



The Corporation of the City of Courtenay

# Staff Report

**To:** Council

**File No.:** 1810-00

**From:** Director of Development Services

**Date:** May 22, 2024

**Subject:** Fees and Charges Amendment Bylaw No. 3138, 2024 – Development Application Fees

## PURPOSE:

For Council to consider a bylaw to amend the License of Occupation fees within the Schedule of Fees and Charges SECTION II APPENDIX I DEVELOPMENT FEES of City of Courtenay Fees and Charges Bylaw No. 1673, 1992.

## BACKGROUND:

Fees and Charges Amendment Bylaw No. 3107 was adopted December 6, 2023. The Fees and Charges Amendment Bylaw No. 3107 created new fees for new categories of permits and administrative activities undertaken by staff, and amended existing fees to reflect inflation and more accurate level of staff effort across departments to process development applications.

## DISCUSSION:

Within the License of Occupation category of the fee schedule of City of Courtenay Fees and Charges Bylaw No. 1673, 1992, sidewalk cafés are listed for both occupation of municipally owned land on a per meter square basis of occupancy and a flat fee for occupancy of a parking stall. Both categories state these are per month fees when they should read as annual fees. This is a seasonal rate that runs from April 1 to October 31.

Bylaw No. 3138 amends the License of Occupation schedule to delete monthly and replace with annual fee and provide clarity to the application of fees associated with parking stalls and area occupied by a patio. The schedule now reflects the seasonal dates of the Sidewalk Patio Policy (DS-01) program adopted April 24, 2024. Proposed amendments are:

(a) AMENDING Licence of Occupation fee category by:

i. DELETING

~~Sidewalk Cafés~~

~~\$5.00 per m<sup>2</sup> per month for sidewalk or SRW occupied~~

~~Plus \$100.00 per parking space occupied per month~~

And

REPLACING the above noted fee category with:

Sidewalk Cafés

a) For occupation of an on-street parking staff, annual fee \$100 per stall

b) For occupation of sidewalk or statutory right of way, annual fee \$ \$5.00 per m<sup>2</sup>

ii. DELETING

~~Seasonal License Fee~~

~~———— \$25.00 per month or \$125.00 for May 1 to October 31~~

And

REPLACING the above noted fee category with:

Seasonal Application Fee

\$25.00 per month or \$125.00 for April 1 – October 31

**FINANCIAL IMPLICATIONS:**

Council passed a resolution on April 24, 2024, to prepare the required Bylaw amendments to the City of Courtenay Fees and Charges Bylaw No. 1673, 1992.

**ADMINISTRATIVE IMPLICATIONS:**

The processing of the sidewalk patio applications is part of Development Services annual work program.

**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

- Financial Sustainability - Review City Financial processes: Review fees, charges, and fines

**PUBLIC ENGAGEMENT:**

As part of the engagement with the Downtown Courtenay Business Improvement Association on the drafting of the Sidewalk Patio Policy staff discussed the fee schedule and need for amendment to reflect annual and not monthly fees.

**OPTIONS:**

1. THAT Council give first, second and third reading to “Fees and Charges Amendment Bylaw No. 3138, 2024 – Development Application Fees”.
2. THAT Council provide alternative direction to staff.

**ATTACHMENTS:**

1. Fees and Charges Amendment Bylaw No. 3138, 2024 – Development Application Fees

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