



Regional Board Report

Request for Decision

To: Regional Board
From: Director of Financial Services
Date: May 15, 2025

Subject: Miscellaneous Fees & Charges Bylaw Amendment

Voting Entitlement: *All Directors - Weighted Corporate Vote - Simple Majority (LGA s.210)
Bylaw adoption requires 2/3 majority (LGA s.228))*

Purpose: To consider amendments to RDCO Miscellaneous Fees & Charges Bylaw No. 1425, 2018

Executive Summary:

The Regional District of Central Okanagan Miscellaneous Fees & Charges Bylaw establishes the fees to be charged for services provided by the Regional District. The fees and charges included in this bylaw are for costs that are not recovered through other means and are established on a cost recovery basis.

Three new fees are proposed by staff:

1. Credit card processing fee
2. Information request fees (non-FOI):
 - a. Historical information search
 - b. Requests requiring research into archival or filed records

These additions and changes provide an updated bylaw that allows the RDCO to manage the cost of providing services to residents that don't fall within existing services.

Recommendation(s):

THAT Bylaw No. 1568, Amendment No. 1 to Regional District of Central Okanagan Miscellaneous Fees & Charges Bylaw No. 1425, 2018 be read a first, second and third time;

AND THAT Bylaw No. 1568, Amendment No. 1 to Regional District of Central Okanagan Miscellaneous Fees & Charges Bylaw No. 1425, 2018 be adopted.

Report Approved by: Tania McCabe, CPA, CA, Director of Financial Services

Approved for Agenda: Sally Ginter, Chief Administrative Officer

Background:

The Regional District of Central Okanagan Miscellaneous Fees & Charges Bylaw No. 1425 was last updated in 2018. Most of the fees are still reasonable, except for the fee for photocopying which has been updated, the rest remain unchanged. The opportunity to update the formatting and wording to improve the readability of the schedule has also been taken.

Three new fees are being proposed:

1. Credit card processing fee

With the proliferation of affinity cards, the RDCO has seen the cost of credit card processing increase significantly over the years. Where, historically, these fees were in the 1.5-2.5% range, they now fall in the range of 2.5-5.0%, depending on the affinity card being used. Staff are proposing a fee of 3.5%, which is in the middle of this range. To simplify processing staff are also proposing that this fee only apply to transactions that exceed \$500 in value.

2. Information request fees:

- a. Historical information search
- b. Requests requiring research into archival or filed records

While these requests do not occur regularly, the staff time involved in responding to them can be significant and is outside of regular government services. These fees will reduce the impact of the cost of staff time on the regular tax requisition.

These updates allow the RDCO to manage the cost of providing services.

Considerations:**Organizational/External:**

Those paying the RDCO for services with credit cards will incur an additional processing fee to offset the merchant fees the RDCO pays to accept the credit card payments.

Financial:

New/increased revenues from fees will be used to offset costs for the related departments/services.

Legal/Statutory Authority:

Bylaw No. 1528 – Miscellaneous Fees & Charges

Considerations not applicable:

- Alternate Recommendation

Attachment(s):

1. BL1425 Misc Fees-Charges-2018-12-10
2. BL1425-Schedule A-redlined
3. BL1568-Amendment No. 1 to Bylaw 1425
4. Miscellaneous Fees & Charges Bylaw Amendment - Presentation
