

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2016 September 22

FROM: CITY CLERK

SUBJECT: BOARD OF VARIANCE – APPLICATION FEE

PURPOSE: To seek Council approval to implement a Board of Variance application fee

RECOMMENDATION:

1. **THAT** a fee of \$425.00 be established for applications to the Board of Variance; and that the City Solicitor be requested to bring forward the necessary bylaw amendment.

REPORT

1.0 BACKGROUND

In 2015, the Board of Variance (BOV) received 64 appeals of which 60 were presented to the Board for consideration. The City of Burnaby does not currently have a BOV application fee. The lack of an application fee has become problematic as applicants may return to the Board having made only minor changes to the initial application.

In 2015, nearly one third (31%) of all appeals heard by the Board were returning applicants (*Appendix A*).

More importantly, neighbouring residents are repeatedly burdened, as with each new application they must submit comments and/or attend the Hearing to share their concerns directly with the Board. The Office of the City Clerk has received complaints from residents impacted by repeat applications, voicing frustration with the lack of disincentives for those that submit multiple applications.

Each application to the BOV has an estimated cost of \$780 including staff time and miscellaneous meeting costs.

2.0 OTHER MUNICIPALITIES

To decrease the frequency of repeat applications and to recover administrative costs, municipalities throughout the Lower Mainland have implemented BOV application fees.

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The attached table of Lower Mainland BOV fees is provided for information (*Appendix B*).

It is proposed that an application fee of \$425 be established in the City of Burnaby for applications to the Board of Variance.

A handwritten signature in black ink, appearing to read "Dennis Back", with a long horizontal flourish extending to the right.

Dennis Back
CITY CLERK

Copied to: City Manager
Deputy City Manager
Director Finance
City Solicitor

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APPENDIX A: CITY OF BURNABY BOV APPEALS 2012-2015

YEAR	APPEALS	Repeat/ Withdrawn	REPEATS	City Admin Costs
2012	84	37%	1 applicant returned 4 times	\$3,120
			2 applicants returned 3 times	\$4,680
			8 applicants returned twice	\$12,480
			5 Withdrawals	\$3,900
			2012 TOTAL	\$24,180
2013	68	22%	1 applicant returned 3 times	\$2,340
			5 applicants returned twice	\$7,800
			2 Withdrawals	\$1,560
			2013 TOTAL	\$11,700
2014	43	33%	6 applicants returned twice	\$9,360
			2 Withdrawals	\$1,560
			2014 TOTAL	\$10,920
2015	64	36%	2 applicants returned 4 times	\$6,240
			1 applicant returned 3 times	\$2,340
			4 applicants returned twice	\$6,240
			4 Withdrawals	\$3,120
			2015 TOTAL	\$17,940
TOTAL	259	32%	70 Repeats and 13 Withdrawals	\$64,740

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**APPENDIX B: LOWER MAINLAND BOV APPLICATION FEES
 AND REFUND POLICIES**

CITY	FEE	COMMENT
WEST VANCOUVER	\$800.00	50% prior to Hearing
RICHMOND	\$650.00	50% prior to notification
WHITE ROCK	\$500.00	NON-REFUNDABLE
PORT MOODY	\$465.70	NON-REFUNDABLE
BURNABY	\$425.00	PROPOSED
VANCOUVER	\$420.00	NON-REFUNDABLE
NORTH VANCOUVER DISTRICT	\$403.90	50% prior to notification
ABBOTSFORD	\$400.00	100% prior to notification
DELTA	\$350.00	NON-REFUNDABLE
NEW WESTMINSTER	\$328.25	NON-REFUNDABLE
PORT COQUITLAM	\$325.00	NON-REFUNDABLE
PITT MEADOWS	\$300.00	\$240.00 prior to notification
FRASER VALLEY REGIONAL DISTRICT	\$300.00	50% prior to notification
TOWNSHIP OF LANGLEY	\$275.00	LMTC
LANGLEY City	\$250.00	NON-REFUNDABLE
SURREY	\$234.00	90% prior to notification/75% after
MAPLE RIDGE	\$200.00	NON-REFUNDABLE
NORTH VANCOUVER CITY OF	*\$175.00	50% prior to notification
SQUAMISH	**\$175.00	NON-REFUNDABLE
*City of N.V. BOV Fee Bylaw (no amendments since 1994)		
** Squamish BOV Fee Bylaw (no amendments since 1997)		