

## Attachment 1

### *Engineering Services Fees and Rates Review Memo*

# MEMORANDUM

**To:** Jacqueline Dairon  
Acting CFO/Director of Finance

**Date:** August 11, 2023

**From:** Lisa Leblanc  
Director of Engineering Services

**File:** 09.1700.01-2023

**Subject:** **2024 USER FEES & RATES REVIEW**

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Fees and Rates that are administered by the Engineering Department include the following:

- Animal Control
- Cemetery Services
- Commercial Towing
- Solid Waste
- Highway Use for Utility
- Sewerage System User
- Soil Deposit Regulation
- Street and Traffic
- Subdivision and Development Control
- Waterworks
- Water Shortage Response
- Security Deposit for Damage to Municipal Facilities and/or Obstruction of Roads by Builders
- Q to Q Ferry

Our review of fees involved comparison with other municipalities in Metro Vancouver, industry standards and general demand on City resources. The following is an explanation of the recommended changes to the Engineering Fees and Rates Bylaw 7553, 2013.

## **Part 1.0      Animal Control Fees and Rates**

An estimated rate of inflation as an increase in fees of 3.0% is recommended for New Westminster Animal Services licensing, impoundment and maintenance rates. Animal Services rates are comparable with others in the Lower Mainland. Impoundment and other fees were increased to match other municipalities

An amendment of language to the section 'Removal/Disposal' to 'Cremation/Disposal' and new categories created for clarity as CNW does not offer removal of deceased pet, however, will dispose of, and/or cremate as a for-fee service.

Dangerous Dog has been amended to Dangerous/Vicious dog to accommodate separate definitions in the bylaw, however the fine schedule for both is the same.

Annual License Fees						
	Paid on or Before March 1st		Paid After March 1st		Initial License	
	Current	2024	Current	2024	Current	2024
Male/Female Dog	\$69	\$ 71	\$89	\$92	\$ 37	\$38
Sterilized Dog	\$27	\$28	\$36	\$37	\$ 27	\$28
Dangerous Dog - Unsterilized	\$210	\$216	\$262	\$270	\$106	\$109
Dangerous Dog - Sterilized	\$158	\$163	\$210	\$216	\$79	\$81
Therapy Dog - No Charge	No Charge		No Charge		No Charge	
Service Dog - No Charge	No Charge		No Charge		No Charge	
Impoundment Fees						
	1st Offence		2nd Offence		Subsequent Offences	
	Current	2024	Current	2024	Current	2024
Licensed Dogs	\$49.00	\$50.00	\$85.00	\$88.00	\$158.00	\$163.00
Unlicensed Dogs	Current \$94.00 plus License Fee			2024 \$97.00 plus License Fee		
Dangerous Dogs	Current \$350.00	2024 Remove	Current \$550.00	2024 Remove	Current	2024

Dangerous/Vicious Dogs	\$350.00	\$360.00	\$550.00	\$566.00	\$1,050.00	\$1,081.00
Sterilized Cat with Identification	\$17.00	\$17.50				
Sterilized Cat without Identification	\$37.00	\$38.00				
Unsterilized Cat with Identification	\$111.00	\$114.00				
Unsterilized Cat without Identification	\$136.00	\$140.00				
For Each Companion Animal (excluding dogs/cats)	\$17	\$17.50				
For Any Other Animal	Current \$57.00 plus any additional costs incurred			2024 \$59.00 plus any additional costs incurred		
Other Fees						
	Current			Recommended for 2024		
Replacement License Tag	\$6.00			\$6.00		
Transfer of Valid Dog License	\$6.00			\$6.00		
Dog boarding (per animal)	\$32.00 / day			\$33.00 / day		
Cat boarding (per animal)	\$22.00 / day			23.00/ day		
Administering medication Note – any veterinary costs incurred during boarding must be paid prior to release of animal	\$6.00 / day			\$6.00/ day		
Maintenance Fees						
	Current			Recommended for 2024		
Dog	\$20.00			\$21.00		
Vicious/Dangerous Dog	\$37.00			\$38.00		
Cat	\$12.00			\$12.00		
Small Animal (pocket pet)	\$10.00			\$10.00		

*The above fees are per day/per animal. Any veterinary fees incurred while in the care of Animal Services must be paid in full prior to release*

Current		Recommended for 2024
Removal/Disposal		Cremation/Disposal
	Current	Recommended for 2024
Dog	Fee removed per Bylaw 7964, 2017	
Dog under 25 pounds	\$47.00	\$47.00
Dog 25 pounds or over	\$74.00	Remove
Dog 25-50 pounds	NEW	74.00
Dogs 51-75 pounds	NEW	97.00
Dogs 75 pounds and over	NEW	110.00
Cat	27.00	27.00
Small Animal (pocket pet)	\$10.00	10.00
<i>All fees are subject to applicable taxes</i>		

## **Part 2.0 Cemetery Services Fees and Rates**

There is only one recommended change to the fee schedule this year for the Fraser Cemetery:

- A 3.0% estimated rate of inflation as an increase in fees is recommended for all rates and fees.

