

**THE CORPORATION OF THE TOWNSHIP OF ESSA
PUBLIC MEETING MINUTES
WEDNESDAY MARCH 4, 2020**

RE: PROPOSED BY-LAW AMENDMENT TO FEES & CHARGES BY-LAW 2013-28

A Public Meeting was held on Wednesday March 4, 2020 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Councillor Keith White
Councillor Henry Sander
Councillor Ron Henderson

Conflict Declared: Deputy Mayor Michael Smith

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
J. Coleman, Manager of Parks and Recreation
A. Powell, Manager of Planning and Development
C. Ross Tustin, Fire Chief
D. Burgin, Deputy Fire Chief
L. Lehr, Clerk

Deputy Mayor Smith declared a conflict as he has an active fill permit. He vacated Council Chambers for this Public Meeting and did not participate in any discussion or vote on this Item.

The Mayor opened the Public Meeting stating that the purpose of this Public Meeting is to discuss proposed amendments to the Township's Fees and Charges By-law specifically in relation to recommended increases as outlined in Staff Report C006-20, and to hear all comments from residents of the Township of Essa.

The Clerk stated that 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".

She stated that at its meeting of February 19, 2020, Council received Staff Report C006-20 which provided an overview of the recommended amendments per Department to Essa's Fees and Charges By-law 2013-28

The following is a summary of the recommended amendments, per Department:

FIRE DEPARTMENT FEES			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
NEW FEE <i>External Engineering and/or Legal Fees</i>	N/A	<i>Actual Cost Incurred</i>	Ensures consistency b/w Essa Fire Department and surrounding municipalities for the covering of engineering fees
AMEND EXISTING FEE <i>Fire Prevention Training</i>	\$100.00	\$150.00	Reflects actual cost to send three firefighters
AMEND EXISTING FEE <i>Other or Additional Follow-up Inspections</i>	\$40.00	\$50.00	Reflects true cost of inspections

PUBLIC WORKS FEES – SITE ALTERATION AND FILL FEES			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
DELETE EXISTING FEE Fill less than 1,000 m3	\$250.00 + \$.80/m3	Remove	No longer applies, per By-law 2019-84
DELETE EXISTING FEE Fill between 1,000 m3 and 5,000 m3	\$500.00 + \$.80/m3	Remove	No longer applies, per By-law 2019-84
DELETE EXISTING FEE Fill between 5,000 m3 and 10,000 m3	\$1,500.00 +.80/m3	Remove	No longer applies, per By-law 2019-84
DELETE EXISTING FEE Greater than 10,000 m3	\$2,500.00 +.80/m3	Remove	No longer applies, per By-law 2019-84
NEW FEE <i>Fill up to 1,000 m3</i>	n/a	<i>\$250.00 + \$2.00 / m3</i>	To assist in offsetting cost(s) due to damage and maintenance on roads from truck traffic, as well as extra patrols needed to inspect roads during filling activities.
PLANNING AND DEVELOPMENT FEES			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
NEW FEE <i>Staff Attendance at LPAT Hearing(s)</i>	n/a	<i>\$1,500.00/day PLUS \$750.00/subsequent days</i>	Fee to be collected IF required by an applicant that appeals a decision of Council and staff
NEW FEE <i>Validation of Title</i>	n/a	<i>\$500.00</i>	Standard fee collected in addition to Consent Application Fee
NEW FEE <i>Condominium Exemption</i>	n/a	<i>\$2,000.00 PLUS \$2,000.00 Legal and Engineering Deposit</i>	Clarification required for "Exemption" Applications which was never specified
BUILDING DEPARTMENT FEES			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
AMEND EXISTING FEE <i>15.1 - Revision Part 9 Permits/Applications</i>	\$50.00/hr	<i>\$75.00/hr</i>	Increase as per industry standard
AMEND EXISTING FEE <i>15.2 - Revision Part 3 Permits/Applications</i>	\$50.00/hr	<i>\$75.00/hr</i>	Increase as per industry standard
AMEND EXISTING FEE <i>15.4 Re-Inspection</i>	\$25.00	<i>\$75.00</i>	Increase as per industry standard
AMEND EXISTING FEE <i>5.11 Model Home</i>	\$100.00	\$500.00	Flat Fee - includes Review
DELETE EXISTING FEE <i>2.2 Tents – 2 to 10, same site (per site)</i>	\$50.00	Remove	Housekeeping Amendment to only have one fee for tents
DELETE EXISTING FEE <i>2.3 Tents - more than 10 (same site)</i>	\$50.00	Remove	Housekeeping Amendment to only have one fee for tents
AMEND (Wording only) <i>Change from "Tents, one only (each) TO "Tents (each)"</i>	\$50.00	Keep fee at \$50.00 per tent	Charge per tent

The Clerk informed Council that she had received one letter of comment on the proposed amendments specific to the Site Alteration and Fill Fees from a representative of Maria Cruz (5555 8th Line) which expressed her concerns as follows:

- The new fee structure places a significant undue hardship on farmers and residents, and in effect will prevent farmers from restoring their homes to the intended agricultural uses;
- The proposed Site Alteration and Fill Fees do not have a nexus to the services provided. The fee should be justified and reflect the anticipated costs associated with the service or program offered by the municipality in which the fees and charges are levied.

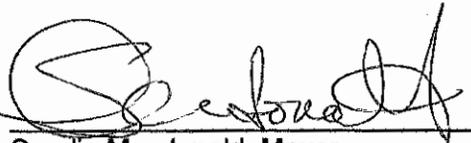
Mayor Macdonald asked if anyone in the audience would like to speak, stating that speakers must state their name and address in full so that proper records can be kept and that notice of future decisions can be sent to those persons. Comments are to be orderly, respectful and not repetitious.

Maria Benjamins (5567 9th Line) requested clarification on the proposed amendments to the Site Alteration and Fill Fees, and expressed concern about the endless dump trucks placing fill in the Township.

Colleen Healey-Dowdall, Chief Administrative Officer, advised that Council had recently adopted a new By-law to prohibit fill. She stated that the new By-law contains strict criteria that has to be met prior to any exemption being provided, including the submission of a number of studies (engineering, lot grading). Additionally there are conditions that are required to be met in order to qualify for an exemption; agricultural properties do not qualify for any exemptions. If an exemption is granted based on the strict criteria contained in the By-law, then permit holders are limited to 1,000 m³ of clean fill per year.

There were no questions from members of Council.

Mayor Macdonald thanked all in attendance for their participation and advised that the Clerk will be preparing a staff report and By-law to be presented to Council at their meeting on March 25, 2020.



Sandie Macdonald, Mayor



Lisa Lehr, Clerk