

Update on Police Services and General Administration Fees for 2025

Recommendation:

THAT Council receive the report titled “Update on Police Services Fees and General Administration Fees for 2025” dated March 4, 2025, for information.

Report Purpose and Summary Statement:

This report provides an update on the proposed Police Services and General Administration fee changes for 2025. It highlights the adjustments needed to ensure service fees remain current and outlines the plan to consolidate these fees within the “Maple Ridge Fees and Charges Bylaw No. 7573-2019”.

Previous Council Action:

The City of Maple Ridge Police Services charges administrative fees for providing various community services with the last fee update occurring in 2013.

Bylaw No. 7573-2019 was adopted in 2020 to provide transparency and ease of access to costs for municipal services.

Financial Impact:

Increases in fees for Police Services and General Administration will support improved cost recovery from users of existing services.

Strategic Alignment:

Governance and Corporate Excellence

Communications:

Communication of updated fee schedules will commence once the Fees & Charges Bylaw 7573-2019 omnibus report is brought forward for Council consideration and after final adoption, should it be supported.

Applicable Legislation/Bylaw/Policy:

Fees for Police Services are currently administered through “Maple Ridge Police Services Fees Bylaw No. 6937-2012”. It is proposed that these fees be consolidated with other departmental fees in the “Maple Ridge Fees & Charges (Consolidated) Bylaw No. 7573-2019” that already contains General Administration fees.

Update on Police Services and General Administration Fees for 2025

BACKGROUND:

Police Services: The City of Maple Ridge Police Services charge administrative fees for various community services, including police information checks (criminal record checks), traffic collision report processing, and other specialized document requests. These fees help offset costs for services beyond core policing duties, ensuring resources remain available to support public safety and administrative functions.

Police Services fees were last updated in 2013 as part of the “Maple Ridge Police Services Fees Bylaw No. 6937-2012”. This report proposes updating these fees and consolidating them into the “Maple Ridge Fees & Charges Bylaw No. 7573-2019” as part of the 2025 omnibus update for departmental fees and charges.

General Administration: In 2020, the *Maple Ridge Fees and Charges Bylaw No. 7573-2019* was adopted to consolidate all municipal charges into a single bylaw. Since then, departmental fee schedules have been added through amendments.

This report proposes updates to Schedule D, introducing new General Administration fees for 2025 and clarifying existing charges. The Revenue Services department, which manages property tax, utility inquiries, and payment collection for various City departments, plays a key role in administering these fees.

ANALYSIS:

Discussion:

To support transparency and improve cost recovery for City services, staff reviewed fees across all departments in 2024. While work is underway to develop a “One City” methodology for setting fees – expected to be in place for 2026 - there is a need to update 2025 fees, as some have not been updated for over a decade or more.

As part of this, staff are bringing forward department-specific update reports, including this one for Police Services and General Administration. Following Council review of all proposed changes, an omnibus report will be brought forward to amend the Fees and Charges Bylaw to consolidate and update all fee schedules.

Police Services: Proposed changes to Police Services are based on a regional analysis of administrative fees charged by municipal police forces and RCMP detachments in the lower mainland in 2024. Key updates include:

- a 22% increase to most fees, reflecting cumulative labour cost increases since the last update in 2013, aligning with rates in neighbouring municipalities such as Coquitlam, Langley and Mission.
- Removal of the \$10.00 fee for Police Information Checks for volunteers with Community Organizations to encourage community service. Indigenous applicants will also not be charged for fingerprint checks related to name-change applications. Where individuals are volunteering in other communities or are students, there is a reduced rate for Police Information Checks.
- A new fee for digital content transfer, reflecting modernized operational practices.
- Photocopying fees maintained at \$1.00 per page, consistent with proposed General Administration Fees.

In total three new fees for services are being introduced, three service fees are being maintained at current levels, one fee is being removed, and 16 fees are being adjusted upwards in line with regional benchmarks. Attachment A shows the current fees and proposed fee schedule for 2025 and includes the fees outlined under the current "Maple Ridge Police Services Fees Bylaw No. 6937-2012" for context.

General Administration: The Revenue Services department, responsible for property tax and utility inquiries and payment collection for City departments, introduced a bylaw in 2015 to formalize fees for record requests.

The proposed 2025 General Administration fee updates align with regional municipal comparators, ensuring rates reflect market averages. Currently, all City fees remain below the regional average.

Key changes include:

- **New Fees** reflecting common requests:
 - Credit Balance Refund Fee (customer-initiated): \$25.00
 - Payment Transfer Fee (customer-initiated): \$25.00
 - Property Apportionment Fee (per child parcel): \$35.00
- **Fee Adjustments:**
 - Photocopying: +\$0.50 per page (aligning with other departments)
 - Online Tax Certificates: +\$10.00 (reflecting increased costs)
 - Mortgage Listing Fee: from \$7.50 to \$15.00 (to support administration costs)

These changes balance cost recovery with affordability, keeping increases minimal in recognition of current economic pressures.

Strategic Alignment:

This supports Council's priority of Governance and Corporate Excellence by aligning Police Services fees with the consolidated "Maple Ridge Fees and Charges Bylaw No. 7573-2019", adjusting 2025 General Administration fees, and advancing the "One-City" fee setting methodology.

Financial Impact:

Updating fees and charges ensures cost recovery aligns with service delivery costs, labour rates, inflation, and sector trends, reflecting best practices in local government.

Applicable Legislation/Bylaw/Policy:

It is proposed that the "Maple Ridge Police Services Fees Bylaw No. 6937-2012" be repealed, with Police Services fees incorporated into the consolidated "Maple Ridge Fees and Charges Bylaw No. 7573-2019". Required bylaw amendments for both Police Services and General Administration will be brought forward in an omnibus report in March/April 2025.

CONCLUSION:

This report presents proposed changes to Police Services fees and General Administration for 2025. It forms part of a series of reports to update the "Maple Ridge Fees and Charges Bylaw No. 7573-2019", ensuring departmental fees and charges are aligned, transparent and support cost recovery. Incorporating Police Services fees into the consolidated bylaw will streamline administration and enhance consistency across City services.

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Attachments:

- (A) Attachment A – Proposed Police Services Fees for 2025
- (B) Attachment B – Proposed General Administration Fees for 2025

Report Approval Details

Document Title:	Update on Police Services and General Administration Fees for 2025.docx
Attachments:	- Attachment A – Proposed Police Services Fees for 2025.docx - Attachment B – Proposed General Administration Fees for 2025.docx
Final Approval Date:	Feb 27, 2025

This report and all of its attachments were approved and signed as outlined below:

Allison MacRae, Manager of Police Services

Trevor Thompson, Chief Financial Officer

Zvi Lifshiz, Director Strategic Development, Communications & Public Engagement

Carolyn Mushata, Director of Legislative Services and Corporate Officer

Scott Hartman, Chief Administrative Officer