



Development Application Fees Review Study – Phase 2

City of Brampton

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Chapter 1

Introduction



1. Introduction

1.1 Background

Municipalities have periodically undertaken updates to their development application fees in order to address changes in development cycles, application characteristics, and cost recovery levels with the intent of continuing to improve fee structures so that they more accurately reflect processing efforts. The City of Brampton (City) retained Watson & Associates Economists Ltd. (Watson) to undertake a review for a selection of the City's development application fees, and to make recommendations to provide for reasonable full cost recovery. The review was undertaken in two phases, with the scope of each phase summarized below.

Phase 1

- Examine the full costs to the City—including direct, indirect, and capital costs—of processing select planning applications;
- Compile benchmarking data from municipal comparators and compare with the City's planning fees; and
- Provide recommendations on the capping of fees for Zoning By-law Amendment applications.

Phase 2

- Analyze cost recovery levels supported by current fees and assess the impact of under-recovery on tax base; and
- Recommend fee adjustments and fee structure changes with regard for municipal best practices.

A Technical Memorandum detailing Phase 1 of the assignment (Phase 1 Memo) was provided to the City on November 24, 2023. This technical report details the work completed as part of Phase 2 of the assignment and provides: a summary of the legislative context for the fees review, a detailed description of the methodology utilized to assess the full costs of service, and the financial implications of moving towards full cost recovery and the associated fee schedules.



1.2 Legislative Context for Development Application Fees Review

The context for the scope of this development application fees review is framed by the statutory authority available to the City to recover the costs of service. The statutory authority that must be considered is the *Planning Act* which governs the imposition of fees for recovery of the anticipated costs of processing planning applications. The following summarizes the provisions of this statute as it pertains to fees.

1.2.1 *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 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 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, amendments to the fee provisions of the *Municipal Act* and the *Building Code Act* have provided for broader recognition of indirect costs. Acknowledging that staff effort from multiple departments 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 Land Tribunal (OLT), previously known as the Ontario Municipal Board, if the applicant believes the fees were inappropriately charged or are unreasonable. The OLT 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. 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.



