

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: March 2, 2023

RE: **RDOS Fees and Charges Bylaw No. 3000, 2023**

Administrative Recommendation:

That Bylaw No. 3000, 2023, a bylaw of the Regional District of Okanagan Similkameen to set Fees and Charges, be forwarded to the March 2, 2023 Board of Directors meeting to be read a first, second, and third time and be adopted.

Reference:

Local Government Act

Business Plan Objective:

Goal 1.1 To be an effective, fiscally responsible organization.

Background:

Through the *Local Government Act*, the Regional District has the authority to impose fees and charges for services that are provided. Although the bylaw can be amended throughout the year, our practice is to bring the bylaw forward for review and amendment on an annual basis in conjunction with the budget process.

Analysis:

Bylaw No. 3000, 2023 will repeal Bylaw No. 2955, 2022 and provides the following changes in accordance with the 2023 budget:

Schedule 1 – Corporate Services Fees

The administrative fee is proposed to increase from 12% to 15% to better reflect actual overhead costs.

Schedule 3 – Planning and Development Fees

The Regional District is the “subdivision approving authority” for strata applications that relate to the conversion of a previously occupied building under Section 242 of the Strata Property Act. Consequently, it is proposed that the Regional District establish an application fee (6.6) for these types of applications so, in future, costs are covered in the event that such a proposal is submitted to the RDOS. The proposed fee of \$1,000.00 is based on the fee that is currently applied to subdivision referrals forwarded by MoTI.

The fee for applications to the Agricultural Land Commission (ALC) is being removed as the fee is set by the ALC.

The note regarding the number of dwelling units and/or parcels referred to in Sections 1.2 and 2.1 has been rendered redundant by fee structures enacted in 2021 and so is also being removed.

A new section has been added for fees associated with Soil Removal and Deposit Bylaw No. 2974, 2023, which received first, second and third readings at the February 16, 2023 Board of Directors meeting. The proposed bylaw sets out different application types for approval of soil removal and deposition and the fees reflect those.

Schedule 4 – Bylaw Enforcement Fees

Removal of Burning Permit Fees: With the adoption of the Open Burning Regulations Bylaw No. 2898, there is no longer a permitting process but rather an approval process, through the applicable fire department. Consequently, there is not a need for a “burning permit fee”.

Schedule 5 – Water and Sewer Fees

Section 1 – Water Metering Fees

Renamed from Development Fees as the section is specifically about water meter and vault requirements.

The previous cost was only for the meter itself but did not include the cost of meter vaults and appurtenances. The rationale for changing the cost:

- In previous years the cost of the meter vault was not collected from developers as developers were required to source and install the vaults.
- As a result, the type of meter pits installed were not always conducive to efficient operation or installation of a water meter by the RDOS.
- Going forward the RDOS will purchase all meter vaults and the developer will reimburse the RDOS when they are provided to the developer to ensure consistency for operations.
- The RDOS will still purchase the meters from the collected fees from the developer and look after their installation.

The cost for water meters and vaults also applies to building permit applications requiring an upgraded or new service connection.

The updated costs include the cost of the meter, meter vault, and appurtenances.

Section 2 – Development Cost Charges and Capital Expenditure Fees

- Okanagan Falls Water System CEC fees were added.
- All were reordered into alphabetical order.

Section 3 – Water System Fees

- All were reordered into alphabetical order and numbering cleaned up.
- Many of the water rates were increased due to rising costs in supplies and chemicals.
- Gallagher Lake Water – no changes to rates from 2022.
- Missezula Water System – rate increase of 2.75%.
- Naramata Water System – rate increase of 1.0%.
- Okanagan Falls Water System – rates were added as per Okanagan Falls Irrigation District bylaws 419 and 420 adopted in 2022 by the Board of Trustees.
- Olalla Water System – rate increase of 12.52% in order to begin building up capital reserves for future capital upgrades on the remaining watermain replacements.
- Sun Valley Water System – rate increase of 3.33%.
- West Bench Water System – base user fees remain at 2022 rates and metered rates increase by 0.6% to follow the City of Penticton increase in metered rates.
- Willowbrook Water System – rate increase by 2.25%.

