Safety Plans for approval. Fire Safety Plans are received from property owners; a fee is not charged, removing liability from the City**
- Remove 23.17 Provision of Comfort Letters – **Comfort letters have been consolidated with Development Services and fees they charge to property owners; Fire & Rescue Services do not conduct this service any more**

**Section C-4(b)**

**Vehicle and Personnel Charges**

**Vehicle Cost**

- A 3% increase in Vehicle Cost is proposed in each of the next four years. – **Rationale: The costs associated with maintaining two Master Emergency Vehicle Technicians has increased and is projected to continue to increase over the next four years. Technological advancements in Fire Apparatus are continuing to progress, resulting in continued increases in the cost to replace apparatus.**

**Personnel Cost**

- No Change – A and B are reflective of current collective agreement rates