

# REQUEST FOR DECISION

**Subject: 2018 Fees and Charges**

**Bylaw 388 – 2018 Fees and Charges**

**Bylaw 389 – Land Use Bylaw Amending Bylaw – Development Fees**



Presented to: Council

Date: November 27, 2017

Submitted by: Chris Hughes, Senior  
Accountant and Tara Johnston-Lee, Municipal  
Clerk

Agenda #: 7.2

---

## RECOMMENDATION

- i) That council give first reading to Bylaw 388 – 2018 Fees and Charges
- ii) That council direct administration to post Bylaw 388 on banff.ca for public feedback.
- iii) That council give first reading to Bylaw 389 - Land Use Bylaw Amending Bylaw – Development Fees Amendment.
- iv) That council schedule and advertise for a public hearing for Bylaw 389 for Monday, December 18, 2017 at 2:00 p.m.

## BACKGROUND

### Reason for Report

At the November 13, 2017 meeting of the Governance and Finance Committee, the committee reviewed and made recommendations to council for fees to be charged for municipal services in 2018 and to prepare the necessary bylaws for council's consideration. Fees need to be approved by council before coming into effect. Administration recommends that council approve these fees by passing Bylaw 388. Fees set through the Land Use Bylaw require a public hearing prior to final approval and therefore a separate Bylaw 389 has been prepared for consideration.

### Summary of Issue

The Town of Banff has a number of fees and charges for Town services or use of Town facilities. The purpose of these fees and charges is to attribute some or all of the cost associated with the service to the user of the service. Each year, administration assesses the fees and charges in place with attention to whether they are reasonable. Administration considers variables such as the cost of the service; the effort and resources required to administer the fee; the fees charged by other municipalities for the services; and the ability for the user to pay. The recommended fees and charges in Appendix A represent the result of this process. Unless otherwise noted, the recommended fees and charges would come into effect January 1, 2018.

A full list of 2017-2018 percentage change fee comparisons can be found in the November 13, Governance and Finance Committee Agenda Package using this link:

<http://www.banff.ca/AgendaCenter/ViewFile/Agenda/11132017-654>

For 2018 a majority of the fees are either unchanged or adjusted for inflationary increase.

Significant fee changes for 2018 include:

#### 1. Business Licence Fees

The fees identified in Schedule B for class 100 are set annually as per section 21 of Bylaw 22-9 based on 50% of the Alberta Tourism Levy for the prior year and is updated based on information provided by an authorized chartered accountant. The remainder of the Schedule

B fees are increased 2%. At the 2006 Banff Lake Louise Tourism annual meeting, members approved a standard fixed increase of 2% per year for the Town's Schedule D business license fees.

The Business Licence base fees were not presented at the November 13<sup>th</sup> meeting of the Governance and Finance Committee, as they were intended to return as part of a Service Review request, however this request has been removed and only a 2% inflationary increase is being recommended.

|  |                          | 2017 Fee | 2018 Fee        | Increase |
|--|--------------------------|----------|-----------------|----------|
| <b>Resident Business License Fee (base amount) - Section 15(a)</b>       | per license + schedule B | \$169.00 | <b>\$172.00</b> | 2%       |
| <b>Non-Resident Business License Fee (base amount) - Section 15(a)</b>   | per license + schedule B | \$169.00 | <b>\$172.00</b> | 2%       |
| <b>Non-Resident Service Sector 30 Day Temporary License - Section 16</b> | per license              | \$309.00 | <b>\$315.00</b> | 2%       |
| <b>Non-Resident Class 400,401,500 One-Day - Section 17</b>               | per license              | \$210.00 | <b>\$214.00</b> | 2%       |
| <b>Resident Business with Gross Revenue Deduction - Section 19</b>       | per license              | \$169.00 | <b>\$172.00</b> | 2%       |
| <b>Multiple Business on One Premise - Section 20</b>                     | per license + schedule B | \$169.00 | <b>\$172.00</b> | 2%       |
| <b>Temporary Retail Sales - licensed elsewhere - Section 21(a)</b>       | per license/per day      | \$169.00 | <b>\$172.00</b> | 2%       |
| <b>Temporary Retail Sales - not licensed elsewhere - Section 21(b)</b>   | per license/per day      | \$725.00 | <b>\$740.00</b> | 2%       |

## 2. Burial Fees

A recommended increase to full, cremation burials, as well as after-hours and weekend burials is recommended based on operating costs in 2017 were pro-rated by the governance and finance committee in 2017 and the rates have been increased to reflect this change.

