

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2022 April 12

FROM: ACTING CHIEF FINANCIAL OFFICER **FILE:** 42000-01

SUBJECT: PROPOSED CONSOLIDATED FEES AND CHARGES BYLAW

PURPOSE: To outline the proposed approach for consolidation of City fees and charges into one Consolidated Fees and Charges Bylaw.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council receive this report for information.

REPORT**1.0 INTRODUCTION**

The City of Burnaby collects fees and charges across multiple departments through approximately 40 different bylaws. Over recent years, the Legal Department has worked with specific departments to consolidate the fees charged by those departments into separate bylaws (i.e. Business Licence Fees Bylaw 2017, Planning and Building Fees Bylaw 2017, Engineering Fees Bylaw 2018 and Parks, Recreation and Culture Fees Bylaw 2022). The consolidation of fees and charges into single bylaws allows for regular review of rates, consistency for fees of similar nature, and efficiency with regards to time and resource requirements when fees are updated. It also allows for greater transparency and accountability.

As part of the City's *Moving Forward* initiative, staff are reviewing City bylaws to identify areas for improvement and to promote effectiveness and efficiency. Consolidating the City's fees and charges into one Consolidated Fees and Charges Bylaws has been identified as a measure to improve transparency and establish more efficient means of reviewing and updating City fees and charges across various departments. The purpose of this report is to outline staff's proposed approach and timeline for establishing the Consolidated Fees and Charges Bylaw and amending the numerous City bylaws that currently impose these fees and charges.

2.0 POLICY SECTION

Goal

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

3.0 BACKGROUND

Over the years, staff have made strides to standardize how fees and charges are captured within bylaws. Initially, the main focus was creating fee schedules within bylaws, such that fees and charges were removed from the body of many bylaws and placed into a schedule, thus making it easier to find the latest fees, confirm the effective date, and in many cases, identify redundant fees and charges. More recently, the Legal Department has worked with specific departments to consolidate the fees charged by those departments into separate bylaws (i.e. Business Licence Fees Bylaw, Planning and Building Fees Bylaw 2017, Engineering Fees Bylaw 2018 and Parks, Recreation and Culture Fees Bylaw 2022). However, numerous other City fees and charges continue to be found within various City bylaws.

Due to the dispersed nature of fees and charges in City bylaws, updating the rates in the bylaws involves a cumbersome and resource-intensive process of amending each bylaw that imposes fees or charges. As a result, the amounts for some City fees and charges have remained unchanged for many years. By consolidating fees and charges into one bylaw, staff will be able to more efficiently review and update the rates on a consistent and regular basis. The fees in the Engineering Fees Bylaw and Planning and Building Fees Bylaw are currently updated each September. The Parks, Recreation and Cultural Services Department typically update fees annually as well.

Many local municipalities have consolidated fees and charges bylaws including:

- Coquitlam Fees and Charges Bylaw No. 5181
- Richmond Consolidated Fees Bylaw No. 8636
- Delta Consolidated Fees Bylaw No. 7273
- Surrey Fee Setting Bylaw 2001, No. 14577

In order to consolidate fees and charges into one bylaw, a large number of bylaws which impose the fees and charges (“parent bylaws”) will need to be amended. Additionally, staff from various City departments will need to collaborate to establish consistent schedules for the fees and charges. Due to the resources required and different department’s timing for fee updates, the project is proposed to be implemented in phases. Section 4.0 outlines the project details and timeline.

4.0 PROJECT DETAILS

4.1 Timing and Phases

Consolidation of City fees and charges is proposed to take place over three phases:

Phase 1 (Now – September 2022):

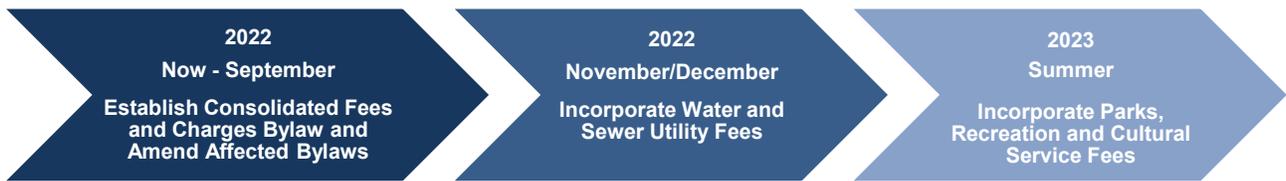
Establish the Consolidated Fees and Charges Bylaw to incorporate fees and charges under bylaws administered by the Community Safety, Corporate Services, Engineering (except water and sewer utilities fees), Finance and Planning and Development Departments. This will entail amendments to bylaws listed in Section 4.2 under *In-Scope Bylaws – Phase 1*.

