

Development Review Program Fee Changes – 2024-2025

RECOMMENDATION

1. That the proposed Development Review Program rates and fees for 2024 and 2025, as included in the 2024/2025 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 Amendment Bylaw, 2020.

ISSUE

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

BACKGROUND

Application fees associated with the Development Review Program were last reviewed and adjusted in 2021, with fees being set for the 2022 – 2023 Multi-Year Business Plan and Budget, and updated by amendment to [Bylaw No. 9724, The Development Applications Fee Amendment Bylaw, 2020](#).

Fees for development applications are set to reflect an objective of 100% cost recovery. Based on concerns expressed at the Municipal Planning Commission and the Standing Policy Committee on Planning, Development and Community Services in 2019, the fees for Discretionary Use Applications were set at approximately 80% cost recovery, to recognize the unique characteristics of those applications. The cost recovery portion of the program is balanced through a transfer to or from a Development Review Program Stabilization Reserve.

It is important to note 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 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 associated with individual applications.

DISCUSSION/ANALYSIS

An increase to fees is recommended to maintain service levels and account for general program expenditure increases, such as, but not limited to, salaries, fuel, banking fees and software licensing. The year-over-year fee increases across the Development Review Program average approximately 19.5% from 2023 to 2024, and about 2.5% from 2024 to 2025. It should be noted the lowest year-over-year changes occur for more common and lower-cost application types, such as development permits, with year-over-year increases averaging 4.5% and 2.1% in 2024 and 2025, respectively.

A complete list of proposed program fee changes for 2024 and 2025 are provided (see Table 1). A summary of annual revenues and expenses is also provided (see Table 2).

Table 1: Existing and Proposed 2024-2025 Fee Schedule

Type	2023 Rate	Proposed 2024 Rate	Proposed 2025 Rate
Development Permit			
ODD/TUD & Semi-Detached – New (application fee only)	\$ 360.00	\$ 378.00	\$ 385.00
ODD/TUD & Semi-Detached – Alterations & Accessory Buildings (application fee only)	\$ 190.00	\$ 200.00	\$ 205.00
Residential uncovered deck (including street townhouse and dwelling group)		\$ 50.00	\$ 51.00
Application for All Other Uses – New	\$ 470.00	\$ 490.00	\$ 500.00
Application for All Other Uses – Alterations	\$ 245.00	\$ 255.00	\$ 260.00
Application for All Other Uses – Plus Construction Value (000's)	\$ 0.50	\$ 0.52	\$ 0.53
Subdivision			
Application Fee	\$ 3,495.00	\$ 4,250.00	\$ 4,350.00
Approval Fee (per lot)	\$ 59.00	\$ 65.00	\$ 66.00
Condo Application Fees (new)	\$ 845.00	\$ 975.00	\$ 1,000.00
Discretionary Use			
Standard Application	\$ 2,600.00	\$ 2,850.00	\$ 2,900.00
Complex Application	\$ 3,900.00	\$ 4,300.00	\$ 4,400.00
Highly Complex Application	\$ 7,300.00	\$ 8,000.00	\$ 8,200.00
Zoning Bylaw & OCP Amendments			
Text Amendment	\$ 5,100.00	\$ 6,630.00	\$ 6,795.00
Rezoning – Low Density	\$ 6,180.00	\$ 8,025.00	\$ 8,260.00
Rezoning – Consistent with Approved Concept Plan	\$ 4,800.00	\$ 6,250.00	\$ 6,430.00
Rezoning – Med/High Density	\$ 7,530.00	\$ 9,750.00	\$10,000.00
Additional Fee – Zoning Agreement	\$ 1,880.00	\$ 2,450.00	\$ 2,500.00
Additional Fee – Rezoning that includes Major Concept Plan Amendment	\$ 4,030.00	\$21,700.00	\$22,350.00
Additional Fee – Rezoning that includes Intermediate Concept Plan Amendment		\$ 7,750.00	\$ 7,980.00
Additional Fee – Rezoning that includes Minor Concept Plan Amendment	\$ 1,610.00	\$ 2,000.00	\$ 2,060.00
Direct Control District (requiring Council approval)	\$ 5,380.00	\$ 7,000.00	\$ 7,210.00
Official Community Plan Amendment (text or map)	\$ 1,875.00	\$ 2,400.00	\$ 2,470.00
Concept Plans			
New or Major Amendment	\$21,500.00	\$27,950.00	\$28,800.00
Intermediate Amendment		\$ 9,750.00	\$10,050.00
Minor Amendment	\$ 2,690.00	\$ 3,500.00	\$ 3,600.00
Architectural Control District Approval			
Major Application	\$ 5,380.00	\$ 7,000.00	\$ 7,210.00
Minor Application	\$ 1,875.00	\$ 2,400.00	\$ 2,470.00
Other Applications			
Endorsement of Liquor Permit	\$ 225.00	\$ 275.00	\$ 280.00
Minor Variance Application Fee	\$ 59.00	\$ 275.00	\$ 280.00
Zoning Verification Letter	\$ 225.00	\$ 275.00	\$ 280.00

NOTES: Items in red are new fee categories; fees do not include additional costs such as advertising.

The following table shows Development Review’s budgeted revenue and expenses for 2023, based on currently approved fees; the projected revenue and expenses for 2024 and 2025, based on the proposed increased fees; and the corresponding year-over-year revenue growth, expressed in dollars and percentages.

Table 2: Development Review Revenue and Expenses

Year	Budgeted Revenue	Budgeted Expenses	Year-Over-Year Revenue Growth (\$)	Year-Over-Year Expenses Growth (\$)	Year-Over-Year Revenue Growth (%)	Year-Over-Year Expenses Growth (%)
2023	\$1,313,800	\$1,324,300				
2024	\$1,439,100	\$1,370,100	\$125,300	\$45,800	9.5%	3.5%
2025	\$1,596,100	\$1,400,400	\$157,000	\$30,300	10.9%	2.2%

FINANCIAL IMPLICATIONS

The proposed fee increases are necessary to ensure development applications, processed by the Development Review Program, achieve the 100% cost recovery objective, including the fees for Discretionary Use Applications which were previously set at 80% cost recovery.

The revenue and operating expense budgets, estimated for 2024 and 2025, have been prepared based on the proposed fee increases. These figures must be adjusted if the proposed increases are not approved.

OTHER IMPLICATIONS

Amendments to Bylaw No.9724, the Development Applications Fee Amendment Bylaw, 2020, are required to support the implementation of the proposed fee changes.

Business Line: Urban Planning and Development

SP/2023/PD/Budget/Development Review Program Fee Changes – Rates and Fees 2024/2025/cm