



Hamilton

WELCOME TO THE CITY OF HAMILTON

# PLANNING COMMITTEE

July 9, 2024

# PED24120

## To Establish a New Zoning Verification Report Fee

Presented by: Emily Coe

# Background

## Zoning Verification and Property Reports

- Zoning Verification and Property Report certificates historically contained information such as the zoning of a property, the last recognized use of a property, and any outstanding work orders applying to the property. The bulk of this information was obtained from the AMANDA database system.
- Due to the cybersecurity incident, the AMANDA database system has been deemed unrecoverable, and this information can no longer be determined.
- No Zoning Verification and Property Reports have been issued since the end of February 2024.

## Impacts of Service Not Being Available

- Without the Zoning Verification and Property Report service being available, applicants such as lawyers, prospective purchasers or lessees of properties, and/or applicants who require the certificate for municipal licensing purposes have been unable to confirm information such as if the intended/existing use of the property is permitted and if there are any outstanding work orders on the property.
- Further, this has impacted on the work of other City staff with regard to the issuance of municipal licenses, payout of financial incentives, and zoning enforcement with regard to land use.

## Resuming Service

- Throughout the Spring of 2024, Planning staff met with Legal and other City staff to discuss:
  - What information City staff require to be provided on a Zoning Verification and Property Report in order to proceed with their work;
  - Options for resuming the service; and,
  - The possible format(s) that a Zoning Verification and Property Report could take.

## Consultation

- Consultation has taken place with staff in Licensing, Municipal Law Enforcement, Economic Development, Building, Legal Services and Finance to determine the impacts and liability issues arising from changing the level of information provided within the Zoning Verification report, as well as the impacts of the fee adjustment on the 2024 operating budget.

# Endorsement

- On June 7<sup>th</sup>, the Emergency Operations Centre Recovery Table and the Senior Leadership Team endorsed several recommendations relating to resuming the Zoning Verification service.
- One such recommendation is that staff begin offering a pared-down Zoning Verification which only provides certain information that staff have current and confirmed access to.

# Adjustment of Fees

- As a result of the pared-down Zoning Verification Report, the application fees are required to be adjusted to reflect the appropriate activity-based costing for this service.
- The proposed fees are \$125.00 for Regular Service (issued within ten business days) and \$200.00 for Express Service (issued within five business days).



# Adjustment of Fees

## EXISTING FEES

Service or Activity Provided or Use of City Property	2024 Approved Fee
Zoning Verification & Work Order Reports ( <u>Single and Two Family</u> Dwellings, Townhouses) – Regular	\$137.00
Zoning Verification & Work Order Reports ( <u>Single and Two Family</u> Dwellings, Townhouses) – Express	\$209.00
Zoning Verification & Work Order Reports (Non-Residential / Multi-Residential) – Regular	\$281.00
Zoning Verification & Work Order Reports (Non-Residential / Multi-Residential) – Express	\$425.00

## PROPOSED FEES

Service or Activity Provided or Use of City Property	2024 Recommended Fee
Zoning Verification Reports – Regular	\$125.00
Zoning Verification Reports – Express	\$200.00

This reduction in fees would result in an increase of approximately \$162,000 to the general levy.



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THANK YOU

THE CITY OF HAMILTON PLANNING COMMITTEE