



Committee of the Whole Report For the Meeting of July 22, 2021

To: Committee of the Whole **Date:** July 15, 2021
From: Karen Hoese, Director of Sustainable Planning and Community Development
Subject **Pre-Application Community Consultation Fees**

RECOMMENDATION

That Council direct staff to bring forward amendments to the *Land Use Procedures Bylaw* to:

- a. increase the pre-application fees from \$750 to \$800 for rezoning application where notice is given to owners and occupiers of properties within 100 metres of the subject property
- b. increase the pre-application fees from \$1250 to \$2400 for *Official Community Plan* applications where notice is given to owners and occupiers of properties within 200 metres of the subject property.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with a recommendation for increasing the pre-application fees for community consultation through the Community Association Land Use Committees.

Since the current pre-application fees were adopted by Council on June 22, 2017, the costs associated with administering the mailouts has increased due to increased mailing costs, an expanded number of notices being generated because of densification in some areas and increased staff time.

Staff recommend for Council's consideration that Council direct staff to bring forward amendments to the *Land Use Procedures Bylaw* to increase the pre-application fees from \$750 to \$800 for rezoning application where notice is given to owners and occupiers of properties within 100 metres of the subject property and \$1250 to \$2400 for *Official Community Plan* applications where notice is given within 200 metres. This would help recover increased costs to the City that are associated with these mailouts. For larger applications this increase would be nominal as compared to the total cost for a development application.

PURPOSE

The purpose of this report is to present Council with a recommendation for increasing the pre-application fees for community consultation through the Community Association Land Use Committees (CALUC).

BACKGROUND

With the initial adoption of the CALUC Procedures for Processing Rezoning and Variance Applications in 2005, a fee was established to enable the City to mail notices to owners and occupants within a certain distance of a subject site. The fees have been reviewed and updated from time to time over the intervening years. The most recent update occurred on June 22, 2017, when Council adopted amendments to the *Land Use Procedures Bylaw* to increase pre-application fees for community consultation through the CALUC from \$500 to \$750 for rezoning applications (100m notification distance) and from \$1000 to \$1250 for OCP Amendments (200m notification distance). This increase was to accommodate a \$250 grant which the City started providing to the CALUCs to be used to assist them with fulfilling the CALUC Terms of Reference. Since that time, the costs incurred by the City to administer these mailouts has increased significantly.

ISSUES AND ANALYSIS

Pre-Application Consultation Fees

The intent of the pre-application consultation fees is to cover the cost of the associated mailout as well as the \$250 grant that is provided to the neighbourhood CALUC to help support them in fulfilling the CALUC Terms of Reference. Since the fees were set, the mailout costs for many proposals have increased and the costs are no longer being covered by the fee. This is largely due to increased numbers of residents captured within the mailouts as well as increased postal costs (from \$0.87 to \$0.90 per letter) and associated paper and labour costs. Also, due to the need to advise recipients of additional information on consultation opportunities, a second sheet of paper is now sometimes included with the mailout. Overall, the total fees received in 2020 amounted to \$11,250 while the total costs to the City were \$26,143 (including staff time).

Staff are therefore recommending that the \$750 fee for the 100m mailout for rezonings increase to \$800 and the \$1250 fee for the 200m mailout for OCP amendments increase to \$2400 to help cover the additional costs and build in a buffer for anticipated future costs associated with the delivery of this program.

The question of whether the \$250 grant to CALUCs is adequate is not being considered at this time, but will be reviewed, with the input of the CALUCs, at a future date.

OPTIONS AND IMPACTS

Options

Option 1: Increase Fees (Recommended)

This option would increase the pre-application fees from \$750 to \$800 for rezonings with 100m mailouts and \$1250 to \$2400 for Official Community Plan amendments with 200m mailouts.

Staff recommend this option for Council's consideration because it would help recover increased costs to the City that are associated with administering these mailouts. For larger applications this increase would be nominal as compared to the total cost for a development application.

Option 2: Keep Fees As Is

This option would retain the current pre-application fees at \$1250 for Official Community Plan amendments with 200m mailouts.

Staff are not recommending this option because it has been determined that these fees do not sufficiently cover recent increases in costs associated with mailouts.

Accessibility

The recommendations in this report do not impact accessibility.

2019 – 2022 Strategic Plan

The recommendations in this report do not impact the Strategic Plan.

Impacts to Financial Plan and Staff Resources

The increased fees would help cover increased costs associated with pre-application mailouts. If Council chooses to pursue a different approach beyond the options identified in this report, the impacts to the Financial Plan may need to be assessed.

CONCLUSIONS

Since the pre-application fees were adopted, the costs to the City associated with mailouts have increased. As a result, the fees no longer cover the cost of the associated mailout. Staff therefore recommend for Council's consideration that these fees also be increased to help recover these costs.

Respectfully submitted,

Rob Bateman
Senior Process Planner
Development Services

Karen Hoese, Director
Sustainable Planning Community Development
Department

Report accepted and recommended by the City Manager.