

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. DS-2018-0126

**FOR THE CONSIDERATION OF
COUNCIL**

September 19, 2018

SUBJECT: PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW

1. RECOMMENDATION:

- 1. That Council receive Report No. DS-2018-0126 prepared by the Planning Division, Development Services Department dated September 19, 2018 respecting the Planning Applications and Services Fee By-law Review.**
- 2. That Council adopt the proposed fee by-law, attached as Attachment '2' in Report No. DS-2018-0126.**

2. PURPOSE:

The purpose of this report is to provide Council with a recommended fee structure based on the review of the Planning Applications and Services Fee By-law conducted by Hemson Consulting Ltd. ("Hemson") on behalf of the Town.

3. BACKGROUND:

The Town of Georgina retained Hemson to undertake a Fee Review of the full costs of processing Planning Act applications and the provision of Planning related services, to achieve full cost recovery pursuant to the *Planning Act* and *Municipal Act*, and municipal fiscal principles and objectives.

On August 15, 2018, Council considered Report No. DS-2018-0099 regarding the calculated fees for full cost recovery associated with the processing of Planning Applications and the provision of Planning related services. Hemson also provided a presentation in relation to their cost recovery analysis.

Through their consideration of the Hemson presentation and staff report at the August 15th Council Meeting, Council requested staff to consider the following matters in the preparation of the final recommendations on Planning fees:

- Establishing an appropriate Minor Variance application fee, lower than the calculated cost-recovery fee;
- Establishing an appropriate fee for an application for Deeming, lower than the calculated cost-recovery fee; and,

- Establishing an appropriate fee for an application to remove the Holding symbol (“H”) applied under a zoning by-law amendment, lower than the calculated cost-recovery fee.

Additional comments raised by Council were responded to at the meeting, including those related to consideration of reduced fees on applications for affordable housing projects, and commercial or industrial business opportunities; also, whether staged increases in fees were possible.

Through the passing of Resolution No. C-2018-0434, Council directed that staff return with the final proposed Fee By-law for consideration and adoption after the consideration of public comments, and hosting of a Public Open House on August 22, 2018.

The Open House was held in the evening of August 22, 2018 at The ROC Chalet. Two participants attended the event, Michael Smith and Gord Mahoney, of Michael Smith Planning Consultants and Development Coordinators Ltd., who represent various landowners having development interests or applications filed with the Town. Comments raised by Mr. Smith and Mr. Mahoney requested consideration of the following:

- Consider a fee adjustment to allow for a discount on multiple Consent applications;
- Fees for joint Subdivision and Condominium applications need to be harmonized;
- Support Council’s remarks regarding establishing appropriate fees (lower than the calculated cost-recovery fees) for Minor Variance applications, Deeming applications and the removal of the Holding “H” symbol on a zoning amendment;
- Belief that many of Minor Variance applications are the result of outdated zoning standards in Zoning By-law 500 (enacted July 7, 1994); and,
- Establishing fees for the Pre-Consultation Application process may manifest more impromptu inquiries and meeting requests outside of the pre-consultation process.

Staff were also contacted by a representative of the Building Industry and Land Development Association (BILD), GTA Chapter on August 20, 2018. Following the telephone discussion, BILD(GTA) was provided via email with a copy of Report No. DS-2018-0099 and the power-point presentation from Hemson provided at the August 15, 2018 Council meeting. A copy of the proposed NEW fee by-law was also provided to BILD(GTA) via e-mail on September 5, 2018. BILD indicated that they would review the material, and in the event they have any comments, would provide us with same in advance of today’s Council meeting. As of the preparation of this report, no further public nor stakeholder comments have been received.

4. ANALYSIS:

A copy of Hemson's final Fee Review report is appended hereto as Attachment '1'. The report describes the Town's current planning and service fee structure, presents an analysis of the current and forecast fee revenues, presents an analysis of the current and forecast costs associated with processing the applications, and presents the calculated full cost recovery planning and service fees. Provided as Attachment '2' is an edited copy of the current 2018 Fee Schedule, providing a comparative view of the existing fees against the proposed changes.

The key finding of the Hemson Fee Review is that the current fee structure for processing Planning Act applications and the provision of related services only recovers approximately 32% of the Town's processing costs, and thus the Town is currently subsidizing the planning application review process to an extensive degree through the general tax levy and/or reserve funds.

Staff have considered the comments received from Council and the general public/stakeholders, and are recommending the establishment of full cost recovery fees associated with the processing of each application type and service process, with the exception of adjustments on the following fees:

- i. Application fees for Minor Variance approval have been reduced by approximately 58% from the calculated full cost recovery fee of \$2,900 to \$1,400 (increased from current fee of \$567), pursuant to Council's request to consider reduced fee rates. The reduced fee is generally at par with the average of four (4) of the comparator municipalities Minor Variance fees (\$1,418), when comparing East Gwillimbury (\$1,073), Newmarket (\$1,467), Aurora (\$1,949) and King (\$1,180). Staff have excluded Whitchurch-Stouffville's fee (\$3,300) within the comparator average given their relatively high fee.
- ii. Application fees for Deeming By-law approval or Repeal of Deeming By-law approval have been separated as follows:
 - a. The fee for an application to Repeal the Deeming By-law (i.e. separate merged lots) have been recommended at the calculated full cost recovery rate of \$2,600 (base application fee) plus the per lot charge of \$240/lot (increased from current fee of \$962 base plus \$115/lot); and,
 - b. The fee for an application to Deem the lots (i.e. merge lots together) has been reduced by approximately 43% from the calculated full cost recovery rate of \$2,600 (base application fee) to \$1,500 (base application fee), plus the per lot charge of \$240/lot.

- iii. Application fees associated with a Zoning By-law Amendment to remove the Holding (“H”) symbol/provisions have been categorized to reflect both a ‘major’ and ‘minor’ application type as follows:
 - a. A ‘major’ application is one which is significant in scale or scope and the original application of the “holding” provision was associated with a Plan of Subdivision/Condominium or Site Plan Control application. While the full cost recovery fees were calculated as \$4,500, in consideration of Council’s comments to consider reduced fee rates, the recommended fee for a ‘major’ application has been reduced to \$4,300, which is generally consistent with the comparator average.
 - b. A ‘minor’ application is considered to be smaller in scale and would generally have minimal or no impact beyond the subject lands, and is not associated with the original application of the “holding” provision on a Plan of Subdivision/Condominium or Site Plan Control application. The recommended fee for a ‘minor’ application has been reduced to \$3,000, in comparison to the full cost recovery fee of \$4,500.
- iv. A fee discount has been applied to multiple consent applications for lot creation, which are submitted concurrently, such that the application fee for the 2nd and subsequent lot/unit/parcel creation within the same land holding and within the concurrent application submission is reduced to \$4,420/application versus \$5,200 for the 1st application for lot/unit/parcel creation. This represents a reduction of approximately 15% from the calculated full cost recovery fee.
- v. A fee discount of 10% (from base application fees) has been established to reflect the economies of processing multiple concurrent applications. In this regard, for a development proposal requiring multiple applications, such as an Official Plan Amendment and Zoning Amendment, or a Plan of Subdivision and a Zoning Amendment, or a Plan of Subdivision and an Official Plan Amendment, etc., a fee reduction of 10% would be applied to the base application fees usually charged.
- vi. Full cost recovery fees have been calculated for the Town’s “Pre-Consultation” application process associated with applications for Official Plan Amendment, Zoning By-law Amendment, Site Plan Approval, and Plans of Subdivision or Condominium. While the Town does not currently have an established fee for ‘pre-con’ applications, an extensive procedure has been in place since the enactment of policy and procedures for same in 2009 (pursuant to the 2007 enabling legislation of the *Planning Act*). Hemson’s analysis determined the full cost recovery calculated fee to be \$3,300 per application. Notwithstanding, a reduced fee of \$750 per application is recommended in recognition of the Town-wide benefit, while still recovering a portion of the processing costs

incurred. Similarly, a reciprocal fee reduction in the amount of \$375 (half of the Pre-Consultation application fee) at the time of submission of a planning application, will serve to offset the total fees incurred by a proponent in pursuing application approvals.

In addition to the above, Staff have also reviewed the current 2018 fee schedule for redundant fees, and for the consideration of establishing fees for processes undertaken for which a fee is currently not levied, and have proposed the following:

- i. Fee for Rezoning to permit a New (i.e. Yet to be Constructed) Accessory Apartment or Second Dwelling Unit
 - Through the current fee by-law, the Town has an established fee of \$3,395 to consider an application for rezoning to permit a new (i.e. yet to be constructed) accessory apartment or second dwelling unit. With the enabling accessory apartment legislation, in 2012 the Town enacted amendments to our Comprehensive Zoning By-law (i.e. 'By-law 500'), which would permit accessory apartment units without the need of a Zoning Amendment application. To this end, this fee is no longer required.

- ii. Fee for Rezoning to permit a Temporary Garden Suite or an Extension period for same.
 - Our current fee by-law does not have a fee category for the consideration of a rezoning application to permit garden suites. Notwithstanding, staff have historically applied the fee equivalent of a rezoning to permit an accessory apartment or second dwelling unit (i.e. \$3,395/application) as described above, rather than "temporary use" fee (i.e. \$6,956/application).

 - Staff are recommending the establishment of a fee for consideration of a Zoning By-law Amendment application to permit a Temporary Garden Suite (or extension period for same).

 - Pursuant to the cost recovery analysis, the fee of \$3,200/application is proposed, which would be a reduction from the current fee historically charged to consider a garden suite application at \$3,395.

- iii. Fee for the consideration of a request to consider an application for Official Plan Amendment, Zoning By-law Amendment or Minor Variance, pursuant to *the "2-year period, no request for amendment / no application"* provisions of the *Planning Act*. We have no such fee in the current Fee By-law associated with the consideration of such requests.

- Pursuant to the provisions of Section 22(2.1) of the *Act*, no person or public body may request an amendment to a new official plan before the second anniversary of the first day any part of the plan comes into effect. Similarly, Section 22(2.1.1) of the *Act* indicates that no person or public body shall request an amendment to a secondary plan before the second anniversary of the first day any part of the secondary plan comes into effect. Notwithstanding these provisions, Section 22(2.2) of the *Act* indicates that the “*no request for amendment*” provisions may be waived by Council Resolution in respect to a specific request, a class of requests, or in respect of such requests generally.
- Similarly, Section 34(10.0.0.1) of the *Act* outlines that no person or public body shall submit an application for an amendment to a ‘new’ Comprehensive Zoning By-law, enacted through the repeal and replacement of the existing comprehensive Zoning By-law, before the second anniversary of the day on which the Council repeals the old, and replaces same with the new By-law. Section 34(10.0.0.2) of the *Act* indicates that the “*no application for amendment*” provisions may be waived by Council Resolution in respect to a specific application, a class of applications, or in respect to such applications generally.
- Lastly, pursuant to Section 45(1.3) of the *Act*, no person shall apply for a minor variance from the provisions of the Zoning By-law in respect of the land, building or structure before the second anniversary of the day on which the By-law was amended. Section 45(1.2) of the *Act* explains how the “*no application for minor variance*” provision applies to what the Town of Georgina staff refer to as a “site specific zoning amendment”. In this regard, no person can apply for a minor variance from the provisions of a “site specific zoning amendment” before the second anniversary of the day on which that specific by-law came in force and effect. Similar to the provisions applicable to the official plan/secondary plan amendments, and zoning amendments, Section 45(1.4) of the *Act* indicates that the “*no application for minor variance*” provisions may be waived by Council Resolution in respect of a specific application, a class of applications, or in respect of such applications generally.
- Pursuant to the recent processing of such an application before Council for consideration on an exemption from the “*2-year Time-Out*”, as aptly referred to by the Ministry of Municipal Affairs, a cost analysis was undertaken by Hemson, which resulted in a calculated cost recovery fee of \$1,500. In this regard, Staff are recommending the fee of \$1,500 for consideration of such requests.

- iv. Additional “New Fees to Consider”
- As presented at the August 15, 2018 Council Meeting, the Town also provides various services for which fees are currently not collected. These include such matters as:
 - i. providing a ‘Property Information Letter’ regarding matters related to zoning, planning, or development engineering matters, or other factors regarding development potential or land value;
 - ii. street name change / street name proposals / municipal addressing / municipal address change requests;
 - iii. demolition permit agreements requiring a report to Council, passing of a by-law to enter into an agreement and registration of same;
 - iv. cash-in-lieu of parking agreements, requiring a report to Council, passing of a by-law to enter into an agreement and registration of same; and,
 - v. model homes / sales office proposals, which are generally building permits for dwelling units within proposed lots on a draft approved plan of subdivision, with associated parking needs; but, do not meet the requirement to proceed through Site Plan Control.
 - While the Hemson analysis had suggested fees to consider for each of the above processes, without the benefit of a more thorough analysis on procedures, Staff are recommending that the consideration of same be deferred at this time, and rather, be considered through a future review.

With respect to the implementation of the fee by-law, it is recommended that the fees be updated annually through an indexing provision, effective January 1st of each year (beginning January 1, 2020), based on the percentage increase in the annual Ontario Consumer Price Index (All Items), issued in October of the preceding year. And further, that in the event the CPI percentage change results in a negative amount, the fees would remain at the same level as the previous calendar year (i.e. no increase / no reduction). The proposed fee by-law also includes a provision which would provide the Director of Development Services with the authority to reduce or waive fees due to extenuating circumstances as a result of errors or omissions in the administration of the By-law and or *Planning Act* processes.

5. RELATIONSHIP TO STRATEGIC PLAN:

This report addresses the following Town of Georgina corporate strategic goals:

- GOAL 4: “Provide Exceptional Municipal Service” – ORGANIZATIONAL & OPERATIONAL EXCELLENCE

6. FINANCIAL AND BUDGETARY IMPACT:

The purpose of the fee review is to identify the total cost of processing *Planning Act* applications and the provision of planning related services, which allows for the establishment of a fee structure that achieves, but does not exceed, full cost recovery for each application type and service. Furthermore, in consideration of the comments received from Council and the interested public/stakeholders, various adjustments from the full cost recovery fees have also been considered and recommended, as discussed above.

7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

As noted in the previous staff report, no public consultation process or notice requirements for a fees and charges by-law is required under the *Planning Act* or the *Municipal Act*. However, pursuant to the municipal procedural policy, Policy No. DAS-CL-030 (2007), the provision of public notice a minimum of 2 weeks prior to the passing of a by-law to impose fees or charges is required. In this regard, public notice on the “Notice of Intent to Pass a By-law for Planning Application and Service Fees” was published in the Georgina Advocate editions of August 30, September 6 and September 13; and, posted to the Town’s website on August 30th. The “Notice of Intent” indicated that a copy of the By-law would be available for viewing as of September 5, 2018 (i.e. 2 weeks prior to the passing of the intended By-law).

On September 5, 2018 a copy of the draft By-law was posted onto the Town’s website, and provided to those on record as having an interest in the matter, being Michael Smith Planning Consultants and Development Coordinators Ltd. and BILD(GTA).

A copy of this report, including the Hemson results attached hereto, was posted to the Town’s website, and also provided to those referred to above, on September 12, 2018.

Following the publication of the “Notice of Intent” regarding the proposed passing of the new Fee By-law, staff received one public request to obtain a copy of the draft proposed 2018 Fee By-law. No further public nor stakeholder comments have been received.

8. CONCLUSIONS:

The Town retained Hemson Consulting Ltd. to undertake a comprehensive Fee Review of the full costs of service associated with the processing of Planning Applications and the provision of related services. As such, they have completed their review and made recommendations on a fee structure to provide for reasonable full

cost recovery on most of the services provided. The review has included public consultation, and a review of the fee structures in comparable municipalities.

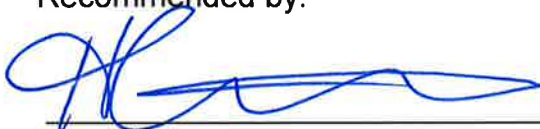
In consideration of the above, and the results of Hemson's analysis, it is Staff's opinion that the proposed fees, as set out in the draft fee by-law are reasonable, appropriate and defensible. In this regard, we respectfully recommend that the fees outlined in Attachment '3' be approved, and that the new Fee By-law be passed for implementation effective January 1, 2019.

Prepared by:



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Director of Development Services

Approved by:



David Reddon
Acting Chief Administrative Officer

10 September 2018

Attachment 1 – Planning Applications and Services Fees Review – Hemson (September 2018)
Attachment 2 – Comparative By-law – Current Fee Schedule with Proposed Changes
Attachment 3 – DRAFT By-law to Establish Fees for Planning Applications and Services

PLANNING APPLICATION AND SERVICE FEES BY-LAW REVIEW

Town of Georgina

HEMSON Consulting Ltd.

September 2018

Report # DS-2018-0126
Attachment 1
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I INTRODUCTION

Municipalities in Ontario are responsible for ensuring that the delivery of local services is undertaken in accordance with Provincial legislation. To offset the cost of providing services, municipalities are permitted to charge fees. The Town of Georgina has levied such fees for many years. It has not, however, undertaken a comprehensive review of its planning fees since 2011. Since that time, there have been several important changes:

- Town Council adopted the Georgina Official Plan (2016) which has impacted the pattern of development occurring in the Town; and
- Financial pressures, in particular the pressure to shift the funding of municipal services toward user fees and away from property taxes, means that regular fee reviews are prudent.

In light of this, the Town conducted a review of its planning services fees. The purpose of the study is to establish the full cost of providing services and determine appropriate fee rates for recovering some or all costs as permitted under the *Planning Act* and the *Municipal Act*. Hemson Consulting Limited was retained to conduct the review and this report summarizes the results.

Full cost recovery fee rates are based on the average annual level of development application activity and cost of providing review services over the same time period. This analysis looks at the fees required to recover the full cost of providing planning application review services over the five-year period from 2018-2022.

This report is structured as follows:

Section II describes the Town's current planning and service fee structure.

Section III presents an analysis of the current and forecast fee revenues.

Section IV presents an analysis of the current and forecast costs associated with processing the applications.

Section V presents the calculated full cost recovery planning and service fees.

II PLANNING APPROVALS IN GEORGINA

This section summarizes the way in which the Town carries out its responsibilities under the *Planning Act*. It also describes the current planning fee structure.

A. PLANNING ACT REQUIREMENTS

The *Planning Act* stipulates that planning (or development application) fees must “meet only the anticipated cost to the municipality” of each type of application provided in its tariff of fees. Section 69 (1) of the *Planning Act* contains the following provision:

69. (1) The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff. R.S.O. 1990, c. P.13, s.69 (1); 1996, c. 4, s. 35 (1).

The *Planning Act* also allows for these fees to be waived for any application (s.69 (2)). Moreover, it provides a mechanism for fees to be appealed to the Local Planning Appeal Tribunal (LPAT).

B. PLANNING APPLICATION FEES

In Georgina, the “tariff of fees” referred to in the *Planning Act* is contained in By-law No. 2011-0015, as amended, and is available on the Town’s website.

The Town’s planning fees, administered primarily through the Planning Division of the Development Services Department, are one-time fees payable upon application submission. For some application types different fee rates apply: For example, Official Plan Amendment, and Zoning By-law Amendment, and Site Plan applications are categorized as “Major” and “Minor” applications. Descriptions of each of these application types are provided within the by-law.

