

FINANCIAL MANAGEMENT COMMITTEE

TO: MAYOR AND COUNCILLORS

SUBJECT: BURNABY CONSOLIDATED FEES AND CHARGES BYLAW

RECOMMENDATION:

THAT the proposed fees and charges adjustments, as outlined in Attachment 1 and Attachment 2 (Appendices A to F) of the report titled “Burnaby Consolidated Fees and Charges Bylaw” dated July 18, 2023, effective January 1, 2024, be approved;

THAT the City Solicitor be authorized to bring forward a bylaw to amend the Burnaby Consolidated Fees and Charges Bylaw, to impose the fees and charges as set out in the report;

THAT the City Solicitor be authorized to bring forward a bylaw to amend the Burnaby Building Bylaw 2016, in accordance with Appendix E, Section 2.1 in Attachment 2 of the report; and

THAT the City Solicitor be authorized to bring forward bylaws to repeal the following fee imposition bylaws, in accordance Appendix F, Section 2.0 in Attachment 2 of the report:

- Burnaby Parks, Recreation and Culture Fees Bylaw 2023; and
- Burnaby Golf Fees Bylaw 2022.

REPORT

The Financial Management Committee, at its meeting held on July 18, 2023, received and adopted the attached report seeking Council approval to bring forward amendments to the Consolidated Fees and Charges Bylaw, effective January 1, 2024.

On behalf of the Financial Management
Committee,

Councillor S. Dhaliwal
Chair

Councillor A. Gu
Vice Chair

TO: FINANCIAL MANAGEMENT COMMITTEE (FMC)
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER
SUBJECT: **BURNABY CONSOLIDATED FEES AND CHARGES BYLAW**
PURPOSE: To seek Council approval to bring forward amendments to the Consolidated Fees and Charges Bylaw, effective January 1, 2024.

RECOMMENDATION

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THAT the City Solicitor be authorized to bring forward bylaws to repeal the following fee imposition bylaws, in accordance Appendix F, Section 2.0 in Attachment 2 of the report:

- Burnaby Parks, Recreation and Culture Fees Bylaw 2023
- Burnaby Golf Fees Bylaw 2022.

1.0 POLICY SECTION

The Consolidated Fees and Charges Bylaw provides a platform from which to manage fees and charges across the City of Burnaby. Fees and Charges are set pursuant to Part 7, Division 2 – Fees, of the Community Charter, and section 462 of the Local Government Act.

2.0 BACKGROUND

The task of consolidating fees and charges into one bylaw started in July 2022, with consolidation of fees and charges from across 37 areas. Utility fees were then included in late 2022. The final phase of the project is to incorporate Parks, Recreation and Culture, including Golf fees and charges in the consolidated bylaw for January 1, 2024.

3.0 GENERAL INFORMATION

Attachment 1 contains proposed increases, additions and changes to fees and charges, with an effective date of January 1, 2024.

3.1 New Schedules - Parks, Recreation and Culture

It is proposed that Parks, Recreation and Culture fees and charges be added to the Consolidated Fees and Charges Bylaw. Schedules F1 and F3 have been set out to replace all of the schedules within the existing Burnaby Parks, Recreation and Culture Fees Bylaw 2023.

3.2 New Schedules - Golf

It is proposed that Golf fees and charges be added to the Consolidated Fees and Charges Bylaw. Schedule F2 replaces the Burnaby Golf Bylaw 2022.

3.3 Benchmark General Rate Increase

On implementation of the Consolidated Fees and Charges Bylaw, it was determined that the City would apply a benchmark general rate increase to all fees and charges on an annual basis. Based on updated CPI procedures, staff are using an average five-year BC Headline rate for CPI to establish the annual benchmark general rate increase. The proposed benchmark general rate adjustment for 2024 is **3.31%**. *(Based on the average of the past four years and expected rate for 2023, as of April 2023)* All fees and charges are rounded to the nearest **50 cents**, with the exception of fees less than \$10.00, which are rounded to the nearest 5 cents.

3.4 Staff review

Staff have reviewed all fees and charges identified in Attachment 1 to confirm whether the general adjustment is appropriate. In some cases, the fees and charges proposed may remain unchanged, or might require an increase above the recommended benchmark CPI change for the year. Appendices A to F of this report provide explanations for any such instances where changes do not reflect the proposed general adjustment of 3.31%.

Further, recommendations to amend or repeal existing bylaws to implement changes are identified in Appendices A to F, where necessary.

3.5 Utilities Fees

The following fees and charges are not addressed in this report and will be reviewed in Fall 2023:

- Schedule C7 (A) Sewer Charge Bylaw,
- Schedule C7 (B) Sewer Parcel Tax Bylaw, and
- Schedule C14 – Waterworks Regulation Bylaw.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The Community Charter requires that before adopting a bylaw in regards to business regulation, Council must give notice of its intention and provide an opportunity for persons who consider they are affected by the bylaw to make representations to Council. In order to ensure all interested parties are provided sufficient notification, notice of the proposed amendments to Schedule A2 - Burnaby Business Licence Bylaw will be advertised in the local newspaper for two consecutive editions after Council gives first, second and third readings of the proposed bylaws on August 28, 2023. The notice will provide a deadline

of 12:00 pm, September 22, 2023 to make written submissions. All responses will be collected and provided to Council prior to final adoption of the bylaws.

5.0 FINANCIAL CONSIDERATIONS

Departments will be responsible for factoring the fee increases as outlined in Attachment 1 into the 2024 Financial Plan.

Respectfully submitted,

Noreen Kassam, CPA CGA, Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

Attachment 1 – Proposed Bylaw Fees Adjustments
Attachment 2 - Appendix A-F – Departmental Details

REPORT CONTRIBUTORS

This report was prepared by Richard Rowley, Director Finance – Revenue Services, and reviewed by:

Al Hill – Senior Manager, Eng Development Svcs
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Edmond Lin - Assistant Chief Building Inspector
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May Phang - Deputy General Manager Engineering
Nikki Best - Director Legislative Services
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Stephanie Fraser – Business Manager
Teri Keller - Manager Recreation Svcs
Troy Vink - Records and Information Administrator