

Town of Georgina Planning Application and Service Fees By-law Review Draft Results



Wednesday, August 15th, 2018

HEMSON
Consulting Ltd.



Today we will discuss...

- Study background and context
- Preliminary results:
 - Cost Analysis
 - Application / Revenue Projections
 - Full cost recovery fees
- Summary of Benchmark Analysis
- New Fees to Consider
- Implementation Options
- Next steps

Provincial Policy Context

Planning Act:

- Allows Town to “establish a tariff of fees for the processing of applications made in respect of planning matters”
- Fees “shall be designed to meet only the anticipated cost...in the respect of the processing of each type of application”
- Applicants can appeal fees to LPAT
- Council may waive or reduce any fee at any time

Municipal Act:

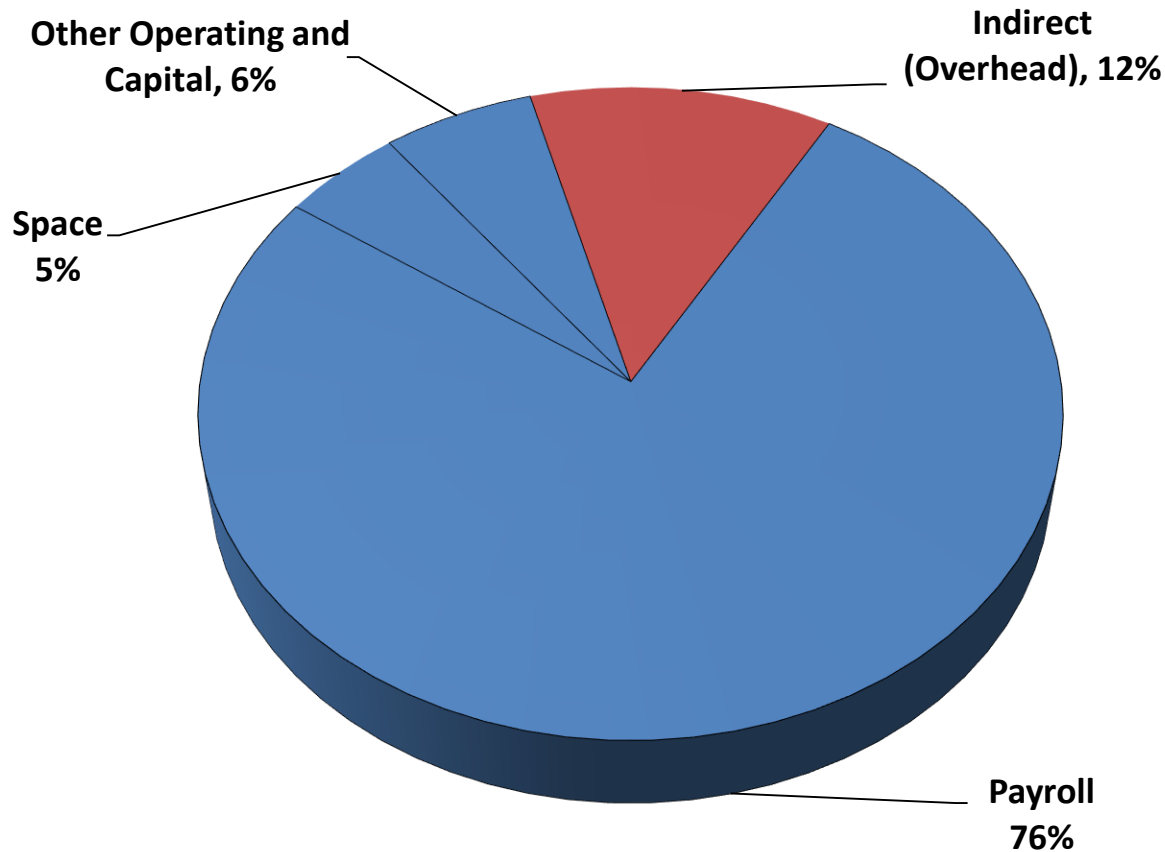
- Allows Town to establish fees for service being provided or for services provided on its behalf

