

City of Mississauga  
**Additional Agenda**



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## Budget Committee

### **Date**

November 29-30, 2016

### **Time**

9:00 AM

### **Location**

Council Chamber

2<sup>nd</sup> Floor

300 City Centre Drive

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## 6. **MATTERS TO BE CONSIDERED**

### 6.19 **(Revised) Planning Application and Building Permit Fees (Land Development Services)**

A revised Corporate Report dated November 25, 2016 from the Commissioner of Planning and Building with respect to the Planning Application and Building Permit Fees. **\*\*\*Please disregard the report originally distributed**

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# City of Mississauga

## Corporate Report



Date: November 25, 2016

To: Chair and Members of Budget Committee

From: Edward R. Sajecki, Commissioner of Planning and Building

Originator's file:  
CD.21.DEV

Meeting date:  
2016/11/29

## Subject

**Planning Application and Building Permit Fees (Land Development Services)**

## Recommendation

1. That the report dated November 25, 2016 from the Commissioner of Planning and Building regarding Planning Application and Building Permit Fees be approved.
2. That the City's *Planning Act* Processing Fees and Charges By-law be prepared in accordance with Appendix 5 attached to the report entitled "Planning Application and Building Permit Fees" dated November 25, 2016 to be in effect on January 9, 2017.
3. That the necessary amending by-law to the City's Building By-law be prepared in accordance with Appendix 6 attached to the report entitled "Planning Application and Building Permit Fees" dated November 25, 2016 to be in effect on January 9, 2017.
4. That the necessary amending by-law to the City's General Fees and Charges By-law be prepared in accordance with Appendices 5 and 6 attached to the report entitled "Planning Application and Building Permit Fees" dated November 25, 2016 to be in effect on January 9, 2017.

## Report Highlights

- Watson & Associates Economists Ltd. (Watson) was retained in 2016 to update the comprehensive review of Planning Applications and Building Permit fees
- Overall application volumes have generally remained constant, but the application characteristics have changed as a result of smaller sized developments and increased alteration permits
- Careful consideration was given to legislative context, related costs, recent trends and future efficiencies in developing cost recovery fee structures

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- Modified fee structures recommended that will increase cost recovery and build a sustainable reserve fund for building permit revenue

## Background

In 2011, Watson was retained by the City to identify the full costs associated with processing planning applications within sections/divisions of four City departments. In 2012, a new fee structure and rates were approved by Council with the intent of improving the City's cost recovery performance regarding planning application and building permit processing costs.

In April 2016, Watson was retained to review the following:

- Planning application fees charged in accordance with the Planning Act, excluding minor variance and consent application fees; to measure the changes; and to identify cost recovery improvements
- Building permit fees charged in accordance with the Building Code Act; sign permit fees; and zoning review application fees

The full technical report prepared by Watson titled "City of Mississauga Development Fees Review Study" is attached as Appendix 1.

The consultant's report outlines the following:

- Legislative context for the planning applications and building permit fees and charges review
- Methodology undertaken
- Activity based costing results for planning and building permit applications
- Rate structure analysis

The purpose of this report is to provide a summary of the findings of the review and recommend new fee structures for planning and building permit application fees that will continue to increase cost recovery.

## Comments

### PLANNING APPLICATIONS

#### Methodology

The Activity Based Costing methodology used by Watson for the 2016 planning application fee review is the same method used for the 2011 review. The average processing times for different types of planning applications were based on time estimates provided by staff reflecting their involvement i.e. "hands-on-the-file", for each application type. These average processing times were applied to average planning application volumes to determine annual staff time required to process the various types of applications.

### **Application Volumes and Characteristics**

The 2011 review was based on planning application volumes and characteristics exhibited during the period 2008 to 2010. The 2016 review considered the application volumes and characteristics over the 2011 to 2015 period. Comparing the two periods, the application volumes have remained relatively constant at approximately 340 applications per year. The average application characteristics have changed as a result of the increasing number of smaller sized development proposals. In other words, with the emphasis on infill development and redevelopment, as opposed to larger subdivisions with hundreds of similar lots, the number of units in more recent applications tends to be fewer, so economies of scale are not achieved.

### **Staff Capacity**

Planning application processes consume approximately 39 full time equivalent (FTE) positions annually, compared to 35 FTE from the 2011 review. Although the application volumes have generally remained constant, the increase of 4 FTE is a result of increasingly complex development applications that require more staff effort; additional staff advice and guidance for applicants; multiple meetings to address resident concerns; Ontario Municipal Board (OMB) Hearings and the introduction of Section 37 negotiations. Further, as land prices increase, there is a trend for applicants to seek to maximize densities, thereby requiring substantial negotiations to achieve an acceptable project.

Appendix 2 shows the percentage of time spent, by Department, for residential and non-residential Rezoning and Site Plan applications. This illustrates typical application involvement by Department. It is important to note that the time spent by all Departments influences the costs.

### **Costs and Cost Recovery**

The Watson report identifies the cost of processing differing types of applications and compares these per application processing costs with revenues by applying the City's current fee structure. Table 3-4 in the Watson report (Appendix 1) summarizes the cost recovery impacts by application type. In aggregate, the Watson report concludes that the current planning application fees are recovering just under eighty percent of processing costs.

Average revenues collected over the 2011-2015 period (adjusted for indexing to 2016 dollars) are \$3.8 million. Based on the full cost recovery recommendations in the Watson report, and historic average application volumes and characteristics, annual planning application revenues would be expected to increase by \$1.0 million, to a total of \$4.8 million annually.

Watson report fee recommendations are based on 2016 dollars, therefore the recommended fees should be increased by the Consumer Price Index for implementation in 2017.

### **A. PLANNING APPLICATION FEE STRUCTURE AND RATES**

In establishing fees, it is recognized that the *Planning Act* does not allow for cross subsidization of fees and that payment of fees can be made under protest and appealed to the OMB. For this

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reason, fees must be designed to recover the cost of processing each specific type of application. The following provides highlights from the Watson Study.

### 1. Pre-application and DARC Meetings

Pre-application meetings and Development Application Review Committee (DARC) meetings are “under recovering” costs due to the following:

- No fees are currently being imposed for pre-application meetings
- DARC meetings fees were set only to recover 50% of processing costs
- The number of meetings held that do not result in a planning application

The rationale behind no or reduced fees was to address the concern that it would discourage discussion with staff regarding development proposals. Since implementation of DARC Meeting fees, staff have recognized that these fees do not discourage discussion.

As a result of “under recovering” costs for pre-application and DARC meetings, staff support full cost recovery for DARC meetings; and partial cost recovery for pre-application meetings. The reason for partial cost recovery for pre-application meetings is to address the wide variety of requests for pre-application meetings, including homeowners and small businesses. Staff do not want to discourage discussion with one-time applicants regarding small projects, such as an addition to a detached dwelling. It is important to note that these meeting fees would not apply to informal meetings with staff regarding application advice and guidance. Further, the amount paid for the meeting would be credited towards the total application fee at time of application submission.

**RECOMMENDATION #1:** Implement partial cost recovery for pre-application meetings – \$300 (34.4% cost recovery).

**RECOMMENDATION #2:** Implement full cost recovery for DARC meetings – \$2,740 to \$4,000 depending on application type.

### 2. Payment in Lieu of Off-Street Parking (PIL)

Based on full cost recovery, an application for Payment in Lieu of Off-Street Parking (PIL) would generally cost more than the amount of a parking space. To make the PIL program more affordable and recognizing there is community benefit in providing PIL, staff support the continuation of partial cost recovery. The impact on cost recovery should be relatively low as the average volume for PIL applications is 3 to 4 applications per year.

**RECOMMENDATION #3:** Continue with partial cost recovery for PIL applications – \$800 (6.3% cost recovery for PIL and 9.2% cost recovery for PIL delegation).

### 3. Small Businesses

In keeping with the principle that the fees should support achieving City policy directions, such as Mississauga Official Plan, staff support the continuation of partial cost recovery of Rezoning

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and Site Plan applications for small businesses. This would address concerns related to prohibitive fee levels for smaller businesses wishing to locate in designed Community Nodes such as Port Credit, Clarkson, Streetsville and Cooksville.

**RECOMMENDATION #4:** Continue with partial cost recovery (50%) of Rezoning and Site Plan applications for small-scale retail commercial development in C4 – Mainstreet Commercial Zone.

#### **4. Rezoning and/or Official Plan Amendment, Removal of Holding Symbol and Temporary Use By-law**

Watson's recommended fee structure for Rezoning and/or Official Plan Amendment, Removal of Holding Symbol and Temporary Use By-law (including extensions) has increased significantly. As an example, the recommendation for the base fee of a Rezoning application has increased by 97% (i.e. \$30,832 to \$60,840). The increased fee structure would continue to be one of the highest fees for a typical application in the Greater Toronto Area (GTA), as shown in Appendix 3. Although the City's fees are high, it is related to the fact that the City does not have the efficiencies of scale that can be achieved in areas that still have greenfield which the other 905 municipalities still have, and thereby able to "over recover" the cost of processing.

Based on Watson's recommendations, application fees would increase significantly, with the exception of Rezoning and/or Official Plan Amendment applications greater than 100 residential units, where the City would be "over recovering" costs of processing.

Staff from various Departments are currently and/or will be involved in a number of process improvements, such as streamlining conditions; development and servicing agreements; and adding additional development applications to ePlans, which will potentially result in efficiencies. Prior to considering increasing the fees, the improvements should be implemented and a review undertaken to reassess the effort spent on applications.

**RECOMMENDATION #5:** That the existing fee structure be maintained for Rezoning and/or Official Plan Amendment, Removal of Holding Symbol and Temporary Use By-law (including extensions), except for development proposals greater than 100 residential units.

#### **5. Subdivisions**

The cost recovery for Subdivision applications is slightly "over recovering". With the change in application characteristics, fees must be designed to recover the cost of processing each specific application type; therefore Watson has recommended that the variable rate per unit be decreased.

**RECOMMENDATION #6:** Modify the existing fee structure in accordance with Watson's recommendations.

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## 6. Condominium

Condominium applications are “under recovering” costs of processing. The review of these applications is largely a fixed process independent of application size; therefore the base fee should be increased.

**RECOMMENDATION #7:** Modify the existing fee structure for Condominium in accordance with Watson's recommendations.

## 7. Site Plan Approval

A new fee category for a Master Site Plan has been introduced in order to recognize the extra work undertaken to layout road networks and services, any public parkland and determine location of buildings and amenity space prior to a Site Plan submission. As demonstrated in the recent Rogers Master Site Plan, considerable effort was undertaken for this review. There will be future sites that will require a Master Site Plan (i.e. Inspiration Lakeview, Inspiration Port Credit).

**RECOMMENDATION #8:** Implement a new fee for Master Site Plan in accordance with Watson's recommendations.

The Watson Study recommends the following for Site Plans:

- Increase base fee
- Adjust variable rate per unit, square metre and hectare
- Adjust maximum charge per application

As a result of these changes, the recommended fees would generally

- Increase for low and medium density residential, commercial, office and institutional
- Decrease for high density residential and industrial

Based on these changes, the average application would generally have a modest increase or decrease in fees depending on the application type. Further, the changes would improve cost recovery due to the change in application characteristics.

**RECOMMENDATION #9:** Modify the existing fee structure for Site Plan in accordance with Watson's recommendations.

## 8. Other Applications

There are also other proposed minor adjustments to the fee structure, such as surcharges for the review of a parking utilization study; telecommunication tower applications; transactional process related to Part Lot Control; and changing the name of ‘Site Plan Minor’ to ‘Site Plan Control – Limited Circulation’. The full proposed modified fee structure for Planning Applications can be viewed in Appendices 4 and 5.

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## B. BUILDING APPLICATIONS

Watson performed a similar analysis for building permits, sign permits, and zoning certificates as was done for planning applications. Staff provided Watson with baseline application data and activity processing times for applications processed from 2011 to 2015. Watson conducted an Activity Based Costing Analysis for each fee costing category and these estimates were reviewed against current resource capacity and past permit volumes.

Base fees were adjusted in 2012 through amendments to the Building By-law and starting in 2013 a 3% annual increase across the board was endorsed. Those base changes, coupled with the annual 3% increases, have worked well over the past 4 years to stabilize revenue, maximize cost recovery, and contribute to the Building Reserve. This same approach is recommended for building permits, sign permits, and zoning applications over the next 3 years, starting in 2017.

### 1. Building Permits

The *Building Code Act* allows for cross-subsidization of fees, unlike the restrictions on planning application fees. For this reason, it is possible to consider charging higher fees in some areas to make up for lower cost recovery in others to address concerns related to prohibitive fee levels for smaller residential and non-residential permits. There has been a significant increase in the number of alteration type permits, both residential and non-residential, and a reduction in new buildings that has affected the ability to continue to recover costs at a reasonable rate.

**RECOMMENDATION #10:** Modify the existing fee structure for alteration permits. Add the base fee of \$145.00 for residential alterations or \$245.00 for non-residential alterations to the variable rate of \$5.75/m<sup>2</sup> of renovated area, in accordance with the Watson recommendations.

**RECOMMENDATION #11:** Modify the existing fee structure for new buildings to achieve a higher cost recovery in accordance with Watson's recommendations.

**RECOMMENDATION #12:** Modify other fees by 3% annually starting in 2018 to keep pace with increases in costs.

### 2. Conditional Building Permits

Increasingly, Conditional Permits are being requested to be extended beyond originally intended expiration dates. Extending these conditional permits requires additional effort from staff as well as increased monitoring. Currently, the costs associated with extending of conditional permits are not being recovered.

**RECOMMENDATION #13:** Modify the existing fee structure for extending Conditional Permits – 20% of the original conditional permit fee or a minimum of \$850.

### 3. Shoring

A new permit fee category for 'shoring' is proposed. Shoring is typically an earth supporting system to facilitate the underground large excavation allowing building foundations and



underground floors to be constructed. The structure itself meets the definition of a 'building' under the *Ontario Building Code* and would require a permit. While this construction is not new to Mississauga, its use has become more frequent and with the proximity to roads, sewers, and utility services, has caused increased scrutiny, thus requiring additional review to ensure that this infrastructure is not adversely affected during building construction.

**RECOMMENDATION #14:** Implement a new fee category for Shoring – Variable rate charge at \$11.52 per linear metre of shoring.

#### 4. Second Units

There has been a large increase in building permit activity in conjunction with the Second Units Registration By-law, and an increase in compliant investigations resulting in building permit requests. During the last two years, over 250 second unit building permits have been submitted at an average fee of \$908. While this is above the average Part 9 Alteration permit fee of \$394, the overall cost to process these applications is close to \$3,000 per permit. The registration process is included along with the building permit process; however, the cost to process the registration is not being recovered. Currently, one contract staff is funded from the building permit reserve dedicated to processing second unit registration in addition to the current staff complement. A base fee of \$145.00 is proposed in addition to the existing variable fee of \$9.25/m<sup>2</sup> to partially recover the cost associated with processing second unit registrations. The resulting average fee for a second unit building permit would be \$1,053.

**RECOMMENDATION #15:** Modify the existing fee structure for Second Units to \$145 plus variable rate of \$9.25/m<sup>2</sup>.

#### 5. Sign Permits and Sign By-law Variances

Based on the Watson analysis, sign permit fees are not recovering the cost of service by a shortfall of \$90,000 annually. By having Transportation and Works assume the responsibility of illegal sign removal from boulevards as part of their other boulevard cleanup work, efficiencies will be achieved and the shortfall reduced. The Watson study has also identified sign by-law variances applications not being fully recovered.

**RECOMMENDATION #16:** That the existing fee structure for Sign Permits be maintained.

**RECOMMENDATION #17:** Implement full cost recovery for Sign By-law Variances – \$1,202.

#### 6. Zoning Certificates

Increasing the Zoning Certificate of Occupancy Fee to full cost levels, i.e. \$759 per application, will bring Zoning Fees to full cost levels in aggregate. Fees associated with Zoning Certificates are authorized under the *Planning Act*. Municipalities are not able to cross subsidize those applications with other building permits.

The current fee for Zoning Certificates is \$267 and to raise it to the full recovery level may be onerous for applicants.

**RECOMMENDATION #18:** Implement partial cost recovery for Zoning Certificates – \$500 (65.8% cost recovery).

## 7. Swimming Pool Review Process

A cross-departmental team conducted a review of the entire pool permit process and the conclusion was that a separate fee associated with Zoning staff review not be implemented.

**RECOMMENDATION #19:** That a fee for Swimming Pool Review Process not be implemented.

## 8. Other Building Applications

Other modest increases to variable rate fees for new construction are proposed to provide a larger base for cross subsidization; supplement the building permit reserve; and keep pace with neighbouring municipalities. The full proposed modified fee structure for Building Applications can be viewed in Appendix 6.

## Financial Impact

The 2017 Land Development Services budget is \$3.8 million for planning application revenue and \$8.8 million for building permit revenue. The following table shows the potential impact on the 2017 City tax levy. The '2017 Budgeted Revenue' is based on the current fee structure and is reflected in the 2017 Budget Book. The two scenarios for 'Projected Revenue' include Watson's full cost recovery fee structure and the proposed modified fee structure, which are both listed in Appendices 4 and 6.

	Planning Applications	Building Permits
<b>Actual Annual Average Revenue collected between 2011-2015 (Indexed to 2016\$)</b>	\$3,800,000	\$9,800,000
<b>2017 Budgeted Revenue - Current Fee Structure (a)</b>	\$3,800,000	\$8,800,000
<b>Projected Revenue - Watson's Full Cost Recovery Fee Structure</b>	\$4,800,000	\$9,600,000
<b>Projected Revenue - Proposed Modified Fee Structure (b)</b>	\$4,300,000	\$9,600,000
<b>Impact of Proposed Fee Structure on 2017 Net Operating Budget (a - b)</b>	(\$500,000)	(\$800,000)
<b>Impact on 2017 City tax levy</b>	<b>(0.1%)</b>	<b>(0.2%)</b>

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By approving the fee structure outlined in Appendices 4 and 6, there will be a projected \$1,300,000 of revenue generated beyond what was in the original budget submission from Planning and Building.

## Conclusion

A staff review of the Watson 2016 Study concluded that a modified fee structure for Planning Applications and Building Permits should be implemented and be effective January 9, 2017. The modified fee structure should improve cost recovery of service and continue to contribute to the reserve fund for building permit revenue.

## Attachments

- Appendix 1: Watson and Associates Economists Ltd., *City of Mississauga Development Fees Review Study*, November 18, 2016
- Appendix 2: Percentage of Time Spent on Planning Applications by Department
- Appendix 3: Municipal Planning and Building Fees Comparison
- Appendix 4: Planning Application Fees
- Appendix 5: Proposed Planning Application Fee Schedule
- Appendix 6: Building Application Fees



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Edward R. Sajecki, Commissioner of Planning and Building

Prepared by: Timothy Lee, Planner

# City of Mississauga Development Fees Review Study

November 18, 2016



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 Planning for growth

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# 1. Introduction

## 1.1 Background

In 2011, Watson and Associates Economists Ltd. (Watson), was retained by the City of Mississauga (City) to update the comprehensive review of planning application fees that was undertaken initially in 2008. The 2011 Study expanded the scope of the review to include building permits, signs, and zoning fees. The 2011 review assessed the activity-based costs of processing planning application fees, and administration and enforcement under the Building Code Act through building permit fees. Processing activities for planning applications excluded staff time related to planning policy and special projects to focus cost recovery on processing resources. Moreover, building permit fees were assessed in the context of providing sustainable operations over the long-term through the maintenance of a Building Code Act reserve fund.

Since the preparation of the 2011 Study, development patterns within the City continue to bring about changes in planning application and building permit volumes, and changed in application characteristics resulting in budgetary pressures. These changes, as well as recent changes in provision of application processing services (e.g. the adoption of E-plans requirements for development applications), have necessitated the need to update the City's development fees.

Watson was retained in 2016 to undertake an update to the City's development fees model. This technical report summarizes the legislative context for the fees review, provides in detail, the methodology utilized to assess the full costs of processing development fee applications and presents the financial implications of full cost recovery and the associated fee schedules.

## 1.2 Study Process

Set out in Table 1-1 is the project work plan that has been undertaken in the review of the City's development fees.

**Table 1-1**  
**Development Fees Review Study Work Plan**

<i><b>Work Plan Component</b></i>	<i><b>Description of Critical Path Component</b></i>
1. Project Initiation and Orientation	<ul style="list-style-type: none"> <li>• Project initiation meeting with Core Working Team to review project scope, methodology and work plan</li> <li>• Core Working Team Meeting to review legislative context, development fee trends, ABC full cost methodology and refinements to fee categorization and service delivery</li> </ul>
2. Review Background Information	<ul style="list-style-type: none"> <li>• Review of ABC model, cost recovery policies, reserve fund policies and by-laws</li> <li>• Establish municipal comparators</li> <li>• Review 2011-2015 cost recovery performance and application patterns</li> </ul>
3. Municipal Policy Research and Municipal User Fee Comparison	<ul style="list-style-type: none"> <li>• Assist City staff with municipal development fee policy research regarding development fee structures and implementation policies</li> <li>• Prepare municipal comparison survey for municipalities and fees identified in Task #2</li> </ul>
4. Development Fee Application Processing Effort Review	<ul style="list-style-type: none"> <li>• City staff meetings with Core Working Team members to review and refine fee design parameters</li> <li>• Working sessions reviewed established development fee review costing categories with regard to processing distinctions by application type. These categories, and any refinements, were costed through an update to the City's existing ABC model</li> <li>• In collaboration with City staff, existing process maps reviewed and new process maps developed with regard to fee categories/processes established through these discussions</li> </ul>
5. Design and Execution of Direct Staff Processing Effort Estimation	<ul style="list-style-type: none"> <li>• Updated development application processing activity maps were reviewed with City staff within each of the Core Working Team business units to establish effort estimation data reflecting updated processes, including E-plans submissions</li> <li>• City staff conducted effort estimation workshops with participating divisions and sections to collect processing effort estimates</li> <li>• Effort estimates were examined to quantify and test overall staff capacity utilization (i.e. capacity analysis) for reasonableness</li> </ul>

6. Update ABC model to determine the full costs of the development fee processes	<ul style="list-style-type: none"> <li>The City's ABC model was updated to reflect the current cost base (i.e. 2016\$), fee costing categories, direct and indirect cost drivers, data flows and full cost fee schedule generation</li> </ul>
7. Calculation of Full Cost Recovery Fees and Financial Impact Analysis	<ul style="list-style-type: none"> <li>Modeled costing results were used to generate full cost recovery fee structure options</li> <li>Full cost recovery fee structure options were considered in consultation with the Core Working Team</li> <li>A reserve fund continuity forecast was prepared, in the context of the legislative authority for the maintaining building operations and sustainability targets</li> <li>Overall financial impact and development fee structure impact analysis was undertaken</li> <li>Provided impact analysis for sample development types and for municipal comparators</li> </ul>
8. Draft and Final Report	<ul style="list-style-type: none"> <li>Draft Report findings prepared and present to Core Working Team and Leadership Team</li> <li>Final Report prepared and presented to development industry stakeholders and City Planning Committee</li> </ul>

### 1.3 Legislative Context for Fees Review

The context for the development fees review is framed by the statutory authority available to City to recover the costs of service. The statutory authorities that must be considered are the *Planning Act*, which governs the imposition of fees for recovery of planning application processing, Section 7 of the *Ontario Building Code Act*, governing building permit fees and Part XII (S.391) of the *Municipal Act*, for municipal services without statutory authority such as signs permits and zoning fees. The following summarizes the provisions of these statutes as they pertain to fees.

#### 1.3.1 *Planning Act, 1990*

Section 69 of the *Planning Act*, allows municipalities to impose fees through by-law for the purposes of processing planning applications. In determining the associated fees, the Act requires that:

“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.”



Section 69 establishes many cost recovery requirements that municipalities must consider when undertaking a full cost recovery fee design study. The Act specifies that municipalities may impose fees through by-law and that the anticipated costs of such fees must be cost justified by application type as defined in the tariff of fees (e.g. Subdivision, Zoning By-Law Amendment, etc.). Given the cost justification requirements by application type, this would suggest that cross-subsidization of planning fee revenues across application types is not permissible. For instance, if Site Plan application fees were set at levels below full cost recovery for policy purposes this discount could not be funded by Subdivision application fees set at levels higher than full cost recovery. Our interpretation of the Section 69 is that any fee discount must be funded from other general revenue sources such as property taxes. In comparison to the cost justification requirements of the Building Code Act, where the justification point is set at the aggregate level of the Act, the requirements of the Planning Act are more stringent in this regard.

The legislation further indicates that the fees may be designed to recover the “anticipated cost” of processing each type of application, reflecting the estimated costs of processing activities for an application type. This reference to anticipated costs represents a further costing requirement for a municipality. It is noted that the statutory requirement is not the actual processing costs related to any one specific application. As such, actual time docketing of staff processing effort against application categories or specific applications does not appear to be a requirement of the Act for compliance purposes. As such our methodology which is based on staff estimates of application processing effort meets with the requirements of the Act and is in our opinion a reasonable approach in determining anticipated costs.

