



Item.....
Meeting ..... 2019 Sep 09

## COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2019 August 28

**FROM:** DIRECTOR ENGINEERING **FILE:** 7000-04

**SUBJECT:** 2020 ENGINEERING FEES

**PURPOSE:** To provide Council with recommendations for the Engineering Department's fees for 2020 for cost recovery purposes.

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### RECOMMENDATIONS:

1. **THAT** Council approve the proposed fee adjustments and the introduction of a new fee for the removal or replacement of survey monuments, as outlined in this report.
2. **THAT** Council authorize the City Solicitor to bring forward the necessary bylaw amendments to implement the proposed adjustments in the Engineering Fees Bylaw, as set out in Appendix A of this report and the introduction of a new fee as set out in Appendix B.

## REPORT

### 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.

In 2018, Council approved a consolidated Engineering Fee Bylaw to streamline the fee review process, improve fee accessibility to the public, and reduce administrative overhead. The current list of Engineering fees is included in Appendix A. A new fee for the removal or replacement of survey monuments is included in Appendix B.

### POLICY SECTION

The recommendations for the 2020 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

## **ENGINEERING FEES**

### **Current Engineering Fees**

The intent of the annual fee review is to establish a more systematic fee increase process and to avoid substantial increases at any one point in time. Under this system, fees are adjusted each year to ensure that the costs associated with each type of application, permit, service, or work is recovered.

Staff has completed the annual review of fees for 2020. 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). Appendix A outlines the recommended adjustments to the Engineering fees including fees which will remain at the current rates. Fee increases will be effective 2020 January 01.

### **New Engineering Fee**

Staff have identified a new fee which needs to be established when survey monuments are removed or damaged. The City, together with other member municipalities in Metro Vancouver have a High Precision Network (HPN) of survey monuments and a GPS reference network system. The City is responsible for preserving and protecting the HPN monuments within the City's jurisdiction from destruction and disturbance. The City is also responsible for replacing these survey monuments.

The City has a policy in place which outlines the procedures that staff follow when survey monuments are damaged or have to be removed due to construction or development activity. Metro Vancouver issued all member municipalities with guidance around the setting of fees as the intent is to have consistent regional pricing with respect to HPN monument replacement fees.

Appendix B outlines the recommended monument replacement fees. The fee will be effective 2020 January 01.

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From: Director Engineering  
Re: 2020 Engineering Fees  
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## CONCLUSION

It is recommended that Council authorize the City Solicitor to bring forward the necessary bylaw amendments to implement the proposed fee adjustments in Appendix A and the introduction of a new fee in Appendix B of this report, with an effective date of 2020 January 01.



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

RS/ML/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 2020 Engineering Fees

**SCHEDULE A - FILE RESEARCH, ARCHIVES, AND RECORDS FEES**

<b>FILE RESEARCH, ARCHIVES, AND RECORDS FEES</b>	<b>Current (2019)</b>	<b>Proposed (2020)</b>
▪ <b>Land Title Search Fees</b>		
Land Title Search	\$15 / search	No Change
Land Title Document and Plan Image records	\$20 / search	No Change
▪ <b>Legal Agreement Amendment Fees</b> ▪ <b>(for existing legal agreements already registered at Land Title Office)</b>		
For first 3 amendment items	\$600	No Change
For more than 3 amendment items	\$1,000	No Change
▪ <b>File Research and Image Reproduction Fees</b>		
File Research	\$27.00	\$28.00
Electronic copies	\$2.20 per image	\$2.25 per image
Paper copies (8.5x11 inches or larger)	\$3.65 per page	\$3.75 per page
Paper copies (11x17 inches or larger)	\$8.60 per page	\$8.80 per page

**SCHEDULE B - NOISE OR SOUND ABATEMENT BYLAW 1979**

<b>NOISE VARIANCE PERMIT FEES Section 15(4)</b>	<b>Current (2019)</b>	<b>Proposed (2020)</b>
Permit Fee	\$103 / each	\$105.50/ each
Renewal Fee	\$51 / each	\$52.25 / each

**SCHEDULE C – SOIL DEPOSIT BYLAW 1971**

<b>SOIL DEPOSIT PERMIT FEES Section 4.1</b>	<b>Current (2019)</b>	<b>Proposed (2020)</b>
Application Fee	\$256 / each	\$262/ each

**SCHEDULE D - SOIL REMOVAL REGULATION BYLAW 1961**

<b>SOIL REMOVAL PERMIT FEES Section 4.1</b>	<b>Current (2019)</b>	<b>Proposed (2020)</b>
Application Fee	\$256 / each	\$262/ each