Chapter 2

Activity-Based Costing



2. Activity-Based Costing

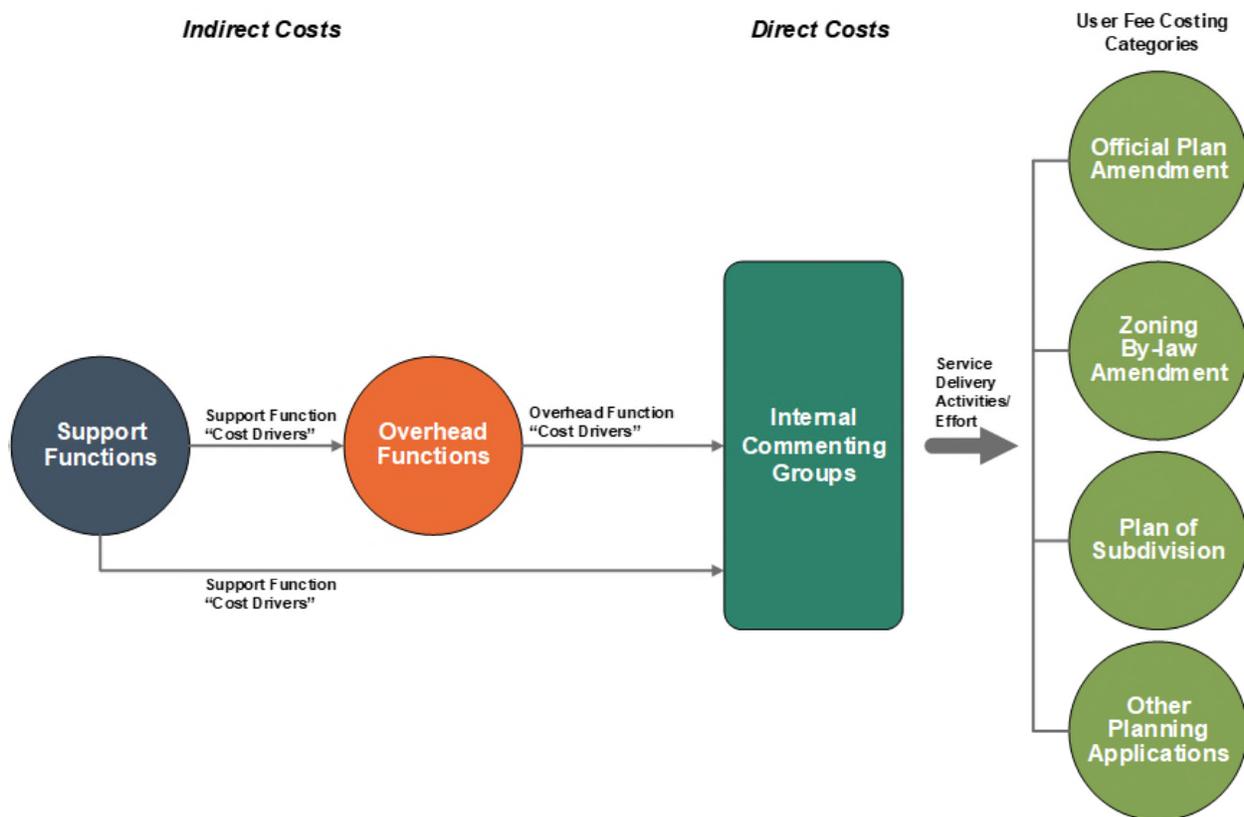
2.1 Methodology

An activity-based costing (A.B.C.) methodology, as it pertains to municipal governments, assigns an organization's resource costs through activities to the services provided to the public. One of the service channels provided by municipalities is the development review process. Conventional municipal accounting structures are typically not well suited to the costing challenges associated with development processing activities, as these accounting structures are business unit focused and thereby inadequate for fully costing services with involvement from multiple business units. An A.B.C. approach better identifies the costs associated with the processing activities for specific application types and thus is an ideal method for determining full cost recovery development application fees.

As illustrated in Figure 2-1, an A.B.C. methodology attributes processing effort and associated costs from all participating municipal business units to the appropriate development application 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 application service categories and other non-development services offered by the City, based on the business unit's direct involvement in development review process activities. The assessment of each business unit's direct involvement in development review process activities is accomplished by tracking the relative shares of staff processing effort across each development application category's sequence of process steps. The results of employing this costing methodology provide municipalities with a better recognition of the costs incurred in delivering development review processes, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support required by those resources to provide services.



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



The following sections of this chapter review each component of the A.B.C. methodology as it pertains to the City’s development application fees review.

2.2 Application Category Definition

A critical component of the full cost user fees review is the selection of 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 standpoint where, as noted previously, the *Planning Act* requires user fees to be cost justified by application type consistent with the categorization contained within the City’s tariff of fees.

The specific development applications that are included in the scope of this review and modeled in the A.B.C. analysis comprises the following:



- Official Plan Amendment applications;
- Zoning By-law Amendment applications, including Temporary use By-law and the Lifting of a Holding provision applications;
- Draft Plan of Subdivision applications;
- Draft Plan of Condominium applications;
- Site Plan applications;
- Pre-Consultation applications;
- Minor Variance applications; and
- Consent applications.

2.3 Application Processing Effort Cost Allocation

To capture each participating City staff member's relative level of effort in processing development applications, process map templates were prepared for each of the above-referenced costing categories. These process map templates outline the process steps undertaken for an application in each planning application costing category.

The development of the process maps and resulting effort estimates are fully detailed in the Phase 1 Memo and summarized herein. Through discussions with the City's staff, processing effort estimates were documented for each position and refined based on an assessment of average annual processing capacity relative to current staff utilization levels. Additionally, ancillary effort related to the oversight and management of the planning application review process by departmental management were incorporated. The resulting effort estimates were utilized to calculate the final capacity utilization for each costing category.

