

TO: CHIEF ADMINISTRATIVE OFFICER **DATE:** 2022 November 15

FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER & CHIEF FINANCIAL OFFICER **FILE:** 42000-01

**SUBJECT: BURNABY CONSOLIDATED FEES AND CHARGES BYLAW
– MINOR AMENDMENTS**

PURPOSE: To seek Council approval to bring forward minor amendments to the Consolidated Fees and Charges Bylaw.

RECOMMENDATION:

1. **THAT** Council authorize the City Solicitor to bring forward a bylaw to amend the *Burnaby Consolidated Fees and Charges Bylaw* to implement the minor changes set out in section 3.0 of this report, effective 2023 January 01.

REPORT**1.0 INTRODUCTION**

The *Burnaby Consolidated Fees and Charges Bylaw* has been established to consolidate fees and charges for various City services, use of City property and exercise of City's regulatory authority into one bylaw in order to allow for greater efficiency, transparency and accountability. Phase 1 involved moving fees from 28 City bylaw into a newly established *Burnaby Consolidated Fees and Charges Bylaw*, effective 2023 January 01. Phase 2 (November 2022) is the inclusion of Water, Sanitary Sewer and Solid Waste and Recycling fees, while Phase 3 (mid to late 2023) will bring Parks Recreation and Cultural Services and other miscellaneous fees into the consolidated bylaw. Upon review of phase 1 changes, some minor edits to a few fee schedules are now required to bring phase 1 to a close. Notably, changes are proposed to the Building Bylaw fees schedule (Schedule E2), the Engineering Archive, File Research and Record fees schedule (Schedule C1) and the Sewer Connection Bylaw fees schedule (Schedule C7), as outlined in Section 3.0 of this report.

2.0 POLICY CONTEXT

By reviewing the *Burnaby Consolidated Fees and Charges Bylaw* on a regular basis, and through the ongoing work in Phases 2 and 3 of the fee consolidation project, the City is ensuring that there is adequate funding to meet city programs and operational requirements. This in turn aids in encouragement of continued economic development in line with the city's economic development strategy.

3.0 BYLAW CHANGES

3.1 Schedule E2 – Building Bylaw

Schedule E2 within the Planning and Development section of the *Burnaby Consolidated Fees and Charges Bylaw* contains all fees imposed pursuant to *Burnaby Building Bylaw 2016*. Included within this schedule are the 2023 Building Permit applications fees for works valued over \$200,000, which are charged in addition to the base fee. The fees are set out in Schedule E2 as follows:

- Base fee \$2,989.00
- Plus \$ per \$1,000 or part thereof over \$200,000 \$12.00

It is recommended that the fee per \$1,000 or part thereof over \$200,000 of construction value be revised to **\$12.30**, in order to better align with the City's intended rate change for 2023. Due to the large values associated with some Building Permit applications, a difference of \$0.30 per \$1,000 in construction value would have a material impact upon revenues and would result in a rate increase of significantly less than the targeted 2.76%. It is proposed that the relevant table in Schedule E2 be amended to reflect the change as follows, effective 2023 January 01:

- Base fee \$2,989.00
- Plus \$ per \$1,000 or part thereof over \$200,000 **\$12.30**

3.2 Schedule C1 – Archive, File Research, and Record Fees (Engineering)

Schedule C1 within the Engineering section of the bylaw contains all administrative fees for document preparation, copying and information search requests made to the Engineering Department. A minor inconsistency in the fee for large paper copies has been identified between the fees under the Engineering Department fees schedule and the Planning and Development fees schedule. In order to remove the discrepancy, it is proposed that the fee be revised from \$9.50 to \$9.45 and read as follows in Schedule C1, effective 2023 January 01:

File Research & Image Reproduction Fees

- **Copies of Departmental Records or Drawings**
 - Paper copies (size 11x7 inches or larger), *per page*: \$9.45

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3.3 Schedule C7 – Sewer Connection Bylaw

In reviewing Schedule C7 - Sewer Connection Bylaw, staff has identified a new fee that should be introduced under Connection Fees:

- Storm Service Connection Adjustments – Single & Two Family: Actual Cost

This new fee is for the purpose of recovering the actual cost of storm connection abandonments, investigative work and lowering manholes for storm sewer works which are not related to the installation of new storm services. This new fee is proposed to be effective 2023 January 01.

4.0 RECOMMENDATION

That Council authorize the City Solicitor to bring forward a bylaw to amend the *Burnaby Consolidated Fees and Charges Bylaw* to implement the minor changes to the fee schedules outlined in this report. The amendments would be effective 2023 January 01, coinciding with the effective date of the *Burnaby Consolidated Fees and Charges Bylaw*.



Noreen Kassam, CPA, CGA
DEPUTY CHIEF ADMINISTRATIVE OFFICER
& CHIEF FINANCIAL OFFICER

NK:RR:ML/mt:kl

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General Manager - Engineering
General Manager - Planning and Development
City Solicitor
Senior Manager Legislative Services