Study Overview

- Identify the full cost of providing planning application review service
 - Analysis based on 5-year time period
 - Incorporates direct (payroll, space) and indirect (overhead) costs
- Develop potential fee rates & structures that are full and fair
- Comparative review of user fees in other municipalities
- Information to be used when setting fee rates (full cost recovery or otherwise)

Planning Cost Summary

Total Annual Cost* = \$1.07 Million

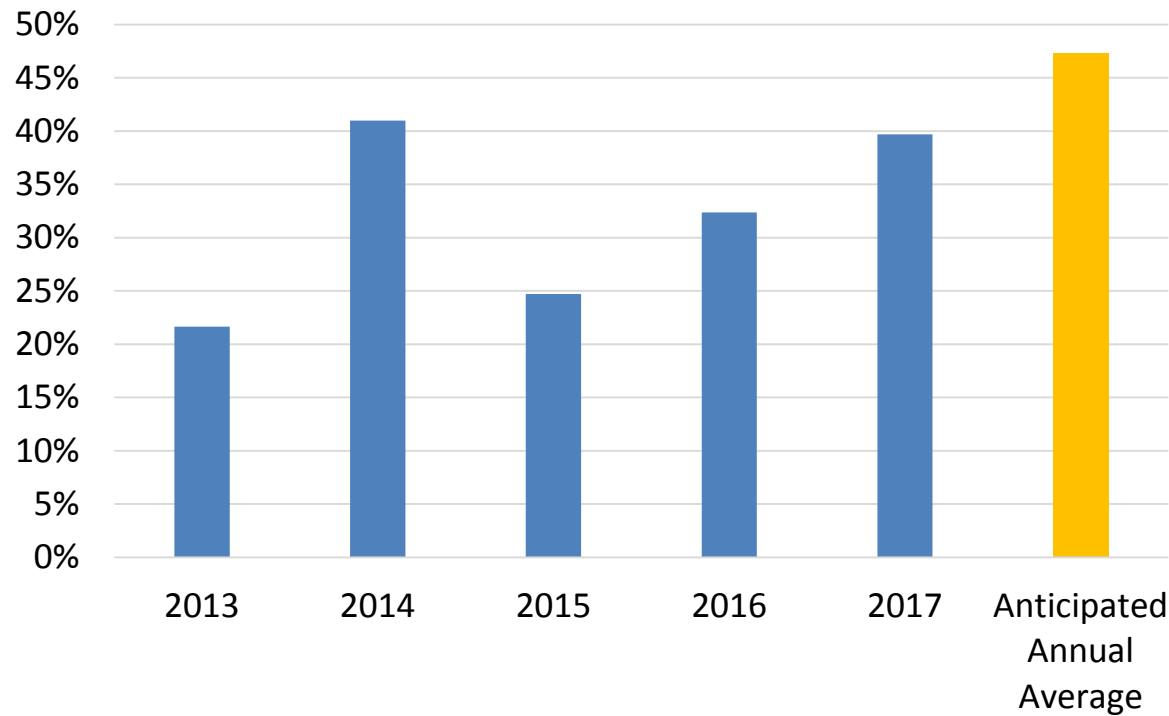


- Relationship between direct and indirect costs is reasonable
- Payroll represents the largest component
- Capital asset management requirements included in calculations
- Legal /external consulting costs are assumed to be charged to the applicant as costs are incurred

**Projected 5-year average annual cost*

What are the Gaps? Cost vs. Revenues

**User Fee Cost Recovery of Planning Application
Review Services (Under Current Rates)**



- Town's current rates cover less than 50% of the annual costs of providing service
- Full cost fees would be higher than current fees for most application types to bridge gap (costs vs. revenues)

