



COUNCIL REPORT

---

**TO:** CITY MANAGER **DATE:** 2018 Nov 20  
**FROM:** DIRECTOR ENGINEERING **FILE:** 7000-04  
**SUBJECT:** 2019 ENGINEERING FEES  
**PURPOSE:** To provide Council with recommendations for Engineering fees, establishment of a consolidated Engineering Fees Bylaw and amendments to related bylaws

---

**RECOMMENDATIONS:**

1. **THAT** Council approve the proposed fee adjustments and bylaw amendments, as outlined in this report.
2. **THAT** Council authorize the City Solicitor to bring forward the Burnaby Engineering Fees Bylaw to consolidate Engineering fees into one bylaw.
3. **THAT** Council authorize the City Solicitor to bring forward amendments to the following bylaws:
  - (a) Burnaby Noise or Sound Abatement Bylaw 1979,
  - (b) Burnaby Soil Deposit Bylaw 1971;
  - (c) Burnaby Soil Removal Regulation Bylaw 1961,
  - (d) Burnaby Street and Traffic Bylaw 1961;
  - (e) Burnaby Watercourse Bylaw 1988;as outlined in this report.

**REPORT**

**1.0 INTRODUCTION**

The *Community Charter and Local Government Act* provides for the imposition of fees and charges for various types of permits and services and over the years, various fees and charges have been established within various bylaws for a number of processes, works and services, permits, inspections, and other Engineering activities. The full list of current and proposed Engineering fees is included in Appendix A.

To streamline the fee review process, improve fee accessibility to the public, and reduce administrative overhead, it is recommended that a new consolidated Engineering Fees Bylaw be established. The approach for this new Bylaw aligns with the Planning and Building Fee Bylaw established for 2018.

In reviewing the relevant Engineering bylaws, staff identified several outdated bylaw provisions. This report also proposes bylaw amendments to update these provisions.

## 2.0 POLICY SECTION

The recommendations for the 2019 Engineering Fees are aligned with the City of Burnaby’s Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

- A Thriving Organization
  - Financial viability –  
 Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

## 3.0 DISCUSSION

### 3.1 Engineering Fees

It is recommended that all existing Engineering fees except for water, sewer, and solid waste utility related fees be consolidated into a new Engineering Fees Bylaw. Excluding water, sewer, and solid waste, the Engineering Department currently has many fees in 5 different bylaws. The fees or fee schedules in the existing relevant bylaws are proposed to be removed and included in the new Engineering Fees Bylaw, and the existing bylaw sections will be amended to reference the Engineering Fees Bylaw. The City Solicitor will review and bring forward the necessary bylaw amendments.

The following is a summary of all existing Engineering fees that would be consolidated into the new Burnaby Engineering Fees Bylaw. In addition, the new fees bylaw will include a schedule to impose file research, archives, and records fees.

Fee	Existing ‘Parent’ Bylaw
Sediment Control Permit and Inspection Fees	Burnaby Watercourse Bylaw
Traffic Control Permit Fees	Street and Traffic Bylaw
Minor Works Permit Fees	Street and Traffic Bylaw
Standard Street Works Permit Fees	Street and Traffic Bylaw
Development Works Encroachment Permit Fees	Street and Traffic Bylaw
Oversized Commercial Vehicle Permit Fees	Street and Traffic Bylaw
Soil Deposition Permit Fees	Soil Deposit Bylaw
Soil Removal Permit Fees	Soil Removal Regulation Bylaw
Noise Variance Permit Fees	Noise or Sound Abatement Bylaw

To: City Manager  
From: Director Engineering  
Re: 2019 Engineering Fees  
2018 November 20..... Page 3

Similar to Planning and Building fees, the Engineering Department fees are proposed to increase by 2.50% to ensure cost recovery based on the City's projected operating costs and Consumer Price Index (CPI).

### 3.2 Update to Bylaw Provisions

In reviewing the Engineering bylaws as part of the fees consolidation process, staff identified several outdated provisions that should be amended.

Section 8 of the Burnaby Soil Removal Regulation Bylaw currently provides for a maximum fine of \$500 or imprisonment not exceeding 30 days on summary conviction of a violation of that bylaw. The *Community Charter* currently provides for a maximum fine of \$10,000 and/or imprisonment up to six (6) months. It is recommended that section 8 of the Burnaby Watercourse Bylaw be amended to reflect the current maximum provisions.

