



STAFF REPORT
Chief Administrative Officer

Title: Office of the CAO (Economic Development & Legal Services) 2020-2022 Fees and Charges Updates
Report Number: CAO2019-020
Author: Justin McFadden & Steve Ross
Meeting Type: Finance & Strategic Planning Committee Meeting
Council/Committee Date: June 17, 2019
File: N/A
Attachments: Appendix A - Economic Development 2020-2022 Fees & Charges
Appendix B – Legal Services 2020-2022 Fees & Charges
Ward No.: City-Wide

Recommendation:

1. That Council approves CAO2019-020.
2. That Council approves the Economic Development Fees and Charges By-law updates, attached as Appendix A to CAO2019-020, 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 CAO2019-020, 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 generated. 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% due to inflation.

Legal Services staff has reviewed their fees and charges and is recommending minimal change. 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. Some fee range adjustments are being recommended for 2020 to provide a more reflective fee range for the effort required and or to align with other similar services fee ranges.

B. Financial Implications

The 2019 revenue budget for Economic Development fees and charges (special events, public square rentals and equipment rentals) is approximately \$25,000. The 5 year average actual revenue generated is approximately \$24,000. It is being recommended that the 2020-2022 revenue budget for Economic Development fees and charges be increased by \$1,000 annually as a result of the proposed fee changes and to align the 2020-2022 budget with the anticipated actual fee revenue generated.

The 2019 revenue budget for Legal Services fees and charges (agreements, by-laws and or legal letters) is approximately \$68,000. The 5 year average actual revenue achieved is approximately \$64,000. It is being recommended that the 2020-2022 revenue budget for Legal Services fees and charges remain unchanged as a result of the proposed fee changes and to align the budget with the average (2014-2018) actual fee revenue being generated.

C. Technology Implications

There are no technology implications associated with this report.

D. 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 as appropriate.

E. Previous Reports on this Topic

- CAO2015-017 – Economic Development Fees and Charges 2016 – 2018
- CAO2018-017 – Economic Development Fees and Charges 2019

F. 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) 2020-2022 Fees and Charges Updates
CAO2019-020**

Section 1 – Background

As part of the 2020-2022 operating budget process, staff has reviewed the 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:

Section 2 – Economic Development

The Economic Development division fees and charges revenue budget is approximately \$25,000 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 over 2020-2022 for inflation, taking into account rounding of certain fees for ease of cash handling.

Introduced as part of the 2019 fees and charges report, Economic Development is again recommending fee assistance for not-for-profit groups (who currently aren't required to pay the rental fee for the Public Square). Economic Development staff added a 50% discount factor in 2019 for equipment rentals by not-for-profit groups. This discount was introduced in 2019 and is being recommended to be maintained for 2020-2022 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 aligned with Environment and Parks. Pop-up Tents are also available for rent through the Community Services Fees and Charges Bylaw. The user fee for Pop-up Tents was aligned in 2019 ensuring both areas have the fee set slightly below the market rate for tent rentals encouraging and supporting community and economic development events.

Section 3 – 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 generate full cost recovery for the division but rather represent recovery for the amount of time provided to a given legal matter. The fees also 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 complexity, time and effort required by Legal Services to review or complete the specific matter (agreements, by-laws and or legal letters). For 2020-2022 some fee range adjustments are being recommended to provide a more reflective fee range for the effort required and or to align with other similar services fee ranges.

Office of the CAO - Economic Development Division
Appendix 'A' Economic Development 2020-2022 Fees and 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	Effective		Effective		% Change	Effective		Effective		% Change	
	Fee	Date	Fee	Date		Fee	Date	Fee	Date		
1-1,000 participants expected											
(Events with over 1,000 participants expected will be priced on an individual basis.)											
Event length 1-2 hours	\$ 34.00	1-Jan-2019	\$ 35.00	1-Jan-2020	2.9%	\$ 36.00	1-Jan-2021	2.9%	\$ 37.00	1-Jan-2022	2.8%
Event length 3-5 hours	\$ 88.00	1-Jan-2019	\$ 90.00	1-Jan-2020	2.3%	\$ 92.00	1-Jan-2021	2.2%	\$ 94.00	1-Jan-2022	2.2%
Event length 6+ hours	\$ 177.00	1-Jan-2019	\$ 181.00	1-Jan-2020	2.3%	\$ 185.00	1-Jan-2021	2.2%	\$ 189.00	1-Jan-2022	2.2%