Draft Full Cost Fees

Full Cost Recovery Fees		
Application Type	Existing Fee	Calculated Full Cost Recovery Fee
Official Plan Amendment (Major)	\$14,475	\$29,500
Zoning By-law Amendment (Major)	\$11,309	\$20,800
Zoning By-law Amendment (Minor)	\$6,956	\$14,300
Lifting of the H	\$1,698	\$4,500
Plan of Subdivision (Base fee)	\$18,940	\$29,800
Site Plan (Major)	\$12,439	\$28,500
Site Plan (Minor)	\$6,787	\$11,800
Deeming By-law (Base fee)	\$962	\$2,600
Consent	\$2,264	\$5,200
Minor Variance	\$567	\$2,900

- Full cost recovery fees have been calculated by application type
- Calculated fees are reflective of level of activity required to process each application

Summary of Benchmark Analysis

Georgina Fees Compared to Municipal Benchmarks ⁽¹⁾		
Application Type	Existing Fees Relative to Benchmark Range	Calculated Fees Relative to Benchmark Range
Official Plan Amendment (Major)	Below average	Average
Zoning By-law Amendment (Major)	Below average	Above average
Zoning By-law Amendment (Minor)	Below average	Average
Lifting of the H	Below average	Average
Plan of Subdivision	Below average	Average
Site Plan (Major)	Below average	Average
Site Plan (Minor)	Below average to average	Average
Deeming By-law*	Average	Above average
Consent	Below average	Average to above average
Minor Variance	Below average	Above average

- Overall Town's current fees are on average lower than those charged in similar municipalities
- Full Cost fees would be higher than fees currently in force but still be competitive with those in surrounding areas

1: comparison municipalities: Aurora, East Gwillimbury, Whitchurch-Stouffville, Newmarket

* Only East Gwillimbury and King impose this fee

New Fees to Consider

- Pre-Consultation services:
 - Anticipated to cost Town \$160k per annum
 - Estimated full cost fee is **\$3,300** per application (incl. 2 meetings)
 - Comparable municipalities charge ~ \$500 to \$1,500
 - Further staff discussion required around cost recovery
- Other potential new fees:

Application Type	Fees to Consider
Exemption Request	\$750
Property Information Letter	\$560
Address Change	\$480
Street Name Change	\$480
New Street Name - Proposed	\$480
New Street Name – From Pre-Approved List	\$240
Street Number (Lot Through Consent)	\$240
New Street / Unit Address	\$80
Demolition Permit Agreement	\$640
Cash-in-lieu of Parking	\$970
Model Homes / Sales Office	\$810
Feed-In Tariff (FIT) Program Application	\$810

Implementation Options

- When setting fee rates, consider:
 - revenue shortfall arising from less than full cost recovery fees
 - competitiveness
 - long term strategic objectives
- Annual indexing and five year reviews
 - Earlier review may be required to adjust for a change in development outlook.

