 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Glenn McGlashon, MCIP, RPP	
TITLE:	Director, Planning & Development Division	
DATE OF MEETING:	December 7, 2020	
TITLE / SUBJECT:	Planning Application Fees	
REPORT DATE:	December 4, 2020	File #: N/A

1.0 STRATEGIC PLAN
N/A

2.0 RECOMMENDATION
The following actions are recommended:

THAT this Staff Report be received by Council for information purposes; and,

THAT the By-law in **Figure 1** of the Staff Report be endorsed and presented to Council which extends the 2020 planning application fees as outlined in the current Tariff of Planning Fees By-law into 2021 until a comprehensive review of the fees is undertaken and a new Tariff of Planning Fees By-law is approved by Council;

3.0 PUBLIC ENGAGEMENT
N/A

4.0 ORIGIN
On November 23, 2020, Council approved the following Motion regarding the KPMG Service Delivery Review final report:

WHEREAS at the Special Committee of the Whole Meeting held on Monday November 16 2020, Council considered the Town of Cobourg Service Delivery Review as prepared and presented by KPMG;

NOW THEREFORE BE IT RESOLVED THAT Council accept the Town of Cobourg Service Delivery Review attached to this motion as Appendix "A" and direct the Chief Administrative Officer to prepare an implementation report to be presented to Council on January 25, 2020 based on the opportunities as outlined within the Service Delivery Report.

5.0 BACKGROUND

The KPMG Service Delivery final report, dated November 6, 2020, concluded that the Town's current planning application fees are quite low relative to comparator municipalities and current departmental operating expenditures (27% of expenditures). Although 100% cost recovery for the Planning Department does not appear widespread in the Province or realistic due to a wide range of other planning activities that are not related to applications (e.g. long-term planning, Official Plan/Zoning By-law review and other special planning studies, and general property consultations), the report recommended in Opportunity #5 that the Town consider increasing its planning fees to approx. 40-50% of operating costs to improve cost recovery and provide a better/fairer funding model, with funding increases introduced over a multi-year period so as to avoid significant immediate increases for the development community.

Accordingly, KPMG recommended that the Town consider a comprehensive cost of service analysis, with the inclusion of other municipal departments that are involved in the review of planning applications (similar to Building Permit fees), to quantify the amount of resources and time involved in planning application reviews and provide the basis for the actual cost of planning reviews and the fees to be imposed.

Finally, the KPMG report suggested in Opportunity #9 that the Town's user fee policy and by-law be reviewed in order that it appropriately quantifies the cost of delivering municipal services and provides a fair and reasonable basis for determining an appropriate user fee structure.

6.0 ANALYSIS

In light of the recommendations of the KPMG Service Delivery report, the review of planning application fees will be extensive and involve an evaluation of all departments involved in the development review process. In consultation with senior municipal staff, it is proposed that this fee review be incorporated into a broader comprehensive user fee study for the Town across multiple departments and facilities.

Should Council endorse a comprehensive user fees study as noted above, this process will not be initiated until the New Year and will extend well into 2021. Given that the current Tariff of Planning Fees By-law is set to expire at the end of 2020, the existing planning application fees will need to be extended into 2021

until a review is undertaken and a new Tariff of Planning Fees By-law is approved by Council.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

An increase in planning application fees to better reflect the municipal costs associated with development review in accordance with the KPMG report will create a fair and equitable fee structure and reduce dependency on municipal reserves and the tax levy. The preparation of a comprehensive user fees study across municipal departments will have budget implications which will be subject to further review as part of the CAO's implementation report to Council and the 2021 budget deliberations.

8.0 CONCLUSION

It is the opinion of the Planning Department that the proposal to extend the 2020 planning application fees into 2021 until such time as the fees have been reviewed and a new Tariff of Planning Fees By-law is enacted is desirable and appropriate.

9.0 POLICIES AFFECTING THE PROPOSAL

The policies that affect this proposal include the Ontario *Planning Act* and Town of Cobourg User Fee By-law/Policy.

10.0 COMMUNICATION RESULTS

This Report is intended to provide Council with background information and analysis regarding the Town's planning application fees and to recommend an extension of the current 2020 fees until a comprehensive review can be undertaken and new fees adopted.

Report Prepared by:

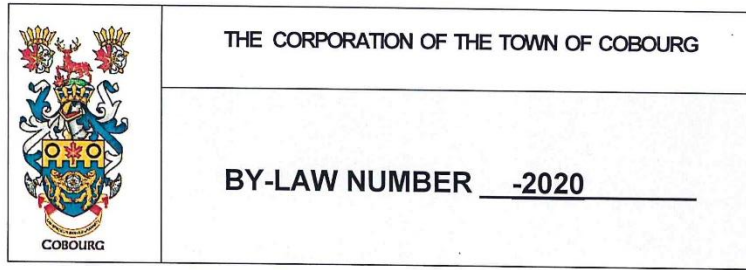
Glenn J. McGlashon, MCIP, RPP
Director of Planning & Development



Report Reviewed and Approved by:

Tracey Vaughan
Chief Administrative Officer

Figure 1
Tariff of Planning Fees Extension By-law



A BY-LAW TO ESTABLISH A TARRIFF OF FEES FOR THE PROCESSING OF APPLICATIONS MADE IN RESPECT OF PLANNING MATTERS

WHEREAS Section 69(1) of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, provides in part that a council of a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. That it is hereby established that the tariff of fees for the processing of applications made in respect of planning matters for the Year 2021 shall be the same fees as the Year 2020 as per By-law No. 030-2016.
2. THAT this By-law shall come into effect as of January 1, 2021.

By-law read and passed in Open Council this 14th day of December, 2020.

MAYOR

MUNICIPAL CLERK