

Attachment 2

Planning and Development Fees and Rates Review Memo

Memorandum

To: Shehzad Somji
Director of Finance

Date: August 16, 2024

From: Rupinder Basi
Acting Director, Climate Action, Planning and Development

File:

Re: 2024 USER FEES & RATES REVIEW (FOR 2025) – Planning and Development

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

- All fees will be adjusted to the nearest whole number, based on a 3.0% estimated rate of inflation (with some exceptions); and
- A proposal to amend some fees to be more reflective of the relative workload for different types of applications.

The title of the existing bylaw, referred to as 'Climate Action, Planning & Development Fees and Charges Bylaw No. 7683, 2014,' shall be officially changed to 'Planning and Development Fees and Charges Bylaw No. 7683, 2014' in all subsequent references and documentation.

- Business Licensing was originally Schedule B and has been removed from this Bylaw,
- All Schedules in 'Climate Action, Planning & Development Fees and Charges Bylaw No. 7683, 2014,' have been reorganized and renamed as per below:
 - Schedule "B" (Planning Fees)
 - Schedule "C" (Plumbing Permit Fees)
 - Schedule "D" (Tree Protection and Regulation Fees)
 - Schedule "E" (Integrated Services Fees)

Schedule A 2025 Building Permit Fees

- An increase to all fees based on 3.0% estimated rate of inflation, adjusted to the nearest whole number, with the below noted exceptions;
 - In Section 2 of our fee structure, the following refinements have been made:
 - The name of the Building Permit fee has been updated to "Building Permit Processing Fee" in section 2.0.
 - Sections 2.1 and 2.2 have been consolidated to enhance clarity of the total Building Permit Processing Fee. The calculation for the total fee remains based on construction value with a tiered structure that has now been clearly defined.

- The "Plan Processing Fee" has been renamed to "Building Plan Review Fee" to align with the terminology. Additionally, a new term, "Building Permit Issuance Fee," has been introduced to signify the outstanding portion of the Building Permit Fee not covered by the Building Plan Review Fee.
- Introduction of the Paper Application Fee as 2.1(b) which aims to streamline the processing of paper-based permit applications, ensuring a more efficient intake and issuance process.
- Introduction of the "Phased Permits Fee" as 2.1(d) for large-scale projects to address phased development and permitting requirements efficiently.
- The "whichever is greater" clause has been removed from Section 2.3 ensuring a more straightforward and transparent fee structure for all parties involved.
- In Section 4 of our fee structure, the following refinements have been made:
 - Section 4.1 has been renamed to the "Demolition Permit Processing Fee" with a restructured format aimed at enhancing clarity and understanding for all stakeholders.
 - Introduction of the Paper Application Fee as 4.1 (d) which aims to streamline the processing of paper-based permit applications, ensuring a more efficient intake and issuance process.

Schedule B 2025 Planning Fees

- An increase to all fees based on 3.0% estimated rate of inflation, adjusted to the next whole number

Schedule C 2025 Plumbing Permit Fees

- An increase to all fees based on 3.0% estimated rate of inflation, adjusted to the nearest whole number, with the following exceptions:
 - Introduce a new fee structure for domestic water re-piping in single family dwellings.

Schedule D 2025 Tree Protection and Regulation Fees

- An increase to all fees based on 3.0% estimated rate of inflation, adjusted to the nearest whole number.

Schedule E 2025 Integrated Services Fees

- An increase to all fees based on 3.0% estimated rate of inflation, adjusted to the nearest whole number.