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ADMINISTRATIVE REPORT

Report Date: November 7, 2011
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Meeting Date: November 27, 2012

TO: Vancouver City Council
FROM: General Manager of Engineering Services
SUBJECT: 2013 Engineering Fees

RECOMMENDATION

- A. THAT Council approve increases of 2% in the Engineering Services Department permit fees as set out in Appendix A to this report, with the exception of the fees referenced in Recommendations B and D, to take effect on January 1, 2013.
- B. THAT Council approve an increase in the Street Rental Fee (unplanned and unscheduled use of city street) to \$1,500.00 per 12 hour period.
- C. THAT Council approve bundling the Street Use Permit fee with the Building Site Construction Crossing Fee for 1 and 2 family dwelling construction in order to reduce transactions for the customer and to increase compliance; the standard 2% increase would be applied to each.
- D. THAT Council approve increasing the Plan Review and Administration Fees and the Inspection Fee in Part 1 and Part 2 respectively, of Schedule A of the Street Utilities By-law (No. 10361), by 25.0% as set out in Appendix A and described in the body of the report.
- E. THAT the Director of Legal Services be instructed to prepare by-laws to amend the Street and Traffic By-law No. 2849, Encroachment By-law No. 4243, Crossing By-law No. 4644, Street Distribution of Publications By-law No. 9350, Street Utilities By-law No. 10361 and Street Vending By-law 4781 and all other license agreements referred to in Appendix A, all generally in accordance with Appendix A.

REPORT SUMMARY

Fees are traditionally adjusted on an annual basis to reflect cost increases. For 2013 the proposed increase is 2% with the exception of the Street Rental Fee and the Street Utilities By-law Plan Review and Administration and Inspection Fees. The rationale for these fee increases are described in this report.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

Permit fees are reviewed as part of the annual budget process to comply with Council policy that fees recover the full cost of providing services or are equivalent to competitive charges where the fee is of a market nature.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The General Manager of Engineering Services RECOMMENDS approval of the above recommendations.

REPORT

Background/Context

The Engineering Services Department generates revenues from several permits, under the authority of the Street and Traffic By-law No. 2849, Street Vending By-law No.4871, Crossing By-law No. 4644, Street Distribution of Publications By-law No. 9350, Encroachment By-law No. 4243, Street Utilities By-law No. 10631 and sidewalk patio agreements.

Fees were last adjusted in January 2012.

Strategic Analysis

The increase in 12-month average Consumer Price Index (CPI) for Vancouver has been near 2%, of which certain non-wage items such as electricity, fuel and gasoline have increased in the range of 2.3% to 6.5% over the past year. As CPI is forecasted to continue at similar levels for 2013 a 2% fee increase is recommended to reflect general increases in costs for these services.

This increase has been applied to all of the fees listed in Appendix A with the exception of the fees noted below.

Street Rental Fee

The Street Rental Fee is a fee for unplanned and unscheduled use of a portion of a city street whether it be sidewalk, roadway or seawall. Unscheduled use of a city street can create unsafe conditions for pedestrians and cyclists and does cause unanticipated traffic disruption and resulting delays to commercial deliveries, transit scheduling and personal vehicle movement. Businesses and activities needing the use of city street can get authorization for use through a number of permits, namely a Street Use

Permit, Temporary Special Zone or a Street Occupancy Permit, in which the request for street space and time is reviewed in a timely way for functional necessity and conflicts. This allows City staff to plan for the temporary use of the street that contemplates other competing interests and to ensure that this important public space is managed fairly and safely while minimizing impacts. Approvals for Street Use Permits and Temporary Special Zones are very accessible, often costing less than \$100 in total and only requiring notice of 3 business days. Businesses, the Film and Special Events industry and large construction sites often have demands for use of City street space. While staff work hard to ensure those needs are met in a planned and coordinated way, permissions are not always sought before the street space is blocked and in these unplanned and unscheduled instances the Street Rental Fee is applied.