For some applications, the Town retains legal services or external consultants to assist with review.

C. PLANNING APPROVAL PROCESS

Responsibility for planning matters in Georgina falls to the Town's Development Services Department. Most applications fall within the Planning Division's responsibility, while the processing of Site Plan applications primarily falls within the responsibility of the Development Engineering Division. Some applications involve a relatively small level of effort, while others (e.g. major plans of subdivision) may take many months and often involve a number of Town staff. It is noted that further details on staff time involvement in processing each type of application are included in Appendix A.

The Town also provides pre-consultation services to potential applicants for development. Pre-consultation involves Planning Division staff, as well as other departments as necessary. The Town does not currently charge fees for this service.

Overall, development applications have become more complex over recent years. As a result of provincial policy changes, the Town is seeing more applications to meet intensification requirements leading to more infill type development applications. These applications are often more challenging to process than typical greenfield developments, and require a higher level of staff effort.

The types of planning approval in the Town are summarized as follows:

1. Official Plan Amendment

The Town's Official Plan is a broad policy document which sets out the Town's long-range planning objectives. All development that proceeds in the Town must conform to the policies in the Official Plan, as well as any applicable Secondary Plans. In some cases, a planning application requires an amendment to the Official Plan prior to its being approved. The amendment process typically takes several months to complete and involves detailed review by Town staff, Council and the public.

Official Plan Amendment (OPA) applications are classified by the Town as follows:

- "Major Amendment" applications are large in scale or scope and may have impacts or policy implications beyond the subject lands. These include non-residential developments exceeding 250 square metres in gross floor area, as well as residential developments exceeding 3 lots or units; and
- "Minor Amendment" applications are relatively small in scale, with minimal impacts beyond the subject lands, and generally involve non-residential

developments of up to 250 square metres or residential developments of up to 3 lots or units.

It is noted that the Director of Development Services may determine whether an OPA application falls within the Minor or Major category.

The total number of OPAs processed by Town staff has averaged about two per year over the past five years (see Table 1). About half of OPA applications received over the past five years have been categorized as “Major” applications and half have been categorized as “Minor” applications.

2. Zoning By-Law Amendment

The zoning by-law regulates the use of land in the Town. When a proposal for development includes a plan for uses which are not permitted under the zoning by-law, an amendment to the by-law is required in order for the proposal to be approved. The amendment process can be lengthy (several months) and involves a public consultation process. Under the existing fee by-law, Zoning By-Law Amendment (ZBA) applications are classified as follows:

- “Major Amendment” applications are large in scale or scope and may have impacts beyond the subject lands. These include non-residential developments exceeding 250 square metres in gross floor area, as well as residential developments exceeding 3 lots or units; and
- “Minor Amendment” applications are relatively small in scale, with minimal impacts beyond the subject lands, and generally involve non-residential developments of up to 250 square metres or residential developments of up to 3 lots or units.

Once again, the Director of Development Services may determine whether a ZBA application falls within the Minor or Major category.

Over the past five years, the Town has received an average of nine ZBA applications per year, with an average of six applications per year falling within the “Minor” category and three applications per year falling within the “Major” category.

The removal of holding provisions triggers separate fees. The Town has received an annual average of one application for the removal of holding provisions.

3. Committee of Adjustment

The Town’s Committee of Adjustment is responsible for approving applications for minor variance and consents. With respect to consent to sever land, the Town charges fees at the time of consent application as well as for a change of consent conditions, consent agreement, and for validations of title, easement, title clearance, mortgage

discharge, foreclosure, power of sale, partition order or land leases. In total, the Town has processed an average of 17 of such applications per year, with consent applications becoming more frequent in recent years.

Often a proposed development will require that one or more development standards established by the zoning by-law be waived to allow the development to proceed. In such cases an approval for variance must be granted. On average, the Town has received 36 minor variance applications annually over the past five years. Like consent applications, higher than average volumes of minor variance applications have been received more recently.

4. Site Plan Application

Site Plan control is the process that regulates various activities on the site of an actual development including building location, landscaping, parking, drainage, and pedestrian and vehicular access. The Town imposes site plan application fees for the following application types:

- “Major” applications are classified as those involving non-residential or mixed-use developments exceeding 500 square metres in gross floor area, re-use or re-development projects which include building expansions exceeding 50 square metres in gross floor area, or residential developments exceeding 25 lots or units. Other developments affecting large geographic areas may also be classified as Major applications, as well as theme parks and large scale recreational/commercial uses; and
- “Minor” applications involve developments with fewer than five residential lots or units, or the re-use or re-development of an existing building which does not add more than 50 square metres in new gross floor area.

The Director of Development Services may determine whether a Site Plan application falls within the Minor or Major category. In addition to these categories, a “Graduated” fee is imposed for non-residential developments between 250 and 500 square metres in gross floor area, or residential developments between five and 25 lots/units. The Graduated fee is comprised of a base fee, equivalent to the fee for Minor applications, in addition to a fee per unit or per square metre.

Over the past five years, the Town has received an average of three Site Plan applications per year including an average of two Major applications and one Minor application. It is noted that the processing of Site Plan applications falls primarily under the responsibility of Development Engineering staff. Planning Division staff are involved to a lesser extent.

5. Subdivision/Condominium Application

The process for subdividing land is lengthy and involves considerable Town planning and engineering resources, a range of private sector professionals, and comprehensive public consultation. The Town imposes a base Draft Plan of Subdivision or Condominium fee as well as additional fees per residential or non-residential unit, lot, or block. The fee by-law also includes various fees associated with Plans of Subdivision or Condominium, including but not limited to fees for extensions of draft plan approval, revisions to an approved plan requiring Council approval, and preparation of agreements.

The Town has received an annual average of seven Plan of Subdivision and/or Condominium applications over the past five years, including an average of two Draft Plan of Subdivision/Condominium applications, three applications for extension of draft plan approval, and various other associated applications.

6. Other Applications

A number of additional fees are included within the Town's Planning Applications and Services Fees By-law including fees for Development Area Plans, Deeming By-law or Repeal of a Deeming By-law, Property Information Reports, and Radiocommunication Tower Siting. The historical frequency of these applications over the past five years is also included in Table 1.

7. Non Fee Based Review Work

Town planning staff also undertakes work for which a fee is not charged. This non-fee based work includes planning policy studies, general customer service activities, and review work for which fees cannot be charged. Currently, the Town does not charge for pre-consultation services, though a fee for such services has been calculated as part of this study.

TABLE 1
TOWN OF GEORGINA
2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
PLANNING APPLICATIONS - 2013 TO 2017

Type of Application	2013	2014	2015	2016	2017	5 Year Average 2013-2017
Development Area Plans (DAP)	0	0	2	0	1	1
<i>New DAP or Major Review/Update to an Existing DAP</i>	0	0	1	0	0	0.2
<i>Consideration of a Minor Revision to an Existing DAP</i>	0	0	1	0	1	0.4
Official Plan Amendment Application	1	3	2	5	1	2
<i>Major Application Fee</i>	1	1	2	2	0	1.2
<i>Minor Application Fee</i>	0	2	0	3	1	1.2
Zoning By-Law Amendment Application	5	7	4	18	13	9
<i>Major Application Fee</i>	2	3	3	5	2	3
<i>Minor Application Fee</i>	3	4	1	13	11	6
Rezoning to Permit a New Accessory Apartment or Second Dwelling (incl. Garden Suite)	0	0	0	1	2	1
Removal of Holding or "H" Zone Provision	2	2	1	0	0	1
Temporary Use By-Law Application or Extension	0	0	0	0	1	0
Part Lot Control Application	4	7	2	2	1	3
<i>Base Application Fee</i>	4	7	2	2	1	3.2
Restrictive Covenant Agreement	0	0	0	0	0	0
Consent (Lot Creation, Lot Addition/Boundary Adjustment)	14	13	13	16	30	17
<i>Application Fee Per Lot/Unit/Parcel Created</i>	14	10	11	11	28	15
<i>Change of Consent Conditions</i>	0	0	0	1	0	0
<i>Consent Agreement</i>	0	0	0	0	0	0
<i>Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale</i>	0	3	2	4	2	2
Minor Variance, Non-Conforming Uses, Other Permissions	40	31	29	37	45	36
<i>Application Fee</i>	38	31	29	37	45	36
<i>Minor Variance Agreement</i>	0	0	0	0	0	0.0
<i>File Maintenance Fee</i>	2	0	0	0	0	0.4
Site Plan Control Applications	1	5	1	2	6	3
<i>Major Application Fee</i>	1	2	1	1	3	2
<i>Graduated Site Plan Control Fee</i>	0	0	0	0	0	0
<i>Minor Application Fee</i>	0	3	0	1	3	1
Amendment to Existing Site Plan	0	0	0	0	0	0
<i>Major</i>	0	0	0	0	0	0
<i>Minor</i>	0	0	0	0	0	0
Plan of Subdivision and/or Condominium	8	10	7	3	7	7
<i>Draft Plan of Subdivision or Condominium Application Fee</i>	2	3	2	1	2	2.0
<i>Extension of Draft Plan Approval</i>	4	4	3	2	2	3.0
<i>Revise or Alter an Approved Draft Plan Requiring Council Approval</i>	1	0	0	0	0	0.2
<i>Request to Change to Conditions</i>	0	1	0	0	0	0.2
<i>Requesting Exemption from Sec. 51 - Planning Act Processing Requirements</i>	0	0	0	0	0	0.0
<i>Preparation of Subdivision/Condominium Agreement</i>	1	2	2	0	3	1.6
<i>Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase</i>	0	0	0	0	0	0.0
<i>Amendment to Agreement</i>	0	0	0	0	0	0.0
<i>Compliance Certificate for Clearance of Conditions and Final Approval and Registration</i>	0	0	0	0	0	0.0
Deeming By-Law or Repeal of Deeming By-Law	5	5	5	10	13	8
<i>Application Fee</i>	5	5	5	10	13	8
Property Information Report	0	0	0	0	0	0
Radiocommunication Tower Siting	0	2	2	2	0	1
<i>Application Submission Fee</i>	0	1	1	1	0	1
<i>Prior to Staff Report to Council Regarding Concurrence Request</i>	0	1	1	1	0	1
Ontario Municipal Board Appeals	1	2	2	2	0	1
<i>Administrative Referral Fee</i>	1	2	2	2	0	1
Total Applications	81	87	70	98	120	91

III ANALYSIS OF REVENUES

This section contains an analysis of past planning application activity in Georgina and an assessment of the level of activity that is reasonable to anticipate for the purpose of setting planning fees.

A. HISTORICAL PLANNING FEE REVENUE

Table 2 shows the revenue (in constant 2018\$) generated from planning applications issued by the Town since 2013. Over the five year period, planning fee revenues have averaged \$339,900 per annum, with some variation from one year to the next. Only \$230,800 was received in 2013, whereas revenue in recent years has been significantly higher as a result of increased activity, reaching \$423,000 in 2017.

A significant component of overall revenue relates to Plan of Subdivision and/or Condominium applications. These applications have generated roughly 36% of total revenue since 2013, averaging \$121,000 per year, though they have fluctuated considerably over the five-year period. ZBA applications are also a substantial source of revenue at roughly 23% of the total, or an average of \$77,700 per year.

It is noted that changes in planning application revenue on any given year does not necessarily reflect the level of building or development activity because the timing of fee payments and development activity do not always correspond.

B. ANTICIPATED FUTURE ACTIVITY

Historical planning application and revenue data provided in Tables 1 and 2 demonstrate an increasing number of applications received over the past five years, from about 70 applications in 2015 to 120 applications in 2017. This increase is primarily attributed to recent growth in Committee of Adjustment (Consent and Minor Variance) applications, as well as growth in Zoning By-law Amendment applications.

A forecast of future planning application activity in Georgina over a five-year period from 2018 to 2022 has been prepared for fee setting purposes. The forecast is based on existing growth forecasts for the Town, an analysis of current and proposed planning applications, and discussions with Town staff. Overall, it is assumed that application

activity will remain relatively in line with historical trends, although generally higher than 2013 through 2017 as application activity levels in the Keswick area continue to develop.

For the purposes of this analysis, the Town is assumed to receive a similar number of applications per annum from 2018 to 2022 as received in 2017. The higher application activity projected also reflects the expectation that minor variance and consent applications will continue to be strong and in line with more recent activity levels.

Table 3 sets out the forecast of average annual planning application activity and revenue anticipated through to 2022.

TABLE 2
TOWN OF GEORGINA
2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
PLANNING APPLICATION FEE REVENUE - 2013 TO 2017

Planning Fee Revenue by Application Type	2013	2014	2015	2016	2017	5 Year Average 2013-2017
Development Area Plans (DAP)	\$ -	\$ -	\$ 21,931	\$ -	\$ 7,642	\$ 5,915
<i>New DAP or Major Review/Update to an Existing DAP</i>	\$ -	\$ -	\$ 14,336	\$ -	\$ -	\$ 2,867
<i>Consideration of a Minor Revision to an Existing DAP</i>	\$ -	\$ -	\$ 7,594	\$ -	\$ 7,642	\$ 3,047
Official Plan Amendment Application	\$ 14,228	\$ 29,279	\$ 28,673	\$ 51,506	\$ 7,642	\$ 26,266
<i>Major Application Fee</i>	\$ 14,228	\$ 14,217	\$ 28,673	\$ 28,701	\$ -	\$ 17,164
<i>Minor Application Fee</i>	\$ -	\$ 15,062	\$ -	\$ 22,805	\$ 7,642	\$ 9,102
Zoning By-Law Amendment Application	\$ 42,739	\$ 60,642	\$ 40,492	\$ 145,708	\$ 98,800	\$ 77,676
<i>Major Application Fee</i>	\$ 22,232	\$ 33,321	\$ 33,603	\$ 56,058	\$ 22,542	\$ 33,551
<i>Minor Application Fee</i>	\$ 20,507	\$ 27,321	\$ 6,889	\$ 89,649	\$ 76,257	\$ 44,125
Rezoning to Permit a New Accessory Apartment or Second Dwelling (incl. Garden Suite)	\$ -	\$ -	\$ -	\$ 3,365	\$ 6,766	\$ 2,026
Removal of Holding or "H" Zone Provision	\$ 3,335	\$ 3,334	\$ 1,681	\$ -	\$ -	\$ 1,670
Temporary Use By-Law Application or Extension	\$ -	\$ -	\$ -	\$ -	\$ 6,932	\$ 1,386
Part Lot Control Application	\$ 6,110	\$ 13,718	\$ 3,930	\$ 5,871	\$ 3,804	\$ 6,687
<i>Base Application Fee</i>	\$ 3,335	\$ 5,838	\$ 1,682	\$ 1,685	\$ 847	\$ 2,677
<i>Additional Fees Per Lot/Unit</i>	\$ 2,775	\$ 7,880	\$ 2,248	\$ 4,186	\$ 2,957	\$ 4,009
Restrictive Covenant Agreement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consent (Lot Creation, Lot Addition/Boundary Adjustment)	\$ 31,128	\$ 23,886	\$ 25,774	\$ 28,213	\$ 64,287	\$ 34,658
<i>Application Fee Per Lot/Unit/Parcel Created</i>	\$ 31,128	\$ 22,218	\$ 24,652	\$ 24,675	\$ 63,158	\$ 33,166
<i>Change of Consent Conditions</i>	\$ -	\$ -	\$ -	\$ 1,292	\$ -	\$ 258
<i>Consent Agreement</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale</i>	\$ -	\$ 1,668	\$ 1,122	\$ 2,246	\$ 1,129	\$ 1,233
Minor Variance, Non-Conforming Uses, Other Permissions	\$ 21,965	\$ 17,235	\$ 16,270	\$ 20,778	\$ 25,410	\$ 20,332
<i>Application Fee</i>	\$ 21,132	\$ 17,235	\$ 16,270	\$ 20,778	\$ 25,410	\$ 20,165
<i>Minor Variance Agreement</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>File Maintenance Fee</i>	\$ 833	\$ -	\$ -	\$ -	\$ -	\$ 167
Site Plan Control Applications	\$ 12,227	\$ 44,432	\$ 12,321	\$ 19,061	\$ 57,484	\$ 29,105
<i>Major Application Fee</i>	\$ 12,227	\$ 24,436	\$ 12,321	\$ 12,333	\$ 37,192	\$ 19,702
<i>Graduated Site Plan Control Fee</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Minor Application Fee</i>	\$ -	\$ 19,996	\$ -	\$ 6,728	\$ 20,292	\$ 9,403
Amendment to Existing Site Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Major</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Minor</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plan of Subdivision and/or Condominium	\$ 92,990	\$ 231,568	\$ 99,695	\$ 51,868	\$ 129,046	\$ 121,033
<i>Draft Plan of Subdivision or Condominium Application Fee</i>	\$ 37,235	\$ 55,806	\$ 37,518	\$ 18,777	\$ 37,752	\$ 37,418
<i>Additional Fees Per Unit/Lot/Block</i>	\$ 32,241	\$ 146,488	\$ 38,313	\$ 26,360	\$ 63,731	\$ 61,427
<i>Extension of Draft Plan Approval</i>	\$ 13,343	\$ 13,335	\$ 10,086	\$ 6,731	\$ 6,766	\$ 10,052
<i>Revise or Alter an Approved Draft Plan Requiring Council Approval</i>	\$ 3,336	\$ -	\$ -	\$ -	\$ -	\$ 667
<i>Request to Change to Conditions</i>	\$ -	\$ 2,278	\$ -	\$ -	\$ -	\$ 456
<i>Requesting Exemption from Sec. 51 - Planning Act Processing Requirements</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Preparation of Subdivision/Condominium Agreement</i>	\$ 6,836	\$ 13,661	\$ 13,777	\$ -	\$ 20,797	\$ 11,014
<i>Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Amendment to Agreement</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Compliance Certificate for Clearance of Conditions and Final Approval and Registration</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deeming By-Law or Repeal of Deeming By-Law	\$ 5,944	\$ 5,940	\$ 5,549	\$ 11,571	\$ 15,193	\$ 8,840
<i>Application Fee</i>	\$ 4,723	\$ 4,720	\$ 4,762	\$ 9,534	\$ 12,463	\$ 7,241
<i>Additional Fees Per Lot</i>	\$ 1,221	\$ 1,221	\$ 787	\$ 2,036	\$ 2,730	\$ 1,599
Property Information Report	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Radiocommunication Tower Siting	\$ -	\$ 6,668	\$ 6,724	\$ 6,731	\$ -	\$ 4,024
<i>Application Submission Fee</i>	\$ -	\$ 3,334	\$ 3,362	\$ 3,365	\$ -	\$ 2,012
<i>Prior to Staff Report to Council Regarding Concurrence Request</i>	\$ -	\$ 3,334	\$ 3,362	\$ 3,365	\$ -	\$ 2,012
Ontario Municipal Board Appeals	\$ 167	\$ 334	\$ 337	\$ 339	\$ -	\$ 235
<i>Administrative Referral Fee</i>	\$ 167	\$ 334	\$ 337	\$ 339	\$ -	\$ 235
Total Application Revenue	\$ 230,832	\$ 437,036	\$ 263,378	\$ 345,010	\$ 423,009	\$ 339,853

TOWN OF GEORGINA
2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
ANTICIPATED ANNUAL PLANNING APPLICATION REVENUE UNDER CURRENT RATES

