

# STAFF REPORT TO FINANCE AND AUDIT COMMITTEE

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**DATE:** August 19, 2019

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

**NAME AND TITLE:** Adam Davey, Associate Director of Community Services

**SUBJECT:** 2020-2023 RCMP Support Services Fees and Charges

**ATTACHMENT(S):** Proposed Fees and Charges 2020-2023 Spreadsheet

## RECOMMENDATION(S):

That the Committee:

1. RECOMMEND to Council approval of a 3% increase for each year inclusive of 2020-2023 RCMP Support Services Fees and Charges to be effective on January 1<sup>st</sup> of each year; and
2. RECOMMEND to Council approval of amendments to the appropriate schedules of the "Comprehensive Fees and Charges Bylaw No. 7557, 2004" and "False Alarm Bylaw No. 6358, 1995"

## PURPOSE:

The Standing Committee on Finance and Audit is requested to review the financial information described in this report and approve the proposed approach with respect to RCMP Support Services fees and charges for 2020-2023.

## STRATEGIC PRIORITIES:

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

## POLICY/REGULATORY ANALYSIS:

RCMP Support Services fees and charges are for costs related to support staff providing services to the public as required, such as criminal record checks, police information checks, analyst reports, etc.

Charges for false alarms is for on-site police attendance required at a false alarm.

**FINANCIAL CONSIDERATIONS:**

Administration has completed a review of the current fees and charges for these services and as a result has included a projection of an approximate 3% increase, rounded to the nearest dollar, for the next 4 years, 2020-2023.

User fees and charges are designed to recover the costs required to provide these services. These fees have not been increased since January 2015, and the revenues have therefore not increased as the costs to provide these services have. These fees have been rounded to the nearest dollar to continue to provide consistency and predictability for the customer.

**SUMMARY AND CONCLUSION:**

Council has a strategic priority for continuing progressive and responsible fiscal management. Fees and charges for the RCMP Support Services have not been increased to meet inflationary expenses since January 2015. The fees and charges are intended to recover costs associated with providing specific services.

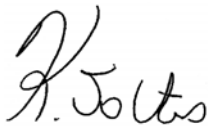
**RESPECTFULLY SUBMITTED:**

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Adam Davey, Associate Director of Community Services

**REPORT PREPARED BY:**

Devon Cooper, Manager of Police Support Services

**APPROVED:**

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Kathleen Soltis, City Manager  
Meeting date: September 9, 2019

Proposed fee increase for 2020-2024

*Inflation rate*

3%

Service Provided	Current Fee-2019	Proposed Fee 2020	Proposed Fee 2021	Proposed Fee 2022	Proposed Fee 2023
Criminal Record Check	\$ 62	\$ 64	\$ 66	\$ 68	\$ 70
Police Informance Search/Copy and Synopsis on File	\$ 62	\$ 64	\$ 66	\$ 68	\$ 70
Information Regarding Research-all organizations <b>except</b> Ministry of Children and Families					
First Hour	\$ 75	\$ 77	\$ 80	\$ 82	\$ 84
every 15 minutes or portion thereof, after the first hour	\$ 10	\$ 10	\$ 11	\$ 11	\$ 11
Information Regarding Research-Ministry of Children and Families					
for every 15 minutes of research	\$ 10	\$ 10	\$ 11	\$ 11	\$ 11
for every email request response	\$ 10	\$ 10	\$ 11	\$ 11	\$ 11
for every written response/report	\$ 35	\$ 36	\$ 37	\$ 38	\$ 39
	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
Mechanical Inspection Report	\$ 100	\$ 103	\$ 106	\$ 109	\$ 113
Analyst Report	\$ 100	\$ 103	\$ 106	\$ 109	\$ 113
False Alarms	\$ 100	\$ 103	\$ 106	\$ 109	\$ 113