Staff time and resources are required to manage road and traffic impacts caused by these unplanned and unscheduled uses of street for business activities. The unplanned and unscheduled street use cause staff to be taken away from core business responsibilities and the impacts to the street and City's management of its streets can be significant. Staff believe that increasing the fee from \$766.09 to \$1,500 will more fully account for City's unscheduled management of traffic impacts related to unplanned needs of business activities on city street, will cause users to be more accountable for their planning and scheduling requirements, cause users to work with staff to ensure their needs are met through a coordinated review and ultimately reduce these occurrences and associated impacts on others.

Building Site Construction Crossing Fee

The Building Site Construction Crossing Fee is used to cover the costs for staff to conduct pre-inspection, on-going damage inspection and post construction inspection of city street assets adjacent to development sites throughout the city. During the course of construction city sidewalks are almost always damaged and to ensure repairs are conducted in compliance with the City's Street Restoration Manual standards the City requires the issuance of a separate Street Use Permit to manage the repair of the sidewalk. This permit is often not applied for and staff time inspecting the sidewalk repair is not fully cost recovered. By bundling these permit charges upfront the customer will be saved the additional trip toward the end of their construction project to seek this permit and it will improve the cost recovery for the effort currently being applied. If sidewalk damage does not occur the permit can be refunded. Finally it is important to note that all of these permits are part of the Permits and License project being led out of the VSR office and staff will bring them online to improve customer ease of access with the new software implementation.

Plan Review and Administration Fee and Inspection Fee

In 2011, in an effort to create an equitable environment for all utilities companies wishing to build and operate equipment within City streets, Council enacted the Street Utilities By-law. Council's intention was to ensure that all utility companies were covered either by the by-law or by Municipal Access Agreements ("MAA") with similar terms. An error in the original calculation of certain fees in the by-law has resulted in a situation where the plan review and administration and inspection fees in the by-law are 25.0% lower than those in the MAA. This has resulted in an inequitable situation where utilities governed by MAA's actually pay more for plan review & administration

and inspection than utilities subject to the Street Utilities by-law, despite the intention of Council to create a level playing field for all utilities placing equipment in City streets. The current plan review and administration and inspection fees in the MAA have been set at a level expected to recover municipal costs of providing these services. Due to the calculation error, the current plan review and administration and inspection fees in the by-law are not set at a level expected to recover municipal costs of providing those services.

Therefore, staff propose a one-time increase to the plan review & administration and inspection fee of 25.0%, in order to align those fees with current fees from the MAA, and to reflect the true costs associated with providing such services. This is an unusual increase and it is anticipated that future adjustments to these fees will be as a result of inflationary adjustments.

Implications/Related Issues/Risk (if applicable)

Financial

The adjustment to the fees specified in Appendix A is expected to generate an additional amount of revenue in 2013 of approximately \$110,000.

Bundling the Sidewalk Repair Permit fee up front as part of the Building Site Construction fee for one and two family dwellings will allow the City to recover costs of the required inspections associated with sidewalk repairs.

HST or GST, as applicable, will be added to taxable fees.

Legal

Legal Services will update the relevant by-laws to reflect the change in fees.

CONCLUSION

It is recommended that the fee increases indicated in Appendix A of this report be applied to be effective January 1, 2013. It is also recommended that Legal Services bring forward the appropriate by-law amendments in order for enactment.

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APPENDIX A
Permit Fee Schedule

