



## ADMINISTRATIVE REPORT

Report Date: November 4, 2016  
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Meeting Date: December 7, 2016

TO: Vancouver City Council  
FROM: General Manager of Engineering Services  
SUBJECT: 2017 Engineering Fees

### **RECOMMENDATION**

- A. THAT Council approve increases of 2% in the Engineering Services Department permit and application fees as set out in Appendix A to this report, with the exception of the fees referenced in Recommendations B and C, to take effect on January 1, 2017.
- B. THAT Council increase the Street Utilities By-law Fees: Plan review and administration fee (alignment that is less than 20 metres), Plan review and administration fee (alignment that is greater than 20 metres), Additional per metre fee for the proposed alignment, Inspection fee per street block per day, and Pavement degradation costs by 2.2% to be consistent with Municipal Access Agreements.
- C. THAT Council adjusts fees to recover City costs related to certain fees under the Street Utilities By-law. No. 10361.
- D. THAT the Director of Legal Services be instructed to prepare by-laws to amend the-Encroachment By-law No. 4243, Street and Traffic By-law No. 2849, Crossing By-law No. 4644, Street Distribution of Publications By-law No. 9350, Street Utilities By-law No. 10361 and Street Vending By-law 10868, all generally in accordance with Appendix A.

## ***REPORT SUMMARY***

Fees are traditionally adjusted on an annual basis to reflect cost increases. For 2017 the proposed increase is 2% with the exception of the majority of the Street Utilities By-law Fees, which are to be increased by an average of 10.53%. 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, 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 10868.

Street Distribution of Publications By-law No. 9350, Street Utilities By-law No. 10361 and Street Vending By-law 10868 Fees were last adjusted effective January 2016.

Street and Traffic By-law No. 2849, Encroachment By-law No. 4243, Crossing By-law No. 4644 Fees were last adjusted effective September 2016.

### ***Strategic Analysis***

Fees are set at a level which reflects the City's costs structure and are generally inflated annually. The recommendation for the fee increase considers the current inflation rate based on the 12-month average percentage change in Vancouver Consumer Price Index (CPI), prior year inflation, and forecasts for the following year.

As of July 2016, the increase in the 12-month average Consumer Price Index (CPI) for Metro Vancouver was 2.0%. Certain non-wage items such as electricity have increased 4.1% while natural gas, fuel and gasoline have decreased in the range of 13.2% to 8.6% over the past year. The Conference Board of Canada forecasted that the CPI for Metro Vancouver would increase 2.1% for 2017 and 2018, 2.5% for 2019, and 2.1% for 2020. Based on this forecast, staff recommend a 2% increase for 2017 fees.

This 2% increase has been applied to all of the fees listed in Appendix A with the exception of the fees noted below.

## Street Utilities By-Law Fees

Work done with telecommunication companies to install infrastructure in City streets is governed by the Street Utilities By-law and Municipal Access Agreements (MAA) which were formed by Canadian Radio-television Telecommunications Commission (CRTC) ruling. This agreement indicates the fees and charges to be used and adjusted annually on December 31<sup>st</sup> in accordance with the CPI as published by Statistics Canada of 2.2% from September 2015 to September 2016, except for the specified fees that are charged based on quoted prices.

## Pavement restoration review

In 2015 an external consultant was hired to undertake a comprehensive review of Engineering fees and charges related to development and building. However, Pavement Restoration fees and charges was not included in that review and it has been several years since a review of unit rates have been undertaken.

In May 2016 an external consultant was hired to review Pavement Restoration fees and charges. This review analyzed over 35 fees under the Street Utilities By-law administered by Engineering Services. This comprehensive review of all pavement restoration fees was to:

- determine and analyze the full cost (direct and indirect) of providing pavement restoration services in relation to the corresponding cost recovery revenue budget; and to assess whether revenue reflects the costs incurred;
- compare service costs with existing cost recovery levels and benchmark to current market pricing;
- where gaps exist between revenues and costs, recommend appropriate fees to more fully reflect the real costs of the service provided;

This review found that the City is under recovering on most pavement restoration fee categories that should be set on a cost recovery basis and identified a shortfall of approximately \$0.9M for services provided by Engineering based on annual revenues of approximately \$12M.

Staff are recommending pavement restoration fees be adjusted to achieve full cost recovery. The impact on individual fees varies with an average increase of 10.53% and based on work completed by the external consultant, fees remain consistent with comparative market pricing.