Fees	Current	Recommended for 2024
<b>Interment Fees</b>		
<b>Adult Casket</b>	\$1,286.00	\$1325.00
<b>Veteran Casket</b>	\$760.00	\$783.00
<b>Child/Infant Casket - Non-Resident Only</b>	\$724.00	\$746.00
<b>Cremation Burial – Excluding Resident Child/Infant</b>	\$505.00	\$520.00
<b>Ossuary</b> (Includes Name Engraving)	\$687.00	\$708.00
<b>Inurnment Fee</b>	\$349.00	\$359.00
<b>Deepen Unoccupied Grave for Interment</b>	\$1,104.00	\$1,137.00
<b>Deepen Occupied Grave for Interment</b>	\$3,791.00 (incl. CFC)	\$3,905.00 (incl. CFC)
<b><i>Note:</i></b> Interment rates for a Saturday/Sunday/Statutory Holidays are twice the regular interment fees.		

<b>Plots Fees</b>		
<b>Adult Casket</b>		
Resident	\$5,421.00	\$5,583.75
Non-Resident	\$8,133.00	\$8,376.25
<b>Tree</b>		
<b>Child/Infant Casket</b>		
Resident	\$1,484.00	\$1,528.75
Non-Resident	\$2,226.00	\$2,292.50
<b>Cremation Lot</b>		
Resident	\$1,395.00	\$1,436.25
Non-Resident	\$2,093.00	\$2,155.00
<b>Columbarium Niche (Richmond I and II)</b>		
Resident – Single	\$2,744.00	\$2,826.25
Resident – Double	\$4,296.00	\$4,425.00
Non-Resident – Single	\$4,116.00	\$4,240.00
Non-Resident – Double	\$6,445.00	\$6,638.75
<b>Columbarium Niche (Richmond II Estates)</b>		
Resident – Single	\$3,015.00	\$3,105.00
Resident – Double	\$4,718.00	\$4,858.75
Non-Resident – Single	\$4,523.00	\$4,658.75
Non-Resident – Double	\$7,076.00	\$7,288.75
<b>Columbarium Niche (Heritage Plaza)</b>		
Resident – Single	\$3,291.00	\$3,390.00
Resident – Double	\$5,155.00	\$5,310.00
Non-Resident – Single	\$4,938.00	\$5,086.25
Non-Resident – Double	\$7,733.00	\$7,965.00
<b><u>Note:</u> A second interment can be added to a single niche. The cost is the difference between a single niche and double niche. <i>This does not apply to niches in Richmond I.</i></b>		
<b><u>Note:</u> Urn size for the double niche is restricted to a maximum of 5.5" in width or diameter and 10" in height.</b>		
<b><u>Note:</u> Care Fund Contribution accounts for 25% of total.</b>		
<b>Other Fees, Products and Services</b>		
<b>Plaque and Marker Fees (plaque type is determined by niche location)</b>		
Single Niche Plaque	\$495.00	\$510.00
Double Niche Plaque	\$630.00	\$648.75
Heritage Plaza Niche Plaque	\$750.00	\$772.50
Plaque Additions and Changes (Single Niche Plaque)	\$328.00	\$338.00
Plaque Additions and Changes (Double Niche Plaque)	\$417.00	\$430.00

Date Scroll Additions or Changes (Heritage Plaza Plaque)	\$187.00	\$193.00
Marker Permit Only – No Placement	\$115.00	\$118.75
Marker Permit & Placement – Horizontal/Flat Marker	\$313.00	\$322.50
Existing Marker Removal and Placement	\$156.00	\$161.25
<b>Note:</b> Care Fund Contribution accounts for 25% of total, not charged on additions and changes.		
<b>Memorial Bench</b>	\$2,818.00	\$2,903.00
<b>Memorial Tree</b>	\$2,297.00	\$2,366.00
<b>Uralla Vase (Richmond II)</b>	\$521.00	\$537.00
<b>Armidale Vase (Richmond II)</b>	\$469.00	\$483.00
<b>Special Attention to Grave Space</b>	\$240.00	\$247.00
<b>Transfer of Grave Space</b>	\$109.00	\$112.00
<b>Exhumation</b>	Twice the Interment Fees	
<b>Plot Buy-Back</b>	As outlined in Cemetery Bylaw 7068, 2006	
<b>Administration Fee</b>	\$78.00	\$80.00
<i>All fees are subject to applicable taxes</i>		

### **Part 3.0 Commercial Towing Fees and Rates**

New Westminster Towing Services fees and rates continue to reflect those set by the Insurance Corporation of British Columbia (ICBC) in *ICBC Towing & Storage Rate Payment Schedule - Light & Medium Duty*

(<http://efaidnbmnnnibpcajpcqlclefindmkaj/https://www.icbc.com/partners/material-damage/Towing/Documents/Light-Medium-Duty-Towing-Storage-Rate-Payment-Schedule.pdf>).

The *ICBC Towing and Storage Rate Payment Schedule* is adjusted throughout the year and as the updates become available, city rates are adjusted to match those of ICBC. No change at this time for 2024 year.