It is noted that the effort estimates captured through this exercise are reflective of the City's current processing activities and current application characteristics.

2.3.1 *Changes to Planning Application Processes in Response to Bill 109*

On April 14, 2022, the Province gave Royal Assent to Bill 109 (*More Homes for Everyone Act*), which introduced changes to the *Planning Act* that come into force on January 1, 2023. These changes require municipalities to refund some or all of



planning fees collected for select applications (zoning by-law amendment and site plan control) where a decision has not been reached within legislated timelines.

This review captured the processes employed by the City in reviewing planning applications prior to Bill 109. Through discussions with City staff, changes to the processing of affected applications in response to Bill 109 have been considered, but have yet to be implemented. These changes are based on the existing processes and distribute the effort into distinct stages with the introduction of mandatory, phase 2 pre-consultation for the following planning applications:

- Official Plan Amendment;
- Zoning By-law Amendment;
- Temporary Use Zoning By-law Amendment;
- Site Plan Application;
- Draft Plan of Subdivision; and
- Draft Plan of Condominium.

These changes to the processing of applications lead to the reallocation of effort from processing the application to pre-consultation analysis and review, and results in no additional effort being required. Section 3.4.1 examines the reallocation of full costs for the above mentioned planning applications in light of these proposed process changes.

2.3.2 Staff Capacity Utilization at Historical Volumes of Development Applications

The development application review process considered within this assessment involves, to varying degrees, staff from multiple departments across the organization. The development application processing effort estimates were evaluated against the City's current business processes, 2019 to 2022 average application volumes and characteristics, and staffing levels currently in place across City departments. Table 2-1 provides the average annual volume of planning applications by costing category.



Table 2-1
Planning Application Historical Volumes (2019 to 2022)

Costing Category	Historical Average Annual Volume
Pre-consultation	105.3
Official Plan Amendment	18.0
Zoning By-law Amendment (Small Scale)	16.8
Zoning By-law Amendment (Large Scale)	16.8
Temporary Use ZBA	1.5
Lifting of a Holding Provision	1.3
Site Plan (Small Scale)	26.3
Site Plan (Large Scale)	34.0
Draft Plan of Subdivision (Small Scale)	7.1
Draft Plan of Subdivision (Large Scale)	7.1
Draft Plan of Condominium	8.8
Minor Variance	247.0
Consent	27.0

Table 2-2 summarizes the number of full-time equivalent (F.T.E.) positions attributable to development application processes included in this review. In total, development application processing activities considered within the scope of this review consume approximately 82.1 F.T.E. positions annually across the organization. The majority of the staff effort is from:

- Development Services: Approximately 32.7 F.T.E. positions within the department are utilized in the processing of planning applications.
- Environment: Approximately 7.8 F.T.E. positions within the department are utilized in the processing of planning applications.
- Urban Design: Approximately 6.8 F.T.E. positions within the department are utilized in the processing of planning applications.
- Building: Approximately 6.6 F.T.E. positions within the department are utilized in the processing of planning applications.
- Development Engineering: Approximately 6.3 F.T.E. positions within the department are utilized in the processing of planning applications.
- Policy, Programs and Implementation: Approximately 4.9 F.T.E. positions within the department are utilized in the processing of planning applications.



- Public Works & Engineering: Approximately 4.4 F.T.E. positions within the division are utilized in the processing of planning applications.
- City Clerk’s Office: Approximately 3.9 F.T.E. positions within the department are utilized in the processing of planning applications.
- Community Services: Approximately 3.6 F.T.E. positions within the division are utilized in the processing of planning applications.