Type of Application	Current Fee Rate	Anticipated Annual # of Applications	Anticipated Annual Revenue Under Current Rates
Development Area Plans (DAP)			
<i>New DAP or Major Review/Update to an Existing DAP</i>	\$ 14,475	0.2	\$ 2,895
<i>Consideration of a Minor Revision to an Existing DAP</i>	\$ 7,668	0.4	\$ 3,067
Official Plan Amendment Application			
<i>Major Application Fee (e.g. ICI above 250sq.m.; residential above 3 lots/units)</i>	\$ 14,475	1.2	\$ 17,370
<i>Minor Application Fee (e.g. ICI below 250sq.m.; residential below 3 lots/units)</i>	\$ 7,668	2.0	\$ 15,336
Zoning By-Law Amendment Application			
<i>Major Application Fee (e.g. ICI above 250sq.m.; residential above 3 lots/units)</i>	\$ 11,309	4.0	\$ 45,236
<i>Minor Application Fee (e.g. ICI below 250sq.m.; residential below 3 lots/units)</i>	\$ 6,956	9.0	\$ 62,604
Rezoning to Permit a New Accessory Apartment or Second Dwelling (incl. Garden Suite)	\$ 3,395	2.0	\$ 6,790
Removal of Holding or "H" Zone Provision	\$ 1,698	1.0	\$ 1,698
Temporary Use By-Law Application or Extension	\$ 6,956	1.0	\$ 6,956
Part Lot Control Application			
<i>Base Application Fee</i>	\$ 850	3.2	\$ 2,720
<i>Charge per Unit</i>	\$ 115	36.0	\$ 4,140
Restrictive Covenant Agreement	\$ 1,135	0.2	\$ 227
Consent (Lot Creation, Lot Addition/Boundary Adjustment)			
<i>Application Fee Per Lot/Unit/Parcel Created</i>	\$ 2,264	22.0	\$ 49,808
<i>Change of Consent Conditions</i>	\$ 1,304	0.6	\$ 782
<i>Consent Agreement</i>	\$ 1,020	0.5	\$ 510
<i>Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale</i>	\$ 567	3.5	\$ 1,985
Minor Variance, Non-Conforming Uses, Other Permissions			
<i>Application Fee</i>	\$ 567	38.0	\$ 21,546
<i>Minor Variance Agreement</i>	\$ 228	0.2	\$ 46
<i>File Maintenance Fee</i>	\$ 426	0.5	\$ 213
Site Plan Control Applications			
<i>Minor (Base) Application Fee</i>	\$ 6,787	3.5	\$ 23,755
<i>Major Application Fee (Cap)</i>	\$ 12,439	3.5	\$ 43,537
Site Plan Control - Additional Units			
<i>Plus: Fee per Residential Unit/Lot for development exceeding 5 lots/units up to 25</i>	\$ 283		
<i>Plus: Fee per sq.m. ICI or mixed use development exceeding 250 sq.m. up to 500 sq.m.</i>	\$ 25		
Amendment to Existing Site Plan			
<i>Major</i>	\$ 4,525	1.0	\$ 4,525
<i>Minor</i>	\$ 2,264	1.0	\$ 2,264
Plan of Subdivision and/or Condominium			
<i>Draft Plan of Subdivision or Condominium Application Fee</i>	\$ 18,940	3.0	\$ 56,820
<i>Extension of Draft Plan Approval</i>	\$ 3,395	3.0	\$ 10,185
<i>Revise or Alter an Approved Draft Plan Requiring Council Approval</i>	\$ 3,395	0.5	\$ 1,698
<i>Request to Change to Conditions</i>	\$ 2,321	0.2	\$ 464
<i>Requesting Exemption from Sec. 51 - Planning Act Processing Requirements</i>	\$ 6,787	0.2	\$ 1,357
<i>Preparation of Subdivision/Condominium Agreement</i>	\$ 6,956	3.0	\$ 20,868
<i>Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase</i>	\$ 4,638	0.2	\$ 928
<i>Amendment to Agreement</i>	\$ 2,321	0.2	\$ 464
<i>Compliance Certificate for Clearance of Conditions and Final Approval and Registration</i>	\$ 2,321	0.2	\$ 464
Draft Plan of Subdivision - Additional Units			
<i>Plus: Fee per Residential Unit/Lot for First 25 Units/Lots</i>	\$ 286	30.0	\$ 70,000
<i>Plus: Fee per Residential Unit/Lot for 26-50 Units/Lots</i>	\$ 172	30.0	
<i>Plus: Fee per Residential Unit/Lot for 51+ Units/Lots</i>	\$ 115	279.0	
<i>Plus: Fee per Institutional/Commercial/Industrial Unit/Lot/Block</i>	\$ 793	9.0	
<i>Plus: Fee per Mixed Use Unit/Lot/Block</i>	\$ 793	8.0	
Deeming By-Law or Repeal of Deeming By-Law			
<i>Base Application Fee</i>	\$ 962	11.0	\$ 10,582
<i>Plus: Charge per Lot</i>	\$ 115	20.0	\$ 2,300
Property Information Report	\$ 139	2.0	\$ 278
Radiocommunication Tower Siting			
<i>Application Submission Fee</i>	\$ 3,395	2.0	\$ 6,790
<i>Prior to Staff Report to Council Regarding Concurrence Request</i>	\$ 3,395	2.0	\$ 6,790
Total Revenue			\$ 511,559

IV ANALYSIS OF COSTS

This section presents an analysis of the direct and indirect costs of delivering services required to approve planning applications in the Town.

A. DIRECT COSTS

A number of staff at the Town are responsible for processing applications in respect of planning matters in Georgina. They include staff in the Development Services Department, including the Planning, Development Engineering, and Building Divisions as well as those in Operations & Infrastructure, Fire Services, Recreation & Culture, and Administration. The entire cost of the time spent by these staff on reviewing planning applications, along with the costs of the resources they use, are considered direct costs under this study. Time shares have been determined based on the information obtained primarily from detailed interviews with all staff members, and are displayed in Appendix A.

Although a portion of staff time is directly attributed to processing planning applications, a significant share is unrelated to application review and is excluded as a cost for fee recovery. This “other” staff time includes planning policy related work, LPAT hearings/preparation, engineering reviews and related site inspections, general customer service activities, and review work for which fees cannot be charged, and is also identified in Appendix A.

Table 4 Pages 1-3 display the calculations of direct costs. The calculations are divided by: payroll; office space; and other operating costs. Payroll costs, amounting to \$809,600 and including all benefits and overtime, account for the majority of the direct costs (Page 1). It should be noted that these costs also include the addition of new staff which are anticipated over the course of the planning period to help manage application activity.

TABLE 4 - PAGE 1
 TOWN OF GEORGINA
 2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
 FULL COST RECOVERY PLANNING ACT FEES
 DIRECT COSTS

4.1 PAYROLL (2016) ^{1/2}	Development Services - Planning Division	Development Services - Administration	Development Services - Building Division	Development Services - Development Engineering	Fire Services	Operations and Infrastructure - Roads Administration	Water Services	Parks and Recreation	Total Payroll Direct Cost
Total Payroll (salaries & benefits)	\$ 984,230	\$ 272,500	\$ 1,235,990	\$ 919,160	\$ 392,570	\$ 747,970	\$ 1,527,640	\$ 670,910	\$ 6,750,970
<i>Share of Planning Application Work (%)</i>	53.3%	20.0%	0.8%	8.0%	5.5%	6.6%	1.3%	8.3%	
<i>Share of Planning Application Work (\$)</i>	\$ 524,702	\$ 54,500	\$ 10,247	\$ 73,880	\$ 21,461	\$ 49,305	\$ 19,861	\$ 55,619	\$ 808,576
Development Area Plans (DAP)									
<i>New DAP or Major Review/Update to an Existing DAP</i>	\$ 1,429	\$ 545	\$ -	\$ -	\$ 143	\$ -	\$ -	\$ 525	\$ 2,642
<i>Consideration of a Minor Revision to an Existing DAP</i>	\$ 2,014	\$ 545	\$ -	\$ -	\$ 143	\$ -	\$ -	\$ 721	\$ 3,423
Official Plan Amendment Application									
<i>Major Application Fee</i>	\$ 20,581	\$ 2,998	\$ -	\$ -	\$ 1,431	\$ 1,788	\$ 397	\$ -	\$ 27,194
<i>Minor Application Fee</i>	\$ 22,845	\$ 3,543	\$ -	\$ -	\$ 1,717	\$ 1,117	\$ 397	\$ -	\$ 29,718
Zoning By-Law Amendment Application									
<i>Major Application Fee</i>	\$ 55,046	\$ 3,815	\$ 364	\$ -	\$ 1,574	\$ 744	\$ 265	\$ 1,602	\$ 63,410
<i>Minor Application Fee</i>	\$ 86,237	\$ 5,450	\$ 364	\$ -	\$ 2,575	\$ 1,117	\$ 397	\$ 2,225	\$ 98,365
Rezoning to Permit a New Accessory Apartment or Second Dwelling (incl. Garden Suite)	\$ 4,103	\$ 545	\$ -	\$ -	\$ 286	\$ -	\$ -	\$ -	\$ 4,934
Removal of Holding or "H" Zone Provision	\$ 2,617	\$ 545	\$ -	\$ -	\$ 286	\$ -	\$ -	\$ -	\$ 3,448
Temporary Use By-Law Application or Extension	\$ 4,582	\$ 545	\$ -	\$ -	\$ 286	\$ -	\$ -	\$ -	\$ 5,413
Part Lot Control Application									
<i>Base Application Fee</i>	\$ 6,997	\$ 1,363	\$ -	\$ -	\$ 572	\$ -	\$ -	\$ -	\$ 8,931
Restrictive Covenant Agreement	\$ 292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 292
Consent (Lot Creation, Lot Addition/Boundary Adjustment)									
<i>Application Fee Per Lot/Unit/Parcel Created</i>	\$ 74,633	\$ 3,815	\$ -	\$ 3,677	\$ 1,574	\$ 2,846	\$ 927	\$ -	\$ 87,470
<i>Change of Consent Conditions</i>	\$ 1,278	\$ 273	\$ -	\$ -	\$ 143	\$ -	\$ -	\$ -	\$ 1,694
<i>Consent Agreement</i>	\$ 790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 790
<i>Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale</i>	\$ 3,220	\$ 545	\$ -	\$ 919	\$ 143	\$ -	\$ -	\$ -	\$ 4,828
Minor Variance, Non-Conforming Uses, Other Permission:									
<i>Application Fee</i>	\$ 66,965	\$ 4,360	\$ 550	\$ 4,596	\$ 1,717	\$ 5,683	\$ 1,986	\$ -	\$ 85,757
<i>Minor Variance Agreement</i>	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77
<i>File Maintenance Fee</i>	\$ 231	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231
Site Plan Control Applications									
<i>Major Application Fee</i>	\$ 15,892	\$ 3,270	\$ 7,435	\$ 29,413	\$ 858	\$ 5,148	\$ 1,986	\$ 11,124	\$ 75,127
<i>Graduated Site Plan Control Fee</i>	\$ 3,019	\$ 545	\$ -	\$ 4,943	\$ 143	\$ -	\$ -	\$ -	\$ 8,650
<i>Minor Application Fee</i>	\$ 7,231	\$ 1,363	\$ 812	\$ 11,949	\$ 286	\$ 2,521	\$ 1,324	\$ 5,562	\$ 31,048
Amendment to Existing Site Plan									
<i>Major</i>	\$ 618	\$ -	\$ -	\$ 4,136	\$ 143	\$ -	\$ -	\$ -	\$ 4,897
<i>Minor</i>	\$ 371	\$ -	\$ -	\$ 2,298	\$ 143	\$ -	\$ -	\$ -	\$ 2,812
Plan of Subdivision and/or Condominium									
<i>Draft Plan of Subdivision or Condominium Application Fee</i>	\$ 33,380	\$ 4,633	\$ -	\$ -	\$ 1,717	\$ 9,651	\$ 3,972	\$ 13,349	\$ 66,701
<i>Extension of Draft Plan Approval</i>	\$ 13,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,460
<i>Revise or Alter an Approved Draft Plan Requiring Council Approval</i>	\$ 909	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490	\$ 1,398
<i>Request to Change to Conditions</i>	\$ 909	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 909
<i>Requesting Exemption from Sec. 51 - Planning Act Processing Requirements</i>	\$ 1,351	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,351
<i>Preparation of Subdivisions/Condominium Agreement</i>	\$ 3,970	\$ 545	\$ -	\$ 11,949	\$ 286	\$ -	\$ -	\$ -	\$ 16,751
<i>Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase</i>	\$ 976	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 976
<i>Amendment to Agreement</i>	\$ 662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 662
<i>Compliance Certificate for Clearance of Conditions and Final Approval and Registration</i>	\$ 662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 662
Deeming By-Law or Repeal of Deeming By-Law									
<i>Application Fee</i>	\$ 18,018	\$ 2,998	\$ -	\$ -	\$ 1,145	\$ -	\$ -	\$ -	\$ 22,160
Property Information Report	\$ -	\$ -	\$ 722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 722
Radiocommunication Tower Siting									
<i>Application Submission Fee</i>	\$ 4,702	\$ 1,363	\$ -	\$ -	\$ 572	\$ -	\$ -	\$ -	\$ 6,637
<i>Prior to Staff Report to Council Regarding Concurrence Request</i>	\$ 4,702	\$ 1,363	\$ -	\$ -	\$ 572	\$ -	\$ -	\$ -	\$ 6,637
Ontario Municipal Board Appeals									
<i>Administrative Referral Fee</i>	\$ 2,396	\$ 1,363	\$ -	\$ -	\$ -	\$ 2,605	\$ 927	\$ -	\$ 7,291
Surcharges:									
<i>Draft Plan of Subdivision - Additional Unit:</i>	\$ 50,741	\$ 7,085	\$ -	\$ -	\$ 2,575	\$ 16,186	\$ 7,282	\$ 20,023	\$ 103,893
Deeming By-Law or Repeal of Deeming By-Law									
<i>Charge per lot</i>	\$ 3,040	\$ 545	\$ -	\$ -	\$ 143	\$ -	\$ -	\$ -	\$ 3,729
Part Lot Control Application									
<i>Plus Per Lot or Unit</i>	\$ 3,658	\$ 545	\$ -	\$ -	\$ 286	\$ -	\$ -	\$ -	\$ 4,489

Note 1. Based on salaries of individual staff, which are not displayed in this report

TABLE 4 - PAGE 2
 TOWN OF GEORGINA
 2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
 FULL COST RECOVERY PLANNING ACT FEES
 DIRECT COSTS

4.2 OFFICE SPACE (2018) ⁽¹⁾⁽²⁾	Development Services - Planning Division	Development Services - Administration	Development Services - Building Division	Development Services - Development Engineering	Fire Services	Operations and Infrastructure - Roads Administration	Water Services	Parks and Recreation	Total Space Direct Cost
Office Space Support Shares (\$)	\$ 32,767	\$ 6,556	\$ 688	\$ 5,929	\$ 223	\$ 3,989	\$ 262	\$ 6,306	\$ 56,719
Development Area Plans (DAP)									
New DAP or Major Review/Update to an Existing DAP	\$ 89	\$ 66	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 60	\$ 216
Consideration of a Minor Revision to an Existing DAP	\$ 126	\$ 66	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 82	\$ 276
Official Plan Amendment Application									
Major Application Fee	\$ 1,285	\$ 361	\$ -	\$ -	\$ 15	\$ 145	\$ 5	\$ -	\$ 1,811
Minor Application Fee	\$ 1,433	\$ 428	\$ -	\$ -	\$ 18	\$ 90	\$ 5	\$ -	\$ 1,972
Zoning By-Law Amendment Application									
Major Application Fee	\$ 3,438	\$ 450	\$ 24	\$ -	\$ 16	\$ 60	\$ 3	\$ 182	\$ 4,183
Minor Application Fee	\$ 5,385	\$ 656	\$ 24	\$ -	\$ 27	\$ 90	\$ 5	\$ 252	\$ 6,440
Rezoning to Permit a New Accessory Apartment or Second Dwelling (Incl. Garden Suite)	\$ 256	\$ 66	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ 325
Removal of Holding or "H" Zone Provision	\$ 163	\$ 66	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ 232
Temporary Use By-Law Application or Extensior	\$ 286	\$ 66	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ 355
Part Lot Control Application									
Base Application Fee	\$ 437	\$ 164	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ 607
Restrictive Covenant Agreement	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18
Consent (Lot Creation, Lot Addition/Boundary Adjustment)									
Application Fee Per Lot/Unit/Parcel Created	\$ 4,661	\$ 459	\$ -	\$ 295	\$ 16	\$ 230	\$ 12	\$ -	\$ 5,673
Change of Consent Conditions	\$ 80	\$ 33	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ 114
Consent Agreement	\$ 49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49
Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale	\$ 201	\$ 66	\$ -	\$ 74	\$ 1	\$ -	\$ -	\$ -	\$ 342
Minor Variance, Non-Conforming Uses, Other Permission:									
Application Fee	\$ 4,182	\$ 524	\$ 37	\$ 369	\$ 18	\$ 452	\$ 26	\$ -	\$ 5,608
Minor Variance Agreement	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5
File Maintenance Fee	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14
Site Plan Control Applications									
Major Application Fee	\$ 992	\$ 393	\$ 499	\$ 2,360	\$ 9	\$ 416	\$ 26	\$ 1,261	\$ 5,958
Graduated Site Plan Control Fee	\$ 189	\$ 66	\$ -	\$ 397	\$ 1	\$ -	\$ -	\$ -	\$ 652
Minor Application Fee	\$ 452	\$ 164	\$ 55	\$ 959	\$ 3	\$ 204	\$ 17	\$ 631	\$ 2,484
Amendment to Existing Site Plan									
Major	\$ 39	\$ -	\$ -	\$ 332	\$ 1	\$ -	\$ -	\$ -	\$ 372
Minor	\$ 23	\$ -	\$ -	\$ 184	\$ 1	\$ -	\$ -	\$ -	\$ 209
Plan of Subdivision and/or Condominium									
Draft Plan of Subdivision or Condominium Application Fee	\$ 2,085	\$ 557	\$ -	\$ -	\$ 18	\$ 781	\$ 52	\$ 1,513	\$ 5,006
Extension of Draft Plan Approval	\$ 841	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 841
Revise or Alter an Approved Draft Plan Requiring Council Approval	\$ 57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56	\$ 112
Request to Change to Conditions	\$ 57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57
Requesting Exemption from Sec. 51 - Planning Act Processing Requirements	\$ 84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84
Preparation of Subdivision/Condominium Agreement	\$ 248	\$ 66	\$ -	\$ 959	\$ 3	\$ -	\$ -	\$ -	\$ 1,275
Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61
Amendment to Agreement	\$ 41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41
Compliance Certificate for Clearance of Conditions and Final Approval and Registration	\$ 41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41
Deeming By-Law or Repeal of Deeming By-Law									
Application Fee	\$ 1,125	\$ 361	\$ -	\$ -	\$ 12	\$ -	\$ -	\$ -	\$ 1,498
Property Information Report	\$ -	\$ -	\$ 48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48
Radlcommunication Tower Siting									
Application Submission Fee	\$ 294	\$ 164	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ 463
Prior to Staff Report to Council Regarding Concurrence Request	\$ 294	\$ 164	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ 463
Ontario Municipal Board Appeal									
Administrative Referral Fee	\$ 150	\$ 164	\$ -	\$ -	\$ -	\$ 211	\$ 12	\$ -	\$ 537
Surcharges:									
Draft Plan of Subdivision - Additional Unit:	\$ 3,169	\$ 852	\$ -	\$ -	\$ 27	\$ 1,309	\$ 96	\$ 2,270	\$ 7,723
Deeming By-Law or Repeal of Deeming By-Law									
Charge per lot	\$ 190	\$ 66	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ 257
Part Lot Control Application									
Plus: Per Lot or Unit	\$ 228	\$ 66	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ 297

