

**THE CORPORATION OF THE TOWNSHIP OF ESSA
PUBLIC MEETING MINUTES
WEDNESDAY MARCH 6, 2019**

Re: Proposed Increase to Planning and Building Fees (Amendment to By-law 2013-28)

A Public Meeting was held on Wednesday, March 6, 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
Councillor Ron Henderson

Staff in attendance: G. Murphy, Chief Administrative Officer
C. Healey, Manager of Planning and Development
D. Perreault, Manager of Public Works
L. Lehr, Clerk

Mayor Macdonald advised members of the public that the purpose of the Public Meeting is to discuss proposed amendments to the Township's Fees and Charges By-law 2013-28 specifically in relation to recommended increases outlined in Staff Report PD005-19, and to hear comments from the public in regards to this matter.

Colleen Healey-Dowdall, Manager of Planning and Development, 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".

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 Manager of Planning and Development stated that at its meeting of February 6, 2019, Council had received staff report PD005-19 which provided an overview of the recommended increases to the fees for the Planning and Building Departments.

The following is a summary of the recommended increases proposed for consideration.

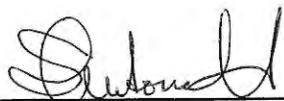
| PLANNING DEPARTMENT | | | |
|-------------------------------|-------------|--------------|---|
| Description of Item | Current Fee | Proposed Fee | Comments |
| Zoning Compliance | \$25.00 | \$50.00 | Requested by lawyers on sale of property(ies). |
| Zoning By-law Amendment | \$1,500.00 | \$3,000.00 | Recommended Increase for staff report and circulation; often complex, although could be minor if few issues are raised. Would be minor if no supporting studies are required. Recommended to raise ZBA fee to Springwater rate. |
| Minor Zoning By-law Amendment | \$1,500.00 | \$1,500.00 | Same-to be maintained as current. |
| Official Plan Amendment (OPA) | \$1,500.00 | \$3,000.00 | Recommended increase for staff report and circulation; often complex although could be minor if few issues raised. Would be minor if no supporting studies are required. Recommended to raise OPA fee to Springwater rate. |

| | | | |
|-------------------------------|--------------------|---------------------|---|
| Minor Official Plan Amendment | \$1,500.00 | \$1,500.00 | Same-to be maintained as current. |
| Subdivision / Condo | \$2,500.00 | \$5,000.00 | Recommended increase for staff report and circulation. |
| Redline Revision | \$1,000.00 | \$2,000.00 | Recommended increase for staff report and circulation. |
| Site Plan Amendment | \$200.00 | \$1,000.00 | Adjust for minor amendments as our current fee of \$200.00 does not cover staff time to retrieve old file and assess the scenario |
| Minor Variance | \$350.00 | \$750.00 | Recommended increase to help ensure wages associated with Committee of Adjustment are covered. |
| Consent | \$1,000.00 | \$2,000.00 | |
| BUILDING DEPARTMENT | | | |
| RESIDENTIAL | | | |
| Description of Item | Current Fee | Proposed Fee | Comments |
| New | \$0.85/sf | \$1.10/sf | These proposed increases align Essa with surrounding municipalities. |
| Attached Garage | \$0.25/sf | \$0.40/sf | |
| Accessory Structures | \$0.38/sf | \$0.40/sf | |
| COMMERCIAL | | | |
| New | \$0.60/sf | \$0.80/sf | These proposed increases align Essa with surrounding municipalities. |
| INDUSTRIAL | | | |
| New | \$0.40/sf | \$0.60/sf | These proposed increases align Essa with surrounding municipalities. |
| Septic | \$400.00 | \$500.00 | |
| Demolition | \$40.00 | \$100.00 | |
| Solar Panels | \$50.00 | \$300.00 | |
| Flat Fee | \$70.00 | \$100.00 | |
| Maintenance Fee | \$50.00 | \$100.00 | |

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.

There were no questions from members of Council.

Mayor Macdonald thanked all in attendance for their participation and advised that the Manager of Planning and Development will be preparing a staff report and by-law to be presented to Council at their meeting scheduled on March 20, 2019.



 Sandie Macdonald, Mayor



 Lisa Lehr, Clerk