Commercial Towing Fees and Rates are monitored and set by the Insurance Corporation of British Columbia (ICBC) and can change at any time without notice.		
<b>Fees</b>	<b>Current</b>	<b>Recommended for 2024</b>
<b>FLAT TOWING RATE FOR VEHICLE</b>		
Up to 2,999 Kgs GVWR	\$79.78	No change

3,000 Kgs to 6,300 Kgs GVWR	\$84.25	No change
Flat drop rate for all vehicles (including charges & taxes)	\$80.00	
Special mobile vehicles. Over 6,300 Kgs GVWR	At hourly rate	No change
Additional fee for each use of dolly or trailer	\$35.00	No change
Service calls (unlocks, battery boost, etc...)	\$45.00	No change
<b>HOURLY RATES FOR EACH UNIT OF EQUIPMENT USED</b>		
One Ton Wrecker	\$79.78	No change
Three Ton Wrecker	\$84.25	No change
<b>STORAGE RATES PER VEHICLE</b>		
Automobile Daily Rate	\$20.71	No change
Truck Daily Rate	\$20.71	No change
Motorcycle Daily Rate	\$10.36	No change
Utility Trailer (same as automobile)	\$20.71	No change
Charge for out of City Boundary Tow – per km	\$2.41	No change
<b>ADMINISTRATIVE FEE</b>		
Release fee for any vehicle	\$35.00	No change
<i>All fees are subject to applicable taxes</i>		

#### **Part 4.0 Solid Waste Fees & Rates**

Solid Waste Fees and Rates have not been raised in a number of years, while collection and tipping fees have increased throughout the region. As such, minimal increases are recommended to the Solid Waste Fees and Rates portion which align with local municipalities. Cart replacement fees are based on current market values for plastic resins and production costs as well as Staff time for delivery. Basic flat rates will remain for special pickups to cover recycling costs for mattresses and disposal for other large bulky items. City staff can continue to provide subjective pricing for SPU requests of smaller piles of waste materials based upon the \$40 minimum and volume of the load.

<b>C. ADDITIONAL RECEPTACLES (per tag)</b>	<b>Current</b>	<b>Recommended for 2024</b>
For a tag for every additional receptacle (not to exceed 60 Litres in size)	\$4.00	\$5.00
<b>D. ADMINISTRATION FEES</b>	<b>Current</b>	<b>Recommended for 2024</b>
For the replacement of a lost or damaged 120 Litre container, as provided by the City.	\$75.00	\$100.00
For the replacement of a lost or damaged	\$100.00	\$125.00



240 Litre container, as provided by the City.		
To upsize from a 120 Litre garbage container to a 240 Litre garbage container, as provided by the City	\$25.00	\$40.00
To recover a missed collection for a late set out, wrong collection container or incorrectly placed collection container.	\$25.00	No Change
<b>F. SPECIAL PICK UP FEES</b>	<b>Current</b>	<b>Recommended for 2024</b>
Minimum fee for service, includes one (1) item	\$40.00	No Change
Minimum fee for service to collect and transfer large volumes of loose green waste	\$50.00	\$75.00
Minimum fee for service where a backhoe loader and dump truck is required	\$150.00	\$250.00
For every (1) additional mattress or boxspring item	\$25.00	No Change
For every (1) additional bulky item (appliance or furniture)	\$20.00	No Change
<i>All fees are subject to applicable taxes</i>		

### **Part 5.0 Highway Use Utility Fees and Rates**

The Highway Use Utility Fees and Rates, including Pavement Degradation Fees are proposed to increase by an estimated rate of inflation of 3.0%. These fees apply to a “Canadian Carrier” or “Distribution Undertaking” as defined in the Telecommunications Act (Canada) that wishes to enter on those highways (as defined in the Local Government Act of British Columbia) within the jurisdiction of the Municipality from time-to-time for the purpose of constructing, maintaining, operating and removing fiber optic cables, ducts, conduits, manholes, other accessories, support structures, transmission lines and other related telecommunications facilities.

<b>Highway Use Utility Fees and Rates</b>	<b>Current</b>	<b>Recommended for 2024</b>
Plan Approval and Inspection Fees	<p>A one-time flat fee of \$609.00 for a project of 20 metres or less;</p> <p>For projects in excess of 20 metres, a one-time flat fee of \$1,777.00</p>	<p>A one-time flat fee of \$627.00 for a project of 20 metres or less;</p> <p>For projects in excess of 20 metres, a one-time flat fee of \$1,830.00</p> <p>A one-time charge for each project of \$12.65</p>

	A one-time charge for each project of \$12.25 per metre of Service Corridor used by the Company	per metre of Service Corridor used by the Company
<b>Pavement Degradation Fees</b>	<b>Current</b>	<b>Recommended for 2024</b>
<b>Age of Street in Years Since Last Paved as Determined by the Commissioner</b>	<b>Fee Per Square Meter of Excavation</b>	<b>Fee per m<sup>2</sup> of Excavation</b>
0-5 years	\$78.75	\$81.00
6-10 years	\$65.65	\$68.00
11-15 years	\$41.60	\$43.00
16-20 years	\$24.10	\$25.00
21 years or greater	\$12.70	\$13.00
<i>All fees are subject to applicable taxes</i>		

## **Part 6.0 Sewerage System User Fees and Rates**

Sewerage service charges are recommended to be increased by an estimated rate of inflation of 3.0% as listed below. Other service charges remain unchanged.

<b>G. SERVICE CHARGES</b>	<b>Current</b>	<b>Recommended for 2024</b>
Installation of Single Inspection Chamber (IC)	100% of actual cost (deposit based on estimate)	No Change
Installation of Dual Inspection Chambers (IC)	100% of actual cost (deposit based on estimate)	No Change
Residential Water & Sewer Cap-off Fee (combined)	\$5,990.00	\$6,170.00
Ditch Enclosure Administration Fee	\$328.00	\$338.00
Ditch Enclosure Engineering Design Fee	\$2,734.00	\$2,816.00
Ditch Enclosure Installation	100% of actual cost (deposit based on estimate)	No Change
Installation of a second inspection	100% of actual cost	No Change

chamber for onsite separation and future separated offsite service connection	(deposit based on estimate)	
Installation of a second inspection chamber for onsite separation when the off-site service connection is not upgraded	100% of actual cost (deposit based on estimate)	No Change
<i>All fees are subject to applicable taxes</i>		

## **Part 7.0 Soil Deposit Regulation Fees and Rates**

Engineering fees and security deposits for soil deposit are proposed to increase by an estimated rate of inflation of 3.0%.

<b>Soil Deposit Regulation Fees</b>	<b>Current</b>	<b>Recommended for 2024</b>
<b>Annual License Fees</b>		
Non-refundable Application Fee	\$709.00 plus \$0.79 per cubic metre of soil or other material to be deposited or removed	\$730 plus \$0.81 per cubic metre of soil or other material to be deposited or removed
Security Deposit for full and proper compliance with Soil Deposit Bylaw and Terms and Conditions of permit	\$4,347.00 per 5,000 cubic metre of soil or other material to be deposited or removed, or fraction of	\$4,478 per 5,000 cubic metre of soil or other material to be deposited or removed, or fraction of
<i>All fees are subject to applicable taxes</i>		

## **Part 8.0 Street and Traffic Fees and Rates**

### *Street Occupancy Permit Fees and Rates*

It is recommended that most Street Occupancy fees and rates be increased by approximately 3.0%, in alignment with an estimated rate of inflation. Rental of revenue-generating parking space is recommended to increase by 50% based on an incremental increase toward a higher average parking occupancy rate (75% vs 60% now, with future increase to 85%). This is consistent with the approach taken by other Lower Mainland municipalities that recover parking meter revenue through Street Occupancy fees. The existing fee for supply and installation of Temporary No Parking signs is recommended to increase by 43% to more closely reflect actual labour and material costs.

More complex construction projects and events require significantly more staff time, including senior staff time, to review and provide responses to applicants. The Ministry of Transportation & Infrastructure (MoTI) publishes a framework that can be used to determine what level of SOP/TMP review will be required. For

2024, it is recommended that the City adopt the MoTI framework for SOP/TMP review, with “Level 2” and “Level 3” projects incurring higher SOP application/TMP review fees. Level 2 and Level 3 projects require review and authentication by a Professional Engineer due to complexity, and therefore require additional time for City staff to review and approve. The fee for this service is also renamed the “Street Occupancy Permit Application and Traffic Management Plan Review Fee” to more closely reflect the service being provided.

The 2024 fee structure also includes a recommendation for higher SOP fees for construction work on major streets (collectors and Major Road Network) and cycling routes/greenways to reflect the higher level of disruption to the public, including transit services and vulnerable road users. This is consistent with the approach taken in several other Lower Mainland municipalities.

To reflect the City’s highest priority transportation modes and to keep a lens on disability justice, a new fee is recommended for construction projects that require closure of sidewalks, multi-use pathways, and protected bike lanes. A significantly reduced fee is available for projects that provide accessible alternate facilities for foot traffic and people using various wheeled micro-mobility devices. This approach is consistent with that taken in several other Lower Mainland municipalities and is intended to discourage prolonged or unnecessary impacts to the City’s existing sidewalk and cycling network.

A new fee is recommended to recoup staff and material costs for use of City-owned barricades, including on-site delivery and removal for Parades and Street Festivals. This fee would be levied at the time of issuance of the Temporary No Parking signs.

The “Pre-, post-, and other construction inspection” fee is recommended to be revised to \$62 per inspection to accommodate the City resource compensation component for inspecting public works.

<b>Street Occupancy Permit Fees</b>	<b>Current</b>	<b>Recommended for 2024</b>
Street Occupancy Permit Application and Traffic Management Plan Review Fee – Level 1 (see Note 1)	\$107.00	\$120.00
Street Occupancy Permit Application and Traffic Management Plan Review Fee – Level 2 (see Note 1)	NEW	\$240.00
Street Occupancy Permit Application and Traffic Management Plan Review Fee – Level 3 (see Note 1)	NEW	\$500.00
Street Festival	\$159.00 per block	\$164.00 per block
Parade	\$39.00 per block	\$40.00 per block

