



THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

SUBMITTED BY: Matt Faucher, Current Planner

COUNCIL MEETING: REG COW I/C

PC: Lydia Korolchuk, Manager,
Current Planning

COUNCIL MEETING DATE: August 12, 2024

REPORT DATE: July 17, 2024

FILE: 3900-02 (Fees & Charges)

SUBJECT: PROPOSED AMENDMENTS TO FEES AND CHARGES BYLAW 3909

PURPOSE:

To propose amendments to Fees and Charges Bylaw 3909 which add new fees associated with development permit amendments, pre-application meetings and document processing.

RECOMMENDATION:

1. THAT Council support the proposed amendments to Fees and Charges Bylaw 3909, 1993, as outlined in the report titled "Proposed Amendments to Fees and Charges Bylaw 3909" dated July 17, 2024.
2. THAT Fees and Charges (Planning Application Fees) Amendment Bylaw 6006, 2024, be read a 1st, 2nd and 3rd time.

ALTERNATIVES & IMPLICATIONS:

N/A

ANALYSIS:

A. Committee Recommendations:

N/A

B. Rationale:

1. The Current Planning Department has been reviewing its processes and procedures to identify areas for improvement to support the efficient processing of development applications. Part of this review includes identifying tasks that are regularly impacting resources in order to ensure staff time is appropriately allocated and focused on processing development application files and associated community services.
2. Through this evaluation, Administration has identified three areas where significant staff time is being utilized on services that do not include a cost recovery counterbalance. Administration recommends adding new fees to these services to mitigate ambiguous requests and improve submission quality to assist staff in managing the resource impacts these requests generate.

The three areas for improvement are identified as follows:

a. **Pre-Application Meetings**

Challenge:

Currently any member of the public can request a "Pre-Application Meeting" for a property which typically is 45 minutes to an hour in duration and includes representatives from Development Services, Transportation, Current Planning, and may include representatives from the Building Department, Long Range Planning, or an Approving Officer. While some of these meetings result in an application, in hindsight, many of them have been identified as preliminary property inquiries that could have been handled by a single member of staff.

Proposal:

Administration is proposing a fee of \$250.00 for a pre-application meeting that requires representatives from multiple departments to be in attendance. The pre-applicant will be required to submit plans and questions reasonably in advance of the meeting to allow staff time to review the proposal and come prepared to answer questions with the appropriate staff members present.

Desired Outcome:

The goal is to provide the applicant with the information they need in advance of making a formal application and improve the quality of submissions to streamline application processing while reducing the resource implications of assigning multiple staff members to preliminary property inquiries. Staff would continue to provide services related to preliminary property inquiries with the appropriate resources and encourage preapplication meetings when proposed projects require more detailed information.

b. **Development Permit Amendments:**

Challenge:

Amending issued development permits is a common practice and usually the result of a firmer understanding of site conditions once work commences on a project site. However, it has been observed that this is occurring at a higher than reasonable frequency and in some instances multiple times on the same project. The process for amendment requires review of the proposal, possible recirculation of a referral package (depending on the scale or nature of the proposed changes), as well as administrative tasks to reissue the permit and fees to register the updated permit at the Land Titles Office. There is currently no fee for this service to counterbalance the resource implications of completing the required tasks. Furthermore, amendments are not being bundled by applicants which can result in multiple amendment requests as a project moves through the detailed design and construction phases of development.

Proposal:

Administration is proposing two fees for amendments to issued development permits. For Major Development Permit Amendments, which require detailed evaluation and recirculation to other departments, the proposed fee is 50% of the development permit application fee (\$600.00). For Minor Development Permit Amendments, which do not require recirculation and are simple in nature, the proposed fee is 25% of the development permit application fee (\$300.00).

Desired Outcome:

The goal is to offset resource implications in processing the application(s) and to encourage applicants to bundle their proposed amendments into a single package to create a more efficient process.

c. **Document Processing:**

Challenge:

There are a number of instances where the City is asked to review and process documents on behalf of an applicant or member of the public including the review and signoff on covenants registrations or discharges. This impacts resources in administration of the documents, as well as review and processing time by an Approving Officer and Legislative Services.

Proposal:

Administration is proposing a user pay model with a fee of \$100.00 for document processing services.

Desired Outcome:

The goal is to offset some of the resource implications associated with processing documents and to encourage applicants to bundle their documents into a single package to create a more efficient process.

C. **Attachments:**

Attachment 1 – Proposed Fees and Charges Amendment Bylaw 6006, 2024

D. **Council’s Strategic Plan Alignment:**

- | | |
|---|--|
| <input type="checkbox"/> Governance & Organizational Excellence | <input type="checkbox"/> Livability |
| <input type="checkbox"/> Recreation, Parks & Natural Areas | <input type="checkbox"/> Vibrancy |
| <input type="checkbox"/> Environmental Leadership | <input checked="" type="checkbox"/> Not Applicable |

E. **Relevant Policy/Bylaws/Resolutions:**

- 1. Fees and Charges Bylaw 3909

BUDGET/RESOURCE IMPLICATIONS:


Further establishing a user pay model for development related services and reduced burden on limited staffing resources by encouraging bundling of requests into complete packages.

FINANCIAL IMPLICATIONS:

- None Budget Previously Approved New Budget Request
(Finance Review Required)

Prepared by:

Approved for submission to Council:

X 
Signer 1
Matt Faucher
Current Planner


Patricia Bridal, CAO

Date: Aug 7, 24

X  _____
Signer 2

Terry Barton
Director of Planning & Community Services

REVIEWED WITH

- | | | |
|---|---|---|
| <input type="checkbox"/> Corporate Services | <input type="checkbox"/> Operations | <input checked="" type="checkbox"/> Current Planning |
| <input type="checkbox"/> Bylaw Compliance | <input type="checkbox"/> Public Works/Airport | <input type="checkbox"/> Long Range Planning & Sustainability |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Facilities | <input type="checkbox"/> Building & Licensing |
| <input type="checkbox"/> RCMP | <input type="checkbox"/> Utilities | <input type="checkbox"/> Engineering Development Services |
| <input type="checkbox"/> Fire & Rescue Services | <input type="checkbox"/> Recreation Services | <input type="checkbox"/> Infrastructure Management |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Parks | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Financial Services | | <input type="checkbox"/> Economic Development & Tourism |
| <input type="checkbox"/> COMMITTEE: | | |
| <input type="checkbox"/> OTHER: | | |