Permit Type	2013 Proposed excludes HST/GST	2012 Approved excludes HST	Authority
Street and Traffic By-law No. 2849			
<i>Resident Parking Permit Fees</i>			
Resident parking permit	\$69.21	\$67.85	Street & Traffic By-law, Section 23.4 (a)
Resident parking permit	\$51.09	\$50.09	Street & Traffic By-law, Section 23.4 (b)
Resident parking permit	\$34.60	\$33.93	Street & Traffic By-law, Section 23.4 (c)
Commercial Plate replacement fee	\$10.40	\$10.20	Street & Traffic By-law, Section 21.6
<i>Street and Sidewalk Usage Fees</i>			
Street Rental fee per block, per 12 hour period	\$1,500.00	\$766.09	Street & Traffic By-law, Section 30(7) (c)
Street Entertainment, 4 Month	\$37.22	\$36.49	Street & Traffic By-law, Section 67A(6)
Street Entertainment, Annual	\$110.46	\$108.29	Street & Traffic By-law, Section 67A(6)
Religious Street Meetings	Free	Free	Street & Traffic By-law, Section 69(3)
<i>Building Site Construction Crossing Fees</i>			
Single and two family dwellings	\$169.78	\$166.45	Street & Traffic By-law, Section 80(2)
Single and two family dwellings requiring demolition	\$240.70	\$235.98	Street & Traffic By-law, Section 80(2)
Multi-residential or commercial requiring no excavation	\$734.91	\$720.50	Street & Traffic By-law, Section 80(2)
Multi-residential or commercial requiring excavation, less than 3 stories in height	\$1,380.27	\$1,353.20	Street & Traffic By-law, Section 80(2)
Multi-residential or commercial requiring excavation, 3 stories or more in height	\$2,746.59	\$2,692.74	Street & Traffic By-law, Section 80(2)
Major development site, ½ block or larger	\$3,286.15	\$3,221.71	Street & Traffic By-law, Section 80(2)
Demolition only - multi-residential or commercial site less than ½ block	\$338.38	\$331.74	Street & Traffic By-law, Section 80(2)
Demolition only - multi-residential or commercial site ½ block or larger	\$605.85	\$593.97	Street & Traffic By-law, Section 80(2)
Oversize Vehicle, Single Trip	\$30.23	\$29.64	Street & Traffic By-law, Section 96
Oversize Vehicle, More than One Trip	\$288.37	\$282.71	Street & Traffic By-law, Section 96
<i>Regulating the drilling or excavating of test holes</i>			
Application fee	\$510.00	\$500.00	Street & Traffic By-law, Section 88A. (2)(b)
Inspection fee	\$66.30	\$65.00	Street & Traffic By-law, Section 88A. (2)(b)
Inspection fee	\$66.30	\$65.00	Street & Traffic By-law, Section 88A. (4)

Permit Type	2013 Proposed excludes HST/GST	2012 Approved excludes HST	Authority
Encroachment By-law No. 4243			
Anchor Rods, Sq. metre	\$49.69	\$48.72	Encroachment By-law, Section 3A(4)
<i>Street Use Permit (Encroachment Inspection)</i>			
- up to and including 20 square metres	\$55.82	\$54.72	Encroachment By-law Schedule Part A
- each additional square metre or part thereof	\$5.07	\$4.97	Encroachment By-law Schedule Part A
- Maximum total fee	\$391.87	\$384.18	Encroachment By-law Schedule Part A
Encroachment Fees (Annual charge)			
Flat Portion (to 150 square feet)	\$173.43	\$170.03	Encroachment By-law, Schedule C
Variable Portion (per sq. foot over 150)	\$4.63	\$4.54	Encroachment By-law, Schedule C
Crossing By-law No. 4644			
Minimum fee	\$380.23	\$372.78	Crossing Bylaw, Section 9
Extra fee per foot > 30 ft. width	\$46.52	\$45.60	Crossing Bylaw, Section 9
Street Vending By-law No. 4781			
Street Vendor, Food	\$1,073.29	\$1,052.24	Street Vending By-law, Schedule A
Street Vendor, Other Products	\$804.67	\$788.89	Street Vending By-law, Schedule A
Special Event Market, Daily/Block	\$109.30	\$107.16	Street Vending By-law, Schedule A
Special Event Market, Maximum/Day	\$431.42	\$422.96	Street Vending By-law, Schedule A
Individual Special Event Vendor/Day	\$34.88	\$34.20	Street Vending By-law, Schedule A
Mobile Vendor Motorized, (Truck)	\$289.54	\$283.87	Street Vending By-law, Schedule A
Mobile Vendor No Motor, (Bicycle)	\$145.34	\$142.49	Street Vending By-law, Schedule A
Produce/Flowers, Sq. ft./Year			
- Street use fee	\$4.36	\$4.27	Street Vending By-law, Schedule A
- Subject to a minimum of	\$122.10	\$119.71	Street Vending By-law, Schedule A
Small Sidewalk Patio, Annual	\$336.07	\$329.48	Street Vending By-law, Schedule A
Mobile Special Event Vending Permit (Annual)	\$154.07	\$151.05	Street Vending Bylaw Schedule A
Farmers' Market	\$529.38	\$519.00	Street Vending Bylaw Schedule A