Phase 2 (November/December 2022):

Amendments to incorporate utilities fees (i.e. water, sewer and solid waste) into Consolidated Fees and Charges Bylaw. This will require amendments to the parent bylaws listed in Section 4.2 under *In-Scope Bylaws – Phase 2*.

Phase 3 (Summer 2023):

Amendments to incorporate Parks, Recreation and Cultural Services fees into Consolidated Fees and Charges Bylaw. This will require repeals of the bylaws listed in Section 4.2 under *In-Scope Bylaws – Phase 3*.



4.2 Bylaw Scope

Staff have identified approximately 40 bylaws which will be affected by this project. Table 1 identifies the bylaws that impose fees, or which tie to existing consolidated fee bylaws, which will be addressed by the proposed Consolidated Fees and Charges Bylaw at each phase of the project. Property tax bylaws (i.e. tax rate bylaw, business improvement area bylaws, and local service tax bylaw) and bylaws which impose fees and charges on behalf of other government authorities (i.e. Metro Vancouver GVS&DD Cost Charge Bylaw, Regional Transportation DCC Bylaw and School Site Acquisition Charge Bylaw) are proposed to not be included in the Consolidated Fees and Charges Bylaw.

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Table 1 – In-Scope Bylaws

In-Scope Bylaws – Phase 1	Now - September 2022
Animal Control Bylaw 1991	
Building Bylaw 2016	
Business Licence Bylaw 2017	
Business Licence Fees Bylaw 2017	
Construction and Waste Demolition Bylaw (Pending)	
Controlled Substance Property Bylaw 2021	
Credit Card Merchant Fee Recovery Bylaw 2016	
Development Cost Charges Bylaw 1979	
Development Procedures Bylaw	
Electrical Bylaw 1974	
Engineering Fees Bylaw 2018	
False Alarm Bylaw 1995	
Financial Admin Fees & Charges Bylaw 2013	
Fire Services Bylaw 2004	
Freedom of Information Bylaw 1995	
Gas Bylaw 1978	
Liquor Licence Application Fee Bylaw 2001	
Local improvement Charges Bylaw 1985	
Noise or Sound Abatement Bylaw 1979	
Parking Meter And Electric Vehicle Charging Meter Bylaw 2019	
Planning and Building Fees Bylaw 2017	
Plumbing Bylaw 2000	
Police Services Fees Bylaw 2011	
Sewer Connection Bylaw 1961	
Sign Bylaw 1972	
Soil Deposit Bylaw 1971	
Soil Removal Regulation Bylaw 1961	
Street and Traffic Bylaw 1961	
Subdivision Control Bylaw 1971	
Tree Bylaw 1996	
Vehicle Immobilization And Towing Bylaw	
Watercourse Bylaw 1988	
Zoning Bylaw 1965	
In-Scope Bylaws – Phase 2	November/December 2022
Sewer Parcel Tax Bylaw 1994	
Sewer Charge Bylaw 1961	
Waterworks Regulation Bylaw 1953	
Solid Waste and Recycling Bylaw 2010	
In-Scope Bylaws – Phase 3	Summer 2023
Golf Fees Bylaw 2022	
Parks, Recreation and Culture Fees Bylaw 2022	

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4.3 Future Fees and Charges Update

As part of the process of establishing the Consolidated Fees and Charges Bylaw, staff from various City departments will collaborate to identify a process for regular review and update of City fees and charges. This will result in a consistent and transparent process for future increases to the fees and charges. Once the Consolidated Fees and Charges Bylaw is established, the process for updating fees and charges will be relatively efficient as only one bylaw will need to be updated, as opposed to amendments of numerous bylaws that individually impose fees and charges.

5.0 CONCLUSION

This report outlines the initiative to consolidate City fees and charges into a single Consolidated Fees and Charges Bylaws in order to allow for regular review of rates, consistency across the City for fees of a similar nature, and time and resource savings when fees are updated. This project is proposed to be implemented in three phases, as described in section 4.1 of this report.

It is requested that the Financial Management Committee recommend Council receive this report for information.



Bob Klimek
ACTING CHIEF FINANCIAL OFFICER

BK:RR:ML/kl:md

Copied to: Chief Administrative Officer
General Manager Community Safety
General Manager Corporate Services
General Manager Engineering
General Manager Parks, Recreation and Cultural Services
General Manager Planning and Development
Fire Chief
OIC RCMP
City Clerk
City Solicitor