Note 1: Based on office space of individual staff, which are not displayed in this report
 Note 2: Direct costs includes annual provision for building replacement

TABLE 4 - PAGE 3

TOWN OF GEORGINA
2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
FULL COST RECOVERY PLANNING ACT FEES
DIRECT COSTS

4.3 OTHER OPERATING & CAPITAL COSTS (2018)	Development Services - Planning Division	Development Services - Administration	Development Services - Building Division	Development Services - Development Engineering	Fire Services	Operations and Infrastructure - Roads Administration	Water Services	Parks and Recreation	Total Operating & Capital Direct Cost
<i>Share of Planning Application Work (\$)</i>	\$ 48,064	\$ 3,204	\$ 742	\$ 4,844	\$ 1,506	\$ 2,800	\$ 1,806	\$ 4,812	\$ 67,718
Development Area Plans (DAP)									
<i>New DAP or Major Review/Update to an Existing DAP</i>	\$ 131	\$ 32	\$ -	\$ -	\$ 10	\$ -	\$ -	\$ 45	\$ 218
<i>Consideration of a Minor Revision to an Existing DAP</i>	\$ 184	\$ 32	\$ -	\$ -	\$ 10	\$ -	\$ -	\$ 62	\$ 289
Official Plan Amendment Application									
<i>Major Application Fee</i>	\$ 1,885	\$ 176	\$ -	\$ -	\$ 100	\$ 102	\$ 36	\$ -	\$ 2,300
<i>Minor Application Fee</i>	\$ 2,102	\$ 208	\$ -	\$ -	\$ 120	\$ 63	\$ 36	\$ -	\$ 2,530
Zoning By-Law Amendment Application									
<i>Major Application Fee</i>	\$ 5,042	\$ 224	\$ 26	\$ -	\$ 110	\$ 42	\$ 24	\$ 139	\$ 5,608
<i>Minor Application Fee</i>	\$ 7,900	\$ 320	\$ 26	\$ -	\$ 181	\$ 63	\$ 36	\$ 192	\$ 8,719
Rezoning to Permit a New Accessory Apartment or Second Dwelling (incl. Garden Suite)	\$ 376	\$ 32	\$ -	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ 428
Removal of Holding or "H" Zone Provision	\$ 240	\$ 32	\$ -	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ 292
Temporary Use By-Law Application or Extension	\$ 420	\$ 32	\$ -	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ 472
Part Lot Control Application									
<i>Base Application Fee</i>	\$ 641	\$ 80	\$ -	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ 761
Restrictive Covenant Agreement	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27
Consent (Lot Creation, Lot Addition/Boundary Adjustment)									
<i>Application Fee Per Lot/Unit/Parcel Created</i>	\$ 6,837	\$ 224	\$ -	\$ 241	\$ 110	\$ 162	\$ 84	\$ -	\$ 7,658
<i>Change of Consent Conditions</i>	\$ 117	\$ 16	\$ -	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 143
<i>Consent Agreement</i>	\$ 72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72
<i>Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale</i>	\$ 295	\$ 32	\$ -	\$ 60	\$ 10	\$ -	\$ -	\$ -	\$ 397
Minor Variance, Non-Conforming Uses, Other Permission:									
<i>Application Fee</i>	\$ 6,134	\$ 256	\$ 40	\$ 301	\$ 120	\$ 317	\$ 181	\$ -	\$ 7,350
<i>Minor Variance Agreement</i>	\$ 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7
<i>File Maintenance Fee</i>	\$ 21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21
Site Plan Control Applications									
<i>Major Application Fee</i>	\$ 1,456	\$ 192	\$ 538	\$ 1,829	\$ 60	\$ 292	\$ 181	\$ 982	\$ 5,610
<i>Graduated Site Plan Control Fee</i>	\$ 277	\$ 32	\$ -	\$ 324	\$ 10	\$ -	\$ -	\$ -	\$ 643
<i>Minor Application Fee</i>	\$ 662	\$ 60	\$ 59	\$ 783	\$ 20	\$ 143	\$ 120	\$ 481	\$ 2,350
Amendment to Existing Site Plan									
<i>Major</i>	\$ 57	\$ -	\$ -	\$ 271	\$ 10	\$ -	\$ -	\$ -	\$ 338
<i>Minor</i>	\$ 34	\$ -	\$ -	\$ 151	\$ 10	\$ -	\$ -	\$ -	\$ 195
Plan of Subdivision and/or Condominium									
<i>Draft Plan of Subdivision or Condominium Application Fee</i>	\$ 3,058	\$ 272	\$ -	\$ -	\$ 120	\$ 548	\$ 361	\$ 1,155	\$ 5,515
<i>Extension of Draft Plan Approval</i>	\$ 1,233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,233
<i>Revise or Alter an Approved Draft Plan Requiring Council Approval</i>	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42	\$ 126
<i>Request to Change to Conditions</i>	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83
<i>Requesting Exemption from Sec. 51 - Planning Act Processing Requirements</i>	\$ 124	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124
<i>Preparation of Subdivision/Condominium Agreement</i>	\$ 364	\$ 32	\$ -	\$ 783	\$ 20	\$ -	\$ -	\$ -	\$ 1,199
<i>Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase</i>	\$ 89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89
<i>Amendment to Agreement</i>	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61
<i>Compliance Certificate for Clearance of Conditions and Final Approval and Registration</i>	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61
Deeming By-Law or Repeal of Deeming By-Law									
<i>Application Fee</i>	\$ 1,651	\$ 176	\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -	\$ 1,907
Property Information Report	\$ -	\$ -	\$ 52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52
Radiocommunication Tower Siting									
<i>Application Submission Fee</i>	\$ 431	\$ 80	\$ -	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ 551
<i>Prior to Staff Report to Council Regarding Concurrence Request</i>	\$ 431	\$ 80	\$ -	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ 551
Ontario Municipal Board Appeal									
<i>Administrative Referral Fee</i>	\$ 219	\$ 80	\$ -	\$ -	\$ -	\$ 148	\$ 84	\$ -	\$ 532
Surcharges:									
<i>Draft Plan of Subdivision - Additional Unit</i>	\$ 4,648	\$ 417	\$ -	\$ -	\$ 181	\$ 919	\$ 662	\$ 1,732	\$ 8,559
Deeming By-Law or Repeal of Deeming By-Law									
<i>Charge per lot</i>	\$ 279	\$ 32	\$ -	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 321
Part Lot Control Application									
<i>Plus: Per Lot or Unit</i>	\$ 335	\$ 32	\$ -	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ 387

Space costs include shares of the operating costs of the municipal headquarters associated with office space of individual staff, as well as shares of the capital replacement cost of the building. Space allocations were determined based on staff interviews and building floor plans. Direct costs associated with space total \$56,700 (Page 2).

Other direct operating cost were determined by multiplying the time shares attributed to planning application staff (see Appendix A) by 2018 operating and capital budget projections. The total direct operating and capital cost that can be attributed to planning approval activities is \$67,800 (Page 3).

The total direct cost of planning applications and approvals amounts to \$934,100 (see summary on Table 6).

B. INDIRECT COSTS

The indirect cost of processing planning applications in Georgina represents the share of costs of the Town's corporate departments that can reasonably be attributed as overhead support of the planning application review service.

Indirect costs were calculated based on what drives the cost of the corporate departments support of planning activities. Shares of corporate costs were allocated to each department that provide planning services based on the cost drivers. As an example, the attributable costs for Office of the CAO activities were allocated based on a combination of that cost centre's number of full time equivalent staff and net budget. Using these shares of corporate costs, the cost attributable to processing planning applications was calculated based on the time shares identified in Appendix A. Allocation of indirect costs for the entire corporation is provided in Appendix B.

Indirect cost calculations do not include a provision for contributions to a development application fee reserve fund. It is assumed that general revenue sources (i.e. property taxes) will be used to offset any revenue shortfalls in quieter years when costs exceed revenues.

Table 5 summarizes the calculation of indirect costs. The calculated cost shares were applied to the corporate departments' projected net costs excluding costs for activities which are clearly unrelated to planning applications (e.g. tax write off, transfers to reserve). The total indirect costs are calculated to be \$132,100.

A summary of the direct and indirect costs amount to \$1.07 million and is shown on Table 6.

TABLE 5
TOWN OF GEORGINA
2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
FULL COST RECOVERY PLANNING ACT FEES
INDIRECT OVERHEAD COSTS

Note: Costs Attributable to Overhead (2018)		\$ 7,177,920								
Indirect Overhead Costs	Development Services - Planning Division	Development Services - Administration	Development Services - Building Division	Development Services - Development Engineering	Fire Services	Operations and Infrastructure - Roads Administration	Water Services	Parks and Recreation	Total Indirect (Overhead) Cost	
Support of Planning Applications (%)	\$ 62,979	\$ 6,898	\$ 1,788	\$ 11,313	\$ 2,085	\$ 5,343	\$ 5,480	\$ 16,175	\$ 132,060	
Development Area Plans (DAP)										
New DAP or Major Review/Update to an Existing DAP	\$ 226	\$ 69	\$ -	\$ -	\$ 14	\$ -	\$ -	\$ 153	\$ 462	
Consideration of a Minor Revision to an Existing DAP	\$ 318	\$ 69	\$ -	\$ -	\$ 14	\$ -	\$ -	\$ 210	\$ 611	
Official Plan Amendment Application										
Major Application Fee	\$ 3,255	\$ 379	\$ -	\$ -	\$ 139	\$ 194	\$ 110	\$ -	\$ 4,076	
Minor Application Fee	\$ 3,629	\$ 448	\$ -	\$ -	\$ 167	\$ 121	\$ 110	\$ -	\$ 4,474	
Zoning By-Law Amendment Application										
Major Application Fee	\$ 8,705	\$ 483	\$ 63	\$ -	\$ 153	\$ 81	\$ 73	\$ 466	\$ 10,024	
Minor Application Fee	\$ 13,838	\$ 690	\$ 63	\$ -	\$ 250	\$ 121	\$ 110	\$ 647	\$ 15,519	
Rezoning to Permit a New Accessory Apartment or Second Dwelling (incl. Garden Suite)	\$ 649	\$ 69	\$ -	\$ -	\$ 28	\$ -	\$ -	\$ -	\$ 746	
Removal of Holding or "H" Zone Provision	\$ 414	\$ 69	\$ -	\$ -	\$ 28	\$ -	\$ -	\$ -	\$ 511	
Temporary Use By-Law Application or Extensor	\$ 725	\$ 69	\$ -	\$ -	\$ 28	\$ -	\$ -	\$ -	\$ 821	
Part Lot Control Application										
Base Application Fee	\$ 1,106	\$ 172	\$ -	\$ -	\$ 56	\$ -	\$ -	\$ -	\$ 1,335	
Restrictive Covenant Agreement	\$ 46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46	
Consent (Lot Creation, Lot Addition/Boundary Adjustment)										
Application Fee Per Lot/Unit/Parcel Created	\$ 11,803	\$ 483	\$ -	\$ 563	\$ 153	\$ 308	\$ 256	\$ -	\$ 13,566	
Change of Consent Conditions	\$ 202	\$ 34	\$ -	\$ -	\$ 14	\$ -	\$ -	\$ -	\$ 251	
Consent Agreement	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125	
Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale	\$ 509	\$ 68	\$ -	\$ 141	\$ 14	\$ -	\$ -	\$ -	\$ 733	
Minor Variance, Non-Conforming Uses, Other Permission:										
Application Fee	\$ 10,590	\$ 552	\$ 90	\$ 704	\$ 167	\$ 605	\$ 548	\$ -	\$ 13,261	
Minor Variance Agreement	\$ 12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12	
File Maintenance Fee	\$ 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36	
Site Plan Control Applications										
Major Application Fee	\$ 2,513	\$ 414	\$ 1,296	\$ 4,504	\$ 83	\$ 558	\$ 548	\$ 3,235	\$ 13,152	
Graduated Site Plan Control Fee	\$ 477	\$ 69	\$ -	\$ 757	\$ 14	\$ -	\$ -	\$ -	\$ 1,317	
Minor Application Fee	\$ 1,144	\$ 172	\$ 142	\$ 1,830	\$ 28	\$ 273	\$ 365	\$ 1,618	\$ 5,571	
Amendment to Existing Site Plan										
Major	\$ 98	\$ -	\$ -	\$ 633	\$ 14	\$ -	\$ -	\$ -	\$ 745	
Minor	\$ 59	\$ -	\$ -	\$ 352	\$ 14	\$ -	\$ -	\$ -	\$ 424	
Plan of Subdivision and/or Condominium										
Draft Plan of Subdivision or Condominium Application Fee	\$ 5,279	\$ 586	\$ -	\$ -	\$ 167	\$ 1,046	\$ 1,096	\$ 3,882	\$ 12,056	
Extension of Draft Plan Approval	\$ 2,129	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,129	
Revise or Alter an Approved Draft Plan Requiring Council Approval	\$ 144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142	\$ 286	
Request to Change to Conditions	\$ 144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144	
Requesting Exemption from Sec. 51 - Planning Act Processing Requirements	\$ 214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214	
Preparation of Subdivision/Condominium Agreement	\$ 628	\$ 69	\$ -	\$ 1,830	\$ 28	\$ -	\$ -	\$ -	\$ 2,554	
Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase	\$ 154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154	
Amendment to Agreement	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105	
Compliance Certificate for Clearance of Conditions and Final Approval and Registration	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105	
Deeming By-Law or Repeal of Deeming By-Law										
Application Fee	\$ 2,849	\$ 379	\$ -	\$ -	\$ 111	\$ -	\$ -	\$ -	\$ 3,340	
Property Information Report	\$ -	\$ -	\$ 126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126	
Radiocommunication Tower Siting										
Application Submission Fee	\$ 744	\$ 172	\$ -	\$ -	\$ 56	\$ -	\$ -	\$ -	\$ 972	
Prior to Staff Report to Council Regarding Concurrence Request	\$ 744	\$ 172	\$ -	\$ -	\$ 56	\$ -	\$ -	\$ -	\$ 972	
Ontario Municipal Board Appeal										
Administrative Referral Fee	\$ 379	\$ 172	\$ -	\$ -	\$ -	\$ 282	\$ 256	\$ -	\$ 1,089	
Surcharges:										
Draft Plan of Subdivision - Additional Unit:	\$ 6,024	\$ 897	\$ -	\$ -	\$ 250	\$ 1,754	\$ 2,009	\$ 5,823	\$ 18,758	
Deeming By-Law or Repeal of Deeming By-Law										
Charge per lot	\$ 481	\$ 69	\$ -	\$ -	\$ 14	\$ -	\$ -	\$ -	\$ 564	
Part Lot Control Application										
Plus: Per Lot or Unit	\$ 579	\$ 69	\$ -	\$ -	\$ 28	\$ -	\$ -	\$ -	\$ 675	

TABLE 6
TOWN OF GEORGINA
2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
FULL COST RECOVERY PLANNING ACT FEES
DIRECT AND INDIRECT (OVERHEAD) COSTS

Total Costs	Payroll	Space	Other Operating & Capital Costs	Total Direct Costs	Indirect Costs (Overhead)	Total Direct and Indirect Costs
All Planning Applications	\$ 809,576	\$ 56,719	\$ 67,778	\$ 934,073	\$ 132,060	\$ 1,066,133
Development Area Plans (DAP)						
New DAP or Major Review/Update to an Existing DAP	\$ 2,642	\$ 216	\$ 218	\$ 3,076	\$ 462	\$ 3,538
Consideration of a Minor Revision to an Existing DAP	\$ 3,423	\$ 275	\$ 289	\$ 3,986	\$ 611	\$ 4,597
Official Plan Amendment Application:						
Major Application Fee	\$ 27,194	\$ 1,811	\$ 2,300	\$ 31,304	\$ 4,076	\$ 35,380
Minor Application Fee	\$ 29,718	\$ 1,972	\$ 2,530	\$ 34,221	\$ 4,474	\$ 38,695
Zoning By-Law Amendment Application:						
Major Application Fee	\$ 63,410	\$ 4,183	\$ 5,608	\$ 73,200	\$ 10,024	\$ 83,224
Minor Application Fee	\$ 98,365	\$ 6,440	\$ 8,719	\$ 113,524	\$ 15,519	\$ 129,043
Rezoning to Permit a New Accessory Apartment or Second Dwelling (incl. Garden Suite)	\$ 4,934	\$ 325	\$ 428	\$ 5,687	\$ 746	\$ 6,432
Removal of Holding or "H" Zone Provision	\$ 3,448	\$ 232	\$ 292	\$ 3,971	\$ 511	\$ 4,482
Temporary Use By-Law Application or Extensior	\$ 5,413	\$ 355	\$ 472	\$ 6,240	\$ 821	\$ 7,061
Part Lot Control Application						
Base Application Fee	\$ 8,931	\$ 607	\$ 761	\$ 10,299	\$ 1,335	\$ 11,634
Restrictive Covenant Agreement	\$ 292	\$ 18	\$ 27	\$ 337	\$ 46	\$ 383
Consent (Lot Creation, Lot Addition/Boundary Adjustmen						
Application Fee Per Lot/Unit/Parcel Creelad	\$ 87,470	\$ 5,673	\$ 7,658	\$ 100,802	\$ 13,566	\$ 114,368
Change of Consent Conditions	\$ 1,694	\$ 114	\$ 143	\$ 1,952	\$ 251	\$ 2,202
Consent Agreement	\$ 790	\$ 49	\$ 72	\$ 912	\$ 125	\$ 1,037
Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale	\$ 4,828	\$ 342	\$ 397	\$ 5,567	\$ 733	\$ 6,300
Minor Variance, Non-Conforming Uses, Other Permissions:						
Application Fee	\$ 85,757	\$ 5,608	\$ 7,350	\$ 98,714	\$ 13,261	\$ 111,976
Minor Variance Agreement	\$ 77	\$ 5	\$ 7	\$ 89	\$ 12	\$ 101
File Maintenance Fee	\$ 231	\$ 14	\$ 21	\$ 266	\$ 36	\$ 303
Site Plan Control Applications:						
Major Application Fee	\$ 75,127	\$ 5,958	\$ 5,610	\$ 86,696	\$ 13,152	\$ 99,847
Graduated Site Plan Control Fee	\$ 8,650	\$ 652	\$ 643	\$ 9,944	\$ 1,317	\$ 11,262
Minor Application Fee	\$ 31,048	\$ 2,484	\$ 2,350	\$ 35,881	\$ 5,571	\$ 41,452
Amendment to Existing Site Plan						
Major	\$ 4,897	\$ 372	\$ 338	\$ 5,607	\$ 745	\$ 6,352
Minor	\$ 2,812	\$ 209	\$ 195	\$ 3,215	\$ 424	\$ 3,640
Plan of Subdivision and/or Condominium						
Draft Plan of Subdivision or Condominium Application Fee	\$ 66,701	\$ 5,006	\$ 5,515	\$ 77,222	\$ 12,056	\$ 89,277
Extension of Draft Plan Approval	\$ 13,460	\$ 841	\$ 1,233	\$ 15,534	\$ 2,128	\$ 17,663
Revise or Alter an Approved Draft Plan Requiring Council Approval	\$ 1,398	\$ 112	\$ 126	\$ 1,636	\$ 286	\$ 1,922
Request to Change to Conditions	\$ 909	\$ 57	\$ 83	\$ 1,049	\$ 144	\$ 1,192
Requesting Exemption from Sec. 51 - Planning Act Processing Requirements	\$ 1,351	\$ 84	\$ 124	\$ 1,559	\$ 214	\$ 1,773
Preparation of Subdivision/Condominium Agreement	\$ 16,751	\$ 1,275	\$ 1,189	\$ 19,225	\$ 2,554	\$ 21,780
Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase	\$ 976	\$ 61	\$ 89	\$ 1,126	\$ 154	\$ 1,280
Amendment to Agreement	\$ 662	\$ 41	\$ 61	\$ 764	\$ 105	\$ 868
Compliance Certificate for Clearance of Conditions and Final Approval and Registration	\$ 662	\$ 41	\$ 61	\$ 764	\$ 105	\$ 868
Deeming By-Law or Repeal of Deeming By-Law						
Application Fee	\$ 22,160	\$ 1,498	\$ 1,807	\$ 25,565	\$ 3,340	\$ 28,905
Property Information Report	\$ 722	\$ 48	\$ 52	\$ 823	\$ 126	\$ 949
Radiocommunication Tower Siting						
Application Submission Fee	\$ 6,637	\$ 463	\$ 551	\$ 7,651	\$ 972	\$ 8,623
Prior to Staff Report to Council Regarding Concurrence Request	\$ 6,637	\$ 463	\$ 551	\$ 7,651	\$ 972	\$ 8,623
Ontario Municipal Board Appeals						
Administrative Referral Fee	\$ 7,291	\$ 537	\$ 532	\$ 8,359	\$ 1,089	\$ 9,449
Surcharges:						
Draft Plan of Subdivision - Additional Unit	\$ 103,893	\$ 7,723	\$ 8,559	\$ 120,175	\$ 18,758	\$ 138,933
Deeming By-Law or Repeal of Deeming By-Law						
Charge per lot	\$ 3,729	\$ 257	\$ 321	\$ 4,306	\$ 564	\$ 4,870
Part Lot Control Application						
Plus: Per Lot or Unit	\$ 4,489	\$ 297	\$ 387	\$ 5,174	\$ 675	\$ 5,849

V FULL COST RECOVERY PLANNING FEES

This section presents full cost recovery planning fee rates in light of the cost analysis presented in the previous section. Additionally, fee comparisons with similar and surrounding municipalities are shown.