Table 2-2
Development Application F.T.E. Utilization by Business Unit – at Average Annual Activity Volumes

City Business Unit	F.T.E.s Utilized in Processing Planning Applications
Planning, Building & Growth Management - Administration	0.6
Development Services & Design - Administration	0.7
Development Services	32.7
Urban Design	6.8
Building	6.6
Environment & Development Engineering - Administration	0.3
Development Engineering	6.3
Environment	7.8
Integrated City Planning - Administration	0.1
Policy, Programs and Implementation	4.9
Transportation Planning	0.3
Public Works & Engineering	4.4
Transit	0.5
Legislative Services - Administration	0.0
City Clerk's Office	3.9
Litigation and Municipal Law	1.2
Corporate Support Services - Administration	0.0
Information Technology	1.3
Finance	0.1
Community Services	3.6
Office of the CAO	0.0
Total	82.1



2.4 Direct Costs

The following City business units are directly involved in processing the development applications included in the review:

- Commissioner's Office - Planning, Building & Growth Management
- Development Services
- Urban Design
- Commissioner Office - Planning, Building & Growth Management
- Building
- Director's Office - Environment & Development Engineering
- Development Engineering
- Environment
- Director's Office - City Planning and Design
- Policy, Programs and Implementation
- Transportation Planning
- Commissioner's Office - Public Works & Engineering
- Director's Office - Roads Maintenance, Operations & Fleet
- Traffic Operations
- Director's Office - Engineering & Construction
- Management - Infrastructure Planning
- Survey's and Mapping
- Infrastructure Planning
- General Manager - Transit
- Service Development
- Higher Order Transit
- Hurontario LRT
- Commissioner's Office - Legislative Services
- City Clerk's Office
- Law
- Commissioner's Office - Corporate Support Services
- Director's Office - Digital Innovation and IT
- BI and Integration
- Location Intel and Data Visual
- Finance Administration
- Revenue Services Administration
- Capital & Development Finance
- Commissioner's Office - Community Services
- Director's Office - Parks Maintenance & Forestry
- Parks Planning & Development
- Office of the CAO
- Mayor's Office
- Offices of the Councillors

Based on the results of the resource capacity analysis summarized above, the proportionate share of each individual's direct costs were allocated to the respective



development application categories. The City's 2023 Operating Budget was used to generate the direct cost allocations within the model, including cost components such as:

- Salary, Wages and Benefits;
- Advertising, Marketing & Promotion;
- Contracted Services;
- Financial Services;
- Office and Administrative;
- Professional Services;
- Rent and Lease Charges;
- Repairs, Maintenance and Materials;
- Staff Development; and
- Utilities and Fuel.

2.5 Indirect Costs

An A.B.C. review includes not only the direct cost of providing service activities but also 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 the costing categories according to staff effort estimates.

Cost drivers are units of service that best represent the consumption patterns of indirect support and corporate overhead services by direct service delivery departments or business units. As such, the relative share of a cost driver (unit 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 human resource's support costs would be a department or business unit's share of F.T.E.s relative to the City-wide total. Cost drivers are used for allocation purposes acknowledging that these business units do not typically participate directly in the delivery of services, but that their efforts facilitate services being provided by the City's direct business units.



Table 2-3 summarizes the support and corporate overhead functions included in the 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 reflect generally accepted practices within the municipal sector.

Table 2-3
Indirect Support and Corporate Overhead Functions and Cost Drivers

Sub-branch Cost Centres	Cost Driver(s)
Service Brampton	Budget
Corporate Support Services	Budget
Finance	Budget Operating Distribution Lines Processed
Organizational Performance & EDI	Budget
Strategic Communications	Budget
City Clerk's Office	Budget
Insurance & Risk Management	Budget
Legal Services	Budget
Mayor	Budget
Council Costs Other	Budget
Members of Council	Budget
Office of the CAO	Budget
Strategic Service & Initiatives	Budget
Building Design & Construction	Budget
Asset/Energy Management & Capital Planning	Budget
Security Services	Budget
Human Resources	Full-time Equivalents
Information Technology	Full-time Equivalents
Facilities Maintenance	Budget Gross Floor Area Occupied
Facilities Services & Operations	Budget Gross Floor Area Occupied
Transit Operations	Gross Floor Area Occupied
Fleet Services	Vehicle Replacement Cost

