

**STAFF REPORT: Planning & Building Services**

**REPORT TO:** Finance & Administration Comm.  
**MEETING DATE:** November 17, 2009  
**REPORT NO.:** SRB.09.30  
**SUBJECT:** Georgian Bay Animal Rescue  
 Planning Application Fees  
**PREPARED BY:** David Finbow, Director, Planning & Building Services

**A. Recommendations**

**THAT** Council receive Staff Report SRB.09.30 respecting “Georgian Bay Animal Rescue Planning Application Fees” and provide direction to Staff with respect to the outstanding fees associated with the Planning Application for a Temporary Use By-law and Site Plan Approval for 104 Hope Street.

**B. Background**

Council at its meeting of November 9, 2009 adopted the following resolution:

THAT relevant fees for the Application for the temporary use of 104 Hope Street as an animal (cat) shelter be referred to the Finance and Administration Committee for consideration.

As noted in Staff Report PL.09.118, the relevant fees related to the application were not submitted in conjunction with the application. These fees consist of:

- \$1,600.00 - Temporary Use By-law
- \$1,500.00 - Site Plan Approval

In addition, the proponent did not submit Agency Fees in the following amounts:

- \$210.00 – GSCA
- \$150 - GBHU

The Staff Report suggested that Planning Staff recommend that the above noted fees be addressed through the Town’s 2010 Grants and Donations Program.

Other options that the Committee may consider include:

1. recovery within the 2009 Operating Fund (projected \$100,000 - \$200,000 surplus);
2. recovery from the Working Capital Reserve;
3. waive the fees per Section 69 of the Planning Act; or,
4. billing the proponent.

With respect to the waiving of fees, the *Planning Act* indicates that:

Reduction or waiver of fees

(2) Despite a tariff of fees established under subsection (1), the council of a municipality, a planning board, a committee of adjustment or a land division committee in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the council, planning board or committee is satisfied that it would be unreasonable to require payment in accordance with the tariff.

As to the time dedicated to processing and consideration of this application, it is estimated that by the time the Planning File is closed, approximately 62 hours of Staff and Council time will have been spent on this file (see Addendum A). In addition to time and indirect costs, costs have been incurred including Public Notice Adverts in the E-B and Courier-Herald, direct mailings of Notices (Public Meeting and Notice of Passing) to residents within a 120 metre radius totalling approximately \$200.00.

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

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

### **D. Environmental Impacts**

No environmental impacts noted and/or anticipated with this application

### **E. Budget Impact**

Non-budgeted expenditure if fees are waived and/or addressed by the municipality (Fees = \$3,460.00).

### **F. Attached**

Addendum 'A' – Processing Time

Respectfully submitted,

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Director, Planning & Building Services

For more information, please contact:

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## Addendum 'A'

### Application Processing Time – Georgian Bay Animal Rescue

Task	Time
Pre-consult	90 minutes
Application Receipt & File Preparation	20 minutes
Application Review	20 minutes
Development Review Committee Meeting*	100 minutes
Site Attendance (includes mileage)	40 minutes
Preparation of Newspaper Advertisement	20 minutes
Inquiries re Public Meeting	90 minutes
Public Meeting – Town Staff*	600 minutes
Public Meeting – Planning & Building Committee Members*	450 minutes
Public Meeting Minutes	60 minutes
Site Attendance	40 minutes
Research	60 minutes
Preparation of Staff Report	180 minutes
Review of Staff Report	30 minutes
Planning & Building Committee Meeting – Town Staff (est.)*	240 minutes
Planning & Building Committee Meeting – Committee Members (est.)*	180 minutes
Agenda Meeting Discussion*	60 minutes
Site Attendance – 545 10 <sup>th</sup> Line*	180 minutes
Council Meeting – Town Staff*	480 minutes
Council Meeting – Council*	420 minutes
Council Resolution & Minutes	20 minutes
Staff Time – Inquires (est.)*	180 minutes
Notice of Passing	30 minutes
Preparation of Notice of Passing (est.)	20 minutes
Circulation of Notice of Passing (est.)	20 minutes
Preparation of Notice of By-law in Full Force (est.)	20 minutes
File Closure	30 minutes
<b>Total</b>	<b>3,740 minutes (62.33 hrs)</b>

Notes to Table:

\* Cumulative Time (i.e. 7 Members of Council x 60 minutes of discussion/delegation time = 420 minutes)  
(est.) = Estimate