A. FULL COST RECOVERY FEES

The fees required to recover the full cost of processing planning applications are set out in Table 7.

Full cost fees have been calculated by dividing the total (direct and indirect) cost of providing application review services by the estimated annual number of applications anticipated from 2018 to 2022. Most fees have been rounded to the nearest \$100; fees of less than \$1,000 have been rounded to the nearest \$10.

Table 7 shows that the Town's current fee rates for all applications fall below full cost recovery rates. The table also demonstrates the Town is currently subsidizing the planning application review process through the tax rate to a considerable degree—only 32% of the process has been funded through planning fees in recent years. Given the provisions of the *Planning Act*, Council has the authority to increase current fees in order to recover more or the full cost of the process. It should be noted that no changes are proposed in respect to the Town's use of external resources in the application process:

- Any application which requires the Town to hire a consultant to review supporting materials and technical studies, the applicant will continue to be responsible for all costs plus an additional 15% administrative fee.
- Any application which requires the Town to incur legal fees associated with the processing of an application at any stage, the applicant will continue to be responsible for all costs plus an additional 15% administrative fee.

TABLE 7

TOWN OF GEORGINA
2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
FULL COST RECOVERY PLANNING ACT FEES

Type of Application	Current Fee Rate	Anticipated Annual # of Applications	Anticipated Annual Revenue Under Current	Full Cost Recovery Fee ⁽¹⁾	Anticipated Annual Revenue - Full Cost Recovery Fees
Development Area Plans (DAP)					
New DAP or Major Review/Update to an Existing DAP	\$ 14,475	0.2	\$ 2,895	\$ 17,700	\$ 3,540
Consideration of a Minor Revision to an Existing DAP	\$ 7,668	0.4	\$ 3,067	\$ 11,500	\$ 4,600
Official Plan Amendment Application					
Major Application Fee (e.g. ICI above 250sq.m.; residential above 3 lots/units)	\$ 14,475	1.2	\$ 17,370	\$ 29,500	\$ 35,400
Minor Application Fee (e.g. ICI below 250sq.m.; residential below 3 lots/units)	\$ 7,668	2.0	\$ 15,336	\$ 19,300	\$ 38,600
Zoning By-Law Amendment Application					
Major Application Fee (e.g. ICI above 250sq.m.; residential above 3 lots/units)	\$ 11,309	4.0	\$ 45,236	\$ 20,800	\$ 83,200
Minor Application Fee (e.g. ICI below 250sq.m.; residential below 3 lots/units)	\$ 6,956	9.0	\$ 62,604	\$ 14,300	\$ 128,700
Garden Suite Extension or New Accessory Apartment / Second Dwelling		2.0	\$ 6,790	\$ 3,200	\$ 6,400
Removal of Holding or "H" Zone Provision - Major	\$ 1,698	1.0	\$ 1,698	\$ 4,500	\$ 4,500
Temporary Use By-Law Application or Extension	\$ 6,956	1.0	\$ 6,956	\$ 7,100	\$ 7,100
Part Lot Control Application					
Base Application Fee	\$ 850	3.2	\$ 2,720	\$ 3,600	\$ 11,520
Charge per Unit	\$ 115	36.0	\$ 4,140	\$ 160	\$ 5,760
Restrictive Covenant Agreement	\$ 1,135	0.2	\$ 227	\$ 1,900	\$ 380
Consent (Lot Creation, Lot Addition/Boundary Adjustment)					
Application Fee Per Lot/Unit/Parcel Created	\$ 2,264	22.0	\$ 49,808	\$ 5,200	\$ 114,400
Change of Consent Conditions	\$ 1,304	0.6	\$ 782	\$ 3,700	\$ 2,220
Consent Agreement	\$ 1,020	0.4	\$ 408	\$ 2,600	\$ 1,040
Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale,	\$ 567	3.5	\$ 1,985	\$ 1,800	\$ 6,300
Minor Variance, Non-Conforming Uses, Other Permissions					
Application Fee	\$ 567	38.0	\$ 21,546	\$ 2,900	\$ 110,200
Minor Variance Agreement	\$ 228	0.2	\$ 46	\$ 500	\$ 100
File Maintenance Fee	\$ 426	0.5	\$ 213	\$ 600	\$ 300
Site Plan Control Applications					
Minor (Base) Application Fee	\$ 6,787	3.5	\$ 23,755	\$ 11,800	\$ 41,300
Major Application Fee (Cap)	\$ 12,439	3.5	\$ 43,537	\$ 28,500	\$ 99,750
Site Plan Control - Additional Units					
Plus: Fee per Residential Unit/Lot for development exceeding 5 lots/units up to 25	\$ 283			\$ 830	\$ 11,262
Plus: Fee per sq.m. ICI or mixed use development exceeding 250 sq.m. up to 500 sq.m.	\$ 25			\$ 66	
Amendment to Existing Site Plan					
Major	\$ 4,525	1.0	\$ 4,525	\$ 6,400	\$ 6,400
Minor	\$ 2,264	1.0	\$ 2,264	\$ 3,600	\$ 3,600
Plan of Subdivision and/or Condominium					
Draft Plan of Subdivision or Condominium Application Fee	\$ 18,940	3.0	\$ 56,820	\$ 29,800	\$ 89,400
Extension of Draft Plan Approval	\$ 3,395	3.0	\$ 10,185	\$ 5,900	\$ 17,700
Revise or Alter an Approved Draft Plan Requiring Council Approval	\$ 3,395	0.5	\$ 1,698	\$ 3,800	\$ 1,900
Request to Change to Conditions	\$ 2,321	0.2	\$ 464	\$ 6,000	\$ 1,200
Requesting Exemption from Sec. 51 - Planning Act Processing Requirements	\$ 6,787	0.2	\$ 1,357	\$ 8,900	\$ 1,780
Preparation of Subdivision/Condominium Agreement	\$ 6,956	3.0	\$ 20,868	\$ 7,300	\$ 21,900
Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase	\$ 4,638	0.2	\$ 928	\$ 6,400	\$ 1,280
Amendment to Agreement	\$ 2,321	0.2	\$ 464	\$ 4,300	\$ 860
Compliance Certificate for Clearance of Conditions and Final Approval and Registration	\$ 2,321	0.2	\$ 464	\$ 4,300	\$ 860
Draft Plan of Subdivision - Additional Units					
Plus: Fee per Residential Unit/Lot for First 25 Units/Lots	\$ 286	30.0	\$ 70,000	\$ 570	\$ 17,100
Plus: Fee per Residential Unit/Lot for 26-50 Units/Lots	\$ 172	30.0		\$ 340	\$ 10,200
Plus: Fee per Residential Unit/Lot for 51+ Units/Lots	\$ 115	279.0		\$ 230	\$ 64,170
Plus: Fee per Institutional/Commercial/Industrial Unit/Lot/Block	\$ 793	9.0		\$ 1,570	\$ 14,130
Plus: Fee per Mixed Use Unit/Lot/Block	\$ 793	8.0		\$ 1,570	\$ 12,560
Deeming By-Law or Repeal of Deeming By-Law					
Base Application Fee	\$ 962	11.0	\$ 10,582	\$ 2,600	\$ 28,600
Plus: Charge per Lot	\$ 115	20.0	\$ 2,300	\$ 240	\$ 4,800
Property Information Report	\$ 139	3.0	\$ 417	\$ 320	\$ 960
Radiocommunication Tower Siting					
Application Submission Fee	\$ 3,395	2.0	\$ 6,790	\$ 4,300	\$ 8,600
Prior to Staff Report to Council Regarding Concurrence Request	\$ 3,395	2.0	\$ 6,790	\$ 4,300	\$ 8,600

B. PROPOSED NEW PLANNING APPLICATION FEES

In addition to the fees currently levied, a fee of \$1,500 has been calculated to consider an application for Official Plan Amendment, Zoning by-law amendment or minor variance pursuant to the “2-Year Period, no request for amendment/no application: provisions of the Planning Act.

In addition to the proposed new fee, an estimated full cost recovery fee has been calculated for Pre-Consultation services. This fee has been calculated at \$3,300 per application. By comparison, similar fees charged by other municipalities in the GTA, York Region, and Simcoe County are typically in the order of \$500 to \$1,500. An appropriate cost recovery rate and administrative approach was determined through discussions with Town staff, and included within the proposed Planning Applications and Services Fee By-law. The proposed fee for pre-consultation services is \$750, however, \$375 will be deducted from the required application fee if a formal Planning application is submitted within one-year of the Pre-Consultation Meeting Form/Complete Application Checklist being signed by the Town Planner.

C. IMPLEMENTATION OPTIONS

The *Planning Act* allows the Town to establish fees for planning services as long as the fees do not exceed the full cost of the service provided. When setting fee rates the Town should consider the following:

- The revenue shortfall that would result from imposing less than full cost recovery fees (a shortfall that would almost certainly have to be funded from taxes);
- The competitiveness of the Town’s fees relative to other municipalities in York Region (see below); and
- The ability of applicants to pay the fee.

It is noted that, given s.69 (2) of the *Planning Act* that allows fees to be waived for any application. The proposed fee by-law includes a provision which would provide the Director of Development Services with the authority to reduce or waive fees.

It is recommended that fees be updated annually through an indexing provision in the fee by-law, to incorporate the effects of inflation. As well, any revenue shortfalls arising from the Town adopting less than full cost recovery fees should be tracked. Finally, it

is recommended that the Town conduct a comprehensive fee review every five years to determine whether a reasonable nexus between fee revenues and service costs still exist.

D. PLANNING APPLICATION FEE COMPARISONS

In order to provide an understanding of the current and full cost recovery fee rates in Georgina in relation to similar and surrounding municipalities, a planning fee comparison was prepared. The results of this comparison are presented in Table 8. The rates for the other municipalities are those that are currently in force and may not recover the full cost of providing planning application review services.

The table shows that the current development application fees in Georgina fall into the low-mid range of fee rates levied in York Region while excluding those rates in force in the urban municipalities of Vaughan, Markham and Richmond Hill. The calculated full cost recovery rates, if adopted, would place the Town closer to the benchmark average for most application types and on the higher-end of the spectrum for a few other applications, though still competitive with neighbouring communities.

Note that this comparison does not take into account any service level differences that may exist in terms of, for example, the time taken to process an application or the level of customer service provided to applicants.

TABLE 8

TOWN OF GEORGINA
2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
COMPARISON OF PLANNING APPLICATION FEES - SELECT MUNICIPALITIES

Benchmark Fee (before taxes)	Georgina Current Fee	Georgina Full Cost Fee	East Gwillimbury	Newmarket	Aurora	Whitchurch- Stouffville	King	Comparator Average
Development Area Plan (DAP)								
Major DAP	\$ 14,475	\$ 17,700			\$ 10,572			\$ 10,572
Minor DAP	\$ 7,668	\$ 11,500			\$ 10,572			\$ 10,572
Per Hectare			\$ 2,147		\$ 552		\$ 249	
Official Plan Amendment								
Official Plan Amendment (Major)	\$ 14,475	\$ 29,500	\$ 42,912	\$ 23,974	\$ 25,874	\$ 28,842	\$ 21,120	\$ 28,544
Official Plan Amendment (Minor)	\$ 7,668	\$ 19,300	\$ 17,166	\$ 23,974	\$ 16,942	\$ 28,842	\$ 21,120	\$ 21,609
Zoning By-law amendment								
Base								
Major	\$ 11,309	\$ 20,800	\$ 19,847	\$ 20,898	\$ 17,597	\$ 14,392	\$ 9,842	\$ 16,515
Minor	\$ 6,956	\$ 14,300	\$ 11,318	\$ 20,898	\$ 11,922	\$ 14,392	\$ 9,842	\$ 13,674
Lift H symbol	\$ 1,698	\$ 4,500	\$ 5,879	\$ 3,895	\$ 4,237	\$ 5,000	\$ 2,746	\$ 4,351
Temporary use	\$ 6,956	\$ 7,100	\$ 7,435		\$ 6,203	\$ 14,392	\$ 5,808	\$ 8,459
Plan of Subdivision								
50 Lot Plan of Subdivision	\$ 37,346	\$ 59,850	\$ 48,274	\$ 86,033	\$ 46,710	\$ 58,288	\$ 46,086	\$ 57,078
100 Lot Plan of Subdivision	\$ 43,096	\$ 71,350	\$ 74,524	\$ 95,893	\$ 78,110	\$ 83,463	\$ 51,361	\$ 76,670
Site Plan								
50 Unit Site Plan Application	\$ 12,439	\$ 28,500	\$ 13,691	\$ 49,001	\$ 37,664	\$ 38,800	\$ 5,280	\$ 28,887
Other fees								
Deeming By-law	\$ 962	\$ 2,600	\$ 376				\$ 1,393	\$ 884
Plus: Per lot	\$ 115	\$ 240				\$ -		\$ -
Part lot control	\$ 850	\$ 3,600	\$ 8,045	\$ 1,845	\$ 2,425	\$ 4,400	\$ 2,112	\$ 3,765
Plus: Per lot	\$ 115	\$ 160	\$ 160			\$ 150		\$ 155
Radio communications tower	\$ 3,395	\$ 4,300	\$ 5,284	\$ 12,385	\$ 8,148	\$ 1,683	\$ 5,280	\$ 6,556
Committee of Adjustment								
Minor Variance	\$ 567	\$ 2,900	\$ 1,073	\$ 1,467	\$ 1,949	\$ 3,300	\$ 1,180	\$ 1,794
Consent	\$ 2,264	\$ 5,200	\$ 3,218	\$ 6,560	\$ 3,395	\$ 6,798	\$ 4,335	\$ 4,861
Revisions to Conditions	\$ 1,304	\$ 3,700	\$ 1,073		\$ 898	\$ 7,160		\$ 3,044

E. PUBLIC AND STAKEHOLDER CONSULTATION

As part of the Planning Applications and Services Fee By-law Review, a public and stakeholder consultation process was undertaken which included a Public Open House held on August 22, 2018. The Public Open House attracted two participants, and a discussion was held around the proposed fees.

Comments received at the Public Open House include the following:

- There should be some fee adjustment to allow for a discount on multiple consents;
- Applications for joint Subdivision and Condominium applications should be harmonized to reflect the economies associated with processing;
- Holding symbols are a valuable tool to resolving planning issues, and consideration should be given to maintaining a low fee as they typically relate to the fulfillment of a condition;
- Together with the basic fee review there should be some consideration to the existing Official Plan policies which hinder redevelopment. Redevelopment will increasingly become the focus of future development with diminishing greenfield land supply;
- Applying a fee to the pre-consultation process may send inquiries “underground” and manifest in more impromptu inquiries and meeting requests outside of the pre-consultation process; and
- The Town should consider that many of the Committee of Adjustment applications are a result of the age of the Town’s Zoning By-law.

These comments have been considered through discussions with Town staff, and are reflected in the proposed Planning Applications and Services Fee By-law.

F. RECOMMENDATIONS

The fees calculated in this study are considered to be the full cost recovery fees associated with processing each application, however, the Town has the authority to adopt any fee as long as they do not exceed the full cost fees calculated in this report. The Town has considered input from the public meeting and the proposed by-law includes the following adjustments from the full cost recovery fees:

- Minor variance applications have been reduced from the full cost recovery fees shown in Table 7;
- Holding symbols are considered to be a valuable tool to resolving planning issues and therefore have been categorized to reflect both a major and minor application (minor being the reduced fee).
- A discount for joint applications is included to reflect the economies associated with processing combined applications; and
- A fee discount is also applied for multiple consent applications.

In addition to those fees currently employed, it is recommended that the Town consider implementing the new fees provided in Section B above.

Lastly, Planning Division staff have indicated that pre-consultation processes associated with OPA, ZBA, and subdivision applications are often complex and require significant staff resources. To recover a portion of the costs incurred, the Town may consider implementing a Pre-Consultation fee in the order of \$750 per application. It is noted that this fee would not recover for the full level of service provided by staff; rather, it is recognized that a portion of this service is considered to provide a broader Town-wide benefit. Further, the Town may consider offering a partial refund of Pre-Consultation fees at the time of submission of a planning application.