## 3. Fire Department

The fees for the aerial truck have increased by 33%.

## 4. Offsite Levies

The recommended increase to off-site levies in 2018 reflects a change in the Consumer Price Index in Calgary in the preceding calendar year in accordance with Schedule "A" of the off-site levy bylaw (Bylaw 59-4).

**5. Parking**

A larger than average increase in commercial rates with the intent to make them even with private stall rate in 2019. The commercial rate was established when there was a surplus of parking in the parkade. With the current demand this is no longer necessary.

**6. Recreation Fees**

Recreation fees have been reviewed following a comparison with other municipalities. Some increases are being recommended to bring the Town fees and charges more in line with the market and to more accurately reflect the cost of services. Some fees structures have been modified to streamlined administrative processes and increase bookings.

**7. Water Sewer Rates**

The water and sewer rates have been increased based in the 20 year plan that council approved for rate phase in. The water rates will increase by 1.1% and the sewer rates will increase by 6.1% in 2018 then 2% and 6.1% in 2019. Administration will conduct a rate review in 2018 and further changes may be brought forward at that time.

**8. Street Use Fees**

Increases to fees for sidewalk seating, outdoor display and encroachment agreements have been reviewed following a comparison with other municipalities are being recommended to bring the Town fees and charges more in line with the market and to more accurately reflect the cost of the services.

**9. Development Fees**

Development fees have been reviewed and some increases are being proposed to more accurately reflect the staff cost to administer the permit based on the complexity of the development permit application process. An increase permit fees form Bed and Breakfast homes and renewals are being recommended to align them with similar commercial development applications.

**Response Options**

Council may:

- i. give first reading to Bylaw 388 and/or Bylaw 389;
- ii. schedule a public hearing for Bylaw 389 on December 18, 2018 or at a different day or time;
- iii. Not give first reading to Bylaw 388 and/or Bylaw 379 and leave the current rates in place.

**IMPLICATIONS OF DECISION****Budget**

The 2018 fees and charges support the 2018 Operating Budget for the provision of municipal services.

**Communication**

Notice of public hearings are advertised in the local newspaper for two consecutive weeks prior to the meeting.

Notice of the proposed fees and charges bylaw will be posted on the Town Page and on Banff.ca.

For some fees (ie. parking fees) the Town will give notice of any rate increases coming into effect.

For fees that generally impact the community as a whole the fee increase will be advertised on the Town page, brochures, and on the Town's website.

### **Legislation/Policy**

Section 8(c)(i) of the Municipal Government Act allows for the establishment of various fees and charges by bylaw or by resolution.

### **RELATED DOCUMENT LINKS**

[November 13, 2017 Governance and Finance Report – 2018 Municipal Fees and Charges](#)

[Land Use Bylaw 31-3](#)

[Animal Service Bylaw 46-4](#)

[Banff Bench Program Policy C5002](#)

[Business Licence Bylaw 22-9](#)

[Building Permits Bylaw 69-1](#)

[Cemetery Bylaw 39-1](#)

[Fire Department Bylaw 66-2](#)

[Off Site Levies Bylaw 59-4](#)

[Sewer System Bylaw 157-1](#)

[Street and Public Place Use Bylaw 124](#)

[Taxi Bylaw 25-3](#)

[Non-residential Waste Bylaw 377](#)

[Residential Waste Bylaw 376](#)

