

**Attachment 1: Consolidated Fees and Charges Bylaw – General Amendments,  
Effective July 1, 2025**

**Note:**

The fees set out in this attachment are intended to illustrate the proposed changes within the context of existing tables, and do not reflect the complete schedules within the Consolidated Fees and Charges Bylaw.

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## **SCHEDULE C – ENGINEERING**

### **SCHEDULE C10 - STREET AND TRAFFIC BYLAW**

#### **Traffic Control Permit Fees - Traffic change only**

Fees are currently imposed under schedule C10 for any temporary control of traffic on a Burnaby roadway for construction activities, including instances whereby there are no lane closures. The current fee charged for a Traffic Control Permit with no lane closures would be the minimum amount stipulated for a single travel lane closure. The proposed '**Traffic change only**' category is necessary to provide a reduced Occupancy permit fee to reflect construction traffic impacts without any lane closures. Examples of this include when: (i) intersections are manually controlled by traffic control personnel; (ii) traffic is stopped for construction vehicle access; (iii) lane alignments are shifted due to construction space impacts; and (iv) intersection right-of-way is changed due to construction. Following a recent market comparison, staff have determined that the new Traffic Change Only permit fee will be set at \$210 for its initial introduction.

Further minor wording amendments have been made to this schedule to simplify the language pertaining to project specific one-time fees. The new schedule is structured as follows:

<b>TRAFFIC CONTROL PERMIT FEES</b> <i>(Section 24(2)(a))</i>	<b>Current Fee</b>	<b>Proposed fee</b>
▪ <b>One Time Application Fee (per project)</b>		
○ Category 1	\$275.00	No change
○ Category 2	\$550.00	No change
○ Category 3	\$1,100.00	No change
▪ <b>Occupancy Permit Fee (per week)</b>		
○ Per travel / parking lane	\$520.00	No change
○ Per sidewalk	\$310.00	No change
○ Per cycling facility	\$310.00	No change
○ Per combined pedestrian / Cycling facility	\$310.00	No change
○ Per laneway	\$260.00	No change
○ <b>Traffic change only</b>	<b>NEW</b>	<b>\$210.00</b>

### **SCHEDULE C14 – WATERWORKS REGULATION BYLAW**

#### **Meter Installation and Related Charges**

Meter Installation and Related Charges currently set out within Schedule C14 are provided as package fees, intended to cover the entire cost of the meter, meter connection and installation. Following a review by staff, a revised fee matrix has been developed to replace the existing table. This new matrix aims to present the fees in a more transparent, itemized, and flexible manner, allowing for inclusion or removal of items as required for each project and an improved understanding of the specific costs associated with each component. By breaking down the charges, the matrix also provides a clearer, more user-friendly structure.

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**Current table:**

<b>METER INSTALLATION AND RELATED CHARGES</b> <i>(Section 23 (a) and (c))</i>	<b>Fee</b>
▪ <b>Meter Purchase and Installation</b>	
○ Water Meter 3/4" (19mm) installation & water connection (new construction)	\$12,410.00
○ Water Meter 1.5" installation (38 mm) installation & water connection (new construction)	\$13,900.00
○ Water Meter 2" installation (50 mm) installation & water connection (new construction)	\$15,400.00
○ Meter 3" (75 mm) or above - drop off	Actual Cost
○ Meter 3" (75 mm) or above - equipment and installation	Actual Cost
▪ <b>Meter Test or retest</b>	
○ 2" (50 mm) and under	Actual Cost
○ 3" (75 mm) and above	Actual Cost
▪ <b>Special Meter Reading</b>	\$97.00
▪ <b>Construction Meter Charges</b>	As per Metered Rates
▪ <b>Water Meter Box and installation</b>	\$1,583.00
▪ <b>Water Meter Setter installation</b>	\$2,379.00
▪ <b>MR Box and drop off</b>	\$569.00

**Proposed Table\* (inclusive of rate increases for July 1):**

<b>METER INSTALLATION AND RELATED CHARGES - (Section 23 (a) and (c))</b>	<b>PROPOSED FEE</b>
▪ <b>3/4" (19 mm)</b>	
○ Water Meter Cost	\$1,260.00
○ Meter Setter Cost	\$325.00
○ Meter Box Cost	\$280.00
○ Meter & Equipment Installation	\$250.00
○ Excavation Cost	\$1,900.00
○ Water Connection (New Construction)	\$9,000.00
○ Water Meter Drop-Off Fee	N/A
▪ <b>1.5" (38 mm)</b>	
○ Water Meter Cost	\$2,050.00
○ Meter Setter Cost	\$1,765.00
○ Meter Box Cost	\$735.00
○ Meter & Equipment Installation	\$250.00
○ Excavation Cost	\$1,900.00
○ Water Connection (New Construction)	\$9,700.00
○ Water Meter Drop-Off Fee	N/A
▪ <b>2" (50 mm)</b>	
○ Water Meter Cost	\$2,350.00
○ Meter Setter Cost	\$2,030.00

