



Attachment 1

Engineering Services Fees and Rates Review Memo

MEMORANDUM

To: Shehzad Somji
CFO/Director of Finance

Date: August 14, 2024

From: Lisa Leblanc
Director of Engineering Services

File: 05.1020.04

Subject: 2025 USER FEES & RATES REVIEW

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
- Shared Micromobility

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% is recommended for New Westminster Animal Services impoundment, boarding and maintenance rates. Animal Services rates are comparable with others in the Lower Mainland. Impoundment and other fees were increased to match other municipalities.

Fees		Current		Recommended for 2025		
Annual License Fees						
	Paid on or Before March 1st		Paid After March 1st		Initial License	
	Current	2025	Current	2025	Current	2025
Male/Female Dog	\$71.00	No Change	\$92.00	No Change	\$ 38.00	No Change
Sterilized Dog	\$28.00	No Change	\$37.00	No Change	\$ 28.00	No Change
Dangerous Dog - Unsterilized	\$216.00	No Change	\$270.00	No Change	\$109.00	No Change
Dangerous Dog - Sterilized	\$163.00	No Change	\$216.00	No Change	\$81.00	No Change
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	2025	Current	2025	Current	2025
Licensed Dogs	\$50.00	\$52.00	\$88.00	\$91.00	\$163.00	\$168.00
	Current			2025		
Unlicensed Dogs	\$97.00 plus License Fee			\$100.00		
	Current	2025	Current	2025	Current	2025
Dangerous Dogs/Vicious Dogs	\$360.00	\$370.00	\$566.00	\$583.00	\$1,081.00	\$1,113.00
Sterilized Cat with Identification	\$17.50	No Change	No Change		No Change	
Sterilized Cat without Identification	\$38.00	No Change	No Change		No Change	
Unsterilized Cat with Identification	\$114.00	No Change	No Change		No Change	
Unsterilized Cat without	\$140.00	No Change	No Change		No Change	

Identification				
For Each Companion Animal (excluding dogs/cats)	\$17.50	No Change	No Change	No Change
For Any Other Animal	Current \$59.00 plus any additional costs incurred		2025 No Change	
Other Fees				
	Current		2025	
Replacement License Tag	\$ 6.00	No change		
Transfer of Valid Dog License	\$ 6.00	No Change		
Dog boarding (per animal)	\$33.00 / day	\$34.00 / day		
Cat boarding (per animal)	\$23.00 / day	\$24.00 / day		
Administering medication Note – any veterinary costs incurred during boarding must be paid prior to release of animal	\$6.00 / day	No Change		
Maintenance Fees				
	Current		2025	
Dog	\$21.00	\$22.00		
Vicious/Dangerous Dog	\$38.00	\$40.00		
Cat	\$12.00	\$13.00		
Small Animal (pocket pet)	\$10.00	\$11.00		
<i>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</i>				
Cremation/Disposal				
	Current		2025	
Dog	Fee removed per Bylaw 7964, 2017			
Dog under 25 pounds	\$47.00	No Change		
Dog 25-50 pounds	\$74.00	No Change		

Dogs 51-75 pounds	\$97.00	No Change
Dogs 75 pounds and over	\$110.00	No Change
Cat	\$27.00	No Change
Small Animal (pocket pet)	\$10.00	No Change
<i>All fees are subject to applicable taxes</i>		

Part 2.0 Cemetery Services Fees and Rates

It is recommended that the 'Plaque Additions and Changes to Single Niche Plaque' fee is increased by 24% to cover the cost of manufacturing the replacement plaque.

To be in line with the Cemetery Bylaw No. 7068 a recommended 25% care fund contribution has been added to all Interment Fees. The proposed additional charges have been adjusted to ensure our fees are in line with other local municipalities through a cemetery rates and fees comparison. Two of the interment fees are already in line and have received a 3% CPI increase. The remaining four interment fees see an increase ranging from 13%-24%.

It is recommended that all other fees and rates are increased by approximately 3% to reflect CPI.