* Subject to Waterloo Region Public Health permit

Waterloo Public Square Site Rental

Not-For-Profit - Ticketed, restricted access:

Upper Terrace (4 hours)	\$ 82.00	1-Jan-2019	\$ 84.00	1-Jan-2020	2.4%	\$ 86.00	1-Jan-2021	2.4%	\$ 88.00	1-Jan-2022	2.3%
Seat Step amphitheater (4 hours)	\$ 162.00	1-Jan-2019	\$ 165.00	1-Jan-2020	1.9%	\$ 168.00	1-Jan-2021	1.8%	\$ 171.00	1-Jan-2022	1.8%
Main Courtyard (6 hours)	\$ 244.00	1-Jan-2019	\$ 249.00	1-Jan-2020	2.0%	\$ 254.00	1-Jan-2021	2.0%	\$ 259.00	1-Jan-2022	2.0%
Full Square (8 hours)	\$ 270.00	1-Jan-2019	\$ 275.00	1-Jan-2020	1.9%	\$ 281.00	1-Jan-2021	2.2%	\$ 287.00	1-Jan-2022	2.1%
Full Square (additional hour)	\$ 82.00	1-Jan-2019	\$ 84.00	1-Jan-2020	2.4%	\$ 86.00	1-Jan-2021	2.4%	\$ 88.00	1-Jan-2022	2.3%

Commercial - All uses:

Upper Terrace (4 hours)	\$ 108.00	1-Jan-2019	\$ 110.00	1-Jan-2020	1.9%	\$ 112.00	1-Jan-2021	1.8%	\$ 114.00	1-Jan-2022	1.8%
Seat Step amphitheater (4 hours)	\$ 270.00	1-Jan-2019	\$ 275.00	1-Jan-2020	1.9%	\$ 281.00	1-Jan-2021	2.2%	\$ 287.00	1-Jan-2022	2.1%
Main Courtyard (6 hours)	\$ 487.00	1-Jan-2019	\$ 497.00	1-Jan-2020	2.1%	\$ 507.00	1-Jan-2021	2.0%	\$ 517.00	1-Jan-2022	2.0%
Full Square (8 hours)	\$ 541.00	1-Jan-2019	\$ 552.00	1-Jan-2020	2.0%	\$ 563.00	1-Jan-2021	2.0%	\$ 574.00	1-Jan-2022	2.0%
Full Square (additional hour)	\$ 216.00	1-Jan-2019	\$ 220.00	1-Jan-2020	1.9%	\$ 224.00	1-Jan-2021	1.8%	\$ 228.00	1-Jan-2022	1.8%

Visitor and Heritage Information Centre

Venue Rental (4 hours)	\$ 162.00	1-Jan-2019	\$ 165.00	1-Jan-2020	1.9%	\$ 168.00	1-Jan-2021	1.8%	\$ 171.00	1-Jan-2022	1.8%
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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**	\$ 162.00	1-Jan-2019		1-Jan-2020	N/A		1-Jan-2021	N/A		1-Jan-2022	N/A
Pop-up Tents - 10 x 10	\$ 70.00	1-Jan-2019	\$ 71.00	1-Jan-2020	1.4%	\$ 72.00	1-Jan-2021	1.4%	\$ 73.00	1-Jan-2022	1.4%
Portable Speaker unit per day	\$ 54.00	1-Jan-2019	\$ 55.00	1-Jan-2020	1.9%	\$ 56.00	1-Jan-2021	1.8%	\$ 57.00	1-Jan-2022	1.8%
Tables 2.5' x 6' per day	\$ 5.00	1-Jan-2019	\$ 5.00	1-Jan-2020	0.0%	\$ 5.00	1-Jan-2021	0.0%	\$ 5.00	1-Jan-2022	0.0%
Chairs - (50 chairs) per day	\$ 25.00	1-Jan-2019	\$ 26.00	1-Jan-2020	4.0%	\$ 27.00	1-Jan-2021	3.8%	\$ 28.00	1-Jan-2022	3.7%
Event package, including 10 tents and tables and Portable Speaker - per day	\$ 541.00	1-Jan-2019	\$ 552.00	1-Jan-2020	2.0%	\$ 563.00	1-Jan-2021	2.0%	\$ 574.00	1-Jan-2022	2.0%

