

STAFF REPORT TO FINANCE AND AUDIT COMMITTEE

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DATE: August 28, 2019

TO: **STANDING COMMITTEE ON FINANCE AND AUDIT**

NAME AND TITLE: Dave Dyer, General Manager, Engineering and Public Works

SUBJECT: Amendment to the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 Schedule A-7, A-14, and A-18

ATTACHMENT(S): City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004, Schedule A-7, A-14, and A-18 Amendments

RECOMMENDATION(S):

That the Committee:

RECOMMEND to Council approval of amendments to the Schedule A-7, A-14, and A-18 of the "Comprehensive Fees and Charges Bylaw No. 7557, 2004"

as presented in the report dated August , 2019 from the General Manager of Engineering and Public Works titled "Amendment to the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 Schedule A-7, A-14, and A-18".

PURPOSE:

The Standing Committee on Finance and Audit is requested to review and recommend approval to Council of the amendments described in this report for fees and charges for 2020 through 2023.

STRATEGIC PRIORITIES:

The City of Prince George's Comprehensive Fees and Charges Bylaw No. 7557, 2004 supports Council's priorities of sustainable fiscal management, sustainable infrastructure, equity and inclusion, and organizational excellence.

POLICY/REGULATORY ANALYSIS:

BACKGROUND:

The City of Prince George Comprehensive Fees and Charges Bylaw No. 7557 was adopted in 2004 and has been subsequently amended to reflect new rates. The bylaw consolidates fees and charges for the provision of City services and the use of facilities. Updating of the fees and charges for Roads and Fleet related activities is recommended for schedules "A-7", "A-14", and "A-18":

- **Schedule “A-7”** of the bylaw includes fees and charges for Extraordinary Vehicle Permit Fee, Highway Right-of-Way Occupancy Permit Fee, Work on Highway Right-of-Way / Utility Permit Fee, and Road Cut Fees and for the installation or extension of access culverts. Costing updates reflect current material supply fees and labour/equipment charges to install or extend an access culvert.
- **Schedule “A-14”, Section 5, “Street Signs”** of the bylaw outlines fees for the supply and installation of a typical regulatory/street name sign required for a subdivision or development. Costing updates reflect current material supply fees and labour/equipment charges to install signs and supports.
- **Schedule “A-18” (a)** of the bylaw includes fees and charges for snow dumping. These fees are charged through the purchase of tickets by private haulers utilizing City owned snow disposal sites. Updates reflect the costs for an attendant to manage haulers entering the site.

When viewing the attachment, it is an amended version of the suggested pricing updates only for the referenced schedules. Updated fees are **highlighted in yellow**. New text content has been added in **red** and additional content explanation has been added in **blue**.

FINANCIAL CONSIDERATIONS:

A 3% per year rate increase over the next four (4) years is recommended to help alleviate inflationary impacts which affect the cost of service delivery. Services that require the supply of materials from an external agency are subject to market fluctuations that cannot be accurately predicted in future years. The annual 3% rate increase may not cover market escalation until the next bylaw update.

SUMMARY AND CONCLUSION:

The attached amendments to Schedules “A-7”, “A-14” and “A-18” of the City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2004 as outlined in this report, represent recommended costing updates for Highway, Roads and Fleet related services. The rate increases support current operational recovery costs for the services delivered.

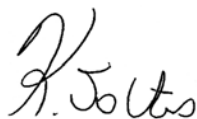
RESPECTFULLY SUBMITTED:



Dave Dyer, General Manager Engineering and Public Works

REPORT PREPARED BY: Blake McIntosh, Manager, Roads and Fleet

APPROVED:



Kathleen Soltis, City Manager
Meeting date: September 9, 2019

“A – 7”**DEVELOPMENT SERVICES***Fees and Charges for Highways***EFFECTIVE: JANUARY 1, 2014****AMENDED BY BYLAW 8533, 2013****A-7(a) SCHEDULE OF FEES****New Culvert Installation**

New culvert installation is based on the required 8.0m culvert length. The City shall charge for supply and installation. **Installation includes supply and delivery of two (2) loads of granular material.** Should the applicant provide his own culvert, the culvert supply cost shall be refunded. **Should the applicant request additional granular material, supply and delivery will be charged per load.**

	Supply of Culvert	Total Fee	2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee	2024 Total Fee
400mm Diameter Culvert	364.00	1,126.00	1688.80	1739.46	1791.65	1845.40	1900.76
500mm Diameter Culvert	454.00	1,216.00	1827.60	1882.43	1938.90	1998.07	2056.98
600mm Diameter Culvert	600.00	1,362.00	1938.40	1996.55	2056.45	2118.14	2181.69

Additional length of culvert per metre cost		Total Fee	2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee	2024 Total Fee
400mm Diameter Culvert		46.00	65.85	67.85	69.85	71.95	74.15
500mm Diameter Culvert		57.00	83.20	85.70	88.25	90.90	93.65
600mm Diameter Culvert		75.00	97.05	99.95	102.95	106.05	109.25

Extensions to Existing Culverts**4.0 m Extension**

	Supply of Culvert	Total Fee	2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee	2024 Total Fee
400mm Diameter Culvert	182.00	826.00	1246.95	1284.35	1322.90	1362.60	1403.45
500mm Diameter Culvert	227.00	871.00	1326.70	1366.50	1407.50	1449.70	1493.20
600mm Diameter Culvert	300.00	944.00	1390.45	1432.15	1475.15	1519.40	1564.95

2.0 m Extension

	Supply of Culvert	Total Fee	2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee	2024 Total Fee
400mm Diameter Culvert	91.00	676.00	906.25	933.45	961.45	990.30	1020.00
500mm Diameter Culvert	113.00	698.00	951.30	979.85	1009.25	1039.50	1070.70
600mm Diameter Culvert	150.00	735.00	987.35	1017.00	1047.50	1078.90	1111.25

*Supply of Culvert cost may escalate on a yearly basis and may be subject to annual revision. Total fees from 2020-2024 reflect 2019 cost of material plus 3% annually.