Permit Type	2013 Proposed excludes HST/GST	2012 Approved excludes HST	Authority
Street Distribution of Publications Bylaw No. 9350			
Annual fee per news box (for 1- 100 news boxes)	\$29.99	\$29.41	Street Distribution Bylaw Schedule A
Annual fee per news box (for 101 or more news boxes)	\$89.96	\$88.20	Street Distribution Bylaw Schedule A
Annual fee for each compartment in each multiple publications newsbox	\$119.97	\$117.62	Street Distribution Bylaw Schedule A
Annual fee per drop box	\$29.99	\$29.41	Street Distribution Bylaw Schedule A
Street Utilities Bylaw No. 10361			
<i>Plan review and administration fee</i>			
Plan review and administration fee (alignment that is less than 20 metres) **	\$624.76	\$500.00	Street Utilities By-law Schedule A, Part 1 (a)
Plan review and administration fee (alignment that is greater than 20 metres) **	\$1,874.28	\$1,500.00	Street Utilities By-law Schedule A, Part 1 (b)
Additional per metre fee for the proposed alignment **	\$12.50	\$10.00	Street Utilities By-law Schedule A, Part 1
<i>Inspection fee</i>			
Inspection fee per street block per day **	\$81.22	\$65.00	Street Utilities By-law Schedule A, Part 2
<i>Permanent restoration cost</i>			
Concrete Pavement (Less than 10m ²)	\$214.20	\$210.00	Street Utilities By-law Schedule A, Part 3
Concrete Pavement (10m ² to less than 50m ²)	\$158.10	\$155.00	Street Utilities By-law Schedule A, Part 3
Concrete Pavement (50m ² or more)	\$122.40	\$120.00	Street Utilities By-law Schedule A, Part 3
Pavement Membrane - Overlay Concrete Road (Less than 100 m ²)	\$86.70	\$85.00	Street Utilities By-law Schedule A, Part 3
Pavement Membrane - Overlay Concrete Road (More than 100m ²)	\$71.40	\$70.00	Street Utilities By-law Schedule A, Part 3
Light Asphalt Pavement (Less than 3m ²)	\$186.66	\$183.00	Street Utilities By-law Schedule A, Part 3
Light Asphalt Pavement (3m ² to less tha 10m ²)	\$93.84	\$92.00	Street Utilities By-law Schedule A, Part 3
Light Asphalt Pavement (10m ² to less tha 100m ²)	\$61.20	\$60.00	Street Utilities By-law Schedule A, Part 3
Light Asphalt Pavement (100m ² to 300m ²)	\$54.06	\$53.00	Street Utilities By-law Schedule A, Part 3
Light Asphalt Pavement (More than 300m ²)	\$46.92	\$46.00	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement (Less than 3m ²)	\$255.00	\$250.00	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement (3m ² to less tha 10m ²)	\$150.96	\$148.00	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement (10m ² to less tha 100m ²)	\$102.00	\$100.00	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement (100m ² to 300m ²)	\$72.42	\$71.00	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement (More than 300m ²)	\$66.30	\$65.00	Street Utilities By-law Schedule A, Part 3
Concrete Sidewalk (Less than 10m ²)	\$183.60	\$180.00	Street Utilities By-law Schedule A, Part 3
Concrete Sidewalk (10m ² to 25m ²)	\$163.20	\$160.00	Street Utilities By-law Schedule A, Part 3
Concrete Sidewalk (25m ² to 50m ²)	\$142.80	\$140.00	Street Utilities By-law Schedule A, Part 3
Concrete Sidewalk (50m ² or more)	\$97.92	\$96.00	Street Utilities By-law Schedule A, Part 3