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○ Meter Box Cost	\$735.00
○ Meter & Equipment Installation	\$250.00
○ Excavation Cost	\$1,900.00
○ Water Connection (New Construction)	\$10,900.00
○ Water Meter Drop-Off Fee	N/A
▪ <b>3" (75 mm) or above</b>	
○ Water Meter Cost	Actual Cost
○ Meter Setter Cost	Actual Cost
○ Meter Box Cost	Actual Cost
○ Meter & Equipment Installation	Actual Cost
○ Excavation Cost	\$1,900.00
○ Water Connection (New Construction)	Actual Cost
○ Water Meter Drop-Off Fee	Actual Cost
▪ <b>Other Charges</b>	
○ Special Meter Reading Fee	\$97.00
○ Meter Test or Retest	Actual Cost
○ Construction Meter Charges	As per Metered Rates

The rates set out above include inflationary increases above the city's benchmark rate for CPI, reflecting current market costing conditions. A market survey conducted by staff for equipment and installation costs, as well as water connection fees, determined that the above proposed fees are in line with those of neighbouring municipalities. Fee increases range from 5.5% for 3.4" (19 mm) to 21.6% for 2" (50 mm) projects.

**SCHEDULE D – FINANCE**

**SCHEDULE D1 - CREDIT CARD MERCHANT FEE RECOVERY BYLAW**

**Convenience Fee**

The city currently charges a convenience fee on eligible transactions made using a credit card, both online and in person. Staff monitor the merchant fees incurred by the city and will adjust the convenience fee when required to ensure that recovery fees align as well as possible to costs incurred. The convenience fee has been held at 1.75% since its introduction in 2016. Following a review of recent merchant expenses, a minor increase in the convenience fee is now required. It is proposed that the fee is raised to 1.80%.

<b>FEE FOR CREDIT CARD PAYMENTS</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
▪ <b>Percentage surcharge - (Section 2)</b>		
▪ Non-refundable fee, charged in addition to the amount owed, based on the gross amount of the payment, including applicable taxes	1.75%	<b>1.80%</b>
▪ <b>Payment fee restriction - (Section 3)</b>		
▪ Payment by credit card is not permitted for any single fee or charge exceeding \$50,000	N/A	N/A

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**SCHEDULE D2 - FINANCIAL ADMINISTRATION FEES AND CHARGES**

**Bonding Replacement Fee**

Securities are collected to ensure the provision and maintenance of works and services required as conditions of permit issuance, or to ensure the performance of contractual terms and conditions. Following a recent internal policy change around the acceptance of Surety Bonds for Servicing Agreements, Access Works Agreements, and DCC / ACC instalment payments, it was decided to change the term “Bond” to ‘Security’ for all development related security requirements. The term Security now refers to surety bonds, letters of credit and cash deposits held by the City to secure the completion and adherence 3<sup>rd</sup> party commitments. As part of the annual update to the fees and charges bylaw, all references to bond or bonding will be replaced by Security. For the mid-year update, the Bonding Replacement Fee and related terms contained in Schedule D2 will be updated to reflect this change. See relevant schedule extract below:

<b>FEES AND CHARGES</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
<ul style="list-style-type: none"><li>▪ <b>Security</b> replacement fee (replacement of <b>security</b> that is currently on file at the City; including:<ul style="list-style-type: none"><li>- replacement of a <b>Letter of Credit/Surety</b> from one (1) financial institution with that of another institution,</li><li>- replacement of a <b>Letter of Credit/ Surety</b> with cash for the same amount,</li><li>- replacement of cash <b>security</b> with a <b>Letter of Credit/ Surety</b> for the same amount, or a combination of any of the above.)</li></ul></li></ul>		
<ul style="list-style-type: none"><li>○ Per replacement</li></ul>	\$110.00	No change

**SCHEDULE E – PLANNING AND DEVELOPMENT**

**SCHEDULE E2 – BUILDING BYLAW**

**Damage Deposits and Inspection Fees – Inspection Outside of City Hall Business Hours**

Engineering inspectors are requested to attend development sites outside of City Hall business hours to perform Engineering inspections on an overtime basis. These inspections are coordinated by the applicant or representative (ie. offsite contractors, consultants) with Engineering Dept Inspectors. The following table extract is taken from page 40 of the bylaw. It contains the proposed new fee for recovery of actual costs for inspections outside of City Hall business hours. 9

