

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - November 7, 2016 at 8:00 AM

MEETING - Civic Centre - Committee Room

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|--|-------|
| 1. <u>Call to Order</u>
Session #19 | |
| 2. <u>Disclosure of pecuniary interest and the general nature thereof</u> | |
| 3. <u>Approval of Previous Committee Minutes</u>
3.1 Approval of October 17, 2016 meeting minutes. | 2 - 3 |
| 4. <u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u> | |
| 5. <u>In-Camera</u>
5.1 Land Rental Inquiry | |
| 6. <u>Items Referred from Council</u>
6.1 2017 Planning & Development User Fees & Charges. | 4 - 7 |
| 7. <u>New Business</u> | |
| 8. <u>Outstanding Items</u> | |
| 9. <u>Information</u> | |
| 10. <u>Non-agenda Items</u> | |
| 11. <u>Adjourn / Next Meeting Date</u>
Monday November 21, 2016. | |

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #18

October 17, 2016

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre on October 17, 2016 from 8:00 a.m. to 10:17 a.m.

PRESENT: W. Brunetta, Vice-Chair, J. Albanese, Councillor, R. Avis, Mayor.

ALSO PRESENT: D. Brown, CAO, L. Slomke, Clerk, T. Rob, O&F Manager, T. Dennis, CBO/Planner, P. Briere, Secretary.

1. Call to Order - 0800am
Session #18

2. Disclosure of pecuniary interest and the general nature thereof
None.

3. Approval of Previous Committee Minutes

- 3.1 Approval of October 3, 2016 meeting minutes.
- Approved as circulated.

4. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.
Discussion request made in regards to portable buildings. This has been identified as item 10.1 in Non-Agenda Items.

5. In-Camera

- 5.1 Land Rental Inquiry.
- No update, item referred to next meeting.
- 5.2 Property Matter - Holding Consideration.
- After a lengthy discussion was had on this matter. The Planning & Development Executive Committee is recommending to refer this matter to the Committee of the Whole - In-Camera at its next meeting to allow for discussion to be had with all members of Council.

Albanese-Avis: THAT the Planning & Development Executive Committee now meet in-camera in order to address a matter pertaining to: A proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes: more specifically item 5.1 - land rental inquiry and item 5.2 - property matter - holding consideration.

CARRIED

6. Items Referred from Council

- 6.1 Draft Business Licensing By-Law.
- After a lengthy discussion on this matter and a review of questions and suggestions from Council on this review. The Planning & Development Executive Committee is recommending that Council approve the report and draft by-law as presented.

7. New Business

- 7.1 Review of Existing Procurement Policy 1.12.
- The Planning & Development Executive Committee is recommending to approve the report as presented.

8. Outstanding Items

- 8.1 Dialog Ontario Inc. - Encroachment Agreement.
 - The Planning & Development is recommending to approve the report as presented.

9. Information
None.

10. Non-agenda Items

- 10.1 Portable Buildings.
 - A discussion was had with the Building/Planning Department in regards to the process conducted in dealing with these types of structures.

11. Adjourn / Next Meeting Date - 10:15am
Monday November 7, 2016.

Executive Committee Chair

Secretary, Planning & Development Executive
Committee

November 3rd, 2016

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

SUBJECT: 2017 Planning & Development Dept. User Fees & Charges

Please find attached spreadsheet No. 1 outlining the proposed 2017 user fees and charges for the Planning & Development Dept. The 2016 rates were increased by 1.5% across the board with a few exceptions.

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

1. **General Building Permit Fees** –Same as in 2016 as a result of being the highest among the larger communities in Northwestern Ontario.
2. **Administration fee – Construction/Demolition Commenced prior to issuance of building permit.** From \$119.90 in 2016 to \$ 150 in 2017 (25.1% increase) . Approximately half of the POA fine (\$365).
3. **Swimming Pool Fencing Permit Fee** From \$ 60 in 2016 to \$75.00 (25% increase) based on the CBO spending 1.5 hours reviewing the plans and issue the permit
4. **Animal Control Impound Fee** - \$ 75.00 to \$ 80.00 (HST not applicable-total fee) 6.67% instead of 1.5% as a result of the Enforcement officers need exact change to deal with customers as the animal shelter.
5. **Parking Meter rates same as in 2016** - \$ 2.00 for unreserved parking spaces daily & metered on-street parking fixed at \$ 1.00 per hour.
6. **Planning Fees** – some fees same as in 2016- see highlighted green on spreadsheet.
7. **New Fee – Section 2.18.16** Solicitor Fees incurred by the municipality related to any planning matter within section 2.18

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

Area	1.5% & adjustments
Building	\$ 118.89
Planning	\$ 28.80
Animal control	\$ 44.50
Parking/Enforcement	\$ 51.10
Total	\$ 243.29

The Planning & Development Executive Committee recommends the following:

- 1) That Council endorses the 2017 proposed user fees and charges for the Planning & Development Dept. in principle with an increase of 1.5 % with a few exceptions as outlined on the attached spreadsheet and that a by-law be prepared prior to January 1st, 2017.