Permit Type	2013 Proposed excludes HST/GST	2012 Approved excludes HST	Authority
Exposed Agg Sidewalk (All)	\$273.36	\$268.00	Street Utilities By-law Schedule A, Part 3
Concrete Crossing (All)	\$204.00	\$200.00	Street Utilities By-law Schedule A, Part 3
Curb & Gutter (Less than 10 lm)	\$275.40	\$270.00	Street Utilities By-law Schedule A, Part 3
Curb & Gutter (10 lm or more)	\$214.20	\$210.00	Street Utilities By-law Schedule A, Part 3
Boulevards Top Soil & Seed (Less than 50 m ²)	\$36.72	\$36.00	Street Utilities By-law Schedule A, Part 3
Boulevards Top Soil & Seed (50m ² or more)	\$20.40	\$20.00	Street Utilities By-law Schedule A, Part 3
Brick or Paver Sidewalks	\$357.00	\$350.00	Street Utilities By-law Schedule A, Part 3
Concrete Bus Slab	\$280.50	\$275.00	Street Utilities By-law Schedule A, Part 3
Concrete Thickened Sidewalk 6" (All)	\$204.00	\$200.00	Street Utilities By-law Schedule A, Part 3
Concrete Thickened Sidewalk 10" (All)	\$255.00	\$250.00	Street Utilities By-law Schedule A, Part 3
Asphalt/Concrete Pavement (0m ² to less than 3m ²)	\$252.96	\$248.00	Street Utilities By-law Schedule A, Part 3
Asphalt/Concrete Pavement (3m ² to less than 10m ²)	\$246.84	\$242.00	Street Utilities By-law Schedule A, Part 3
Asphalt/Concrete Pavement (10m ² to 50m ²)	\$204.00	\$200.00	Street Utilities By-law Schedule A, Part 3
Asphalt/Concrete Pavement (50m ² or more)	\$170.34	\$167.00	Street Utilities By-law Schedule A, Part 3
Asphalt/Concrete Pavement - ERF 302 all prior to June 9/08 (Less than 10m ²)	\$173.40	\$170.00	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement - ERF 106 all prior to Aug.1/06 (100m ² or more)	\$63.24	\$62.00	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement - ERF 105 all prior to April 15/07 (0m ² to 100m ²)	\$76.50	\$75.00	Street Utilities By-law Schedule A, Part 3
Light Asphalt Pavement - ERF 104 all prior Dec.31/05 (More than 100m ²)	\$46.92	\$46.00	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement - ERF 113 all prioir to June 9/08 (3m ² to 100m ²)	\$82.62	\$81.00	Street Utilities By-law Schedule A, Part 3
<i>Pavement degradation cost</i>			
0 - 5 years	\$52.06	\$50.00	Street Utilities By-law Schedule A, Part 4
6 -10 years	\$41.65	\$40.00	Street Utilities By-law Schedule A, Part 4
11 - 15 years	\$31.24	\$30.00	Street Utilities By-law Schedule A, Part 4
16 - 20 years	\$20.83	\$20.00	Street Utilities By-law Schedule A, Part 4
21 years or greater	\$10.41	\$10.00	Street Utilities By-law Schedule A, Part 4

Other Authorities			
Dissemination of Traffic Information	\$110.28	\$108.12	Administrative policy
Large Sidewalk Patio, Downtown, /Sq. ft			
Summer Term (7 months)	\$7.21	\$7.07	License Agreement
Winter Term (5 months)	\$5.13	\$5.03	License Agreement
Large Sidewalk Patio, Not Downtown, /Sq. ft			
Summer Term (7 months)	\$5.11	\$5.01	License Agreement
Winter Term (5 months)	\$3.64	\$3.57	License Agreement