The Act does not specifically define the scope of eligible processing activities and there are no explicit restrictions to direct costs as previously witnessed in other statutes. Moreover, recent amendments to the fee provisions of the *Municipal Act* and *Building Code Act* are providing for broader recognition of indirect costs. Acknowledging that staff effort from multiple business units is involved in processing planning applications, it is our opinion that such fees may include direct costs, capital-related costs, support function costs directly related to the service provided, and general corporate overhead costs apportioned to the service provided.

The payment of *Planning Act* fees can be made under protest with appeal to the Ontario Municipal Board (OMB) if the applicant believes the fees were inappropriately charged or are unreasonable. The OMB will hear such an appeal and determine if the appeal should be dismissed or direct the municipality to refund payment in such amount as

determined by the Board. These provisions confirm that fees imposed under the Planning Act are always susceptible to appeal. Unlike other fees and charges (e.g. Development Charges) there is no legislated appeal period related to the timing of by-law passage, mandatory review period or public process requirements.

### **1.3.2 *Building Code Act, 1992***

Section 7 of the *Building Code Act* provides municipalities with general powers to impose fees through passage of a by-law. The Act provides that:

“The council of a municipality...may pass by-laws

- (c) Requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;
- (d) Providing for refunds of fees under such circumstances as are prescribed;”

The *Building Code Statute Law Amendment Act* imposed additional requirements on municipalities in establishing fees under the Act, in that:

“The total amount of the fees authorized under clause (1)(c) must not exceed the anticipated reasonable cost of the principal authority to administer and enforce this Act in its area of jurisdiction.”

In addition, the amendments also require municipalities to:

- Reduce fees to reflect the portion of service performed by a Registered Code Agency;
- Prepare and make available to the public annual reports with respect to the fees imposed under the Act and associated costs; and
- Undertake a public process, including notice and public meeting requirements, when a change in the fee is proposed.

O.Reg. 305/03 is the associated regulation arising from the *Building Code Statute Law Amendment Act, 2002*. The regulation provides further details on the contents of the annual report and the public process requirements for the imposition or change in fees. With respect to the annual report, it must contain the total amount of fees collected, the direct and indirect costs of delivering the services related to administration and enforcement of the Act, and the amount of any reserve fund established for the purposes of administration and enforcement of the Act. The regulation also requires

that notice of the preparation of the annual report be given to any person or organization that has requested such notice.

Relating to the public process requirements for the imposition or change in fees, the regulations require municipalities to hold at least one public meeting and that at least 21-days notice be provided via regular mail to all interested parties. Moreover, the regulations require that such notice include, or be made available upon request to the public, an estimate of the costs of administering and enforcing the Act, the amount of the fee or change in existing fee and the rationale for imposing or changing the fee.

The Act specifically requires that fees “must not exceed the anticipated reasonable costs” of providing the service and establishes the cost justification test at the global *Building Code Act* level. With the Act requiring municipalities to report annual direct and indirect costs related to fees, this would suggest that *Building Code Act* fees can include general corporate overhead indirect costs related to the provision of service. Moreover, the recognition of anticipated costs also suggests that municipalities could include costs related to future compliance requirements or fee stabilization reserve fund contributions. As a result, *Building Code Act* fees modeled in this exercise include direct costs, capital-related costs, indirect support function costs directly consumed by the service provided, and corporate management costs related to the service provided, as well as provisions for future anticipated costs.

### **1.3.3 *Municipal Act, 2001***

Part XII of the *Municipal Act* provides municipalities and local boards with broad powers to impose fees and charges via passage of a by-law. These powers, as presented in s.391 (1), include imposing fees or charges:

- “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; and
- for the use of its property including property under its control.”

This section of the Act also allows municipalities to charge for capital costs related to services that benefit existing persons. The eligible services for inclusion under this subsection of the Act have been expanded by the *Municipal Statute Law Amendment Act*. Moreover, the amendments to the Act have also embraced the broader recognition for cost inclusion within municipal fees and charges with recognition under s.391(3) that “the costs included in a fee or charge may include costs incurred by the municipality or

local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets”.

Fees and charges included in this review, permissible under the authority of the *Municipal Act* would include zoning fees and sign permits that are not specifically provided for under the statutes identified above.

In contrast to cost justification requirements under other legislation, the *Municipal Act* does not impose explicit requirements for cost justification when establishing fees for municipal services. However, in setting fees and charges for these services, municipalities should have regard for legal precedents and the reasonableness of fees and charges. The statute does not provide for appeal of fees and charges to the Ontario Municipal Board, however, fees and charges may be appealed to the courts if municipalities are acting outside of their statutory authority. Furthermore, no public process or mandatory term for fees and charges by-laws is required under the Act. There is, however, a requirement that municipal procedural by-laws provide for transparency with respect to the imposition of fees and charges.

## 2. Activity Based Costing Development Fees

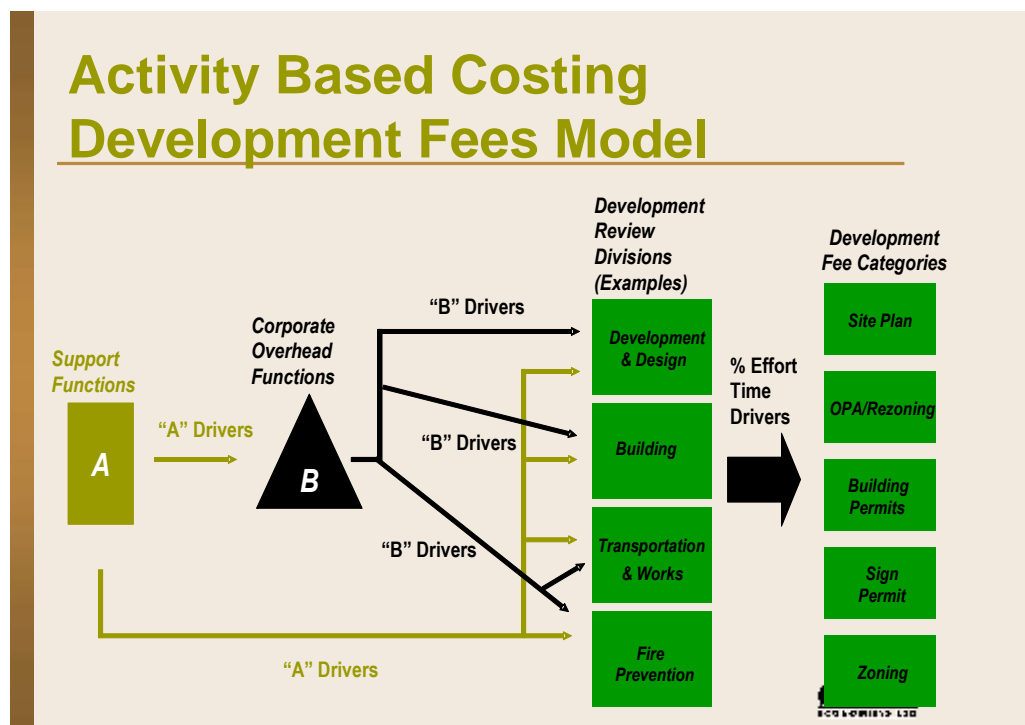
### 2.1 Methodology

An ABC methodology, as it pertains to municipal governments, assigns an organization's resource costs through activities to the services provided to the public. Conventional municipal accounting structures are typically not well suited to the costing challenges associated with development or other service processing activities, as these accounting structures are business unit focussed and thereby inadequate for fully costing services with involvement from multiple City business units. An ABC approach better identifies the costs associated with the processing activities for specific user fee types and thus is an ideal method for determining full cost recovery development fees.

As illustrated in Figure 2-1, an ABC methodology attributes processing effort and associated costs from all participating municipal business units to the appropriate development fee service categories. The resource costs attributed to processing activities and application categories include direct operating costs, indirect support costs, and capital costs. Indirect support function and corporate overhead costs are allocated to direct business units according to operational cost drivers (e.g. information technology costs allocated based on the relative share of departmental personal computers supported). Once support costs have been allocated amongst direct business units, the accumulated costs (i.e. indirect, direct and capital costs) are then distributed across the various development fee service categories, based on the business unit's direct involvement in the processing activities. The assessment of each business unit's direct involvement in the development application review process is accomplished by tracking the relative shares of staff processing effort across each development fee category's sequence of mapped process steps. The results of employing this costing methodology provides municipalities with a better recognition of the costs utilized in delivering development application review processes, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support costs required by those resources to provide services.

The following sections of this chapter review each component of the ABC methodology as it pertains to the City's development fees review.

**Figure 2-1**  
**Activity Based Costing Conceptual Cost Flow Diagram**



## 2.2 Application Category Definition

Departmental business units deliver a variety of development application fee related services, including those administered under the *Planning Act*, *Building Code Act*, and *Municipal Act*. These services are captured in various cost objects or development fee categories. A critical component of the full cost development application fees review is the selection of the costing categories. This is an important first step as the process design, effort estimation and subsequent costing is based on these categorization decisions. It is also important from a compliance stand point where, as noted previously, the *Planning Act* requires fees to be cost justified by application type consistent with the categorization contained within the City's tariff of fees.

The fee categorization process was developed during the City's prior fee reviews and refined as part of the current fee review. Refinements as part of this review occurred at that outset of the assignment, during initial sessions with City staff.

Given the cost justification requirements of the *Planning Act* and comments of the OMB with respect to marginal costing, the fee categories reflecting the differing levels of effort within application types previously established was primarily maintained with some updates. This level of disaggregation within application types is in direct response to

the comments of the OMB and reflects an evolution in the costing methodology to exceed the statutory requirements and to better understand the factors influencing processing effort. Furthermore, while not statutorily required, this methodology has also been extended to building permit fees to better understand the City's current pricing and its implications on full cost recover of services.

Summarized in Table 2-1 and 2-2 are the development fee costing categories that are included in the City's model and used to rationalize changes to the City's fee schedules.

The following explains the rationale for the planning application categorization decisions utilized in the fee review:

- When the City receives an application for an Official Plan Amendment it is typically submitted in conjunction with a Zoning By-law Amendment application. As such the process was costed jointly to reflect these concurrent processes. While situations are rare where only an applicant-initiated OPA application would be submitted, in consultation with the Core Working Team it was determined that a standalone OPA application should be costed through this review;
- Planning application fees were disaggregated by development type (e.g. residential, commercial/office, industrial etc.) for Official Plan/Zoning By-law Amendment, Zoning By-law Amendment and Site Plan application types to reflect differences in processing effort typically experienced. Site Plan categorization went beyond development type to consider application size and location characteristics;
- Removal of Holding Symbol applications were perceived to have distinct processing requirements if the development was within the City Downtown area or outside of the City Downtown area. As such multiple application categories were costed for this type;
- Condominium application fees were disaggregated to reflect distinctions in level of processing effort relating to application type (i.e. standard or common element);
- Recognizing that there may be characteristics to an application that are not included in the typical process a number of surcharge fees were costed. These surcharges reflect additional fees that could be levied by the City for a number of sub-processes including: EIS environmental review, parking utilization studies, forestry inspection, heritage review, and minor site plan issues (e.g. landscape inspection, storm drainage, environmental, fire and forestry);

**Table 2-1**  
**Planning Application Fee Types and Costing Categories**

Planning Application Type	Planning Application Costing Category
Official Plan Amendment/Zoning By-law Amendment	Detached and Semi-Detached
	Townhouse
	Apartment
	Commercial
	Industrial/Office
Official Plan Amendment (OPA)	
Zoning By-law Amendment (ZBA)	Detached and Semi-Detached
	Townhouse
	Apartment
	Commercial
	Industrial/Office
Site Plan	Infill Housing
	Mixed Use
	Downtown Apartment
	Apartment
	Commercial
	Industrial Small
	Industrial Medium
	Industrial Large
	Industrial Very Large
	Institutional Public/Other
	Institutional School
	Inspection – Infill – Initial Inspection
	Inspection – Infill – Subsequent Inspection
	Inspection – Non-Infill – Initial Inspection
	Inspection – Non-Infill – Subsequent Inspection
	Express Site Plan Approval (SPAX)
	Minor Site Plan
	Master Site Plan
Site Plan Minor Surcharge	Planning and Building Landscape Inspection
	Transportation and Works Development Engineering Review
	Transportation and Works Storm Drainage Review
	Transportation and Works Environmental Review
	Transportation and Works Traffic Review
	Community Services Fire Review
	Community Services Forestry Review
	Community Services Heritage Review
Removal of Holding Symbol	Downtown
	All Other
Part Lot Control Exemption	



**Table 2-1 (cont'd)**  
**Planning Application Fee Types and Costing Categories**

Planning Application Type	Planning Application Costing Category
Payment in Lieu of Off-Street Parking	Standard
	Delegation
Temporary Use By-Law	Standard
	Extension
Condominium	Standard
	Common Element
Telecommunication Towers	Standard
	Public Meeting
Development Application Review Committee	
Preliminary Meetings	
Subdivision	
EIS Environmental Surcharge (applicable for ZBA, OPA/ZBA and Subdivision applications)	Environmental Review
	EIS Minor
	EIS Major
Parking Utilization Study (applicable for ZBA and OPA/ZBA applications)	
Forestry Inspection Fee	
Heritage Surcharge	HIA
	HIA and Conservation

**Table 2-2**  
**Building Permits, Sign Permits and Zoning Fee Types and Costing Categories**

Application Type	Application Costing Category
Building Permits	Assembly
	Institutional
	Residential - Apartment
	Residential - Detached / Semi Detached/ Townhouse (>400 m2)
	Residential - Detached / Semi Detached (<400 m2)
	Residential - Townhouse (<400 m2)
	Residential - Addition (Detached / Semi / Townhouse)
	Business and Personal Service - Shell
	Business and Personal Service - Finished
	Mercantile - Shell
	Mercantile - Finished
	Industrial - Shell
	Industrial - Finished
	Part 3 Building Alterations
	Part 9 Building Alterations
	Other Building Alterations
	Occupancy of Unfinished Building
	Conditional
	Demolition

**Table 2-2 (cont'd)**  
**Building Permits, Sign Permits and Zoning Fee Types and Costing Categories**

Building Permits	Sign Fascia
	Sign Ground
Sign Permits	Portable Sign - Counter Service - Road Allowances
	Portable Sign - On-line Service - Road Allowances
	Portable Sign - Counter Service - Private Property
	Portable Sign - On-line Service - Private Property
	Portable Signs - Festivals
	Permanent Sign - Sign By-law
	Sign Variance
	Sign Removal - Litter, Summer Projects, Elections
Zoning Fees	Pre-Application Zoning Review - Residential
	Pre-Application Zoning Review - Non - Residential
	Zoning Letters
	Swimming Pool Review Process
	Zoning Certificate of Occupancy Process

- Site Plan inspections for infill and non-infill applications were costed, as well as for subsequent inspections, recognizing the reduction in processing efforts with each subsequent inspection;
- DARC meeting and preliminary meeting sub-processes were costed, as requirements for some rezoning, rezoning/OPA, subdivision, and site plan applications; and
- Application processes identified for reviews relating to telecommunication towers.

In addition to these initial categorization decisions, fee costing categories were established and expanded to include:

- Master Site Plans which encompass an agreement for the long-term development of large land parcels, structuring road networks, amenity spaces, placement of building, and landscaping prior to Site Plan agreement for subsequent project phases;
- Payment in Lieu of Off-Street Parking was expanded to include a delegation process, to capture applications for which a public meeting process is not required;
- The Heritage Surcharge was expanded into two categories reflective of the distinction between reviews requiring only a Heritage Impact Assessment and those also requiring a Conservation Review;
- Two additional minor surcharges were identified for Site Plan processes (i.e. heritage review and traffic review) to capture processing effort not currently accounted for in the existing surcharge processes; and

- Temporary Use By-laws and Temporary Use By-law extensions had previously been costed internally by the City. The application types were added to the A.B.C. to verify internal City costing and current fees.

For building permits, sign permits and zoning applications, fee categorization decisions established in the 2011 Study were maintained in this review, reflecting:

- Differences in processing activities, effort and mandatory review and inspections by group as specified under the Building Code;
- Within a specific group, disaggregation by development type (e.g. residential apartment, residential single/semi-detached, business personal service shell, business personal service finished);
- Application size characteristics (e.g. residential permit application greater and less than 400 square metres);
- Differences related to new development permits and building permits for additions and alterations by development type (i.e. Part 9, Part 3 or other);
- Sign permits reflect processing effort differences for counter permit applications and on-line application processes; and
- Zoning applications include pre-application zoning reviews pertaining to applicable law requirements under the Building Code, as well as separate zoning letter and certificate programs.

## 2.3 Processing Effort Cost Allocation

To capture each participating City staff member's relative level of effort in processing development applications, process templates were prepared for each of the above referenced application costing categories. The planning application process templates were generated initially during the 2008 review and subsequently updated during the 2011 review, along with the creation of processing templates for building permits, sign permits and zoning fees. As part of this review study, these process templates were updated by the Core Working Team for additional costing categories to reflect up-to-date processes, including E-plans submission requirements.

The individual process maps were populated with results from the 2011 review, reflecting the level of involvement in processing activities from participating City business units at that time. These effort estimates were refined by the participating business units to reflect the current processing activities and efforts reflective of current application characteristics.

Annual processing effort per staff position was compared with available processing capacity to determine overall service levels. Subsequent to this initial capacity analysis, working sessions were held with the City staff to further define the scope and nature of various departments' involvement in development application review processes to reflect current staff utilization levels. As was the approach in the previous review, these refinements provided for the recognition of efforts within the development fees review processes ancillary to direct processing tasks, i.e. management and application oversight activities by departmental senior management, and enforcement activities under the authority of the Building Code. Effort related to planning policy and special projects related to planning applications was not included in the definition of planning application processing activities, consistent with the City's practice in the 2011 fee review.

The capacity utilization results are critical to the full cost recovery fee review because the associated resourcing costs follow the activity generated effort of each participating staff member into the identified development fee categories. As such, considerable time and effort was spent ensuring the reasonableness of the capacity utilization results. The overall departmental fee recovery levels underlying the calculations are provided in Chapter 3 of this report.

## **2.4 Direct Costs**

Direct costs refer to the employee costs (salaries, wages and benefits), materials and supplies, services and rents that are typically consumed by directly involved departments or business units. Based on the results of the resource capacity analysis summarized above, the proportionate share of each individual's direct costs are allocated to the respective planning application fee categories. The direct costs included in the City's costing model are taken from the City's 2015 budget (subsequently indexed to 2016\$ base year using CPI of 1.85%) and include cost components such as:

- Labour Costs, e.g. salary, wages and benefits;
- Staff Development Costs;
- Communication Costs;
- Transportation Costs;
- Equipment Costs and Maintenance Agreements;
- Contractor and Professional Services;
- Advertising and Promotions; and
- Materials, Supplies and Other Services.

It should be noted that transfers to reserves (reserve funds) and transfers to capital have been excluded from the direct service costs, as these reflect financing costs. Moreover, capital costs have been provided for separately within the analysis.

**Table 2-3**  
**City Business Units Directly Participating in Development Application Review**

<u>City Manager Department</u>		
-Economic Development	-Legal Services	
<u>Community Services Department</u>		
-Fire Prevention and Life Safety	-Parks Planning	-Culture and Heritage
-Forestry	-Parks Development	Planning
<u>Corporate Services Department</u>		
-Office of the Clerk	-Corporate Finance	
<u>Planning and Building Department</u>		
-Building	-Development and Design	-Policy Planning
-Business and Customer Service		
<u>Transportation and Works Department</u>		
-Transportation and Infrastructure Planning	-Transit	-Engineering and Construction

## 2.5 Indirect Cost Functions and Cost Drivers

An activity based costing review includes both the direct service cost of providing service activities as well as the indirect support costs that allow direct service business units to perform these functions. The method of allocation employed in this analysis is referred to as a step costing approach. Under this approach, support function and general corporate overhead functions are classified separate from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to development fee categories according to staff effort estimates. Cost drivers are a unit of service that best represent the consumption patterns of indirect support and corporate overhead services by direct service delivery business units. As such, the relative share of a cost driver (units of service consumed) for a direct department determines the relative share of support/corporate overhead costs attributed to that direct service department. An example of a cost driver commonly used to allocate

information technology support costs would be a business unit's share of supported personal computers. Cost drivers are used for allocation purposes acknowledging that these business units do not typically participate directly in the development review process, but that their efforts facilitate services being provided by the City's direct business units.

Table 2-4 summarizes the support and corporate overhead functions included in the development fees calculations and the cost drivers assigned to each function for cost allocation purposes. The indirect support and corporate overhead cost drivers used in the fees model reflects accepted practices within the municipal sector by municipalities of similar characteristics.

**Table 2-4**  
**Indirect Support and Corporate Overhead Functions and Cost Drivers**

Indirect Cost Functions	Cost Driver
<b><u>Indirect Support Functions</u></b>	
Facility Maintenance	Occupied facility square footage
Security	Occupied facility square footage
Building Operations	Occupied facility square footage
Energy Management	Occupied facility square footage
Community Services Departmental Support	Departmental Operating Expenditures
Fire & Emergency Support Services	Departmental Operating Expenditures
Parks & Rec. Divisional Support Services	Departmental Operating Expenditures
Information Technology	Personal Computers
Corporate Human Resources	Payroll Transactions
Insurance	Gross Operating Expenditures
Workers Compensation & Rehabilitation	Payroll Transactions
Legal Services	Legal Time Allocation
<b><u>Indirect Corporate Overhead Functions</u></b>	
City Manager's Office	Gross Operating Expenditures
Internal Audit	Internal Audit Time
Corporate Finance	General Ledger Transactions
Revenue & Materiel Management	General Ledger Transactions
Communications	Gross Operating Expenditures
Office of the City Clerk	Gross Operating Expenditures
Council Committees	Gross Operating Expenditures
Mayor & Council	Gross Operating Expenditures
Bank & External Audit	Gross Operating Expenditures

## 2.6 Capital Costs

The inclusion of capital costs within the full cost development fees calculations follow a methodology similar to indirect costs. Market-equivalent rents and/or replacement value of assets commonly utilized to provide direct business unit services have been included to reflect capital costs of service. The replacement value approach determines that annual asset replacement value over the expected useful life of the respective assets. This reflects the annual depreciation of the asset over its useful life based on current asset replacement values using a sinking fund approach. This annuity is then allocated across all fee categories based on the capacity utilization of direct business units. For market-equivalent rents, the annual rent costs are calculated based on market rate and floor space utilized and then allocated to the various fee categories in a similar manner.

The market-equivalent rate applied for facility space is \$30/square foot. This information was provided by City Finance consistent with municipal practices. In addition to facility space, annual capital replacement costs have been estimated for computer workstations. Based on information provided by City Finance, capital replacement costs for computer workstations were estimated at \$9,000 each. Average useful life estimates for computer workstations is 15 years. Assuming a 2% net interest rate, the annual sinking fund per computer workstation was applied to the number of business unit workstations to determine the business unit's annual replacement cost. These annual capital costs estimates were then allocated to the fee categories based on resource capacity utilization.

## 3. Planning Application Fees Review

### 3.1 Staff Capacity Utilization Results

The City's 2011 Study designed fee structures based on planning application activity and characteristics exhibited over the 2008-2010 period. This update considers the application activity and characteristics witnessed over the 2011-2015 period. Moreover, the processing effort estimates were updated to reflect these current application characteristics.

Comparing the two periods, total planning applications have remained relatively constant. The 2008-2010 period and the 2011-2015 period have averaged roughly 340 applications per year. Furthermore, the mix of planning applications is similar as Site Plan applications continue to account for the largest share of annual application volumes within the City (i.e. 88% of applications vs. 85% in 2011).

The planning application review process considered within this assessment involves to varying degrees, staff from multiple business units across the organization. The planning application processing effort estimates in this report reflect the City's current business processes, 2011-2015 average application volumes and characteristics, and staffing allocation patterns currently in place across City business units. The capacity utilization analysis considered time related to planning applications, as well as time related to processing requests for preliminary meetings and DARC meetings (including those meetings not resulting in planning applications).

Table 3-1 compares the number of full time equivalent (FTE) positions attributable to planning application processes from the 2011 Study and the updated estimates underlying the costing herein. The current 2016 FTE estimates are presented in aggregate, both with and without the staff effort estimates related to preliminary meetings and DARC meetings not resulting in planning applications (as discussed above). Currently, planning application processes consume approximately 38.62 FTEs annually. Excluding staff processing efforts related preliminary meetings and DARC meetings that do not result in planning applications, 36.73 FTEs are attributable to processing planning applications annually. Compared to the processing results in the 2011 Study (34.53 FTEs), current planning applications consume approximately 2.20 additional FTEs annually. The majority of these increase is related to increase in staff processing efforts for Zoning By-law Amendment and OPA/Zoning By-law Amendment applications.