It is recommended to change the wording and location of some rates and fees and notes to reduce confusion, accurately reflect space constraints, and ensure wording is in line with the Cemetery Bylaw No. 7068. "Deepen Unoccupied Grave for Interment" was moved and renamed to "Single to Double" under the "Adult Casket" plot fees section.

Fees	Current	Recommended for 2025
Interment Fees		
Adult Casket	\$1,325.00	\$1,620.00
Veteran Casket	\$783.00	\$805.00
Child/Infant Casket – Non-Resident only	\$746.00	\$845.00
Cremation Burial – Excluding Resident Child/Infant	\$520.00	\$600.00
Ossuary (Includes Name Engraving)	\$708.00	\$730.00
Inurnment Fee	\$359.00	\$445.00
Deepen Unoccupied Grave for Interment	\$1,137.00	REMOVE
Deepen Occupied Grave for Interment	\$3,905.00 (incl. CFC)	REMOVE

Note: *Interment rates for a Saturday/Sunday/Statutory Holiday are twice the regular interment fees.*

Plots Fees

	Total	
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Adult Casket

Resident	\$5,583.75	\$5,750.00
Non-Resident	\$8,376.25	\$8,625.00
Single to Double	New	\$1,170.00
Deepen Occupied Grave for Interment	New	\$4,020.00

Child/Infant Casket

Resident	\$1,528.75	\$1,575.00
Non-Resident	\$2,292.50	\$2,360.00

Cremation Lot

Resident	\$1,436.25	\$1,480.00
Non-Resident	\$2,155.00	\$2,220.00

Columbarium Niche (Richmond I and II)

Resident – Single	\$2,826.25	\$2,910.00
Resident – Double	\$4,425.00	\$4,555.00
Non-Resident – Single	\$4,240.00	\$4,365.00
Non-Resident – Double	\$6,638.75	\$6,840.00

Columbarium Niche (Richmond II Estates)

Resident – Single	\$3,105.00	\$3,200.00
Resident – Double	\$4,858.75	\$5,005.00
Non-Resident – Single	\$4,658.75	\$4,795.00
Non-Resident – Double	\$7,288.75	\$7,505.00

Columbarium Niche (Heritage Plaza)

Resident – Single	\$3,390.00	\$3,490.00
Resident – Double	\$5,310.00	\$5,465.00
Non-Resident – Single	\$5,086.25	\$5,245.00
Non-Resident – Double	\$7,965.00	\$8,205.00

Note: *A second interment can be added to a single niche. The cost is the difference between a single niche and double niche.*

This does not apply to niches in Richmond I. REMOVE IN 2025

Note: *A second inurnment can be added to a single niche. The cost is the difference between a single niche and double niche. NEW IN 2025*

Note: *Urn size for the double niche is restricted to a maximum of 5.5” in width or diameter and 10” in height. REMOVE IN 2025*

Note: *Urn size for the double niche is restricted to a maximum of 5” in width or diameter and 9” in height NEW IN 2025*

Note: *Care Contribution accounts for 25% of total.*

Other Fees, Products and Services		
Plaque and Marker Fees (plaque type is determined by niche location)		
Single Niche Plaque	\$510.00	\$525.00
Double Niche Plaque	\$648.75	\$665.00
Heritage Plaza Niche Plaque	\$772.50	\$795.00
Plaque Additions and Changes (Single Niche Plaque)	\$338.00	\$420.00
Plaque Additions and Changes (Double Niche Plaque)	\$430.00	\$443.00
Date Scroll Additions or Changes (Heritage Plaza Plaque)	\$193.00	\$199.00
Marker Permit Only – No Placement	\$118.7	REMOVE
Monument Permit	NEW	\$125.00
Marker Permit & Placement – Horizontal/Flat Marker	\$322.50	REMOVE
Marker Permit – Replacement of Horizontal / Flat Marker	NEW	\$330.00
Existing Marker Removal and Placement	\$161.25	REMOVE
Marker Permit – Inscription Removal and Placement	NEW	\$165.00
<i>Note: Care Fund Contribution accounts for 25% of total, not charged on additions and changes.</i>		
Memorial Bench	\$2,903.00	\$2,990.00
Memorial Tree	\$2,366.00	\$2,437.00
Uralla Vase (Richmond II)	\$537.00	\$553.00
Armidale Vase (Richmond II)	\$483.00	\$497.00
Special Attention to Grave Space	\$247.00	\$254.00
Transfer of Grave Space	\$112.00	\$115.00
Exhumation	Twice the Interment Fees	Twice the Interment Fees
Plot Buy-Back	As outlined in Cemetery Bylaw 7068, 2006	As outlined in Cemetery Bylaw 7068, 2006
Administration Fee	\$80.00	\$82.00
<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.