[Water Bylaw 157-1](#)

### **ATTACHMENTS**

A- Bylaw 388 – 2018 Fees and Charges

B- Bylaw 389 – Land Use Bylaw Amending Bylaw – Development Fees Amendment 2018

C- Draft Consolidated Business Licence Bylaw 22-9

---

Circulation date: November 16, 2017

Submitted By: On original 2017.11.22  
Tara Johnston-Lee, Municipal Clerk

Reviewed By: Kelly Gibson for (2017.11.22)  
Robert Earl, Town Manager

# TOWN OF BANFF

## BYLAW 389

### Land Use Bylaw Amending Bylaw – Development Fees

#### A BYLAW TO AMEND THE TOWN OF BANFF LAND USE BYLAW WITH RESPECT TO DEVELOPMENT FEES

---

The Council of the Town of Banff, in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

#### 1.0 PROVISIONS

- 1.1 Schedule “G” of Town of Banff Land Use Bylaw is replaced with Schedule “G” of this bylaw.

#### 2.0 SCHEDULES

- 2.1 Schedule “G” forms part of this bylaw.

#### 3.0 REPEAL

- 3.1 Bylaw 379, Land Use Bylaw Amending Bylaw – Development Fees Amendment, is repealed.

#### 4.0 ENACTMENT

- 4.1 This bylaw comes into force after the date of final passing, upon approval and execution by the Superintendent, Banff National Park, for the Minister of the Environment.
- 4.2 The Town Manager is authorized to consolidate Town of Banff Land Use Bylaw.

READ A FIRST TIME this xx day of month, 20xx.

Pursuant to the Municipal Government Act (Alberta), a PUBLIC HEARING was held this xx day of month, 20xx.

READ A SECOND TIME this xx day of month, 20xx.

READ A THIRD TIME this xx day of month, 20xx.

SIGNED AND PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 20xx.

---

Karen Sorensen  
Mayor

---

Robert Earl  
Town Manager

APPROVED by the Minister of the Environment, by his delegate this \_\_\_\_ day of \_\_\_\_\_, 20xx:

---

Minister of the Environment/Delegate

## Schedule “G” – Development Fees

| <b>Residential</b>   |   |                               |
|--|---|-------------------------------|
| <b>New Construction</b>  | Single detached housing                                   | \$2,200                       |
|  | Duplex housing  | \$1,500                       |
|  | Multi-unit residential housing (3 or more dwelling units) | \$1,600 + \$150 dwelling      |
|  | Accessory building  | \$250                         |
| <b>Additions and Renovations</b> involving an increase in gross floor area   |   | \$350 + \$1.10/m <sup>2</sup> |
| <b>Interior and/or Exterior Renovations</b> involving no increase in gross floor area  |   | \$350                         |
| <b>Accessory Development</b> –decks, porches, balconies, fences, retaining walls, and significant landscaping                                |   | \$200                         |
| <b>Accessory Dwelling</b>  |   | \$550                         |
| <b>Variances</b> (except on existing development where a variance is granted to a non-conforming building in which case there is no charge). |   | \$275 /variance               |
| <b>Municipal Planning Commission Surcharge</b>   | Single Detached and Duplex Housing                        | \$125                         |
|  | Multi-unit Housing  | \$375                         |

| <b>Residential Business</b>   |                            |
|---|----------------------------|
| <b>Bed and Breakfast Homes</b>  | \$1,500 + \$100/guest room |
| <b>Bed and Breakfast Renewals</b>   | \$300 + \$50/guest room    |
| <b>Home Occupations (Type I and Type II)</b>  | \$150                      |
| <b>Home Occupation Annual Renewals</b>  | 50% of current fee         |
| <b>Municipal Planning Commission Surcharge</b><br>(original application only – no surcharge for renewals) | \$125                      |
| <b>Late Application Fee</b> (failure to file the application prior to the permit renewal deadline)        | \$400                      |