**Table 3-1**  
**Planning Application Resource Utilization by Business Unit (in Full Time**  
**Equivalents)**

	2016		2011
	PLANNING FTE	PLANNING FTE (excluding DARC and Preliminary Meetings)	PLANNING FTE
<b>CITY MANAGERS DEPARTMENT</b>	0.35	0.35	0.43
<b>COMMUNITY SERVICES</b>	3.96	3.91	3.13
<b>CORPORATE SERVICES</b>	0.48	0.48	0.77
<b>PLANNING &amp; BUILDING DEPARTMENT</b>			
<b>Commissioner</b>	0.30	0.30	0.34
<b>Development &amp; Design Division</b>	22.90	21.40	20.20
<b>Policy Planning Division</b>	0.07	0.07	0.15
<b>Building Division Total</b>	2.82	2.82	3.66
<b>TRANSPORTATION &amp; WORKS</b>	7.74	7.40	5.85
<b>TOTAL</b>	<b>38.62</b>	<b>36.73</b>	<b>34.53</b>

The following observations are provided based on the results of the capacity analysis presented in Table 3-1:

- On average approximately 42% of all available planning application staff resources within the Development and Design Division are fully consumed annually processing applications. This division continues to provide the largest amount of effort to planning applications within the City. This level of planning recovery is comparable with levels of participation in other GTA municipalities, reflecting a significant amount of non-planning application processing effort provided by planning departments for corporate management, Ontario Municipal Board appeals and public information tasks.
- Transportation and Works Departments represents the second largest allocation of staff resources to planning applications. The overall utilization of the staff positions within Transportation & Infrastructure Planning is approximately 13%.
- Less than 1% of Planning Policy staff resources have been allocated to planning application activities as planning policy effort has been excluded from the recovery of costs. Based on this level of allocation, the majority of planning policy resource costs are being attributed to the general community for tax based recovery.
- There is significant involvement from staff within Community Services (Parks, Planning, Forestry, and Culture & Heritage) that contribute in aggregate 12% of their available staff resources to planning applications.

- There are a number of City business units such as Economic Development, Corporate Finance, Legal, Office of the City Clerk, etc. that provide relatively small allotments of effort to planning applications. These business units provide a small number of staff positions with specific planning application review requirements.

### 3.2 Planning Application Type Impacts

As presented in the introduction, the *Planning Act* requires fees to be cost justified at the application type level. Moreover, recent OMB decisions require that there is consideration given to the marginal costs of processing applications of varying size and complexity. In this regard, planning applications review processes have been costed at the application type and sub-type level. This level of analysis goes beyond the statutory requirements of cost justification by application type to better understand costing distinctions at the application sub-type level to provide the basis for more a more defensible fee structure and fee design decisions. Application costs reflect the organizational direct, indirect and capital costs based on 2015 budget estimates, indexed to 2016\$ based on the Stats Canada CPI Index (1.85%). Table 3-1, summarizes the per application processing costs compared with per application revenues derived from the City's current fee structure.

As presented in Table 3-1, most planning application fees should be increased to improve cost recovery levels by application type and sub-type. The fee increases should be focused on recovery from the base charge and lower variable fee interval components of the fee structures, reflecting the increase in fixed process efforts for applications. Moreover, maximum fee structure amounts should be reviewed to better align costs of processing with updated application characteristics (e.g. size).

Review of revenue impacts at the sub-type level indicate that although the majority of planning application types are under recovering the costs of service, there are specific sub-types that recovering revenues in excess of costs. These instances are explained further below:

- Zoning By-law Amendment applications for high density residential apartments are over recovering the anticipated average costs of processing while all other Zoning By-law Amendment applications are under recovering cost. Examining the average size of these applications and the marginal costs of processing indicate that reducing the per unit variable fee for units greater than 100 should

be considered while increasing base fees and per unit variable fees for units less than 100.

- Site Plan apartment applications are recovering between 123% and 158% of processing costs. As with Zoning By-Law Amendment applications, the marginal costs of processing indicates that a reduction of per unit variable fees should be considered.
- Large and very large industrial Site Plan applications are also recovering revenue in excess of costs (132% - 174%). All other industrial Site Plan application sub-types are under recovering costs and as such, a reduction in per sq.mt. fees for GFA greater than 4,500 sq.mt. only, should be considered.

Other application types which are recovering revenue greater than anticipate costs include Subdivision, Telecommunication Tower applications, Environmental Surcharges, and Minor Site Plan Storm Drainage Surcharges. Reduced fees for these application types should be considered.

Table 3-2 summarizes the cost recovery percentage by application type. The overall recovery levels are based on weighted average annual historical application volumes over the 2011-2015 period. In total, on average over the period planning application fees have recovered approximately 79% of processing costs.

**Table 3-1**  
**Planning Fees Modelling Impacts by Application Sub-Type (2016\$)**

Application Categories	2016\$ Total Cost per Application	2016\$ Average Revenue per Application	2016\$ Net Impact per Application	%
Re-Zoning Detached and Semi-Detached	111,604	63,561	(48,044)	57%
Re-Zoning Townhouse	121,703	80,524	(41,179)	66%
Re-Zoning Apartment	134,552	172,393	37,842	128%
Re-Zoning Commercial	111,237	42,019	(69,217)	38%
Re-Zoning Industrial & Office	105,216	46,803	(58,413)	44%
Site Plan - Infill Housing	9,682	8,187	(1,495)	85%
Site Plan - Multi Unit Residential	34,484	26,395	(8,088)	77%
Site Plan - Downtown Apartment	60,094	74,167	14,073	123%
Site Plan - Apartment	37,350	58,843	21,494	158%
Site Plan - Commercial	30,196	22,650	(7,546)	75%
Site Plan - Industrial Small	27,793	15,480	(12,313)	56%
Site Plan - Industrial Medium	28,258	27,974	(284)	99%
Site Plan - Industrial Large	28,846	38,173	9,327	132%
Site Plan - Industrial Very Large	28,670	49,849	21,179	174%
Site Plan - Institutional Public / Other	37,189	23,464	(13,725)	63%
Site Plan - Institutional School	32,926	24,778	(8,148)	75%
Site Plan - Infill Inspection - Initial Inspection	549	470	(79)	86%
Site Plan - Infill Inspection - Subsequent Inspections	235	203	(32)	86%
Site Plan - Non-Infill Inspection - Initial Inspection	862	738	(124)	86%
Site Plan - Non-Infill Inspection - Subsequent Inspections	706	599	(107)	85%
Site Plan Minor	4,015	2,569	(1,446)	64%
Express Site Plan Approval (SPAX)	440	321	(119)	73%
Temporary Use By-law	17,411	4,817	(12,594)	28%
Temporary Use By-law Extension	14,155	3,747	(10,408)	26%
Removal of H Holding - Downtown	59,111	45,819	(13,292)	78%
Removal of H Holding - Outside Downtown	44,594	30,725	(13,869)	69%
Part Lot Control	2,608	2,361	(247)	91%
Payment in Lieu of Off-Street Parking	12,647	8,200	(4,447)	65%
Payment in Lieu of Off-Street Parking- Delegation	8,710	-	(8,710)	0%
OPA	45,468	23,524	(21,944)	52%
OPA / Re-Zoning - Detached and Semi-Detached	124,108	55,016	(69,092)	44%
OPA / Re-Zoning - Townhouse	135,538	77,897	(57,640)	57%
OPA / Re-Zoning - Apartment	147,440	140,661	(6,779)	95%
OPA / Re-Zoning - Commercial	126,010	90,848	(35,162)	72%
OPA / Re-Zoning - Industrial & Office	116,028	57,736	(58,292)	50%
Subdivision	103,150	116,730	13,580	113%
Condominium Standard	17,730	10,964	(6,767)	62%
Condominium Common Element	19,431	13,275	(6,156)	68%
Tele-communications Tower	2,813	4,280	1,467	152%
Tele-communications Tower - Public Meeting	4,096	-	(4,096)	0%
Environmental Review	1,401	1,713	312	122%
Minor EIS required	2,627	3,169	542	121%
Major EIS required	7,705	9,336	1,631	121%
Parking Utilization Study	3,828	3,376	(452)	88%
Forestry Inspection Fee	155	95	(60)	61%
Heritage Surcharge (HIA)	1,450	1,369	(81)	94%
Heritage Surcharge (HIA and Conservation)	2,003	-	(2,003)	0%
Site Plan Minor Surcharges	-	-	-	-
Planning and Building Landscape Inspection	1,082	642	(440)	59%
Transportation and Works Development Engineering Review	371	363	(8)	98%
Transportation and Works Storm Drainage Review	115	128	13	111%
Transportation and Works Environmental Review	114	95	(19)	83%
Community Services Fire Review	140	74	(66)	53%
Community Services Forestry Review	311	191	(120)	61%
Heritage Review	392	-	(392)	0%
Transportation and Works Traffic Review	418	-	(418)	0%
Master Site Plan	60,307	-	(60,307)	0%
Preliminary Meetings (not resulting in application)	871	-	(871)	0%
DARC Meetings (not resulting in application)	3,370	2,275	(1,095)	68%
Preliminary Meeting Requests (not resulting in meeting)	83	-	(83)	0%
TOTAL				79%

**Table 3-2**  
**Planning Fees Modelling Impacts by Application Type**

<b>Application Type</b>	<b>Cost Recovery (%)</b>
Zoning By-Law Amendment	68%
OPA & OPA/Rezoning By-Law Amendment	74%
Removal of (H) Holding Symbol	73%
Site Plan Control	87%
Plan of Subdivision	113%
Payment in Lieu of Off-Street Parking (PIL)	64%
Part Lot Control	91%
Plan of Condominium	63%
Temporary Use By-law	27%
Telecommunication Towers	62%
Other Surcharges	50%
Preliminary and DARC Meetings	28%
<b>Total</b>	<b>79%</b>

### 3.3 Rate Structure Analysis

Fee structure recommendations were developed in regards to these cost revenue impacts presented in Table 3-1. The recommended fee structure seeks to align the recovery of processing costs to application characteristics to balance Planning Act compliance, applicant benefits and municipal revenue certainty. The following recommendations, which are also summarized in Table 3-3, are presented in 2016\$ and would need be inflated for imposition in 2017 by the City's annual inflation rate.

#### **Official Plan Amendment (OPA)**

Applicant initiated OPAs rarely occur, however to the extent that an OPA may be initiated under the *Planning Act* the process has been identified, effort estimated and costs determined. Currently the City imposes a flat rate fee for OPA applications of \$23,524. Based on the results of the activity based costing model, this process would require approximately \$45,500 to process.

#### **Full Cost Recovery Recommendation**

- Maintain the existing flat fee structure and increase the fee to \$45,500 per application.

### **Official Plan Amendment/Zoning By-law Amendment**

Historical per application charging parameters for each application category, for the period 2011-2015, are as follows:

- OPA / Re-Zoning – Detached and Semi-Detached – 15 units
- OPA / Re-Zoning – Townhouse – 56 units and 114 sq.mt.
- OPA / Re-Zoning – Apartment – 355 units and 1,212 non-residential sq.mt.
- OPA / Re-Zoning – Commercial – 3 units and 26,496 non-residential sq.mt.
- OPA / Re-Zoning - Industrial & Office – 4.25 non-residential ha

Compared to current cost recovery performance, small residential and industrial/office applications are significantly under recovering the costs of processing. As applications increase in size cost recovery levels improve. As a result, the proposed fee structure includes higher application base charges and fee increases for lower residential unit intervals and decreases for higher unit intervals.

### **Full Cost Recovery Recommendations**

- Increase the base fee to \$72,400.
- Adjust declining block rate structure for all residential applications as follows:
  - \$1,070/unit for first 25 units,
  - \$470/unit for units 26-100 units,
  - \$195/unit for units 101-200 units,
  - \$90/unit for additional units beyond 200.
- Maintain fee per square metre for commercial at \$14.00
- Increase the fee per gross hectare for industrial and office to \$9,000.
- Consider increasing the maximum charge for residential applications to \$205,000 reflective of a decrease in the variable fees for larger unit intervals.
- Consider increasing the maximum charge per non-residential application to \$175,000 to reflect lower variable fees.

### **Zoning By-law Amendment**

Historical per application charging parameters for each application category, for the period 2011-2015, are as follows:

- Re-Zoning – Detached and Semi-Detached – 57 units
- Re-Zoning – Townhouse – 55 units
- Re-Zoning – Apartment – 284 units and 126 non-residential sq.mt.
- Re-Zoning – Commercial – 643 non-residential sq.mt.

- Re-Zoning - Industrial & Office –2.01 non-residential ha.

Low and medium density residential applications, detached/semi-detached and townhouse, are generally under recovering costs of processing. Similarly commercial and industrial/office applications are under recovering costs. Larger apartment applications are generally recovering costs of processing. As a result, the proposed fee structure includes higher application base charges, large fee increases for lower residential unit intervals and non-residential uses, and fee decreases for higher residential unit intervals reflective of a decrease in average application size.

#### Full Cost Recovery Recommendations

- Increase the base fee to \$60,840 for all application types.
- Adjust declining block rate structure for all residential applications as follows
  - \$1,190/unit for first 25 units,
  - \$920/unit for units 26-100 units,
  - \$385/unit for units 101-200 units,
  - \$150/unit for additional units beyond 200.
- Increase the fee per square metre for commercial to \$94.00
- Increase the fee per gross hectare for industrial and office to \$27,100
- Consider decreasing maximum charge for residential applications to \$190,000 and increasing maximum charge per non-residential application to \$155,000 to reflect potential cost recovery from larger applications based on the recommended fee adjustments and average application sizes.

#### Site Plan Control

Historical per application charging parameters for each application category, for the period 2011-2015, are as follows:

- Site Plan - Infill Housing – 1 unit
- Site Plan – Multi-Unit Residential – 41 units and 75 non-residential sq.mt.
- Site Plan – Downtown Apartment – 401 units and 785 non-residential sq.mt.
- Site Plan - Apartment – 232 units and 333 non-residential sq.mt.
- Site Plan - Commercial – 3,242 non-residential sq.mt.
- Site Plan - Industrial Small – 1,007 non-residential sq.mt.
- Site Plan - Industrial Medium – 3,054 non-residential sq.mt.
- Site Plan - Industrial Large – 5,413 non-residential sq.mt.
- Site Plan - Industrial Very Large – 16,968 non-residential sq.mt.
- Site Plan - Institutional Public / Other – 3,307 non-residential sq.mt.

- Site Plan - Institutional School – 2,813 non-residential sq.mt.

It is the City's policy to charge one base charge for apartment or downtown apartment Site Plan applications in which there is more than one building. Furthermore, for these types of Site Plan applications each building is assessed the decreasing block variable fees and maximum fees separately. This policy has been considered in assessing the average size characteristics of apartment and downtown apartment Site Plan applications.

Average revenues for large scale residential (i.e. high density) and industrial site plan applications are currently higher than average processing costs, while small applications are generally under recovering average processing costs. The proposed fee structure includes higher application base charges to recover the fixed costs of service. The trend of smaller application sizes seen in other application types is continued with Site Plan applications resulting in increases to lower size charging interval and decreases to the larger intervals.

#### Full Cost Recovery Recommendations

- Increase the fee for infill housing Site Plan Control to \$9,680
- Increase the base fee for Site Plan Control to \$9,680
- Adjust declining block rate structure for all residential applications as follows:
  - \$570/unit for first 25 units,
  - \$260/unit for units 26-100 units,
  - \$60/unit for additional units beyond 100.
- Implement an declining block rate structure for commercial/institutional applications as follows:
  - \$13.20/sq.mt. for first 2,000 square metres,
  - \$9.45/sq.mt. for square meters 2,001-4,500,
  - \$5.75/sq.mt. for square meters 4,501-7,000,
  - \$2.75/sq.mt. for additional square meters beyond 7,000.
- Implement an declining block rate structure for industrial applications as follows:
  - \$7.30/sq.mt. for first 2,000 square metres,
  - \$5.10/sq.mt. for square meters 2,001-4,500,
  - \$2.65/sq.mt. for square meters 4,501-7,000,
  - \$1.20/sq.mt. for additional square meters beyond 7,000.

Updated cost estimates and corresponding fee recommendations for Minor Site Plan, Express Site Plan and Site Plan Surcharges have been provided. In addition fee



recommendations for infill and non-infill inspection fees have also been recommended based on the costing analysis.

### Full Cost Recovery Recommendations

- Adjust Site Plan Inspection fees as follows:
  - Infill – Initial Inspection \$549, subsequent inspection \$235
  - Non-Infill - Initial Inspection \$862, subsequent inspection \$706
- Increase Express Site Plan Approval to \$440.
- Increase Site Plan Minor Building Alterations or Site Revisions to \$4,015.
- Increase current Site Plan Minor Surcharges:
  - Planning and Building Landscape Inspection - \$1,082
  - Transportation and Works Environmental Review - \$114
  - Community Services Forestry Review - \$311
  - Transportation and Works Development Engineering Review - \$371
  - Community Services Fire Review - \$140
- Decrease current Site Plan Minor Surcharges:
  - Transportation and Works Storm Drainage Review - \$115
- Provide for new Site Plan Minor Surcharges
  - Community Services Heritage Review - \$392
  - Transportation and Works Traffic Review - \$418
- Implement fee for Master Site Plan - \$60,300

### **Removal of Holding Symbol, Part Lot Control Exemption, Payment in Lieu of Off-Street Parking, Condominium, Temporary By-law, Telecommunication Towers, DARC and Preliminary Meetings, and Subdivision**

Many of the fees imposed for these planning applications are flat fees (i.e. charge per application, with some having additional charges for application size). Historical per application charging parameters for Part Lot Control Exemption, Subdivision and Condominium application categories are as follows:

- Part Lot Control – 17 lots
- Subdivision – 47 units, 22,496 non-residential sq.mt. and 1.78 non-residential ha
- Condominium Standard – 122 units, 310 non-residential sq.mt. and 0.03 non-residential ha.

Full cost fee recommendations provide for adjustments to the average application cost for flat fee applications. For Part Lot Control, the application characteristics appear to

be slightly under recovering costs and therefore a small increase to the application base charge is proposed. Subdivision applications are performing well and recovering costs of processing. Decreases to the variable component of the fee are recommended. The non-residential portion of Condominium applications are generally smaller than in 2011 resulting in less fees being generated and a requirement for further fee increases. Condominium application review is largely a fixed process independent of application size and therefore, the increase in revenue required should be generated from larger application base charges.

#### Full Cost Recovery Recommendations

- Increase the current Holding By-law Amendment fees as follows:
  - Increase Holding Bylaw Amendment fee to \$44,605
  - Decrease the additional fee for Holding Bylaw Amendment applications within the defined Downtown area to \$14,515
- Increase the existing base fees for Part Lot Control Exemption to \$1,640 and maintain the per lot fee of \$57.
- Increase the fee for Payment in Lieu of Off-Street Parking to \$12,654 per application.
- Provide for Payment in Lieu of Off-Street Parking (delegation) fee for applications not requiring a public meeting of \$8,712.
- Increase Condominium application fees as follows:
  - Base fee, \$12,548
- Maintain current Condominium declining block structure as follows:
  - \$33.50/apartment unit,
  - \$82.00/non-apartment or vacant lot, and
  - \$164.00/hectare for non-residential
- Maintain the maximum fee per application of \$25,000
- Increase the Condominium Common Element fee to \$19,431/application
- Adjust the Subdivision application fees as follows:
  - Base fee: \$8,350
  - Detached, semi-detached and townhouse dwellings: \$542/unit
  - All other residential, commercial or institutional uses: \$2.72/m<sup>2</sup> for GFA
  - Industrial and Office uses: \$4,589/gross hectare.
  - maximum fee of \$128,400 per application
- Telecommunication Towers fee be decreased as follows:
  - Standard - \$2,813
  - Requiring Public Meeting - \$4,096

- DARC Meeting fees be decreased for the following application types. Fees would be deducted from total application fee:
  - OPA/Rezoning and Rezoning - \$4,000
  - Site Plan – \$2,740
  - Subdivision - \$3,481
- Preliminary Meeting fee be reduced for OPA/Rezoning, Rezoning and Site Plan applications to \$871. The fee payable would be deducted if a planning application is submitted as a result of the preliminary meeting.

### **Surcharge Fees**

Surcharge fees were identified in the 2008 and 2011 Studies and have been expanded upon for the current review. Heritage Surcharges have been disaggregated into two levels of review, one level requiring only a Heritage Impact Assessment and one requiring a conservation review in addition to a Heritage Impact Assessment.

### **Full Cost Recovery Recommendations**

- Environmental Impact Study (EIS) surcharges applicable in conjunction with Zoning By-law Amendment, Official Plan/Zoning By-law Amendment and/or Subdivision applications be decreased as follows:
  - Environmental Review Base Fee - \$1,401,
  - Minor EIS is required - \$2,627,
  - Major EIS is required - \$7,705.
- Parking Utilization Study Surcharge applicable in conjunction with Zoning By-law Amendment, Official Plan/Zoning By-law Amendment and/or Subdivision applications be increased to - \$3,828.
- Forestry Inspection Fee associated with a planning application be maintained at current rates - \$155.
- Heritage Surcharge for Heritage Impact Assessment associated with an application be increased to - \$1,450
- Heritage Surcharge for Heritage Impact Assessment and conservation review associated with an application be imposed at - \$2,003

**Table 3-3**  
**Comparison of Planning Application Fees Under the City's Current By-Law and Recommended Fees (2016\$)**

Planning Application Type	Current 2016 Fee Structure \$	Full Cost Recovery Fee Structure \$
Official Plan Amendment (OPA)	23,524	45,500
<b><u>Official Plan Amendment/Zoning By-law Amendment</u></b>		
- Base Fee	42,393	72,400
<b><u>Residential</u></b>		
- first 25 units	888	1,070
- for units 26-100 units	470	470
- for units 101-200 units	245	195
- for additional units beyond 200	117	90
- maximum fee	192,690	205,000
<b><u>Non-Residential</u></b>		
- Commercial/Institutional per sq.mt.	14.00	14.00
- Industrial/Office per ha.	4,292	9,000
- maximum fee	107,000	175,000
<b><u>Zoning By-law Amendment</u></b>		
- Base Fee	30,832	60,840
- Additional Base Fee (non-apartment, industrial)	-	-
<b><u>Residential</u></b>		
- first 25 units	1,134	1,190
- for units 26-100 units	877	920
- for units 101-200 units	513	385
- for additional units beyond 200	203	150
- maximum fee	192,700	190,000
<b><u>Non-Residential</u></b>		
- Commercial/Institutional per sq.mt.	17.40	94.00
- Industrial/Office per ha.	10,275	27,100
- maximum fee	107,000	155,000
<b><u>Site Plan Control (Non-Infill)</u></b>		
- Base Fee	8,350	9,680
<b><u>Residential</u></b>		
- first 25 units	567	570
- for units 26-100 units	342	260
- for additional units beyond 100	117	60
- maximum fee	80,290	85,000
<b><u>Commercial/Institutional</u></b>		
-first 2,000 square metres,	7.13	13.20
- for square meters 2,001-4,500,	5.09	9.45
- for square meters 4,501-7,000,	3.11	5.75
- for additional square meters beyond 7,000.	1.49	2.75
- maximum fee	55,670	55,670
<b><u>Industrial</u></b>		
-first 2,000 square metres,	7.13	7.30
- for square meters 2,001-4,500,	5.09	5.10
- for square meters 4,501-7,000,	3.11	2.65
- for additional square meters beyond 7,000.	1.49	1.20
- maximum fee	55,670	55,670
Master Site Plan		60,300
<b><u>Site Plan Control (infill)</u></b>		
- Base Fee	8,187	9,680

**Table 3-3 (Cont'd)**  
**Comparison of Planning Application Fees Under the City's Current By-Law and Recommended Fees (2016\$)**

Planning Application Type	Current 2016 Fee Structure \$	Full Cost Recovery Fee Structure \$
<b><u>Site Plan Minor/Surcharges</u></b>		
<b><u>Site Plan Inspection Fees</u></b>		
- Infill – initial inspection	470	549
- Infill – subsequent inspection	203	235
- Non-Infill – initial inspection	738	862
- Non-Infill – subsequent inspection	599	706
Express Site Plan Approval	321	440
Site Plan Minor Building Alterations or Site Revisions	2,569	4,015
<b><u>Site Plan Minor Surcharges</u></b>		
- Planning and Building Landscape Inspection	642	1,082
- Transportation and Works Environmental Review	95	114
- Community Services Forestry Review	191	311
- Transportation and Works Development Engineering Review	363	371
- Transportation and Works Storm Drainage Review	128	115
- Community Services Fire Review	74	140
- Community Services Heritage Review		392
- Transportation and Works Traffic Review		418
<b><u>Removal of Holding Symbol</u></b>		
- Base Fee	30,725	44,605
- Additional Fee - City Centre Area	15,094	14,515
<b><u>Temporary Use</u></b>		
Temporary Use By-law	4,817	17,411
Temporary Use By-law Extension	3,747	14,155
<b><u>Part Lot Control Exemption</u></b>		
- Base Fee	1,392	1,640
- Per Lot	57	57
<b><u>Payment in Lieu of Off-Street Parking</u></b>		
Payment in Lieu of Off-Street Parking	8,200	12,654
Payment in Lieu of Off-Street Parking (Delegation)		8,712
<b><u>Condominium</u></b>		
<b><u>Standard</u></b>		
- Base Fee	5,781	12,548
- per apartment unit	33.50	33.50
- per non-apartment or vacant lot	82	82
- per non-residential hectare	164	164
- maximum fee	25,000	25,000
Common Element	13,275	19,431

**Table 3-3 (Cont'd)**  
**Comparison of Planning Application Fees Under the City's Current By-Law and Recommended Fees (2016\$)**

Planning Application Type	Current 2016 Fee Structure \$	Full Cost Recovery Fee Structure \$
<b><u>Subdivision</u></b>		
- Base Fee	8,350	8,350
- Detached, semi-detached and townhouse dwellings per unit	620	542
- All other residential, commercial or institutional uses per sq.mt.	3.11	2.72
- Industrial and Office uses per ha.	5,246	4,589
- maximum fee	128,400	128,400
<b><u>Surcharge Fees</u></b>		
<b><u>Environmental Impact Study (EIS)</u></b>		
- Environmental Review	1,713	1,401
- Minor EIS required	3,169	2,627
- Major EIS required	9,336	7,705
Parking Utilization Study	3,376	3,828
Forestry Inspection	95	155
Heritage (HIA)	1,369	1,450
Heritage (HIA and Conservation)	-	2,003
Telecommunication Towers	4,280	2,813
Telecommunication Towers - Public Meeting	5,350	4,096
DARC Meeting (OPA/Rezoning and Rezoning)	5,400	4,000
DARC Meeting (Site Plan)	3,700	2,740
DARC Meeting (Subdivision)	4,700	3,481
Preliminary Meeting (Site Plan)	2,300	871

The above fee structure recommendations are anticipated to increase overall planning application cost recovery performance from 79% to 98%. Full cost revenues are 2% less than anticipated costs, as total costs include effort related to preliminary meeting requests that do not result in a planning application. In discussions with City staff fees are not being recommended to recover the costs of these requests. Based on actual annual revenues for the 2011-2015 period of \$3.8 million (2016\$), the full cost fee recommendations could be expected to produce \$4.8 million in annual planning application revenues, an increase of approximately \$1.0 million.