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.

Two new fees and formalizing a deposit are being added to align with ICBC charges. Admin fee for Road Safety Impounds is implemented by Road Safety specific to their impounds.

Fees	Current	Recommended for 2025
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.		
FLAT TOWING RATE FOR VEHICLE		
	Current	2025
Up to 2,999 Kgs GVWR	\$79.78	\$82.17
3000 Kgs to 6,300 Kgs GVWR	\$84.25	\$86.78
Flat drop rate for all vehicles (including charges & taxes)	\$80.00	No Change
Special mobile vehicles. Over 6,300 Kgs GVWR	At hourly rate	No Change
Additional fee for each use of dolly or trailer	\$35.00	\$36.05
Service calls (unlocks, battery boost, etc...)	\$45.00	\$50.00
NEW in 2025 Note: Flat towing rates include the first 6 km. Any distance above 6 km are billed in increments set out by ICBC.		
HOURLY RATES FOR EACH UNIT OF EQUIPMENT USED		
One Ton Wrecker	\$79.78	\$82.17
Three Ton Wrecker	\$84.25	\$86.78
STORAGE RATES PER VEHICLE		
Automobile Daily Rate	\$20.71	\$24.03
Truck Daily Rate	\$20.71	\$24.03
Motorcycle Daily Rate	\$10.36	\$12.02
Utility Trailer (same as automobile)	\$20.71	\$24.03
Charge for out of City Boundary Tow – per km	\$2.41	\$2.48
ADMINISTRATIVE FEE		
Release fee for any vehicle	\$35.00	No Change
Admin fee for Road Safety Impounds	NEW	\$55.05

Vehicle access (excluding ICBC Claims) requires a \$ 100.00 deposit which will be deducted from the final bill upon release	NEW	\$100.00
Window wrap (\$5.00/window)	NEW	\$5.00
<i>All fees are subject to applicable taxes</i>		

Part 4.0 Solid Waste Fees & Rates

Increases are recommended to the Solid Waste Fees and Rates portion which are meant to offset operating costs.

Cart replacement fees are based on current market values for plastic resins and production costs as well as Staff time for delivery. A new site service fee has been added to recover costs for site specific callout requirements such as removing and delivering commercial carts. In addition, special pick up rates were increased to recover collection and disposal costs. A minor wording change was made to remove box spring from mattresses as mattresses have a higher rate for disposal than box spring and they go to separate processors. City staff will continue to provide subjective pricing for Special Pick Up requests of smaller piles of waste materials based upon the \$50 minimum and volume of the load.

All other sections of Part 4.0 remain unchanged and they will be updated by Finance.

Fees	Current	Recommended for 2025
C. ADDITIONAL RECEPTACLES (per tag)		
For a tag for every additional receptacle (not to exceed 60 Litres in size)	\$5.00	No Change
D. ADMINISTRATION FEES		
For the replacement of a lost or damaged 120 Litre container, as provided by the City	\$100.00	No Change
For the replacement of a lost or damaged 240 Litre container, as provided by the City	\$125.00	No Change
To upsize from a 120 Litre garbage container to a 240 Litre garbage container, as provided by the City	\$40.00	\$75.00
To recover a missed collection for a late set out, wrong collection container or	\$25.00	\$50.00

incorrectly placed collection container		
Site service fee	NEW	\$50.00
F. SPECIAL PICK UP RATES		
Minimum fee for service, includes one (1) item	\$40.00	\$50.00
Minimum fee for service to collect and transfer large volumes of loose green waste	\$75.00	No Change
Minimum fee for service where a backhoe loader and dump truck is required	\$250.00	No Change
For every (1) additional mattress or boxspring item – REMOVE the words “or boxspring item” in 2025	\$25.00	\$30.00
For every (1) additional bulky item (appliance or furniture)	\$20.00	\$25.00
<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%. These fees apply to a “Canadian Carrier” or “Distribution Undertaking” as defined in the Telecommunications Act (Canada) who wish to enter into 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.

Fees	Current	Recommended for 2025
Plan Approval and Inspection Fees	<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>	<p>A one-time flat fee of \$646.00 for a project of 20 metres or less;</p> <p>For projects in excess of 20 metres, a one-time flat fee of \$1,885.00</p> <p>A one-time charge for each project of</p>

	per metre of Service Corridor used by the Company	\$13.00 per metre of Service Corridor used by the Company
Pavement Degradation Fees	Current	Recommended for 2025
Age of Street in Years Since Last Paved as Determined by the Commissioner	Fee per m² of Excavation	Fee per m² of Excavation
0-5 years	\$81.00	\$83.40
6-10 years	\$68.00	\$70.00
11-15 years	\$43.00	\$44.30
16-20 years	\$25.00	\$25.80
21 years or greater	\$13.00	\$13.40
<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%. Other service charges remain unchanged.

The *ditch enclosure administration fee* and *design deposit* has been increased based on the estimated level of effort from staff and consultants. The staff administration fee has been increased to \$500 calculated as 5 hours of staff time at a rate of \$100/hr. The consultant design deposit has been increased to \$3,500 calculated as 20 hours of consultant time at a rate of \$175/hr.

All other sections of Part 6.0 remain unchanged and they will be updated by Finance.

Fees	Current	Recommended for 2025
G. SERVICE CHARGES		
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)	\$6,170.00	\$6,355.00
Ditch Enclosure Administration Fee	\$338.00	\$500.00
Ditch Enclosure Engineering Design Fee – REMOVE the word “Fee” in 2025	\$2,816.00	3,500.00
Ditch Enclosure Engineering Design Deposit – NEW to replace word ‘Fee’ in 2025		
Ditch Enclosure Installation	100% of actual cost (deposit based on estimate)	No Change
Installation of a second inspection chamber for onsite separation and future separated offsite service connection	100% of actual cost (deposit based on estimate)	No Change
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

Soil deposit charges are recommended to be increased by an estimated rate of inflation of 3% as listed below. Other service charges remain unchanged.

Fees	Current	Recommended for 2025
Annual License Fees		
Non-refundable Application Fee	\$730.00 plus \$0.81 per cubic metre of soil or other material to be deposited or removed	\$752.00 plus \$0.83 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	\$4,478.00 per 5,000 cubic metres of soil or other	\$4,612.00 per 5,000 cubic metres of soil or other

	material to be deposited, or removed, or fraction of	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 are generally increased by approximately 3%, rounded to the nearest dollar, as an inflationary adjustment. The exception is block party fees, which are recommended to be eliminated. The recent pilot of waiving block party fees has been manageable, with no significant change in the number of permits issued. Given that block party organizers are required to obtain event insurance, it is recommended that the City continue to waive permit fees to support these small community events.