| <b>Commercial</b>  |   |  |
|--|---|--|
| <b>New Development, Additions or Renovations</b>   | 0 – 46 m <sup>2</sup>                   | \$1,500 + \$1.10/m <sup>2</sup> new gross floor area |
|  | >46 m <sup>2</sup> – 465 m <sup>2</sup> | \$3,500 + \$1.10/m <sup>2</sup> new gross floor area |
|  | >465 m <sup>2</sup>                     | \$4,500 + \$1.10/m <sup>2</sup> new gross floor area |
| <b>Interior and/or Exterior Renovations</b> involving no increase in gross floor area  |   | \$3,500  |
| <b>Accessory Building</b>  |   | \$500  |
| <b>Transportation Services</b>   |   | \$1,100 + \$35/vehicle                               |
| <b>Municipal Planning Commission Surcharge</b>   | New development                         | \$650  |
|  | Renovations and minor additions         | \$375  |
| <b>Variances</b> (except on existing development where a variance is granted to a non-conforming building in which case there is not charge) |   | \$750 /variance                                      |
| <b>Commercial Growth Management Development Applications</b>   |   | \$500  |
| <b>Commercial Development Allotment Transfer</b>   |   | \$1,400  |
| <b>Commercial Existing Gross Floor Area Transfer</b>   |   | \$3,500  |
| <b>Change of use</b>   | Permitted use                           | \$1,300  |

|  |                   |         |
|--|-------------------|---------|
|  | Discretionary use | \$1,500 |
|--|-------------------|---------|

| <b>Institutional (PB, PE, PP, PS Districts)</b>   |                           |                                 |
|---|---------------------------|---------------------------------|
| <b>New Construction</b>   |                           | \$1,650 + \$1.10/m <sup>2</sup> |
| <b>Additions and Renovations</b> involving an increase in gross floor area  |                           | \$1,250 + \$1.10/m <sup>2</sup> |
| <b>Interior and/or Exterior Renovations</b> involving no increase in gross floor area   |                           | \$550.00                        |
| <b>Variiances</b> (except on existing development where a variance is granted to a non-conforming building in which case there is not charge) |                           | \$500.00/variance               |
| <b>Accessory Building</b>   |                           | \$400.00                        |
| <b>Municipal Planning Commission Surcharge</b>  | new development           | \$375.00                        |
|   | additions and renovations | \$225.00                        |

| <b>Sign Permits</b>  |  |                            |
|--|--|----------------------------|
| <b>Comprehensive Sign Plan</b> (for new buildings or coordination of multiple signs on an existing property) |  | \$675 + \$35/sign          |
| <b>Signs</b>   | Wall, window, hanging, projecting, menu box, directory | \$150/sign                 |
|  | Canopy or Awning                                       | \$138/sign                 |
|  | Freestanding (Bed & Breakfast)                         | \$275/sign                 |
|  | Freestanding (Commercial & Institutional)              | \$500/sign                 |
|  | Temporary  | \$100/sign                 |
| <b>Inspection Fee</b> (for any sign installed without a permit)  |  | Double original permit fee |
| <b>Municipal Planning Commission Surcharge</b>   |  | \$125                      |

| <b>Subdivision (including Condominium Plans)</b> |                       |                              |
|--|-----------------------|------------------------------|
| <b>Residential</b>                               | up to 10 lots/units   | \$2,400 + \$220/lot or unit  |
|  | 11 or more lots/units | \$2,400 + \$165/lot or unit  |
| <b>Commercial or Institutional Subdivisions</b>  |                       | \$2,500 + \$220 /lot or unit |
| <b>Road/Thoroughfare Closure</b>                 |                       | \$1,850 + advertising costs  |
| <b>Land Appraisal Surcharge</b> (Where required) |                       | Cost                         |

