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**STAFF REPORT: Planning & Building Services Department**



**REPORT TO:** Committee of The Whole  
**MEETING DATE:** March 17, 2014  
**REPORT NO.:** PL.14.29  
**SUBJECT:** Planning Fees  
**PREPARED BY:** David Finbow, Director, Planning & Building Services

**A. Recommendations**

THAT Council receive Staff Report PL.14.29 respecting Planning Fees and that Council enact an amendment to By-law No. 2010-35, as amended.

**B. Background**

The Committee of The Whole at its meeting of February 24, 2014 held a Public Meeting with respect to proposed revisions to the schedule of fees related to planning matters.

No written comments were received with respect to the matter and no members of the public spoke.

The purpose of By-law No. 2010-35, as amended, is to collect those direct and indirect costs related to development. The purpose of the amendment is:

1. To adjust the current planning fee schedule so as to address increased costs (an approximate 3% increase)
2. Add a new Temporary Use Zoning By-Law Amendment Fee at \$1,640.
3. Add Draft Plan Clearance Letter at \$210.
4. Decrease the fee related to a Site Plan Application that is processed in conjunction with a Zoning By-law Amendment by 25%.
5. Decrease the Draft Plan Red Line Revision & Draft Plan Extension Fees by 48%.
6. Remove the Sign Fee of \$255 as the County Sign Shop no longer produces such signs (the owner will now be responsible to provide same).

**C. The Blue Mountains' Strategic Plan**

*"Providing a strong, well managed municipal government."*

**D. Environmental Impacts**

N/A

**E. Financial Impact**

Positive

**F. In Consultation With**

Public Meeting held on February 24, 2014

**G. Attached**

G.1 Draft Amending By-law.

Respectfully submitted,

David Finbow  
Director, Planning & Building Services

**THE CORPORATION OF THE  
TOWN OF THE BLUE MOUNTAINS**

PL.14.29  
Attachment #1

**BY-LAW NO. 2014 -**

**Being a By-law to amend By-law No. 2010-35, as amended,  
respecting Planning & Engineering Fees**

**WHEREAS** Council of the Corporation of the Town of The Blue Mountains enacted By-law No. 2010-35, being a By-law to establish a tariff of fees in respect of planning matters, engineering services and other matters, with such tariff designed to meet only the anticipated cost to the municipality, or to a committee of adjustment;

**AND WHEREAS** Council of the Corporation of the Town of The Blue Mountains held a public meeting on February 24, 2014 respecting proposed amendments to By-law No. 2010-35, as amended;

**AND WHEREAS** Council of the Corporation of the Town of The Blue Mountains has determined that it is desirous to amend the tariff of fees contained within By-law No. 2010-35, as amended, related to planning services and other matters;

**NOW THEREFORE** the Council of the Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. Schedules "A" entitled Planning Fees and "B" entitled Other Planning Fees of By-law No. 2010-35, as amended, are hereby deleted and replaced with the attached Schedules "A" and "B".
2. Section 4 of By-law No. 2010-35, as amended, is hereby deleted and Section 5 of By-law No. 2010-35 is hereby renumbered as Section 4.
3. Schedules "A" and "B" attached hereto are deemed to form part of this By-law.

Enacted and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
E. Anderson, Mayor

\_\_\_\_\_  
C. Giles, Town Clerk

## SCHEDULE "A" - PLANNING FEES

| <b>1. Official Plan Amendment</b>  |   |                 |
|--|---|-----------------|
| <b>Application Type</b>  | <b>Fee</b>                              | <b>Security</b> |
| Large Scale  | \$15,350                                | \$5,000         |
| Mid Scale  | \$8,300                                 | \$5,000         |
| Small Scale  | \$5,535                                 | \$2,500         |
| Individual Scale   | \$2,220                                 | \$0             |
| <b>2. Zoning By-law Amendment</b>  |   |                 |
| <b>Application Type</b>  | <b>Fee</b>                              | <b>Security</b> |
| Large Scale  | \$4,400                                 | \$5,000         |
| Mid Scale  | \$3,330                                 | \$5,000         |
| Small Scale  | \$3,330                                 | \$2,500         |
| Individual Scale   | \$1,640                                 | \$0             |
| Temporary Use  | \$1,640                                 | \$2,500         |
| <b>3. Draft Plan of Subdivision/Condominium</b>  |   |                 |
| <b>Application Type</b>  | <b>Fee</b>                              | <b>Security</b> |
| Large Scale  | \$13,730                                | \$5,000         |
| Mid Scale  | \$8,300                                 | \$5,000         |
| Small Scale  | \$5,535                                 | \$2,500         |
| <b>4. Site Plan Review</b>   |   |                 |
| <b>Application Type</b>  | <b>Fee</b>                              | <b>Security</b> |
| Large Scale  | \$13,730                                | \$5,000         |
| Mid Scale  | \$8,300                                 | \$5,000         |
| Small Scale  | \$3,300                                 | \$2,500         |
| Individual Scale   | \$260                                   | \$0             |
| Minor Application  | \$350                                   | \$0             |
| <b>5. Minor Variance (including applications pursuant to Sections 45(1), (2) &amp; (3) of the Planning Act)</b>            |   |                 |
| <b>Application Type</b>  | <b>Fee</b>                              | <b>Security</b> |
| Minor Variance   | \$990                                   | \$0             |
| <b>6. Consent</b>  |   |                 |
| <b>Application Type</b>  | <b>Fee</b>                              | <b>Security</b> |
| Lot Boundary Adjustment  | \$1,610 per property                    | \$0             |
| Validation of Title  | \$1,610                                 | \$0             |
| New Lot  | \$2,575 + \$560 for each additional lot | \$0             |
| <b>7. Part Lot Control/Deeming By-law</b>  |   |                 |
| <b>Application Type</b>  | <b>Fee</b>                              | <b>Security</b> |
| Large Scale  | \$1,930                                 | \$0             |
| Mid Scale  | \$1,100                                 | \$0             |
| Small Scale  | \$535                                   | \$0             |
| Individual Scale   | \$535                                   | \$0             |
| <b>8. Agreement Preparation (includes those costs associated with title search(es) &amp; registration of agreement(s))</b> |   |                 |
| <b>Application Type</b>  | <b>Fee</b>                              | <b>Security</b> |
| Large Scale  | \$14,000                                | N/A             |
| Mid Scale  | \$8,600                                 | N/A             |
| Small Scale  | \$3,640                                 | N/A             |
| Individual Scale & Minor Agreements  | \$770                                   | N/A             |
| Pre-Servicing  | \$2,615                                 | N/A             |

