

BWG PILOT Concierge Program

Eligibility Criteria & Fee Calculation

Eligibility Criteria

- Proposals should be located within the urban boundary as defined in the town's Official Plan and on full municipal servicing for Residential and Employment program streams only (includes Bradford and Bond Head)
 - Note – Council Directed Priority Projects may be located anywhere within BWG
- Only acceptable Planning Act applications can proceed in the program and these include:
 - Zoning By-law Amendment
 - Draft Plan of Subdivision/Condominium
 - Site Plan Application
 - Minor Variance and Consents, required as part of applications for Zoning By-law Amendment, Draft Plan of Subdivision/Condominium and Site Plan (not stand-alone applications)
- No Official Plan Amendment is required
- The Planning Act applications listed above can be combined to form one Concierge program application
- Submission of a Fiscal Impact Analysis demonstrating a positive cash flow/result for Employment and Residential proposals only – template provided by BWG
 - To demonstrate that the taxpayer will not be burdened by the development and the future life cycle replacement of the infrastructure assets is accounted for
- Building permits are pulled within 6 months of Planning approval as committed to in the program agreement
 - Where building permits are not pulled within the stipulated timelines, servicing allocation will be rescinded and transferred to a proponent who is ready to construct in a timely manner
 - Servicing allocation recommendations will be assessed comprehensively in accordance with the Water and Wastewater Master Plan and Council as part of the planning approval grants servicing allocation for developments
 - Submission of payment of concierge program fees in accordance with the Town's [Fees and Charges By-law](#)

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- Council Directed Priority Projects only:
 - Proposals for Affordable Housing projects – Must be residential projects in which at least 20% of the proposed units are identified as Affordable housing as defined by the Provincial Planning Statement, 2024 and the proponent agrees to keep these units as Affordable for at least 21 years

Fee Calculation

- Qualified applicants receive access to a priority development approvals process stream subject to an application fee of the current Planning Act development fee as per the current Town [Fees and Charges By-law](#) plus an additional 50% of the total Planning Act fee
- This will represent 100% full cost recovery for Community Planning as the current fee structure only accounts for 80% recovery and an additional 20% for Economic Development and Building Services staff time in addition to 10% for the overall Town administrative staff time to not burden the taxpayer (to assist with mitigating the impact of the internal transfer payments)
- As per the Town's [Fees and Charges By-law](#), Development Engineering fees, including billable services, will be applicable
- Affordable housing projects will not be subject to the 50% additional concierge program fee where the project consists of 20% or more of the proposed units identified as Affordable housing as defined by the Provincial Planning Statement, 2024 and where the proponent agrees to keep these units as Affordable for at least 21 years
- Example - 2025 fee for a general zoning by-law amendment – other sites is \$25,375. Applying the fee calculation above:
 - \$12,687.50 (50%) represents the portion required as part of the concierge program
 - Combined Planning Act and Concierge Program application fee would become \$38,062.50