

Briefing Note

Title	Report on Refunds Issued Based on Exemption of Development Application Fees for Recognized Community Associations Policy
Issue	Summary of refunds issued based on direction provided in Policy.
Previous Council Direction	<p>November 22, 2016 - Motion 231/16 That Council approve the Exemption of Development Application Fees for Recognized Community Associations Policy.</p> <p>November 8, 2016 - Motion 410/16 That Council identify Option 2 as direction to Administration on the preferred implementation option for the proposed Exemption of Development Application Fees for Recognized Community Associations Policy.</p> <p>October 11, 2016 - Motion 357/16 That Council refer the Exemption of Development Application Fees for Recognized Community Associations Policy for further research regarding fees collected over the past five (5) years and any refunds (partial or whole) and bring back a recommendation to the November 8, 2016, regular Council Meeting.</p> <p>February 23, 2016 - Motion 060/16 That Administration be directed to develop a policy to address potential rebates to non-profit organizations paying permit application fees.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • Post adoption of the Policy, Administration sent notification letters to recognized community groups registered with the County informing they had until March 31, 2017, to make a request for refunds for permit fees for past projects. The list of recognized Community Associations was provided by Community Services and is reflected on Page 1 of Attachment #2. • Requests for refunds from the list of associations were accepted up until March 31, 2017 as per the adopted Policy (Attachment #1), and refunds were provided totaling \$10,942.60 as detailed on Page 2 of Attachment #2.

	<p><u>External Communication</u></p> <ul style="list-style-type: none"> • None <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • Exemption of Application fees for recognized Community Association Policy (Attachment #1)
<p>Implication</p>	<p><u>Strategic Alignment:</u></p> <p>Focus Area: Maintain and Enhance Strong Communities Goal 3.1.2 to support and promote volunteerism in the County.</p> <p>This Policy facilitates the historical refunds and provides exemption of select permit fees for recognized community associations supports this strategic goal of Council.</p> <p><u>Organizational:</u></p> <p>The refunds were processed within current staffing levels with minimal impact to core service delivery.</p> <p><u>Financial:</u></p> <p>The refunds were funded from the respective permit fee revenues accounts; therefore, will have an impact on 2017 revenues in that fees were refunded out of 2017 revenues for fees generated in previous years.</p>
<p>Follow Up Action</p>	<p>None.</p>

Attachment (s)	1. Exemption of Development Application fees for Recognized Community Associations Policy 2. Summary of Refund Report
Report Reviewed by:	 Clayton Kittlitz, Manager Current Planning & Development Services  Stephane Labonne, General Manager of Integrated Growth  Peter Tarnawsky, County Commissioner – CAO