**unit no longer available for rental

**Office of the CAO - Legal Services Division
Appendix 'B' Legal Services 2020-2022 Fees and Charges**

Legal Services	Effective Date of		Effective Date of		% Change	Effective Date of		Effective Date of		% Change	
	Fee	Fee	Fee	Fee		Fee	Fee	Fee	Fee		
Subdivision/Condominium Agreements - (Preparation, Registration, etc.)	\$3,000 - \$7,000 Plus disbursements	1-Jan-2019	\$3,000 - \$7,000 Plus disbursements	1-Jan-2020	N/A	\$3,000 - \$7,000 Plus disbursements	1-Jan-2021	N/A	\$3,000 - \$7,000 Plus disbursements	1-Jan-2022	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-Jan-2019	Minor: \$800 - \$1,500 Plus disbursements; Major: \$1,500 - \$3,000 Plus disbursements	1-Jan-2020	N/A	Minor: \$800 - \$1,500 Plus disbursements; Major: \$1,500 - \$3,000 Plus disbursements	1-Jan-2021	N/A	Minor: \$800 - \$1,500 Plus disbursements; Major: \$1,500 - \$3,000 Plus disbursements	1-Jan-2022	N/A
Environmental Agreements (borehole/access, etc.)	\$500 - \$1,000 Plus disbursements	1-Jan-2019	\$500 - \$2,000 Plus disbursements	1-Jan-2020	N/A	\$500 - \$2,000 Plus disbursements	1-Jan-2021	N/A	\$500 - \$2,000 Plus disbursements	1-Jan-2022	N/A
Subdivision Plan Clearance/Transfer and Easement Registrations/Draft Document Review and Approval	\$1,000 - \$3,500 Plus disbursements	1-Jan-2019	\$1,000 - \$4,000 Plus disbursements	1-Jan-2020	N/A	\$1,000 - \$4,000 Plus disbursements	1-Jan-2021	N/A	\$1,000 - \$4,000 Plus disbursements	1-Jan-2022	N/A
Site Plan Agreements	\$1,000 - \$4,000 Plus disbursements	1-Jan-2019	\$1,000 - \$4,000 Plus disbursements	1-Jan-2020	N/A	\$1,000 - \$4,000 Plus disbursements	1-Jan-2021	N/A	\$1,000 - \$4,000 Plus disbursements	1-Jan-2022	N/A
Amendments to Site Plan Agreements	\$750 - \$1,000 Plus disbursements	1-Jan-2019	\$750 - \$1,000 Plus disbursements	1-Jan-2020	N/A	\$750 - \$1,000 Plus disbursements	1-Jan-2021	N/A	\$750 - \$1,000 Plus disbursements	1-Jan-2022	N/A
Deed/Easement Acquired or Required Under Planning Authority	\$500 - \$1,000 Plus disbursements	1-Jan-2019	\$500 - \$1,500 Plus disbursements	1-Jan-2020	N/A	\$500 - \$1,500 Plus disbursements	1-Jan-2021	N/A	\$500 - \$1,500 Plus disbursements	1-Jan-2022	N/A
Committee of Adjustment Agreements (preparation, review, title searches, registration, etc.)	\$1,000 - \$2,000	1-Jan-2019	\$1,000 - \$2,000 Plus disbursements	1-Jan-2020	N/A	\$1,000 - \$2,000 Plus disbursements	1-Jan-2021	N/A	\$1,000 - \$2,000 Plus disbursements	1-Jan-2022	N/A