APPENDIX A
PLANNING TIME SHARES

APPENDIX A
TOWN OF GEORGIA
2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
TIME MATRIX - PAGE 1

Position	Time Shares		Development Area Plans (DAP)		Official Plan Amendment		Zoning By-Law Amendment		Rezoning to Permit a New Accessory Apartment or Second Dwelling Unit	Removal of Holding or "H" Zone Proviso	Temporary Use of By-Law Application or Extension	Part Lot Control		Restrictive Covenant Agreement	Committee of Adjustment Applications						
	Development Applications	Non-Fee Based Work	Major	Minor	Major	Minor	Major	Minor				Base Application Fee	Fee Per Lot or Unit		File Maintenance Fee	Consent Application Fee	Change of Consent Conditions	Consent Agreement	Validation of Title Easement	Minor Variance Application Fee	Minor Variance Agreement
Development Services - Planning Division																					
Supervisor - Development Planning	80.0%	40.00%	0.4%	1%	2%	4%	4%	7%	1%	1%	1%	1%	1%	0%	0.0%	5%	0.1%	0.2%	0.1%	5%	0.0%
Manager of Planning	25.0%	75.0%	0.2%	0%	1%	2%	2%	2%	0%	0%	0%	0%	0%	0%	0.0%	2%	0.1%	0.3%	0.2%	2%	0.0%
Senior Policy Planner	10.0%	90.0%	0.1%	0%	1%	1%	1%	1%	0%	0%	0%	0%	0%	0%	0.0%	1%	0.1%	0.1%	0.2%	1%	0.0%
Planning Secretary	50.0%	50.0%	0.1%	0%	2%	4%	8%	12%	1%	0%	1%	1%	0%	0%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%
Planner	70.0%	30.0%	0.0%	0%	2%	2%	15%	25%	2%	0%	2%	2%	1%	0%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%
Planner	70.0%	30.0%	0.4%	1%	4%	4%	10%	15%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%
Planner	70.0%	30.0%	0.0%	0%	4%	4%	10%	15%	0%	1%	1%	2%	1%	0%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%
Planning Technician	50.0%	50.0%	0.1%	0%	3%	3%	8%	12%	1%	0%	1%	1%	0%	0%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%
Junior Planner	70.0%	30.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	25%	1.0%	0.0%	1.0%	23%	0.0%
Secretary Treasurer Committee of Adjustment	80.0%	20.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.2%	40%	0.0%	0.0%	2.2%	37%	0.1%
Development Services - Administration																					
Director of Development Services	20.0%	80.0%	0.2%	0%	1%	1%	1%	2%	0%	0%	0%	1%	0%	0%	0.0%	1%	0.1%	0.0%	0.2%	2%	0.0%
Admin Assistant to Dir of Planning & Building	20.0%	80.0%	0.2%	0%	1%	1%	1%	2%	0%	0%	0%	1%	0%	0%	0.0%	1%	0.1%	0.0%	0.2%	2%	0.0%
Development Services - Building Division																					
Manager of Building and CBO	1.0%	99.00%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%
Supervisor of Inspections	2.0%	98.00%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%
Zoning Examiner	3.5%	96.50%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%
Zoning Examiner	3.5%	96.50%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%
Development Services - Development Engineering																					
Manager of Development Engineering	8.0%	92.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.1%	1%	0.0%
Development Engineer	8.0%	92.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.1%	1%	0.0%
Development Engineering Technologist	8.0%	92.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.1%	1%	0.0%
Development Engineering Technologist	8.0%	92.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.1%	1%	0.0%
Development Engineering Technologist	8.0%	92.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.1%	1%	0.0%
Development Inspector	8.0%	92.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.1%	1%	0.0%
Development Inspector	8.0%	92.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.1%	1%	0.0%
Development Inspector	8.0%	92.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.1%	1%	0.0%
Engineering Secretary	8.0%	92.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.1%	1%	0.0%
Operations and Infrastructure - Roads Administration																					
Manager of Operations & Infrastructure	10.00%	89.90%	0.0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	1%	0.0%	0.0%	0.0%	2%	0.0%
Roads/Stormwater Superintendent	15.00%	85.00%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	1%	0.0%	0.0%	0.0%	2%	0.0%
Operations Coordinator	15.00%	85.00%	0.0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	1%	0.0%	0.0%	0.0%	2%	0.0%
Water Services																					
Water/Wastewater Supervisor	15.00%	85.00%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	1%	0.0%	0.0%	0.0%	2%	0.0%
Fire Services																					
Fire Prevention Officer	15.0%	85.00%	0.1%	0%	1%	1%	1%	2%	0%	0%	0%	0%	0%	0%	0.0%	1%	0.1%	0.0%	0.1%	1%	0.0%
Recreation and Parks - Recreation and Programming																					
Landscape Architectural Planner	50.0%	50.00%	0.4%	1%	0%	0%	2%	2%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%
Manager of Recreation Services	5.0%	95.00%	0.1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%

APPENDIX A
TOWN OF GEORGIA
2018 PLANNING APPLICATIONS AND SERVICES FEE BY-LAW REVIEW
TIME MATRIX - PAGE 2

Position	Time Shares		Plan of Subdivision and/or Condominium										Site Plan Control Applications					Deeming By-Law		Property Information Reports	Radiocommunication Tower Siting	
	Development Applications	Non-Fee Based Work	Draft Plan of Subdivision/Condo		Extension of Draft Plan Approval	Revision Requiring Council Approval	Request to Change Conditions	Draft Plan Requiring Eminent Domain Sec. 51	Preparation of Subdivision/Condo Agreement	Amendment or Revisions for each phase	Amendment to Agreement	Compliance Certificate	Major New Application	Minor New Application	Graduated Fee	Major Amendment	Minor Amendment	Base Application Fee	Change Per Lot		Application Submission Fee	Prior to Staff Report to Council Reporting Occurrence Request
			Base Application Fee	Additional Fee Per Unit/Lot/Block																		
Development Services - Planning Division																						
Supervisor - Development Planning	60.0%	40.00%	4%	6%	2%	0.3%	0.3%	0.3%	1%	1%	0%	0%	3%	1%	1%	1%	0%	2%	1%	0%	2%	2%
Manager of Planning	23.0%	73.0%	1%	2%	1%	0.0%	0.0%	0.0%	0%	0%	0%	2%	1%	0%	0%	0%	0%	2%	0%	0%	0%	0%
Senior Policy Planner	18.0%	90.0%	1%	1%	0%	0.0%	0.0%	0.0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%
Planning Secretary	30.0%	55.0%	4%	7%	2%	0.1%	0.1%	0.2%	1%	0%	0%	0%	0%	0%	0%	0%	0%	2%	0%	0%	0%	0%
Planner	70.0%	30.0%	3%	4%	1%	0.0%	0.0%	0.1%	0%	0%	0%	2%	1%	1%	0%	0%	0%	5%	1%	0%	1%	1%
Planner	70.0%	30.0%	6%	12%	4%	0.2%	0.2%	0.3%	1%	0%	0%	3%	1%	1%	0%	0%	0%	4%	1%	0%	1%	1%
Planner	70.0%	30.0%	9%	13%	4%	0.2%	0.2%	0.3%	1%	0%	0%	3%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Planning Technician	30.0%	95.0%	5%	8%	2%	0.1%	0.1%	0.2%	1%	0%	0%	2%	1%	1%	0%	0%	0%	2%	0%	0%	0%	0%
Junior Planner	70.0%	30.0%	0%	0%	0%	0.0%	0.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Secretary Treasurer Committee of Adjustment	80.0%	20.0%	0%	0%	0%	0.0%	0.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Development Services - Administration																						
Director of Development Services	20.0%	80.0%	2%	3%	0%	0.0%	0.0%	0.0%	0%	0%	0%	0%	1%	1%	0%	0%	1%	0%	0%	0%	1%	1%
Admin Assistant to Dir of Planning & Building	20.0%	80.0%	2%	3%	0%	0.0%	0.0%	0.0%	0%	0%	0%	0%	1%	1%	0%	0%	1%	0%	0%	0%	1%	1%
Development Services - Building Division																						
Manager of Building and CDD	1.0%	99.00%	0%	0%	0%	0.0%	0.0%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Supervisor of Inspections	2.0%	98.00%	0%	0%	0%	0.0%	0.0%	0.0%	0%	0%	0%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Zoning Examiner	3.5%	96.50%	0%	0%	0%	0.0%	0.0%	0.0%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Zoning Examiner	3.5%	96.50%	0%	0%	0%	0.0%	0.0%	0.0%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Development Services - Development Engineering																						
Manager of Development Engineering	8.0%	92.0%	0%	0%	0%	0.0%	0.0%	0.0%	1%	0%	0%	3%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Development Engineer	8.0%	92.0%	0%	0%	0%	0.0%	0.0%	0.0%	1%	0%	0%	3%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Development Engineering Technologist	8.0%	92.0%	0%	0%	0%	0.0%	0.0%	0.0%	1%	0%	0%	3%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Development Engineering Technologist	8.0%	92.0%	0%	0%	0%	0.0%	0.0%	0.0%	1%	0%	0%	3%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Development Engineering Technologist	8.0%	92.0%	0%	0%	0%	0.0%	0.0%	0.0%	1%	0%	0%	3%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Development Inspector	8.0%	92.0%	0%	0%	0%	0.0%	0.0%	0.0%	1%	0%	0%	3%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Development Inspector	8.0%	92.0%	0%	0%	0%	0.0%	0.0%	0.0%	1%	0%	0%	3%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Development Inspector	8.0%	92.0%	0%	0%	0%	0.0%	0.0%	0.0%	1%	0%	0%	3%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Engineering Secretary	8.0%	92.0%	0%	0%	0%	0.0%	0.0%	0.0%	1%	0%	0%	3%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Operations and Infrastructure - Roads Administration																						
Manager of Operations & Infrastructure	10.50%	89.50%	2%	3%	0%	0.0%	0.0%	0.0%	0%	0%	0%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Roads/Stormwater Superintendent	15.00%	85.00%	4%	5%	0%	0.0%	0.0%	0.0%	0%	0%	0%	2%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Operations Coordinator	15.00%	85.00%	3%	6%	0%	0.0%	0.0%	0.0%	0%	0%	0%	2%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Water Services																						
Water/Wastewater Supervisor	15.00%	80.00%	3%	6%	0%	0.0%	0.0%	0.0%	0%	0%	0%	2%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Fire Services																						
Fire Prevention Officer	15.0%	80.00%	1%	2%	0%	0.0%	0.0%	0.0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%
Recreation and Parks - Recreation and Programming																						
Landscape Architectural Planner	50.0%	50.00%	12%	16%	0%	0.5%	0.5%	0.0%	0%	0%	0%	10%	5%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Manager of Recreation Services	0.0%	95.00%	1%	2%	0%	0.0%	0.0%	0.0%	0%	0%	0%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%

COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)

Schedule 'A' to By-law ~~2011-0015~~ **2018-XXXX** (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018 **2019**
Town of Georgina

THE CORPORATION OF THE TOWN OF GEORGINA
IN THE REGIONAL MUNICIPALITY OF YORK

BY-LAW NUMBER ~~2011-0015 (PL-7)~~ **2018-XXXX (PL-7)**

**BEING A BY-LAW TO ESTABLISH FEES FOR
PLANNING APPLICATIONS AND SERVICES**

WHEREAS Section 69 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, provides that the Council of a Municipality may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or committee in respect of the processing of each type of application provided for in the tariff:

AND WHEREAS Section 391 of the *Municipal Act*, S.O. 2001, c.25, as amended, authorizes a municipality to pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; for the use of its property including property under its control; and for capital costs payable by it for services or activities which will be provided or done by or on behalf of it after the fees or charges are imposed;

NOW THEREFORE the Council of the Corporation of the Town of Georgina hereby enacts as follows:

1. THAT By-law No. ~~2007-0069 (PL-7)~~ **2011-0015(PL-7)**, as amended, is hereby repealed;
2. THAT every person making an application or for the delivery of a service described in Schedule 'A' attached hereto, shall pay to the Corporation of the Town of Georgina the fees set out in Schedule 'A';
3. THAT no application or service in respect to planning matters will be acknowledged or considered complete or undertaken until the person submitting the application or requiring the service has paid the necessary fee or deposit;

COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)

Schedule 'A' to By-law 2011-0015 ~~2018-XXXX~~ (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018 ~~2019~~
Town of Georgina

4. THAT Schedule 'A' attached hereto, is approved and declared to form part of this By-law;
5. THAT any planning application submitted prior to the passing of this By-law for which the processing has been held in abeyance by the Town as a result of the lack of availability of servicing allocation and/or the need for an approval of a Development Area Plan and/or any other reason making it premature for the application to be processed, shall be required to pay the difference between the fee previously submitted and that required under Schedule 'A' hereto;
- ~~6. THAT those plan of subdivision or condominium applications delegated by the Region to the Town since the passing of this By-law, shall be required to pay the difference between the fee previously submitted and that required under Schedule 'A' hereto;~~
- ~~7. THAT on an annual basis, effective January 1st of each year, all fees and charges will be indexed based on the most recently released Consumer Price Index (C.P.I.); and,~~
6. THAT on an annual basis, effective January 1st of each year, beginning January 1, 2020, all fees and charges are subject to an automatic increase, and will be indexed and rounded up to the nearest dollar, based on the percentage increase in the annual Ontario Consumer Price Index (All Items), issued in October of the preceding year;
7. THAT this by-law shall come into force and effect immediately on January 1, 2019.

READ a first, second and third time and finally passed this ~~22nd day of February, 2011~~ 19th day of September, 2018.

Mayor

Town Clerk

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0015 ~~2018-XXXX~~ (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018 ~~2019~~
Town of Georgina

**SCHEDULE 'A' TO BY-LAW ~~2018-XXXX~~ (PL-7) 2011-0015 (PL-7) AS AMENDED BY
BY-LAW NUMBERS ~~2012-0050~~ (PL-7), ~~2016-0021~~ (PL-7); AND
2017-0116 (PL-7)**

**PLANNING APPLICATION AND SERVICE FEES
As Amended – Effective January 1st, 2018 ~~2019~~**

	CURRENT FEE	PROPOSED FEE
DEVELOPMENT AREA PLANS (DAP)		
New DAP or <i>Major</i> Review/Update to an Existing DAP	\$14,475	\$17,700
Consideration of a <i>Minor</i> Revision to an Existing DAP	\$7,668	\$11,500
<u>Major:</u>		
<ul style="list-style-type: none"> • Any significant change to text or schedules of the DAP, required as a result of implementing new Town, Regional and/or Provincial Plans or policies • Any change as determined to be major by the Director of Development Services 		
<u>Minor:</u>		
<ul style="list-style-type: none"> • Any minor change to text or schedules of an existing DAP • Any change as determined to be minor by the Director of Development Services 		
OFFICIAL PLAN AMENDMENT APPLICATION		
Major Application Fee (see note below)	\$14,475	\$29,500
Additional Public Meeting (after first two)	\$1,698	\$1,730
Additional Public and/or Agency Circulation (after initial)	\$228	\$230
Additional Planning Report (after first two)	\$907	\$930
Minor Application Fee (see note below)	\$7,668	\$19,300
Additional Public Meeting (after first two)	\$1,698	\$1,730
Additional Public and/or Agency Circulation (after initial)	\$228	\$230
Additional Planning Report (after first two)	\$907	\$930
<u>Major Amendment:</u> an application which is relatively large in scale or scope which may have a significant impact or policy implication beyond the subject lands. Such applications may include, but not necessarily be limited to:		
<ul style="list-style-type: none"> • Amendment having broader municipal or regional implications and/or requiring Regional approval • Amendment affecting a large geographic area or multiple properties 		

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0015 ~~2018-XXXX~~ (PL-7)
 Planning Applications and Services Fee By-law
 As Amended – Effective January 1st, ~~2018~~ 2019
 Town of Georgina

	CURRENT FEE	PROPOSED FEE
<ul style="list-style-type: none"> • Any Industrial, Commercial, Institutional (ICI) application for development exceeding 250m² in gross floor area • Any residential development exceeding 3 lots/units • Any development requiring 3 or more major studies (e.g. transportation, traffic, environmental, hydrogeological, market analysis, etc.) • Significant change to text or policies or schedules of the Plan • Re-designation of land use category • Any amendment as determined to be Major by the Director of Development Services 		
<p><u>Minor Amendment:</u> an application that is relatively small in scale and likely having minimal impact or issues beyond the subject lands. Such applications may include, but not necessarily be limited to:</p> <ul style="list-style-type: none"> • Amendment having little or no broader municipal or regional planning implications and/or has been exempted from Regional approval • Amendment affecting a small geographic area or single property • Minor change to text or policies and/or schedules of the Plan • Any ICI application for development up to 250m² in gross floor area • Any residential development up to 3 lots/units • Any amendment as determined to be Minor by the Director of Development Services 		
ZONING BY-LAW AMENDMENT APPLICATION		
Major Application Fee (see note below)	\$11,309	\$20,800
Additional Public Meeting (after first two)	\$1,698	\$1,730
Additional Public and/or Agency Circulation (after initial)	\$228	\$230
Additional Planning Report (after first two)	\$907	\$930
<p><u>Major Amendment:</u> an application which is relatively large in scale or scope which may have an impact beyond the subject lands. Such applications may include, but not necessarily be limited to:</p> <ul style="list-style-type: none"> • Amendment affecting a large geographic area or multiple properties • Amendment having broader municipal or regional planning implications • Any (ICI) application for development exceeding 250m² in gross floor area • Any residential development exceeding 3 lots/units 		

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0015 ~~2018-XXXX~~ (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, ~~2018~~ 2019
Town of Georgina

	CURRENT FEE	PROPOSED FEE
<ul style="list-style-type: none"> • Any development requiring 3 or more major studies (e.g. transportation, traffic, environmental, hydrogeological, market analysis, etc.) • Amendment requiring creation of a new zone category • Any amendment affecting a brownfield site, or an influence area/separation distance for an industrial use, mineral aggregate use, waste management facility or communal sewage disposal facility • Any amendment for a mixed-use zoning • Interim Control By-law (Sec. 38 of Planning Act) • Increased Density By-law (Sec. 37 of Planning Act) • Any amendment as determined to be Major by the Director of Development Services 		
Minor Application Fee (see note below)	\$6,956	\$14,300
Additional Public Meeting (after first two)	\$1,698	\$1,730
Additional Public and/or Agency Circulation (after initial)	\$228	\$230
Additional Planning Report (after first two)	\$907	\$930
<p><i>Minor Amendment: an application that is relatively small in scale and likely having minimal or no impact beyond the subject lands. Such applications may include, but not necessarily be limited to:</i></p> <ul style="list-style-type: none"> • Amendment affecting a small geographic area or individual site or property specific change to one or more zone standards, such as permitting a dwelling on a rural "undersized" lot • Addition of one or more permitted uses with no significant impact on existing development standards • Any ICI application for development up to 250m² in gross floor area • A rezoning or change of standards for up to 3 lots/units • Renewal of Interim Control By-law (2nd or subsequent year) • Rezoning required as a result of a lot addition or boundary adjustment for a residential or minor non-residential lot addition or boundary adjustment • Rezoning required to legalize an existing accessory apartment or second dwelling unit • Any amendment as determined to be Minor by the Director of Development Services 		

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0015 ~~2018-XXXX~~ (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018 ~~2019~~
Town of Georgina