Block Party (local street only) – First Permit (applicable in 2023 and 2024 only)	No fee – one per calendar year	No fee – one per calendar year
Block Party (local street only)-Additional Permit(s) for the same block in the same calendar year (applicable in 2023 and 2024 only)	\$39.00 per day	\$40.00 per block
Construction, maintenance and/or ancillary works on a street or boulevard		
- Local street	\$54.00 per block face per day	\$56.00 per block face per day
- Collector, Great Street, MRN street, cycle route, greenway ( <i>see Note 2</i> )	NEW	\$86.00 per block face per day
Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City Works)		
- Local street	\$54.00 per block face per day	\$56.00 per block face per day
- Collector, Great Street, MRN street, cycle route, greenway ( <i>see Note 2</i> )	NEW	\$86.00 per block face per day
Hoarding and/or staging area for private development on a street or boulevard		
- Local street	\$54.00 per block face per day	\$56.00 per block face per day
- Collector, arterial, Great Street, MRN street, cycle route, greenway ( <i>see Note 2</i> )	NEW	\$86.00 per block face per day
Closure of existing sidewalk, multi-use pathway, protected bicycle lane, with no alternate provision	NEW	\$50.00 per block face per day
Closure of existing sidewalk, multi-use pathway, protected bicycle lane, with accessible alternative provisions for foot traffic and people using various wheeled micro-mobility devices	NEW	\$10.00 per block face per day
Parking of unattached commercial trailer or container on a street	\$54.00 per day	\$56.00 per day
Parking of unattached recreational or utility trailer on a street	\$11.00 per day	\$11.30 per day
Parking of recreational vehicle on a street	First 48 hours free,	First 48 hours free, then

	then \$11.00 per day thereafter	\$11.30 per day thereafter
Rental of each metered parking stall	\$22.50 per day	\$33.75 per day
Rental of each on-street parking space, or portion thereof (5 meters length or longer), in a pay station zone.	\$22.50 per day	\$33.75 per day
<p><i>Note 1: The Street Occupancy Permit (SOP) Application and Traffic Management Plan Review Fee only applies to the initial SOP or SOP renewals or extensions that require an amended Traffic Management Plan or other conditions, and only applies to SOPs for the following works:</i></p> <ul style="list-style-type: none"> <li>-Construction, maintenance and/or ancillary work on street or boulevard</li> <li>-Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City works)</li> <li>-Hoarding and/or staging area for private development on a street or boulevard</li> </ul> <p><i>Level 1 SOPs are issued for projects with minimal impact on the travelling public, typically on low volume and low speed local streets.</i></p> <p><i>Level 2 SOPs are issued for projects with moderate impact on the travelling public, typically involving roads with higher volumes and greater complexity. These permits require review by a Traffic Engineer.</i></p> <p><i>Level 3 SOPs are issued for projects with significant impact on the travelling public, involving roads with higher volumes and speeds, and significant complexity. These permits require review by a Traffic Engineer.</i></p> <p><i>Note 2: Road classifications are as designated in Schedule D of the Street &amp; Traffic By-law. Cycle routes/greenways are as designated in Schedule E of the Street &amp; Traffic By-law.</i></p>		
<b>Oversize And Overweight Permit Fees</b>		
Single trip	\$80.00 per vehicle	\$82.50 per vehicle
Annual permit	\$268.00 per vehicle	\$276.00 per vehicle
Duplicate permit	\$27.00 each	\$28.00 each
<b>Other Fees</b>		
Temporary No Parking Sign Installation and Removal (see Note 3)	\$54.00 per block face	\$77.00 per block face
Temporary Barricade Use (see Note 4)	NEW	\$60.00 per intersection
Pre-, post-, and other construction inspection fee	\$54.00	\$62.00 per inspection
Redemption of impounded chattel	\$32.00	\$33.00

*Note 3: Temporary No Parking Signs are required for all SOPs that require use of on-street parking space*

*Note 4: Temporary Barricades are required for Parade and Street Festival street closures where not supplied by organizers. Fee includes delivery and removal.*

*All fees are subject to applicable taxes*

### *Street Occupancy Damage Deposits*

The City instituted consistent damage deposits for street occupancy in 2022. These fees are collected for Street Occupancy Permits that have reasonable risk of resulting in damage to City street infrastructure (road surface, sidewalk, boulevard) and are only collected on projects that not related to a Building Permit. No changes are proposed for 2024.

<b>Street Occupancy Damage Deposits</b>	<b>Current</b>	<b>Recommended for 2024</b>
Minor works with limited risk of damage to asphalt road surfaces	\$2,500.00	No change
Coring, test holes, drilling on asphalt or concrete road and/sidewalk surfaces	\$2,500.00 per location	No change
Moderate works with risk of damage to asphalt road surfaces, concrete road and/or sidewalk surfaces, boulevard (e.g., large vehicles operating on sidewalks, boulevards, etc.)	\$10,000.00	No change
Major works with significant risk of damage to asphalt road surfaces, concrete road and/or sidewalk surfaces, boulevard (e.g., house relocation traversing multiple blocks)	\$20,000.00	No change
<i>Damage Deposits are collected as part of the Street Occupancy Permit process for City infrastructure and the amount subject to any cost incurred by the City will be refunded after the final inspection.</i>		
<i>All fees are subject to applicable taxes</i>		

### *Other Fees*

The fees to generate a traffic signal timing report and to process speed hump applications are recommended to increase by an estimated rate of inflation of approximately 3.0%, consistent with many other Engineering fees.