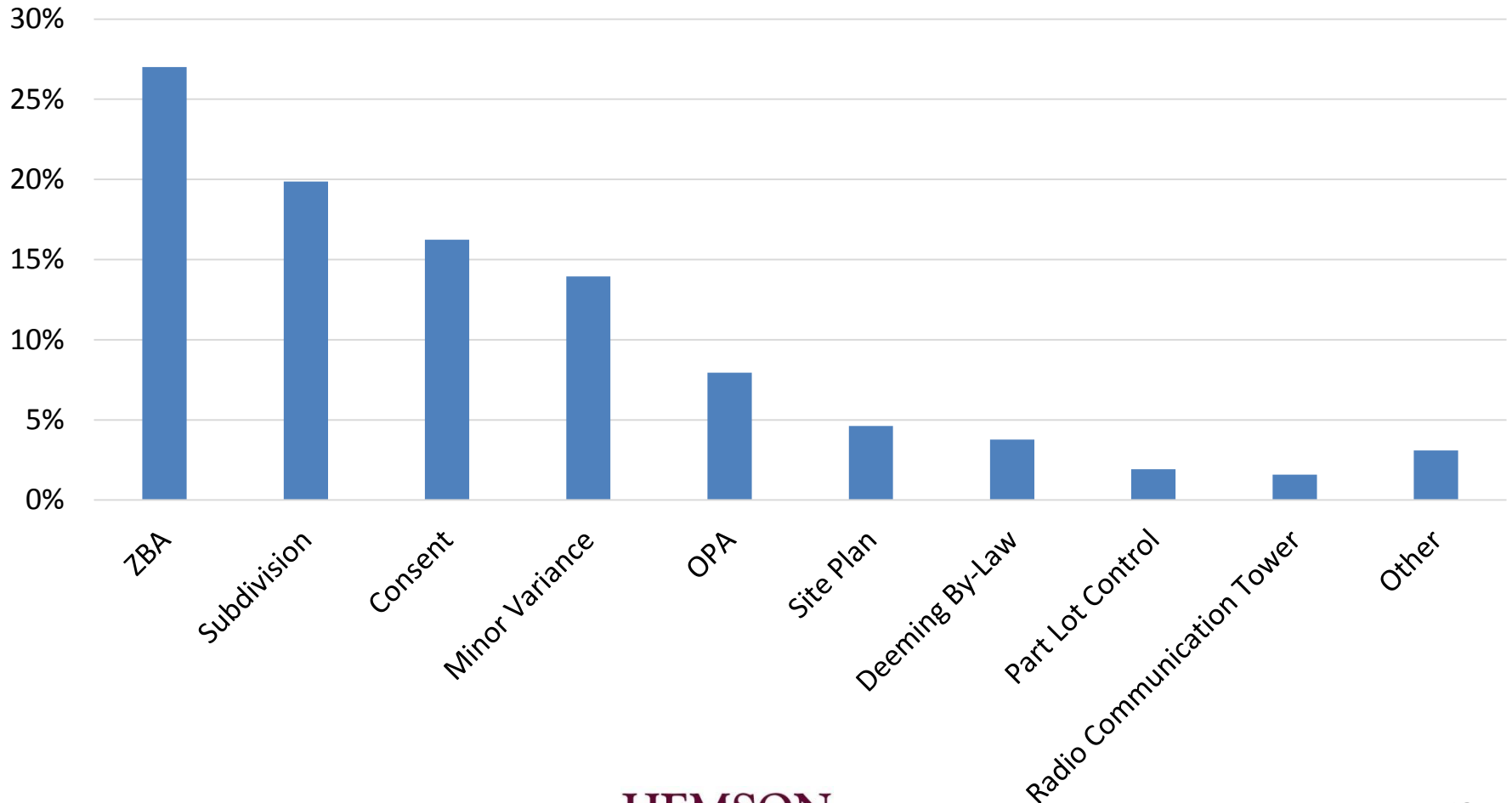
Next Steps

- Community Information Session – August 22nd
- Draft Report and Fees By-law – early Sept.
- Passage of Fees By-law – Sept. 19th

Additional Slides for Information

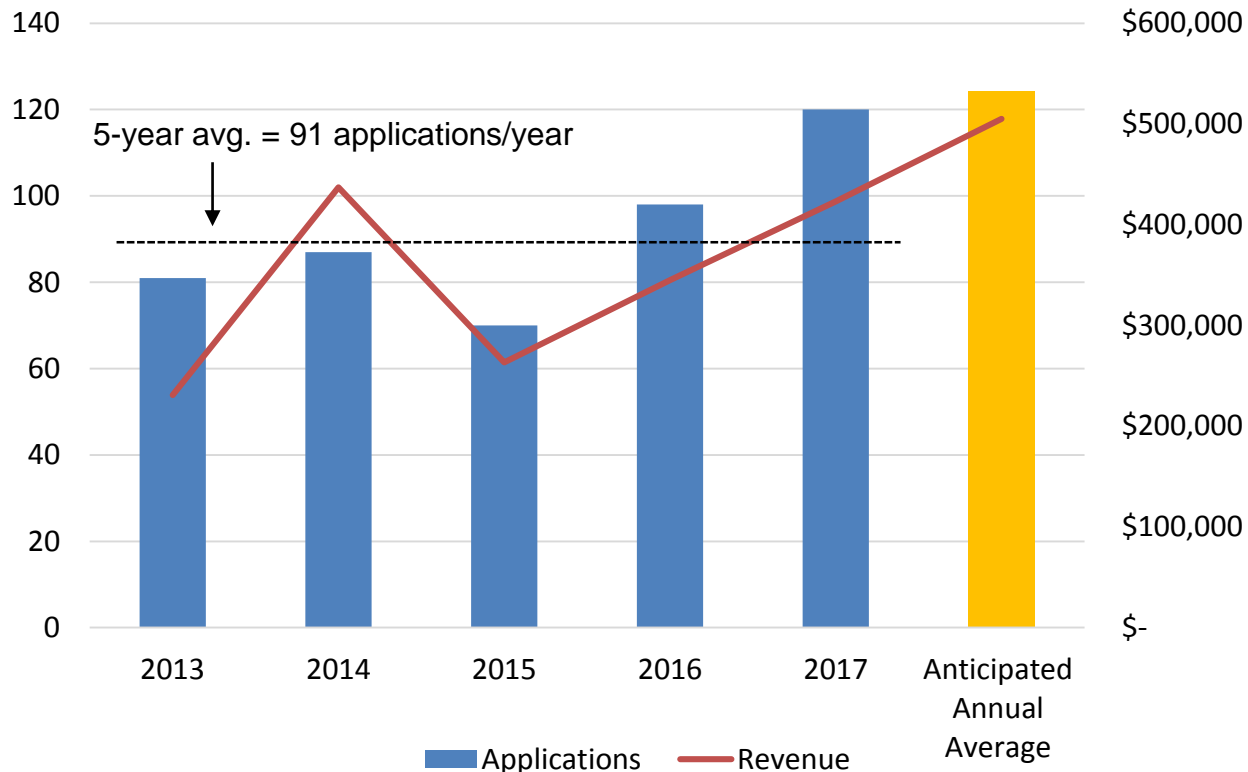
Overview of Direct Costs: Staff Involvement by Application

Planning Division:
Summary of Time on Development Application Related Applications



Planning Application and Revenue Activity

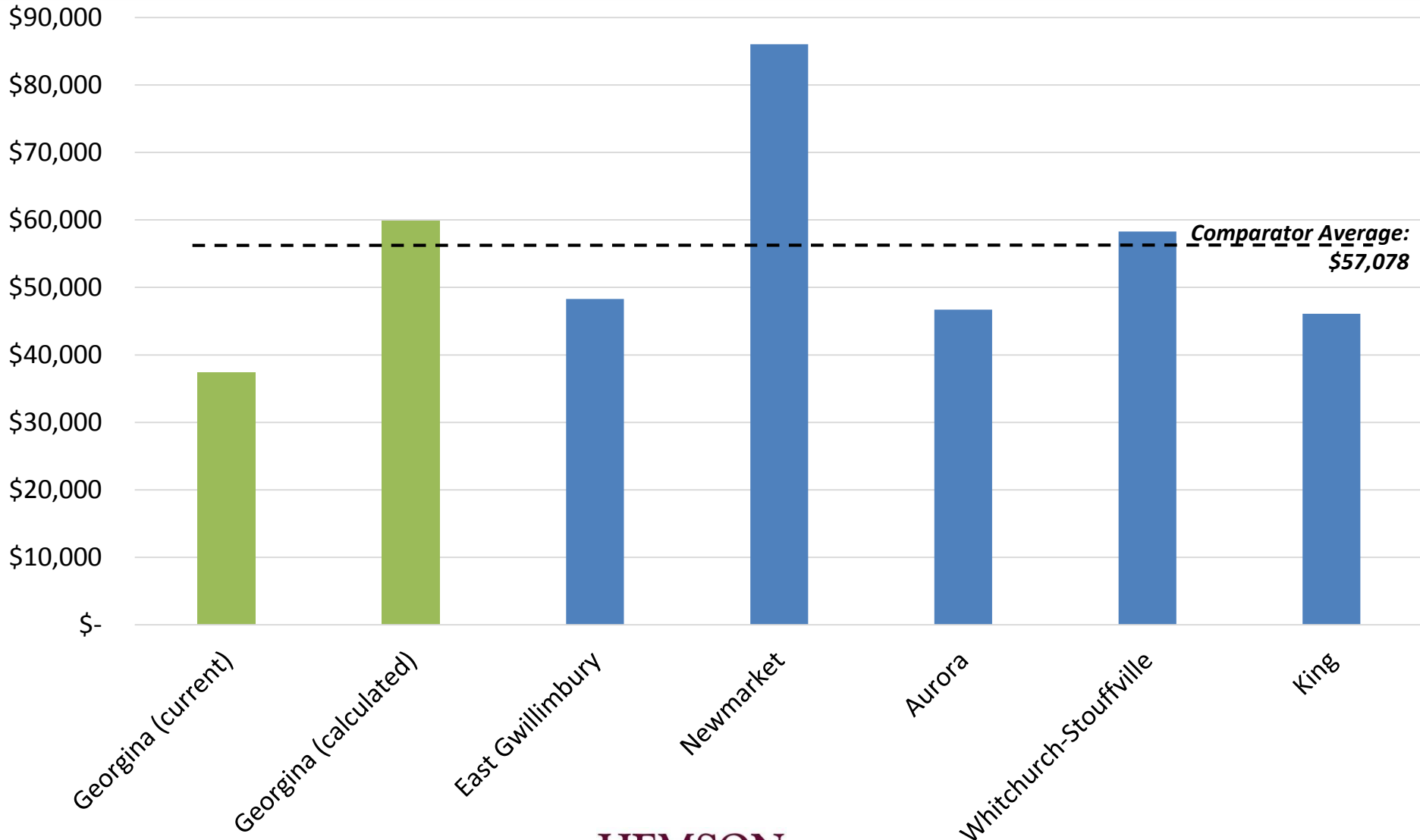
Planning Application and Revenue Activity:
History vs. Anticipated Annual Average



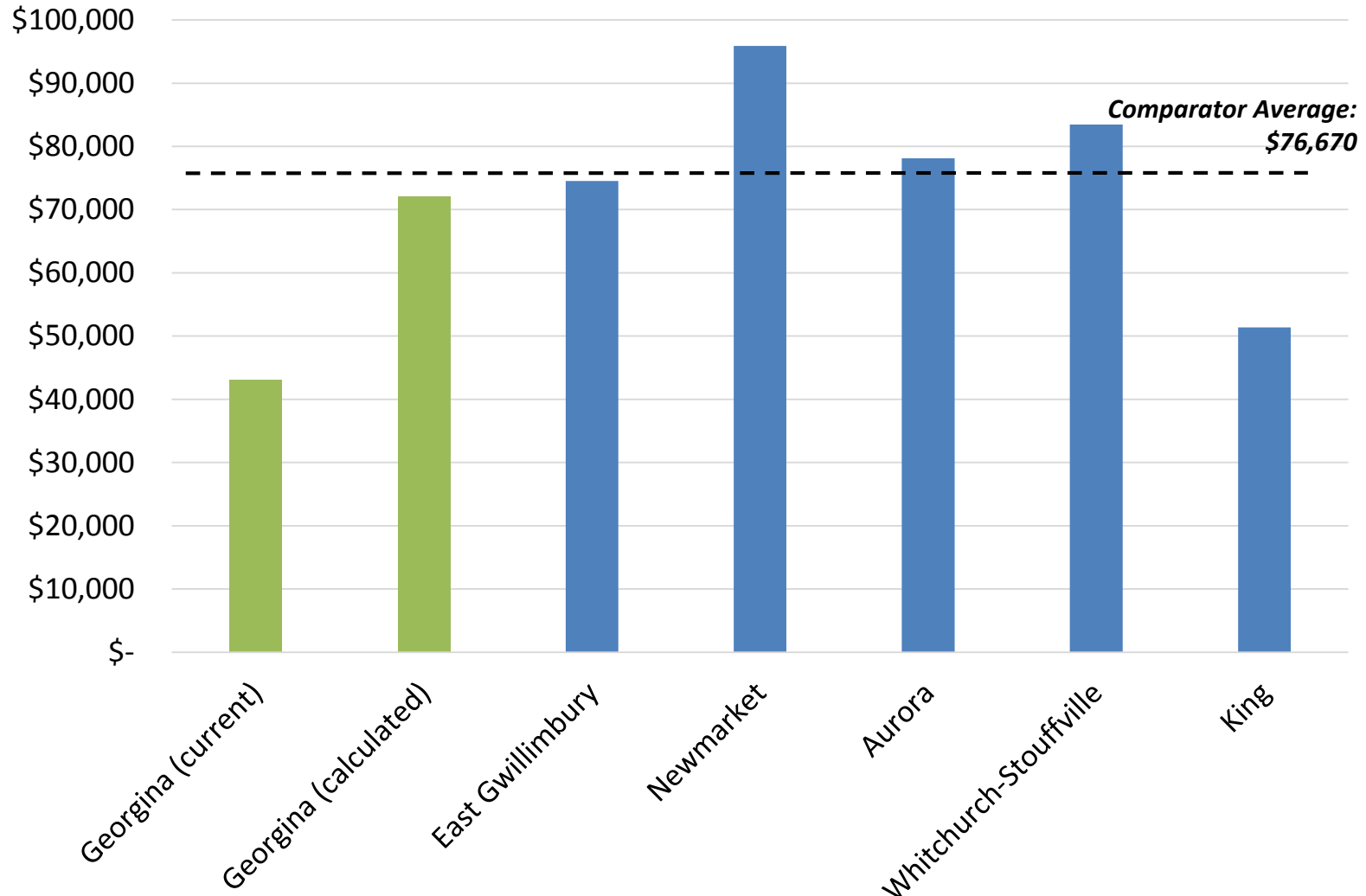
Note: Graph includes all planning applications (e.g. Committee of Adjustment, ZBA, OPA, Subdivisions, site plan etc.)

- Over the last 5-years Town averaged 91 applications per year
- Application activity, and revenue, moving forward is anticipated to be higher than recent trends

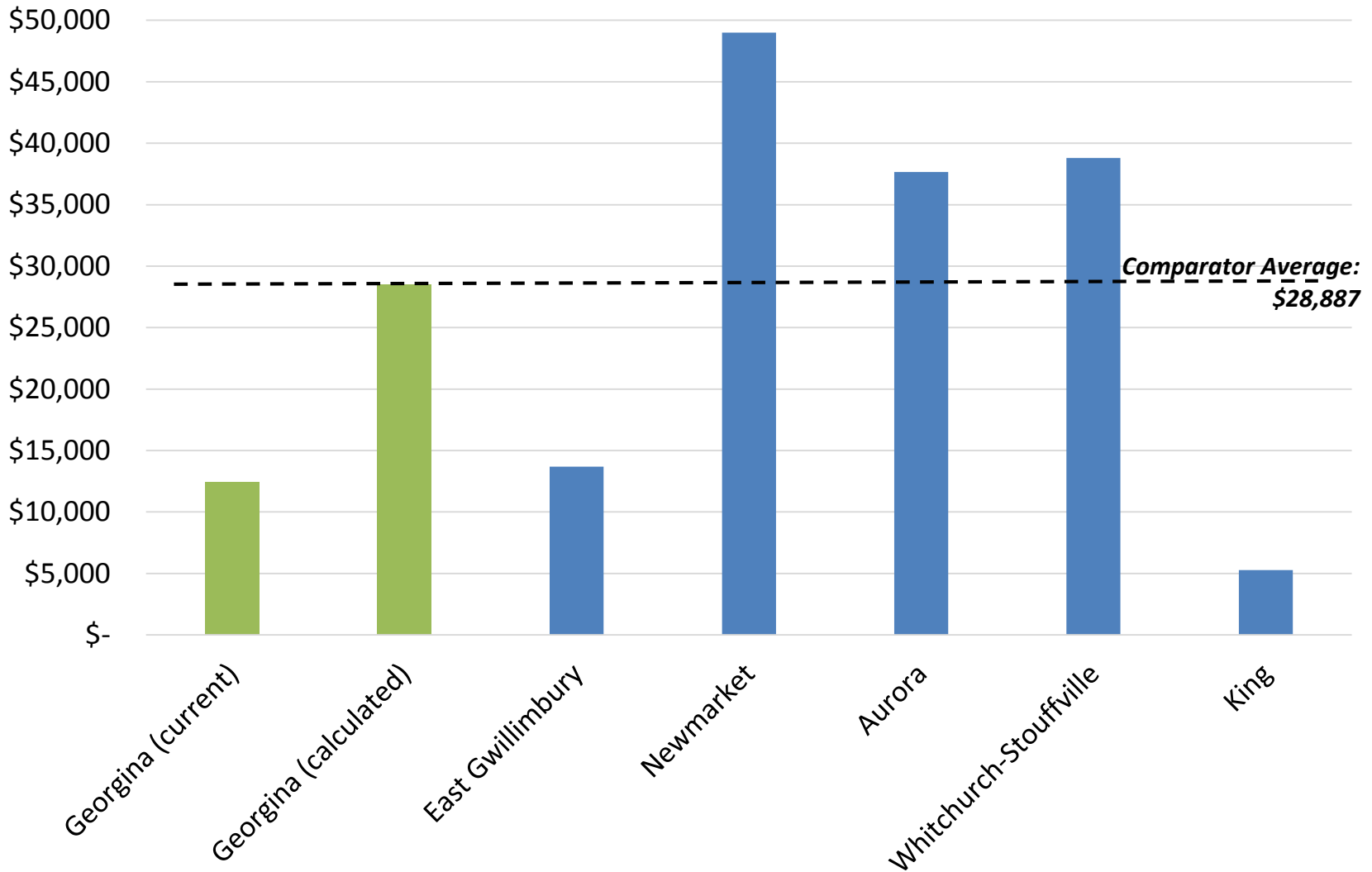
Typical Plan of Subdivision Cost: 50 Units



Typical Plan of Subdivision Cost: 100 Units



Typical Site Plan Application Cost: 50 Units



New Fees to Consider

Application Type	Description	Fees to Consider
Exemption Request	Staff consideration and report to Council related to the “2-year timeout window” (OPA, ZBA, or minor variance)	\$750
Property Information Letter	Staff review of zoning and/or other factors impacting development potential	\$560
Address Change	Per property	\$480
Street Name Change	Per street	\$480
New Street Name - Proposed	Per street	\$480
New Street Name – From Pre-Approved List	Per street	\$240
Street Number (Lot Through Consent)	Per address	\$240
New Street / Unit Address	Per address or per unit	\$80
Demolition Permit Agreement	Staff process including report to Council, registration, etc.	\$640
Cash-in-lieu of Parking	Staff process including report to Council, registration, etc.	\$970
Model Homes / Sales Office	Staff review process	\$810
Feed-In Tariff (FIT) Program Application	Staff review and report to council	\$810