	CURRENT FEE	PROPOSED FEE
REZONING TO PERMIT A NEW (I.E. YET TO BE CONSTRUCTED) ACCESSORY APARTMENT OR SECOND DWELLING UNIT	\$3,395	Deleted
REZONING TO PERMIT A TEMPORARY GARDEN SUITE OR TO PERMIT AN EXTENSION PERIOD TO BY-LAW FOR SAME		\$3,200
REMOVAL OF HOLDING OR "H" ZONE PROVISION	\$1,698	
REMOVAL OF HOLDING OR "H" ZONE PROVISION		
Major Application Fee (see note below) <ul style="list-style-type: none"> <i>Major: an application which is significant in scale or scope and associated with a Plan of Subdivision/Condominium application or Site Plan Control application</i> 		\$4,300
Minor Application Fee (see note below) <ul style="list-style-type: none"> <i>Minor: an application that is small in scale and having minimal or no impact beyond the subject lands and not associated with a Plan of Subdivision/Condominium application or Site Plan Control application</i> 		\$3,000
TEMPORARY USE BY-LAW APPLICATION OR EXTENSION		
Application Fee	\$6,956	\$7,100
Additional Public Meeting (after first two)	\$1,698	\$1,730
Additional Public and/or Agency Circulation (after initial)	\$228	\$230
Additional Planning Report (after first two)	\$907	\$930
PART LOT CONTROL EXEMPTION APPLICATION OR EXTENSION		
Application Fee	\$850	\$3,600
PLUS: per lot or unit fee	\$115	\$160
<i>NOTE: per lot or unit fee not applicable to an application to Extend Duration of Part Lot Control Exemption</i>		
RESTRICTIVE COVENANT AGREEMENT		
Application Fee	\$1,135	\$1,900
COMMITTEE OF ADJUSTMENT APPLICATIONS		
File Maintenance Fee	\$426 / year	\$600 / year
Consent (Lot Creation, Lot Addition/Boundary Adjustment)		
Application Fee per lot/unit/parcel created	\$2,264	\$5,200

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0015 ~~2018-XXXX~~ (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018 ~~2019~~
Town of Georgina

	CURRENT FEE	PROPOSED FEE
Application Fee for 2nd and subsequent lot/unit/parcels created within the same land holding and within the same application submission	n/a	\$4,420
Additional COA Meeting	\$623	\$640
Additional Public and/or Agency Circulation (after initial)	\$115	\$120
Additional Planning Report (after first report)	\$454	\$460
Change of Consent Conditions	\$1,304	\$3,700
Additional COA Meeting	\$228	\$230
Additional Public and/or Agency Circulation (after initial)	\$115	\$120
Additional Planning Report (after first report)	\$454	\$460
Consent Agreement	\$1,020	\$2,600
<i>(Preparation of agreement and registration; fees are exclusive of any financial security, administrative or other fee set out in the agreement.)</i>		
Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale, Partition Order, Land Leases		
Application Fee	\$567	\$1,800
Additional COA Meeting	\$228	\$230
Additional Public and/or Agency Circulation (after initial)	\$115	\$120
Additional Planning Report (after first report)	\$115	\$120
Minor Variance, Non-Conforming Uses, Other Permissions		
Application Fee	\$567	\$1,400
Additional COA Meeting	\$228	\$230
Additional Public and/or Agency Circulation (after initial)	\$115	\$120
Additional Planning Report (after first report)	\$115	\$120
Minor Variance Agreement	\$228	\$500
SITE PLAN CONTROL APPLICATIONS		
Major Application (see note below)		
Application Fee	\$12,439	\$28,500
<i>(Includes the review of the first 3 submissions only; fee for 4th and subsequent submissions outlined below)</i>		
Additional Public Meeting (after first mtg)	\$3,629	\$1,730
Additional Public and/or Agency Circulation (after initial)	\$907	\$230

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0015 ~~2018-XXXX~~ (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018 ~~2019~~
Town of Georgina

	CURRENT FEE	PROPOSED FEE
Additional Planning Report (after first rpt)	\$765	\$930
<u>Major Application applies to:</u> <ul style="list-style-type: none"> • Any Industrial/Commercial/Institutional (ICI) use or mixed use development exceeding 500 m² of gross floor area • A re-use/re-development of an existing building, including a building expansion/addition exceeding 50 m² of gross floor area • A residential building or development exceeding 25 lots/units • A development affecting a large geographic area or multiple properties • A theme park or large scale recreational/commercial use such as a golf course, marina, resort, casino • An application as determined to be Major by the Director of Development Services 		
Graduated Mid-Range Application (see note below) Site Plan Control Fee		
Application Fee	\$6,787	\$11,800
<u>Note:</u> Base Fee Plus additional fees as follows: <ul style="list-style-type: none"> • \$25/m² \$66 for any new ICI use or mixed use development exceeding 250 m² and up to 500 m² in gross floor area • \$283 \$830 / residential unit/lot for any development exceeding 5 lots/units up to 25 lots/units 		
<i>(Includes the review of the first 3 submissions only; fee for 4th and subsequent submissions outlined below)</i>		
Additional Public Committee Meeting (after first mtg)	\$3,629	\$1,730
Additional Public and/or Agency External Circulation (after initial)	\$907	\$230
Additional Planning Staff Report (after first rpt)	\$765	\$930
<u>Mid-Range Application applies to:</u> <ul style="list-style-type: none"> • A residential building or development with more than 5, but not exceeding 25 residential lots/units • Any Industrial/Commercial/Institutional (ICI) use or mixed use development with more than 250 m² of gross floor area 		

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0015 ~~2018-XXXX~~ (PL-7)
 Planning Applications and Services Fee By-law
 As Amended – Effective January 1st, 2018 ~~2019~~
 Town of Georgina

Minor Application (see note below)			
	Application Fee	\$6,787	\$11,800
	<i>(Includes the review of the first 3 submissions only; fee for 4th and subsequent submissions outlined below)</i>		
	Additional Public Committee Meeting (after first mtg)	\$3,629	\$1,730
	Additional Public and/or Agency External Circulation (after initial)	\$907	\$230
	Additional Planning Staff Report (after first rpt)	\$765	\$930
	<u>Minor Application applies to:</u>		
	<ul style="list-style-type: none"> • A development with 5 or fewer residential lots/units • A re-use/re-development of an existing building, including a building expansion/addition of up to 50 m² of gross floor area • Any Industrial/Commercial/Institutional (ICI) use or mixed use development with up to 250m² of gross floor area • An application as determined to be Minor by the Director of Development Services 		
Major Amendment to Existing Site Plan (see note below)			
	Application Fee	\$4,525	\$6,400
	Additional Public Committee Meeting (after first mtg)	\$3,629	\$1,730
	Additional Public and/or Agency External Circulation (after initial)	\$907	\$230
	Additional Planning Staff Report (after first rpt)	\$765	\$930
	<u>Major:</u> any amendment greater than 40% expansion to existing gross floor area, or any amendment as determined to be Major by the Director of Development Services		
Minor Amendment to Existing Site Plan (see note below)			
	Application Fee	\$2,264	\$3,600
	Additional Public Committee Meeting (after first mtg)	\$3,629	\$1,730
	Additional Public and/or Agency External Circulation (after initial)	\$907	\$230
	Additional Planning Staff Report (after first rpt)	\$765	\$930
	<u>Minor:</u> any amendment equal to or less than 40% expansion to existing gross floor area, any request to extend the duration of Site Plan Approval, or any other amendment or		

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0015 ~~2018-XXXX~~ (PL-7)
Planning Applications and Services Fee By-law
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Town of Georgina

	<i>application as determined to be Minor by the Director of Development Services</i>		
	Subsequent Site Plan Submissions – after 3rd		
	Each subsequent submission and review after 3rd submission Review Fee to be paid with 4 th and each subsequent submission after 3 rd submission	25% of initial fee	No Change
	Preparation of Site Plan Agreement	\$3,822	\$3,900
	Amendment to Site Plan Agreement	\$1,529	\$1,560
	Minor/Temporary Use Agreements (ex. Sales Trailers, etc.)		
	Minor/Temporary Use Agreement	\$2,548	\$2,600
	Amendment to Minor/Temporary Use Agreement	\$1,019	\$1,040
	Site Plan Inspection (see note below)		
	<ul style="list-style-type: none"> ➤ 5.4% of estimated construction cost – minimum \$4,000 ➤ Due and payable with initial Site Plan Application Fee payment 		No Change
	<i>Note: That the 5.4% Fee – minimum \$4,000 for Site Plan Applications shall not be subject to annual indexing based on the Consumer Price Index (C.P.I.)</i>		No Change
	PLAN OF SUBDIVISION AND/OR CONDOMINIUM		
	Draft Plan of Subdivision or Condominium		
	Application Fee	\$18,940	\$29,800
	Plus: per residential unit/lot for first 25 units/lots	\$286	\$570
	per residential unit/lot for 26 – 50 units/lots	\$172	\$340
	per residential unit/lot for 51+ units/lots	\$115	\$230
	per Institutional/Commercial/Industrial unit/lot/block	\$793	\$1,570
	per Mixed Use unit/lot/block	\$793	\$1,570
	<i>Note: The unit/lot/block fees are to be charged only once on the submission of concurrent subdivision and condominium applications.</i>		
	Additional Public Meeting (after first two)	\$1,698	\$1,730
	Additional Public and/or Agency Circulation (after initial)	\$228	\$230
	Additional Planning Report (after first two)	\$907	\$930

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0045 ~~2018-XXXX~~ (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018 ~~2019~~
Town of Georgina

Extension of Draft Plan Approval			
	Application Fee	\$3,395	\$5,900
	Additional Public Meeting (after first one)	\$1,698	\$1,730
	Additional Public and/or Agency Circulation (after initial)	\$228	\$230
	Additional Planning Report (after first one)	\$907	\$930
	<i>Note: Where a subdivision approval has a lapsing provision applied thereto, should the subdivision proceed to registration in phases, a draft plan approval extension is required for any portion of the subdivision not registered by the expiry date imposed by the lapsing provision.</i>		
Revise or Alter an Approved Draft Plan Requiring Council Approval			
	Application Fee	\$3,395	\$3,800
	Additional Public Meeting (after first two)	\$1,698	\$1,730
	Additional Public and/or Agency Circulation (after initial)	\$228	\$230
	Additional Planning Report (after first two)	\$907	\$930
Request to Change to Conditions		\$2,321	\$6,000
	<i>(Applies only to an existing approved plan where no new lots/units/blocks are created. Fees are exclusive of any financial security, administrative or other fee set out in the agreement.)</i>		
Draft Plan of Condominium Requesting Exemption from Sec. 51 – Planning Act Processing Requirements (applns. per Sec. 9(7) – Condominium Act)			
	Application Fee	\$6,787	\$8,900
	Additional Public Meeting (after first one)	\$1,698	\$1,730
	Additional Public and/or Agency Circulation (after initial)	\$228	\$230
	Additional Planning Report (after first one)	\$907	\$930
Preparation of Subdivision / Condominium Agreement		\$6,956	\$7,300
Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase			
	Application Fee	\$4,638	\$6,400
	Additional Public and/or Agency Circulation (after initial)	\$482	\$490
	Additional Planning Report (after first one)	\$907	\$930
Amendment to Agreement		\$2,321	\$4,300
	<i>(Applies only to an existing approved plan where no new lots/units/blocks are created. Fees are exclusive of any</i>		

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0015 ~~2018-XXXX~~ (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018 ~~2019~~
Town of Georgina

	<i>financial security, administrative or other fee set out in the agreement.)</i>		
	Compliance Certificate for Clearance of Conditions and Final Approval and Registration		
	For the second and each subsequent phase	\$2,321 per phase	\$4,300 per phase
	Engineering Submission Review		
	Review of Engineering Submissions – max. 3 (see note below)		
	➤ 5.4% of estimated construction costs of which 1% is due and payable with 1 st submission		No Change
	<i>Note: That the 5.4% Fee for Subdivision Applications shall not be subject to annual indexing based on the Consumer Price Index (C.P.I.).</i>		
	Review of each subsequent submission after 3 rd submission		
	➤ 25% of initial fee		No Change
	Plot Plan Review – Single family or Semi-detached	\$306 per lot	No Change
	Plot Plan Review – Townhouse	\$306 per residential unit in a townhouse block	No Change
	PROVISIONS REGARDING CONCURRENT APPLICATIONS		
	Where multiple applications are submitted concurrently involving the same land parcel, the Application Fee for any combination of Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision/Condominium (base fee), or Plan of Condominium requesting Exemption from Sec. 51 of the <i>Planning Act</i> processing requirements shall be as follows:		
	➤ 10% discount from base application fees otherwise listed in this by-law		
	DEEMING BY-LAW OR REPEAL OF DEEMING BY-LAW		
	Application Fee	\$306	
	PLUS: per lot fee	\$115	

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0045 ~~2018-XXXX~~ (PL-7)
 Planning Applications and Services Fee By-law
 As Amended – Effective January 1st, 2018 ~~2019~~
 Town of Georgina

DEEMING BY-LAW OR REPEAL OF DEEMING BY-LAW			
	Deeming By-law Application Fee		\$1,500
	PLUS: per lot fee		\$240
	Repeal of Deeming By-law Application Fee		\$2,600
	PLUS: per lot fee		\$240
PROPERTY INFORMATION REPORT			
	Application Fee	\$139 per property	\$320 per property
PRE-CONSULTATION			
	Application Fee		\$750
	<i>NOTE: A fee of \$375 will be deducted from the required application fee if a formal Planning application is submitted within 1 year of the Pre-Consultation Meeting Form/Complete Application Checklist being signed by the Town Planner.</i>		
REQUEST TO CONSIDER AN APPLICATION FOR OFFICIAL PLAN AMENDMENT, ZONING BY-LAW AMENDMENT OR MINOR VARIANCE PURSUANT TO THE "2-YEAR PERIOD, NO REQUEST FOR AMENDMENT/NO APPLICATION" PROVISIONS OF THE PLANNING ACT			
	Application Fee		\$1,500
LEGAL COSTS			
	All Town incurred legal fees associated with the processing of any application at any stage, including, but not necessarily limited to, the review and/or preparation of any related documents, agreements, etc. shall be paid in full by the applicant, plus an additional 15% administrative fee.		No Change
CONSULTANTS COSTS			
	The Town may engage consultants to conduct reviews (e.g. Peer Reviews) and evaluate studies, in which case the costs incurred will be charged back to the applicant, plus an additional 15% administrative fee.		No Change

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0015 ~~2018-XXXX~~ (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018 ~~2019~~
Town of Georgina

LANDSCAPE ARCHITECT COSTS			
	At the Town's discretion, the Town's Landscape Architect may conduct reviews and evaluated studies in association with conditions of development application approvals, in which case the cost determined on an hourly basis incurred will be charged back to the applicant, plus an additional 15% administrative fee.		No Change
RADIOCOMMUNICATION TOWER SITING			
	Application Submission Fee	\$3,395	\$4,300
	Prior to Staff Report to Council Regarding Concurrence Request	\$3,395	\$4,300
REFUND POLICY			
	Refunds are at the discretion of the Director of Development Services, and all requests for refunds must be made in writing to the Director. Refunds will be based on the following criteria:		
	<u>Committee of Adjustment Applications:</u>		
	<ul style="list-style-type: none"> Application has been received and the circulation list has been prepared – 2/3 of fee refunded 		No Change
	<ul style="list-style-type: none"> Hearing date has been confirmed and Notices of Hearing have been mailed – 1/3 of fee refunded 		No Change
	<ul style="list-style-type: none"> Hearing has been held – No Refund 		No Change
	<u>All Other Applications:</u>		
	<ul style="list-style-type: none"> Up to 75% of the planning application fee required may be refunded if the application is withdrawn prior to the circulation to the commenting agencies; less a 15% administrative fee. 		No Change
	<ul style="list-style-type: none"> Up to 50% of the planning application fee required may be refunded if the application is withdrawn after the circulation to the commenting agencies, but prior to one of the following: any public meetings; preparation of staff reports; or drafting of agreements and/or by-laws; less a 15% administrative fee. 		No Change
	<ul style="list-style-type: none"> No refund of fees will be given after a public meeting has been held or after staff reports or by-laws have been prepared 		No Change

**COMPARATIVE BY-LAW
2018 (CURRENT) (STRIKE-THROUGH) TO 2018 (PROPOSED - RED)**

Schedule 'A' to By-law 2011-0045 ~~2018-XXXX~~ (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018 ~~2019~~
Town of Georgina

OTHER PROVISIONS			
The Director of Development Services may:			
	<ul style="list-style-type: none"> Define and determine the appropriate category upon which any application is submitted; and Reduce or waive any fee normally required as per this By-law due to extenuating circumstances as a result of errors or omissions in the administration of this By-law and/or <i>Planning Act</i> processes. 		
ONTARIO MUNICIPAL BOARD APPEALS			
LOCAL PLANNING APPEAL TRIBUNAL FEES			
	<ul style="list-style-type: none"> Administrative Referral Fee: <i>NOTE: Due and payable to the Town of Georgina upon receipt of an appeal with respect to any application</i> 	\$169	\$300
	<ul style="list-style-type: none"> Appeal Deposit where approval authority decision is appealed by a 3rd party: <ul style="list-style-type: none"> For appeals against major official plan amendments, major zoning by-law amendments, plans of subdivision or plans of condominium For all other appeals 	\$25,000 deposit	No Change
		\$10,000 deposit	No Change
	<p><i>NOTE: Deposits on 3rd party appeals are due and payable upon receipt of an appeal with respect to the application(s). the said deposit shall be paid by the applicant. Fees incurred by the Municipality above and beyond the amount of the deposit required will be invoiced to and payable by the applicant. Should the fees incurred be less than the amount of the deposit required, the appropriate refund will be issued by the applicant. Furthermore, failure to pay the appeal deposit, or maintain the deposit as required, may result in the Town's refusal to provide services in support of the application at the Ontario Municipal Board Local Planning Appeal Tribunal.</i></p>		Change to LPAT

THE CORPORATION OF THE TOWN OF GEORGINA
IN THE
REGIONAL MUNICIPALITY OF YORK
BY-LAW NUMBER 2018-XXXX (PL-7)

BEING A BY-LAW TO ESTABLISH FEES
FOR PLANNING APPLICATIONS AND SERVICES

WHEREAS Section 69 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, provides that the Council of a Municipality may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or committee in respect of the processing of each type of application provided for in the tariff;

AND WHEREAS Section 391 of the *Municipal Act*, S.O. 2001, c.25, as amended, authorizes a municipality to pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; for the use of its property, including property under its control; and for capital costs payable by it for services or activities which will be provided or done by or on behalf of it after the fees or charges are imposed;

NOW THEREFORE the Council of the Corporation of the Town of Georgina hereby enacts as follows:

1. THAT By-law No. 2011-0015 (PL-7), as amended, is hereby repealed;
2. THAT every person making an application or for the delivery of a service described in Schedule 'A' attached hereto, shall pay to the Corporation of the Town of Georgina the fees set out in Schedule 'A';
3. THAT no application or service in respect to planning matters will be acknowledged or considered complete or undertaken until the person submitting the application or requiring the service has paid the necessary fee or deposit;

By-law 2018 – XXXX (PL-7) Planning
Applications and Services Fee By-law
Town of Georgina

4. THAT Schedule 'A' attached hereto, is approved and declared to form part of this By-law;
5. THAT any planning application submitted prior to the passing of this By-law for which the processing has been held in abeyance by the Town as a result of the lack of availability of servicing allocation and/or the need for an approval of a Development Area Plan and/or any other reason making it premature for the application to be processed, shall be required to pay the difference between the fee previously submitted and that required under Schedule 'A' hereto;
6. THAT on an annual basis, effective January 1st of each year, beginning January 1, 2020, all fees and charges are subject to an automatic increase, and will be indexed and rounded up to the nearest dollar, based on the percentage increase in the annual Ontario Consumer Price Index (All Items), issued in October of the preceding year;
7. THAT in the event the Consumer Price Index percentage change results in a negative amount, the fee for the calendar year shall remain at the same level as the previous calendar year; and,
8. THAT this by-law shall come into force and effect on January 1, 2019.

