

TO: MAYOR & COUNCILLORS

FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER

SUBJECT: **BURNABY CONSOLIDATED FEES AND CHARGES BYLAW – FEE CHANGES FOR JANUARY 1, 2025**

PURPOSE: To propose amendments to the Burnaby Consolidated Fees and Charges Bylaw and related bylaws.

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 – Fee Changes for January 1, 2025”, dated August 26, 2024, effective January 1, 2025, be approved;

THAT the City Solicitor be authorized to bring forward a bylaw to amend the Burnaby Consolidated Fees and Charges Bylaw, effective January 1, 2025, to implement the fees as set out in the report;

THAT the City Solicitor be authorized to bring forward bylaws to amend the following bylaws, effective January 1, 2025:

- (a) Burnaby Fire Services Bylaw 2004, in accordance with Appendix A (Schedule A6) of the report;
- (b) Burnaby Sewer Connection Bylaw 1961, in accordance with Appendix C (Schedule C7) of the report; and

THAT the City Solicitor be authorized to bring forward a bylaw to amend the Burnaby Parking Meter and Electric Vehicle Charging Meter Bylaw 2019, effective upon final adoption, in accordance with Appendix C (Schedule C6) of the report.

EXECUTIVE SUMMARY

The intention of this report is to explain why changes to fees and charges are necessary for January 1, 2025.

1.0 POLICY SECTION

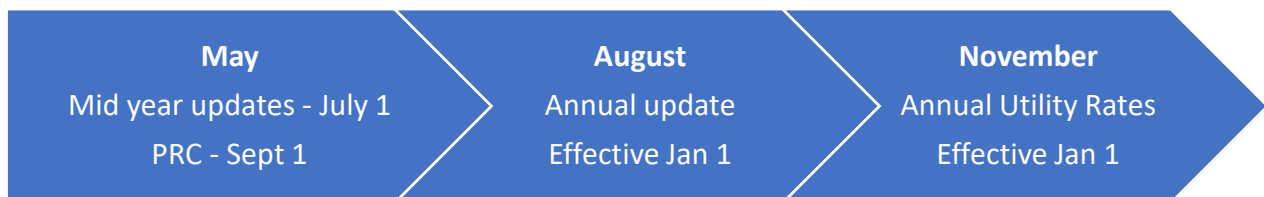
The Burnaby Consolidated Fees and Charges Bylaw provides a platform from which to manage fees and charges across the City of Burnaby. Fees and Charges are set pursuant to Part 7, Division 2 – Fees, of the Community Charter, and section 462 of the Local Government Act.

2.0 BACKGROUND

2.1 Timing of Fee Updates

Barring a limited number of special fees and charges, and those pertaining to the Burnaby Notice Enforcement Bylaw, most Burnaby fees and charges are now included within the Burnaby Consolidated Fees and Charges Bylaw for ease of access and management. Where standalone fee bylaws were once in place, for example, the Burnaby Parks, Recreation and Culture Fees Bylaw 2023, such fee bylaws have now been repealed. In order to meet operational needs, fees and charges are updated at a minimum of three times per year.

Annual Timeline



3.0 GENERAL INFORMATION

Attachment 1 contains proposed increases, additions and changes to fees and charges, with an effective date of January 1, 2025.

3.1 Scope

Amendments to annual utility fees and charges (Schedules: C7A, C7B, and C14) are not included in this update. Utility rates will be presented to Council in November once Metro Vancouver budgets and rates are confirmed for 2025. All other schedules, other than Schedule F3 - Recreation and Culture, are proposed to be updated as part of this bylaw amendment.

3.2 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. The average five-year BC Headline rate for CPI is used to establish the annual benchmark general rate increase. The current (June) CPI estimate is 3.43%; however, to keep in line with recent fee changes, it is proposed that the city maintain the March benchmark general rate adjustment for 2025 of **3.45%**.

3.3 Rounding

For consistency, where possible, 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 Department Review

Appendices A – F outline cases whereby departments are proposing to retain rates at their current value, where they might require an increase different from CPI, for cases

in which departments are introducing or removing fees, or where amendments to the language within the bylaw are necessary.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The *Community Charter* requires that before adopting a bylaw in regard 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 of the proposed amendments to Schedule A2 - Burnaby Business Licence Bylaw, a public notice will be published on the City's website for two consecutive weeks, starting on September 19, 2024, following initial readings of the proposed bylaw amendment. For interested parties to make written submissions, public notice will provide the deadline of 12:00 pm, October 1, 2024. All responses will be collected and provided to Council prior to final adoption of the bylaw.

5.0 FINANCIAL CONSIDERATIONS

As part of departmental operating budget submissions, departments are responsible for incorporating the fee increases, as outlined in Attachment 1 to this report, into the 2025 Financial Plan.

Respectfully submitted,

Richard Rowley, Director Finance - Revenue Services

For

Noreen Kassam, 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, with input from Blanka Zeinabova, Acting Director Legislative Services; Dan Layng, Acting General Manager Community Safety; Dakshin Gunawardana, Senior Manager Engineering Business Operations; and Jesse Dill, Director Development.