| <b>Subdivision Endorsement (final approval)</b> |  |                  |
|---|--|------------------|
| <b>Residential</b>                              |  | \$495 + \$75/lot |
| <b>Commercial</b>                               |  | \$605 + \$75/lot |
| <b>Other</b>                                    |  | \$495 + \$75/lot |
| <b>Bareland Condominium</b>                     |  | \$275/unit       |
| <b>Condominium</b>                              |  | \$138/unit       |

| <b>Area Plans</b>          |  |                             |
|----------------------------|--|-----------------------------|
| <b>Area Structure Plan</b> |  | \$5,500 + advertising costs |



|  |  |
|--|--|
| <b>Area Redevelopment Plan</b>   | \$5,500 + advertising costs  |
| <b>Bylaw Amendment Fees</b>  |  |
| <b>Amend Area Structure Plan or Area Redevelopment Plan</b>  | \$3,500 + advertising costs  |
| <b>Amend Municipal Development Plan</b>  | \$7,500 + advertising costs  |
| <b>Land Use Bylaw Minor Technical Amendments</b> (no change in use or density)   | \$1,700 + advertising costs  |
| <b>Land Use Bylaw Major Amendments</b> (change in use or density)  | \$ 3,500 + advertising costs   |
| <b>Land Use Re-designation</b> (Residential/Institutional)   | \$3,500 + advertising costs  |
| <b>Land Use Re-designation</b> (Commercial)  | \$7,500 + advertising costs  |
| <b>General/Other Applications</b>  |  |
| <b>Address Assignment</b> (new or change) - residential, commercial, or institutional  | \$75/ unit   |
| <b>Confirmation of Land Use</b>  | \$110.00   |
| <b>Legal Agreement Surcharge</b> (e.g. Development Agreement, Encroachment Agreement, Restrictive Covenant)  | \$600/agreement  |
| <b>Preliminary Determination of Use</b>  | \$550  |
| <b>Revised Plans</b> (minor revisions requested after decision has been rendered – the revision cannot change the overall intent of the development)   | 50% of current fee (as part of active application)   |
| <b>Special Function Tents</b>  | \$250  |
| <b>Surfacing Parking Lots</b>  | \$1650 + \$35/vehicle  |
| <b>Demolition</b>  | \$1,250  |
| <b>Excavation/Stripping/Grading</b>  | \$850  |
| <b>Utility Projects</b> (including the placement of private telephone lines, gas lines, power lines and similar)   | \$750  |
| <b>Tree Cutting</b> (no fee for trees deemed hazardous by the Development Officer)   | \$25 for the first tree & \$15 for each additional tree  |
| <b>Cash Contribution In-Lieu of Onsite Garbage Storage, Recycling and Collection</b>   | \$950/dwelling   |
| <b>Compliance Certificates</b>   |  |
| <b>Single detached and duplex housing</b>  | \$170  |
| <b>Multi-unit housing (3 or more units)</b>  | \$300  |
| <b>Commercial/Institutional</b>  | \$300  |
| <b>Professional Costs for third party review on behalf of the Town of Banff</b> (e.g. review of applications by lawyers, engineers, architects, or social scientists)<br>These costs are typically incurred for large or complex projects. | Applicants are responsible for the cost of any professional fees and costs incurred by the Town with the review of applications. |

| <b>File/Research Fees</b>  |   |
|--|---|
| <b>Administrative Assistant</b>  | \$60/hr   |
| <b>Planner</b>   | \$90/hr   |
| <b>Producing Permit/Document Copies</b> (provide paper copies of permits or other specific documents from either microfiche or image database) | \$25/1-3 paper copies<br>\$5/additional copy  |
| <b>Other Fees</b>  |   |
| <b>Development &amp; Subdivision Appeals</b>   | \$100   |
| <b>Extension and Renewals</b> (for an extension of the period of a development permit application which has become void)                       | \$1,000   |
| <b>Renewal of Development Permit</b> issued with specified time limitations where the conditions of approval have not changed                  | 75% of the fee  |
| <b>Refund Policy</b>   | (a) 90% if withdrawn prior to commencement of circulation<br>(b) Non-refundable once circulation has commenced. |