Additional Granular Material – Supply and Delivery per load (6.0 cubic meters)

2020 Total Fee	2021 Total Fee	2022 Total Fee	2023 Total Fee	2024 Total Fee
300.00	309.00	318.00	328.00	338.00

"A – 14"**DEVELOPMENT SERVICES****Fees and Charges for Subdivision Control****EFFECTIVE: JANUARY 1, 2014****AMENDED BY BYLAW No. 8533, 2013**

The following fees, where applicable, shall be paid by cash or certified cheque.

Subdivision Applications:

1.
 - a) Base fee – For Fee Simple, Bare Land Strata, and Phased Strata* subdivision and for Strata Conversion \$750.00
 * Fee payable for each phase
 - b) Processing fee for each additional lot resulting from subdivision for Fee Simple, Bare Land Strata and Phased Strata subdivision and for Strata Conversion \$100.00
 - c) Approving Officer Examination Fee – as per Land Title Act \$50.00
 - d) PRL Renewal/Amendment Fee – \$250.00
2. **Subdivision Inspection Fee:**
 - a) Fee Simple Subdivisions: Based on an estimate of construction value for off-site and on-site construction of municipal infrastructure, prepared and certified by a Professional Engineer or prepared by City of Prince George staff. Payable at the time the subdivision receives final approval. 2% of construction value
 - b) Bare Land Strata Subdivisions: Based on an estimate of construction value for off-site construction of municipal infrastructure and any on-site municipal servicing, prepared and certified by a Professional Engineer or by City of Prince George staff. Payable at the time the subdivision receives final approval. 2% of construction value
3. **City Utility Connection Applications:**

Processing fee, per application, for a water, sanitary sewer or storm sewer service connection. One application may include one, two or all three types of service connections. Payable at the time of application for connection to a City utility or storm sewer, or, at the time of building permit issuance. \$100.00
4. **Inspection Fee for Offsite Works and Services**

Based on an estimate of construction value for off-site construction of municipal infrastructure, prepared and certified by a Professional Engineer or prepared by City of Prince George staff. 2% of construction value

5. Street Signs

Fee, per sign, for the fabrication and installation, by the City of Prince George, of street signs required for a subdivision or a development, including regulatory signs and street name signs. Payable at the time the subdivision receives final approval or at the time of building permit issuance. \$200.00

2020	2021	2022	2023	2024
\$291.00	\$300.00	\$309.00	\$318.00	\$328.00

Costs of raw materials to complete sign installations may escalate on a yearly basis and may be subject to annual revisions. Increases above based on 3% annual increase.

6. Development Cost Charges

In accordance with the Development Cost Charge Bylaw.

“A – 18”

DEVELOPMENT SERVICES***Fees and Charges for Snow Dumping*****A-18 (a)**

Private snow haulers to deposit snow in the Guay Road Snow Dump are as follows:

		2020	2021	2022	2023	2024
Tandem Truck Load	\$12.00	\$18.00	\$18.50	\$19.00	\$19.75	\$20.25
End Dump Load	\$24.00	\$34.00	\$35.00	\$36.00	\$37.25	\$38.25
Truck / Pup Load	\$24.00	\$34.00	\$35.00	\$36.00	\$37.25	\$38.25

For each load hauled to the site.

Haulers shall pay to cover cost of snow dump attendant in times of sole or dedicated use. Payment shall be determined based on number of hours attendant is required for private use. Applicable amount of tickets for dedicated use to be paid to account for snow dump attendant cost.

Attendant is required to man the gate at Guay Road to count loads not related to City snow removal functions. Typically, private haulers deposit snow from private commercial parking lots. Private haulers would purchase enough tickets to cover hours attendant is required. Costs include 3% annual increase and are rounded for ease of balancing tickets.

“A – 7”

DEVELOPMENT SERVICES

Fees and Charges for Highways

EFFECTIVE: JANUARY 1, 2014

AMENDED BY BYLAW 8533, 2013

A-7(a) SCHEDULE OF FEES

E Extraordinary Vehicle Permit Fee

Yearly rate below or \$0.10 per km of vehicle travel for which the permit is issued, whichever is greater; to a maximum of an **Extraordinary Vehicle Annual Permit Fee** of **the yearly rate below**.

	2020	2021	2022	2023
Permit Fee	51.50	53.00	54.50	56.00
Annual Permit Fee	206.00	212.00	218.50	225.00

F Highway Right-of-Way Occupancy Permit Fee*

	2020	2021	2022	2023
Permit Fee	51.50	53.00	54.50	56.00

G Work on Highway Right-of-Way / Utility Permit Fee*

	2020	2021	2022	2023
Permit Fee	257.50	265.00	273.00	281.00

Road Cut Fees

Road Cut Fees apply when work or an activity affects the paved portion of a Highway, and are in addition to permit fees.

Calendar years since road construction, last reconstruction or last resurfacing	Pavement Degradation Fee (per m ²)
2 years or less	\$33.00
2 to 4 years	\$28.00
4 to 7 years	\$22.00
7 to 10 years	\$14.00
More than 10 years	\$ 6.00

Road cuts will be a minimum width of 1 metre. Pavement cuts shall be straight, vertical and parallel or perpendicular to property lines. No uneven or ragged edges will be permitted. Pavement cuts parallel to the direction of traffic shall occur at land lines. Asphalt patching shall be completed with a step joint with a minimum 300mm overlap. All surfaces will be tack coated. All edges will be sealed with a bead of hot rubberized asphalt.