Section 18A of the Burnaby Street and Traffic Bylaw imposes a \$50 fine for violations relating to stopping, standing or parking of vehicles. As this fine is also included in the City's Bylaw Notice Enforcement Bylaw, it is recommended that Section 18A be removed from the Burnaby Street and Traffic Bylaw.

Section 43(d) and Schedule "D" of the Burnaby Street and Traffic Bylaw imposes fines for overweight commercial vehicles which are redundant and outdated. The current penalties permitted by the *Commercial Transport Regulations* are included in the City's Bylaw Notice Enforcement Bylaw. As such, it is recommended that section 43(d) and Schedule "D" of the Street and Traffic Bylaw be repealed.

### 4.0 CONCLUSION

It is recommended that all fees and bylaw amendments outlined in this report be introduced and given first, second and third readings at the 2018 December 03 Council meeting and be considered for adoption at the 2018 December 10 meeting so that fees can be implemented with an effective date of 2019 January 01. The miscellaneous changes in section 3.2 of this report will take effect upon Final Adoption of the relevant bylaw amendments.



Leon A. Gous, P.Eng., MBA  
DIRECTOR ENGINEERING

JWH/ac

Attachments

Copied to: Director Planning  
Director Finance  
Director Parks, Recreation and Cultural Services  
Chief Information Officer  
Chief Building Inspector  
City Solicitor  
City Clerk

**Current and Proposed 2019 Engineering Fees**

**Schedule A - File Research, Archives, and Records Fees**

<b>FILE RESEARCH, ARCHIVES, AND RECORDS FEES</b>	<b>Current (2018)</b>	<b>Proposed (2019)</b>
▪ <b>Land Title Search Fees</b>		
Land Title Search	---	\$15 / search
Land Title Document and Plan Image records	---	\$20 / search
▪ <b>Legal Agreement Amendment Fees</b>		
▪ <b>(for existing legal agreements already registered at Land Title Office)</b>		
For first 3 amendment items	---	\$600
For more than 3 amendment items	---	\$1,000
▪ <b>File Research and Image Reproduction Fees</b>		
File Research	---	\$27.00
Electronic copies	---	\$2.20 per image
Paper copies (8.5x11 inches or larger)	---	\$3.65 per page
Paper copies (11x17 inches or larger)	---	\$8.60 per page

**Schedule B - Noise or Sound Abatement Bylaw 1979**

<b>NOISE VARIANCE PERMIT FEES Section 15(4)</b>	<b>Current (2018)</b>	<b>Proposed (2019)</b>
Permit Fee	\$100 / each	\$103 / each
Renewal Fee	\$50 / each	\$51 / each

**Schedule C – Soil Deposit Bylaw 1971**

<b>SOIL DEPOSIT PERMIT FEES Section 4.1</b>	<b>Current (2018)</b>	<b>Proposed (2019)</b>
Application Fee	\$250 / each	\$256 / each

**Schedule D - Soil Removal Regulation Bylaw 1961**

<b>SOIL REMOVAL PERMIT FEES Section 4.1</b>	<b>Current (2018)</b>	<b>Proposed (2019)</b>
Application Fee	\$250 / each	\$256 / each

**Schedule E – Street and Traffic Bylaw 1961**

<b>TRAFFIC CONTROL PERMIT FEES Section 24(2)(a)</b>	<b>Current (2018)</b>	<b>Proposed (2019)</b>
▪ <b>Application Fee</b>		
One week duration or less	\$100	\$103
For each additional week	\$50 / week	\$51 / week

<b>MINOR WORK PERMIT FEES Section 24(2)(b)</b>	<b>Current (2018)</b>	<b>Proposed (2019)</b>
▪ <b>Application Fee</b>		
Valid for one month	\$300	\$308
▪ <b>Extension Fee</b>		
For each additional month	\$150 / month	\$154 / month
▪ <b>Annual Renewal Fee</b>		
Up to 5 years	\$300 / year	\$308 / year
5 years and more	Annual renewal fee plus \$513 / year for each monitoring well, test hole, installation, excavation, or work	
▪ <b>Bonding</b>	Based on value of potentially impacted City infrastructure	

