

Attachment #2

Climate Action, Planning and Development Fees and Rates Review Memo

Memorandum

To: Harji Varn
Director of Finance

Date: July 22, 2022

From: Emilie K Adin
Director, Climate Action, Planning and Development

File:

Re: 2022 USER FEES & RATES REVIEW (FOR 2023) – Climate Action, Planning and Development

Climate Action, Planning and Development has completed a review of our fees and rates. We have proposed a number of changes based upon the following:

- An increase to all fees based on a 2.4% estimated rate of inflation (with some exceptions); and
- A proposal to amend some fees such that they are more reflective of the relative workload for different types of applications.

Schedule A 2023 Building Permit Fees

- An increase to all fees based on 2.4% estimated rate of inflation.
- New services proposed to result in new fees and charges:
 - Credit Card Convenience Fee – an additional fee of 1.75% on the total cost of the invoice shall be added to any permit fees that are paid online. Note that this is an optional payment method (and therefore an optional fee). The ability to be able to pay building permit fees online has been a longstanding request of the development community. Payment by cheque, cash and debit, without convenience fees, are still available options.
- Housekeeping amendments to wording to clarify the fees and charges bylaw:
 - Occupant Load – replaced “confirming” with “documenting” to clarify City’s role in tracking that applicant has provided evidence of a reasonable occupant load, which the City has accepted;
 - The Waste and Recycling deposit wording is being made consistent with the Waste and Recycling Bylaw;
 - Fees for Revisions to Permits have been clarified to include both issued and under-review permits to accommodate requests for multiple revisions; and
 - Fees for Special Inspections have been clarified to include minimum charges and fees for specific (extraordinary) days and times.

Schedule B 2023 Business Licence Fees

- An increase to all fees based on 2.4% estimated rate of inflation, with the following exceptions:
 - Inter-Municipal Business Licence (IMBL) fee (as per the Metro West IMBL group) will remain at \$250 as stated within Bylaw No. 7610, 2013; and

- Commercial Vehicle Fees for Taxi will remain at \$150 (gas vehicle), \$30 (zero emission vehicle), \$0 (accessible vehicle) to be in alignment with the regionally-aligned Inter-Municipal Business Licence Transportation Network Services (TNS) as per Bylaw 8186, 2020.

Schedule C 2023 Planning Fees

- An increase to all fees based on 2.4% estimated rate of inflation, with the following exceptions:
 - Site Disclosure Statement Fee Administration – Per the Environmental Management Act/Contaminated Sites Regulation, municipalities cannot charge more than \$100 for site disclosure statements;
 - Development/Special Development permit landscape deposit for secured rental residential unit – This fee was amended last year and no increase is required;
 - Development Permit landscape deposit for laneway/carriage house and projects with fewer than six units – This fee was amended last year and no increase is required;
 - Water Bag – This charge was added last year and no increase is required;
 - Tree Protection Barrier Sign Deposit – Due to the increased costs of manufacturing the tree protection signs, damage often found on used signs, and signs that are not returned there is an increase in the deposit from \$25 to \$30 per sign; and
- Changes in wording to the fees and charges bylaw:
 - Regarding charges for staff attendance at development application open houses, this was intended to be a charge for large projects, but was inadvertently applied to small projects instead. To correct, replace the wording “projects with fewer than 6 residential units” with “**Large Projects**” which is defined in the bylaw to include multi-unit residential or mixed-use projects over 6 units; or all Commercial or Industrial projects defined at the discretion of the Director of Climate Action, Planning and Development; and
 - For all application time extension fees, replace “50% of application fee” with “50% of application fee as calculated using current rates ” to clarify that the charge is based on current fees rather the fees previously paid by the applicant. This includes Official Community Plan, Rezoning or Heritage Revitalization Agreement, Development Variance Permit and Temporary Use Permit applications. This is appropriate clarification given the City sometimes permits extensions to applications that were subject to historical fee structures.

Schedule D 2023 Plumbing Permit Fees

- An increase to all fees based on 2.4% estimated rate of inflation.
- Changes in wording to the fees and charges bylaw:
 - Fees for Revisions to Permits have been clarified to include both issued and under review permits to accommodate multiple revisions; and
 - Fees for Special Inspections have been clarified to include minimum charges and fees for specific (extraordinary) days and times.

Schedule E 2023 Tree Protection and Regulation Fees

- The Tree Protection and Regulations Fees are being moved from Tree Protection and Regulation Bylaw No. 7799, 2016 to the Climate Action, Planning and Development Fees and Rates Amendment Bylaw No. 8358, 2022 including necessary change to update fee references within the Bylaw. This locate the fees with other CAPD fees and will assist simpler updates in the future.
- An increase to all Security and Cash-in-Lieu fees based on 2.4% estimated rate of inflation.

Schedule F 2023 Integrated Services Fees

- An increase to all fees based on 2.4% estimated rate of inflation.