

Report

Date April 1, 2026

File:

Subject Municipal Fine and Fees and Charges Amendment Bylaw No. 4051, 2026

PURPOSE

To present Municipal Fine and Fees and Charges Amendment Bylaw No. 4051, 2026, which proposes to amend Bylaw Offence Notice Enforcement Amendment Bylaw No. 3677, 2021, Municipal Ticket Information System Bylaw No. 3464, and Fees and Charges No. 3784, 2020, to include fine and fee updates related to the recently amended Fire Protection Bylaw.

BACKGROUND

The current Bylaw Offence Notice Enforcement Bylaw, Municipal Ticket Information System Bylaw, and Fees and Charges Bylaw do not accurately reflect the Fire Department's organizational structure, limiting the ability to effectively enforce bylaws related to fire services.

In addition, three existing items within the bylaw previously lacked associated fee amounts; appropriate dollar values have now been assigned to these items.

DISCUSSION

In February 2026, the Fire Protection Bylaw was amended to align with the *Fire Safety Act* and to update the Fire Department's organizational structure. The next step is to amend the Bylaw Offence Notice Enforcement Bylaw, Municipal Ticket Information System Bylaw, and Fees and Charges Bylaw to reflect these changes. This includes designating the Exempt Fire Chief Officers and Deputy Fire Chief positions as Bylaw Enforcement Officers. The Local Assistant to the Fire Commissioner designation has been removed, as it is no longer in use at the provincial level.

Additionally, while the Fees and Charges Bylaw previously included Administration Fee categories for Fire Safety Plan Review, Special Fire Inspection, and Fire Inspection Report (re-inspection), these items were assigned a zero-dollar value. This amendment establishes appropriate fees for these services, aligned with fees charged in comparable municipalities of similar size.

Lastly, a minor amendment was made to the Fees and Charges Bylaw, Schedule G – Protective Services, to add "per hour" to each Fire Equipment Fee item. No changes were made to the associated fee amounts.

OPTIONS

1. **(Recommended Option)** THAT Council gives first, second and third readings to Municipal Fine and Fees and Charges Amendment Bylaw No. 4051, 2026.
 - Advantages: Enables effective enforcement of bylaws related to fire services.
 - Ensures bylaws accurately reflect the Fire Department’s organizational structure.
 - Disadvantages: None identified.
2. THAT Council retains the existing language in the Bylaw Offence Notice Enforcement Bylaw, Municipal Ticket Information System Bylaw, and the Fees and Charges Bylaw.
 - Advantages: None identified.
 - Disadvantages: Operational inefficiencies and potential limitations on enforcing bylaws relating to fire services.

IMPLICATIONS

Proceeding with this bylaw amendment will allow the three identified bylaws to be updated and aligned with the Fire Protection Bylaw.

No additional staffing or operational impacts are anticipated as a result of this amendment.

RECOMMENDATION

THAT Council gives first, second and third readings to Municipal Fine and Fees and Charges Amendment Bylaw No. 4051, 2026.

Report prepared by:

Jason deJong

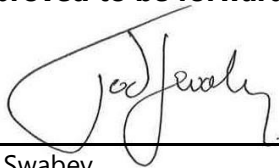
Jason deJong
Deputy Fire Chief, Fire Inspections

Report reviewed by:



Ron French
Fire Chief

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachment:

- (1) Municipal Fine and Fees and Charges Amendment Bylaw No. 4051, 2026