Fees listed under ‘General Water Services’

- Rates for temporary use permits and new service connection charges have not been updated in at least 10 years and did not cover the cost of administration or operational time required for the service.
- NEW: Temporary Water Use Permit Application Fee: one-time fee of \$100 for permit processing.
- Clarification for the Temporary Water Use Permit Fee for Hydrant Use with Regional District Backflow Prevention Rental: rate remained at \$100/day and added ‘or \$300/week’.
- New service connection charge: increase from \$350 to \$500 to cover more of the costs for administration of the application and preparing all required documentation.

Section 4 – Sewer System Fees

Okanagan Falls Sewer User Rates – rate increase of 2.5%.

Gallagher Lake Sewer – no change in rates from 2022.

Fees listed under ‘General Sewer Services’

- Sewer Connection Request – increase from \$350 to \$500 per connection to cover more of actual cost of processing and documentation.

Section 5 – Apex Mountain Waste Transfer Station Service Fees

A proposed increase of 1.5% in user fees is required to match an increase in operating and maintenance costs. This corresponds to a \$1.64 increase per residential dwelling.

A new fee for residential dwelling units for large item collection for one service event per year of \$17.65 per dwelling is proposed. No fee has been shown until the new service has been approved in the budget.

Schedule 6 – Parks and Recreation Fees

A note or cause has been added to each Electoral area related to promotional rates and cancellation fees for programs and bookings. This is a common practice within the sector and this information had been shared with Electoral Directors / Parks and Rec Commissions during the fall budget presentations. The proposed fee states that if a cancellation occurs within 72 to 24 hours of the booking or program start a 20% charge of the total fee applies, and that 100% of the total fee will be charged if cancelled less than 24 hours of the booking or program start. Cancellations made more than 72 hours prior to the booking or program start would not be charged.

Similkameen Rec has updated some information regarding ages and some adjustments to fees. The fees / wording of this Schedule has been adjusted to increase clarity, to reflect the use of the facility, streamline administration and / or to help encourage increased use of the facility. All proposed adjustments have been shared with Electoral Directors / Parks and Rec Commissions during the fall budget presentations.

Schedule 7 – RDOS Administered Landfills

Please see attached Schedule A for changes in fees. Increases are due to increased operational costs and future capital expenses. Generally a \$10 per metric tonne increase is proposed across the board with only small changes to the minimum charges.

Mattress fee increased from \$12 to \$13.50 to recover recycling costs, as is the same for tires on rims, from \$3 to \$5.

Condemned Foods was eliminated as a category for the sake of simplicity as it is a controlled waste and was therefore a duplication.

Schedule 8 – Freedom of Information and Protection of Privacy Request Fees

The Freedom of Information and Protection of Privacy Act (FIPPA) was amended in 2021 to permit public bodies to charge a modest application fee for requests for access to records under FIPPA. The application fee is in addition to fees that are charged beyond the first three hours to locate and prepare the requested records. However, most applications in 2022 came in without the initial \$10.00 application fee and staff had to pursue the fee before considering the application. As the fee is less than the time required to pursue and process the fee, Administration recommend removing the application fee altogether.

Schedule 10 – Cemetery Fees

We have added Okanagan Falls as a new Service Area and are required to add the Okanagan Falls Cemetery to our Fees and Charges Bylaw. We have completed a review of the Fees and Charges and have aligned them to be the same as the Naramata Cemetery.

We have increased the fees for the Grave Liners and Urn Vaults as our costs have increased on these items.

We have removed "Picture of interred for internet" and "Text" as these options have never been utilized and are redundant.

Schedule 11 – Campsite Fees

We have added Schedule 11 to list the fees for Secrest Hill Agriculture Workers Campsite at 500 Secrest Hill Road in Oliver, BC, which covers the fees per person for daily, weekly, and monthly camping.

Communication Strategy:

The Fees and Charges bylaw is posted to the RDOS website after adoption.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services