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<b>DAMAGE DEPOSITS AND INSPECTION FEES</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
▪ <b>Re-inspection Fee (for 3rd and each subsequent re-inspection)</b> <i>Section 14(13)</i>		
○ Single or two family dwelling construction	\$220.00	No change
○ Single or two family dwelling addition or demolition	\$220.00	No change
○ Construction other than single or two family dwelling	\$439.00	No change
○ Demolition other than single or two family dwelling	\$296.00	No change
○ Swimming pool installation	\$220.50	No change
○ Construction of carport or garage	\$220.50	No change
▪ <b>Inspection or re-inspection outside of City Hall business hours</b>	<b>NEW</b>	<b>ACTUAL COST</b>
▪ <b>Deduction for Damage to City Property (City to repair / replace)</b> <i>Section 14 (14)</i>		
○ Curb and gutter (per linear metre)	\$383.00	No change
○ Curb only (Type D) (per linear metre)	\$331.00	No change
○ Monolithic Sidewalk (per panel)	\$879.00	No change
○ Separated or abutting sidewalk (per panel)	\$631.00	No change
○ Stamped/coloured concrete (boulevard) (per square metre)	\$465.00	No change
○ Asphalt, culvert removals (each)	\$993.00	No change
○ Asphalt hand curbing (per linear metre)	\$83.00	No change
○ Asphalt paving (per square metre)	\$124.00	No change
○ Culvert wye (each)	\$331.00	No change
○ Cleanout ( culvert) (each)	\$993.00	No change
○ Catch basin adjustments, raise or lower casting (each)	\$993.00	No change
○ Culvert installations (each)		
➤ 1 metre	\$1,086.00	No change
➤ 2 metres	\$1,345.00	No change
➤ 3 metres	\$1,552.00	No change
➤ 4 metres	\$1,733.00	No change
➤ 5 metres	\$1,914.00	No change
➤ 6 metres	\$2,095.00	No change
➤ 7 metres	\$2,234.00	No change
➤ 8 metres	\$2,431.00	No change
➤ 9 metres	\$2,586.00	No change
➤ 10 metres	\$2,741.00	No change

**Deduction for Outstanding Inspection Fees**

To ensure the City is recovering the costs of labour, staff are proposing amending the Building Bylaw - Section 14(14), to include the ability for the city to deduct any unpaid Engineering Inspection charges from any damage deposits held by the City. Currently any unpaid invoices are sent to the City's collection agency for escalation, which involves additional costs and delays. This provision is included as a new deduction item as per below to the same table as per page 40 of the existing fees and charges bylaw:

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<ul style="list-style-type: none"> <li>▪ <b>Deduction for Damage to City Property (City to repair / replace if not completed by owner within 3 months of notice of damage from City) Section 14 (14)</b> <ul style="list-style-type: none"> <li>○ Interim asphalt connector sidewalk (per square metre)</li> <li>○ Basic boulevard restoration, handwork only (per square metre)</li> <li>○ Major boulevard restoration, backhoe required (per square metre)</li> </ul> </li> </ul>		
	\$103.00	No change
	\$11.00	No change
	\$41.00	No change
<ul style="list-style-type: none"> <li>▪ Deduction for Damage to Other City Property (not listed above) Section 14 (14)</li> </ul>	Actual Cost	No change
<ul style="list-style-type: none"> <li>▪ <b>Deduction for Outstanding Inspection or Re-Inspection Fees</b></li> </ul>	<b>NEW</b>	<b>ACTUAL COST</b>

**BUILDING BYLAW - AMENDMENT OF SECTION 14**

It is proposed that sections 14(12) to (14) of the Building Bylaw be amended to allow damage deposits to be collected to secure recovery for damage to City property and outstanding inspection and re-inspection fees resulting from development. The proposed revised wording for sections 14(12) to (14) is as follows:

- (12) *The owner shall pay a damage deposit in the amount specified in the Burnaby Consolidated Fees and Charges Bylaw to guarantee payment to the City for damage to City property and outstanding inspection and re-inspection fees.*
- (13) *The owner shall pay the public works or property damage inspection and re-inspection fees specified in the Burnaby Consolidated Fees and Charges Bylaw.*
- (14) *The City shall deduct from the damage deposit paid pursuant to section 14 (12) the amounts specified in the Burnaby Consolidated Fees and Charges Bylaw for damage to City property and outstanding inspection and re-inspection fees. If such damage deposit is not sufficient to repair or replace all damaged City property or outstanding inspection or re-inspection fees, the owner shall pay to the City the additional amount upon receipt of an invoice from the City.*