



Corporation of the Municipality of Temagami

Memo No.
2024-M-155

Memorandum to Council

Subject:	Addition of Planning Inquiry Deposit to the 2024 User Fee By-Law
Agenda Date:	October 10, 2024
Attachments:	Planning Inquiry Deposit Form

RECOMMENDATION

BE IT RESOLVED THAT the Council of the Municipality of Temagami hereby approves the inclusion of a \$750.00 Planning Inquiry Deposit in the 2024 User Fee By-Law. This deposit will be used to cover the professional costs associated with the review of general planning inquiries and pre-consultation submissions. Any unused portion of the deposit will be refunded to the inquiring party upon completion of the inquiry review process.

BACKGROUND

According to the recommendation received from MHBC Planning Consultants, this report addresses the need for a planning inquiry deposit. Planning inquiries often involve reviews of development proposals and site plans before a formal Planning Act application is submitted. Historically, there has been no mechanism to recover costs associated with these inquiries. The recent revocation of mandatory pre-consultation by Bill 185: Cutting Red Tape to Build More Homes Act, 2024 allows for voluntary pre-consultation, providing developers with valuable professional feedback prior to formal submissions. Many Ontario municipalities implement similar deposit structures to effectively manage inquiry costs.

Analysis

Staff recommends the addition of a \$750.00 Planning Inquiry Deposit to the 2024 User Fee By-Law. This deposit will enable the Municipality to recover professional fees from planning inquiries or pre-consultation submissions, which often require detailed review by contracted planners. The proposed deposit aligns with Section 39(1) of the Municipal Act and Section 69(1) of the Planning Act, both allowing the Municipality to impose fees related to services, including planning applications.

The deposit will cover professional costs incurred during inquiry and pre-consultation stages, with any unused funds refunded to the applicant upon completion of the review process. This approach ensures that legitimate inquiries are supported without unfairly transferring costs to the Municipality's tax base.

Comparison with Other Ontario Municipalities

In addition to larger municipalities such as Toronto, Kingston, Peterborough, Guelph, and St. Catharines, several smaller municipalities have implemented deposit fees for planning inquiries. These municipalities include Carleton Place, Erin, Orangeville, and Pembroke. Since our municipality does not have an in-house planner, we must rely on third-party services to cover these costs, ensuring that these expenses do not place a burden on taxpayers.

Financial Implications

The proposed deposit structure aims to enable the Municipality to recover additional costs associated with planning inquiries. This mechanism will help offset professional expenses while alleviating any financial pressure on the tax base.

Summary and Conclusion

In light of the increasing complexity of planning inquiries and the benefits of pre-consultation, staff recommends the implementation of the \$750.00 Planning Inquiry Deposit to recover costs associated with professional planning services. This deposit aligns with best practices observed in other municipalities and will be monitored and adjusted as needed in future years to ensure its effectiveness.

Respectfully Submitted
Nicole Claveau

Reviewed and Approved
Laala Jahanshahloo

**Municipality of Temagami
Planning Inquiry Deposit Form**

Instructions:

Complete this form to submit a planning inquiry or pre-consultation request. A refundable deposit of \$750.00 is required to cover professional costs associated with the review of your inquiry by our contracted planners, MHBC. Any unused portion of the deposit will be refunded by the finance department.

1. Applicant Information

- **Name of Organization or Individual:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____

2. Inquiry Details

- **Property Address or Legal Description:** _____

- **•Nature of Inquiry (Attach site plan or development proposal if applicable):**

- **Are you seeking pre-consultation before submitting a formal application?**
 Yes No

3. Deposit Information

A \$750.00 deposit is required to proceed with the review of your inquiry. Any unused portion of the deposit will be refunded upon completion of the review process.

- **Payment Method (Cheque/Online Transfer):** _____

4. Acknowledgement

I acknowledge that the Municipality will utilize the deposit to cover professional fees associated with my inquiry. I understand that any unused portion will be refunded upon completion of the review.

- **Signature of Applicant:** _____
- **Date:** _____