Parking Agreements (e.g., Planning Act- Section 40)	\$1,000 - \$2,000 Plus disbursements	1-Jan-2019	\$1,000 - \$2,000 Plus disbursements	1-Jan-2020	N/A	\$1,000 - \$2,000 Plus disbursements	1-Jan-2021	N/A	\$1,000 - \$2,000 Plus disbursements	1-Jan-2022	N/A
Cross Border Servicing Agreement and other special Engineering Agreements	\$4,000 - \$5,000 Plus disbursements	1-Jan-2019	\$4,000 - \$5,000 Plus disbursements	1-Jan-2020	N/A	\$4,000 - \$5,000 Plus disbursements	1-Jan-2021	N/A	\$4,000 - \$5,000 Plus disbursements	1-Jan-2022	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-Jan-2019	Minor: \$400 - \$1,000 Plus disbursements; Major \$1,000 - \$3,000 Plus disbursements	1-Jan-2020	N/A	Minor: \$400 - \$1,000 Plus disbursements; Major \$1,000 - \$3,000 Plus disbursements	1-Jan-2021	N/A	Minor: \$400 - \$1,000 Plus disbursements; Major \$1,000 - \$3,000 Plus disbursements	1-Jan-2022	N/A
Easements Prepared at the Request of and Conveyed to Other Utilities	\$150 Plus disbursements	1-Jan-2019	\$300 to \$1,000 Plus disbursements	1-Jan-2020	100%	\$300 to \$1,000 Plus disbursements	1-Jan-2021	N/A	\$300 to \$1,000 Plus disbursements	1-Jan-2022	N/A
Part Lot Control By-laws	\$400 - \$2,000 Plus disbursements	1-Jan-2019	\$400 - \$2,000 Plus disbursements	1-Jan-2020	N/A	\$400 - \$2,000 Plus disbursements	1-Jan-2021	N/A	\$400 - \$2,000 Plus disbursements	1-Jan-2022	N/A
Part Lot Control Extension By-laws	\$400 Plus disbursements	1-Jan-2019	\$400 Plus disbursements	1-Jan-2020	N/A	\$400 Plus disbursements	1-Jan-2021	N/A	\$400 Plus disbursements	1-Jan-2022	N/A
Release/Letters of Compliance for Registered Agreements	\$300 - \$1,000 Plus disbursements	1-Jan-2019	\$300 - \$1,000 Plus disbursements	1-Jan-2020	N/A	\$300 - \$1,000 Plus disbursements	1-Jan-2021	N/A	\$300 - \$1,000 Plus disbursements	1-Jan-2022	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-Jan-2019	\$500 to \$1,500 Plus disbursements	1-Jan-2020	N/A	\$500 to \$1,500 Plus disbursements	1-Jan-2021	N/A	\$500 to \$1,500 Plus disbursements	1-Jan-2022	N/A
Confirmation of Security Letters	\$100 Plus disbursements	1-Jan-2019	\$100 Plus disbursements	1-Jan-2020	N/A	\$100 Plus disbursements	1-Jan-2021	N/A	\$100 Plus disbursements	1-Jan-2022	N/A
Industrial Restrictive Covenants - Consents	\$400 Plus disbursements	1-Jan-2019	\$400 Plus disbursements	1-Jan-2020	N/A	\$400 Plus disbursements	1-Jan-2021	N/A	\$400 Plus disbursements	1-Jan-2022	N/A
Encroachment Agreements - Buildings, Patios, Porches and Other Structures:		1-Jan-2019		1-Jan-2020	N/A		1-Jan-2021	N/A		1-Jan-2022	N/A
Application and Processing Fee	\$1,000 Plus disbursements	1-Jan-2019	\$1,000 Plus disbursements	1-Jan-2020	N/A	\$1,000 Plus disbursements	1-Jan-2021	N/A	\$1,000 Plus disbursements	1-Jan-2022	N/A
