



Planning & Building Safety Department Internal Policy and Procedure

Policy: Fiscal Impact Analysis Policy

Subject: Expectations for conducting Fiscal Impact Analysis relating to land use development proposals.

Covers: City of Brandon

Effective: March 15, 2016

Revised:

Purpose: In an effort to implement the action items identified in the Brandon & Area Planning District Fringe Area Growth Strategy, and in response to the City's infrastructure deficit identified in the Financing Future Growth whitepaper, in September 2014, City Council adopted a resolution to retain a five-year license with Infracycle Fiscal Solution for their InfraCycle software to conduct Fiscal Impact Analysis (FIA) on land use development applications and lifecycle costing of municipal capital projects. The purpose of the policy is to provide direction on the type and scale of project or development which warrants the completion of FIA.

*Where there is any conflict between the policies and procedures adopted by the City of Brandon and the policies and procedures set forth in a collect agreement adopted by the City of Brandon, or policies and procedures set forth in a statute of the Provincial or Federal Government, the collective agreement of the Provincial or Federal statute shall supersede such other policies or procedures.

POLICY:

1. Fiscal impact analysis shall be used by the Planning & Building Safety Department to calculate the impact of a development or a land use change on the costs of municipal services needed to support the land use and the calculation of revenues derived from development.
2. Fiscal impact analysis should be conducted for the following development application types:
 - a. Any Brandon & Area Planning District Development Plan review as required under section 59(1) of The Planning Act;
 - b. Any Secondary Plan By-law;
 - c. Any Neighborhood Plan; or
 - d. Any Subdivision or Zoning Amendment for a building or building groups that exceed 4,645 sq. m (50,000 square feet) of gross floor space which is not located within an approved Secondary Plan and/or Neighbourhood Plan.
3. Fiscal impact analysis may also be required by the City Manager or Designee for any development application where it is deemed to have potential negative impact to City of Brandon's fiscal budget.

PROCEDURES/RESPONSIBILITIES:

Employees

1. Community Planners are responsible for completing the FIA and interpreting the results.
2. Community Planners are responsible for communicating the results of the FIA to the applicants and providing recommendations to the appropriate approval authority.
3. Depending on the nature and scope of the projects, the City may contact InfraCycle Fiscal Solutions (the consulting firm currently on contract with the City) to complete the analysis. Community Planners are responsible to work with their manager to make such determination.

Supervisors

1. Ensure relevant employees are aware of this policy.
2. Ensure the consistent application of the policy.
3. Support employees in executing the policy.
4. Monitor and make recommendations on changes to the policy as necessary in order to improve upon process efficiency.

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Created By: Ryan Nickel
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Authorized by:
Planning & Building Safety Department