Respectfully submitted,



Doug Brown, P. Eng.
CAO

Council approval of this report will ensure the following:

- 1) That Council endorses the 2017 proposed user fees and charges for the Planning & Development Dept. in principle with an increase of 1.5% with a few exceptions as outlined on the attached spreadsheets and that a by-law be prepared prior to January 1st, 2017.

2016OctoberB&PDept.2017userfees&charges

TOWN OF FORT FRANCES
Spreadsheet No. 1 - SCHEDULE OF FEES- As of November 1st, 2016

						Number of Units per year	Approved 2016	Proposed 2017	2017 Additional Revenue from increase to rates	Notes
						Resident		Resident		
2.0 Planning & Development (Plus applicable taxes) Effective January 1, 2017										
2.1 Building/Demolition Permits										
2.1.1.1 Garages, Accessory Use Buildings, Covered Decks							0.42/sq.ft.	0.42/sq.ft.		same as in 2016 as highest building permit fees compared to larger Communities in Northwestern Ontario
2.1.1.2 Uncovered Decks, Sheds, Temporary Structures							0.27/sq.ft.	0.27/sq.ft.		
2.1.1.3 Residential Constructions (Single Detached Dwellings, Attached Garages, Factory Built Structures)										
2.1.1.3.1 Main Floor							0.83/sq.ft.	0.83/sq.ft.		
2.1.1.3.2 Basement							0.67/sq.ft.	0.67/sq.ft.		
2.1.1.3.3 Each Additional Floor							0.42/sq.ft.	0.42/sq.ft.		
2.1.2 All Other Construction Nor Conforming to the Above Fee Schedule										
2.1.2.1 1st \$1,000 of Value							56.65	56.65		
2.1.2.2 Each Additional \$1,000 of Value or Part Thereof							11.30	11.30		
2.1.2.3 Progress Reports						0	90.60	91.96		Extra time needed for these inspections
2.1.2.4 Conditional Permit						0	239.90	243.50		
2.1.2.5 Re-Inspection Fee						0	90.60	91.96		
2.1.2.6 Special Call Out Services						Applicable Rates (Time & OH)				
2.2 Plumbing Inspection Fee										
2.2.1 Per Fixture							11.30	11.30		same as in 2016 as highest building permit fees compared to larger Communities in Northwestern Ontario
2.3 Change of Use							56.65	56.65		
2.4 Residential Demolition							56.65	56.65		
2.5 Administration Fee										
2.5.1 Construction/Demolition Commenced Prior to Issuance of Building Permit						2	119.90	150.00	60.20	Approximtety half of POA fine - set at \$300 Plus victim surcharge fee of \$ 65 total \$ 365 which is 25.1 % increase over the 2016
						Greater of \$119.90 or 10% of		Greater of \$121.7 or 10% of Building		
						or Demolition Permit Fee		or Demolition Permit Fee		
2.6 Transfer of Permit Fee							56.65	56.65		
2.7 Application for Deferral of Revocation							56.65	56.65		
2.8 Refund of Fees										
2.8.1 Permit Issued but Construction Not Commenced							50%	50%		
2.8.2 Reduction of Refund for Each Field Inspection Performed After Issuance of Permit							5%	5%		
2.9 Moving Permit Fees										
2.9.1 Single Trip						6	90.60	91.96	8.15	
2.9.2 Single Short Term Job						2	120.05	121.85	3.60	
2.9.3 Single Job - 6 Months						0	240.05	243.65	0.00	
2.9.4 Annual Permit						1	480.05	487.25	7.20	
2.10 Sign Permit Fee										
2.10.1 Permanent Sign Fee						9	60.00	60.90	8.10	
2.10.2 Mobile Sign - 30 Day Permit						5	10.90	11.06	0.82	
2.10.3 Mobile Sign - 90 Day Permit						0	27.30	27.71	0.00	
2.10.4 Mobile Sign - 180 Day Permit						1	54.50	55.32	0.82	118.89
2.11 Swimming Pool Fencing Permit Fee						2	60.00	75.00	30.00	Pool Fence By-Law - Permit is for the fence around the pool for security. One time fee when constructing the pool fencing. Based on 1.5 hours for the CBO to review and issue permit. 25% increase over the 2016 fee
2.12 Animal Control										