A new administrative fee is proposed for 2024 for public requests of video footage from traffic cameras. In compliance with FOIPPA requirements, the City will be posting signage at locations where video footage is being collected, and it is anticipated that public requests for this video footage will increase as a result. This fee is intended to offset staff costs to respond to these requests, and is consistent with other municipalities that accommodate such requests.

<b>Signal Timing Report Fee</b>	<b>Current</b>	<b>Recommended for 2024</b>
Fee to generate a traffic signal timing report	\$79.00	\$81.00
<b>Speed Hump Application Fee</b>	<b>Current</b>	<b>Recommended for 2024</b>
Application Processing Fee (payable upon review of Speeding Concern Form and staff confirmation)	\$105.00	\$108.00
<b>Traffic Video Request Fee</b>	<b>Current</b>	<b>Recommended for 2024</b>
Fee for request of video footage from traffic cameras	NEW	\$350.00
<i>All fees are subject to applicable taxes</i>		

### *Residential Parking Permit Fees and Rates*

Residential Parking Permit (RPP) fees are recommended to increase in accordance with the “Five-Year Approach to On-Street Parking Fees & Rates” report that was considered by Council on October 28, 2019 and continue to include a 10% climate emergency fund surcharge. Per last year’s Engineering Fees & Rates memo, the structure of the fees deviates slightly from the structure proposed in the October 28, 2019 Council report to simplify the framework and administration, and to avoid incurring significant software upgrading costs.

<b>Parking Permit Fees</b>	<b>Current</b>	<b>Recommended for 2024</b>
Annual Parking Permit Fee for the <b>first and second</b> residential parking permits	\$44.00* per parking permit	\$55.00* per parking permit
Annual Parking Permit Fee for the <b>third and fourth</b> residential parking permits	\$110.00* per parking permit	\$110.00* per parking permit
Annual Parking Permit Fee for a visitor parking permit (maximum one per household)	\$44.00* per parking permit	\$55.00* per parking permit
One book of five Day-Use Visitor Parking Permits	\$30.00	\$31.00
Shared vehicle parking permit	\$40.00	\$50.00
<i>* Includes 10% Climate Action Levy</i>		
<i>All fees are subject to applicable taxes</i>		

### *Parking Meter and Pay Station Fees and Rates*

Parking meter and pay station rates are also recommended to be adjusted in accordance with the “Five-Year Approach to On-Street Parking Fees & Rates” report that was considered by Council on October 28, 2019. These rates are



inclusive of the \$0.25 per hour Climate Emergency Fund Surcharge adopted by Council at that time.

<b>Parking Meter/Pay Station Hourly Rates</b>	<b>Current</b>	<b>Recommended for 2024</b>
Uptown	\$3.50*	\$3.75*
Downtown	\$3.50*	\$3.75*
Sapperton	\$3.50*	\$3.75*
City-wide – All other areas	\$3.00*	\$3.25*
<i>* Includes \$0.25 Climate Emergency Fund Surcharge</i>		
<i>All fees are subject to applicable taxes</i>		

Following are the coin breakdowns for the proposed hourly rates.

<b>Parking Meter &amp; Pay Station Rates</b>					
<b>Downtown, Uptown and Sapperton (\$3.75 per hour*)</b>					
<i>*Includes \$0.25 per hour Climate Action Levy</i>					
<b>\$</b>	<b>Description</b>	<b>Meter</b>		<b>Pay Station (minimum \$0.25 per transaction)</b>	
		<b>Current</b>	<b>Recommended for 2024</b>	<b>Current</b>	<b>Recommended for 2024</b>
0.05	Coin	1 min	1 min	n/a	n/a
0.10	Coin	2 min	2 min	n/a	n/a
0.25	Coin	4 min	4 min	4 min	4 min
1.00	Coin	17 min	16 min	17 min	16 min
2.00	Coin	34 min	32 min	34 min	32 min
<i>All fees are subject to applicable taxes</i>					

<b>Parking Meter &amp; Pay Station Rates</b>					
<b>City-wide except above areas (\$3.25 per hour*)</b>					
<i>*Includes \$0.25 per hour Climate Action Levy</i>					
<b>\$</b>	<b>Description</b>	<b>Meter</b>		<b>Pay Station (minimum \$0.25 per transaction)</b>	
		<b>Current</b>	<b>Recommended for 2024</b>	<b>Current</b>	<b>Recommended for 2024</b>
0.05	Coin	1 min	1 min	n/a	n/a
0.10	Coin	2 min	2 min	n/a	n/a
0.25	Coin	5 min	5 min	5 min	5 min
1.00	Coin	20 min	18 min	20 min	18 min
2.00	Coin	40 min	37 min	40 min	37 min
<i>All fees are subject to applicable taxes</i>					

**There is a \$1.00 minimum charge for credit card purchases at pay stations.**

### *Parkade Fees and Rates*

Hourly rates in the parkades are recommended to increase by the same amount as on-street meters and pay stations (\$0.25/hour), while remaining slightly lower than on-street parking rates. Rates for longer time periods are recommended for increases generally in the range of 5-15%.

