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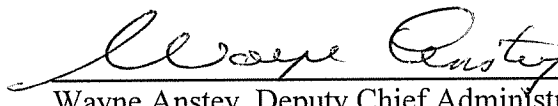
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**Halifax Regional Council**  
**June 13, 2006**

**TO:** Mayor Kelly and Members of Halifax Regional Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
Dan English, Chief Administrative Officer

  
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Wayne Anstey, Deputy Chief Administrative Officer

**DATE:** May 16, 2006

**SUBJECT:** **Project 00904: Amendments to Administrative Order 15 respecting Processing Fees for Heritage and Planning Applications**

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**ORIGIN**

This report originates from Staff.

**RECOMMENDATION**

It is recommended that Administrative Order #15 Respecting License, Permit and Processing Fees be amended as shown in Attachment "A":

- 1) to include fees for applications for demolition and de-registration of registered heritage properties, such fee amounts to be as proposed in this report;
- 2) to insert updated definitions of "Major" and "Minor" type planning applications; and
- 3) to insert a reference and definition for new "Intermediate" type planning applications.

## **BACKGROUND**

In 1999, Regional Council approved a procedure requiring applicants to pay public notification costs related to proposals for demolition or de-registration of registered heritage properties. This procedure was implemented by staff as a matter of administrative practise. However, Administrative Order #15 Respecting License, Permit and Processing Fees (the “order”) has never been amended to document and record this approved process and specify the fee amounts.

In addition, housekeeping amendments are required to bring the “order” into conformance with current administrative practise regarding planning applications. Since the last amendments to the “order”, the descriptions of “major” and “minor” planning applications have been amended and a new “intermediate” type application has been created.

Administrative Order #15 should be amended to bring it into compliance with Council’s previously adopted procedures and current administrative practise and to confirm fees for heritage applications.

## **DISCUSSION**

### **Planning Applications**

The updated planning application descriptions and the addition of the new “intermediate” type planning applications are housekeeping items and bring the “order” into compliance with current administrative practise. No changes to costs to applicants result from this amendment.

### **Heritage Applications**

Applications for demolition or de-registration of registered heritage properties are similar in complexity and require the same staff resources as an “intermediate” planning application. Given the similarity, staff recommend that the fees collected for demolition or de-registration of a registered heritage property be the same as those collected for an “intermediate” planning application. Those fees are set out in the table below:

<b>APPLICATION TYPE</b>	<b>PROCESSING FEE* (NON- REFUNDABLE)</b>	<b>ADVERTISING DEPOSIT** (BALANCE RETURNED AT END OF PROCESS)</b>	<b>TOTAL</b>
Heritage Fees	\$300	\$1500	\$1800
Minor Planning Application	\$300	\$800	\$1100
Intermediate Planning Application Fees	\$300	\$1500	\$1800
Major Planning Application	\$1000	\$1500	\$2500

\* Processing Fees are set out in Administrative Order 15 and require a Council resolution to be altered

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- \*\* Advertising deposits are not included in Administrative Order 15 and may change periodically without Council's approval depending on the actual advertising costs.

HRM has historically not charged fees for registration of heritage property because it is in the public interest to commemorate the municipality's historic features. As a result, HRM absorbs the costs which would typically be approximately \$1000. In contrast, charging fees for demolition and de-registration of heritage property allows HRM to recover some of the costs incurred when the property was originally registered.

### **BUDGET IMPLICATIONS**

The recommended fees generate revenue for the operating budget that would offset some of the costs for heritage property registration. However, the number of such applications per year is small and, in a typical fiscal year, the revenue generated is unlikely to exceed \$1000.

### **FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

### **ALTERNATIVES**

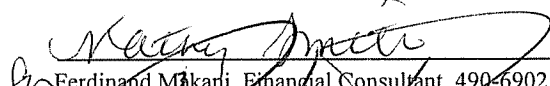
Council could reverse the decision made in 1999 and choose not to collect processing fees and advertising deposits for applications for heritage property demolition and de-registration. HRM would then bear the cost of these processes.

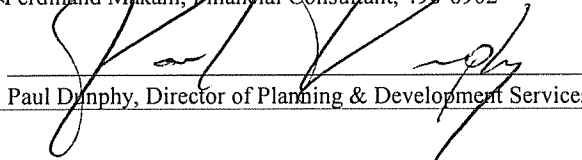
### **ATTACHMENTS**

- "A" Proposed amendments to Schedule "A" of Administrative Order 15, Respecting License, Permit and Processing Fees

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Bill Plaskett, Heritage Planner, 490-4663

Financial Review:  Ferdinand Makani, Financial Consultant, 490-6902

Report Approved by:  Paul Dunphy, Director of Planning & Development Services

**ATTACHMENT "A"**  
**Proposed amendments**  
**to**  
**Schedule "A" of Administrative Order 15, Respecting License, Permit and Processing Fees**  
**regarding**  
**Heritage Property Demolition and De-registration Applications and Planning Applications**

Amend Section 1 as follows:

- 1) In paragraph 1, after the word and punctuation "Municipality," insert the words and punctuation "including the Heritage By-law,"; and
- 2) Replace paragraphs 2, 3, 4, and 5 of Section 1 with the following words and punctuation (for greater clarity, amended text is highlighted with ***bold, italicized print***);

"Major Applications (Type 1):

Entails applications including, but not limited to, municipal planning strategy amendments; comprehensive development districts; commercial, industrial or institutional re-zonings or development agreements ***involving a building with a footprint in excess of 930m<sup>2</sup> (10 000 ft<sup>2</sup>); re-zonings or development agreements regarding multiple-unit dwellings (townhouses or apartment buildings); re-zonings or development agreements to facilitate the construction of new streets for single unit dwellings; any proposal involving large tracts of land (i.e. golf courses); and substantial amendments to any Type 1 project.***

Processing fee

\$1000.00 (non-refundable)

In addition, the applicant shall be responsible for advertising costs, and the Municipality may require the deposit of an appropriate amount to cover such costs.

Intermediate Applications (Type 2):

***Entails applications including, but not limited to, text changes to by-laws; commercial, industrial or institutional re-zonings or development agreements involving a building with a footprint less than 930m<sup>2</sup> (10 000 ft<sup>2</sup>); heritage property development agreements; proposals involving a major lot modification; proposals involving decks, balconies or signs; proposals involving the creation of an additional dwelling unit in an existing building containing less than 5 units; alterations to non-conforming uses; demolition and de-registration of heritage properties; proposals for non-substantial amendments to any Type 1 project; and any amendment to any Type 2 project.***

Processing fee

\$300.00 (non-refundable)

In addition, the applicant shall be responsible for advertising costs, and the Municipality may require the deposit of an appropriate amount to cover such costs.

Minor Applications (*Type 3*):

Entails applications including, but not limited to *approval of telecommunications facilities; discharge of development agreements; and extensions to time deadlines*

Processing fee

\$300.00 (non-refundable)

In addition, the applicant shall be responsible for advertising costs, and the Municipality may require the deposit of an appropriate amount to cover such costs.”