



STAFF REPORT

Title: Bylaw No. 656-DA-19 - Bylaw to Establish a Schedule of Fees for Planning and Development Services and Safety Codes Services

Meeting Date: November 26, 2019

Executive Summary:

Bylaw to adopt an updated fee schedule for Planning & Development Services and Safety Codes Services and repeal the current Planning and Development Fee Bylaw No. 635-DA-18.

Background:

Bylaw No. 656-DA-19 establishes a schedule of fees for Planning & Development services and Safety Codes Services administered by the municipality. The fee structure is reviewed annually and adjusted as necessary. The proposed bylaw also repeals the existing fee schedule Bylaw No. 635-DA-18.

The proposed Schedule 'A' outlines the fees to be levied for Planning and Development services administered by City staff. A comprehensive review of the City's Planning and Development Fees relative to the fees levied by other municipalities was last conducted in 2009. Administration is anticipating that a comprehensive review of the City's Planning and Development fees will be conducted in 2020.

The only proposed changes to Schedule 'A' are aimed at improving clarity, with no adjustments to the fees themselves. A clarification has been added that the development permit fee for Change of Use applications also applies to Addition of Use Applications and that the development permit fee for a Temporary Use also applies to applications for Temporary Buildings. Two fees – for the development of RV Parks and Golf Courses, have been removed as the low probability of receiving a development application for either does not justify outlining specific fees.

The proposed Schedule 'B' establishes the fees to be charged for Safety Codes Services in accordance with the contract between the City and the accredited inspection agency, The Inspections Group Inc. The current contract allows the Inspections Group to increase the Safety Codes fees up to 3% per year. As with last year, the Inspections Group has indicated that they do not wish to exercise the overall fee increase.

The only changes to the fees outlined in Schedule 'B', relate to adjustments in permitting requirements made by the Safety Codes Council. Previously, Electrical, Gas and Plumbing Permits for single-family residential installations were split into two



categories – Homeowner and Contractor, with differing fees for each category. Fees for Homeowner permits were slightly higher than those for contractors – because the work was not being performed/supervised by a journeyman, the inspector may have to spend additional time inspecting work installed by a homeowner. The Safety Codes Council no longer differentiates between homeowner and contractor permits; therefore, the separate fee structures will be removed from the fee schedule. Moving forward, the fee structure will be based on the previous homeowner permit fees. Some adjustment was required to account for instances where the previous fee structures specified differing intervals between homeowner vs. contractor fees.

Administration is recommending that Council proceed to give Bylaw No. 656-DA-19 first reading.

Alternatives:

Council May consider the following alternatives:

1. Proceed to give Bylaw No. 656-DA-19 first reading.
2. Defeat first reading of Bylaw No. 656-DA-19.
3. Accept as information only.

Recommended Action:

Administration recommends that Council proceed to give Bylaw No. 656-DA-19, being a Bylaw to Establish a Schedule of Fees for Planning and Development Services and Safety Codes Services, in the City of Cold Lake, first reading.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer