



**STAFF REPORT**  
**Chief Administrative Officer**

Title: Office of the CAO (Economic Development & Legal Services) 2019 Fees and Charges Updates  
Report Number: CAO2018-017  
Author: Justin McFadden & Steve Ross  
Meeting Type: Finance & Strategic Planning Committee Meeting  
Council/Committee Date: June 18, 2018  
File: N/A  
Attachments: Appendix A - Economic Development Fees & Charges  
Appendix B – Legal Services Fees & Charges  
Ward No.: City-Wide

**Recommendation:**

1. That Council approves CAO2018-017.
2. That Council approves the Economic Development Fees and Charges By-law updates, attached as Appendix A to CAO2018-017, effective as of the dates noted, and that the Fees and Charges Bylaw is updated accordingly.
3. That Council approves the Legal Services Fees and Charges By-law updates, attached as Appendix B to CAO2018-017, effective as of the dates noted, and that the Fees and Charges Bylaw is updated accordingly.

**A. Executive Summary**

During each operating budget cycle divisional and department User Fees & Charges are reviewed to ensure that the appropriate level of recovery revenue is being achieved. Economic Development staff has reviewed their fees and charges and have adjusted them accordingly. In general the fees have been adjusted on average by approximately 2% for inflation. One new fee has been added under the equipment rental section (chair rental) and a new 50% discount factor for equipment rentals by not-for-profit groups.

Legal Services staff has reviewed their fees and charges and is recommending minimal change for 2019. In general Legal Services fees are listed as a fee range providing billing flexibility based on the time and effort required by Legal Services to review and or complete the agreements, by-laws and or legal letters.

**B. Financial Implications**

The 2018 revenue budget for Economic Development Fees and Charges (special events, public square rentals and equipment rentals) is approximately \$16,000. The 2019 revenue budget for Economic Development Fees and Charges will be increased by \$5,000 as a result of the proposed fee changes and to align the budget with the average (2014-2017) actual fee revenue being achieved.

The 2018 revenue budget for Legal Services Fees and Charges (agreements, by-laws and or legal letters) is approximately \$68,000. The 2019 revenue budget for Legal Services Fees and Charges will remain unchanged as a result of the proposed fee changes and to align the budget with the average (2014-2017) actual fee revenue being achieved.

**C. Technology Implications**

There are no technology implications associated with this report.

**D. Legal Considerations**

Legal issues have been addressed to the satisfaction of the City solicitor.

**E. Link to Strategic Plan**

(Strategic Priorities: Multi-modal Transportation, Infrastructure Renewal, Strong Community, Environmental Leadership, Corporate Excellence, Economic Development)

Corporate Excellence – Employ fiscally responsible practices and policies that ensure a balanced social, cultural, economic, and environmental approach. Staff reviewed fees to determine appropriate changes to fees, if any. This will ensure fees can effectively cover some or all the costs of providing services.

**F. Previous Reports on this Topic**

- CAO2015-017 – Economic Development Fees and Charges 2016 - 2018

**G. Approvals**

Name	Signature	Date
Author: Justin McFadden		
Author: Steve Ross		
Director: Justin McFadden		
Director: Steve Ross		
Commissioner: N/A		
Finance: Brad Witzel		

CAO



**Office of the CAO (Economic Development & Legal Services) 2019 Fees and Charges Updates  
CAO2018-017**

**Section 1 – Background**

As part of the 2019 Budget Process, staff has reviewed fees and charges to determine if changes are necessary. Generally the objective remains to keep cost recovery at the appropriate level; adjusting revenues associated with increased expenses whenever possible. To that end, fees for the various Divisions within the Office of the CAO were adjusted as follows:

**Economic Development**

The Economic Development division fees and charges revenue budget is approximately \$16,000 and is based primarily on collecting fees for Waterloo Public Square rentals, special event vending space permits and equipment rentals. Fees and charges were increased by an average of approximately 2% annually for inflation, taking into account rounding of certain fees for ease of cash handling.

New for 2019 is the addition of a fee for chair rentals. This item wasn't previously captured in the Fees and Charges By-law. Also to assist not-for-profit groups (who currently aren't required to pay the rental fee for the Public Square), Economic Development staff has added a 50% discount factor for equipment rentals by not-for-profit groups. This is being introduced to further assist not-for-profit groups with their events promoting a vibrant and lively Public Square. Lastly, the user fee for Pop-up Tents has been reduced to \$70 per tent rental. Pop-up Tents are also available for rent through the Recreation and Facilities Division. The user fee for Pop-up Tents has been aligned in both area and set slightly below the market rate for tent rentals to encourage and support community and economic development events.

**Legal Services**

The Legal Services division fees and charges revenue budget is approximately \$68,000 and is based primarily on collecting fees from developers for agreements, by-laws and or legal letters. The legal fees and charges are not meant to be full cost recovery for the Division but rather represent the amount of work put into a given legal matter; they are to ensure that legal services time spent on external matters are recovered. Legal Services fees are listed as a fee range providing billing flexibility based on the time and effort required by Legal Services to review or complete the specific matter (agreements, by-laws and or legal letters).

## Appendix A - Economic Development Fees & Charges

### **PUBLIC SQUARE**

#### **Vending Space Fees at events run by Waterloo Public Square (10' x 10' area) - does not include business license**

Fees are based on single day events. Multiple day or reoccurring events to be priced on an individual basis.

Food* and Non-Food Vending Spaces	Fee	Effective Date	Fee	Effective Date	% Change
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**1-1,000 participants expected**

**(Events with over 1,000 participants expected will be priced on an individual basis.)**

Event length 1-2 hours	\$ 33.00	1-Jan-2018	\$ 34.00	1-Jan-2019	3.0%
Event length 3-5 hours	\$ 86.00	1-Jan-2018	\$ 88.00	1-Jan-2019	2.3%
Event length 6+ hours	\$ 174.00	1-Jan-2018	\$ 177.00	1-Jan-2019	1.7%

\* Subject to Waterloo Region Public Health permit

#### **Waterloo Public Square Site Rental**

##### **Not-For-Profit - Ticketed, restricted access:**

Upper Terrace (4 hours)	\$ 80.00	1-Jan-2018	\$ 82.00	1-Jan-2019	2.5%
Seat Step amphitheater (4 hours)	\$ 159.00	1-Jan-2018	\$ 162.00	1-Jan-2019	1.9%
Main Courtyard (6 hours)	\$ 239.00	1-Jan-2018	\$ 244.00	1-Jan-2019	2.1%
Full Square (8 hours)	\$ 265.00	1-Jan-2018	\$ 270.00	1-Jan-2019	1.9%
Full Square (additional hour)	\$ 80.00	1-Jan-2018	\$ 82.00	1-Jan-2019	2.5%

##### **Commercial - All uses:**

Upper Terrace (4 hours)	\$ 106.00	1-Jan-2018	\$ 108.00	1-Jan-2019	1.9%
Seat Step amphitheater (4 hours)	\$ 265.00	1-Jan-2018	\$ 270.00	1-Jan-2019	1.9%
Main Courtyard (6 hours)	\$ 477.00	1-Jan-2018	\$ 487.00	1-Jan-2019	2.1%
Full Square (8 hours)	\$ 530.00	1-Jan-2018	\$ 541.00	1-Jan-2019	2.1%
Full Square (additional hour)	\$ 212.00	1-Jan-2018	\$ 216.00	1-Jan-2019	1.9%

#### **Visitor and Heritage information Centre**

Venue Rental (4 hours)	\$ 159.00	1-Jan-2018	\$ 162.00	1-Jan-2019	1.9%
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### **EQUIPMENT FEES**

Equipment fees shall be charged at cost recovery for necessary staff time at the greater of \$35/hour or the applicable rental fee above.

Equipment fees shall be discounted at a rate of 50% for Not-For-Profit groups.

P.A. System -Portable (External) per day	\$ 159.00	1-Jan-2018	\$ 162.00	1-Jan-2019	1.9%
Pop-up Tents - 10 x 10 ***	\$ 81.00	1-Jan-2018	\$ 70.00	1-Jan-2019	-13.6%
Portable Speaker unit per day	\$ 53.00	1-Jan-2018	\$ 54.00	1-Jan-2019	1.9%
Tables 2.5' x 6' per day	\$ 5.00	1-Jan-2018	\$ 5.00	1-Jan-2019	0.0%
Chairs - (50 chairs) per day	\$ -	N/A	\$ 25.00	1-Jan-2019	New
Event package, including 10 tents and tables and PA system - per day	\$ 530.00	1-Jan-2018	\$ 541.00	1-Jan-2019	2.1%