## 4. Building Permits, Sign Permits and Zoning Fees Review

### 4.1 Staff Capacity Utilization Results

Similar to the analysis undertaken for planning applications, the fee review for building permits, sign permits and zoning fees considers application activity and characteristics witnessed over the 2011-2015 period. Typical processing effort estimates were provided for each fee costing category and these estimates were reviewed against the City current resource capacity and estimates in other municipalities to ensure reasonableness. As illustrated in Table 4-1, building permit applications have fluctuated annually, but on average have increased over the 2011-2015 period. This data also indicates that the City has seen a drop in new residential and Industrial, Commercial and Institutional (ICI) permits and witnessed an increase in Part 9 residential alteration permits. This trend is expected to continue based on growth projections contained within the City's Development Charges (D.C.) Background Study and discussions with City Building Staff.

**Table 4-1  
Annual Building Permit Applications**

ANNUAL VOLUMES					
	2011	2012	2013	2014	2015
NEW RESIDENTIAL PERMITS	494	658	436	412	342
NEW ICI PERMITS	46	49	70	33	17
PART 9 ALTERATION PERMITS	585	629	676	703	771
Part 3 & OTHER ALTERATION PERMITS	1,115	1,039	1,054	1,142	950
MISCELLANEOUS PERMITS	387	355	582	547	467
TOTAL	2,627	2,730	2,818	2,837	2,547

Presented in Table 4-2 is the distribution of building permit processing effort by major permit type between 2011 and 2015. The table shows the annual processing time for each major application type as a percentage of total annual processing time. This information supports the data in Table 4-1, that new residential and ICI permits represent a smaller share of the building permit activity and processing time (24% in 2015 vs 36% in 2011) and that this effort is being replaced by time spent on Part 9 Alteration permits (increase from 16% to 25%) and to a lesser extent other miscellaneous permits.

**Table 4-2**  
**Annual Distribution of Building Permit Processing Effort**

DISTRIBUTION OF EFFORT					
	2011	2012	2013	2014	2015
NEW RESIDENTIAL PERMITS	28%	33%	23%	23%	20%
NEW ICI PERMITS	8%	8%	10%	5%	4%
PART 9 ALTERATION PERMITS	16%	16%	18%	20%	25%
Part 3 & OTHER ALTERATION PERMITS	45%	40%	43%	47%	46%
MISCELLANEOUS PERMITS	3%	3%	5%	5%	5%
TOTAL	100%	100%	100%	100%	100%

Sign permit application volumes have remained relatively constant over the 2011-2015 period. Applications being processed on-line continue to account for approximately 90% of current applications, reducing the number of applications submitted in-person at the counter. In total annual applications averaged 4,714 permits annually, with the majority 98% (4,458 permits) attributable to portable sign permits. Permanent Signs, Sign Variance, and Sign Removal represent the remaining 2% of annual activity. Applying the effort estimates provided by City staff, Portable Signs account for approximately 65% of application processing time annually, with Sign Variance accounting for 23%, Permanent Signs accounting for 5% and Sign Removal accounting of the remaining 7% for which the City does not currently recover fees.

Zoning application fees considered within the review include Pre-Application Zoning Review, differentiated for residential and non-residential building permit process; Zoning Letters; Zoning Certificate of Occupancy Processes and Swimming Pool Review Processes. In terms of volume of activity, Zoning Certificate of Occupancy Processes represents approximately 73% of annual volumes (or 747 applications annually) for these costing categories. Swimming Pool Review Processes account for the next largest share at 14% of volumes, with Zoning Letters accounting for 10%. Pre-Application Zoning Review volumes are negligible (less than 3%). In applying the effort estimates provided by staff, Zoning Certificate of Occupancy Processes represents approximately 90% of total processing effort across these categories.

Table 4-3 summarizes the number of full time equivalent (FTE) positions attributable to building permits, sign permits and zoning application processes across the organization by business unit. For building permit processes, the Building Division represents the majority of effort with 82% of the total FTEs allocated to these processes.



**Table 4-3**  
**Comparison of Building Permit, Sign Permit, and Zoning Fee Application**  
**Resource Utilization by Business Unit (in Full Time Equivalents)**

	2016			2011		
	BUILDING FTE	SIGNS FTE	ZONING FTE	BUILDING FTE	SIGNS FTE	ZONING FTE
CITY MANAGERS DEPARTMENT	-	-	-	-	-	-
COMMUNITY SERVICES	8.84			5.69		
CORPORATE SERVICES						
PLANNING & BUILDING DEPARTMENT						
Commissioner	0.62	0.06	0.05	0.72	0.02	0.05
Development & Design Division		0.12			0.08	
Policy Planning Division						
Building Division						
Director	1.15			1.47		
Plans Examination Services	16.36			19.19		
Business & Customer Service	9.25			6.74		
Inspection Services	27.40			30.68		
Building Division Total	54.16	4.91	4.55	58.07	5.39	4.27
TRANSPORTATION & WORKS	2.56	0.04		3.58	0.05	
TOTAL	66.19	5.13	4.60	68.07	5.53	4.33

The following observations are provided based on the results of the capacity analysis presented in Table 4-3:

- In total, approximately 56% of the City Building Division is directly attributable to processing and enforcement activities under the *Building Code Act*. This includes the directors and administrative staff, plans examination services (both building and mechanical and zoning), building inspection services (including building, mechanical and signs) and business and customer service staff. A further 10% of time is spent processing sign permits and zoning applications.
- For Plans Examination Services specifically, approximately 55% of building and mechanical services are being allocated to building permit processes based on 2011-2015 activity levels. A further 13% is being allocated to the review of zoning applications.
- For Building Inspections Services, approximately 60% of building and mechanical service resources are allocated to Building Code related matters and permits including sign inspection activities under the authority of the *Building Code Act*. Approximately 10% of inspection services are consumed processing sign permits.
- Fire Services resources dedicated to processing building permits accounts for approximately 9 FTEs annually. This is an increase of 3 FTEs from the 2011 Study. This increase is attributed to more complex review requirements for high density residential development and an improvement in the effort estimations at the outset of the study.

- Transportation and Works Departments contributes approximately 2.6 FTE's to building permit processes. This is a 28% reduction in involvement from the 2011 study reflective of a decrease in new residential and ICI permits where the entirety Transportation and Works involvement in the building permit process resides.

## 4.2 Full Cost Building, Signs and Zoning Fees

Table 4-4 summarizes the City's costs of providing building permit, sign permit and zoning application processing services on a per application/permit basis. The per application/permit costs reflect the organizational direct, indirect and capital costs based on 2015 budget estimates, indexed to 2016\$ at 1.85% (Stats Canada CPI). Costs are compared with revenues derived from current application/permit fees and average charging parameters (e.g. average permit size). Historical applications were reviewed from the City's MAX database to determine average application/permit size estimates for revenue purposes.

The findings in Table 4-4 indicate that building permits for new non-residential, high density residential and large low-density residential types are generally recovering costs of processing and providing sustainability for building code services. Conversely, small residential, additions, alterations, and other miscellaneous permits typically under recover the costs of service. Residential alterations, occupancy permits and sign fascia and ground permits providing the lowest levels of cost recovery. Based on average historical permit volumes, building permits are generally recovering 94% of the total costs of service. While generally recovering the costs of service, this average level of performance would not provide sufficient funds to sustain services over future downturns.

With the exception of portable sign permits for festivals, portable sign permits generally provide revenues marginally in excess of processing costs. Portable sign permits for festivals, permanent sign permits and sign variances recover between 30%-71% of costs. The City does not currently impose a fee to recover the costs of sign removal services. In aggregate, based on average historical permit volumes, sign permit fees are recovering approximately 86% of processing costs.

Zoning fees, other than zoning certificate of occupancy permits, recover between 86%-105% of processing costs. The current fees for zoning certificate of occupancy process is recover approximately 35% of processing costs. Based on historical application volumes, zoning fees in total are generally recovering 42% of annual processing costs.

**Table 4-4**  
**Building Permit, Sign Permit and Zoning Fees**  
**Modeling Impact by Application Type (2016\$)**

Permit / Application Categories	Average Cost per Permit / Application (\$)	Revenue per Permit / Application (\$)	%
<u>Building Permit Fees</u>			
Assembly	8,226	23,191	282%
Institutional	17,977	107,949	600%
Residential - Apartment	70,592	309,790	439%
Residential - Detached / Semi Detached/ Townhouse (>400 m2)	5,615	11,928	212%
Residential - Detached / Semi Detached (<400 m2)	5,663	4,583	81%
Residential - Townhouse (<400 m2)	6,540	2,155	33%
Residential - Addition (Detached / Semi / Townhouse)	4,427	839	19%
Business and Personal Service - Shell	14,245	115,812	813%
Business and Personal Service - Finished	16,524	7,933	48%
Mercentile - Shell	13,272	20,257	153%
Mercentile - Finished	14,996	32,449	216%
Industrial - Shell	13,694	92,973	679%
Industrial - Finished	15,304	6,715	44%
Part 3 Building Alterations	4,162	4,117	99%
Part 9 Building Alterations	2,918	394	14%
Other Building Alterations	2,094	1,124	54%
Occupancy of Unfinished Building	2,344	190	8%
Conditional	2,001	3,672	184%
Demolition	1,381	245	18%
Sign Fascia	742	30	4%
Sign Ground	802	30	4%
<b>Building Permit Fees Total</b>			<b>94%</b>
<u>Sign Fees</u>			
Portable Sign - Counter Service - Road Allowances	91	120	132%
Portable Sign - On-line Service - Road Allowances	74	110	148%
Portable Sign - Counter Service - Private Property	108	120	112%
Portable Sign - On-line Service - Private Property	86	110	128%
Portable Signs - Festivals	403	120	30%
Permanent Sign - Sign By-law	226	110	49%
Sign Variance	1,203	850	71%
Sign Removal - Litter, Summer Projects, Elections	59,257	-	0%
<b>Sign Fees Total</b>			<b>86%</b>
<u>Zoning Fees</u>			
Pre-Application Zoning Review - Residential	403	405	101%
Pre-Application Zoning Review - Non - Residential	470	405	86%
Zoning Letters	181	160	88%
Swimming Pool Review Process	245	258	105%
Zoning Certificate of Occupancy Process	759	267	35%
<b>Zoning Fees Total</b>			<b>42%</b>

## 4.3 Rate Structure Analysis

### 4.3.1 Building Permit & Sign Permit Fee Recommendations

#### Building Permit Fee Recommendations

Recognizing that the City is at the upper end of the fees charged by neighboring municipalities, City staff have recommended specific fee adjustments for 2017, (in addition to 3% annual increases for all other permit fees) with regard for competitiveness and affordability concerns.

- Part 3 Alterations – recommended rate per square meter is \$5.75 plus an additional base fee of \$245 compared to current City building permit fees of \$5.50/sq.mt.
- Part 9 Alterations – recommended rate is \$5.75/sq.mt. plus an additional base fee of \$145 compared with the City existing fee of \$5.50/sq.mt.. This fee increase reduces the average cost recovery from 14% to 19%. At this fee, the City would remain at the top of the municipal comparison, with the closest comparison being the Town of Whitby at \$5.41 per sq.mt.
- Other Alterations – Recommended rate is \$5.75/sq.mt. plus an additional base fee of \$245 compared with the City existing fee of \$5.50/sq.mt. This recommended fee would improve cost recovery for this permit type from 54% to 66%.
- Assembly Occupancies – Recommended fee is \$22.50/sq.mt. The City's current fee of \$17.50/sq.mt. is in the middle of the range of surveyed fees. A recommended increase to fees would place the City in line with the City of Burlington, but still below the City of Toronto.
- Institutional Occupancies – Recommended fee is \$25.00/sq.mt. This is an increase of \$3.00 over the current fee and would bring the City's fee in line with what is currently being charged in Burlington, Hamilton, Ottawa, and Oakville.
- Business and Personal Service Occupancies and Industrial Occupancies – Recommended fees for this fee category are as follows:
  - Business and Personal Service – Shell - \$16.50/ sq.mt. up from \$13.00/sq.mt.
  - Business and Personal Service – Finished - \$20.50/sq.mt. up from \$16.75/sq.mt.
  - Industrial Occupancies, Shell (<10,000 sq.mt) - \$10.75/sq.mt. up from \$8.10/sq.mt.

- Industrial Occupancies, Finished (<10,000 sq.mt) - \$12.50/sq.mt. up from \$11.60/sq.mt.
- Industrial Occupancies, Shell (>10,000 sq.mt) - \$8.50/sq.mt. up from \$7.50/sq.mt.
- Industrial Occupancies, Finished (>10,000 sq.mt) - \$12.00/sq.mt. up from \$11.00/sq.mt.
- The recommended fee increases would continue to fully recover costs and provide funds to sustain future service demands.
- The remainder of building permit fees are recommended to increase at 3% annually. This increase is to account for annual cost inflation of providing services (approximately 2% annually) and to provide for contributions to the building permit reserve fund.
- In addition to the fee recommendations and impacts provided for above, the City charges a fee for basement apartments of \$9.25/sq.mt. This fee is separate from the Part 9 alterations permit fee. Based on the average size characteristics of Part 9 Alterations, the average revenue per permit could add approximately \$110 for each basement apartment permit received.
- The City is considering the addition of a surcharge to Conditional permits that expire and must be extended. The proposed surcharge is 20% of the initial permit fee. As most conditional permits do expire and require an extension, this surcharge could produce as much as \$15,000 annually in addition revenue.

Table 4-5 compares current 2016 building permit fees and recommended fees for 2017 (2017\$).

**Table 4-5**  
**Comparison of Current 2016 Building Permit Fees and Recommended 2017 Fees**

<b>Building Permit Fees</b>	<b>2016 Fee Structure \$/sq.mt.</b>	<b>Recommended 2017 Fee Structure \$/sq.mt.</b>
Assembly	17.50	22.50
Institutional	22.00	25.00
Residential - Apartment	16.75	17.25
Residential - Detached / Semi Detached/ Townhouse (>400 m <sup>2</sup> )	15.50	15.97
Residential - Detached / Semi Detached (<400 m <sup>2</sup> )	15.50	15.97
Residential - Townhouse (<400 m <sup>2</sup> )	15.50	15.97
Residential - Addition (Detached / Semi / Townhouse)	11.40	11.74
Business and Personal Service - Shell	13.00	16.50
Business and Personal Service - Finished	16.75	20.50
Mercentile - Shell	12.20	12.57
Mercentile - Finished	16.25	16.74
Industrial - Shell (<10,000 m <sup>2</sup> )	8.10	10.75
Industrial - Finished (<10,000 m <sup>2</sup> )	11.60	12.50
Industrial - Shell (>10,000 m <sup>2</sup> )	7.50	8.50
Industrial - Finished (>10,000 m <sup>2</sup> )	11.00	12.00
Part 3 Building Alterations (Base Fee)	n/a	245.00
Part 3 Building Alterations (Variable Fee)	5.50	5.75
Part 9 Building Alterations (Base Fee)	n/a	145.00
Part 9 Building Alterations (Variable Fee)	5.50	5.75
Other Building Alterations (Base Fee)	n/a	245.00
Other Building Alterations (Variable Fee)	5.50	5.75
Occupancy of Unfinished Building	190.00	195.70
Conditional (Minimum)	850.00	875.50
Demolition	245.00	252.35
Sign Fascia	30.00	30.90
Sign Ground	30.00	30.90

### Sign Permit Fee Recommendations

- Portable Signs;
  - Increase fee for Festival Signs to \$403 from \$120 to recover full processing costs
  - Maintain all other Portable Sign fees as these fees are recovering the costs of service
  - Permanent Signs – Increase fee from \$110 to \$226
  - Sign Variance -Current fee is \$850 per permit. Increase fee to full cost levels of \$1,202.

The above fee recommendations for sign permits will improve cost recovery from 86% to 96%. Based on estimated average annual revenues for 2011-2015 of \$550,000 (2016\$), the City could expect an increase in annual revenue of approximately \$62,000.

The impact of the above recommended changes to building permits fees on future building permit revenues and building permits reserve fund levels is examined in Section 4.4.

#### ***4.3.2 Zoning Fee Recommendations***

The model results for zoning fees show that these fees are under recovering the costs of service at 58% of full costs. This deficit is principally attributable to Zoning Certificates of Occupancy. Increasing the Zoning Certificate of Occupancy fee to full cost levels, i.e. \$759 per permit, will produce full cost recovery for all zoning fees in aggregate. Historical average revenues from zoning certificates of occupancy have been \$180,000 (2016\$). Based on the recommended full cost fees, an additional \$330,000 in annual revenue could be anticipated.

A comparison of current and recommended sign permit fees and zoning fees is provided in Table 4-6. As with recommended planning application fees, the recommended fees are presented in 2016\$ and should be inflated for 2017 in accordance with the City's annual rate of inflation.

**Table 4-6**  
**Current vs. Recommended Sign Permit and Zoning Fees**

<b>Sign Fees</b>	<b>2016 Fee Structure \$/item</b>	<b>Full Cost Fee Structure \$/item (2016\$)</b>
Portable Sign - Counter Service - Road Allowances	120.00	120.00
Portable Sign - On-line Service - Road Allowances	110.00	110.00
Portable Sign - Counter Service - Private Property	120.00	120.00
Portable Sign - On-line Service - Private Property	110.00	110.00
Portable Signs - Festivals	120.00	403.34
Permanent Sign - Sign By-law	110.00	226.05
Sign Variance	850.00	1,201.97
Sign Removal - Litter, Summer Projects, Elections	-	-
<b>Zoning Fees</b>		
Pre-Application Zoning Review - Residential	405.00	405.00
Pre-Application Zoning Review - Non - Residential	405.00	405.00
Zoning Letters - Home Owners	160.00	160.00
Zoning Letters - Other Residential and Non-Residential	214.00	214.00
Swimming Pool Review Process	258.00	258.00
Zoning Certificate of Occupancy Process	267.00	759.45

#### **4.4 Building Code Act Reserve Fund Design**

*Building Code Act* municipal financial reporting regulations recognize the legitimacy of creating a municipal reserve fund(s) to manage Building Code responsibilities. While the Act does not prescribe a specific methodology for determining an appropriate reserve fund, municipalities have developed building permit reserve funds providing service stabilization. The City of Mississauga currently has a building permit reserve fund established for this purpose. The 2015 year-end balance within the reserve fund is approximately \$2.8 million.

Building permit reserve funds should be developed to reduce the staffing and budgetary challenges associated with a cyclical economic downturn and the requirement for ongoing legislative turnaround time compliance. Without such a reserve fund, reduced permit volumes during a downturn could result in severe budgetary pressures and the loss of certified City building staff, which would be difficult to replace during the subsequent recovery when mandatory permit processing turnaround times apply. A reserve fund stabilization policy will provide the City with the ability to retain a sustainable portion of the qualified staff across a future economic downturn, while recognizing the City's need to manage resources either through resource management until permit volumes improve during an economic recovery.



As part of the 2011 study, it was recommended that the City adopt a reserve fund strategy and pricing structure to accumulate 1.5 to 2.0 years' direct costs in a building permit reserve fund. The study further recommended that this target be achieved in 6 to 7 years, recognizing the general timing of economic cycles.

Current direct costs of \$8.4 million annually would suggest a target of \$12.6-\$16.8 million or an annual contribution of \$1.4-\$2.0 million over 7 years.

Through examination of the City's development charges growth forecast and discussions with City building staff, a forecast of building permit activity has been prepared. The forecast continues the trend described in Section 4.1 in which new residential and ICI permits will continue to represent a smaller share of the City's permit volumes and Part 9 alterations will continue to grow at rates seen over the past 5 years (47 additional permits per year). The downside to this forecast of permit activity is that Part 9 alterations are currently recovering only 14% of costs. This level of under recovery is consistent with that seen in neighboring municipalities and will grow as these applications make up a greater share of building permit activity. Based on this forecast and maintaining building permit fees at current rates plus 3% annual increases, the Building Code services would be unsustainable as there would be a required draw of approximately \$490,000 annually from the building permit reserve fund until 2020 when the next scheduled review of fees is to take place.

Appendix A contains a comparison of the City's current building permit fees with selected peer municipalities. This comparison was used in determining potential increases to building permit fees.

Incorporating fee recommendations provided in the previous section improves the City's cost recovery in the near term as they could anticipate annual contributions of \$275,000 to the reserve fund annually vs. an annual draw of \$490,000 over the same period with only 3% annual fee increases. The reserve fund balance would be forecast to grow to \$4.2 million by 2020 or just less than 0.5 times direct costs. Although this balance falls short of the 1.5 times direct costs target, the reserve fund would have reasonable funds to provide stability in the near term. Table 4-7 summarizes the 2016-2020 reserve fund analysis presented in this section (based on recommended fee structure adjustments).

This reserve fund forecast would be improved if the mix of permits received is altered from what is forecast to include an increase in large non-residential and residential permits to offset losses on processing Part 9 alterations.