## *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 2017 of approximately \$0.9M for pavement restoration fee adjustments and \$0.1M due to inflationary increases.

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, 2017. It is also recommended that Legal Services bring forward the appropriate by-law amendments for consideration by Council.

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APPENDIX A  
Permit Fee Schedule

Permit Type	2017 Proposed excludes GST	2016 Approved excludes GST	Authority
<b>Street and Traffic By-law No. 2849</b>			
<i>Resident Parking Permit Fees</i>			
Resident parking permit	\$74.19	\$72.73	Street & Traffic By-law, Section 23.4 (a)
Resident parking permit	\$54.76	\$53.69	Street & Traffic By-law, Section 23.4 (b)
Resident parking permit	\$37.08	\$36.36	Street & Traffic By-law, Section 23.4 (c)
Shared vehicle permit	\$74.19	\$72.73	Street & Traffic By-law, Section 23.5
Commercial Plate replacement fee	\$11.14	\$10.93	Street & Traffic By-law, Section 21.6
<i>Street and Sidewalk Usage Fees</i>			
Temporary Special Zone 7am- 6pm, in area not controlled by parking metres	\$98.94	\$97.00	Street & Traffic By-law, Section 30(7) (a)
Temporary Special Zone 7am-6pm, in area controlled by parking meters	\$78.54	\$77.00	Street & Traffic By-law, Section 30(7) (a)
Temporary Special Zone 7am-6pm, where length of time exceeds two weeks	\$19.38	\$19.00	Street & Traffic By-law, Section 30(7) (a)
Temporary Special Zone full time, in area not controlled by parking metres	\$137.70	\$135.00	Street & Traffic By-law, Section 30(7) (b)
Temporary Special Zone full time, in area controlled by parking meters	\$105.06	\$103.00	Street & Traffic By-law, Section 30(7) (b)
Temporary Special Zone full time, where length of time exceeds two weeks	\$26.52	\$26.00	Street & Traffic By-law, Section 30(7) (b)
Street Rental fee per block, per 12 hour period	\$2,556.29	\$2,506.17	Street & Traffic By-law, Section 30(7) (c)
Street Entertainment, 4 Month	\$39.90	\$39.11	Street & Traffic By-law, Section 67A(6)(b)
Street Entertainment, Annual	\$118.41	\$116.08	Street & Traffic By-law, Section 67A(6)(a)
Religious Street Meetings	Free	Free	Street & Traffic By-law, Section 69(3)

<i>Building Site Construction Crossing Fees</i>			
Single and Two Family Dwellings	\$501.85	\$492.01	Street & Traffic By-law, Section 80(2)
Single and Two Family Dwellings requiring demolition	\$711.47	\$697.52	Street & Traffic By-law, Section 80(2)
Multi-Residential or commercial requiring no excavation	\$2,172.23	\$2,129.64	Street & Traffic By-law, Section 80(2)
Multi-Residential or commercial requiring excavation, less than 3 stories in height	\$4,079.81	\$3,999.81	Street & Traffic By-law, Section 80(2)
Multi-Residential requiring excavation, 3 stories or more in height	\$8,118.40	\$7,959.22	Street & Traffic By-law, Section 80(2)
Major development site, ½ block or larger	\$9,713.24	\$9,522.78	Street & Traffic By-law, Section 80(2)
Demolition Only- multi residential or commercial site less than ½ block	\$1,000.18	\$980.57	Street & Traffic By-law, Section 80(2)
Demolition only - multi-residential or commercial site ½ block or larger	\$1,790.75	\$1,755.64	Street & Traffic By-law, Section 80(2)
Oversize Vehicle, Single Trip	\$32.40	\$31.77	Street & Traffic By-law, Section 96
Oversize Vehicle, More than One Trip	\$309.08	\$303.02	Street & Traffic By-law, Section 96
Application fee	\$546.63	\$535.91	Street & Traffic By-law, Section 88A. (2)(b)
Inspection fee	\$71.07	\$69.67	Street & Traffic By-law, Section 88A. (2)(b)
Inspection fee	\$71.77	\$70.36	Street & Traffic By-law, Section 88A. (4)
<b>Encroachment By-law No. 4243</b>			
Anchor Rods, Sq. metre	\$53.25	\$52.21	Encroachment By-law, Section 3A(4)
- up to and including 20 square metres	\$111.09	\$108.91	Encroachment By-law Schedule 1 Section A
- each additional square metre or part thereof	\$10.09	\$9.89	Encroachment By-law Schedule 1 Section A
- Maximum total fee	\$779.90	\$764.61	Encroachment By-law Schedule 1 Section A
Encroachment Fees (Annual charge)			
Flat Portion (to 150 square feet)	\$185.88	\$182.24	Encroachment By-law, Schedule C
Variable Portion (per sq. foot over 150)	\$4.96	\$4.87	Encroachment By-law, Schedule C

