




City of Richmond

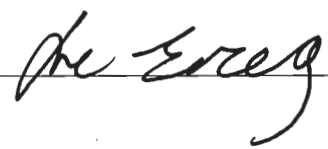

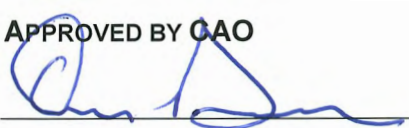
Report to Committee

To: Public Works and Transportation Committee **Date:** August 6, 2019
From: Lloyd Bie, P.Eng.
Director, Transportation **File:** 10-6450-19-01/2019-Vol 01
Re: **Amendment to Traffic Bylaw No. 5870 to Establish a Fee for Issuance of Permits related to Use of City Streets**

Staff Recommendation

1. That Traffic Bylaw No. 5870, Amendment Bylaw No. 10076, to establish a fee for the issuance of permits to external agencies for the processing of traffic management plans and lane closure requests, be introduced and given first, second and third reading.
2. That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10079, which quantifies the fee for the issuance of various permits established in Traffic Bylaw No. 5870, be introduced and given first, second and third reading.


Lloyd Bie, P.Eng.
Director, Transportation
(604-276-4131)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

This report proposes an amendment to Traffic Bylaw No. 5870 to enable cost recovery to the City pursuant to the issuance of permits to external agencies for the processing of traffic management plans and lane closure requests.

This report supports Council’s Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

5.1 Maintain a strong and robust financial position.

Analysis

Proposed New Fee for Issuance of Permits for Use of City Streets

The City regularly receives requests from external agencies such as developers and utility contractors to accommodate work within City road rights-of-way. As Section 6.2 of the Traffic Bylaw requires the issuance of a City permit for such work, considerable staff resources are expended related to the review and processing of traffic management plans and lane closure requests to support issuance of the permit. Over the 2015-2018 period, staff processed an annual average of 1,090 applications, each requiring approximately one to two hours of staff time. The trend is increasing and based on applications received to date, staff project a total of approximately 1,400 requests for 2019.

Currently, the City does not charge a fee for this service, resulting in significant impacts to staff resources by limiting the ability to address other customer concerns and City priorities. A review of the City’s peer municipalities indicates that all surveyed cities charge a fee towards permit processing and administration costs (Table 1).

Table 1: Lane Closure Permit Fees in Peer Municipalities

Municipality	Permit Fee
Surrey	\$85.00
Vancouver	\$62.30
Coquitlam	\$75.00
Burnaby	\$103.00
Delta	\$101.00

Based on the average staff time to process an application and the average permit fee of other surveyed municipalities, staff propose a fee of \$100.00. The proposed fee will apply to permits issued pursuant to all works undertaken by external agencies for private or utility works that require traffic control on City road rights-of-way, which account for an average of 96% of all applications. The proposed fee will not apply to the balance of the applications related to City capital works projects that are conducted by either City forces or contractors hired by the City to perform the works for the City.

The proposed fee will allow an expanded and appropriate allocation of staff resources thereby improving customer service related to the processing of traffic management plans and lane closure requests.

Implementation of Proposed New Fee

The permit fee is proposed to be effective the first day of the first month following final adoption of the Amendment Bylaw. Staff will update on-line forms and post an information bulletin on the City's website to advise of the new fee. Staff recommend adding the fee as a schedule to the Consolidated Fees Bylaw No. 8363 to enable the fee to be adjusted annually based on projected Vancouver Consumer Price Index increases.

Existing Permit Fees for Use of City Streets

The City currently collects fees for the issuance of the following permits for the use of City roads per Traffic Bylaw No. 5870:

- *Containers*: \$30.00 per day for the temporary placement of a container.
- *Shared Vehicle Parking*: \$300.00 annual fee for the reserved use of an on-street parking space for a shared vehicle (i.e., car-share vehicle).
- *Oversize/Overweight Vehicle Trips*: \$25.00 per vehicle for a single trip permit and \$100.00 per vehicle for a multiple trip permit.
- *Building Moves*: \$50.00 per building move plus \$25.00 for any re-issuance of the permit required as a result of requested changes to the original permit.
- *Construction Loading Zones*: \$300.00 plus \$30.00 per day and \$0.25 per metre of roadway to which the permit applies per day for the duration of the permit.

As the fees for existing permits issued by the City reflect cost recovery and are generally consistent with other municipalities in the region for the same services, staff do not propose any revisions to the existing fees. Staff recommend removing the existing fees described above from Traffic Bylaw No. 5870 and adding them as a schedule to the Consolidated Fees Bylaw No. 8636 to enable the fees to be adjusted annually based on projected Vancouver Consumer Price Index increases.

Housekeeping

The amendment bylaw will also address the following two housekeeping items for Traffic Bylaw No. 5870:

- *Misspelling of "Highway"*: Correction of spelling error found in the title of Part V (Traffic Under Special Highway Conditions) and the title of Section 27 (Spilling of Vehicle Loads on Highways; Securing of Loads); and
- *Update of Provincial Traffic Control Manual*: Section 18.4 references the Ministry of Transportation and Highway's "Traffic Control Manual for Work on Roadways – June 1991." This clause will be revised to reference the Ministry of Transportation and Infrastructure's updated "2015 Interim Traffic Management Manual for Work on Roadways."

