



COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2020 September 03
FROM: DIRECTOR ENGINEERING **FILE:** 7000-04
SUBJECT: 2021 ENGINEERING FEES AND RELATED STREET AND TRAFFIC BYLAW AMENDMENT
PURPOSE: To propose changes to the *Engineering Fees Bylaw* for 2021 for cost recovery purposes and related amendment to the *Street and Traffic Bylaw*.

RECOMMENDATIONS:

1. **THAT** Council approve the proposed Engineering fee adjustments and the introduction of new container placement and parking meter and sign removal and installation fees 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 new fees as set out in Appendix B of this report, effective 2021 January 01.
3. **THAT** Council authorize the City Solicitor to bring forward an amendment to the *Street and Traffic Bylaw* relating to placement of temporary portable storage containers on City streets, as set out in section 4.0 of this report, effective 2021 January 01.

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.

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. New parking permit and sign installation fees are included in Appendix B.

2.0 POLICY SECTION

The recommendations for the 2021 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 ENGINEERING FEES

3.1 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 2021. Similar to Planning and Building fees, the Engineering Department fees are proposed to increase by approximately 1.50% 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 2021 January 01.

3.2 New Engineering Fee

Staff are proposing that the following new fees be included in the *Engineering Fees Bylaw*:

TEMPORARY STORAGE CONTAINER FEES	DESCRIPTION
Application Fee- Temporary Storage Container Placement	When a temporary storage container cannot be placed on private property, residents can apply for a permit to place the container on City street.
Temporary Storage Container Placement	This is the daily charge for leaving a temporary storage container on City street.

PARKING METER PLATING & REMOVAL FEES	DESCRIPTION
Parking Meter Plating	This is the fee to fabricate and install meter plate signs to reserve parking meter spaces.

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Parking Meter Removal/ Reinstallation (no coring required)	This is the fee to remove or reinstall a parking meter.
Replacement Parking Meter- Single Head	This is the fee to replace a single head parking meter.
Replacement Parking Meter- Double Head	This is the fee to replace a double head parking meter.

PARKING SIGN INSTALLATION FEE	DESCRIPTION
Sign Installation	This is the fee to fabricate and install signs related to parking; it includes the cost of labour and materials.

Appendix B outlines the recommended amounts for these new fees, to be effective 2021 January 01. The fees for the placement of temporary storage containers on City streets requires an amendment to the *Street and Traffic Bylaw* as well, as the Director Engineering will be establishing a process to authorize such use of City streets (see below).

4.0 STREET AND TRAFFIC BYLAW AMENDMENT

As part of implementing fees for the placement of temporary storage containers (such as PODS units) on City streets, the Director Engineering is proposing to establish an application and permit process and other requirements before providing approval. Section 24(2) of the *Street and Traffic Bylaw* currently authorizes the Director Engineering to establish procedures, standards and requirements, issue permits or licences, and impose fees and bonding in respect of various uses of City streets. It is recommended that the placement of temporary storage containers on City streets be added to this authorization.

Staff recommend that Section 24(2) be amended to add the provision in bold below:

- 24(2) Without limiting the generality of subsection (1), the Engineer may establish procedures, standards and requirements, issue permits or licences, and impose fees and bonding as set out in the *Burnaby Engineering Fees Bylaw* in respect to:
- (a) temporary control of traffic on a highway, or temporarily restricting or prohibiting all or some types of traffic on a highway or portion of a highway;
 - (b) testpits, monitoring wells, boreholes or hydro-vac excavations, minor excavations and other similar works on a highway or portion of a highway;

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- (c) third party utility installations and City utility installations, roadworks and other similar works undertaken by third parties on a highway or portion of a highway, except works undertaken pursuant to an agreement with the City or another City bylaw;
- (d) anchor rods, footings, hoarding, shoring and other development-related encroachments on a highway or portion of a highway; and
- (e) **placement of temporary storage containers on a highway or portion of a highway.**

In order to align this bylaw amendment with the implementation of the associated fees in the *Engineering Fees Bylaw*, it is recommended that the change be effective 2021 January 01 as well.

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, the introduction of new fees in Appendix B of this report, and amendment to Section 24(2) of the *Street and Traffic Bylaw*, with an effective date of 2021 January 01.



(For)

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

RS/ML:nh

Attachments

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

Current and Proposed 2021 Engineering Fees

SCHEDULE A - FILE RESEARCH, ARCHIVES, AND RECORDS FEES

FILE RESEARCH, ARCHIVES, AND RECORDS FEES	Current (2020)	Proposed (2021)
▪ Land Title Search Fees		
Land Title Search	\$15 / search	No Change
Land Title Document and Plan Image records	\$20 / search	No Change
▪ Legal Agreement Amendment Fees ▪ (for existing legal agreements already registered at Land Title Office)		
For first 3 amendment items	\$600	No Change
For more than 3 amendment items	\$1,000	No Change
▪ File Research and Image Reproduction Fees		
File Research	\$28.00	No Change
Electronic copies	\$2.25 per image	\$2.30 per image
Paper copies (8.5x11 inches or larger)	\$3.75 per page	\$3.80 per page
Paper copies (11x17 inches or larger)	\$8.80 per page	\$8.95 per page

SCHEDULE B - NOISE OR SOUND ABATEMENT BYLAW 1979

NOISE VARIANCE PERMIT FEES Section 15(4)	Current (2020)	Proposed (2021)
Permit Fee	\$105.50/ each	\$107/ each
Renewal Fee	\$52.25 / each	\$53 / each

SCHEDULE C – SOIL DEPOSIT BYLAW 1971

SOIL DEPOSIT PERMIT FEES Section 4.1	Current (2020)	Proposed (2021)
Application Fee	\$262/ each	\$265.50/ each