Rates for on-street paid parking are recommended to remain unchanged for 2025, recognizing recent annual increases above inflation and ensuring that New Westminster’s rates remain comparable with other local municipalities. It is recommended that short-term parkade rates be increased 8-20% to manage increasing demand in these facilities. This is a range based on amount of time purchased (noting time limits vary by location). To match increases with reasonable currency denominations, and given the low base price, the percentage increase varies (e.g. \$3.25 to \$3.50 hourly is a 8% increase, \$5.00 to \$6.00 daily evening rate is a 20% increase, etc.) Operations staff have been observing longer (e.g., full day) occupancy of parking spaces in the Downtown parkades, limiting the availability of space for short-term visitors. The recommended hourly rate remains consistent with the principles of keeping off-street rates slightly lower than on-street rates and keeping parking rates above the one-zone cash transit fare.

Residential parking permit rates have increased at a rate above inflation over the past several years and are recommended to remain the same for 2025. In light of recent provincial legislation eliminating minimum requirements for on-site parking in new developments near frequent transit, staff are anticipating a fulsome review of the residential permit parking program in 2025, with potentially significant policy changes for 2026 and beyond to manage the demand for limited on-street parking.

Fees	Current	Recommended for 2025
Street Occupancy Permit Fees		
Street Occupancy Permit Application and Traffic Management Plan Review Fee – Level 1 <i>(see Note 1)</i>	\$120.00	\$125.00
Street Occupancy Permit Application and	\$240.00	\$250.00

Traffic Management Plan Review Fee – Level 2 <i>(see Note 1)</i>		
Street Occupancy Permit Application and Traffic Management Plan Review Fee – Level 3 <i>(see Note 1)</i>	\$500.00	\$515.00
Street Festival	\$164.00 per block	\$169.00 per block
Parade	\$40.00 per block	\$41.00 per block
Block Party (local street only) – NEW in 2025 First Permit (applicable in 2023 and 2024 only) – REMOVE IN 2025 Block Party (local street only) – Additional Permit(s) for the same block in the same calendar year (applicable in 2023 and 2024 only) – REMOVE IN 2025	No fee – one per calendar year \$40.00 per block	No Fee
Construction, maintenance and/or ancillary works on a street or boulevard - Local street - Collector, Great Street, MRN street, cycle route, greenway (see Note 2)	\$56.00 per block face per day \$86.00 per block face per day	\$58.00 per block face per day \$89.00 per block face per day
Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City Works) - Local street - Collector, Great Street, MRN street, cycle route, greenway (see Note 2)	\$56.00 per block face per day \$86.00 per block face per day	\$58.00 per block face per day \$89.00 per block face per day
Hoarding and/or staging area for private development on a street or boulevard - Local street - Collector, arterial, Great Street, MRN street, cycle route, greenway (see Note 2)	\$56.00 per block face per day \$86.00 per block face per day	\$58.00 per block face per day \$89.00 per block face per day

Closure of existing sidewalk, multi-use pathway, protected bicycle lane, with no alternate provision	\$50.00 per block face per day	\$52.00 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	\$10.00 per block face per day	\$10.00 per block face per day
Parking of unattached commercial trailer or container on a street	\$56.00 per day	\$58.00 per day
Parking of unattached recreational or utility trailer on a street	\$11.30 per day	\$12.00 per day
Parking of recreation vehicle on a street	First 48 hours free, then \$11.30 per day thereafter	First 48 hours free, then \$12.00 per day thereafter
Rental of each metered parking stall	\$33.75 per day	\$34.00 per day
Rental of each on-street parking space, or portion thereof (5 meters length or longer), in a pay station zone.	\$33.75 per day	\$34.00 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"> <i>-Construction, maintenance and/or ancillary work on street or boulevard</i> <i>-Installation, maintenance and/or removal of utilities on a street or boulevard (excluding City works)</i> <i>-Hoarding and/or staging area for private development on a street or boulevard</i> <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 & Traffic By-law. Cycle routes/greenways are as designated in Schedule E of the Street & Traffic By-law.</i></p>		

