



COUNCIL – AGENDA REPORT

Meeting Date: 2 July 2025
Subject: User Fees and Charges Bylaw Amendment – Transit Youth Fee
Directorate: Corporate Services and CFO

Issue:

Council is being asked to give three readings to Bylaw No. B-26/2025, being a bylaw to amend Schedule “A” of Bylaw No. B-41/2023 to introduce a Transit Youth monthly pass fee of \$25 for the months of July and August.

Policy / Council Direction:

At the June 3, 2025 Council meeting, Council directed Administration to reduce Transit youth monthly passes to \$25 per month for July and August, with the intention to review this annually.

Background:

In response to Council’s direction, Administration has amended Section 12.3.4 of Schedule “A” of the User Fees and Charges Bylaw to reflect the new Transit Youth/Student monthly pass rate for July and August.

During the review of the User Fees and Charges Bylaw, Administration also identified the need for the following housekeeping updates:

- Removal of Fee 20.6.3, 20.6.4 and 20.6.13
The fees titled “*Failure to obtain / produce on-street construction permit*”, “*Unauthorized material on street (e.g. bins, garbage, etc.)*” and “*Mud tracking or other sediment release onto streets (per occurrence)*” are being removed, as they are fines and should not be included in the User Fees and Charges Bylaw.
- Correction of Numbering Errors
Duplicate numbering beyond Section 21.3.4 has been corrected to ensure proper sequencing and clarity.

A redlined version of the proposed changes to Schedule “A” of the User Fees and Charges Bylaw is provided in Attachment #2.

Council Committee Routed Through:

As this amendment pertains directly to Council's direction and involves a fee adjustment, the report has not been routed through a Council Committee.

Administration Recommendation:

That Council gives three readings to Bylaw B-26/2025 as presented.

Alternatives/Implications:

Council could choose not to amend Schedule "A" of Bylaw B-41/2023.

- The Transit Youth/Student pass fee would remain unchanged.
- Fee 20.6.3, 20.6.4 and 20.6.13 would remain in the Bylaw.
- Numbering inconsistencies beyond Section 21.3.4 would persist.

Budget Implications:

Reducing the Transit Youth/Student pass to \$25 for July and August will result in decreased revenue per pass sold:

- Hello-to-Go and Local Services: \$23.75 reduction per pass

The overall financial impact will depend on the volume of passes sold during July and August. Significant variances, should they arise, will be reported in the Third Quarter Financial Update.

Communications and Engagement:

All updates to the City's user fees and charges, including this amendment, will be communicated via the City's website.

Recommendation:

That Council gives three readings to Bylaw B-26/2025, being a bylaw to amend Schedule "A" of Bylaw B-41/2023 to introduce a Transit Youth monthly pass fee of \$25 for the months of July and August.

Stephanie Mitchell, CPA, HBCom
Team Leader, Budget and Financial Planning

Staff Presenter:	Stephanie Mitchell
External Presenter:	N/A
Department:	Corporate Services
Reviewed by:	Shannon Schindeler and Meghan Bigney
Attachments:	#1: Bylaw -26/2025 #2: Redline of B-41/2023 Schedule "A"