2.12.1 2.12.1.1 Dog License - Spayed/Neutered						22	24.00	24.36	7.92	44.51
2.12.1.2 Dog License - Unspayed/Non-Neutered						3	35.25	35.78	1.59	
2.12.1.3 Replacement for Lost Tag						0	17.50	17.76	0.00	
2.12.2 Impound Fee						7	75.00	80.00	35.00	This rate can increase but needs to be rounded number as enforcement officer take payment from customers at the shelter. Instead of 1.5 % proposed 6.67%
2.13 Private Parking Spaces (Rented)										
2.13.1 Annual Fee Each						3	370.70	376.26	16.68	
2.14 Portage Avenue Municipal Parking Lot										
2.14.1 Rental of Reserved Parking Space 1st One Per Month						1	36.90	37.45	0.55	
2.14.1.1 Each Additional Space per Month						3	18.45	18.73	0.83	
2.14.1.2 Each Per Year						2	370.70	376.26	11.12	
2.14.2 Rental of Reserved Parking Space - Each Additional Space Per Month						2		1/2 cost of 1st Space		This was added last year. Report to council by Clerk dated January 18, 2016
2.14.3 Unreserved Parking Spaces - Daily							2.00	2		Rates are fixed due to meter equipment
2.15 Metered On-Street Parking							1.00	Hour 1		Rates are fixed due to meter equipment
2.16 Loading Zone - Annual Fee Each						3	370.70	376.26	16.68	
2.17 Church Loading Zone - Annual Fee Each						5	69.70	70.75	5.23	51.10
2.18 Planning Fees										
2.18.1 Official Plan Amendment (Delegation of OPA approval January 1, 2016)							3,000.00	3,000.00		
2.18.2 Zoning By-Law Amendment						1	1,800.00	1,800.00		
2.18.3 Removal of "H" Symbol							1,200.00	1,200.00		
2.18.4 Temporary Use By-Law						1	1,200.00	1,200.00		
2.18.4.1 Extension to Temporary Use By-Law							360.00	360.00		
2.18.5 Application for Subdivision/Condominium							3,000.00	3,000.00		
2.18.5.1 Amendment to Subdivision/Condominium							600.00	600.00		
2.18.6 Consent (i.e. new lot, easement, lot addition, etc.)							541.10	549.20		rounded to near 5 cents
2.18.6.1 Successive Applications (related property)							271.60	275.65		rounded to near 5 cents
2.18.6.2 Additional Fee if easement, ROW included							271.60	275.65		rounded to near 5 cents
2.18.7 Minor Variance / Special Permission						2	300.00	304.50	9.00	
2.18.8 Acknowledgement, Undertaking & Indemnification						3	59.40	60.30	2.70	rounded to near 5 cents
2.18.9 Site Plan Agreement							962.00	976.40		rounded to near 5 cents
2.18.9.1 Amendment to Site Plan Agreement							300.00	304.50		
2.18.10 Request for Property Information						15	60.00	60.90	13.50	
2.18.11 Encroachment Agreement or other land use agreement not listed elsewhere							360.00	365.40		
2.18.12 Validation of Title / Power of Sale							300.00	304.50		
2.18.13 Reschedule Public Meeting (at applicant's request) all planning applications							300.00	304.50		

TOWN OF FORT FRANCES
Spreadsheet No. 1 - SCHEDULE OF FEES- As of November 1st, 2016

	Number of Units per year	Approved 2016		Proposed 2017		2017 Additional Revenue from increase to rates	Notes
2.18.14 Deeming By-Law (applies to second and successive lot)	2	60.00		60.90		1.80	
2.18.15 Land Titles, Ontario Municipal Board, Planner's Fees, if applicable, excessive staff time		Cost Recovery Basis		Cost Recovery Basis			28.80
2.18.16 Solicitor Fees incurred by the Municipality related to any Planning matter within Section 2.18		no fee rate in 2016		Cost Recovery Basis			New Fee in 2017 Recommendation by Town Lawyer
2.18.17 Pre-consultation fee pertaining to 2.18.1, 2.18.2, 2.18.3, 2.18.4, 2.18.5 "applied to applicable fee as noted upon receipt of completed application"		10% of applicable fee		10% of applicable fee			
2.18.18 Assign Property Address	2	60.00		60.90		1.80	
Total						243.29	243.29