

DATE OF MEETING AUGUST 29, 2022

AUTHORED BY KAREN ROBERTSON, DEPUTY CITY CLERK

SUBJECT FEES AND CHARGES HOUSEKEEPING AMENDMENT BYLAWS

## **OVERVIEW**

### **Purpose of Report**

To present Council with 1) a bylaw to transfer the Development Services fees from the “Development Services Department Fees and Charges Bylaw” and place them in the “Fees and Charges Bylaw 7336”; and 2) other housekeeping amendment bylaws to delete references to the “Development Services Department Fees and Charges Bylaw” and replace them with reference to the “Fees and Charges Bylaw”.

### **Recommendation**

#### **Fees and Charges Amendment Bylaw**

- That “Fees and Charges Bylaw 2022 No. 7336.03” (a bylaw to include Development Services fees within the Fees and Charges Bylaw) pass first reading.
- That “Fees and Charges Bylaw 2022 No. 7336.03” pass second reading.
- That “Fees and Charges Bylaw 2022 No. 7336.03” pass third reading.

#### **Development Approval Procedures and Notification Bylaw Amendment**

- That “Development Approval Procedures and Notification Bylaw Amendment Bylaw 2022 No. 7356” (a bylaw to update the reference to the Fees and Charges Bylaw) pass first reading.
- That “Development Approval Procedures and Notification Bylaw Amendment Bylaw 2022 No. 7356” pass second reading.
- That “Development Approval Procedures and Notification Bylaw Amendment Bylaw 2022 No. 7356” pass third reading.

#### **Building Bylaw Amendment Bylaw**

- That “Building Bylaw Amendment Bylaw 2022 No. 7224.04” (a bylaw to update the reference to the Fees and Charges Bylaw) pass first reading.
- That “Building Bylaw Amendment Bylaw 2022 No. 7224.04” pass second reading.
- That “Building Bylaw Amendment Bylaw 2022 No. 7224.04” pass third reading.

#### **Subdivision Control Amendment Bylaw**

- That “Subdivision Control Amendment Bylaw 2022 No.3260.07” (a bylaw to remove Schedules G and H) pass first reading.
- That “Subdivision Control Amendment Bylaw 2022 No. 3260.07” pass second reading.
- That “Subdivision Control Amendment Bylaw 2022 No. 3260.07” pass third reading.

## **BACKGROUND**

The current Development Services Department Fees and Charges Bylaw, which was adopted on October 17, 2005 lists all the various fees associated with applications, documents, and inspection fees for the Building Inspection, Current Planning, Engineering & Environmental Protection, Real Estate, and Subdivision departments.

As part of the Bylaw Renewal Project, one of the goals is to have one comprehensive Fees and Charges Bylaw. As bylaws come up for amending, staff take the opportunity to transfer any fees into the overarching Fees and Charges Bylaw.

The impetus for transferring the Development Services fees at this time is based on the need to add a fee to cover the cost of providing hard copies of the City Plan that was recently adopted. Currently, the City has charges for the Zoning Bylaw, maps and a few studies but in the absence of the document being specifically mentioned, the current bylaw notes that all other Development Services documents are charged a flat rate of \$10. Providing copies of the City Plan with all maps and attachments at a cost of \$10 would be problematic and also because other City bylaws, and Freedom of Information and Protection of Privacy legislation, note copy costs of .25 for black and white and .50 for colour.

The goal, where possible, is to provide consistency with application of copying costs throughout the City that aligns with Provincial access to information legislation. However, it is recognized that .25 or .50 per colour page for a hard copy of the City Plan may be cost prohibitive for some and we want to ensure that everyone has access to this important policy document, whether it be on-line or in a hard copy format. As such, staff (through a local printing company) was able to secure a rate of \$40 per copy for the City Plan (with maps) and \$70 for a copy of the City Plan (with maps and appendices). Staff recommend that this fee be added to the Fees and Charges Bylaw as it would be at the City's cost.

It is recognized that many of the other Development Services application fees, including fees in other departments need to be reviewed as they have not been increased for several years and are not currently meeting the costs associated with processing the applications. These will be looked at in more detail later this year and into 2023.

By adding the Development Services department fees into the comprehensive Fees and Charges Bylaw, other minor housekeeping amendments are required to bylaws that specifically reference the Development Services Department Fees and Charges Bylaw. The affected bylaws and specific changes are noted in the Discussion section of this report.

