

**To:** **COUNCIL**

**Meeting Date:** **09/28/2021**

**Subject:** **Minor Change to Core Areas Community Improvement Plan – Pre-consultations**

**Submitted By:** **Trevor McWilliams, Acting Director, Economic Development**

**Prepared By:** **Trevor McWilliams, Acting Director, Economic Development**

**Report No.:** **21-250(CRE)**

**File No.:** **C1101**

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## **Recommendation(s)**

THAT Report 21-250(CRE), re: Minor Change to Core Areas Community Improvement Plan – Pre-consultations be received for information;

AND THAT Council supports and approves a minor change in Appendix E of the Core Areas Community Improvement Plan by removing ‘Pre-consultations’ from Appendix E, policy 1 and adding it to the list in Appendix E, policy 2.

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## **Executive Summary**

### **Purpose**

- To request Council approval of a minor change to the recently approved Core Areas Community Improvement Plan (CIP) regarding Pre-consultations.
- To add Pre-consultations to the list of processes that automatically have their fees waived in the Community Improvement Project Areas, which includes the Core Areas.

### **Key Findings**

- During the current implementation phase of the Community Improvement Plan for 2021, Staff noted that the word Pre-consultation had been included in a policy section in error and wishes to correct said error.

## Financial Implications

- Fees for Pre-consultations within the Community Improvement Project Areas, which includes the Core Areas, will be waived as noted in Appendix E of the CIP.

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## Background

During the current implementation phase of the recently approved Community Improvement Plan, it was discovered that 'Pre-consultations' has been erroneously included in a list of development applications in the fee waiver program contained in Appendix E. Staff is requesting a Council resolution for a minor change to fix said error.

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## Analysis

### Strategic Alignment

PROSPERITY: To support and encourage the growth of a highly competitive local economy where there is opportunity for everyone to contribute and succeed.

Goal #6 - Economic Development and Tourism

Objective 6.3 Identify local economic strengths and leverage opportunities through collaboration with our partners.

Cambridge's Core Areas are an integral part of the city and are key components of City staff's marketing efforts not only for the respective downtowns but City wide as a whole. Correcting the error noted in Appendix E will more accurately reflect the intention of the program for waiving of fees thereby continuing to encourage development in these areas.

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## Comments

### Discussion

Appendix E, entitled Core Areas Waiver of Application Fees, of the new Community Improvement Plan for 2021 (CIP) notes the following:

"The following application fees may be waived if applications are for properties that are located within the Core Areas Community Improvement Project Area. This waiver will only be applicable to mixed used, commercial and mid to high density housing, and will not be for single detached/duplex homes.

### PROGRAM TERMS

1. Development Applications (Severance; Minor Variance; Official Plan Amendment; Zoning By-law Amendment; **Pre-consultation**; Plan of Subdivision; Plan of Condominium; Condominium Conversion; Part Lot Control) that can be supported

by Planning staff and the decision to approve is made by Council or the Committee of Adjustment will be granted back following final inspection and building permit completion.

2. Site Plan Application, Sign Permits and Sign Variance application fees as well as Building Permit fees will not be collected.

Staff is requesting that the word 'Pre-consultation' be removed from policy 1 and added to policy 2, with the draft minor change reading:

“2. **Pre-consultations**, Site Plan Applications, Sign Permits and Sign Variance application fees as well as Building Permit fees will not be collected.”

Reasoning for this request is that pre-consultations are a useful tool that provides a list of requirements for the submission of a development application but they are not a development application by themselves. In fact, many pre-consultations are submitted without the follow-up of development applications.

Therefore, by moving said term to policy 2, this will more accurately reflect what was intended by this program, namely waiving of fees specifically for Pre-consultations, Site Plan Applications, and so on. Staff considers this a minor change to Appendix E which will require a Council Resolution.

### **Council Resolution**

Policy 10.2 of the Core Areas Community Improvement Plan for 2021 requires a Council Resolution for the requested minor change to be approved. This policy notes:

#### **“10.2 Other Changes**

Administration procedures are contained in the various program descriptions and terms provided in the appendices to this Plan. Changes to the appendices not requiring a formal amendment will be adopted by City Council by resolution. In addition, Council may discontinue any of the programs described in this Plan, without amendment to the Plan. Formal amendments, including public meetings under the *Planning Act*, shall not be required for minor administrative amendments to this Plan such as format changes, typographical errors, grammatical errors and policy number changes.”

As detailed earlier in this report, Staff is of the opinion that the term 'Pre-consultation' was included in the wrong policy number and wishes to correct this error. Accordingly, as per Policy 10.2, only a Council resolution is required.

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## Existing Policy/By-Law

Authorization of the Financial Incentive programs is granted by the Council approved Core Areas Community Improvement Plan for 2021 (CIP) and the associated project areas.

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## Financial Impact

Under the former Financial Incentives that were in effect from the mid 1990's until the recently approved CIP, pre-consultation fees were waived in the Core Areas. The minor change requested by staff will continue the fee waiver for Pre-consultations without hindrance.

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## Public Input

Posted publicly as part of the report process.

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## Internal/External Consultation

Consultation took place with the Assistant City Solicitor and the Manager of Development Planning.

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## Conclusion

The minor change to the new Core Areas Community Improvement Plan for 2021 will better reflect the actual intentions of the programs and policies contained therein. Staff respectfully recommends approval of this request.

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## Signature

### Division Approval



**Name: Trevor McWilliams**

**Title: Acting Director of Economic Development**

Reviewed by the CFO

Reviewed by Legal Services

### Departmental Approval



**Name: Cheryl Zahnleiter**

**Title: Deputy City Manager Corporate Enterprise**

## **City Manager Approval**

A handwritten signature in black ink that reads "David Calder". The signature is written in a cursive, flowing style.

**Name: David Calder**

**Title: City Manager**

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## **Attachments**

- N/A