Agreement preparation with reference to an encroachment	\$1,020.00	\$1,000.00	Encroachment By-law Schedule 1 Section B (1)
In addition to the fee chargeable in Schedule 1 Section B(1), for each sidewalk crossing	\$25.50	\$25.00	Encroachment By-law Schedule 1 Section B (2)
For information relating to an encroachment	\$306.00	\$300.00	Encroachment By-law Schedule 1 Section B (4)
Granting an easement over a portion of a street or lane to accommodate encroachment by a building	\$4,545.12	\$4,456.00	Encroachment By-law Schedule 1 Section B (5)
Sewers closed circuit TV inspection pre post anchor rod inspection	\$2,529.60	\$2,480.00	Encroachment By-law Schedule 1 Section B (6)
<b>Crossing By-law No. 4644</b>			
Minimum Fee	\$617.44	\$605.33	Crossing Bylaw, Section 9
Extra Fee per foot > 30ft width	\$75.53	\$74.05	Crossing Bylaw, Section 9
<b>Street Vending By-law No. 10868</b>			
<b>Application Fees</b>			
Street vendor	\$52.02	\$51.00	Street Vending By-law, Schedule A
Display unit (including application by new owner)	\$52.02	\$51.00	Street Vending By-law, Schedule A
Small Patio (including application by new owner)	\$52.02	\$51.00	Street Vending By-law, Schedule A
Large Patio	\$208.08	\$204.00	Street Vending By-law, Schedule A
<b>Permit Fees</b>			
Street Vendor, food vending (stationary) unit	\$1,150.36	\$1,127.81	Street Vending By-law, Schedule A
Street Vendor, non-food vending (stationary) unit	\$862.46	\$845.55	Street Vending By-law, Schedule A
Street Vendor, mobile special event unit	\$37.38	\$36.65	Street Vending By-law, Schedule A
Food Vending (roaming) with motorized unit	\$310.35	\$304.26	Street Vending By-law, Schedule A
Food Vending (roaming) without motorized unit	\$155.77	\$152.72	Street Vending By-law, Schedule A
Display Unit - each sq mtr of display area	\$50.27	\$49.28	Street Vending By-law, Schedule A
Display Unit - subject to minimum fee	\$130.88	\$128.31	Street Vending By-law, Schedule A
Small Patio - one table & two chairs	\$120.07	\$117.71	Street Vending By-law, Schedule A

Small Patio - subject to minimum fee	\$360.20	\$353.14	Street Vending By-law, Schedule A
Large Patio, Downtown, /Sq. mtr - summer (Apr 1 - Oct 31)	\$83.16	\$81.53	Street Vending By-law, Schedule A
Large Patio, Downtown, /Sq. mtr - winter (Nov 1 - Mar 31)	\$59.18	\$58.02	Street Vending By-law, Schedule A
Large Patio, Outside Downtown, /Sq. mtr - summer (Apr 1 - Oct 31)	\$58.93	\$57.78	Street Vending By-law, Schedule A
Large Patio, Outside Downtown, /Sq. mtr - winter (Nov 1 - Mar 31)	\$42.04	\$41.21	Street Vending By-law, Schedule A
Farmers' Market Permit	\$567.41	\$556.28	Street Vending Bylaw Schedule A
Special Event Market, Daily/Block	\$117.15	\$114.86	Street Vending By-law, Schedule A
Special Event Market, Maximum/Day	\$462.41	\$453.34	Street Vending By-law, Schedule A
Daily Mobile Vendor (outside special event permit zone)	\$37.38	\$36.65	Street Vending By-law, Schedule A
Permit Renewal Fees			
Street Vendor, food vending (stationary) unit	\$1,150.36	\$1,127.81	Street Vending By-law, Schedule A
Street Vendor, non-food vending (stationary) unit	\$862.46	\$845.55	Street Vending By-law, Schedule A
<b>Street Distribution of Publications Bylaw No. 9350</b>			
Annual fee per news box (for 1- 100 news boxes)	\$32.15	\$31.52	Street Distribution Bylaw Schedule A
Annual fee per news box (for 101 or more news boxes)	\$96.42	\$94.53	Street Distribution Bylaw Schedule A
Annual fee for each top row compartment in each multiple publications newsbox	\$20.40	\$20.00	Street Distribution Bylaw Schedule A
Annual fee for each bottom row compartment in each multiple publications newsbox	\$10.20	\$10.00	Street Distribution Bylaw Schedule A
Annual fee per drop box	\$32.15	\$31.52	Street Distribution Bylaw Schedule A



