

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
PUBLIC MEETING MINUTES**

**WEDNESDAY, OCTOBER 16, 2019**

**RE: PROPOSED BY-LAW AMENDMENT TO FEES & CHARGES BY-LAW 2013-28  
NOTICE OF INCREASE TO FEES**

A Public Meeting was held on Wednesday, October 16, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald  
Deputy Mayor Michael Smith  
Councillor Keith White  
Councillor Henry Sander

Regrets: Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
A. Powell, Manager of Planning and Development  
B. Morrison, Manager of Public Works  
C. Traynor-Richter, Manager of Finance  
J. Coleman, Manager of Parks and Recreation  
L. Lehr, Clerk

Mayor Macdonald opened the meeting by stating that the purpose of the Public Meeting is to discuss proposed amendments to the Township's Fees and Charges By-law specifically in relation to recommended increases and/or new fees that were outlined in Staff Report Nos. PD041-19, PD047-19 and C032-19, and to hear all comments from the public in regards to the proposed amendments.

In accordance with section 391 of the *Municipal Act*, 2001, as amended, a municipality is permitted to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided; and
- (c) for the use of its property including property under its control".

Additionally, Section 69(1) the *Planning Act* allows a municipality to pass a By-law to establish fees for the processing of applications made in respect of planning matters in which the fee shall be designed to meet only the anticipated cost to the municipality.

The Clerk stated that Council had received three reports from Department Managers which outlined proposed increases to its Fees and Charges By-law 2013-28 for the respective departments. Reports PD041-19, PD047-19 and C032-19 offered Council the basis for the proposed increases as follows: (a) introduction of a new fee for a new service and/or clarification on an existing fee; (b) efficiencies surrounding staff time spent on processing applications; and (c) the recovering of such costs.

Council was provided with the following chart, breaking down the proposed fee increases as follows:

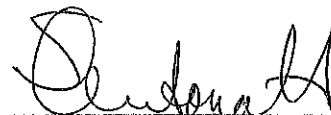
<b>PLANNING DEPARTMENT FEES</b>			
<b>Staff Report No.</b>	<b>Description of Item</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
PD041-19	Pre-Consultation	\$200.00	\$750.00
PD041-19	Chargeback Technicians (Planning Staff)	Hourly Rate undefined)	\$75.00/hour
PD041-19	Inspections/Site Visits conducted by Planning Staff	N/A	\$100.00
PD041-19	Notice Signs	N/A	\$75.00
PD041-19	Zoning Compliance	\$50.00	\$75.00
PD041-19	Rush Compliance	\$80.00	\$100.00
PD041-19	Lift Holding Zone	\$1,000.00	\$1,200.00
PD041-19	Zoning By-law Amendment	\$3,000.00	\$5,000.00
PD041-19	Zoning By-law Amendment Minor	\$1,500.00	\$2,000.00
PD041-19	Official Plan Amendment	\$3,000.00	\$5,000.00
PD041-19	Official Plan Amendment Minor	\$1,500.00	\$2,500.00
PD041-19	General Amendment	N/A	\$1,000.00
PD041-19	Temporary Use By-law	\$3,000.00	\$4,000.00
PD041-19	Subdivision /Condo Applications	\$5,000.00	\$7,000.00
PD041-19	Subdivision / per lot	n/a	\$50.00 / lot
PD041-19	Condo Application	\$5,000.00	\$6,000.00
PD041-19	Draft Plan Conditions Extension	\$2,000.00	\$2,200.00
PD041-19	Draft Plan Red-Line Revisions	\$2,000.00	\$2,200.00
PD041-19	Reactivation Fee	\$1,000.00	\$1,200.00
PD041-19	Site Plan or Development Agreement	\$2,000.00	\$3,000.00
PD041-19	Site Plan Agreement Minor	N/A	\$1,000.00
PD041-19	Site Plan Amendment Minor	\$200.00	\$500.00
PD041-19	Site Plan Amendment Major	\$2,000.00	\$2,500.00
PD041-19	Minor Variance	\$750.00	\$900.00
PD041-19	Minor Variance Complex	N/A	\$2,500.00
PD041-19	Consent	\$2,000.00	\$2,500.00
PD041-19	Copy of Official Plan (Hard Copy)	\$50.00	\$100.00
PD041-19	Copy of Zoning By-law	\$50.00	\$100.00
PD041-19	Subdivision – Per Lot Charge	n/a	\$150.00
<b>BUILDING DEPARTMENT FEES</b>			
<b>Section 10 "Additional Charges for ALL Occupancies"</b>			
<b>Staff Report No.</b>	<b>Description of Item</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
PD047-19	10.6 - Signs attached to Building (each)	\$40.00	\$100.00
PD047-19	10.7 - Signs Freestanding / Billboard	\$50.00	\$100.00
<b>ADMINISTRATION FEES</b>			
<b>Vital Statistics – Marriage Licenses &amp; Civil Ceremonies</b>			
<b>Staff Report No.</b>	<b>Description of Item</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
C032-19	Civil Ceremony (On Site during Regular Business Hours)	\$250.00	n/a
C032-19	Civil Ceremony (Off site during regular business hours)	n/a	\$350.00
<b>License Fees</b>			
C032-19	Recreational Facilities – Recreational Activities	\$50.00 PLUS \$50.00 Fire Inspection Fee	n/a
C032-19	Recreational Facilities – Event Venues	n/a	\$50.00 PLUS \$50.00 Fire Inspection Fee
<b>Canine Control Fees</b>			
C032-19	Pick-up / Transport Fee	\$40.00	\$50.00
<b>Sign Permit Fees</b>			
C032-19	Permanent Signs-Measuring less than 4 ft x 4ft	\$60.00	n/a
C032-19	Permanent Signs-Measuring larger than 4ft x 4ft	\$60.00	Refer to Building Department Fees (10.6 & 10.7)

The Manager of Finance and the Clerk re-iterated that the proposed increase in fees were intended to recover costs for the municipality in respect of the administration of building and planning applications in addition to costs in delivering such municipal services to the public.

There were no members of the public in attendance.

Mayor Macdonald opened the floor for comments from members of Council. There were none.

Mayor Macdonald thanked the Clerk and the Manager of Planning and Development, and stated that if there were no further questions, then the Public Meeting would be closed. She stated that the Clerk's Department would be preparing a By-law concerning this matter for Council's consideration at their meeting on November 6, 2019.



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Sandie Macdonald, Mayor



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Lisa Lehr, Clerk