**Table 4-7**  
**Building Permit Reserve Fund Forecast**

<b>Building Permit Revenues</b>					
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Assembly	145,234	186,730	192,332	165,085	170,037
Institutional	529,070	601,216	619,253	531,525	547,471
Residential - Apartment	1,494,349	2,189,761	2,271,797	2,358,316	2,447,981
Residential - Detached / Semi Detached/ Townhouse (>400 m2)	1,155,693	322,967	335,824	349,162	362,998
Residential - Detached / Semi Detached (<400 m2)	1,329,664	371,585	386,377	401,723	417,642
Residential - Townhouse (<400 m2)	468,720	569,548	591,218	613,675	636,947
Residential - Addition (Detached / Semi / Townhouse)	157,234	161,951	166,810	171,814	176,969
Business and Personal Service - Shell	1,087,608	1,122,828	1,183,468	1,247,234	1,314,239
Business and Personal Service - Finished	28,188	28,061	29,576	31,170	32,845
Mercentile - Shell	678,107	600,444	626,311	653,013	681,142
Mercentile - Finished	534,762	473,516	493,915	514,973	537,155
Industrial - Shell	546,803	725,696	747,467	641,576	660,823
Industrial - Finished	10,402	11,348	11,688	10,032	10,333
Part 3 Building Alterations	3,994,646	4,413,920	4,546,338	4,682,728	4,823,210
Part 9 Building Alterations	322,395	481,501	522,637	565,809	611,100
Other Building Alterations	100,963	127,553	131,380	135,321	139,381
Occupancy of Unfinished Building	8,626	8,885	9,151	9,426	9,709
Conditional	74,909	74,909	77,156	79,471	81,855
Demolition	17,934	18,472	19,026	19,597	20,185
Sign Fascia	8,376	8,376	8,627	8,886	9,153
Sign Ground	1,482	1,482	1,526	1,572	1,619
<b>Total</b>	<b>12,695,166</b>	<b>12,500,749</b>	<b>12,971,878</b>	<b>13,192,108</b>	<b>13,692,793</b>

<b>Building Permit Forecast Costs</b>					
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Assembly	51,518	52,548	53,599	45,559	46,471
Institutional	88,108	89,870	91,667	77,917	79,476
Residential - Apartment	340,517	494,135	507,670	521,888	536,471
Residential - Detached / Semi Detached/ Townhouse (>400 m2)	544,043	150,561	155,035	159,627	164,341
Residential - Detached / Semi Detached (<400 m2)	1,642,950	454,677	468,187	482,056	496,292
Residential - Townhouse (<400 m2)	1,419,226	1,707,780	1,755,544	1,804,536	1,854,786
Residential - Addition (Detached / Semi / Townhouse)	829,696	846,290	863,216	880,480	898,090
Business and Personal Service - Shell	133,779	110,991	115,850	120,907	126,165
Business and Personal Service - Finished	58,718	48,716	50,848	53,068	55,376
Mercentile - Shell	444,281	389,578	402,416	415,499	429,189
Mercentile - Finished	247,138	216,709	223,850	231,128	238,743
Industrial - Shell	74,573	76,064	77,586	65,948	67,267
Industrial - Finished	25,002	25,502	26,012	22,110	22,552
Part 3 Building Alterations	4,038,174	4,118,937	4,201,316	4,285,342	4,371,049
Part 9 Building Alterations	2,385,138	2,571,223	2,763,796	2,963,045	3,169,158
Other Building Alterations	188,060	191,822	195,658	199,571	203,563
Occupancy of Unfinished Building	106,411	108,539	110,710	112,924	115,182
Conditional	40,813	41,629	42,462	43,311	44,177
Demolition	101,085	103,107	105,169	107,272	109,418
Sign Fascia	207,142	211,285	215,510	219,821	224,217
Sign Ground	39,643	40,436	41,245	42,070	42,911
<b>Total</b>	<b>13,006,013</b>	<b>12,050,398</b>	<b>12,467,346</b>	<b>12,854,078</b>	<b>13,294,893</b>

<b>Reserve Fund Forecast</b>					
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Opening Balance	2,774,028	2,463,181	2,913,531	3,418,064	3,756,094
Revenue	12,695,166	12,500,749	12,971,878	13,192,108	13,692,793
Expense	13,006,013	12,050,398	12,467,346	12,854,078	13,294,893
Draw / (Contribution)	310,847	(450,350)	(504,533)	(338,030)	(397,900)
<b>Closing Balance</b>	<b>2,463,181</b>	<b>2,913,531</b>	<b>3,418,064</b>	<b>3,756,094</b>	<b>4,153,994</b>

## 5. Impact Analysis of Recommended Fee Structure

In order to understand the impacts of the full cost recovery planning application and building permit fee structure recommendations, an impact analysis for sample developments has been prepared.

### 5.1 Impact Analysis

Six development types have been considered, including:

- Site Plan Control and Zoning By-law Amendment applications for a retail building of 1,000 square meters;
- Site Plan Control, OPA/Zoning By-law Amendment, and Condominium applications for a multi-residential building of 300 residential units;
- Residential Subdivision and Zoning By-law Amendment application of 210 single detached units;
- Site Plan Control application for an office building of 20,000 square meters;
- Site Plan Control application for an industrial building of 10,000 square meters; and
- Subdivision, OPA/Zoning By-law Amendment, and Condominium application for 100 back to back town house units.

In addition to providing the fee impacts for the City of Mississauga, Tables 5-1 through 5-6 provide development fee comparisons for selected municipalities. The development fee comparison includes planning application fees, building permit fees and development charges for each of the six development types. The comparison illustrates the impacts of the planning application and building permit fee structure options in the context of the total development fees payable to provide a broader context for the fee considerations.

#### ***5.1.1 Retail Building (1,000 sq.mt.) - Site Plan Control and Zoning By-law Amendment Applications (Table 5-1)***

The current planning fees for this retail development would be \$63,712 (\$15,480 Site Plan and \$48,232 Zoning By-law Amendment). Imposing the recommended fee structure would result in a charge of \$177,720 (\$22,880 Site Plan and \$154,840 Zoning By-law Amendment) or an increase of \$114,008. Building permit fee increase of 3% under the recommended fee structure would add an additional \$490 to the application.

The total combined increase would be \$114,498 (+143%) under the recommended option.

The impact of the recommended fee structure option on total development fees payable, including development charges, would be substantial. Planning fees currently comprise 14% of total development fees and would increase to 31% based on the recommended fee structure. In total the City's development fees would increase by 25%. Compared to other GTA municipalities, the City's position in the ranking would increase to 3<sup>rd</sup> from 5<sup>th</sup>.

### ***5.1.2 Multi-Residential Building (300 units) - Site Plan Control, OPA/Zoning By-law Amendment and Condominium Applications (Table 5-2)***

On a per unit basis, OPA/Zoning By-law Amendment fees would increase by \$90 (+18%), while per unit Site Plan fees would decrease by \$54 (-22%) due to the decrease in recommended variable per unit fee. Condominium fees would increase by \$23 per unit or 36%. In total, planning fees applicable for a new multi-residential building submitting a Site Plan, OPA/Zoning By-law Amendment, and Condominium application would increase by \$58 per unit or 7%. Building permit fees would increase by \$34/unit or 30%. In total, the planning and building permit fee impacts for the recommended fees is an increase of \$93/unit (+5%).

Including development charges, on a per unit basis the impact on the total development fee would result in a 0.2%.

### ***5.1.3 Residential Single Detached (10 units) – Subdivision and Zoning By-law Amendment Applications (Table 5-3)***

A 10-unit single detached residential subdivision in the City of Mississauga would pay \$2,519 per unit in Subdivision fees and \$3,971 per unit in Zoning By-law Amendment fees under the City's current fee structure. Building permit fees on a per unit basis total approximately \$2,589.

Under the recommended fee structure, Subdivision fees would remain relatively constant (-2%), Zoning By-law Amendment fees would increase by 83% or \$3,303/unit, and building permit fees would increase by \$78 per unit (+3%). Including development charges, total development fees for this type of applicant would increase by 4% from \$89,847/unit to \$93,174/unit. The City of would remain at the top of the municipal comparison for the development type.

**5.1.4 Industrial Building (10,000 sq.mt.) - Site Plan Control Application (Table 5-4)**

The current planning fees for an industrial site plan of 10,000 sq.mt. would be \$47,580. Imposing the recommended fee structure would result in a fee of \$47,225 (decrease of \$325 or -0.6%). The recommended increase to industrial building permit fees would add an additional \$19,900 to the application for a total increase of \$19,575 (+12%). Measuring the impact including development charges, the total input cost would increase by 0.8%. Under this recommendation the City's position relative to the comparator municipalities would remain unchanged at 4<sup>th</sup> out of 11 municipalities.

**5.1.5 Office Building (20,000 sq.mt.) - Site Plan Control Application (Figure 5-5)**

Table 5-5 illustrates the development fee comparison for a 20,000 sq.mt. office building submitting a site plan application. For this application type, the total planning fees would remain at \$55,670. Due to the large GFA associated with this applicant type, maximum Site Plan fees would be generated under the current and recommended fee structure. Building permit fees would increase by 32% from \$335,000 under the current fee structure to \$442,400.

In total, the combined planning and building permit fee increases total \$107,400 (+27%). Including development charges, the proposed increase of \$107,400 would produce an increase in total development fees of 2%.

**5.1.6 Back to Back Townhouse Development (100 units) - Site Plan Control, OPA/Zoning By-law Amendment, and Condominium Common Element Application (Table 5-6)**

Recommended planning fees would produce an additional \$35,968 in fees for this applicant type over current planning fees of \$174,293. This represents a 21% increase over current fees. This change in fee can be broken down by planning application type as follows

- OPA/Zoning By-law Amendment - \$34,557 increase (+31%)
- Site Plan Application - \$4,745 decrease (-10%)
- Condominium Common Element - \$6,156 increase (+38%)

Including a 3% increase to building permit fees (\$7,849 increase), recommended planning and building fees would increase by \$43,817 (+10%). The total impact, including development charges would be an increase of 0.5% which would maintain the City's position at the top of municipal comparison.

## 5.2 Impact Analysis Summary

Based on the survey results, the recommended fees generally produce development fees greater than those provided under the current fee structure. However, when assessing the impacts for Site Plan fees individually, the larger non-residential applications see a decrease in Site Plan fees under the recommended fee structure. This reduction is as a result of the recommended fee structure being based on lower charging parameters than what had been generated in the 2011 review. The recommended fee structure for Site Plan applications was adjusted to allow for greater cost recovery from smaller applicants and to produce less over recovery of costs from larger applicants, mitigating the risk of OMB appeal. Finally, while the total planning and building permit fee impacts are significant in most cases, when measured on a total development cost basis, including development charges, the overall cost impacts are nominal for large applications.

**Table 5-1**  
**Development Fee Impacts Survey of 1,000 sq.mt Retail Development**

Rank	Municipality	Site Plan (Upper Tier)	Site Plan (Lower Tier)	Rezoning (Upper Tier)	Rezoning (Lower Tier)	Building Permit Fees	Development Charges	Total	Planning Fees %	Building Permit Fees %
1	Town of Markham	\$ 8,300	\$ 16,850	\$ 1,000	\$ 31,750	\$ 13,230	\$ 1,098,430	\$ 1,169,560	5%	1%
2	City of Vaughan	\$ 8,300	\$ 10,020	\$ 1,000	\$ 7,341	\$ 13,000	\$ 536,400	\$ 576,061	5%	2%
3	City of Mississauga (Proposed)	\$ -	\$ 22,880	\$ -	\$ 154,840	\$ 16,740	\$ 379,320	\$ 573,780	31%	3%
4	Town of Richmond Hill	\$ 8,300	\$ 9,295	\$ 1,000	\$ 12,671	\$ 15,100	\$ 501,530	\$ 547,896	6%	3%
5	City of Burlington	\$ 1,053	\$ 7,280	\$ 931	\$ 20,100	\$ 22,250	\$ 478,720	\$ 530,334	6%	4%
6	City of Mississauga	\$ -	\$ 15,480	\$ -	\$ 48,232	\$ 16,250	\$ 379,320	\$ 459,282	14%	4%
7	City of Brampton	\$ -	\$ 5,261	\$ -	\$ 9,726	\$ 15,750	\$ 346,290	\$ 377,027	4%	4%
8	City of Ottawa	\$ -	\$ 20,684	\$ -	\$ 15,914	\$ 10,979	\$ 305,370	\$ 352,947	10%	3%
9	City of Pickering	\$ -	\$ 4,150	\$ 1,000	\$ 12,800	\$ 9,500	\$ 227,870	\$ 255,320	7%	4%
10	Town of Whitby	\$ -	\$ 14,076	\$ 1,000	\$ 13,658	\$ 13,580	\$ 208,710	\$ 251,024	11%	5%
11	City of Hamilton	\$ -	\$ 14,120	\$ -	\$ 21,890	\$ 15,720	\$ 198,160	\$ 249,890	14%	6%
12	City of Toronto	\$ -	\$ 8,104	\$ -	\$ 17,751	\$ 18,780	\$ 203,070	\$ 247,705	10%	8%

**Table 5-2**  
**Development Fee Impacts Survey of a 300 unit Multi Residential Condominium Development**

Rank	Municipality	OPA (Upper Tier)	OPA (Lower Tier)	ZBA (Upper Tier)	ZBA (Lower Tier)	Site Plan (Upper Tier)	Site Plan (Lower Tier)	Plan of Condominium (Upper Tier)	Plan of Condominium (Lower Tier)	Building Permit Fees	Development Charges	Total	Planning Fees %	Building Permit Fees %
1	City of Mississauga (Proposed)	\$ 10,000	\$ -	\$ -	\$ 162,900	\$ -	\$ 55,430	\$ 3,000	\$ 22,598	\$ 355,291	\$ 15,811,212	\$ 16,420,431	2%	2%
2	City of Mississauga	\$ 10,000	\$ -	\$ -	\$ 136,043	\$ -	\$ 71,575	\$ 3,000	\$ 15,831	\$ 344,993	\$ 15,811,212	\$ 16,392,654	1%	2%
3	City of Brampton	\$ 10,000	\$ 6,032	\$ -	\$ 9,085	\$ -	\$ 64,826	\$ 3,000	\$ 65,566	\$ 235,213	\$ 15,131,364	\$ 15,525,086	1%	2%
4	Town of Markham	\$ 8,700	\$ 45,210	\$ 1,000	\$ 31,750	\$ 8,300	\$ 457,173	\$ 3,600	\$ 26,620	\$ 342,522	\$ 13,364,100	\$ 14,288,975	4%	2%
5	City of Vaughan	\$ 8,700	\$ 31,850	\$ 1,000	\$ 60,620	\$ 8,300	\$ 117,320	\$ 3,600	\$ 13,345	\$ 249,219	\$ 13,413,600	\$ 13,907,554	2%	2%
6	Town of Richmond Hill	\$ 8,700	\$ 49,276	\$ 1,000	\$ 12,671	\$ 8,300	\$ 22,134	\$ 3,600	\$ 5,484	\$ 381,037	\$ 12,132,600	\$ 12,624,802	1%	3%
7	City of Burlington	\$ 9,345	\$ 20,300	\$ 931	\$ 124,141	\$ 1,053	\$ 46,780	\$ 3,449	\$ 3,570	\$ 255,810	\$ 8,646,006	\$ 9,111,385	2%	3%
8	Town of Whitby	\$ 2,000	\$ 26,686	\$ 1,000	\$ 13,658	\$ -	\$ 63,247	\$ 4,000	\$ 9,194	\$ 263,225	\$ 7,923,600	\$ 8,306,609	1%	3%
9	City of Toronto	\$ -	\$ 17,882	\$ -	\$ 138,339	\$ -	\$ 78,088	\$ -	\$ 14,805	\$ 361,099	\$ 7,669,800	\$ 8,280,012	3%	4%
10	City of Pickering	\$ 2,000	\$ 21,000	\$ 1,000	\$ 12,800	\$ -	\$ 63,200	\$ 4,000	\$ 7,200	\$ 247,159	\$ 7,466,700	\$ 7,825,059	1%	3%
11	City of Hamilton	\$ -	\$ 17,655	\$ -	\$ 21,890	\$ -	\$ 27,220	\$ -	\$ 45,520	\$ 295,561	\$ 7,145,700	\$ 7,553,546	1%	4%
12	City of Ottawa	\$ -	\$ 19,477	\$ -	\$ 15,914	\$ -	\$ 20,684	\$ -	\$ 14,683	\$ 226,134	\$ 5,595,300	\$ 5,892,192	1%	4%

**Table 5-3**  
**Development Fee Impacts for a Residential Single Detached (10 units) Subdivision**

Rank	Municipality	Subdivision Fees (Upper Tier)	Subdivision Fees (Lower Tier)	Rezoning (Upper Tier)	Rezoning (Lower Tier)	Building Permit Fees	Development Charges	Total	Planning Fees %	Building Permit Fees %
1	City of Mississauga (Proposed)	\$ 15,000	\$ 9,639	\$ -	\$ 72,740	\$ 26,670	\$ 807,692	\$ 931,741	10%	3%
2	City of Mississauga	\$ 15,000	\$ 10,185	\$ -	\$ 39,712	\$ 25,885	\$ 807,692	\$ 898,474	7%	3%
3	City of Brampton	\$ 15,000	\$ 13,013	\$ -	\$ 15,475	\$ 19,071	\$ 815,477	\$ 878,037	5%	2%
4	Tow n of Markham	\$ 7,800	\$ 49,140	\$ 1,000	\$ 29,840	\$ 23,530	\$ 679,500	\$ 790,810	11%	3%
5	City of Vaughan	\$ 7,800	\$ 28,330	\$ 1,000	\$ 12,070	\$ 18,036	\$ 697,680	\$ 764,916	6%	2%
6	Tow n of Richmond Hill	\$ 7,800	\$ 8,644	\$ 1,000	\$ 12,671	\$ 23,547	\$ 616,910	\$ 670,572	4%	4%
7	City of Toronto	\$ -	\$ 41,212	\$ -	\$ 129,235	\$ 28,549	\$ 406,430	\$ 605,426	28%	5%
8	City of Burlington	\$ 11,583	\$ 36,900	\$ 931	\$ 13,391	\$ 20,741	\$ 517,757	\$ 601,303	10%	3%
9	Tow n of Whitby	\$ 4,000	\$ 33,415	\$ 1,000	\$ 13,658	\$ 19,639	\$ 417,400	\$ 489,112	11%	4%
10	City of Pickering	\$ 4,000	\$ 14,250	\$ 1,000	\$ 12,800	\$ 20,040	\$ 419,870	\$ 471,960	7%	4%
11	City of Hamilton	\$ -	\$ 37,375	\$ -	\$ 21,890	\$ 23,965	\$ 377,810	\$ 461,040	13%	5%
12	City of Ottawa	\$ -	\$ 72,578	\$ -	\$ 15,914	\$ 17,257	\$ 330,820	\$ 436,569	20%	4%

**Table 5-4**  
**Development Fee Impacts for an Industrial Building (10,000 sq.mt.)**

Rank	Municipality	Site Plan (Upper Tier)	Site Plan (Lower Tier)	Building Permit Fees	Development Charges	Total	Planning Fees %	Building Permit Fees %
1	Tow n of Markham	\$ 8,300	\$ 74,270	\$ 108,200	\$ 4,511,500	\$ 4,702,270	2%	2%
2	Tow n of Richmond Hill	\$ 8,300	\$ 9,295	\$ 138,000	\$ 2,778,800	\$ 2,934,395	1%	5%
3	City of Vaughan	\$ 8,300	\$ 22,670	\$ 89,000	\$ 2,807,900	\$ 2,927,870	1%	3%
4	City of Mississauga (Proposed)	\$ -	\$ 47,255	\$ 135,900	\$ 2,260,000	\$ 2,443,155	2%	6%
5	City of Mississauga	\$ -	\$ 47,580	\$ 116,000	\$ 2,260,000	\$ 2,423,580	2%	5%
6	City of Burlington	\$ 1,053	\$ 18,530	\$ 76,578	\$ 2,323,500	\$ 2,419,661	1%	3%
7	City of Brampton	\$ -	\$ 18,851	\$ 103,300	\$ 1,923,300	\$ 2,045,451	1%	5%
8	City of Pickering	\$ -	\$ 5,950	\$ 80,000	\$ 1,592,000	\$ 1,677,950	0%	5%
9	Tow n of Whitby	\$ -	\$ 55,656	\$ 97,500	\$ 1,496,200	\$ 1,649,356	3%	6%
10	City of Ottawa	\$ -	\$ 20,684	\$ 86,111	\$ 1,093,600	\$ 1,200,396	2%	7%
11	City of Hamilton	\$ -	\$ 34,120	\$ 77,500	\$ 1,032,300	\$ 1,143,920	3%	7%
12	City of Toronto	\$ -	\$ 33,519	\$ 135,900	\$ 115,200	\$ 284,619	12%	48%



**Table 5-5**  
**Development Fee Impacts an Office Building (20,000 sq.mt.)**

Rank	Municipality	Site Plan (Upper Tier)	Site Plan (Lower Tier)	Building Permit Fees	Development Charges	Total	Planning Fees %	Building Permit Fees %
1	Tow n of Markham	\$ 8,300	\$ 146,370	\$ 310,200	\$ 9,023,000	\$ 9,487,870	2%	3%
2	Tow n of Richmond Hill	\$ 8,300	\$ 17,595	\$ 386,000	\$ 5,557,600	\$ 5,969,495	0%	6%
3	City of Vaughan	\$ 8,300	\$ 39,970	\$ 270,000	\$ 5,615,800	\$ 5,934,070	1%	5%
4	City of Burlington	\$ 1,053	\$ 19,583	\$ 444,000	\$ 4,647,000	\$ 5,111,636	0%	9%
5	City of Mississauga (Proposed)	\$ -	\$ 55,670	\$ 442,400	\$ 4,520,000	\$ 5,018,070	1%	9%
6	City of Mississauga	\$ -	\$ 55,670	\$ 335,000	\$ 4,520,000	\$ 4,910,670	1%	7%
7	City of Brampton	\$ -	\$ 33,951	\$ 315,000	\$ 3,846,600	\$ 4,195,551	1%	8%
8	City of Pickering	\$ -	\$ 7,950	\$ 250,000	\$ 3,184,000	\$ 3,441,950	0%	7%
9	Tow n of Whitby	\$ -	\$ 72,493	\$ 314,800	\$ 2,992,400	\$ 3,379,693	2%	9%
10	City of Hamilton	\$ -	\$ 109,120	\$ 377,800	\$ 2,064,600	\$ 2,551,520	4%	15%
11	City of Ottawa	\$ -	\$ 20,684	\$ 258,400	\$ 2,187,200	\$ 2,466,284	1%	10%
12	City of Toronto	\$ -	\$ 63,419	\$ 442,400	\$ 230,400	\$ 736,219	9%	60%

**Table 5-6**  
**Development Fee Impacts for Back-to-Back Townhouse Development (100 units)**

Rank	Municipality	OPA (Upper Tier)	OPA (Lower Tier)	ZBA (Upper Tier)	ZBA (Lower Tier)	Site Plan (Upper Tier)	Site Plan (Lower Tier)	Plan of Condominium (Upper Tier)	Condominium Common Element (Lower Tier)	Building Permit Fees	Development Charges	Total	Planning Fees %	Building Permit Fees %
1	City of Mississauga (Proposed)	\$ 10,000	\$ -	\$ -	\$ 134,400	\$ -	\$ 43,430	\$ 3,000	\$ 19,431	\$ 266,699	\$ 8,076,920	\$ 8,553,880	2%	3%
2	City of Mississauga	\$ 10,000	\$ -	\$ -	\$ 99,843	\$ -	\$ 48,175	\$ 3,000	\$ 13,275	\$ 258,850	\$ 8,076,920	\$ 8,510,063	2%	3%
3	City of Brampton	\$ 10,000	\$ 6,032	\$ -	\$ 72,985	\$ -	\$ 67,651	\$ 3,000	\$ 4,491	\$ 190,714	\$ 8,154,774	\$ 8,509,647	2%	2%
5	Tow n of Markham	\$ 8,700	\$ 45,210	\$ 1,000	\$ 31,750	\$ 8,300	\$ 137,470	\$ 3,600	\$ 22,830	\$ 235,303	\$ 6,795,000	\$ 7,289,163	4%	3%
4	City of Vaughan	\$ 8,700	\$ 31,850	\$ 1,000	\$ 33,745	\$ 8,300	\$ 44,320	\$ 3,600	\$ 13,345	\$ 180,360	\$ 6,976,800	\$ 7,302,020	2%	2%
6	Tow n of Richmond Hill	\$ 8,700	\$ 49,276	\$ 1,000	\$ 12,671	\$ 8,300	\$ 56,267	\$ 3,600	\$ 5,484	\$ 235,470	\$ 6,169,100	\$ 6,549,868	2%	4%
7	City of Burlington	\$ 9,345	\$ 20,300	\$ 931	\$ 13,391	\$ 1,053	\$ 23,780	\$ 409	\$ 3,570	\$ 207,414	\$ 5,177,569	\$ 5,457,762	1%	4%
8	City of Toronto	\$ -	\$ 17,882	\$ -	\$ 129,235	\$ -	\$ 58,167	\$ -	\$ 8,238	\$ 285,487	\$ 4,064,300	\$ 4,563,308	5%	6%
10	Tow n of Whitby	\$ 20,000	\$ 26,686	\$ 1,000	\$ 13,658	\$ -	\$ 38,083	\$ 4,000	\$ 9,246	\$ 196,392	\$ 4,174,000	\$ 4,483,064	3%	4%
9	City of Pickering	\$ 20,000	\$ 21,000	\$ 1,000	\$ 12,800	\$ -	\$ 23,200	\$ 4,000	\$ 7,200	\$ 200,400	\$ 4,198,700	\$ 4,488,300	2%	4%
11	City of Hamilton	\$ -	\$ 17,655	\$ -	\$ 21,890	\$ -	\$ 27,220	\$ -	\$ 23,020	\$ 239,645	\$ 3,778,100	\$ 4,107,530	2%	6%
12	City of Ottawa	\$ -	\$ 19,477	\$ -	\$ 15,914	\$ -	\$ 20,684	\$ -	\$ 14,683	\$ 172,567	\$ 3,308,200	\$ 3,551,525	2%	5%

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## 6. Development Fees Review Study Conclusions

### 6.1 Conclusions

Summarized in this technical report is the legislative context for the development fees review, the methodology undertaken, ABC results and the associated full cost recovery and fee structure recommendations. In developing the recommended cost recovery fee structure, careful consideration was given to the recent trends pertaining to planning fees, including recent comments of the Ontario Municipal Board concerning planning application fees. Building permit fee recommendations considered the mix of building permit application activity, affordability concerns, and service demands in addressing current under recovery of service costs and provisions for sustainable reserves. Sign permit and zoning fees recommendations minor adjustments to the existing fees to improve cost recovery of service.

