

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.