SCHEDULE D - SOIL REMOVAL REGULATION BYLAW 1961

SOIL REMOVAL PERMIT FEES Section 4.1	Current (2020)	Proposed (2021)
Application Fee	\$262/ each	\$265.50/ each

SCHEDULE E – STREET AND TRAFFIC BYLAW 1961

TRAFFIC CONTROL PERMIT FEES Section 24(2)(a)	Current (2020)	Proposed (2021)
▪ Application Fee		
One week duration or less	\$105.50	\$107
For each additional week	\$52.25/ week	\$53/ week

MINOR WORK PERMIT FEES Section 24(2)(b)	Current (2020)	Proposed (2021)
▪ Application Fee		
Valid for one month	\$315.50	\$320
▪ Extension Fee		
For each additional month	\$157.50/ month	\$159.50/ month
▪ Annual Renewal Fee		
Up to 5 years	\$315.50/ year	\$320/ year
5 years and more	Annual renewal fee plus \$525.50/ year for each monitoring well, test hole, installation, excavation, or work	Annual renewal fee plus \$533/ year for each monitoring well, test hole, installation, excavation, or work
▪ Bonding		
Based on value of potentially impacted City infrastructure		

STANDARD STREET WORK PERMIT FEES Section 24(2)(c)	Current (2020)	Proposed (2021)
▪ Application Fee	\$630, plus \$15.35 /metre greater than 50 metres	\$639, plus \$15.55 /metre greater than 50 metres
▪ Pavement Degradation Fee		
Age of Street Pavement (as determined by the Engineer)	Fee per Excavation Size (square or lineal metre, whichever is greater)	
0 – 5 years	\$52.25	\$53
6 - 10 years	\$42.00	\$42.60
11 - 15 years	\$31.75	\$32.20
16 – 20 years	\$21.50	\$21.80
21 years or more	\$10.25	\$10.40
▪ Deposits and Fees for Works Completed by City Employees or Contractors	As per current Engineering Operations unit rates	
▪ Bonding	Based on value of potentially impacted City infrastructure	

DEVELOPMENT WORKS ENCROACHMENT PERMIT FEES Section 24(2)(d)	Current (2020)	Proposed (2021)
▪ Application Fee		
Hoarding	\$1,050	\$1,065
Shoring	\$1,050	\$1,065
▪ Renewal Fee	\$525.50/ permit	\$533/ permit
▪ Anchor Rod Retention Fee	\$2,101 / anchor rod	\$2,132 / anchor rod
▪ Deposits and Fees for Works Completed by City Employees or Contractors	As per current Engineering Operations unit rates	
▪ Bonding		
Anchor Rod	\$2,101 / rod	\$2,132 / rod
Hoarding <ul style="list-style-type: none"> - Construction Fencing - Covered Scaffolding - Structured Walkway 	\$10,506 base plus \$63.55/metre plus \$105.50/metre plus \$315.50 /metre	\$10,663 base plus \$64.50/metre plus \$107/metre plus \$320 /metre
Shoring (shotcrete removal)	\$341 - \$1,891 / metre, depending on difficulty of removal as determined by Engineering	\$346 - \$1,919 / metre, depending on difficulty of removal as determined by Engineering
Excavation	\$157.50/ cubic metre	\$159.50/ cubic metre
Other works	Based on value of potentially impacted City infrastructure	

PLACEMENT OF TEMPORARY STORAGE CONTAINER FEES Section 24(2)(e)	Current (2020)	Proposed (2021)
Application Fee- Temporary Storage Container Placement	-	\$100/ each
Temporary Storage Container Placement	-	\$15/ day

OVERSIZED COMMERCIAL VEHICLE PERMIT FEES Section 49	Current (2020)	Proposed (2021)
Single Trip Permit	\$31.75/ each	\$32.20/ each
Yearly Permit	\$220 / vehicle	\$223 / vehicle
Duplicate Permit	\$31.75 / each	\$32.20/ each

SCHEDULE F – WATERCOURSE BYLAW 1988

SEDIMENT CONTROL SYSTEM PERMIT AND INSPECTION FEES Section 9(2)	Current (2020)	Proposed (2021)
<p>▪ Sediment Control System Permit:</p>		
<p>Sediment Control System Permit (including 1st and 2nd inspections)</p>	<p>4% of estimated sediment control system construction value</p>	<p>4% of estimated sediment control system construction value</p>
<p>▪ Sediment Control Re-inspection Fee (for 3rd and each subsequent re-inspection):</p> <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>Re-inspection Fees subject to all applicable taxes</p>		
3rd inspection	\$262	\$265.50
4th inspection and thereafter	\$367.50	\$373

SCHEDULE G – SURVEY MONUMENTS

REMOVAL OR REPLACEMENT OF SURVEY MONUMENTS	Current (2020)	Proposed (2021)
Integrated Survey Area (ISA) Control Monument	\$1,800/ each	No Change
Secondary Benchmark	\$3,300/ each	No Change
High Precision Network Monument	\$7,500/ each	No Change

New 2021 Engineering Fees

SCHEDULE H – PARKING METER AND SIGN REMOVAL AND INSTALLATION FEES

PARKING METER PLATING & REMOVAL FEES	Current (2020)	Proposed (2021)
Parking Meter Plating	-	\$71.50/ hour
Parking Meter Removal/ Reinstallation (no coring required)	-	\$80/ each
Replacement Parking Meter- Single Head	-	\$700/ each
Replacement Parking Meter- Double Head	-	\$1,400/ each

PARKING SIGN INSTALLATION FEE	Current (2020)	Proposed (2021)
Sign Installation- Labor & Materials	-	As per current Engineering Operations unit rates