**SCHEDULE E – STREET AND TRAFFIC BYLAW 1961**

<b>TRAFFIC CONTROL PERMIT FEES Section 24(2)(a)</b>	<b>Current (2019)</b>	<b>Proposed (2020)</b>
▪ <b>Application Fee</b>		
One week duration or less	\$103	\$105.50
For each additional week	\$51 / week	\$52.25/ week

<b>MINOR WORK PERMIT FEES Section 24(2)(b)</b>	<b>Current (2019)</b>	<b>Proposed (2020)</b>
▪ <b>Application Fee</b>		
Valid for one month	\$308	\$315.50
▪ <b>Extension Fee</b>		
For each additional month	\$154 / month	\$157.50/ month
▪ <b>Annual Renewal Fee</b>		
Up to 5 years	\$308 / year	\$315.50/ year
5 years and more	Annual renewal fee plus \$513 / year for each monitoring well, test hole, installation, excavation, or work	Annual renewal fee plus \$525.50/ 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 (2019)</b>	<b>Proposed (2020)</b>
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▪ <b>Application Fee</b>	\$615, plus \$15/metre greater than 50 metres	\$630, plus \$15.35 /metre greater than 50 metres
▪ <b>Pavement Degradation Fee</b>		
Age of Street Pavement (as determined by the Engineer)	Fee per Excavation Size (square or lineal metre, whichever is greater)	
0 – 5 years	\$51	\$52.25
6 - 10 years	\$41	\$42.00
11 - 15 years	\$31	\$31.75
16 – 20 years	\$21	\$21.50
21 years or more	\$10	\$10.25
▪ <b>Deposits and Fees for Works Completed by City Employees or Contractors</b>	As per current Engineering Operations unit rates	
▪ <b>Bonding</b>	Based on value of potentially impacted City infrastructure	

<b>DEVELOPMENT WORKS ENCROACHMENT PERMIT FEES Section 24(2)(d)</b>	<b>Current (2019)</b>	<b>Proposed (2020)</b>
▪ <b>Application Fee</b>		
Hoarding	\$1,025	\$1,050
Shoring	\$1,025	\$1,050
▪ <b>Renewal Fee</b>	\$513 / permit	\$525.50/ permit
▪ <b>Anchor Rod Retention Fee</b>	\$2,050 / anchor rod	\$2,101 / anchor rod
▪ <b>Deposits and Fees for Works Completed by City Employees or Contractors</b>	As per current Engineering Operations unit rates	
▪ <b>Bonding</b>		
Anchor Rod	\$2,050 / rod	\$2,101 / rod
Hoarding <ul style="list-style-type: none"> <li>- Construction Fencing</li> <li>- Covered Scaffolding</li> <li>- Structured Walkway</li> </ul>	\$10,250 base plus \$62/metre plus \$103/metre plus \$308/metre	\$10,506 base plus \$63.55/metre plus \$105.50/metre plus \$315.50 /metre
Shoring (shotcrete removal)	\$333 - \$1,845 / metre, depending on difficulty of removal as determined by Engineering	\$341 - \$1,891 / metre, depending on difficulty of removal as determined by Engineering
Excavation	\$154 / cubic metre	\$157.50/ cubic metre
Other works	Based on value of potentially impacted City infrastructure	

<b>OVERSIZED COMMERCIAL VEHICLE PERMIT FEES Section 49</b>	<b>Current (2019)</b>	<b>Proposed (2020)</b>
Single Trip Permit	\$31 / each	\$31.75/ each
Yearly Permit	\$215 / vehicle	\$220 / vehicle
Duplicate Permit	\$31 / each	\$31.75 / each

#### **SCHEDULE F –WATERCOURSE BYLAW 1988**

<b>SEDIMENT CONTROL SYSTEM PERMIT AND INSPECTION FEES Section 9(2)</b>	<b>Current (2019)</b>	<b>Proposed (2020)</b>
<b>▪ Sediment Control System Permit:</b>		
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
<b>▪ Sediment Control Re-inspection Fee (for 3<sup>rd</sup> and each subsequent re-inspection):</b>		
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		
<i>Re-inspection Fees subject to all applicable taxes</i>		
3rd inspection	\$256	\$262
4th inspection and thereafter	\$359	\$367.50

**New 2020 Engineering Fees****SCHEDULE G – SURVEY MONUMENTS**

<b>REMOVAL OR REPLACEMENT OF SURVEY MONUMENTS</b>	<b>Current (2019)</b>	<b>Proposed (2020)</b>
Integrated Survey Area (ISA) Control Monument	-	\$1,800/ each
Secondary Benchmark	-	\$3,300/ each
High Precision Network Monument	-	\$7,500/ each