Oversize And Overweight Permit Fees		
Single trip	\$82.50 per vehicle	\$85.00 per vehicle
Annual permit	\$276.00 per vehicle	\$284.00 per vehicle
Duplicate permit	\$28.00 each	\$29.00 each
Other Fees		
Temporary No Parking Sign Installation and Removal (<i>see Note 2</i>)	\$77.00 per block face	\$79.00 per block face
Temporary Barricade Use (<i>see Note 4</i>)	\$60.00 per intersection	\$62.00 per intersection
Pre-, post-, and other construction inspection fee	\$62.00 per inspection	\$100.00 per inspection
Note: As per Subdivision and Development Control Construction Inspection Fee - NEW adding the Note to this fee in 2025		
Redemption of impounded chattel	\$33.00	\$34.00
<i>Note 3: Temporary No Parking Signs are required for all SOPs that require use of on-street parking space</i>		
<i>Note 4: Temporary Barricades are required for Parade and Street Festival street closures where not supplied by organizers. Fee includes delivery and removal.</i>		
<i>All fees are subject to applicable taxes</i>		
Street Occupancy Damage Deposits		
Minor works with limited risk of damage to asphalt road surfaces	\$2,500.00	\$2,500.00
Coring, test holes, drilling on asphalt or concrete road and/sidewalk surfaces	\$2,500.00 per location	\$2,500.00 per location
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	\$10,000.00
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	\$20,000.00
<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>		

Parking Permit Fees		
Annual Parking Permit Fee for the first and second residential parking permits	\$55.00* per parking permit	\$55.00* per parking permit
Annual Parking Permit Fee for the third and fourth 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)	\$55.00* per parking permit	\$55.00* per parking permit
One book of five Day-Use Visitor Parking Permits	\$31.00	\$32.00
Shared Vehicle Parking Permit	\$50.00	\$50.00
<i>*Includes 10% Climate Action Levy</i>		
<i>All fees are subject to applicable taxes</i>		

Parking Meter/Pay Station Hourly Rates	Current	Recommended for 2025
Uptown	\$3.75*	\$3.75*
Downtown	\$3.75*	\$3.75*
Sapperton	\$3.75*	\$3.75*
City-wide – All other areas	\$3.25*	\$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.

Parking Meter Rates			
Downtown, Uptown and Sapperton (\$3.75 per hour*) <i>*Includes \$0.25 per hour Climate Action Levy</i>			
\$	Description	Meter	Paystation (minimum \$0.25 per transaction)
0.05	Coin	1 min	n/a
0.10	Coin	2 min	n/a
0.25	Coin	4 min	4 min
1.00	Coin	16 min	16 min
2.00	Coin	32 min	32 min
<i>All fees are subject to applicable taxes</i>			

City wide except above areas (\$3.25 per hour*) <i>*Includes \$0.25 per hour Climate Action Levy</i>			
\$	Description	Meter	Paystation (minimum \$0.25 per transaction)
0.05	Coin	1 min	n/a
0.10	Coin	2 min	n/a
0.25	Coin	5 min	5 min
1.00	Coin	18 min	18 min
2.00	Coin	37 min	37 min
<i>All fees are subject to applicable taxes</i>			

There is a \$1.00 minimum charge for credit card purchases

Anvil Center Parking		
	<ul style="list-style-type: none"> • Minimum \$0.25 per transaction • Minimum \$1.00 for credit card transactions 	
	Current	Recommended for 2025
Hourly	\$3.25	\$3.50
5 Hours	\$9.00	\$10.00

10 Hours	\$15.00	\$17.00
Monthly Unreserved (6am to 6pm Mon-Fri)	\$110.00	\$110.00
Monthly Reserved (6am to 6pm Mon-Fri)	\$130.00	\$130.00
Monthly Reserved (24/7)	\$150.00	\$150.00
<i>All fees are subject to applicable taxes</i>		

Front Street Parkade		
	Current	Recommended for 2025
Hourly rate	\$3.25	\$3.50
Daily until 6 pm	\$12.00	\$13.00
Daily until 6 am next day	\$15.00	\$17.00
Daily evening from 6 pm to 6 am	\$5.00	\$6.00
Monthly – Reserved 24 hrs	\$150.00	\$150.00
Monthly – Random 24/7	\$110.00	\$110.00
<i>All fees are subject to applicable taxes</i>		