The intent of the user fee review is to provide the City with a recommended fee structure for Council's consideration to appropriately recover the service costs from benefiting parties. The municipality will ultimately determine the level of cost recovery and phasing strategy that is suitable for their objectives.

## **Appendix A – Building Permit Fee Municipal Survey**

Building Classification	Mississauga	Burlington	Brampton
<b>(A) Construction</b>			
<b>Group A: Assembly Occupancies</b>			
Schools, libraries, churches, theatres, arenas, pools, restaurants, recreation centres, transit stations, bus terminals, etc	\$17.50	\$22.65	\$16.29
Restaurant (shell)	\$14.00	\$22.65	\$16.29
<b>Group B: Institutional Occupancies</b>			
Hospital, nursing homes, care homes, etc.	\$22.00	\$25.73	\$20.64
<b>Group C: Residential Occupancies</b>			
Detached, semis, townhouses, duplexes	\$15.50	< 300 sq. m. - \$12.42 > 300 sq. m. - \$16.00	Custom - \$13.58 Certified Model - \$11.42 Min. fee - \$1630.24
All other multiple unit residential buildings (apts. etc)	\$16.75	Less than or equal to 4 storeys - \$11.82 More than 4 storeys - \$16.75	\$16.29
Hotels, motels	\$17.50	More than 4 storeys - \$16.75	\$16.29
Residential Addition	\$11.40	\$12.42	\$9.78
<b>Group D: Business and Personal Services Occupancies</b>			
Office buildings (shell)	\$13.00	Up to 10 storeys - \$16.70 More than 10 storeys - \$18.30	\$11.96
Office buildings (finished)	\$16.75	Up to 10 storeys - \$22.20 More than 10 storeys - \$23.80	\$15.75
Funeral homes, banks, medical clinic, fire halls, etc.	\$16.75	\$22.46	
<b>Group E: Mercantile Occupancies</b>			
Retail stores (shell/ strip plazas)	\$12.20	\$15.60	\$11.96
Retail stores (finished) supermarkets, department stores, car dealerships, etc.	\$16.25	\$22.25	\$15.75
<b>Group F: Industrial Occupancies</b>			
Warehouses, factories (shell) ≤10,000m2	\$8.10	1st 4,650 sq. m. - \$9.22 Over 4,650 sq. m. - \$6.30	Shell - \$7.07
Warehouses, factories: (Single tenancy) (finished) ≤10,000m2	\$11.60		
Warehouses, factories (shell) >10,000m2	\$7.50		Finished: Major occupancy warehouse / distribution - \$10.33
Warehouses, factories: (Single tenancy) (finished) >10,000m2	\$11.00		Major Occupancy Manufacturing/Processing/Repair or Maintenance - \$2.40
<b>(B) Alterations</b>			
Interior alterations and partitioning to new construction and change of occupancy classification			
Group A: Assembly occupancies (restaurants, churches, etc.)	\$5.50	\$5.50	\$4.34
Group B: Institutional occupancies	\$5.50	\$5.50	\$4.34
Group C: Residential occupancies (Part 9)	\$5.50	\$2.64	\$4.34
Group D: Business and personal services occupancies	\$5.50	\$5.50	\$3.81
Group E: Mercantile occupancies	\$5.50	\$5.50	\$3.81
Group F: Industrial occupancies (≤10,000m2)	\$5.50	\$5.50	Warehouse / distribution - \$3.26
Industrial occupancies (>10,000m2)	\$2.90	\$2.90	Manufacturing/Processing/Repair or Maintenance - \$2.40
<b>Other Fees</b>			
Conditional Permit	\$850	20% of full permit fee	10% of full permit fee min: \$326.05 max: \$3260.49
Occupancy of unfinished building			
Residential	\$190/unit		
Residential Occupancy Permit for dwelling units [Div. C, 1.3.3.4.(4)] detached, semi detached & most townhomes, etc.]		\$105/unit	
Occupancy Permit for residential buildings [other than Div. C, 1.3.3.4.(4) detached, semi detached or most townhomes,] & Care Facilities (B3)		\$208 (+25.00/suite for multiple unit buildings)	
Occupancy Permit for new buildings, additions and renovations [other than residential buildings & Care Facilities (B3) listed above]		\$229.00 (flat fee)	
Commercial/Industrial	\$18.50/100 sq. m.		
Demolition	\$18.50/100 sq. m. Min. \$245. Accessory residential Structure - \$145 each	Up to 600 sq. m. - \$229 flat fee Over 600 sq. m. - \$740 flat fee	Detached Residential - \$1630.24 each Accessory - \$217.36 flat fee Non-residential or multi-unit residential - \$543.43 flat fee Implosion - \$1630.24 each

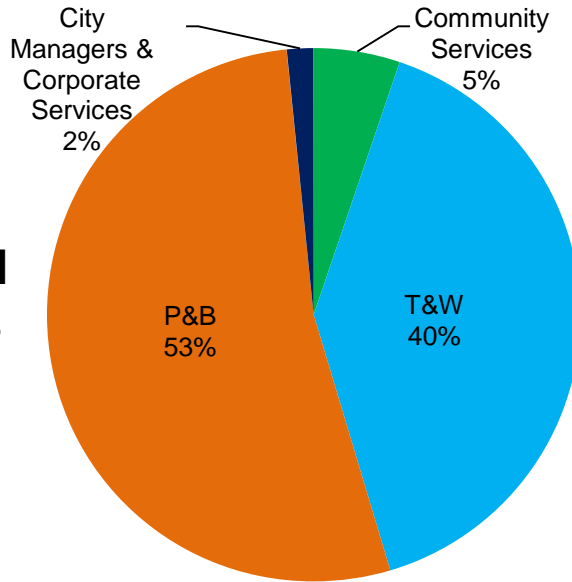
Building Classification	Hamilton	Ottawa	Toronto
<b>(A) Construction</b>			
<b>Group A: Assembly Occupancies</b> Schools, libraries, churches, theatres, arenas, pools, restaurants, recreation centres, transit stations, bus terminals, etc.	\$21.32	All (except as noted below) \$15.28 Schools, Colleges, Universities \$18.30 Community Centres, Theatres, Arenas, Recreational Facilities \$20.77	\$27.98
Restaurant (shell)	\$18.50		\$23.41
<b>Group B: Institutional Occupancies</b> Hospital, nursing homes, care homes, etc.	\$25.47	Hospital and Detention facilities \$24.43 All other B Occupancies - \$15.28	\$29.77
<b>Group C: Residential Occupancies</b> Detached, semis, townhouses, duplexes	\$14.35	\$10.33	\$50.94 plus \$16.79/sq.m.
All other multiple unit residential buildings (apts. etc.)	\$14.35	\$13.45	
Hotels, motels	\$18.97		\$50.94 plus \$26.57/sq.m.
Residential Addition	\$14.35	\$10.33	\$50.94 plus \$16.79/sq.m.
<b>Group D: Business and Personal Services Occupancies</b> Office buildings (shell)	Up to 10 storeys - \$14.32 More than 10 storeys - \$17.32	less than or equal to 10 storeys and any other Group D building not listed below - \$12.92	\$17.59
Office buildings (finished)	Up to 10 storeys - \$18.89 More than 10 storeys - \$22.17	more than 10 storeys - \$15.93	\$22.12
Funeral homes, banks, medical clinic, fire halls, etc.		Banks, Medical Office, Police and Fire Stations - \$14.64	
<b>Group E: Mercantile Occupancies</b> Retail stores (shell/ strip plazas)	\$11.75	\$10.98	\$14.25
Retail stores (finished) supermarkets, department stores, car dealerships, etc.	\$15.72		\$18.78
<b>Group F: Industrial Occupancies</b> Warehouses, factories (shell) ≤10,000m <sup>2</sup>	Up to 4,650 sq. m. - \$11.03 Over 4,650 sq. m. - \$7.75	\$8.61	Industrial Buildings, Warehouses, Self-Storage Buildings (< 7 500 sq.m.) - \$11.18
Warehouses, factories: (Single tenancy) (finished) ≤10,000m <sup>2</sup>			Industrial Buildings (finished, < 7 500 sq.m.) - \$15.39
Warehouses, factories (shell) (>10,000m <sup>2</sup> )			Industrial Buildings, Warehouses, Self-Storage Buildings (shell > 7 500 sq.m.) - 9.06
Warehouses, factories: (Single tenancy) (finished) (>10,000m <sup>2</sup> )			Industrial Buildings (finished, > 7 500 sq.m.) - 13.59
<b>(B) Alterations</b>			
Interior alterations and partitioning to new construction and change of occupancy classification		\$9.90 / \$1,000 of construction value. Min. \$80	
Group A: Assembly occupancies (restaurants, churches, etc.)	\$3.18		\$5.20
Group B: Institutional occupancies	\$3.18		\$5.20
Group C: Residential occupancies (Part 9)	\$3.18		\$4.83
Group D: Business and personal services occupancies	\$3.18		\$5.20
Group E: Mercantile occupancies	\$3.18		\$4.83
Group F: Industrial occupancies (≤10,000m <sup>2</sup> )	\$3.18		\$4.83
Industrial occupancies (>10,000m <sup>2</sup> )			
<b>Other Fees</b>			
Conditional Permit	Res under Part 9 of Div. B Building Code - \$354 Residential/C/I under Part 3 of Div. B of the Building Code: up to 1200 m <sup>2</sup> - \$881 >1200 sq. m. - \$2,645	single detached, semi-detached and row house units - \$300 All other - \$900	additional 10% of full fees Min. \$279.70/permit Max \$2,796.98/permit
Occupancy of unfinished building			
Residential			
Residential Occupancy Permit for dwelling units [Div. C, 1.3.3.4.(4)] detached, semi detached & most townhomes, etc.]			
Occupancy Permit for residential buildings [other than Div. C, 1.3.3.4.(4) detached, semi-detached or most townhomes.] & Care Facilities (B3)			
Occupancy Permit for new buildings, additions and renovations [other than residential buildings & Care Facilities (B3) listed above]			
Commercial/Industrial			
Demolition	\$0.43/m <sup>2</sup> Accessory structures to a residential use - \$146 minimum Non-res and multi-res - \$364 minimum	\$90 for the first 5,000 sq.ft. (464.5 sq.m.) of GFA or portion thereof, plus \$9.90 for each additional 1,000 sq.ft. (92.9 sq.m.) of GFA or part thereof	\$0.15/sq.m. Environmental Review - \$932.33 (flat fee) Implosion - \$2,097.76

Building Classification	Pickering	Vaughan	Whitby
<b>(A) Construction</b>			
<b>Group A: Assembly Occupancies</b>			
Schools, libraries, churches, theatres, arenas, pools, restaurants, recreation centres, transit stations, bus terminals, etc.	\$15.00	Shell - \$11.50 Custom - \$16.5	Transit stations - \$16.80 All others - \$18.14
Restaurant (shell)			
<b>Group B: Institutional Occupancies</b>			
Hospital, nursing homes, care homes, etc.	\$17.50	\$17.50	\$20.06
<b>Group C: Residential Occupancies</b>			
Detached, semis, townhouses, duplexes	\$12.00	Singles Detached Units = \$10.50	\$11.76
All other multiple unit residential buildings (apts. etc.)		Multiple Units incl. Townhouses - \$11.75	\$12.78
Hotels, motels			\$16.00
Residential Addition	\$12.00	\$10.50	\$11.76
<b>Group D: Business and Personal Services Occupancies</b>			
Office buildings (shell)	Single Storey - \$9.50	\$1.50	\$12.25
Office buildings (finished)	Multi-Storey - \$12.50	\$13.25	\$15.74
Funeral homes, banks, medical clinic, fire halls, etc.			
<b>Group E: Mercantile Occupancies</b>			
Retail stores (shell/ strip plazas)		\$9.00	\$10.58
Retail stores (finished) supermarkets, department stores, car dealerships, etc.		\$12.50	\$13.58
<b>Group F: Industrial Occupancies</b>			
Warehouses, factories (shell) ≤10,000m <sup>2</sup>	Farm buildings, unserviced storage buildings, unfinished basements - \$4.50	shell - \$9.00	shell - \$8.22
Warehouses, factories: (Single tenancy) (finished) ≤10,000m <sup>2</sup>	Parking garages and other industrial buildings - \$8	finished - \$12.50	finished - \$9.75
Warehouses, factories (shell) (>10,000m <sup>2</sup> )			
Warehouses, factories: (Single tenancy) (finished) (>10,000m <sup>2</sup> )			
<b>(B) Alterations</b>			
Interior alterations and partitioning to new construction and change of occupancy classification		\$5.00 min \$100	
Group A: Assembly occupancies (restaurants, churches, etc.)		Residential (Part 9) heating, mechanical ventilating and airconditioning equipment - \$100	\$5.37
Group B: Institutional occupancies			\$5.41
Group C: Residential occupancies (Part 9)	\$3.50		\$5.41
Group D: Business and personal services occupancies			\$4.80
Group E: Mercantile occupancies		Non-residential & Res. Part 3 mechanical heating, ventilating and air-conditioning equipment - \$0.35/so.m. \$200 min.	\$4.54
Group F: Industrial occupancies ≤10,000m <sup>2</sup>			\$3.90
Industrial occupancies (>10,000m <sup>2</sup> )			
<b>Other Fees</b>			
Conditional Permit	10% of applicable permit fee to a maximum of \$2,750.00 in addition to applicable fee	\$1,000 per agreement	\$1,076.90
Occupancy of unfinished building	\$300.00		
Residential			
Residential Occupancy Permit for dwelling units [Div. C, 1.3.3.4.(4)] detached, semi detached & most townhomes, etc.]			
Occupancy Permit for residential buildings [other than Div. C, 1.3.3.4.(4) detached, semi-detached or most townhomes.] & Care Facilities (B3)			
Occupancy Permit for new buildings, additions and renovations [other than residential buildings & Care Facilities (B3) listed above]			
Commercial/Industrial			
Demolition	\$10.50 for each 100m <sup>2</sup> of floor area or part thereof, minimum \$125.00	\$103.00 (Residential) \$515.00 (Non Residential)	All other occupancies - \$0.18 SFD/Accessory Structures - \$107.69 (flat fee)

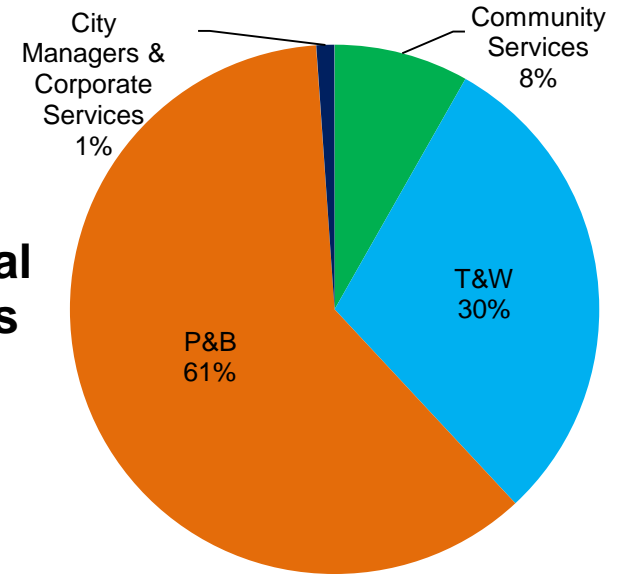
Building Classification	Richmond Hill	Milton	Oakville	Cambridge
<b>(A) Construction</b>				
Group A: Assembly Occupancies Schools, libraries, churches, theatres, arenas, pools, restaurants, recreation centres, transit stations, bus terminals, etc.	Transit stations - \$17.00  All others - \$17.60	\$14.42	Recreational Facilities - arenas(1)/gymsnasiums/pools,theatres\$20.90-\$33.95 Schools/libraries - \$27.55 Place of Worship - \$20.90	Shell - \$23.68 Finished - \$26.91
Restaurant (shell)		\$14.42	\$23.95	
Group B: Institutional Occupancies Hospital, nursing homes, care homes, etc.	Shell only - \$19.80  Finished - \$23.00	\$17.84	\$20.90-\$30.85	Shell only - \$25.30 Finished - \$28.63
Group C: Residential Occupancies Detached, semis, townhouses, duplexes	\$14.10	\$11.60	\$16.00	\$14.42
All other multiple unit residential buildings (apts. etc)	\$18.50	\$10.37		\$13.89
Hotels, motels	\$22.00	\$14.42	\$24.90	\$22.71
Residential Addition	\$14.10	\$11.60	\$16.70	\$14.42
Group D: Business and Personal Services Occupancies Office buildings (shell)	\$12.70	\$11.89	Shell only: 1 to 9 storeys - \$16.7 10 - 19 storeys - \$18.30 20+ storeys - \$20.65	\$19.48
Office buildings (finished)	\$19.30	\$14.42	For interior office finish/alteration/partitioning add \$5.50	\$22.71
Funeral homes, banks, medical clinic, fire halls, etc.			Banks, Trust Companies etc. Shell - \$20.90 Interior finish - add \$10.45	
Group E: Mercantile Occupancies Retail stores (shell/ strip plazas)	\$11.90	\$8.61	\$15.60	\$12.70
Retail stores (finished) supermarkets, department stores, car dealerships, etc.	\$15.10	\$10.62	\$22.25	\$16.04
Group F: Industrial Occupancies Warehouses, factories (shell) ≤10,000m2)	shell - \$8.20	shell - \$6.57	SHELL ONLY: Under 1,000m2 - \$13.90 1000-2000 - \$11.65 2000-5000 - \$9.70 5000-15000 - \$8.20 Over 15,000 - \$7.80	shell - \$7.97
Warehouses, factories: (Single tenancy) (finished) ≤10,000m2)	finished - \$13.80	finished - \$7.08		finished - \$10.01
Warehouses, factories (shell) (>10,000m2)			For interior office finish add \$5.50	
Warehouses, factories: (Single tenancy) (finished) (>10,000m2)				
<b>(B) Alterations</b>				
Interior alterations and partitioning to new construction and change of occupancy classification				
Group A: Assembly occupancies (restaurants, churches, etc.)	Restaurants - \$7.10 All others - \$4.60	\$3.52	Places of Worship - \$10.45 Restaurants - \$12.60 Schools - \$13.75 Swimming Pools/Recreation Complex/Theatres - \$17.00	\$4.52 min. \$114
Group B: Institutional occupancies	\$4.60	\$3.52	10.45 - 13.95	\$4.52 min. \$114
Group C: Residential occupancies (Part 9)	\$5.20	Finished Basement &/or Accessory apt. - \$5.39 Parking Garage repair - \$1.38 Basement walkouts, exterior stairs attached decks - \$71 (flat fee)	\$4.40	\$4.52 min. \$114
Group D: Business and personal services occupancies	\$4.60	\$3.52	\$5.50	\$4.52 min. \$114
Group E: Mercantile occupancies	\$3.50	\$3.52	\$10.60	\$4.52 min. \$114
Group F: Industrial occupancies (≤10,000m2)	\$3.50	\$3.52	\$5.50	\$4.52 min. \$114
Industrial occupancies (>10,000m2)		\$3.52		
<b>Other Fees</b>				
Conditional Permit		25% of the permit fee min. \$1,046.50 max. \$10,465.00	\$640	\$1.83/sq.m.
Occupancy of unfinished building				
Residential				
Residential Occupancy Permit for dwelling units [Div. C, 1.3.3.4.(4)] detached, semi detached & most townhomes, etc.]				
Occupancy Permit for residential buildings [other than Div. C, 1.3.3.4.(4) detached, semi-detached or most townhomes.] & Care Facilities (B3)				
Occupancy Permit for new buildings, additions and renovations [other than residential buildings & Care Facilities (B3) listed above]				
Commercial/Industrial				
Demolition	Residential: SFD - \$220 (flat fee) All other residential - \$350 (flat fee)	\$124 (flat fee)	First 300 sq. m. - \$392 Each additional 100 sq.m. (or part) - \$90	\$1.40/sq.m.

# Percentage of Time Spent on Planning Applications by Department

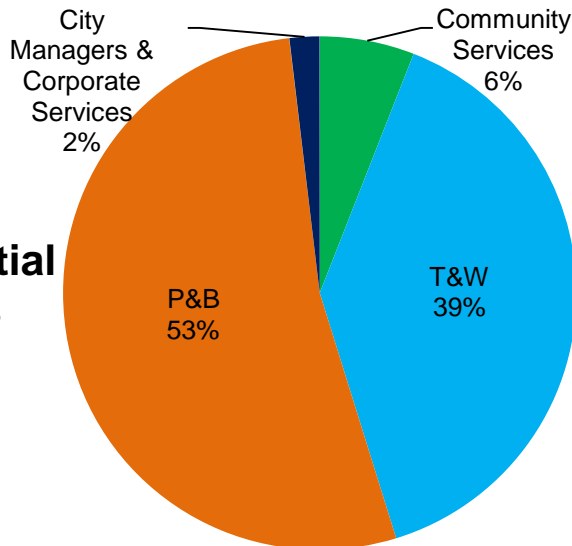
## Residential Rezoning



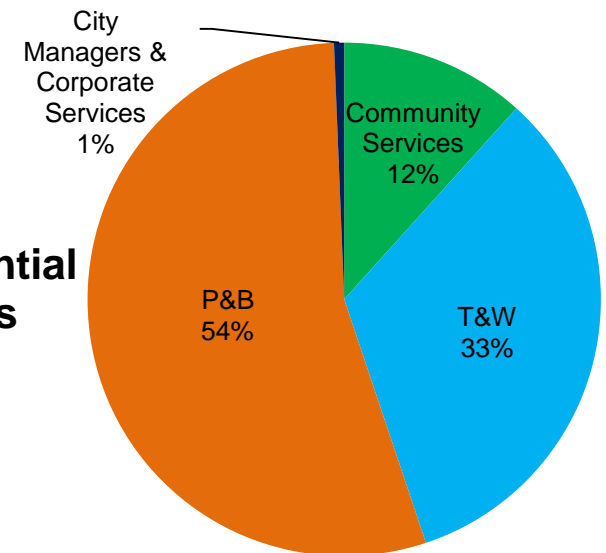
## Residential Site Plans



## Non-Residential Rezoning



## Non-Residential Site Plans

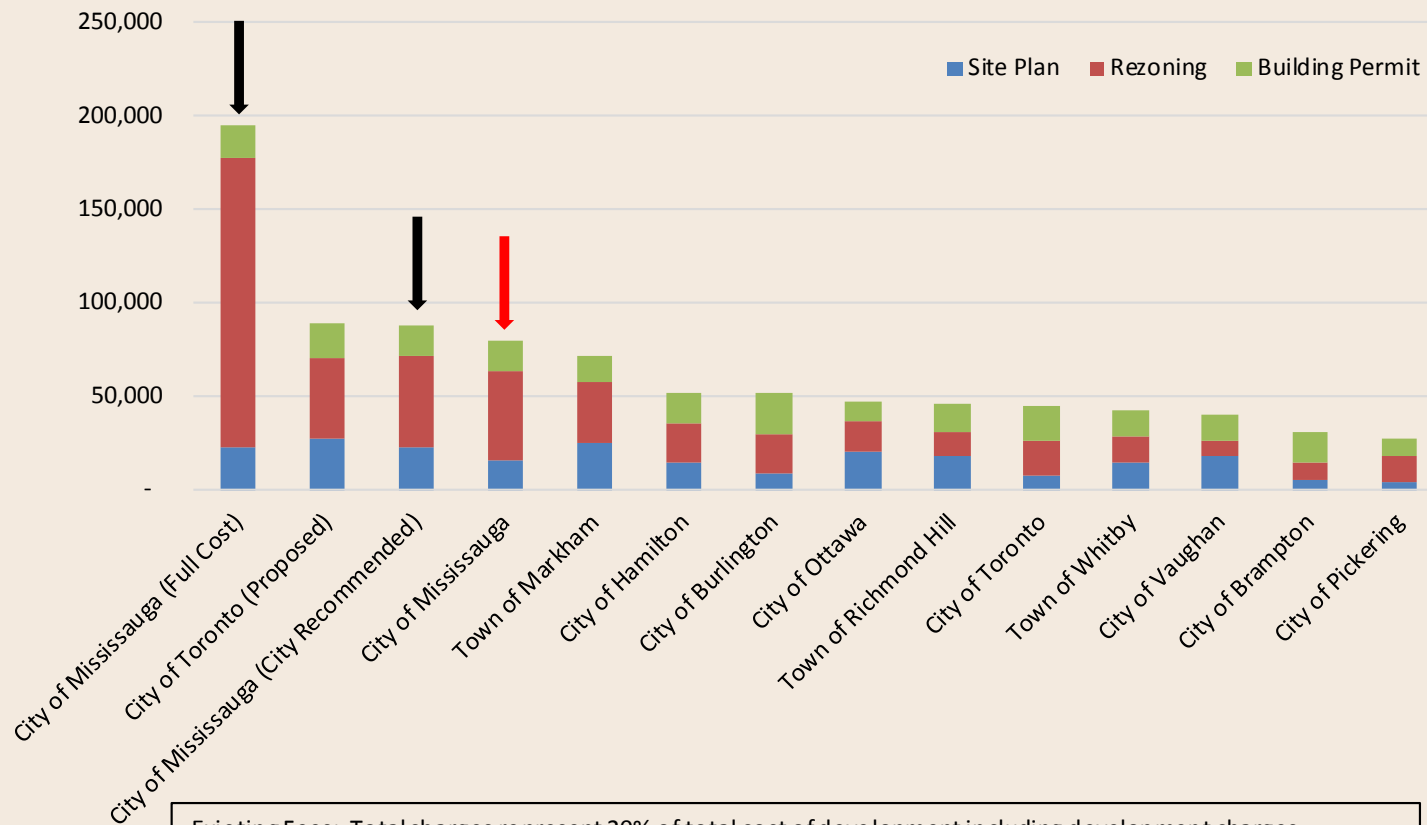




# Municipal Planning and Building Fees Comparison

6.19

Survey of Fees Related to 1,000 m<sup>2</sup> Retail Development



Existing Fees: Total charges represent 20% of total cost of development including development charges