Annual Fee, if applicable	\$400	1-Jan-2019	\$400	1-Jan-2020	N/A	\$400	1-Jan-2021	N/A	\$400	1-Jan-2022	N/A
Miscellaneous Letters (External)	\$100 to \$350 Plus disbursements	1-Jan-2019	\$100 to \$350 Plus disbursements	1-Jan-2020	N/A	\$100 to \$350 Plus disbursements	1-Jan-2021	N/A	\$100 to \$350 Plus disbursements	1-Jan-2022	N/A
Highway Establishment and Opening By-laws - City interest	\$500 Plus disbursements	1-Jan-2019	\$500 Plus disbursements	1-Jan-2020	N/A	\$500 Plus disbursements	1-Jan-2021	N/A	\$500 Plus disbursements	1-Jan-2022	N/A
Miscellaneous By-laws (0.3 m. reserve, street name change, etc.)	\$300 to \$1,000 Plus disbursements	1-Jan-2019	\$300 to \$1,000 Plus disbursements	1-Jan-2020	N/A	\$300 to \$1,000 Plus disbursements	1-Jan-2021	N/A	\$300 to \$1,000 Plus disbursements	1-Jan-2022	N/A
Third Party Proof of PPSA - Discharge	\$500	1-Jan-2019	\$500	1-Jan-2020	N/A	\$500	1-Jan-2021	N/A	\$500	1-Jan-2022	N/A
Engineering Servicing Agreements	\$2,500 - \$3,500 Plus disbursements	1-Jan-2019	\$2,500 - \$3,500 Plus disbursements	1-Jan-2020	N/A	\$2,500 - \$3,500 Plus disbursements	1-Jan-2021	N/A	\$2,500 - \$3,500 Plus disbursements	1-Jan-2022	N/A
Joint Maintenance Agreements	\$1,000 - \$2,000 Plus disbursements	1-Jan-2019	\$1,000 - \$2,000 Plus disbursements	1-Jan-2020	N/A	\$1,000 - \$2,000 Plus disbursements	1-Jan-2021	N/A	\$1,000 - \$2,000 Plus disbursements	1-Jan-2022	N/A
By-law Review and clearance (e.g. Zoning By-law)	\$200 Plus disbursements	1-Jan-2019	\$200 Plus disbursements	1-Jan-2020	N/A	\$200 Plus disbursements	1-Jan-2021	N/A	\$200 Plus disbursements	1-Jan-2022	N/A
Limiting Distance Agreements (Building Code Act)	\$1,500 - \$2,000	1-Jan-2019	\$1,500 - \$2,000 Plus disbursements	1-Jan-2020	N/A	\$1,500 - \$2,000 Plus disbursements	1-Jan-2021	N/A	\$1,500 - \$2,000 Plus disbursements	1-Jan-2022	N/A
Conditional Permit Agreements	\$1,500 - \$2,000	1-Jan-2019	\$4,000 - \$5,000 Plus disbursements	1-Jan-2020	N/A	\$4,000 - \$5,000 Plus disbursements	1-Jan-2021	N/A	\$4,000 - \$5,000 Plus disbursements	1-Jan-2022	N/A
Development Charge Related Agreements	\$4,000 - \$5,000	1-Jan-2019	\$50 - Plus disbursements	1-Jan-2020	N/A	\$50 - Plus disbursements	1-Jan-2021	N/A	\$50 - Plus disbursements	1-Jan-2022	N/A
Miscellaneous Searches	\$50 - Plus disbursements	1-Jan-2019	\$3,000 - \$7,000 Plus disbursements	1-Jan-2020	N/A	\$3,000 - \$7,000 Plus disbursements	1-Jan-2021	N/A	\$3,000 - \$7,000 Plus disbursements	1-Jan-2022	N/A
Tax Increment Grant Agreements	\$3,000	1-Jan-2019		1-Jan-2020	N/A		1-Jan-2021	N/A		1-Jan-2022	N/A