Town of Newmarket
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2019 User Fees and Charges – Planning Act Fees
Staff Report

Report Number: 2018-82

Department(s): Financial Services

Author(s): Senior Financial Analyst

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled 2019 User Fees and Charges – Planning Act Fees dated November 19, 2018 be received and;

2. That the attached Schedule 'A' being the Town of Newmarket 2019 Planning Application Fees Schedule be approved and adopted by by-law and;

3. That the fee adjustments come into full force and effect as of January 1, 2019.

Executive Summary

See below.

Purpose

The purpose of this report is to recommend increases of 2.8% to the Planning Act fees for 2019, unless fees are regulated or established by other provincial legislation or third party.

Background

All rates and fees are reviewed annually and adjusted in accordance with the Annual Budget Review Process and application of the Service Pricing Policy.

Discussion

Based on the Service Pricing Policy, Planning fees are categorized as a Community Supported Good, establishing a targeted cost recovery level of 90% for the majority of fees with the exception of Committee of Adjustment application fees. The targeted cost recovery for Committee of Adjustment application fees is 55%.

Conclusion

The attached Schedule 'A' has been prepared to recognize Planning Application fee increases of 2.8% resulting from general service cost increases including wage and benefit increases. A few new fees where proposed for Site Plan Lot Created by Consent for leading and amending agreements, Committee of Adjustment Re-circulation fee, fee for matters appealed to Local Planning Appeal (LPAT), and Site Plan Security Release Inspection after the First Inspection.

Business Plan and Strategic Plan Linkages

The adoption of the 2019 Fees and Charges by-law, implementing adjustments to the Planning Act regulated fees, is in alignment with the key focus area Well-equipped and managed of the Community Strategic Plan.

Consultation

Advertisement on the Town of Newmarket's website has been provided in accordance with the Town's Procedure By-law and distribution of the Committee of the Whole agendas. In addition, notice has been given through advertisement on the Town Page of the local newspaper in advance of Council's consideration.

Human Resource Considerations

Not applicable to this report.

Budget Impact

The additional revenue anticipated as a result of the increase in Planning Act Fees, with similar volumes, is $9,000.

Attachments

Schedule A – Planning Department 2019 User Fees

Approval

R. Nethery, BES, MCIP, RPP
Director of Planning & Building Services

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Contact

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