



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Finance

Date: June 20, 2022

Department: Community Development

Topic: Update to the Tariff of Planning Fees Bylaw

Purpose: To review proposed updates to the Tariff of Planning Fees Bylaw 2019-75, including changes to various application deposit fees and new fees for common types of applications.

Background: The Tariff of Planning Fees Bylaw was last updated in 2019. The bylaw allows the costs associated with planning applications to be covered by the applicant for most applications. When an application is made, the Township creates an account for the application fee and the costs incurred in processing the application are deducted from this amount. These costs may include planning consultant fees, peer reviews, advertising costs, and a \$500 administration fee. When the file is concluded, a reconciliation is performed and the applicant is informed of a refund or additional amounts owing.

Severance applications are exempt from the reconciliation process because the work is generally done in house and advertising costs are incurred by the approval authority. This leaves no method for the Township to recover costs where Planning or Legal advice is required.

Staff have found that the average cost of processing Zoning Amendment applications over the past 3 years is \$3,127. The \$2,000 application fee leaves a large portion to be recovered after the application is processed. An increase to \$2,500 is recommended.

An increase to the application fee for site plan control applications is recommended in order to cover the cost of the legal fees associated with registering the agreement on the property title, which has been near \$500 for recent applications.

There is currently no fee for development agreements, which are sometimes required as a condition of severance to implement recommendations from various studies or plans. A fee of \$1,000 is proposed to cover the administration fee and the cost to register the agreement on title.

Telecommunication Towers require a land use review and a Letter of Understanding is requested. There is no agreement to register to the property title and advertising is done directly by the applicant in accordance with Federal requirements by Innovation, Science, and Economic Development Canada. A \$500 administration fee would cover the Township's costs to review.

Policy Implications: Fees associated with Planning matters are addressed in Bylaw 2019-75. It is recommended that the bylaw be repealed and replaced to avoid confusion. The proposed new bylaw is attached, with proposed changes to the fee schedule and content marked.

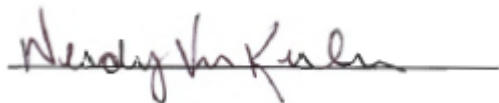
Financial Considerations:

The following changes to the fee schedule are recommended:

	Current	Proposed
Application to Amend the Zoning Bylaw	\$2,000.00	\$2,500.00
Site Plan Approval Application		
amendment or minor development	\$750.00	\$1,000.00
major development	\$1,500.00	\$1,750.00
Development Agreement	None	\$1,000.00
Telecommunication Tower Land Use Review	None	\$ 500.00

Additionally, the proposed changes would allow the Township to recover costs associated with reviewing severance applications from the applicant.

Recommendation: That Committee recommends to Council that a new Tariff of Planning Fees Bylaw be adopted as attached.



Community Development Coordinator