<b>Street Utilities Bylaw No. 10361</b>			
<i>Plan review and administration fee</i>			
Plan review and administration fee (alignment that is less than 20 metres) **	\$656.53	\$642.40	Street Utilities By-law Schedule A, Part 1 (a)
Plan review and administration fee (alignment that is greater than 20 metres) **	\$1,969.59	\$1,927.19	Street Utilities By-law Schedule A, Part 1 (b)
Additional per metre fee for the proposed alignment **	\$13.14	\$12.85	Street Utilities By-law Schedule A, Part 1
<i>Inspection fee</i>			
Inspection fee per street block per day **	\$85.35	\$83.51	Street Utilities By-law Schedule A, Part 2
<i>Permanent restoration cost</i>			
Concrete Pavement (Less than 10m <sup>2</sup> )	\$260.65	\$225.08	Street Utilities By-law Schedule A, Part 3
Concrete Pavement (10m <sup>2</sup> to less than 50m <sup>2</sup> )	\$186.09	\$166.13	Street Utilities By-law Schedule A, Part 3
Concrete Pavement (50m <sup>2</sup> or more)	\$132.48	\$128.62	Street Utilities By-law Schedule A, Part 3
Pavement Membrane - Overlay Concrete Road (Less than 100 m <sup>2</sup> )	\$93.84	\$91.11	Street Utilities By-law Schedule A, Part 3
Pavement Membrane - Overlay Concrete Road (More than 100m <sup>2</sup> )	\$77.28	\$75.03	Street Utilities By-law Schedule A, Part 3
Light Asphalt Pavement (Less than 3m <sup>2</sup> )	\$192.12	\$196.15	Street Utilities By-law Schedule A, Part 3
Light Asphalt Pavement (3m <sup>2</sup> to less than 10m <sup>2</sup> )	\$105.00	\$98.60	Street Utilities By-law Schedule A, Part 3
Light Asphalt Pavement (10m <sup>2</sup> to less than 100m <sup>2</sup> )	\$71.10	\$64.31	Street Utilities By-law Schedule A, Part 3
Light Asphalt Pavement (100m <sup>2</sup> to 300m <sup>2</sup> )	\$63.76	\$56.80	Street Utilities By-law Schedule A, Part 3
Light Asphalt Pavement (More than 300m <sup>2</sup> )	\$61.93	\$49.31	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement (Less than 3m <sup>2</sup> )	\$240.51	\$267.95	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement (3m <sup>2</sup> to less than 10m <sup>2</sup> )	\$175.82	\$158.63	Street Utilities By-law Schedule A, Part 3