Carnarvon Street Parkade		
	Current	Recommended for 2025
Monthly – Random 24/7	\$110.00	\$110.00
Monthly – Reserved 24 hrs	\$150.00	\$150.00
<i>All fees are subject to applicable taxes</i>		

Speed Hump Application Fee		
	Current	Recommended for 2025
Application Processing Fee (payable upon review of Speeding Concern)	\$108.00	\$111.00

Form and staff confirmation)		
<i>All fees are subject to applicable taxes</i>		

Signal Timing Report Fee		
	Current	Recommended for 2025
Fee to generate a traffic signal timing report	\$81.00	\$83.00
<i>All fees are subject to applicable taxes</i>		

Traffic Video Request Fee		
	Current	Recommended for 2025
Fee for request of video footage from traffic cameras	\$350.00	\$360.00
<i>All fees are subject to applicable taxes</i>		

Part 9.0 Subdivision and Development Control Fees and Rates

Engineering fees for development servicing are recommended to be increased by 3% to align with estimated rate of inflation.

The inspection fee for pre, post, and other construction works has been revised to \$100 based on research data and comparison to the City of Coquitlam (\$150), Port Coquitlam (\$100), Burnaby (\$101), and Richmond (\$202). Further, we have aligned the inspection fee elsewhere in this document to refer to this inspection so that we can ensure consistency in inspection fees charged.

Fees	Current	Recommended for 2025
Subdivision Application (other than air space parcel or parcel under Strata Property Act)		
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)	\$2,880.00	\$2,966.00
Each additional parcel Fee	\$123.00	\$127.00
Subdivision Preliminary Approval Time Extension Fee	25% of the original application fee	No Change
Works and Services Agreement		
Works & Services Agreement Fee (non-refundable)	\$2,067.00	\$2,129.00

Administration Fee	4% of the total cost of all works and services required under Bylaw 7142, 2007	No Change
Latecomer Agreement	\$4,707.00	\$4,848.00
Phased Strata Subdivision		
Phased Strata Subdivision Fee	\$1,761.00 plus \$510.00 for each additional phase	\$1,814.00 plus \$525.00 for each additional phase
Form P Amendment	\$402.00	\$414.00
Strata Conversion		
Strata Conversion Fee	\$2,462.00	\$2,536.00
Air Space Parcel Subdivision		
Air Space Parcel Subdivision Fee	\$3,378.00 plus legal costs and certified professional code compliance review costs	\$3,479.00 plus legal costs and certified professional code compliance review costs
Shoring		
Shoring Anchor Rod Fee and Damage Deposit	\$608.00 non-refundable fee and \$32.00/sq.m refundable damage deposit of the proposed excavation fare with anchor rods and is next to a street or lane	\$626.00 non-refundable fee and \$33.00/sq.m refundable damage deposit of the proposed excavation fare with anchor rods and is next to a street or lane
General		
Building Permit Servicing Review Fee (for Building permit construction value of \$100,000 or greater)	\$211.00	\$217.00
Comfort Letters	\$350.00	No Change
Pre, post and other construction inspection	\$60.00 per inspection	\$100 per inspection

fee		
<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% in alignment with the estimated rate of inflation. The remainder of the service charges are calculated to recover all costs associated with services provided.

All other sections of Part 10.0 remain unchanged and they will be updated by Finance.

Fees	Current	Recommended for 2025
A. SERVICE CHARGES		
19mm (3/4 inch) diameter service connection installation	100% of actual cost (Deposit based on Estimate)	No Change
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 \$1,030.00 1" connection \$2,060.00 1.5" connection \$2,575.00 2" connection \$3,090.00	3/4" connection \$1,061.00 1" connection \$2,122.00 1.5" connection \$2,652.00 2" connection \$3,183.00
Hydrant Flow Test	\$268.00	\$276.00
Hydrant Use Damage Deposit (Refundable)	\$1,030.00	\$1,061.00
Hydrant Use Application Fee	\$530.00	\$546.00
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	\$6,170.00	\$6,355.00

Fee (Combined)		
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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%.

