

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: April 9, 2018
Subject: Campground Fees and Charges Update
Recommendation: **THAT Council gives the first three readings to the "City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2018" and directs staff to present the bylaw for final reading at the April 23rd, 2018 Regular meeting.**

Background

This Request for Decision proposes two changes to the Fees and Charges Bylaw. The first deals with the campground fees, and the second with the fees charged to businesses that use municipal property.

Campground

Staff have proposed a revised campground booking procedure to save on the amount of time taken to process cancellations. Currently, visitors pre-pay for their stay and any cancellation means reversing that charge. This often requires more administration time when the payment was made during a reservation in April and the cancellation comes in July or August. The new procedure creates a non-refundable reservation fee and visitors would pay for their stay when they arrive. The only cancellation fee would be for early departures.

Staff considered the risk of an increased rate of no-shows and determined that the potential reduced administration time and reservation fee would offset that risk. The reservation fees would create a revenue pool to make up for any cancellations where the cancellation fee would have previously covered that cost. The Fees and Charges amendment bylaw is presented for its first three readings with the only amendment consisting of a revised Schedule "F", Campground Fees and Charges.

Business Fees

The City often receives event requests for the use of municipal properties for commercial purposes like festivals or sale of goods. Two concrete examples from last couple of years are the outdoor movie theatre and the camping in Dick Bartlett Park for Cannafest. The old Policy 114 included guidance on charging for the temporary use of the property, but when it was updated last year, Council decided to not include the "Business Fees and Charges" schedule in the Fees and Charges Bylaw amendment. Recent Council correspondence has indicated a fresh interest in the ability to charge businesses when they are using municipal property. Staff are reintroducing the schedule so that the City may charge businesses using municipal properties in 2018.

Benefits or Impacts

Strategic Impact



Fiscal Responsibility

- The new procedure is anticipated to reduce the amount of staff time spent administering cancellations.
- Charging businesses for their use of municipal property will allow the City to recoup some of its costs.

Policy/Legislation

This amends Schedule “F” and adds Schedule “I” to the Fees and Charges Bylaw.

Attachments

City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2018

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Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	RFD 2018 - Fees and Charges for campground and businesses.docx
Attachments:	- By1958-A4 Fees and Charges Amendment 2018.docx
Final Approval Date:	Apr 3, 2018

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

No Signature - Task assigned to Diane Heinrich was completed by assistant Daniel Drexler

Diane Heinrich - Apr 3, 2018 - 12:08 PM