Appendix B: Supplemental Report Information

Framework for Vacant Building Exemption Program

1. Not all development permits and projects are alike and therefore exemptions are not automatic.
    a. Vacant building owners are responsible for the timeliness of their application submission as the exemption period is only retroactive to the date the application is accepted.
    b. Applications are deemed to be accepted when the owner submits a completed application form signed by the title owner of the property together with all required documentation.
    c. All applications are subject to review and exemptions are only finalized when the Manager of Licensing & Bylaw enforcement is satisfied with the application.
2. The application will
    a. define the exemption period as the date that the application was accepted to the date that the related development permit status changes from an Active/Issued Status to
        i. “closed” as the project has been completed,
        ii. “withdrawn” by the applicant
        iii. “cancelled” by the city,
        iv. “expired” due to time, or
        v. any other status that deems the property/project is no longer subject to the development permit.
    b. Obligate the property owner to:
        i. Ensure that the vacant building is always secured.
        ii. Ensure that the vacant building and property are maintained in compliance with all City by-laws and that the owner will comply with any compliance order issued by the city within the time specified on each order.
        iii. Conducts all work to the vacant building in compliance with all required permits, including requesting for all required inspections to close each permit, as only permits closed with a city inspection are eligible for waivers under the Renovation Waiver Program (subject to adoption).
        iv. Demonstrates that the vacant building is ready for occupancy, occupied, or demolished before all development permits are completed.
        v. Notify their designated contact at Licensing & Bylaw Enforcement of any and all delays to be able to demonstrate that the vacant building will be ready for occupancy, occupied, or demolished at least 60 days prior to closing out all development permits.

vi. If they do not comply with the undertakings, pay for all outstanding fees including a new invoice that includes all fees that would have typically been made payable during the duration of the exemption period, even if an inspection did not occur or if a boarded building permit was not issued.

3. Cancel the exemption should the development permit be closed or otherwise made inactive prior to the undertakings are complied with.

Framework for the Renovation Waiver Program

1. The Manager of Licensing & Bylaw Enforcement is authorized to issue fee waivers so long as the waiver meets the requirements set out in the VBB.
2. Waivers will be issued in the amount equal to the value of any municipal grant or cost of a WBB Permit that was issued towards their vacant building.
3. Waivers must only be issued once for each municipal grant or WBB Permit that was:
    a. issued to the owner of the vacant building and
    b. issued for the specific building for which the waiver is being requested.
    c. Issued within 12 months of requesting the waiver.
4. The value of all waivers may then be used as a credit to
    a. any current or future Invoice from the time that the waiver was issued.
5. The public service is not authorized to apply any waiver to any outstanding and overdue vacant building invoice until the vacant building has been deemed demolished or occupied.
6. That a waiver expires and is not applicable to any vacant building fees issued after the building has been occupied or demolished.
7. That a waiver cannot be used as a refund for any vacant building fees already paid to the city.

Fees Administered Through the Vacant Building By-law

The following Fees are administered through the Vacant Building By-law:

- **Schedule A Inspection Fees**
    - Limited by the by-law to be invoiced once each calendar year
    - Compliance at time of invoice is promoted through a 50% reduction of this fee
    - It is an offence to not pa the Schedule A Inspection Fee
- **Schedule B Boarding Permit Fees**
    - There is no Schedule B Fees when an owner conventionally secures their building.
    - Boarded Building Permits are issued for one-year periods and must be purchased and issued prior to a building being boarded.
    - A **Boarded Building Exemption Certificate** is available where a building is required to be temporarily boarded for bona fide construction related purposes.

    - In some cases, additional boarded building permits can be obtained and increasing rates.
- **Occupancy Certificate Fee**
    - Before certain vacant residential buildings can be reoccupied (specifically those that have been boarded or were subject to an order prohibiting use), an owner must obtain an Occupancy Certificate and pay a fee established by Council.
- **Empty Building Fee**
    - An annual fee of **2% of the property's most recent assessed value** is imposed on owners of vacant buildings that have been subject to three or more "Schedule A" inspections.
    - The Empty Building Fee continues to apply annually unless the building is reoccupied in compliance with the By-law