## **DISCUSSION**

### **Fees and Charges Amendment Bylaw 7336.03 (Attachment 1)**

The changes proposed include the following:

- To add a fee for hard copies of the City Plan that reflect actual printer costs as follows:
  - City Plan with maps (Official Community Plan) \$40
  - City Plan with maps and appendices (Official Community Plan) \$70

- To remove the category “all other documents not listed” \$10
- To list the departments in alphabetical order

Other housekeeping amendments include updating the department names to reflect the City’s current Departmental structure.

Development Approval Procedures and Notification Bylaw Amendment Bylaw No. 7356 (Attachment 3)

To remove reference to “Development Services Department Fees and Charges Bylaw” and replace it with “Fees and Charges Amendment Bylaw”

Building Bylaw Amendment Bylaw 2022 No. 7224.04 (Attachment 4)

To remove reference to “Development Services Department Fees and Charges Bylaw” and replace it with “Fees and Charges Amendment Bylaw”

Subdivision Control Amendment Bylaw 2022 No. 3260.07 (Attachment 5)

To remove Schedules G and H which are application forms that contain outdated application fees that conflict with the application fees outlined in the Subdivision Section of the Fees and Charges Bylaw.

**OPTIONS**

Option 1:

Fees and Charges Amendment Bylaw

- That “Fees and Charges Bylaw 2022 No. 7336.03” (a bylaw to include Development Services fees within the Fees and Charges Bylaw) pass first reading.
- That “Fees and Charges Bylaw 2022 No. 7336.03” pass second reading.
- That “Fees and Charges Bylaw 2022 No. 7336.03” pass third reading.

Development Approval Procedures and Notification Bylaw Amendment

- That “Development Approval Procedures and Notification Bylaw Amendment Bylaw 2022 No. 7356” (a bylaw to update the reference to the Fees and Charges Bylaw) pass first reading.
- That “Development Approval Procedures and Notification Bylaw Amendment Bylaw 2022 No. 7356” pass second reading.
- That “Development Approval Procedures and Notification Bylaw Amendment Bylaw 2022 No. 7356” pass third reading.

Building Bylaw Amendment Bylaw

- That “Building Bylaw Amendment Bylaw 2022 No. 7224.04” (a bylaw to update the reference to the Fees and Charges Bylaw) pass first reading.
- That “Building Bylaw Amendment Bylaw 2022 No. 7224.04” pass second reading.
- That “Building Bylaw Amendment Bylaw 2022 No. 7224.04” pass third reading.

### Subdivision Control Amendment Bylaw

- That “Subdivision Control Amendment Bylaw 2022 No.3260.07” (a bylaw to remove Schedules G and H) pass first reading.
- That “Subdivision Control Amendment Bylaw 2022 No. 3260.07” pass second reading.
- That “Subdivision Control Amendment Bylaw 2022 No. 3260.07” pass third reading.

The proposed changes to the bylaws are housekeeping in nature with the addition of a fee to cover the costs associated with providing hard copies of the City Plan with maps and appendices.

Option 2:

Should Council wish to select an alternate fee for hard copies of the City Plan, direction is sought. Staff would still recommend that Council support giving first three readings to the bylaws so that all fees continue to be transferred to the comprehensive Fees and Charges Bylaw.

### **SUMMARY POINTS**

- As part of the Bylaw Renewal Project, one of the goals is to have one comprehensive Fees and Charges Bylaw.
- As bylaws come up for amending, staff take the opportunity to do a bylaw amendment to transfer any fees into the overarching Fees and Charges Bylaw.
- The bylaw proposed would add a fee for hard copies of the City Plan and associated maps and appendices and transfer all remaining Development Services Department Fees to the comprehensive Fees and Charges Bylaw.

### **ATTACHMENTS:**

Attachment 1 B7336.03 - Fees and Charges Amendment Bylaw  
Attachment 2 B7016 - Existing Development Services Department Fees and Charges Bylaw  
Attachment 3 B7356 - Development Approval Procedures and Notification Amendment Bylaw  
Attachment 4 B7224.04 - Building Bylaw Amendment Bylaw  
Attachment 5 B3260.07 - Subdivision Control Amendment Bylaw  
Attachment 6 B3260 - Existing Subdivision Control Bylaw

### **Submitted by:**

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### **Concurrence by:**

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Jeremy Holm  
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