

TO: MAYOR & COUNCIL

FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER

SUBJECT: **BURNABY CONSOLIDATED FEES AND CHARGES BYLAW – ADDITIONAL AMENDMENTS FOR 2024**

PURPOSE: To propose further (non-utility) fee adjustments to 2024 fee schedules under the Burnaby Consolidated Fees and Charges Bylaw.

RECOMMENDATION

THAT the proposed additional fee adjustments, as outlined in Attachment 1 of the report titled “Burnaby Consolidated Fees and Charges Bylaw – Additional Amendments for 2024” dated November 20, 2023, be approved effective January 1, 2024; and

THAT the City Solicitor be authorized to bring forward a bylaw to amend the Burnaby Consolidated Fees and Charges Bylaw, Amendment Bylaw No. 2, 2023, to implement the additional fee adjustments set out in Attachment 1 of the report titled “Burnaby Consolidated Fees and Charges Bylaw – Additional Amendments for 2024” dated November 20, 2023, effective January 1, 2024.

CHIEF ADMINISTRATIVE OFFICER’S COMMENTS

I concur with the recommendation of the Deputy Chief Administrative Officer and Chief Financial Officer.

1.0 POLICY SECTION

The Burnaby 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

Updates to a majority of the City of Burnaby fees and charges for 2024 were reviewed by the Financial Management Committee (FMC) on July 18, 2023 and approved by Council on July 24, 2023. Burnaby Consolidated Fees and Charges Bylaw, Amendment Bylaw No. 2, 2023 was adopted by Council on September 25, 2023, to come into effect on January 1, 2024, to implement the fee updates. Adjustments to utility (water and sewer) fees were approved by Council at its November 6, 2023 Open meeting under separate reports. This report outlines additional changes to 2024 non-utility fees after further staff review. All additional amendments are proposed to be effective January 1, 2024.

3.0 GENERAL INFORMATION

The following proposed additional amendments to the 2024 Fee Schedules in the Burnaby Consolidated Fees and Charges Bylaw are set out in Attachment 1. Below is a summary of the proposed adjustments.

3.1. LOCAL IMPROVEMENT CHARGES BYLAW - SCHEDULE C4

Following feedback received during the July 24, 2023 Council meeting, it is proposed that the frontage rates within the first table under Schedule C4 be updated to two decimal places (as opposed to three decimal places). This change will make it easier for the public to understand the per metre and per foot rates for each type of local improvement project.

3.2. SEWER CONNECTION FEES – SCHEDULE C7

Staff have identified the need to revise service connection fees so that they clearly reflect the type of property for which the fees apply and to replace “actual cost” with a set fee of \$12,100 for the following types of service connections:

- Sanitary Service Connection – Single & Two Family
- Storm Service Connection – Single & Two Family

Sanitary service connection for multi-family and industrial, commercial and institutional properties will continue to be charged on the basis of actual cost.

3.3. STREET AND TRAFFIC BYLAW – SCHEDULE C10

Staff have identified the need to amend the Development Encroachment Permit Renewal Fee in line with the proposed benchmark general rate adjustment for 2024 of 3.31%. The proposed 2024 renewal fee is \$583.50.

3.4. WATERCOURSE BYLAW – SCHEDULE C13

Following improvements in internal processes, the time required by staff to review applications for Erosion and Sediment Control System Permit has decreased. As a result, it is proposed that fees be lowered from 4% of estimated erosion and sediment control system construction value down to 1%.

3.5. GAS BYLAW – SCHEDULE E6

The fee per appliance for Gas Installations in Commercial, Industrial, Institutional or Multi-family (*with input of 31 to 120 kW (103,000 to 409,000 BTU/Hr) (Section 10(1))*) was set at \$64 for 2024 in error. The 2024 fee should be set at \$108.50 and it is proposed that the 2024 Fee Schedule be updated accordingly.

3.6. PLUMBING BYLAW – SCHEDULE E8

The following three fee types in the Plumbing Bylaw Fee Schedule were not updated for 2024 as part of the review earlier this year:

- *Other Piping (Section 8(3))*
- *Site Fire Protection (Section 8(3))*
- *Hydronic Heating Permits (Section 8(3))*

It is proposed that these fee types be updated in line with the proposed benchmark general rate adjustment for 2024 of 3.31%.

3.7. GOLF – SCHEDULE F2

The table outlining the advanced booking fees is to be replaced with a more granular breakdown of charges, as set out below:

- *Advance Booking Fee 5 – 14 days* \$ 5.00
- *Advance Booking Fee 15 - 30 days* \$10.00
- *Corporate Booking Fee* \$15.00

While the Tournament Administration Fee will be updated from the current \$10 rate as follows:

- *Tournament Booking Fee* \$15.00

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Not applicable.

5.0 FINANCIAL CONSIDERATIONS

Proposed fee adjustments outlined in this report have been incorporated in the proposed Draft 2024-2028 Financial Plan.

Respectfully submitted,

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

Attachment 1 – Proposed Bylaw Amendments for 2024

REPORT CONTRIBUTORS

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

- Dakshin Gunawardana - Asst Mgr Budgets and Admin
- Jason Watt – Chief Building Inspector
- May Phang - Deputy General Manager Engineering
- May Leung – City Solicitor
- Bob Farahani – Director PRCS Project Management Office