Fees	Current	Recommended for 2025
Permit Fees		
Permit authorizing watering of new lawn and/or new landscaping when Stage 1 Restrictions or Stage 2 Restrictions are in force for a 21 day period	\$56.00 for Single Family Residential \$83.00 for Multiple Family Residential and \$167.00 for Commercial or Industrial	\$58.00 for Single Family Residential \$85.00 for Multiple Family Residential and \$172.00 for Commercial or Industrial
Rain barrel	\$72.00	\$74.00
<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

SDU security deposits, damage deposits, processing and inspection fees are recommended to increase by 3% in alignment with the estimated rate of inflation. A small change in wording to 'Non-refundable fee for inspection of the condition of public works that border a development' has been made to align the inspection fee elsewhere in this document so that we can ensure consistency in inspection fees charged.

Fees	Current	Recommended for 2025
Security Deposit for Moving a Building or Structure		
For buildings with 1 storey	\$12,473.00	\$12,847.00
For buildings with 2 storeys	\$18,736.00	\$19,298.00
For buildings with 3 or more storeys	\$25,000.00	\$25,750.00
<i>All fees are subject to applicable taxes</i>		

Damage Deposits (SDU)		
	Current	Recommended for 2025

Demolition Permit	\$2,760.00	\$2,843.00
Single Detached Dwelling (SDD) Permit	\$5,516.00	\$5,682.00
Accessory structure to a Dwelling Unit	\$2,760.00	\$2,843.00
Duplex Permit	\$6,607.00	\$6,805.00
Corner Lot – SDD or Duplex	\$7,731.00	\$7,963.00
All Other Building Permits	1% per \$1,000 Construction Value Minimum Fee \$5,516.00 / Maximum Fee \$75,911.00	1% per \$1,000 Construction Value Minimum Fee \$5,682.00 / Maximum Fee \$78,188.00
<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>		

Processing and Inspection Fees		
	Current	Recommended for 2025
Non-refundable Damage Deposit Processing Fee	\$62.00	\$64.00
Non-refundable fee for inspection of the condition of public works that border a development Note: As per Subdivision and Development Control Construction Inspection Fee – adding the new Note to this fee – NEW adding the Note to this fee in 2025	\$62.00	\$100.00 per inspection
Where additional inspections are required to ensure compliance, Re-inspection fee to be deducted from the Damage Deposit for each additional inspection	\$152.00	\$157.00
<i>All fees are subject to applicable taxes</i>		

Part 13.0 Q to Q Ferry Fees and Rates

It is recommended that fares for the Q to Q Ferry remain as is for 2025 to encourage usage.

Fees	Current	Recommended for 2025
Q to Q Ferry Fares		
Regular Fare (adults 19-64):		
Single Fare	\$2.25	\$2.25
Monthly Pass	\$45.00	\$45.00
10-fare punch card (11 th ride free)	\$22.50	\$22.50
Concession fare (adults 65+, youth 13-18):		
Single Fare	\$1.25	\$1.25
Monthly Pass	\$22.50	\$22.50
10-fare punch card (11 th ride free)	\$12.50	\$12.50
<i>All fees are subject to applicable taxes</i>		

Part 14.0 Shared Micromobility Service Fees

This fee has recently been introduced in anticipation of shared micromobility (e-bikes, scooters) services being offered in New Westminster. The fee was adopted by Council in mid-2024 and is recommended to remain the same for 2025. Staff will be assessing shared micromobility services as they come online and will determine whether fee changes are required for 2026 and beyond.

Fees	Current	Recommended for 2025
Shared Micromobility Service Fees		
Shared Micromobility Per-trip Fee	\$0.15	\$0.15

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



Lisa Leblanc,
Director of Engineering Services