**Notes to Schedule "A":**

1. Application fees are cumulative except where noted otherwise.
2. Where an application is modified by the applicant prior to a decision on the application, an additional fee of 50% of the current required fee shall apply.
3. The security fee is a deposit which is for specialized peer review and/or legal services deemed required by the Town and for any other extraordinary expenses incurred by the Town as a result of the process. Such security fee is to be maintained by the applicant at the rate required. For multiple applications only one security fee shall be required. In some instances, due to the complexity of a proposal, an additional security fee may be determined to be required by the Director, Planning & Building Services.
4. Where a Zoning By-law Amendment proceeds in conjunction with an Official Plan Amendment, a 25% reduction in the Zoning By-law Amendment Fee applies.
5. Where a Site Plan Application proceeds in conjunction with another type of planning application, a 25% reduction in the Site Plan Review Fee applies.
6. In the instance of a Draft Plan of Condominium which is proceeding by way of a Site Plan Application, the greater fee found in Sections 3 or 4 above will apply.
7. If the proposal has received approval from the approval authority more than 24 months from the date of application for Agreement preparation, an additional fee of \$500 shall apply.
8. 50% of the Planning Fee may be refunded at the sole discretion of the Director, Planning & Building Services if Public Notice, if applicable, has been provided and/or prior to the preparation of a Planning Staff Report related to the matter.
9. An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination of the Director, Planning & Building Services, be deemed to be abandoned and lapsed/closed.
10. In the instance of an amendment or modification to an existing Agreement, including amendments so as to change the terms and/or conditions of the Agreement, 50% of the applicable fee shall apply.
11. The Director, Planning & Building Services may assign fees other than noted provided s/he has regard to the services and related costs provided by the Town of The Blue Mountains.
12. The proponent must make a written request to the Director, Planning & Building Services for refunds and/or the release of securities held by the Town.
13. Interest is not paid on fees and/or security deposits.

**SCHEDULE “B”  
OTHER PLANNING FEES**

| <b>Item</b> | <b>Application Type</b>  | <b>Fee</b>  |
|-------------|--|---|
| A.          | Reactivating an application that has not been acted on in 12 months<br><br>Note: An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination of the Director, Planning & Building Services, be deemed to be abandoned and subsequently lapsed/closed. | 50% of the current applicable fee(s)  |
| B.          | Re-notification Fee<br><br>In the instance where an advertised Public Open House or Meeting is deferred and/or rescheduled at the request of the proponent.  | \$1,200   |
| C.          | Telecommunication Towers   | \$1,640   |
| D.          | Garden Suite   | \$1,640   |
| E.          | Red Line Revision comments to the County of Grey or Ontario Municipal Board  | \$810   |
| F.          | Draft Plan Extension comments to the County of Grey or Ontario Municipal Board   | \$810   |
| G.          | Removal of the Holding “-h” symbol   | \$860   |
| H.          | Ontario Municipal Board Attendance<br><br>For each Town employee where same attends an Ontario Municipal Board Hearing in support of an application that has been “approved” by the Council of the Town of The Blue Mountains.   | \$1,610 for the first day or portion thereof + \$800 for each additional day or portion thereof |
| I.          | Planning Opinion Letter  | \$210   |
| J.          | Draft Plan Approval Clearance Letter to the County of Grey or Ontario Municipal Board  | \$210   |
| K.          | Red Line Revision to a Site Plan Agreement   | \$525   |
| L.          | Change to a Condition of Consent   | \$810   |
| M.          | Condominium Exemption comments to the County of Grey   | \$810   |
| N.          | Renewable Energy Projects (including those within the Niagara Escarpment Development Control Area)   | \$1,610   |
| O.          | Provision of comments to the Niagara Escarpment Commission on Development Control Permits  | \$260   |
| P.          | Processing of inquiries related to acquisition of Town owned land  | \$260   |