Financial Impact

For the proposed new fee, an annual average of approximately \$110,000 could be recovered given the proposed permit fee of \$100.00 and the processing of the estimated annual average of 1,100 total applications (2015 to 2019) for lane closure requests from external agencies. The Operating Budget will be adjusted to reflect this accordingly.

Conclusion

The processing of applications and issuance of permits to external agencies to conduct works in City road rights-of-way is time-consuming and projected to increase year-over-year. The proposed bylaw amendments enable cost recovery to the City for the issuance of permits related to the processing of traffic management plans and lane closure requests, which in turn will allow an expanded and more efficient allocation of staff resources to better support the City's vision.



Joan Caravan
Transportation Planner
(604-276-4035)



Cameron Robertson
Traffic Technician 2
(604-276-4388)

JC:jc



**Traffic Bylaw No. 5870
Amendment Bylaw No. 10076**

The Council of the City of Richmond enacts as follows:

1. **Traffic Bylaw No. 5870**, as amended, is further amended by adding a new Section 6.3 as follows, and renumbering subsequent sections accordingly:

6.3 The **General Manager, Engineering & Public Works** is hereby authorized to charge a fee for permits issued pursuant to Section 6.2 above in the amount set out from time to time in the *Consolidated Fees Bylaw No. 8636*.

2. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 9A.3(c) and replacing it with the following:

9A.3(c) The **General Manager, Engineering & Public Works** is hereby authorized to charge a fee for permits issued pursuant to Section 9A above in the amount set out from time to time in the *Consolidated Fees Bylaw No. 8636*.

3. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 12C.4 and replacing it with the following:

12C.4 The **General Manager, Engineering & Public Works** is hereby authorized to charge a fee for permits issued pursuant to Section 12C.1 above in the amount set out from time to time in the *Consolidated Fees Bylaw No. 8636*.

4. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting the title of PART V and replacing it with the following:

PART V – TRAFFIC UNDER SPECIAL HIGHWAY CONDITIONS

5. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 18.4 and replacing it with the following:

18.4 The Council hereby approves the appropriate designs set out in the “2015 Interim Traffic Management Manual for Work on Roadways,” as published by the Provincial Ministry of Transportation and Infrastructure, as signs to be used by the **General Manager, Engineering & Public Works** when acting pursuant to Subsections 18.1 and 18.2 of this Bylaw.

6. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 25.1 and replacing it with the following:

25.1 The **General Manager, Engineering & Public Works** is hereby authorized to charge a fee for permits issued pursuant to Section 24 above in the amount set out from time to time in the *Consolidated Fees Bylaw No. 8636*.

7. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 27 and replacing it with the following:

27. SPILLING OF VEHICLE LOADS ON HIGHWAYS; SECURING OF LOADS

8. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 42.2(b) and replacing it with the following:

42.2(b) The **General Manager, Engineering & Public Works** is hereby authorized to charge a fee for permits issued pursuant to Section 42.1 above in the amount set out from time to time in the *Consolidated Fees Bylaw No. 8636*.

9. This Bylaw is cited as "**Traffic Bylaw No. 5870, Amendment Bylaw No. 10076.**"

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>U3</i>
APPROVED for legality by Solicitor <i>LB</i>



**Consolidated Fees Bylaw No. 8636
Amendment Bylaw No. 10079**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding Schedule A attached to and forming part of this bylaw as a schedule to Consolidated Fees Bylaw No. 8638, in alphabetical order.
2. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10079.**”

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>CS</i>
APPROVED for legality by Solicitor <i>AC</i>

MAYOR

CORPORATE OFFICER

SCHEDULE – USE OF CITY STREETS

Traffic Bylaw No. 5870

Obstruction of Traffic – Traffic Management Plan Review and Lane Closure Permit
Section 6.3

Description	Fee
Application Review Fee	\$100.00

Traffic Bylaw No. 5870

Containers – Temporary Placement Permit
Section 9A

Description	Fee
Permit Fee	\$30.00 per day

Traffic Bylaw No. 5870

Shared Vehicle Parking Space – Permit
Section 12C

Description	Fee
Permit Fee	\$300.00 per year

Traffic Bylaw No. 5870

Oversize Vehicles and Building Moves – Permit
Section 25.1

Description	Fee
Individual Vehicle Trip	\$25.00
One Vehicle for More than One Trip	\$100.00
One Building Move	\$50.00
Re-issuance of Building Move Permit as a Result of Changes Requested to Original Permit	\$25.00

Traffic Bylaw No. 5870

Construction Zones – Permit
Section 42.1

Description	Fee
Permit Fee	\$300.00
* per day *Plus	\$30.00
** per metre of roadway to which permit applies, per day **Plus	\$0.25