## Appendix B – Legal Services Fees &amp; Charges

Legal Services	Effective Date of		Effective Date of		% Change
	Fee	Fee	Fee	Fee	
Subdivision/Condominium Agreements - (Preparation, Registration, etc.)	\$3,000 - \$7,000 Plus disbursements	1-Sep-2017	\$3,000 - \$7,000 Plus disbursements	1-Jan-2019	N/A
Supplementary Agreements and Amendments to Subdivision, Condominium Agreements/Other Development Related Agreements	Minor: \$800 - \$1,500 Plus disbursements; Major: \$1,500 - \$3,000 Plus disbursements	1-Sep-2017	Minor: \$800 - \$1,500 Plus disbursements; Major: \$1,500 - \$3,000 Plus disbursements	1-Jan-2019	N/A
Environmental Agreements (borehole/access, etc.)	\$500 - \$1,000 Plus disbursements	1-Sep-2017	\$500 - \$1,000 Plus disbursements	1-Jan-2019	N/A
Subdivision Plan Clearance/Transfer and Easement Registrations/Draft Document Review and Approval	\$1,000 - \$3,500 Plus disbursements	1-Sep-2017	\$1,000 - \$3,500 Plus disbursements	1-Jan-2019	N/A
Site Plan Agreements	\$1,000 - \$4,000 Plus disbursements	1-Sep-2017	\$1,000 - \$4,000 Plus disbursements	1-Jan-2019	N/A
Amendments to Site Plan Agreements	\$750 - \$1,000 Plus disbursements	1-Sep-2017	\$750 - \$1,000 Plus disbursements	1-Jan-2019	N/A
Deed/Easement Acquired or Required Under Planning Authority	\$500 - \$1,000 Plus disbursements	1-Sep-2017	\$500 - \$1,000 Plus disbursements	1-Jan-2019	N/A
Committee of Adjustment Agreements (preparation, review, title searches, registration, etc.)	\$1,000 - \$2,000	1-Sep-2017	\$1,000 - \$2,000	1-Jan-2019	N/A
Parking Agreements (eg. Planning Act- Section 40)	\$1,000 - \$2,000 Plus disbursements	1-Sep-2017	\$1,000 - \$2,000 Plus disbursements	1-Jan-2019	N/A
Cross Border Servicing Agreement and other special Engineering Agreements	\$4,000 - \$5,000 Plus disbursements	1-Sep-2017	\$4,000 - \$5,000 Plus disbursements	1-Jan-2019	N/A
Other Agreements/Miscellaneous Services, Miscellaneous Agreements (e.g. municipal access, heritage easements, leases, licenses, air rights and miscellaneous real estate documents (e.g. Deeds, Quit Claims)	Minor: \$400 - \$1,000 Plus disbursements; Major \$1,000 - \$3,000 Plus disbursements	1-Sep-2017	Minor: \$400 - \$1,000 Plus disbursements; Major \$1,000 - \$3,000 Plus disbursements	1-Jan-2019	N/A
Easements Prepared at the Request of and Conveyed to Other Utilities	\$150 Plus disbursements	1-Sep-2017	\$150 Plus disbursements	1-Jan-2019	N/A
Part Lot Control By-laws	\$400 - \$2,000 Plus disbursements	1-Sep-2017	\$400 - \$2,000 Plus disbursements	1-Jan-2019	N/A
Part Lot Control Extension By-laws	\$400 Plus disbursements	1-Sep-2017	\$400 Plus disbursements	1-Jan-2019	N/A
Release/Letters of Compliance for Registered Agreements	\$300 - \$1,000 Plus disbursements	1-Sep-2017	\$300 - \$1,000 Plus disbursements	1-Jan-2019	N/A
Street/Lane Closings. Note: fee will be charged to each person receiving a conveyance of a portion of a closed road/lane. Disbursements are pro-rated.	\$500 to \$1,500 Plus disbursements	1-Sep-2017	\$500 to \$1,500 Plus disbursements	1-Jan-2019	N/A
Confirmation of Security Letters	\$100 Plus disbursements	1-Sep-2017	\$100 Plus disbursements	1-Jan-2019	N/A
Industrial Restrictive Covenants - Consents	\$400 Plus disbursements	1-Sep-2017	\$400 Plus disbursements	1-Jan-2019	N/A
Encroachment Agreements – Buildings, Patios, Porches and Other Structures:				1-Jan-2019	N/A
Application and Processing Fee	\$1,000 Plus disbursements	1-Sep-2017	\$1,000 Plus disbursements	1-Jan-2019	N/A
Annual Fee, if applicable	\$400	1-Sep-2017	\$400	1-Jan-2019	N/A
Miscellaneous Letters (External)	\$100 to \$350 Plus disbursements	1-Sep-2017	\$100 to \$350 Plus disbursements	1-Jan-2019	N/A
Highway Establishment and Opening By-laws - City interest	\$500 Plus disbursements	1-Sep-2017	\$500 Plus disbursements	1-Jan-2019	N/A
Miscellaneous By-laws (0.3 m. reserve, street name change, etc.)	\$300 to \$1,000 Plus disbursements	1-Sep-2017	\$300 to \$1,000 Plus disbursements	1-Jan-2019	N/A
Third Party Proof of PPSA - Discharge	\$500	1-Sep-2017	\$500	1-Jan-2019	N/A
Engineering Servicing Agreements	\$2,500 - \$3,500 Plus disbursements	1-Sep-2017	\$2,500 - \$3,500 Plus disbursements	1-Jan-2019	N/A
Joint Maintenance Agreements	\$1,000 - \$2,000 Plus disbursements	1-Sep-2017	\$1,000 - \$2,000 Plus disbursements	1-Jan-2019	N/A
By-law Review and clearance (e.g. Zoning By-law)	\$200 Plus disbursements	1-Sep-2017	\$200 Plus disbursements	1-Jan-2019	N/A
Limiting Distance Agreements (Building Code Act)	\$1,500 - \$2,000	1-Sep-2017	\$1,500 - \$2,000	1-Jan-2019	N/A
Conditional Permit Agreements	\$1,500 - \$2,000	1-Sep-2017	\$1,500 - \$2,000	1-Jan-2019	N/A
Development Charge Related Agreements	\$4,000 - \$5,000	1-Sep-2017	\$4,000 - \$5,000	1-Jan-2019	N/A
Miscellaneous Searches	\$50 - Plus disbursements	1-Sep-2017	\$50 - Plus disbursements	1-Jan-2019	N/A
Tax Increment Grant Agreements	\$3,000	1-Sep-2017	\$3,000 - \$5,000 Plus disbursements	1-Jan-2019	N/A