Monthly fees are recommended to increase by \$30, to align more appropriately with market rates elsewhere in the region, and to align with the cost of two-zone transit pass, given the City's parkades are in close proximity to two SkyTrain stations.

<b>Fees</b>	<b>Current</b>	<b>Recommended for 2024</b>
<b>Anvil Center Parking</b>		
• Minimum \$0.25 per transaction		
• Minimum \$1.00 for credit card transactions		
Hourly rate	\$3.00	\$3.25
5 hours	\$8.00	\$9.00
10 hours	\$13.00	\$15.00
Monthly Unreserved (6am to 6pm Mon-Fri)	\$80.00	\$110
Monthly Reserved (6am to 6pm Mon-Fri)	\$100.00	\$130
Monthly Reserved (24/7)	\$120.00	\$150
<i>All fees are subject to applicable taxes</i>		

<b>Fees</b>	<b>Current</b>	<b>Recommended for 2024</b>
<b>Front Street Parkade</b>		
Hourly rate	\$3.00	\$3.25
Daily until 6 pm	\$11.00	\$12.00
Daily until 6 am next day	\$14.00	\$15.00
Daily evening from 6pm to 6am	\$4.50	\$5.00
Monthly – Reserved 24 hrs	\$120.00	\$150
Monthly – Random 24/7	\$80.00	\$110
<i>All fees are subject to applicable taxes</i>		

<b>Fees</b>	<b>Current</b>	<b>Recommended for 2024</b>
<b>Carnarvon Street Parkade</b>		
Monthly – Random 24/7	\$80.00	\$110
Monthly – Reserved 24 hrs	\$120.00	\$150
<i>All fees are subject to applicable taxes</i>		

## **Part 9.0 Subdivision and Development Control Fees and Rates**

Engineering fees for development servicing were reviewed and proposed to be increased by 3.0% for an estimated rate of inflation.

A new fee is proposed for the inspection of public works associated with the subdivision and development control bylaw. The inspection fee will be for pre, post and other construction works with a proposed fee of \$60 to offset the cost associated with having City staff complete inspections of public works associated with subdivision and development.

<b>Subdivision Application</b> (other than air space parcel or parcel under Strata Property Act)	<b>Current</b>	<b>Recommended for 2024</b>
Subdivision Application Fee (for first parcel to be created by the subdivision) includes other subdivision types (i.e. Lot Line Adjustments, and Bare Land Strata	\$2,796.00	\$2,880.00
Each additional parcel Fee	\$119.00	\$123.00
Subdivision Preliminary Approval Time Extension Fee	25% of the original subdivision application fee	No Change
<b>Works and Services Agreement</b>		
Works & Services Agreement Fee (non-refundable)	\$2,007.00	\$2,067.00
Administration Fee	4% of the total cost of all works and services required under Bylaw 7142, 2007	No Change
Latecomer Agreement	\$4,570.00	\$4,707.00
<b>Phased Strata Subdivision</b>		
Phased Strata Subdivision Fee	\$1,710.00 plus \$495.00 for each additional phase	\$1,761.00 plus \$510.00 for each additional phase
Form P Amendment	\$390.00	\$402.00
<b>Strata Conversion</b>		
Strata Conversion Fee	\$2390.00	\$2,462.00

<b>Air Space Parcel Subdivision</b>		
Air Space Parcel Subdivision Fee	\$3,280.00 plus legal costs and certified professional code compliance review costs	\$3,378.00 plus legal costs and certified professional code compliance review costs
<b>Shoring</b>		
Shoring Anchor Rod Fee and Damage Deposit	\$590.00 non-refundable fee and \$31.00/m <sup>2</sup> refundable damage deposit of the proposed excavation fare with anchor rods and is next to a street or lane	\$608.00 non-refundable fee and \$32.00/ m <sup>2</sup> refundable damage deposit of the proposed excavation fare with anchor rods and is next to a street or lane
<b>General</b>		
Building Permit Servicing Review Fee (for building permit construction value of \$100,000 or greater)	\$205.00	\$211.00
Comfort Letters	\$340.00	\$350.00
Pre, post and other construction inspection fee	NEW	\$60 per inspection
<i>All fees are subject to applicable taxes</i>		

## **Part 10.0 Waterworks Fees and Rates**

Hydrant flow test, hydrant use, and residential Water & Sewer Cap-off Fee (combined) are recommended to increase by 3.0% in alignment with an estimated rate of inflation. The remainder of the service charges are calculated to recover all costs associated with services provided. No changes to other sections of this table.

<b>A. SERVICE CHARGES</b>	<b>Current</b>	<b>Recommended for 2024</b>
19mm (3/4 inch) diameter service connection installation	100% of actual cost (Deposit based on	No Change

	Estimate)	
Larger than 19mm (3/4 inch) diameter service connection installation	100% of actual cost (Deposit based on Estimate)	No Change
Charges for water used for commercial and multi-family construction or building purpose per year	3/4" connection \$1,000.00 1" connection \$2,000.00 1.5" connection \$2,500.00 2" connection \$3,000.00	3/4" connection \$1,030.00 1" connection \$2,060.00 1.5" connection \$2,575.00 2" connection \$3,090.00
Hydrant Flow Test	\$260.00	\$268.00
Hydrant Use Damage Deposit (Refundable)	\$1,000.00	\$1,030.00
Hydrant Use Application Fee	\$515.00	\$530.00
76 mm (3") diameter meter test fee	100% of actual cost	No Change
100 mm (4") diameter meter test fee	100% of actual cost	No Change
150 mm (6") diameter meter test fee	100% of actual cost	No Change
Residential Water & Sewer Cap-off Fee (Combined)	\$5,990.00	\$6,170.00
<i>All fees are subject to applicable taxes</i>		

### **Part 11.0 Water Shortage Response Plan Fees and Rates**

Permit fees for lawn watering exemption during annual watering restriction period under BYLAW NO. 6948, 2004 is recommended to be adjusted by an estimated rate of inflation of 3.0%.