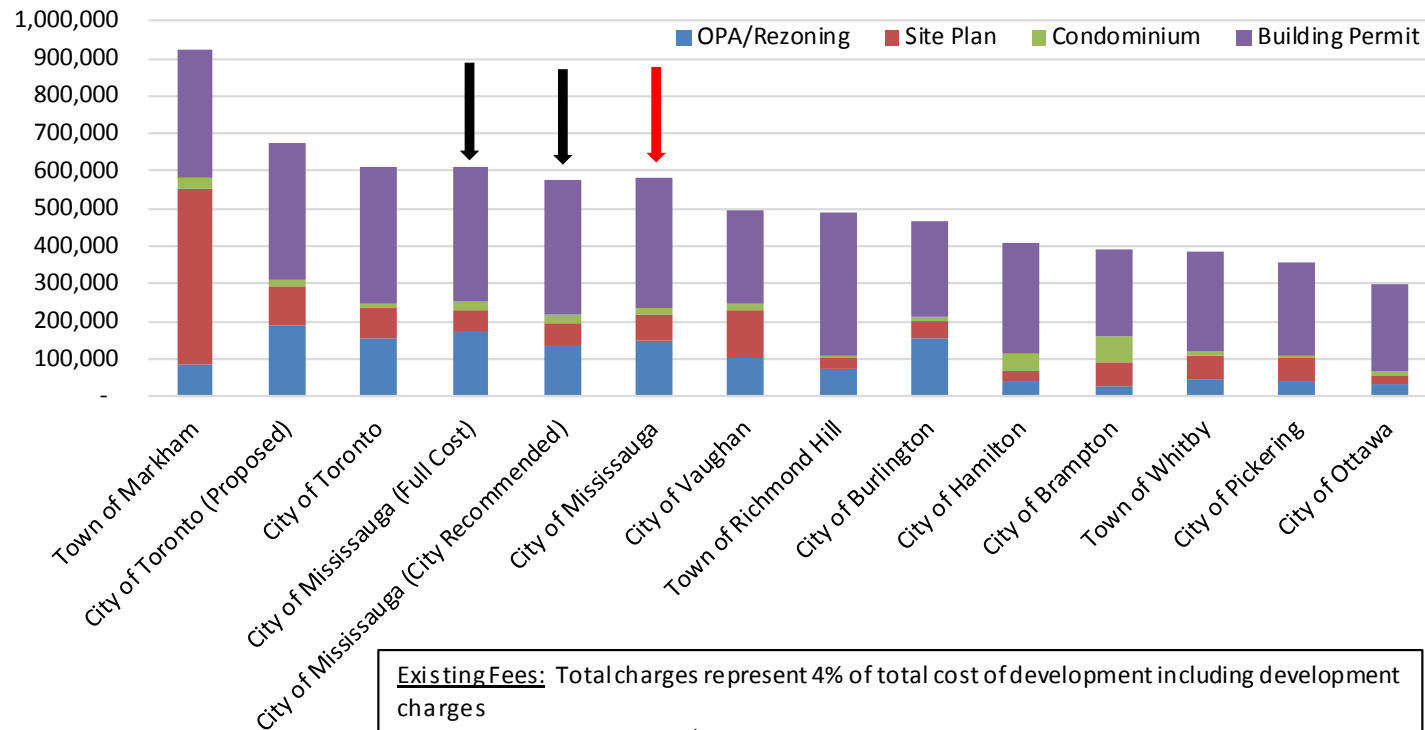
Full Cost Fees: Increase of \$114,00 would equal a 29% increase in total cost of development

City Recommended Fees: Increase of \$8,000 would equal a 2% increase in total cost of development

# Municipal Development Fees Comparison

6.19

Survey of Fees Related to a Mult-Residential Condominium Development of 300 Units



Existing Fees: Total charges represent 4% of total cost of development including development charges

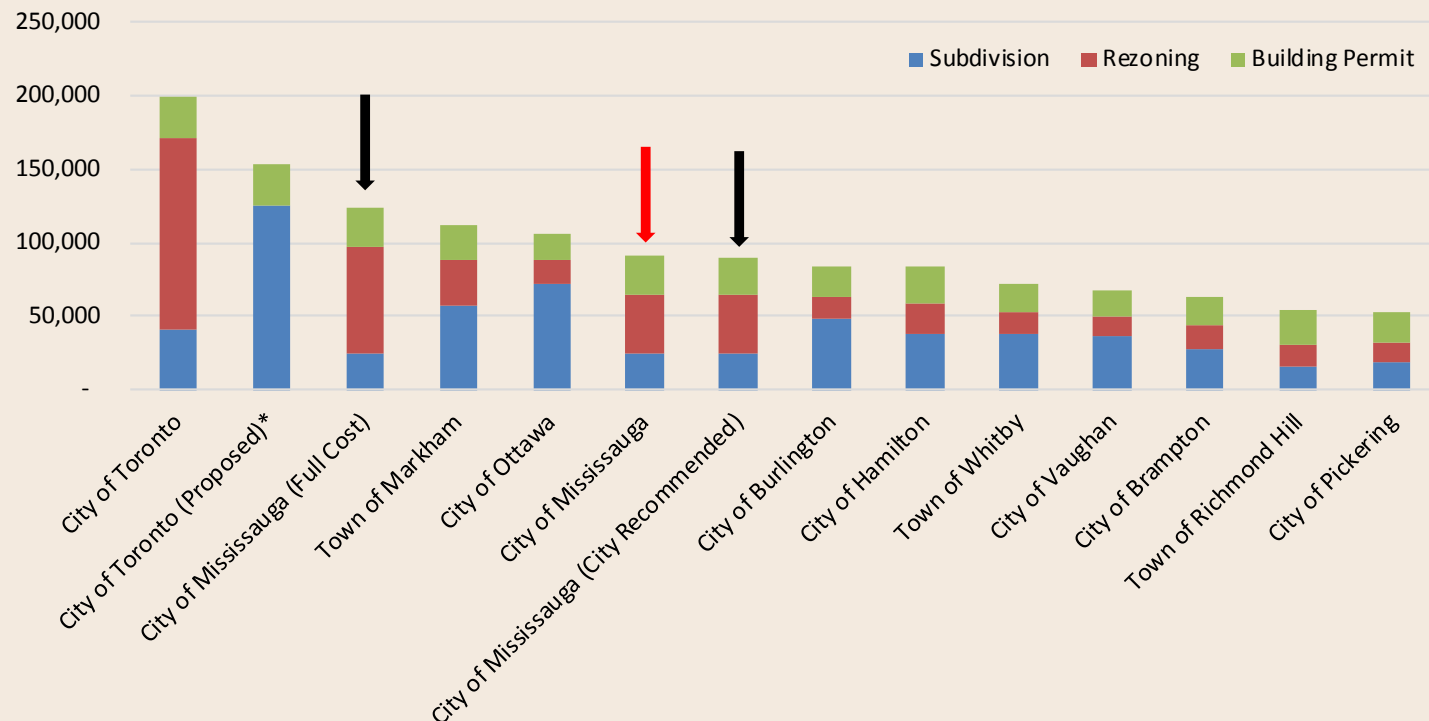
Full Cost Fees: Increase of \$28,00 would equal a 0.2% increase in total cost of development

City Recommended Fees: Decrease of \$7,000 would equal a 0.04% decrease in total cost of development

# Municipal Planning and Building Fees Comparison

6.19

Survey of Fees Related to a Residential Subdivision of 10 Single Dwelling Units



\*Combined Subdivision/Rezoning Fee

Existing Fees: Total charges represent 10% of total cost of development including development charges

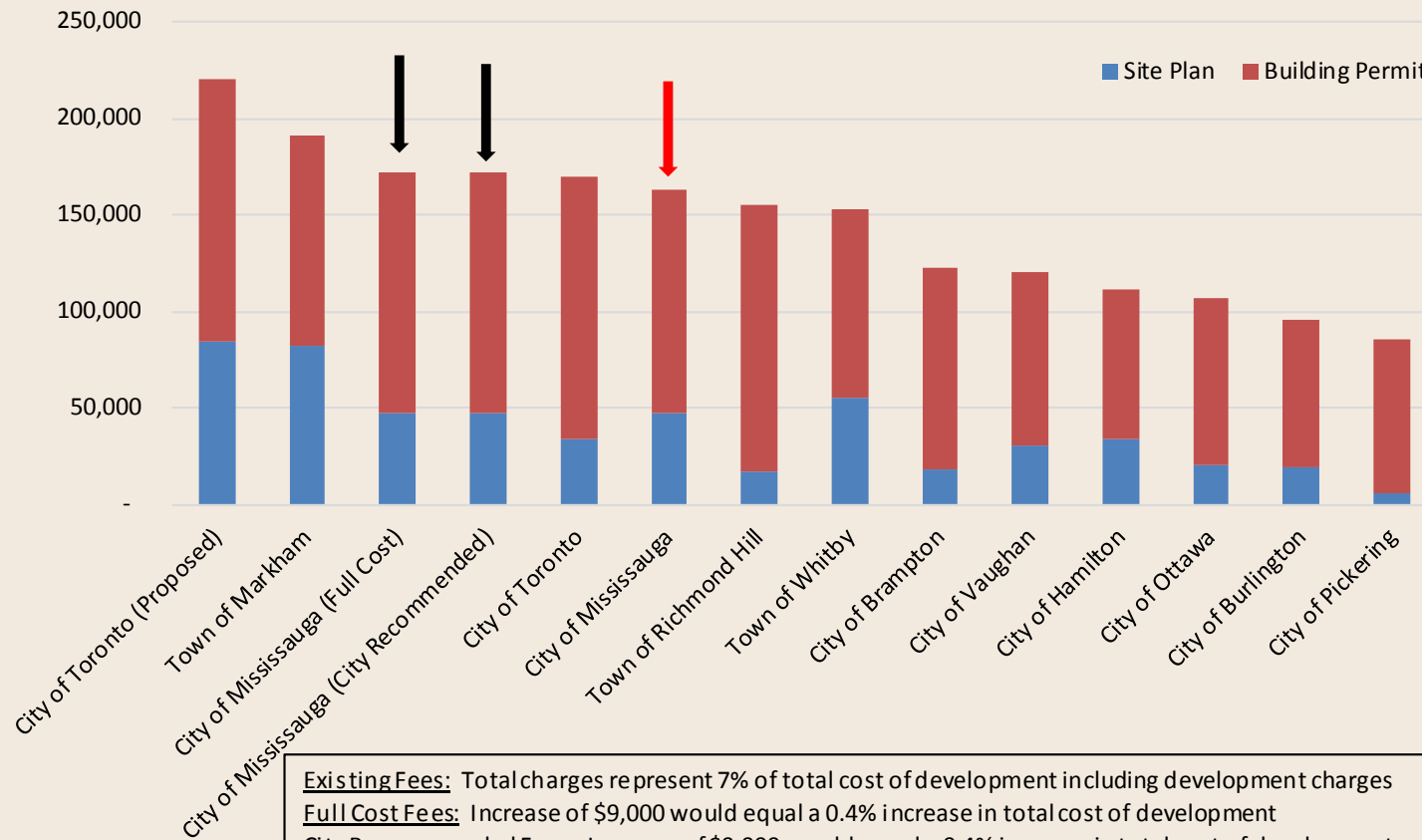
Full Cost Fees: Increase of \$33,000 would equal a 4% increase in total cost of development

City Recommended Fees: Decrease of \$500 would equal a 0.1% decrease in total cost of development

# Municipal Development Fees Comparison

6.19

Survey of Fees Related to Industrial Development (10,000 m<sup>2</sup>)



Existing Fees: Total charges represent 7% of total cost of development including development charges

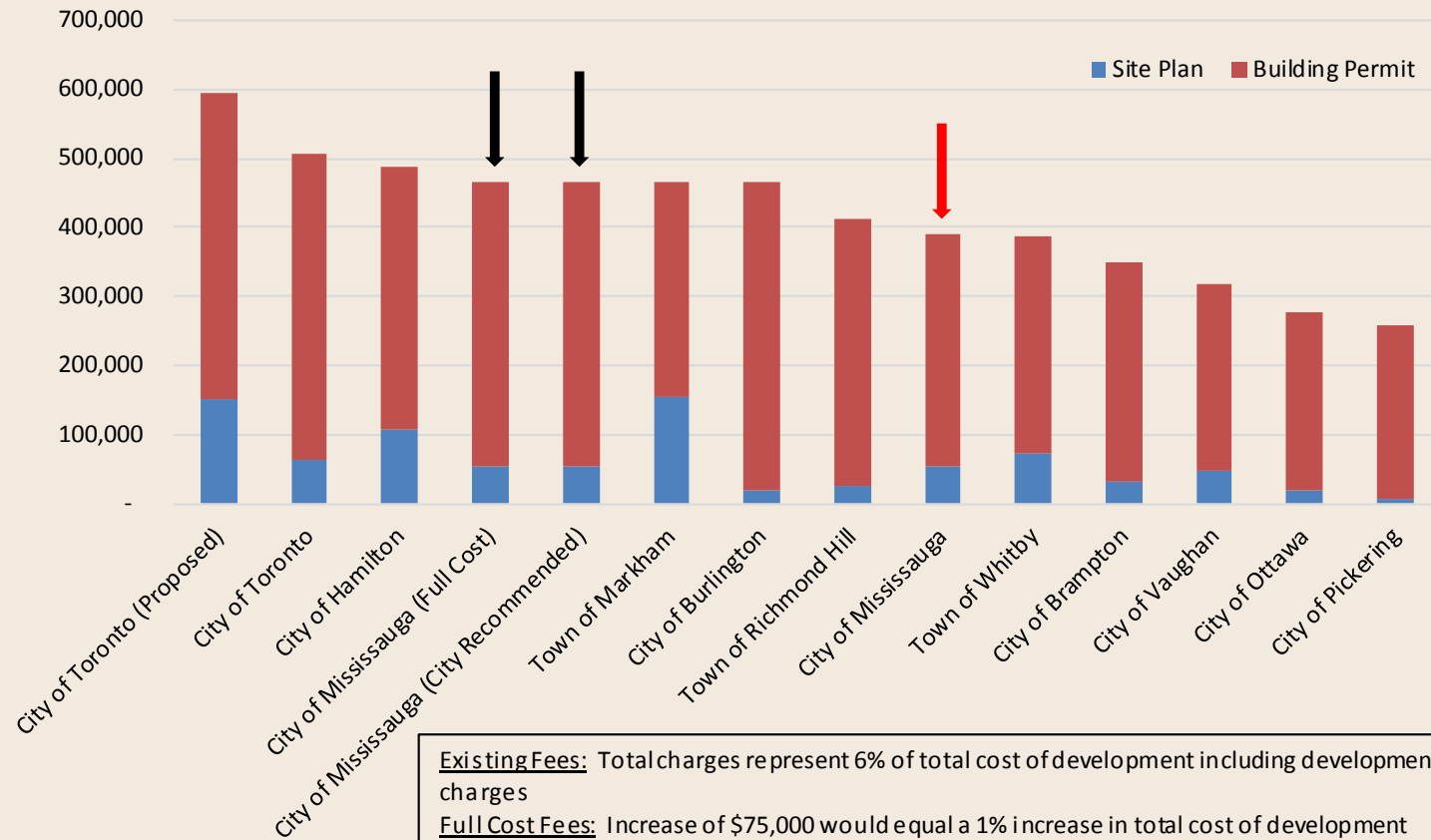
Full Cost Fees: Increase of \$9,000 would equal a 0.4% increase in total cost of development

City Recommended Fees: Increase of \$9,000 would equal a 0.4% increase in total cost of development

# Municipal Planning and Building Fees Comparison

6.19

Survey of Fees Related to Office Development (20,000 m2)

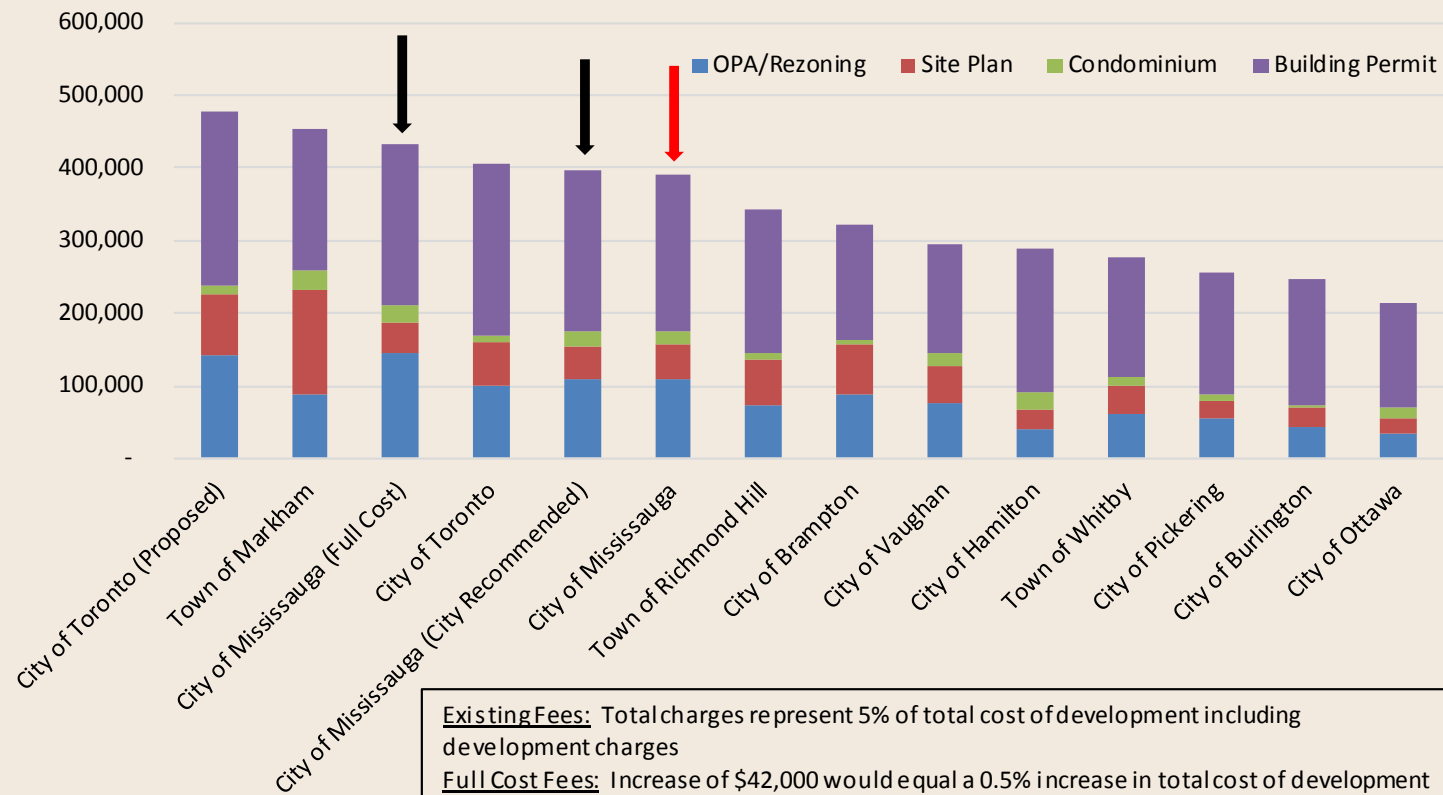


Existing Fees: Total charges represent 6% of total cost of development including development charges  
Full Cost Fees: Increase of \$75,000 would equal a 1% increase in total cost of development  
City Recommended Fees: Increase of \$75,000 would equal a 1% increase in total cost of development

# Municipal Development Fees Comparison

6.19

Survey of Fees Related to a Residential of 100 Back-to-Back Townhouses



Existing Fees: Total charges represent 5% of total cost of development including development charges  
Full Cost Fees: Increase of \$42,000 would equal a 0.5% increase in total cost of development  
City Recommended Fees: Increase of \$9,000 would equal a 0.1% increase in total cost of development

# PLANNING APPLICATION FEES

Planning Application Type	Current Fee Structure (\$)	Waston's Full Cost Fee Structure (2016\$)	Proposed Fee Structure (2017\$)	Change - Current to Proposed (\$)	Change - Current to Proposed (%)	Description
<b>Official Plan Amendment (OPA)</b>	\$23,542.00	\$45,500.00	\$24,013.00	\$471.00	2%	Official Plan Amendment (OPA) Base Fee
<b>Official Plan Amendment/Zoning By-law Amendment</b>	\$42,393.00	\$72,400.00	\$43,241.00	\$848.00	2%	Official Plan Amendment/Zoning By-law Amendment Base Fee
	\$888.00	\$1,070.00	\$906.00	\$18.00	2%	Residential: \$/unit for first 25 units
	\$470.00	\$470.00	\$479.00	\$9.00	2%	Residential: \$/unit for units 26-100
	\$245.00	\$195.00	\$199.00	-\$46.00	-19%	Residential: \$/unit for units 101-200
	\$117.00	\$90.00	\$92.00	-\$25.00	-21%	Residential: \$/unit for units beyond 200
	\$192,690.00	\$205,000.00	\$209,100.00	\$16,410.00	9%	Maximum residential charge per application
	\$14.00	\$14.00	\$14.28	\$0.28	2%	Commercial/Institutional: \$/m2
	\$4,292.00	\$9,000.00	\$4,378.00	\$86.00	2%	Industrial/Office: \$/gross ha
	\$107,000.00	\$175,000.00	\$109,140.00	\$2,140.00	2%	Maximum industrial, commercial and office (ICI) charge per application
<b>Zoning By-law Amendment</b>	\$30,832.00	\$60,840.00	\$31,449.00	\$617.00	2%	Zoning By-law Amendment Base Fee
	\$1,134.00	\$1,190.00	\$1,157.00	\$23.00	2%	Residential: \$/unit for first 25 units
	\$877.00	\$920.00	\$895.00	\$18.00	2%	Residential: \$/unit for units 26-100
	\$513.00	\$385.00	\$393.00	-\$120.00	-23%	Residential: \$/unit for units 101-200
	\$203.00	\$150.00	\$153.00	-\$50.00	-25%	Residential: \$/unit for units beyond 200
	\$192,700.00	\$190,000.00	\$193,800.00	\$1,100.00	1%	Maximum residential charge per application
	\$17.40	\$94.00	\$17.75	\$0.35	2%	Commercial/Institutional: \$/m2
	\$10,275.00	\$27,100.00	\$10,481.00	\$206.00	2%	Industrial/Office: \$/gross ha
	\$107,000.00	\$155,000.00	\$109,140.00	\$2,140.00	2%	Maximum industrial, commercial and office (ICI) charge per application
<b>Removal of (H) Holding Symbol</b>	\$30,725.00	\$44,605.00	\$31,340.00	\$615.00	2%	Base Fee
	\$15,094.00	\$14,515.00	\$15,396.00	\$302.00	2%	Additional fee per application for applications within City Centre
<b>Temporary Use By-law</b>	\$4,817.00	\$17,411.00	\$4,913.00	\$96.00	2%	Base Fee
<b>Extension of Temporary Use By-law</b>	\$3,747.00	\$14,155.00	\$3,822.00	\$75.00	2%	Base Fee
<b>Site Plan Control - Except for Infill Residential</b>	\$8,350.00	\$9,680.00	\$9,874.00	\$1,524.00	18%	Base Fee
	\$567.00	\$570.00	\$581.00	\$14.00	2%	Residential: \$/unit for first 25 units
	\$342.00	\$260.00	\$265.00	-\$77.00	-23%	Residential: \$/unit for units 26-100
	\$117.00	\$60.00	\$61.00	-\$56.00	-48%	Residential: \$/unit for units beyond 100
	\$80,290.00	\$85,000.00	\$86,700.00	\$6,410.00	8%	Maximum residential charge
	\$7.13	\$13.20	\$13.46	\$6.33	89%	Commercial/Office/Institutional: \$/m2 for first 2000m2
	\$5.09	\$9.45	\$9.64	\$4.55	89%	Commercial/Office/Institutional: \$/m2 for 2001-4500m2
	\$3.11	\$5.75	\$5.87	\$2.76	89%	Commercial/Office/Institutional: \$/m2 for 4501-7000m2
	\$1.49	\$2.75	\$2.81	\$1.32	88%	Commercial/Office/Institutional: \$/m2 beyond 7000m2
	\$55,670.00	\$55,670.00	\$56,783.00	\$1,113.00	2%	Maximum commercial/office/institutional charge
	\$7.13	\$7.30	\$7.45	\$0.32	4%	Industrial: \$/m2 for first 2000m2
	\$5.09	\$5.10	\$5.20	\$0.11	2%	Industrial: \$/m2 for 2001-4500m2
	\$3.11	\$2.65	\$2.70	-\$0.41	-13%	Industrial: \$/m2 for 4501-7000m2
	\$1.49	\$1.20	\$1.22	-\$0.27	-18%	Industrial: \$/m2 beyond 7000m2
	\$55,670.00	\$55,670.00	\$56,783.00	\$1,113.00	2%	Maximum industrial charge per application
<b>Site Plan Control - For Infill Residential</b>	\$8,187.00	\$9,680.00	\$9,874.00	\$1,687.00	21%	Base Fee
<b>Site Plan Control - Limit Circulation</b>	\$2,569.00	\$4,015.00	\$4,095.00	\$1,526.00	59%	Base Fee
	\$642.00	\$1,082.00	\$1,104.00	\$462.00	72%	Planning & Building - Site Inventory Review Surcharge
	\$363.00	\$371.00	\$378.00	\$15.00	4%	Transportation & Works - Development Engineering Review Surcharge
	\$128.00	\$115.00	\$117.00	-\$11.00	-9%	Transportation & Works - Storm Drainage Review Surcharge
	\$95.00	\$114.00	\$116.00	\$21.00	22%	Transportation & Works - Environmental Review Surcharge
	\$74.00	\$140.00	\$143.00	\$69.00	93%	Community Services - Fire Review Surcharge
	\$191.00	\$311.00	\$317.00	\$126.00	66%	Community Services - Forestry Review Surcharge
		\$392.00	\$400.00	\$400.00		Community Services - Heritage Review Surcharge (NEW)
		\$418.00	\$426.00	\$426.00		Transportation & Works - Traffic Review Surcharge (NEW)