Heavy Asphalt Pavement (10m <sup>2</sup> to less than 100m <sup>2</sup> )	\$116.17	\$107.18	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement (100m <sup>2</sup> to 300m <sup>2</sup> )	\$100.82	\$76.10	Street Utilities By-law Schedule A, Part 3
Heavy Asphalt Pavement (More than 300m <sup>2</sup> )	\$89.35	\$69.67	Street Utilities By-law Schedule A, Part 3
Concrete Sidewalk (Less than 10m <sup>2</sup> )	\$232.60	\$192.92	Street Utilities By-law Schedule A, Part 3
Concrete Sidewalk (10m <sup>2</sup> to 25m <sup>2</sup> )	\$183.22	\$171.49	Street Utilities By-law Schedule A, Part 3
Concrete Sidewalk (25m <sup>2</sup> to 50m <sup>2</sup> )	\$168.48	\$150.05	Street Utilities By-law Schedule A, Part 3
Concrete Sidewalk (50m <sup>2</sup> or more)	\$131.69	\$102.90	Street Utilities By-law Schedule A, Part 3
Exposed Agg Sidewalk (All)	\$307.83	\$287.25	Street Utilities By-law Schedule A, Part 3
Concrete Crossing (All)	\$253.35	\$214.36	Street Utilities By-law Schedule A, Part 3
Curb & Gutter (Less than 10 lm)	\$339.74	\$289.39	Street Utilities By-law Schedule A, Part 3
Curb & Gutter (10 lm or more)	\$246.71	\$225.08	Street Utilities By-law Schedule A, Part 3
Boulevards Top Soil & Seed (Less than 50 m <sup>2</sup> )	\$41.09	\$38.59	Street Utilities By-law Schedule A, Part 3
Boulevards Top Soil & Seed (50m <sup>2</sup> or more)	\$22.84	\$21.44	Street Utilities By-law Schedule A, Part 3
Brick or Paver Sidewalks	\$319.98	\$375.14	Street Utilities By-law Schedule A, Part 3
Concrete Bus Slab	\$314.02	\$294.75	Street Utilities By-law Schedule A, Part 3
Concrete Thickened Sidewalk 6" (All)	\$228.28	\$214.36	Street Utilities By-law Schedule A, Part 3
Concrete Thickened Sidewalk 10" (All)	\$284.75	\$267.95	Street Utilities By-law Schedule A, Part 3
Integral Concrete Road & Curb 8" / Sq mtr	\$270.50	\$265.20	Street Utilities By-law Schedule A, Part 3
Concrete Treaded Sidewalk < 10 Sq mtr	\$213.28	\$209.10	Street Utilities By-law Schedule A, Part 3

Concrete Treaded Sidewalk 10-25 Sq mtr	\$192.47	\$188.70	Street Utilities By-law Schedule A, Part 3
Concrete Treaded Sidewalk > 25 Sq mtr	\$171.67	\$168.30	Street Utilities By-law Schedule A, Part 3
Asphalt/Concrete Pavement (0m <sup>2</sup> to less than 3m <sup>2</sup> )	\$313.23	\$265.81	Street Utilities By-law Schedule A, Part 3
Asphalt/Concrete Pavement (3m <sup>2</sup> to less than 10m <sup>2</sup> )	\$276.11	\$259.38	Street Utilities By-law Schedule A, Part 3
Asphalt/Concrete Pavement (10m <sup>2</sup> to 50m <sup>2</sup> )	\$245.34	\$214.36	Street Utilities By-law Schedule A, Part 3
Asphalt/Concrete Pavement (50m <sup>2</sup> or more)	\$201.61	\$178.99	Street Utilities By-law Schedule A, Part 3
Asphalt/Concrete Pavement - follow behind (Install of 5" Asphalt when concrete cutback is done by Utility Group)	\$58.94	\$57.79	Street Utilities By-law Schedule A, Part 3
Grading and Asphalt Aprons	By quote	By quote	Street Utilities By-law, Schedule A, Part 3
Stamped Concrete	By quote	By quote	Street Utilities By-law, Schedule A, Part 3
Unusual Damages/At cost repairs	By quote	By quote	Street Utilities By-law, Schedule A, Part 3
Brick/Paver/Stone Pavements	By quote	By quote	Street Utilities By-law, Schedule A, Part 3
Safety-sensitive Road Marking Repair	By quote	By quote	Street Utilities By-law, Schedule A, Part 3
Specialty Treatment Road Marking Repair	By quote	By quote	Street Utilities By-law , Schedule A, Part 3
<i>Pavement degradation cost</i>			
0 - 5 years	\$54.71	\$53.53	Street Utilities By-law Schedule A, Part 4
6 -10 years	\$43.76	\$42.82	Street Utilities By-law Schedule A, Part 4
11 - 15 years	\$32.83	\$32.12	Street Utilities By-law Schedule A, Part 4
16 - 20 years	\$21.89	\$21.41	Street Utilities By-law Schedule A, Part 4
21 years or greater	\$10.94	\$10.71	Street Utilities By-law Schedule A, Part 4

<b>Other Authorities</b>			
Dissemination of Traffic Information	\$118.20	\$115.88	Administrative policy