Permit Fees	Current	Recommended for 2024
Permit authorizing watering of new lawn and/or new landscaping when Stage 1 Restrictions or Stage 2	\$54.00 for Single Family Residential, \$81.00 for Multiple Family Residential	\$56.00 for Single Family Residential, \$83.00 for Multiple Family Residential

Restrictions are in force for a 21 day period	and \$162.00 for Commercial or Industrial.	and \$167.00 for Commercial or Industrial.
Rain barrel	\$70.00	\$72.00
<i>All fees are subject to applicable taxes</i>		

### **Part 12.0 SDU (Site Development Undertaking) - Security Deposit for Damage to Municipal Public Works and/or Obstruction of Roads by Builders**

To provide clarification on the purpose of the collection of a damage deposit, title of the Part 12.0 Security Deposit for Damage to Municipal Facilities and/or Obstruction of Roads by Builders has been renamed to Part 12.0 SDU (Site Development Undertaking) – Security Deposit for Damage to Municipal Public Works and/or Obstruction of Roads by Builders.

A new non-refundable inspection fee is proposed, an initial inspection will document the condition of public works bordering a development and serve as a baseline to compare future damages that may occur.

All other fees are recommended to increase by 3.0% in alignment with an estimated rate of inflation.

Security Deposits are required to repair damage to municipal facilities and perform necessary street cleaning, resulting construction work and moving of buildings described under Part 15 of the Building Bylaw.

<b>Security Deposit for Moving a Building or Structure</b>	<b>Current</b>	<b>Recommended for 2024</b>
For buildings with 1 storey	\$12,110.00	\$12,473.00
For buildings with 2 storeys	\$18,190.00	\$18,736.00
For buildings with 3 or more storeys	\$24,270.00	\$25,000.00
<i>All fees are subject to applicable taxes</i>		

A new fee is proposed to capture “accessory structures” on a single family dwelling lot. Currently accessory structures are captured under other building permits and are charged at the same rate as a single detached dwelling deposit.

<b>Damage Deposits</b>	<b>Current Damage Deposits</b>	<b>Recommended for 2024 Damage Deposits (SDU)</b>
Demolition Permit	\$2,680.00	\$2,760.00

Single Detached Dwelling (SDD) Permit	\$5,355.00	\$5,516.00
Accessory structure to a Dwelling Unit	NEW	\$2,760.00
Duplex Permit	\$6,415.00	\$6,607.00
Corner Lot – SDD or Duplex	\$7,506.00	\$7,731.00
All Other Building Permits	1% per \$1,000 Construction Value Minimum Fee \$5,355.00 / Maximum Fee \$73,700.00	1% per \$1,000 Construction Value Minimum Fee \$5,516.00 / Maximum Fee \$75,911.00
<i>The Damage Deposits are collected as part of the Building Permit Process for City infrastructure and the amount, deducting any cost incurred by the City, will be refunded after the final inspection.</i>		
<i>All fees are subject to applicable taxes</i>		

<b>Processing and Inspection Fees</b>	<b>Current</b>	<b>Recommended for 2024</b>
Non-refundable Damage Deposit Processing Fee	\$60.00	\$62.00
Non-refundable fee for inspection of the condition of public works that border a development	NEW	\$62.00
Where additional inspections are required to ensure compliance, Re-inspection fee to be deducted from the Damage Deposit for each additional inspection	\$148.00	\$152.00
<i>All fees are subject to applicable taxes</i>		

### **Part 13.0 Q to Q Ferry Fees and Rates**

In 2022, fares for the Q to Q Ferry were incorporated into the Engineering Fees & Rates By-law, accompanied by a moderate increase to reflect increased operating costs since inception of the service. Given the magnitude of the increase in 2022 (12.5% increase in single regular fare) and continued ridership recovery after the COVID-19 pandemic, it is recommended that the fares not change for 2024.

<b>Fees</b>	<b>Current</b>	<b>Recommended for 2024</b>
<b>Regular fare (adults 19-64):</b>		

Single fare	\$2.25	No Change
Monthly pass	\$45.00	No Change
10-fare punch card (11 <sup>th</sup> ride free)	\$22.50	No Change
<b>Concession fare (adults 65+, youth 13-18):</b>		
Single fare	\$1.25	No Change
Monthly pass	\$22.50	No Change
10-fare punch card (11 <sup>th</sup> ride free)	\$12.50	No Change

Details of these changes will be incorporated into the revised Schedules for the Engineering Fees and Rates Bylaw.



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