<b>STANDARD STREET WORK PERMIT FEES Section 24(2)(c)</b>	<b>Current (2018)</b>	<b>Proposed (2019)</b>
▪ <b>Application Fee</b>	\$600, plus \$14/metre greater than 50 metres	\$615, plus \$15/metre greater than 50 metres

To: City Manager  
 From: Director Engineering  
 Re: 2019 Engineering Fees  
 2018 November 20..... Page 6

<ul style="list-style-type: none"> <li><b>Pavement Degradation Fee</b></li> </ul>		
Age of Street Pavement (as determined by the Engineer)	Fee per Excavation Size (square or lineal metre, whichever is greater)	
0 – 5 years	\$50	\$51
6 - 10 years	\$40	\$41
11 - 15 years	\$30	\$31
16 – 20 years	\$20	\$21
21 years or more	\$10	\$10
<ul style="list-style-type: none"> <li><b>Deposits and Fees for Works Completed by City Employees or Contractors</b></li> </ul>	As per current Engineering Operations unit rates	
<ul style="list-style-type: none"> <li><b>Bonding</b></li> </ul>	Based on value of potentially impacted City infrastructure	

<b>DEVELOPMENT WORKS ENCROACHMENT PERMIT FEES Section 24(2)(d)</b>	<b>Current (2018)</b>	<b>Proposed (2019)</b>
<ul style="list-style-type: none"> <li><b>Application Fee</b></li> </ul>		
Hoarding	\$1,000	\$1,025
Shoring	\$1,000	\$1,025
<ul style="list-style-type: none"> <li><b>Renewal Fee</b></li> </ul>	\$500 / permit	\$513 / permit
<ul style="list-style-type: none"> <li><b>Anchor Rod Retention Fee</b></li> </ul>	\$2000 / anchor rod	\$2050 / anchor rod
<ul style="list-style-type: none"> <li><b>Deposits and Fees for Works Completed by City Employees or Contractors</b></li> </ul>	As per current Engineering Operations unit rates	
<ul style="list-style-type: none"> <li><b>Bonding</b></li> </ul>		
Anchor Rod	\$2,000 / rod	\$2,050 / rod
Hoarding	\$10,000 base plus \$60/metre plus \$100/metre plus \$300/metre	\$10,250 base plus \$62/metre plus \$103/metre plus \$308/metre
<ul style="list-style-type: none"> <li>- Construction Fencing</li> <li>- Covered Scaffolding</li> <li>- Structured Walkway</li> </ul>		
Shoring (shotcrete removal)	\$325 - \$1,800 / metre, depending on difficulty of removal as determined by Engineering	\$333 - \$1,845 / metre, depending on difficulty of removal as determined by Engineering
Excavation	\$150 / cubic metre	\$154 / cubic metre
Other works	Based on value of potentially impacted City infrastructure	

<b>OVERSIZED COMMERCIAL VEHICLE PERMIT FEES Section 49</b>	<b>Current (2018)</b>	<b>Proposed (2019)</b>
Single Trip Permit	\$30 / each	\$31 / each
Yearly Permit	\$210 / vehicle	\$215 / vehicle
Duplicate Permit	\$30 / each	\$31 / each

**Schedule F –Watercourse Bylaw 1988**

<b>SEDIMENT CONTROL SYSTEM PERMIT AND INSPECTION FEES Section 9(2)</b>	<b>Current (2018)</b>	<b>Proposed (2019)</b>
<ul style="list-style-type: none"> <li>▪ <b>Sediment Control System Permit:</b></li> </ul>		
Sediment Control System Permit  (including 1st and 2nd inspections)	4% of estimated sediment control system construction value	4% of estimated sediment control system construction value
<ul style="list-style-type: none"> <li>▪ <b>Sediment Control Re-inspection Fee (for 3<sup>rd</sup> and each subsequent re-inspection):</b></li> </ul> <p>Where it has been determined by the assigned Engineering Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work re-inspection is required</p> <p><i>Re-inspection Fees subject to all applicable taxes</i></p>		
3rd inspection	\$250	\$256
4th inspection and thereafter	\$350	\$359