



**DISTRICT OF WEST VANCOUVER**  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

**10.7.**

## COUNCIL REPORT

Date:	June 6, 2024
From:	Gord Howard, Fire Chief
Subject:	Proposed Fees and Charges Bylaw No. 5251, 2023, Amendment Bylaw No. 5343, 2024 (Dispatch Recording Applications)
File:	1610-20-5343

### RECOMMENDATION

THAT proposed “Fees and Charges Bylaw No. 5251, 2023, Amendment Bylaw No. 5343, 2024” be read a first, second and third time.

#### 1.0 Purpose

The purpose of this report is to introduce amendments to the Fees and Charges Bylaw.

#### 2.0 Legislation/Bylaw/Policy

West Vancouver Fees and Charges Bylaw.

#### 3.0 Council Strategic Objective(s)/Official Community Plan

Not applicable.

#### 4.0 Financial Implications

There is no financial impact to the new fees as they are offset by expenses incurred in the FIPPA process. If the new fees are not established there is a potential risk of FIPPA requests requiring dispatch audio recordings incurring thousands of dollars in non-recoverable costs.

#### 5.0 Background

The Fire Department dispatch audio recordings required for FIPPA requests carry a fee. The fee is levied by Surrey Dispatch. To recover costs incurred in the procurement of dispatch audio recordings two new Fire Department fees are required.

##### 5.1 Previous Decisions

None

##### 5.2 History

None

## 6.0 Analysis

### 6.1 Discussion

The Fire Department cannot alter the fees charged by Surrey Fire for the dispatch audio records. The Fire Department must add corresponding fees to the Fees and Charges Bylaw to ensure cost recovery.

The two new required dispatch recording request fees are:

- Motor vehicle incident, vehicle fire incident, medical incident and other incident at \$146.00 per incident\*;
- Structure fire incident at \$619.00 per incident\*.

\* Additional fees may be levied based on the actual cost of providing the services including the cost of locating and retrieving the records, preparing the records for disclosure, providing a copy of the records and shipping and handling the records. The Fire Department may provide an estimate and require payment of a deposit prior to providing the services.

### 6.2 Climate Change & Sustainability

Not applicable

### 6.3 Public Engagement and Outreach

None

### 6.4 Other Communication, Consultation, and Research

If approved, staff will work with residents to ensure compliance with the applicable bylaw and codes.

## 7.0 Options

### 7.1 Recommended Option

Staff recommend that Council give three readings to proposed Fees and Charges Bylaw No. 5251, 2023 Amendment Bylaw No. 5343, 2024.

### 7.2 Considered Options

Council may decide not to amend the Fees and Charges Bylaw.

## 8.0 Conclusion

This report amends the Fees and Charges Bylaw to add two new dispatch recording fees.

Author:



Appendices: Appendix A: Proposed Fees and Charges Bylaw  
No. 5251, 2023, Amendment Bylaw No. 5343, 2024



District of West Vancouver

## **Fees and Charges Bylaw No. 5251, 2023, Amendment Bylaw No. 5343, 2024**

Effective Date:

District of West Vancouver

# **Fees and Charges Bylaw No. 5251, 2023, Amendment Bylaw No. 5343, 2024**

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District of West Vancouver

## **Fees and Charges Bylaw No. 5251, 2023, Amendment Bylaw No. 5343, 2024**

A bylaw to add fees and charges for dispatch recording applications.

Previous amendments: Amendment bylaws 5278, 5285, and 5319.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to charge for dispatch recording applications;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

### **Part 1 Citation**

- 1.1 This bylaw may be cited as Fees and Charges Bylaw No. 5251, 2023, Amendment Bylaw No. 5343, 2024.

### **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

### **Part 3 Amendment of Regulations**

- 3.1 Fees and Charges Bylaw No. 5251, 2023 is amended as follows:

- 3.1.1 In Schedule F – Protective Services, two new fees are to be added to the Services section:

Dispatch Recording Application Fee for:

- Motor vehicle incident, vehicle fire incident, medical incident or other incident \$146.00 per incident\*
- Structure fire incident \$619 per incident\*

\* Additional fees may be levied based on the actual cost of providing the services including the cost of locating and

retrieving the records, preparing the records for disclosure, providing a copy of the records and shipping and handling the records. The Fire Department may provide an estimate and require payment of a deposit prior to providing the services.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on .

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Mayor

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Corporate Officer