

FINANCIAL MANAGEMENT COMMITTEE

TO: MAYOR AND COUNCILLORS

SUBJECT: TRAFFIC CONTROL PERMIT FEE CHANGES

RECOMMENDATION:

THAT the proposed changes to Traffic Control permitting and related fees, as outlined in Section 3.0 of the report titled “Traffic Control Permit Fee Changes” dated July 15, 2025, of the Financial Management Committee meeting, be approved for incorporation into the annual update of the Burnaby Consolidated Fees and Charges Bylaw, which is due to be presented to Council in September 2025, for fees and charges effective January 1, 2026.

REPORT

The Financial Management Committee, at its meeting held on July 15, 2025, received and adopted the attached report providing Council with information on Traffic Control Permit fee changes to address construction traffic impacts to the community and seeking Council approval for its inclusion in the annual update of the Burnaby Consolidated Fees and Charges Bylaw.

On behalf of the Financial Management
Committee,

Councillor S. Dhaliwal
Chair

Councillor A. Gu
Vice Chair

TO: FINANCIAL MANAGEMENT COMMITTEE (FMC)
FROM: GENERAL MANAGER ENGINEERING
SUBJECT: **TRAFFIC CONTROL PERMIT FEE CHANGES**
PURPOSE: To provide information on Traffic Control Permit fee changes to address construction traffic impacts to the community and seek Council approval for its inclusion in the annual update of the Burnaby Consolidated Fees and Charges Bylaw.

RECOMMENDATION

THAT the proposed changes to Traffic Control permitting and related fees, as outlined in Section 3.0 of the report titled “Traffic Control Permit Fee Changes” dated July 15, 2025, be approved, for incorporation into the annual update of the Burnaby Consolidated Fees and Charges Bylaw, which is due to be presented to Council in September 2025, for fees and charges effective January 1, 2026.

1.0 POLICY SECTION

The City of Burnaby issues Traffic Control Permits as permitted by the Burnaby Street and Traffic Bylaw 1961, and the associated fees are charged according to the Burnaby Consolidated Fees and Charges Bylaw.

2.0 BACKGROUND

Fees are currently imposed under the Burnaby Consolidated Fees and Charges Bylaw, Section C10 – Street and Traffic Bylaw for any temporary control of traffic on a Burnaby roadway for construction activities. Since January 1, 2023, the Traffic Control Permit fee structure consists of: (i) a one-time application fee per project based on risk analysis, and (ii) a weekly traffic control permit fee based on the level of impact or occupancy. Effective July 1, 2025, a reduced weekly fee category ‘Traffic Change Only’ was introduced to reflect construction traffic impacts without any lane closures.

At the regular meeting of the Financial Management Committee (FMC) on May 8, 2025, staff was directed to investigate changes to the Traffic Control Permit fee structure to account for impacts to the community and travelling public for construction on major roadways, and long-term construction impacts on the community.

3.0 GENERAL INFORMATION

The Traffic Control Permit fee changes below will be incorporated into the annual update of the Burnaby Consolidated Fees and Charges Bylaw, for fees and charges effective January 1, 2026.

3.1 Application Fee

The application fee is proposed to increase by 3.79% from 2025 rates for inflation adjustment, consistent with the overall approach of the update to the Consolidated Fees and Charges Bylaw. The new Application Fees are:

	One-time application fee (per project)
Category 1	\$ 285
Category 2	\$ 571
Category 3	\$ 1,142

3.2 Traffic Control Permit Fee

From a regional municipal scan, the fee for a traffic control permit on major roadways (Arterial and Collector roads) compared to a Local road is typically set at approximately 70% higher at other municipalities.

Historically, the City receives more than double the number of resident inquiries and service requests from neighbourhoods with higher traffic volumes on major roadways, requiring substantial efforts in staff resources to investigate and address concerns. Road closures and traffic changes on Arterial and Collector roads generally:

- Affect more cyclists, pedestrians and vehicles;
- Reduce road capacity at critical junctions, requiring major detours;
- Have higher impacts to the public due to restricted movements; and
- Have broader impacts to regional traffic patterns, whereas local road impacts are more contained and well-defined.

To account for the impacts to the community and travelling public for construction on major roadways, the Traffic Control Permit rate is proposed to be higher for the Arterial and Collector roads shown in *Attachment 1* with a corresponding lower rate for Local roads.

For Traffic Control Permits with a duration longer than 6 months, an increased fee is proposed to address long-term construction impacts to the community, additional city administration pertaining to the construction works, and to incentivize accelerated constructed timelines.

The proposed Traffic Control Permit fees for incorporation into the Consolidated Fees and Charges Bylaw, effective January 1, 2026 are:

Traffic Control Permit Fee (per week)	Arterial or Collector Road	Local Road
Per Travel / Parking Lane Closure	\$695	\$345
Per Sidewalk Closure	\$415	\$205
Per Cycling Facility Closure	\$415	\$205

Per Combined Pedestrian / Cycling Facility Closure	\$415	\$205
Per Laneway Closure	N/A	\$175
Traffic Change Only	\$280	\$140

Traffic Control Permit Fee (per week) – Greater than 6 Months Duration	Arterial or Collector Road	Local Road
Per Travel / Parking Lane Closure	\$730	\$365
Per Sidewalk Closure	\$440	\$220
Per Cycling Facility Closure	\$440	\$220
Per Combined Pedestrian / Cycling Facility Closure	\$440	\$220
Per Laneway Closure	N/A	\$185
Traffic Change Only	\$295	\$150

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Not applicable.

5.0 FINANCIAL CONSIDERATIONS

The proposed Traffic Control Permit fee changes are anticipated to generate an additional \$500,000 in annual revenue.

Respectfully submitted,

May Phang, P.Eng., General Manager Engineering

ATTACHMENTS

Attachment 1 – Burnaby Road Classification Map

REPORT CONTRIBUTORS

This report was prepared by Martin To, P.Eng., Transportation Engineer, and Eric Tam, P.Eng., PTOE, Senior Manager Transportation, and reviewed by Richard Rowley, CPA, CMA, CPFA, Director Finance – Revenue Services, and Amy Choh, P.Eng., PMP, Director Engineering Transportation.