

November 9, 2020

Report To: Mayor & Council

From: Doug Brown, CAO

**SUBJECT: 1<sup>st</sup> Draft of 2021 Planning & Development Division User Fees & Charges**

Please find attached spreadsheet No. 1 outlining the proposed 2021 user fees and charges for the Planning & Development Division. The 2020 rates were increased by 0.6 % across the board with a few exceptions.

The exceptions are as follows and are shown highlighted in “yellow & lime green” on the spreadsheet;

1. **Annual Parking Spaces & Loading Zone Fees** - Same as in 2020. The new rate was introduced in July of 2018. At that time there were 27 spaces paying annual fees. Currently, in 2020 there were only 13 spaces paying these annual fees.
2. **Meter fees** – same as in 2020. These fees are highlighted in lime green- 2.14.2 & 2.15. These fees can be increased but the Town will incur additional costs to calibrate or program the metering equipment.
3. **Animal Control Impound Fee** – As in 2020, as a result of the Enforcement Officers requiring exact change to deal with customers at the animal shelter. Rounding to nearest half dollar.
4. **Planning Fees** – Our planning applications (OPA, ZBLA, Removal of Hold, Temporary Use by-law, Consent & MVA) have been charged out at an established user fee. With these applications the Town must provide public notice through the newspaper which has been theoretically covered by the user fee. It was discovered this past year that public notices in the newspaper range from \$250.00-\$450.00, therefore in some cases for example, minor variance applications don't even cover the public notice fee, never mind the CBO/Planner time involved.  
Regarding OPA/ZBLA/Removal of Hold/Temp Use by-law applications the applicable fee is fair in that it is covering the CBO/Planner time and public notice fees. Therefore, it is recommended that OPA/ZBLA be reduced by \$400 and the customer or applicant be responsible for the exact cost for the public notice placed in the newspaper.  
Regarding Removal of Hold (H symbol) & Temporary Use By-law, applications be reduced by \$200.00, and the customer or applicant shall be responsible for the exact cost for the public notice being placed in the newspaper.

Regarding Consent and Minor Variance/Special Permission Applications the 2020 fees be increased by 0.6% and the customer or applicant be responsible for the exact cost for the public notice being placed in the newspaper.

The forecasted increase in revenue is as follows for the Planning & Development Division;

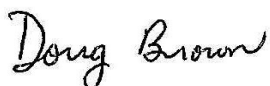
Area	0.6 % & adjustments
Building	\$ 13.46
Planning	\$ 66.91
Animal control	\$ 8.40
Parking/Enforcement	\$ <u>3.82</u>
Total	\$ <b>92.59</b>

This administration report has been prepared to ensure that a frank discussion takes places regarding establishing the 2021 fees for the Planning & Development area of the Corporation.

The Planning & Development Executive Committee recommends the following:

- 1) That Council endorses the 2021 proposed user fees and charges for the Planning & Development Division, in principle with an increase of 0.6 % with the exception of those highlighted fees as outlined on the attached spreadsheets and further recommends and that an authorizing by-law be prepared prior to January 1<sup>st</sup>, 2021.

Respectfully submitted,



Doug Brown, P. Eng.  
CAO

**Council approval of this report will ensure the following:**

- 1) That Council endorses the 2021 proposed user fees and charges for the Planning & Development Division, in principle with an increase of 0.6% with a few exceptions as outlined on the attached spreadsheets and that a by-law be prepared prior to January 1<sup>st</sup>, 2021.