READ a first, second and third time and finally passed this 19th day of September, 2018.

Mayor

Town Clerk

SCHEDULE 'A' TO BY-LAW 2018 – XXXX (PL-7)

PLANNING APPLICATION AND SERVICE FEES

DEVELOPMENT AREA PLANS (DAP)

New DAP or <i>Major</i> Review/Update to an Existing DAP	\$17,700
Consideration of a <i>Minor</i> Revision to an Existing DAP	\$11,500

Major:

- Any significant change to text or schedules of the DAP, required as a result of implementing new Town, Regional and/or Provincial Plans or policies
- Any change as determined to be major by the Director of Development Services

Minor:

- Any minor change to text or schedules of an existing DAP
- Any change as determined to be minor by the Director of Development Services

OFFICIAL PLAN AMENDMENT APPLICATION

Major Application Fee (see note below).....	\$29,500
Additional Public Meeting (after first two).....	\$1,730
Additional Public and/or Agency Circulation (after initial) ...	\$230
Additional Planning Report (after first two).....	\$930
Minor Application Fee (see note below).....	\$19,300
Additional Public Meeting (after first two).....	\$1,730
Additional Public and/or Agency Circulation (after initial) ...	\$230
Additional Planning Report (after first two).....	\$930

Major Amendment: an application which is relatively large in scale or scope which may have a significant impact or policy implication beyond the subject lands. Such applications may include, but not necessarily be limited to:

- Amendment having broader municipal or regional implications and/or requiring Regional approval
- Amendment affecting a large geographic area or multiple properties
- Any Industrial, Commercial, Institutional (ICI) application for development exceeding 250m² in gross floor area
- Any residential development exceeding 3 lots/units
- Any development requiring 3 or more major studies (e.g. transportation, traffic, environmental, hydrogeological, market analysis, etc.)
- Significant change to text or policies or schedules of the Plan
- Re-designation of land use category
- Any amendment as determined to be Major by the Director of Development Services

Schedule 'A' to By-law 2018 – XXXX (PL-7)
Planning Applications and Services Fee By-law
Town of Georgina

Minor Amendment: an application that is relatively small in scale and likely having minimal impact or issues beyond the subject lands. Such applications may include, but not necessarily be limited to:

- Amendment having little or no broader municipal or regional planning implications and/or has been exempted from Regional approval
- Amendment affecting a small geographic area or single property
- Minor change to text or policies and/or schedules of the Plan
- Any ICI application for development up to 250m² in gross floor area
- Any residential development up to 3 lots/units
- Any amendment as determined to be Minor by the Director of Development Services

ZONING BY-LAW AMENDMENT APPLICATION

Major Application Fee (see note below).....	\$20,800
Additional Public Meeting (after first two).....	\$1,730
Additional Public and/or Agency Circulation (after initial) ...	\$230
Additional Planning Report (after first two).....	\$930

Major Amendment: an application which significant in scale or scope which may have an impact beyond the subject lands. Such applications may include, but not necessarily be limited to:

- Amendment affecting a broad geographic area or multiple properties
- Amendment having broader municipal or regional planning implications
- Any ICI application for development exceeding 250m² in gross floor area
- Any residential development exceeding 3 lots/units
- Any development requiring 3 or more major studies (e.g. transportation, traffic, environmental, hydrogeological, market analysis, etc.)
- Amendment requiring creation of a new zone category
- Any amendment affecting a brownfield site, or an influence area/separation distance for an industrial use, mineral aggregate use, waste management facility or communal sewage disposal facility
- Any amendment for a mixed-use zoning
- Interim Control By-law (Sec. 38 of Planning Act)
- Increased Density By-law (Sec. 37 of Planning Act)
- Any amendment as determined to be Major by the Director of Development Services

Minor Application Fee (see note below).....	\$14,300
Additional Public Meeting (after first two).....	\$1,730
Additional Public and/or Agency Circulation (after initial) ..	\$230
Additional Planning Report (after first two).....	\$930

Minor Amendment: an application that is small in scale and having minimal or no impact beyond the subject lands. Such applications may include, but not necessarily be limited to:

- Amendment affecting a small geographic area or individual site or property specific change to one or more zone standards, such as permitting a dwelling on a rural "undersized" lot
- Addition of one or more permitted uses with no significant impact on existing development standards
- Any ICI application for development up to 250m² in gross floor area

Schedule 'A' to By-law 2018 – XXXX (PL-7)
Planning Applications and Services Fee By-law
Town of Georgina

-
- A rezoning or change of standards for up to 3 residential lots/units
 - Renewal of Interim Control By-law (2nd or subsequent year)
 - Rezoning required as a result of a lot addition or boundary adjustment for a residential or minor non-residential lot addition or boundary adjustment
 - Rezoning required to legalize an existing accessory apartment or second dwelling unit
 - Any amendment as determined to be Minor by the Director of Development Services

REZONING TO PERMIT A TEMPORARY GARDEN SUITE OR TO PERMIT AN EXTENSION PERIOD TO BY-LAW FOR SAME \$3,200

REMOVAL OF HOLDING OR “H” ZONE PROVISION

Major Application Fee (see note below)..... \$4,300

- *Major: an application which is significant in scale or scope and associated with a Plan of Subdivision/Condominium application or Site Plan Control application.*

Minor Application Fee (see note below)..... \$3,000

- *Minor: an application that is small in scale and having minimal or no impact beyond the subject lands and not associated with a Plan of Subdivision/Condominium application or Site Plan Control application.*

TEMPORARY USE BY-LAW APPLICATION OR EXTENSION

Application Fee..... \$7,100
Additional Public Meeting (after first two) \$1,730
Additional Public and/or Agency Circulation (after initial) ... \$230
Additional Planning Report (after first two)..... \$930

PART LOT CONTROL EXEMPTION APPLICATION OR EXTENSION

Application Fee..... \$3,600

Plus: \$160 per lot or unit

NOTE: per lot or unit fee not applicable to an application to Extend Duration of Part Lot Control Exemption

RESTRICTIVE COVENANT AGREEMENT

Application Fee..... \$1,900

COMMITTEE OF ADJUSTMENT APPLICATIONS

File Maintenance Fee \$600 per year

Consent (Lot creation, Lot Addition/Boundary Adjustment)

Application Fee for first lot/unit/parcel created..... \$5,200
Application Fee for 2nd and subsequent lot/unit/parcels created within the same land holding and within the same application submission..... \$4,420
Additional COA Meeting..... \$640
Additional Public and/or Agency Circulation (after initial) ... \$120
Additional Planning Report (after first report) \$460

Schedule 'A' to By-law 2018 – XXXX (PL-7)
Planning Applications and Services Fee By-law
Town of Georgina

Change of Consent Conditions.....	\$3,700
Additional COA Meeting.....	\$230
Additional Public and/or Agency Circulation (after initial) ...	\$120
Additional Planning Report (after first report)	\$460
Consent Agreement.....	\$2,600
<i>(Preparation of agreement and registration; fees are exclusive of any financial security, administrative or other fee set out in the agreement.)</i>	
Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale, Partition Order, Land Leases	
Application Fee	\$1,800
Additional COA Meeting.....	\$230
Additional Public and/or Agency Circulation (after initial) ...	\$120
Additional Planning Report (after first report)	\$120
Minor Variance, Non-Conforming Uses, Other Permissions	
Application Fee	\$1,400
Additional COA Meeting.....	\$230
Additional Public and/or Agency Circulation (after initial) ...	\$120
Additional Planning Report (after first report)	\$120
Minor Variance Agreement	\$500

SITE PLAN CONTROL APPLICATIONS

Major Application

Application Fee (see note below).....	\$28,500
<i>(Includes the review of the first 3 submissions only; fee for 4th and subsequent submissions outlined below)</i>	
Additional Committee Meeting (after first mtg)	\$1,730
Additional External Circulation (after initial).....	\$230
Additional Staff Report (after first rpt).....	\$930

Major Application applies to:

- Any Industrial/Commercial/Institutional (ICI) use or mixed use development exceeding 500 m² of gross floor area
- A re-use/re-development of an existing building, including a building expansion/addition exceeding 50 m² of gross floor area
- A residential building or development exceeding 25 lots/units
- A development affecting a large geographic area or multiple properties
- A theme park or large scale recreational/commercial use such as a golf course, marina, resort, casino
- An application as determined to be Major by the Director of Development Services

Mid-Range Application

Application Fee (see note below).....	\$11,800
Plus:	
\$66 per m ² for any new ICI use or mixed use development exceeding 250 m ² and up to 500 m ² in gross floor area	
\$830 per residential unit/lot for any development exceeding 5 lots/units up to 25 lots/units	
<i>(Includes the review of the first 3 submissions only; fee for 4th and subsequent submissions outlined below)</i>	
Additional Committee Meeting (after first mtg)	\$1,730
Additional External Circulation (after initial).....	\$230
Additional Staff Report (after first rpt).....	\$930

Mid-Range Application applies to:

- A residential building or development with more than 5, but not exceeding 25 residential lots/units
- Any Industrial/Commercial/Institutional (ICI) use or mixed use development with more than 250 m², but not exceeding 500 m² of gross floor area

Minor Application

Application Fee (see note below).....	\$11,800
<i>(Includes the review of the first 3 submissions only; fee for 4th and subsequent submissions outlined below)</i>	
Additional Committee Meeting (after first mtg)	\$1,730
Additional External Circulation (after initial).....	\$230
Additional Staff Report (after first rpt).....	\$930

Minor Application applies to:

- A development with 5 or fewer residential lots/units
- A re-use/re-development of an existing building, including a building expansion/addition of up to 50 m² of gross floor area
- Any Industrial/Commercial/Institutional (ICI) use or mixed use development with up to 250 m² of gross floor area
- An application as determined to be Minor by the Director of Development Services

**Major Amendment to Existing Site Plan
(see note below)**

Application Fee	\$6,400
Additional Committee Meeting (after first mtg)	\$1,730
Additional External Circulation (after initial).....	\$230
Additional Staff Report (after first rpt).....	\$930

Major: any amendment greater than 40% expansion to existing gross floor

Schedule 'A' to By-law 2018 – XXXX (PL-7)
Planning Applications and Services Fee By-law
Town of Georgina

area, or any amendment as determined to be Major by the Director of Development Services

Minor Amendment to Existing Site Plan
(see note below)

Application Fee	\$3,600
Additional Committee Meeting (after first mtg)	\$1,730
Additional External Circulation (after initial).....	\$230
Additional Staff Report (after first rpt).....	\$930

Minor: Any amendment equal to or less than 40% expansion to existing gross floor area, any request to extend the duration of Site Plan Approval, or any other amendment or application as determined to be Minor by the Director of Development Services

Subsequent Site Plan Submissions – after 3rd

Review Fee to be paid with 4 th and each subsequent submission after 3 rd submission.....	25% of initial fee
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Preparation of Site Plan Agreement	\$3,900
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Amendment to Site Plan Agreement.....	\$1,560
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Minor/Temporary Use Agreements (ex. Sales Trailers, etc.)

Minor/Temporary Use Agreement	\$2,600
Amendment to Minor/Temporary Use Agreement	\$1,040

Site Plan Inspection (see note below)

- 5.4% of estimated construction cost – minimum \$4,000
- Due and payable with initial Site Plan Application Fee payment

Note: The 5.4% Fee – minimum \$4,000 for Site Plan Inspections shall not be subject to annual indexing based on the Consumer Price Index (C.P.I.).

PLAN OF SUBDIVISION AND/OR CONDOMINIUM

Draft Plan of Subdivision or Condominium

Application Fee	\$29,800
Plus: \$570 per residential unit/lot for first 25 units/lots	
\$340 per residential unit/lot for 26-50 units/lots	
\$230 per residential unit/lot for 51+ units/lots	
\$1,570 per Institutional/Commercial/Industrial unit/lot/block	
\$1,570 per Mixed Use unit/lot/block	

Additional Public Meeting (after first two)	\$1,730
Additional Public and/or Agency Circulation (after initial)	\$230
Additional Planning Report (after first two).....	\$930

Note: The unit/lot/block fees are to be charged only once on the submission of concurrent subdivision and condominium applications.

Schedule 'A' to By-law 2018 – XXXX (PL-7)
 Planning Applications and Services Fee By-law
 Town of Georgina

Extension of Draft Plan Approval	
Application Fee.....	\$5,900
Additional Public Meeting (after first one).....	\$1,730
Additional Public and/or Agency Circulation (after initial)	\$230
Additional Planning Report (after first one)	\$930

Note: Where a subdivision approval has a lapsing provision applied thereto, should the subdivision proceed to registration in phases, a draft plan approval extension is required for any portion of the subdivision not registered by the expiry date imposed by the lapsing provision.

Revise or Alter an Approved Draft Plan Requiring Council Approval	
Application Fee.....	\$3,800
Additional Public Meeting (after first two)	\$1,730
Additional Public and/or Agency Circulation (after initial)	\$230
Additional Planning Report (after first two).....	\$930

Request to Change to Conditions	\$6,000
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(Applies only to an existing approved plan where no new lots/units/blocks are created. Fees are exclusive of any financial security, administrative or other fee set out in the agreement.)

Draft Plan of Condominium Requesting Exemption from Sec. 51- Planning Act Processing Requirements (applns. Per Sec. 9(7) – Condominium Act)	
Application Fee.....	\$8,900
Additional Public Meeting (after first one).....	\$1,730
Additional Public and/or Agency Circulation (after initial)	\$230
Additional Planning Report (after first one)	\$930

Preparation of Subdivision / Condominium Agreement.....	\$7,300
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Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase	
Application Fee.....	\$6,400
Additional Public and/or Agency Circulation (after initial)	\$490
Additional Planning Report (after first one)	\$930

Amendment to Agreement.....	\$4,300
<i>(Applies only to an existing approved plan where no new lots/units/blocks are created. Fees are exclusive of any financial security, administrative or other fee set out in the agreement.)</i>	

Compliance Certificate for Clearance of Conditions And Final Approval and Registration For the Second and each subsequent phase	
	\$4,300 per phase

Schedule 'A' to By-law 2018 – XXXX (PL-7)
Planning Applications and Services Fee By-law
Town of Georgina

Engineering Submission Review:

- Review of Engineering Submissions – max. 3 (see note below)
- 5.4% of estimated construction costs of which 1% is due and payable with 1st submission

Note: That the 5.4% Fee for Subdivision Applications shall not be subject to annual indexing based on the Consumer Price Index (C.P.I.).

- Review of each subsequent submission after 3rd submission
- 25% of initial fee

Plot Plan Review - Single family or Semi-detached..... \$306 per lot

Plot Plan Review – Townhouse\$306 per residential unit in a townhouse block

PROVISIONS REGARDING CONCURRENT APPLICATIONS

Where multiple applications are submitted concurrently involving the same land parcel, the Application Fee for any combination of Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision/Condominium (base fee), or Plan of Condominium requesting Exemption from Sec. 51 of the *Planning Act* Processing Requirements shall be as follows:

- 10% discount from base application fees otherwise listed in this by-law

DEEMING BY-LAW OR REPEAL OF DEEMING BY-LAW

Deeming By-law Application Fee \$1,500
Plus: \$240 per lot

Repeal of Deeming By-law Application Fee \$2,600
Plus: \$240 per lot

PROPERTY INFORMATION REPORT

Application Fee \$320 per property

PRE-CONSULTATION

Application Fee \$750

Note: A fee of \$375 will be deducted from the required application fee if a formal Planning application is submitted within 1 year of the Pre-Consultation Meeting Form/Complete Application Checklist being signed by the Town Planner."

REQUEST TO CONSIDER AN APPLICATION FOR OFFICIAL PLAN AMENDMENT, ZONING BY-LAW AMENDMENT OR MINOR VARIANCE PURSUANT TO THE "2-YEAR PERIOD, NO REQUEST FOR AMENDMENT/NO APPLICATION" PROVISIONS OF THE PLANNING ACT

Application Fee \$1,500

LEGAL COSTS

All Town incurred legal fees associated with the processing of any application at any stage, including, but not necessarily limited to, the review and/or preparation of any related documents, agreements, etc. shall be paid in full by the applicant, plus an additional 15% administrative fee.

CONSULTANTS COSTS

The Town may engage consultants to conduct reviews (e.g. Peer Reviews) and evaluate studies, in which case the costs incurred will be charged back to the applicant, plus an additional 15% administrative fee.

LANDSCAPE ARCHITECT COSTS

At the Town's discretion, the Town's Landscape Architect may conduct reviews and evaluate studies in association with conditions of development application approvals, in which case the cost determined on an hourly basis incurred will be charged back to the applicant, plus an additional 15% administration fee.

RADIOCOMMUNICATION TOWER SITING

Application Submission Fee	\$4,300
Prior to Staff Report to Council Regarding Concurrence Request.....	\$4,300

REFUND POLICY

Refunds are at the discretion of the Director of Development Services, and all requests for refunds must be made in writing to the Director. Refunds will be based on the following criteria:

Committee of Adjustment Applications:

- Application has been received and the circulation list has been prepared - 2/3 of fee refunded;
- Hearing date has been confirmed and Notices of Hearing have been mailed - 1/3 of fee refunded;
- Hearing has been held – No Refund.

All other Applications:

- Up to 75% of the planning application fee required may be refunded if the application is withdrawn prior to the circulation to the commenting agencies; less a 15% administrative fee.
- Up to 50% of the planning application fee required may be refunded if the application is withdrawn after the circulation to the commenting agencies, but prior to one of the following: any public meetings; preparation of staff reports; or drafting of agreements and/or by-laws; less a 15% administrative fee.
- No refund of fees will be given after a public meeting has been held or after staff reports or by-laws have been prepared.

OTHER PROVISIONS

The Director of Development Services may:

- Define and determine the appropriate category upon which any application is submitted; and
- Reduce or waive any Fee normally required as per this by-law due to extenuating circumstances as a result of errors or omissions in the administration of this By-law and/or *Planning Act* processes.

LOCAL PLANNING APPEAL TRIBUNAL FEES

Administrative Referral Fee \$300

Note: Due and payable to the Town of Georgina upon receipt of an appeal with respect to any application.

Appeal Deposit where approval authority decision is appealed by a 3rd party:

- For appeals against major official plan amendments, major zoning by-law amendments, plans of subdivision or plans of condominium
Deposit.....\$25,000
- For all other appeals
Deposit.....\$10,000

Note: Deposits on 3rd party appeals are due and payable upon receipt of an appeal with respect to the application(s). The said deposit shall be paid by the applicant. Fees incurred by the Municipality above and beyond the amount of the deposit required will be invoiced to and payable by the applicant. Should the fees incurred be less than the amount of the deposit required, the appropriate refund will be issued to the applicant. Furthermore, failure to pay the appeal deposit, or maintain the deposit as required may result in the Town's refusal to provide services in support of the application at the Local Planning Appeal Tribunal.