Village of PEMBERTON		Fee Waiver Policy for Eligible	
			Developments
Department:	Finance Development	Policy No.:	FIN-008
Sub-department:	Services	Created By:	Scott McRae
Approved By:	Council	Amended By:	
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POLICY

The Village of Pemberton recognizes the value of organizations and groups that provide beneficial development, programs, and services to the Village. A fee waiver is a means for Council to support and incentivize developments within the community that further Council's strategic priorities and overall objective to enhance the community's quality of life.

POLICY PURPOSE

The purpose of this policy is to ensure that organizations applying for a fee waiver meet specific criteria; that the application process is consistent; and those eligible developments that are granted fee waivers align with the goals, policies and general operating principles of the Village.

Municipal revenues are limited. Therefore, a request for a fee waiver must be considered in concert with other needs of the Village. Fees that are collected to defray direct costs to the Village, such as fees collected for recovery of the cost of contracted services, will not be eligible for fee waiver.

Council must weigh forgone revenue as part of considering a fee waiver request. Council at its sole discretion may grant varying percentages of fee waivers up to 100% of the fees payable.

ELIGIBILITY CRITERIA

Eligibility for consideration of fee waivers shall be based on the potential community benefit of the project, as determined by Council. To be eligible for a fee waiver, an organization must meet the eligibility criteria outlined below. At Council's discretion, any of the following criteria requirements may be waived.

Eligibility requirements for developments proposed by not-for-profit organizations are:

- The development of rental or supportive living dwelling unit(s) by a not-for-profit, community service, or government agency with a mandate to provide affordable or supportive living housing
- A project that is developed by a not-for-profit, community service, or government agency and will provide services supporting the well-being of the community

Eligibility requirements for developments proposed by for-profit organizations are:

1. A Housing Agreement established by bylaw and registered on title that has been agreed to with the Village of Pemberton, which specifically includes a prohibition on strata-titling for a period of not less than 10 years. As Housing Agreements are typically completed in the later stages of the



process, for-profit developments will be required to pay fees up front which will be refunded if Council grants a fee waiver

Additional criteria for eligibility are:

- The principal use meets Council's objectives and strategic priorities respecting Affordable Housing or other community needs
- Compliance with Village policies, plans, bylaws, and regulations (ie. Business licencing, zoning, building, etc.)

PROCEDURE

- 1. Council will consider an application for fee waiver upon receiving a formal request from an organization that has applied for a development procedure or building permit.
- 2. Each application must include the following:
 - a) Detailed rationale letter including as applicable:
 - i) Description of programs/services/benefits delivered on the subject lands/improvements including participant numbers, volunteer hours, fees charged for participation
 - ii) Benefits to the community including number of units, pricing of units, etc.
 - b) Copy of financial statements for last three (3) years or most recent available financial statements for not-for-profit projects.
 - c) Proof of British Columbia registered charity or non-profit Society, if applicable
 - d) Copy of Registered Charity or Non-Profit Information return for previous year, as applicable, and
 - e) Other information as requested.
- 3. The application will be reviewed for completeness by the Development Services Department.
- 4. Development Services staff will contact the applicant for additional information as necessary.
- 5. Development Services staff will prepare a report to Council with interdepartmental approval from the Finance Department which includes:
 - a) The details of the eligible development, including eligibility category, number of housing units, or specifics on community services offered, as applicable.
 - b) A list of all fees that would normally be applicable to the eligible development.
 - c) Any other pertinent financial details, including a sum of all fees that are under consideration for waiver.
 - d) An impact analysis which describes any budget implications for the Village.
- 6. The Fee Waiver report will be presented to Council for their consideration.
- 7. A representative from the organization seeking a fee waiver must attend the Council Meeting at which the fee waiver is being considered.

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