

FINANCIAL MANAGEMENT COMMITTEE

TO: MAYOR AND COUNCILLORS

SUBJECT: BURNABY CONSOLIDATED FEES AND CHARGES BYLAW – MID-YEAR AMENDMENTS FOR 2025

RECOMMENDATION:

THAT the proposed general fee amendments, as outlined in Attachment 1 of the report titled “Burnaby Consolidated Fees and Charges Bylaw – Mid-Year Amendments for 2025” dated May 8, 2025, of the Financial Management Committee meeting, be approved effective July 1, 2025;

THAT the proposed Parks, Recreation and Culture (PRC) fee updates, as outlined in Attachment 2, as AMENDED, of the report titled “Burnaby Consolidated Fees and Charges Bylaw – Mid-Year Amendments for 2025” dated May 8, 2025, be approved effective September 1, 2025;

THAT the City Solicitor be authorized to bring forward a bylaw to amend the Burnaby Consolidated Fees and Charges Bylaw, to implement the fee adjustments set out in Attachment 1, effective July 1, 2025, and repeal and replace Schedule F3 as set out in Attachment 2, effective September 1, 2025; and

THAT the City Solicitor be authorized to bring forward a bylaw to amend Section 14 of the Burnaby Building Bylaw, as set out in Attachment 1 of the report titled “Burnaby Consolidated Fees and Charges Bylaw – Mid-Year Amendments for 2025” dated May 8, 2025.

REPORT

The Financial Management Committee, at its meeting held on May 8, 2025, received and adopted the attached report proposing mid-year 2025 fee amendments to certain fee schedules within the Burnaby Consolidated Fees and Charges Bylaw, and seeking Council approval.

Arising from discussion, the Committee **AMENDED** Attachment 2 of the report to phase the fee increase of the BAG in a Box program over three years.

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 – MID-YEAR AMENDMENTS FOR 2025**

PURPOSE: To propose mid-year 2025 fee amendments to certain fee schedules within the Burnaby Consolidated Fees and Charges Bylaw.

RECOMMENDATION

THAT the proposed general fee amendments, as outlined in Attachment 1 of the report titled “Burnaby Consolidated Fees and Charges Bylaw – Mid-Year Amendments for 2025” dated May 8, 2025, be approved effective July 1, 2025,

THAT the proposed Parks, Recreation and Culture (PRC) fee updates, as outlined in Attachment 2 of the report titled “Burnaby Consolidated Fees and Charges Bylaw – Mid-Year Amendments for 2025” dated May 8, 2025, be approved effective September 1, 2025; and

THAT the City Solicitor be authorized to bring forward a bylaw to amend the Burnaby Consolidated Fees and Charges Bylaw, to implement the fee adjustments set out in Attachment 1, effective July 1, 2025, and repeal and replace Schedule F3 as set out in Attachment 2, effective September 1, 2025.

THAT the City Solicitor be authorized to bring forward a bylaw to amend Section 14 of the Burnaby Building Bylaw, as set out in Attachment 1 of the report titled “Burnaby Consolidated Fees and Charges Bylaw – Mid-Year Amendments for 2025” dated May 8, 2025.

EXECUTIVE SUMMARY

The intention of this report is to explain why changes are necessary for mid-2025 (commencing July 1) and present updated fees and charges for PRC, commencing September 1, 2025.

1.0 POLICY SECTION

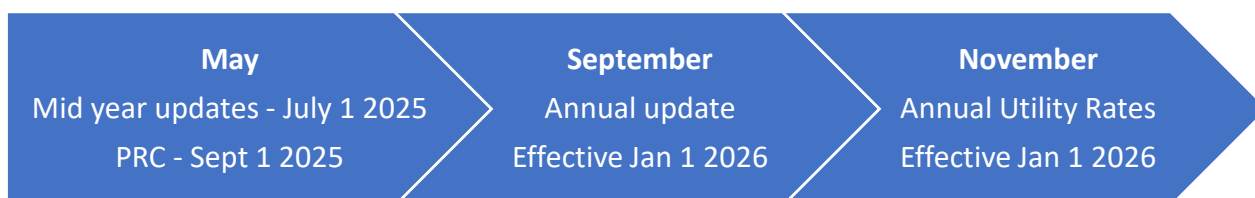
The Burnaby Consolidated Fees and Charges Bylaw provides a platform from which to manage fees and charges across the City of Burnaby. Fees and Charges are set pursuant to Part 7, Division 2 – Fees, of the Community Charter, and section 462 of the Local Government Act

2.0 BACKGROUND

2.1 Timing of Fee Updates

Fees and charges were last updated through Council approval in December 2024 to accommodate necessary updates to utility rates and other minor amendments. Changes for 2026 are due to be reviewed in Quarter 3 of 2025 and then again in November of 2025 for annual utility rates. The general amendments set out in this report will allow for the timely introduction of fee changes within 2025, including the annual rate revision for PRC.

Annual Timeline



3.0 GENERAL INFORMATION

Attachment 1 sets out the proposed general fee amendments for July 1. Each schedule contains a write-up for the recommended changes. For PRC fees and charges, it is proposed that the entirety of Schedule F3 of the Burnaby Consolidated Fees and Charges Bylaw be repealed and replaced based on the changes outlined in Attachment 2, effective September 1, 2025.

3.1 Benchmark Rate Increase

Staff are using an average five-year BC Headline rate for CPI to establish the benchmark general rate increase. 2025 rates effective January 1 were subject to a 3.45% increase. The current benchmark general rate increase for 2026 is **3.79%**. Fees and Charges contained in Attachment 1 are being updated as necessary and do not reflect CPI. Where possible, fees and charges set out in Attachment 2 for PRC have been updated to reflect the latest CPI projections. Barring some exceptions, all fees and charges are rounded to the nearest 50 cents, except for fees less than \$10, which are rounded to the nearest 5 cents.

3.2 Mid Year Amendments

Attachment 1 to this report contains updates for the following schedules:

- Schedule D1 - Credit Card Merchant Fee Recovery Bylaw
- Schedule D2 - Financial Administration Fees and Charges
- Schedule C10 – Street and Traffic Bylaw
- Schedule C14 – Waterworks Regulation Bylaw
- Schedule E2 – Building Bylaw

3.3 PRC Fee Update

Burnaby's public parks, recreation and culture programs, facilities and services are generally paid for by a combination of user fees, grants (when available), and property taxation. Fees for PRC programs and services are established by Council and are set out under Schedule F of the Burnaby Consolidated Fees and Charges Bylaw.

Attachment 2 outlines each of the significant changes for the 2025-2026 year. Changes will be effective from September 1, 2025.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Where necessary, impacted departments will inform their customers of the rate changes as outlined in this report. An updated consolidated version of the bylaw will be made available on the city website once adopted.

5.0 FINANCIAL CONSIDERATIONS

Proposed fee amendments outlined in this report will be incorporated in future Financial Plans. Divisional budgets will be updated accordingly.

Respectfully submitted,

Richard Rowley, Director Finance - Revenue Services

For

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

Attachment 1 - General Amendments, Effective July 1, 2025

Attachment 2 - PRC Amendments, Effective September 1, 2025

REPORT CONTRIBUTORS

This report was prepared by Richard Rowley, Director Finance – Revenue Services, and reviewed by: Judy Hamanishi – Director Recreation, Teri Keller – Manager, Recreation Services, Dakshin Gunawardana, Senior Mgr, Eng Business Ops, Jason Watt – Chief Building Inspector, Doug Spindler – Director Treasury Services, May Leung – City Solicitor.