

Development Application Fees – 2022/2023

RECOMMENDATION

1. That the proposed 2022/2023 fees for Development Applications, included in the 2022/2023 Preliminary Business Plan and Budget, be approved; and
2. That the City Solicitor be instructed to draft the appropriate amendments to Bylaw No. 9724, The Development Applications Fee Bylaw, 2020.

ISSUE

Administration is proposing changes to fees for development permits and other development applications to meet set cost-recovery objectives and maintain current service levels.

BACKGROUND

Application fees associated with the Development Review Program were last reviewed in 2019, with fees updated during the approval of the 2020/2021 Business Plan and Budget. The 2020/2021 fees reflected the findings of the Building and Development Operational Review conducted in 2018. At that time, cost-recovery objectives were set which reflected 100% for all applications, except Discretionary Use Applications. Based on concerns expressed at the Municipal Planning Commission and the Standing Policy Committee on Planning, Development and Community Services in 2019, the proposed fees for Discretionary Use Applications were set at approximately 80% cost recovery to recognize the unique characteristics of those applications. Current fees are no longer meeting these cost recovery objectives if current service standards are to be maintained.

It is important to note that not all of the Development Review Program has been directed to be cost recovered from application fees. The remaining program funding comes from property taxes, recognizing the value to the general public of having a clear and consistent land use planning regime, as well as situations where policy or administrative work is required, but not directly applicable to individual applications.

DISCUSSION/ANALYSIS

The comprehensive review undertaken in 2018 and the subsequent fee updates aligned cost recovery objectives for the Development Review Program with the level of service and expectations of that time.

For 2022 and 2023, the current fee proposal includes adjustments to reflect the increase in the cost of delivering services and is in alignment with the cost recovery objectives set in 2019. Fee increases of approximately 2.5% are proposed for all fees (except Discretionary Use Applications) for 2022 and approximately 3% for all fees in 2023. The existing and proposed fee schedule is included in the following table.

Development Review - Land Use Application Fees

Type	2020 Rate	2021 Rate	2022 Rate	2023 Rate
Development Permit				
ODD/TUD & Semi-Detached - New (application fee only)	\$325.00	\$341.25	\$350.00	\$360.00
ODD/TUD & Semi-Detached - Alterations (application fee only)	\$175.00	\$183.75	\$185.00	\$190.00
Application for All Other Uses - New	\$425.00	\$446.25	\$457.00	\$470.00
Application for All Other Uses - Alterations	\$220.00	\$231.00	\$235.50	\$245.00
Application for All Other Uses - Plus Construction Value (000's)	\$0.45	\$0.47	\$0.48	\$0.50
Subdivision				
Application Fee	\$3,250.00	\$3,315.00	\$3,395.00	\$3,495.00
Approval Fee (per lot)	\$55.00	\$56.10	\$57.50	\$59.00
Condo Application Fees (new)	\$787.00	\$802.74	\$820.00	\$845.00
Discretionary Use				
Standard Application	\$2,500.00	\$2,550.00	\$2,550.00	\$2,600.00
Complex Application	\$3,750.00	\$3,825.00	\$3,825.00	\$3,900.00
Highly Complex Application	\$7,000.00	\$7,140.00	\$7,140.00	\$7,300.00
Zoning Bylaw & OCP Amendment				
Text Amendment	\$4,750.00	\$4,845.00	\$4,960.00	\$5,100.00
Rezoning - Low Density	\$5,750.00	\$5,865.00	\$6,000.00	\$6,180.00
Rezoning - Consistent with Approved Concept Plan	\$4,500.00	\$4,590.00	\$4,700.00	\$4,800.00
Rezoning - Med/High Density	\$7,000.00	\$7,140.00	\$7,315.00	\$7,530.00
Additional Fee - Zoning Agreement	\$1,750.00	\$1,785.00	\$1,825.00	\$1,880.00
Additional Fee - Rezoning that includes Major Concept Plan Amendment	\$3,750.00	\$3,825.00	\$3,915.00	\$4,030.00
Additional Fee - Rezoning that includes Minor Concept Plan Amendment	\$1,500.00	\$1,530.00	\$1,565.00	\$1,610.00
Direct Control District (requiring Council approval)	\$5,000.00	\$5,100.00	\$5,225.00	\$5,380.00
Official Community Plan Amendment (text or map)	\$1,750.00	\$1,785.00	\$1,825.00	\$1,875.00
Concept Plans				
New or Major Amendment	\$20,000.00	\$20,400.00	\$20,890.00	\$21,500.00
Minor Amendment	\$2,500.00	\$2,550.00	\$2,610.00	\$2,690.00
Architectural Control District Approval				
Major Application	\$5,000.00	\$5,100.00	\$5,225.00	\$5,380.00
Minor Application	\$1,750.00	\$1,785.00	\$1,825.00	\$1,875.00
Other Applications				
Endorsement of Liquor Permit	\$210.00	\$214.20	\$220.00	\$225.00
Minor Variance Application Fee	\$55.00	\$56.10	\$57.50	\$59.00
Zoning Verification Letter	\$210.00	\$214.20	\$220.00	\$225.00

In late 2020, a new temporary position was created as a pilot to test the role of a Customer Service Manager in supporting the overall operations of Planning and Development Department (Department). Throughout 2021, this position has been in operation and is funded by existing operating budget, through variance created by vacancies in other existing positions throughout the Department. This position creates

a centralized point of contact for members of the public, assists in managing information requests and responses and in developing process improvements to improve operations in the Department. Since the position was established in December 2020, the role has proven very successful and has assisted in enabling other staff to focus more of their time and attention on their primary duties. The current proposed fees have included the addition of this position, with 50% of the position funded from application fees and 50% funded from mill rate support. This split recognizes that the position supports the entire Department and not just work related to development applications.

At this time, no further service level improvements have been built in the proposed 2022/2023 fees, beyond those already approved in the Cornerstone Project in 2020.

FINANCIAL IMPLICATIONS

The net impact of the recommended fee increases is forecasted to return the applicable activities to a state of full cost recovery of service, with the exception of Discretionary Use Applications that will be maintained at approximately 80% cost recovery.

OTHER IMPLICATIONS

Engagement with the development industry on the proposed fee changes occurred in August 2021 through three virtual information sessions. Information was shared with the general public via the Engage Page.

Business Line: Urban Planning and Development

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