## PLANNING APPLICATION FEES (Cont'd)

Planning Application Type	Current Fee Structure (\$)	Waston's Full Cost Fee Structure (2016\$)	Proposed Fee Structure (2017\$)	Change - Current to Proposed (\$)	Change - Current to Proposed (%)	Description
Site Plan Approval Express (SPAX)	\$321.00	\$440.00	\$449.00	\$128.00	40%	Base Fee
Master Site Plan		\$60,300.00	\$61,506.00	\$61,506.00		Base Fee (NEW)
Site Plan Inspection Fees	\$470.00	\$549.00	\$560.00	\$90.00	19%	Infill - initial inspection
	\$203.00	\$235.00	\$240.00	\$37.00	18%	Infill - subsequent inspections
	\$738.00	\$862.00	\$879.00	\$141.00	19%	Non-infill - initial inspection
	\$599.00	\$706.00	\$720.00	\$121.00	20%	Non-infill - subsequent inspections
Plan of Subdivision	\$8,350.00	\$8,350.00	\$8,517.00	\$167.00	2%	Base Fee
	\$620.00	\$542.00	\$553.00	-\$67.00	-11%	Detached, semi-detached and townhouse dwellings: \$/unit
	\$3.11	\$2.72	\$2.77	-\$0.34	-11%	All other residential, commercial, or institutional uses: \$/m2 beyond 500m2
	\$5,246.00	\$4,589.00	\$4,681.00	-\$565.00	-11%	Industrial/Office: \$/gross ha
	\$128,400.00	\$128,400.00	\$130,968.00	\$2,568.00	2%	Maximum fee per application
Surcharges	\$1,713.00	\$1,401.00	\$1,429.00	-\$284.00	-17%	Planning & Building - Environmental Review
	\$3,169.00	\$2,627.00	\$2,680.00	-\$489.00	-15%	EIS Minor Required
	\$9,336.00	\$7,705.00	\$7,859.00	-\$1,477.00	-16%	EIS Major Required
	\$3,736.00	\$3,828.00	\$3,905.00	\$169.00	5%	Planning & Building - Parking Utilization Study
	\$1,369.00	\$1,450.00	\$1,479.00	\$110.00	8%	Community Services - Heritage Review (HIA)
		\$2,003.00	\$2,043.00	\$2,043.00		Community Services - Heritage Review (HIA/Conservation) (NEW)
	\$95.00	\$155.00	\$158.00	\$63.00	66%	Community Services - Forestry Inspection
Development Application Review Committee (DARC) Meeting	\$2,890.00	\$4,000.00	\$4,080.00	\$1,190.00	41%	OPA/Rezoning and Rezoning
Proposal Submissions	\$2,515.00	\$3,481.00	\$3,551.00	\$1,036.00	41%	Subdivision
Preliminary Meetings - Site Plan	\$1,980.00	\$2,740.00	\$2,795.00	\$815.00	41%	Site Plan
		\$871.00	\$300.00	\$300.00		Base Fee (NEW)
Part Lot Control	\$1,392.00	\$1,640.00	\$1,673.00	\$281.00	20%	Base Fee
	\$57.00	\$57.00	\$58.00	\$1.00	2%	Fee for each lot or block created
	\$167.00		\$284.00	\$117.00	70%	Repeal / Amend Exempting By-law
	\$167.00		\$284.00	\$117.00	70%	Extension of Exempting By-law
	\$167.00		\$284.00	\$117.00	70%	Deletion of Restrictions
	\$138.00		\$213.00	\$75.00	54%	Consent to Transfer / Charge
Plan of Condominium Standard	\$5,781.00	\$12,548.00	\$12,799.00	\$7,018.00	121%	Base Fee
	\$33.50	\$33.50	\$34.20	\$0.70	2%	Apartment: \$/unit
	\$82.00	\$82.00	\$84.00	\$2.00	2%	Non-apartment/vacant lot: \$/unit
	\$164.00	\$164.00	\$167.00	\$3.00	2%	Non-residential: \$/ha
		\$25,000.00	\$25,500.00	\$25,500.00		Maximum Fee (New)
Plan of Condominium Common	\$13,275.00	\$19,431.00	\$19,820.00	\$6,545.00	49%	Base Fee
Payment in Lieu (PIL) of Off-Street Parking	\$800.00	\$12,654.00	\$800.00	\$0.00	0%	Base Fee
Payment in Lieu (PIL) of Off-Street Parking (Delegation)	\$800.00	\$8,712.00	\$800.00	\$0.00	0%	Base Fee
Telecommunication Towers	\$4,280.00	\$2,813.00	\$2,869.00	-\$1,411.00	-33%	Base Fee
Telecommunication Towers - Public Meeting	\$5,350.00	\$4,096.00	\$4,178.00	-\$1,172.00	-22%	Base Fee



PROPOSED PLANNING APPLICATION FEE SCHEDULE

BUILDING DIVISION:			
ITEM		FEE	
Zoning Certificate		\$500.00	

DEVELOPMENT AND DESIGN DIVISION:			
APPLICATION TYPE	BASE FEE <sup>(1)</sup>	ADDITIONAL FEE DETAILS	AMOUNT
Official Plan Amendment (OPA)	\$24,013.00		
Official Plan Amendment/Zoning By-law Amendment (OPA/ZBA)	\$43,241.00	<b>Plus Variable Rate Fees:</b> Residential: \$/unit for first 25 units Residential: \$/unit for units 26 - 100 Residential: \$/unit for units 101 - 200 Residential: \$/unit for additional units beyond 200  Commercial and Institutional:\$/m <sup>2</sup>  Industrial and Office: \$/gross ha ----- Maximum Residential charge per application <sup>(2)</sup>  Maximum Commercial, Institutional, Industrial and Office charge per application <sup>(2)</sup>  Major revision to application requiring recirculation of application to commenting agencies	\$906.00 \$479.00  \$199.00 \$92.00  \$14.28  \$4,378.00  \$209,100.00  \$109,140.00  50% of total application fee
Zoning By-law Amendment (ZBA) <sup>(3)</sup>	\$31,449.00	<b>Plus Variable Rate Fees:</b> Residential: \$/unit for first 25 units Residential: \$/unit for units 26 - 100 Residential: \$/unit for units 101 - 200 Residential: \$/unit for additional units beyond 200  Commercial and Institutional:\$/m <sup>2</sup>  Industrial and Office: \$/gross ha ----- Maximum Residential charge per application <sup>(2)</sup>  Maximum Commercial, Institutional, Industrial and Office charge per application <sup>(2)</sup>  Major revision to application requiring recirculation of application to commenting agencies	\$1,157.00 \$895.00  \$393.00 \$153.00  \$17.75  \$10,481.00  \$193,800.00  \$109,140.00  50% of total application fee

DEVELOPMENT AND DESIGN DIVISION:			
APPLICATION TYPE	BASE FEE <sup>(1)</sup>	ADDITIONAL FEE DETAILS	AMOUNT
Temporary Use By-law	\$4,913.00		
Extension of Temporary Use By-law	\$3,822.00		
Site Plan Control <sup>(4)</sup>	\$9,874.00	<b>Plus Variable Rate Fees:</b> Residential: \$/unit for first 25 units Residential: \$/unit for units 26 - 100 Residential: \$/unit for additional units beyond 100  Commercial, Office and Institutional: \$/m <sup>2</sup> for first 2 000 m <sup>2</sup> Commercial, Office and Institutional: \$/m <sup>2</sup> for 2 001-4 500 m <sup>2</sup> Commercial, Office and Institutional: \$/m <sup>2</sup> for 4 501-7 000 m <sup>2</sup> Commercial, Office and Institutional: \$/m <sup>2</sup> beyond 7 000 m <sup>2</sup>  Industrial: \$/m <sup>2</sup> for first 2 000 m <sup>2</sup> Industrial: \$/m <sup>2</sup> for 2 001-4 500 m <sup>2</sup> Industrial: \$/m <sup>2</sup> for 4 501-7 000 m <sup>2</sup> Industrial: \$/m <sup>2</sup> beyond 7 000 m <sup>2</sup> ----- Maximum Residential variable rate charge per building <sup>(5)(6)</sup>  Maximum Commercial, Office and Institutional variable rate charge per building <sup>(5)</sup>  Maximum Industrial charge per application <sup>(2)</sup>  Major revision to application requiring recirculation of application to commenting agencies	\$581.00 \$265.00 \$61.00  \$13.46 \$9.64 \$5.87 \$2.81  \$7.45 \$5.20 \$2.70 \$1.22  \$76,826.00  \$46,909.00  \$56,783.00  50% of total application fee
Site Plan Control - New/Replacement Dwelling and Addition(s) to Existing Dwelling	\$9,874.00	Major revision to application requiring recirculation of application to commenting agencies	50% of total application fee
Site Plan Control - Limited Circulation	\$4,095.00	<b>Plus Applicable Surcharge Fees:</b> Planning & Building - Site Inventory Review Transportation & Works - Development Engineering Review Transportation & Works - Storm Drainage Review Transportation & Works - Environmental Review Transportation & Works - Traffic Review Community Services - Fire Review Community Services - Forestry Review Community Services - Heritage Review	\$1,104.00 \$378.00 \$117.00 \$116.00 \$426.00 \$143.00 \$317.00 \$400.00

DEVELOPMENT AND DESIGN DIVISION:			
APPLICATION TYPE	BASE FEE <sup>(1)</sup>	ADDITIONAL FEE DETAILS	AMOUNT
Site Plan Control - Master Site Plan	\$61,506.00		
Site Plan Approval Express (SPAX)	\$449.00		
Removal of (H) Holding Symbol	\$31,340.00	Additional fee per application for applications within CC1 to CC4 and CCOS City Centre Base or Exception Zones	\$15,396.00
Plan of Subdivision <sup>(7)</sup>	\$8,517.00	<b>Plus Variable Rate Fees:</b>	
		Detached, semi-detached and townhouse dwellings: \$/unit	\$553.00
		All other Residential, Commercial or Institutional uses: \$/m <sup>2</sup> beyond 500 m <sup>2</sup>	\$2.77
		Industrial and Office: \$/gross ha -----	\$4,681.00
		Maximum fee per application <sup>(2)</sup>	\$130,968.00
		Major revision to application requiring recirculation to commenting agencies	50% of total application fee
		Revision to draft approved plan requiring circulation	50% of total application fee
Surcharge Fees		Recirculation of application due to lapsing of draft approval	50% of total application fee
		Community Services - Heritage Review (Heritage Impact Assessment) <sup>(8)</sup>	\$1,479.00
		Community Services - Heritage Review (Heritage Impact Assessment/Conservation)	\$2,043.00
		Planning & Building - Environmental Review (Natural Heritage and/or Natural Hazards) <sup>(8)</sup>	\$1,429.00
		<b>Plus:</b>	
		- if Environmental Impact Statement Minor required <sup>(9)</sup>	\$2,680.00
		- if Environmental Impact Statement Major required <sup>(10)</sup>	\$7,859.00
Pre-Application Meeting <sup>(13)</sup>		Planning & Building - Parking Utilization Study <sup>(11)</sup>	\$3,905.00
		Community Services - Forestry Inspection <sup>(12)</sup>	\$158.00
		Site Plan	\$300.00
Development Application Review Committee (DARC) Meeting <sup>(13)(14)(15)</sup>		OPA/ZBA and ZBA	\$4,080.00
		Subdivision	\$3,551.00
		Site Plan	\$2,795.00

DEVELOPMENT AND DESIGN DIVISION:			
APPLICATION TYPE	BASE FEE <sup>(1)</sup>	ADDITIONAL FEE DETAILS	AMOUNT
ePlans - Electronic Plan Submission Request <sup>(16)</sup>		Administrative fee for all Site Plan Control applications	\$100.00
Part Lot Control	\$1,673.00	<b>Plus Variable Rate Fees:</b> For each lot or block created ----- Repeal/Amend Exempting By-law Deletion of Restrictions Extension of Exempting By-law Consent to Transfer/Charge	\$58.00  \$284.00 \$284.00 \$284.00 \$213.00
Plan of Condominium Standard	\$12,799.00	<b>Plus Variable Rate Fees:</b> Apartment: \$/unit Non-apartment or vacant lot: \$/unit Non-residential: \$/ha Maximum charge per application <sup>(2)</sup>	\$34.20 \$84.00 \$167.00 \$25,500.00
Plan of Condominium Common Element	\$19,820.00	Recirculation of Application due to lapsing of draft approval Recirculation of Application due to revisions to the application requiring recirculation to commenting agencies Condominium Amalgamation Fee Condominium Amendment Fee	50% of total application fee \$694.00 per revision  \$694.00 \$694.00
Payment-In-Lieu (PIL) of Parking (including Delegation)	\$800.00		
Site Plan Inspection		Initial Inspection Each Additional Inspection	\$879.00 \$720.00
Site Plan Inspection - New/Replacement Dwelling and Addition(s) to Existing Dwelling		Initial Inspection Each Additional Inspection	\$560.00 \$240.00

NOTES:

1. Base Fee applies per application.
2. Maximum charge is inclusive of the Base Fee.
3. Notwithstanding that the Base Fee for ZBA applications is \$31,449.00, in the case of ZBA applications for Commercial, the fee is \$15,725.00 with no variable rate fees for applications up to a maximum of 220 m<sup>2</sup> in C4 Mainstreet Commercial base or exception zones.
4. Notwithstanding that the Base Fee for Site Plan Control is \$9,874.00, in the case of Site Plan Control applications for Commercial, the fee is \$4,937.00 with no variable rate fees for applications up to a maximum of 220 m<sup>2</sup> in C4 Mainstreet Commercial base or exception zones.
5. Where a building includes or consists of a podium that connects two or more Residential/Commercial/Office/Institutional towers where each tower is greater than five storeys above the height of the podium, each Residential/Commercial/Office/Institutional tower shall be considered a separate building for the purposes of calculating the applicable fee. Additionally, the variable rate fees associated with the podium will be allocated between the Residential/Commercial/Office/Institutional towers. Where a Residential/Commercial/Office/Institutional tower is five storeys or less above the height of the podium, that tower will not be considered a separate building.
6. For townhouse buildings, the maximum variable rate charge applies to the sum of the townhouse buildings per application.

**NOTES: Cont'd**

7. For Plan of Subdivision applications processed in conjunction with an OPA/ZBA or ZBA application, only 70% of the total subdivision fee (base fee plus variable rate fees) shall be collected.
8. Surcharge fee for Environmental Review and Heritage Review applies only to OPA, OPA/ZBA, ZBA and Plan of Subdivision applications.
9. Environmental Impact Statement Minor refers to no encroachment into natural area.
10. Environmental Impact Statement Major refers to encroachment into natural area.
11. Surcharge fee for Parking Utilization Study applies only to OPA, OPA/ZBA and ZBA applications.
12. Surcharge fee for Forestry Inspection applies only to Site Plan Control applications.
13. Amount paid for submission for Pre-Application Meeting or Development Application Review Committee to be credited towards total application fee applicable at time of application submission.
14. For an OPA/ZBA or ZBA proposal in conjunction with a Plan of Subdivision proposal, only the OPA/ZBA and ZBA fee would apply.
15. For a Site Plan proposal in conjunction with an OPA/ZBA or ZBA proposal and/or Plan of Subdivision for a Common Element proposal, the highest fee would apply.
16. The fee is non-refundable. Amount paid for ePlans - Electronic Plan Submission Request to be credited towards total application fee applicable at the time of application submission.

**EFFECTIVE DATE:**

Any applications submitted prior to the effective date this By-law comes into force would be processed under former fee structure.

**REFUNDS:**

If a person submits a written request to withdraw or discontinue an application for a planning matter prior to completion of the entire process related to an application, or if the Planning and Building Department closes the file due to inactivity, refunds of application fees are available in accordance with the following:

For Official Plan Amendment only, Official Plan Amendment/Zoning By-law Amendment, Zoning By-law Amendment and Plan of Subdivision applications:

- 90% refund prior to receipt of initial Application Status Report (ASR)
- 70% refund following receipt of initial Application Status Report (ASR) and prior to consideration of Information Report by Planning and Development Committee
- 50% refund following consideration of Information Report to Planning and Development Committee and prior to consideration of Recommendation Report by Planning and Development Committee/Council
- 10% refund following consideration of Recommendation Report by Planning and Development Committee/Council and prior to preparation of Zoning By-law/Official Plan Amendment/Conditions of Draft Plan of Subdivision Approval

For Removal of (H) Holding Symbol and Payment-in-Lieu (PIL) of Parking applications:

- 90% refund prior to receipt of initial Application Status Report (ASR)
- 70% refund following receipt of initial Application Status Report (ASR) and prior to consideration of report by Planning and Development Committee/Council
- 10% refund following consideration of report by Planning and Development Committee/Council and prior to preparation of By-law/Agreement

For Site Plan Control applications:

- 90% refund prior to receipt of initial Application Status Report (ASR)
- 50% refund following receipt of initial Application Status Report (ASR) and prior to next resubmission
- 30% refund following receipt of 2<sup>nd</sup> Application Status Report (ASR) and prior to next resubmission
- 10% refund following receipt of 3<sup>rd</sup> and subsequent Application Status Reports (ASRs) and prior to final site plan approval

For greater clarity, no refund shall be available upon completion of the entire process related to the application for the applicable planning matter.

# BUILDING APPLICATION FEES

Building Permit Type	Current Fee Structure (\$)	Watson's Full Cost Fee Structure (2017\$)	Proposed Fee Structure (\$)	Change (\$)	Change (%)	Description
Assembly	\$17.50	\$22.50	\$22.50	\$5.00	28.57%	\$/sq.m
Restaurant	\$14.00	\$20.00	\$20.00	\$6.00	42.86%	\$/sq.m
Institutional	\$22.00	\$25.00	\$25.00	\$3.00	13.64%	\$/sq.m
Residential - Apartment	\$16.75	\$17.25	\$17.25	\$0.50	2.99%	\$/sq.m
Reesidential - Detached/Semi-detached/Townhouse (>400m2)	\$15.50	\$15.97	\$15.97	\$0.47	3.03%	\$/sq.m
Residential - Detached/Semi-detached (<400m2)	\$15.50	\$15.97	\$15.97	\$0.47	3.03%	\$/sq.m
Residential - Townhouse (<400m2)	\$15.50	\$15.97	\$15.97	\$0.47	3.03%	\$/sq.m
Residential - Addition (Detached/Semi/Townhouse)	\$11.40	\$11.74	\$11.74	\$0.34	2.98%	\$/sq.m
Business and Personal Service - Shell	\$13.00	\$16.50	\$16.50	\$3.50	26.92%	\$/sq.m
Business and Personal Service - Finished	\$16.75	\$20.50	\$20.50	\$3.75	22.39%	\$/sq.m
Mercentile - Shell	\$12.20	\$12.57	\$12.57	\$0.37	3.03%	\$/sq.m
Mercentile - Finished	\$16.25	\$16.74	\$16.74	\$0.49	3.02%	\$/sq.m
Industrial - Shell (<10,000m2)	\$8.10	\$10.75	\$10.75	\$2.65	32.72%	\$/sq.m
Industrial - Finished (<10,000m2)	\$11.60	\$12.50	\$12.50	\$0.90	7.76%	\$/sq.m
Industrial - Shell (>10,000m2)	\$7.50	\$8.50	\$8.50	\$1.00	13.33%	\$/sq.m
Industrial - Finished (>10,000m2)	\$11.00	\$12.00	\$12.00	\$1.00	9.09%	\$/sq.m
Part 3 Building Alterations (Base Fee)		\$245.00	\$245.00	\$245.00		Base Fee
Part 3 Building Alterations (Variable Fee)	\$5.50	\$5.75	\$5.75	\$0.25	4.55%	\$/sq.m
Part 9 Building Alterations (Base Fee)		\$145.00	\$145.00	\$145.00		Base Fee
Part 9 Building Alterations (Variable Fee)	\$5.50	\$5.75	\$5.75	\$0.25	4.55%	\$/sq.m
Other Building Alterations (Base Fee)		\$245.00	\$245.00	\$245.00		Base Fee
Other Building Alterations (Variable Fee)	\$5.50	\$5.75	\$5.75	\$0.25	4.55%	\$/sq.m
Occupancy of Unfinished Building	\$190.00	\$195.70	\$195.70	\$5.70	3.00%	Base Fee
Conditional (Minimum)	\$850.00	\$875.50	\$875.50	\$25.50	3.00%	Minimum Fee
Demolition	\$245.00	\$252.35	\$252.35	\$7.35	3.00%	Base Fee
Sign Fascia	\$30.00	\$30.90	\$30.90	\$0.90	3.00%	\$/sq.m
Sign Ground	\$30.00	\$30.90	\$30.90	\$0.90	3.00%	\$/sq.m
Sign Application Type	Current Fee Structure (\$)	Watson's Full Cost Fee Structure (2016\$)	Proposed Fee Structure (\$)	Change (\$)	Change (%)	Description
Portable Sign - Counter Service - Road Allowances	\$120.00	\$120.00	\$120.00	\$0.00	0.00%	Base Fee
Portable Sign - Online Service - Road Allowances	\$110.00	\$110.00	\$110.00	\$0.00	0.00%	Base Fee
Portable Sign - Counter Service - Private Property	\$120.00	\$120.00	\$120.00	\$0.00	0.00%	Base Fee
Portable Sign - Online Service - Private Property	\$110.00	\$110.00	\$110.00	\$0.00	0.00%	Base Fee
Portable Signs - Festivals	\$120.00	\$403.34	\$120.00	\$0.00	0.00%	Base Fee
Permanent Sign - Sign By-law	\$110.00	\$226.05	\$110.00	\$0.00	0.00%	Base Fee
Sign Variance	\$850.00	\$1,201.97	\$1,226.00	\$376.00	44.24%	Base Fee
Zoning Application Type	Current Fee Structure (\$)	Watson's Full Cost Fee Structure (2016\$)	Proposed Fee Structure (\$)	Change (\$)	Change (%)	Description
Pre-Application Zoning Review - Residential	\$405.00	\$405.00	\$413.10	\$8.10	2.00%	Base Fee
Pre-Application Zoning Review - Non-Residential	\$405.00	\$405.00	\$413.10	\$8.10	2.00%	Base Fee
Zoning Letters - Home Owners	\$160.00	\$160.00	\$163.20	\$3.20	2.00%	Base Fee
Zoning Letters - Other Residential & Non-Residential	\$214.00	\$214.00	\$218.28	\$4.28	2.00%	Base Fee
Swimming Pool Review Process		\$258.00	\$0.00	\$0.00		Base Fee
Zoning Certificate of Occupancy	\$267.00	\$759.45	\$500.00	\$233.00	87.27%	Base Fee