2.6 Capital Costs

Estimated annual lifecycle costs of assets commonly utilized to provide direct business unit services have been included in the full cost assessment. The annual lifecycle costs were estimated based on the replacement cost of the assets and estimated asset useful



life or annual reinvestment rates suggested in the Canadian Infrastructure Report Card¹ for facility assets. These lifecycle costs are then allocated across all development application categories based on the capacity utilization of direct business units.

Capital costs for the following departments/divisions were calculated:

- City Hall facility space utilized: Based on the gross floor area (G.F.A.) occupied by the business unit at a replacement value of \$410 per square foot and annual reinvestment rate of 2.1%;
- Flower City Community Campus Site 1 facility space utilized: Based on the G.F.A. occupied by the business unit at a replacement value of \$373 per square foot and annual reinvestment rate of 2.1%;
- Flower City Community Campus Site 2 facility space utilized: Based on the G.F.A. occupied by the business unit at a replacement value of \$419 per square foot and annual reinvestment rate of 2.1%;
- Clark Transit facility space utilized: Based on the G.F.A. occupied by the business unit at a replacement value of \$315 per square foot and annual reinvestment rate of 2.1%;
- Sandalwood Transit facility space utilized: Based on the G.F.A. occupied by the business unit at a replacement value of \$275 per square foot and annual reinvestment rate of 2.1%;
- Williams Parkway Operations Centre facility space utilized: Based on the G.F.A. occupied by the business unit at a replacement value of \$477 per square foot and annual reinvestment rate of 2.1%;
- West Tower facility space utilized: Based on the G.F.A. occupied by the business unit at a replacement value of \$410 per square foot and annual reinvestment rate of 2.1%; and
- Vehicles utilized: Based on the replacement values of vehicles attributable to each business unit and a useful life of nine years.

The total annual lifecycle amount, as detailed above, was then distributed to each costing category based on staff resource capacity utilization.

¹ Informing the Future: The Canadian Infrastructure Report Card, 2016
(https://www.pppcouncil.ca/web/pdf/infra_report_card_2016.pdf)



Chapter 3

Cost Recovery Analysis and Full Cost Fees



3. Cost Recovery Analysis and Full Cost Fees

3.1 Planning Application Costing Results

As noted in the introduction, the *Planning Act* requires fees to be cost justified at the application type level. Application costs reflect the organizational direct, indirect, and capital costs based on 2023 budget estimates, and have been calculated based on the average annual volume of planning applications over the 2019 to 2022 period. Table 3-1 presents the calculated processing cost per planning application for each type considered within this review.

Table 3-1
Processing Cost per Planning Application by Type

Application Type	Cost per Application
Pre-consultation	\$ 20,011
Official Plan Amendment	\$ 48,558
Zoning By-law Amendment (Simple)	\$ 44,486
Zoning By-law Amendment (Complex)	\$ 68,821
Draft Plan of Subdivision (Simple)	\$ 73,735
Draft Plan of Subdivision (Complex)	\$ 119,935
Temporary Use ZBA	\$ 38,118
Lifting of a Holding Provision	\$ 8,316
Site Plan (Simple)	\$ 36,813
Site Plan (Complex)	\$ 69,865
Draft Plan of Condominium	\$ 27,215
Minor Variance	\$ 11,949
Consent	\$ 10,157

In regard to the planning applications included in the scope of this review, Table 3-2 summarizes the 2023 annual processing costs based on the average costs per application (as identified in Table 3-1) and the volume of applications received by the City in 2023, compared with the total application fee revenues generated from those applications in the same year. The total cost to the City of processing planning applications in 2023 has been estimated at approximately \$11.8 million. Direct service costs represent 83% (\$9.8 million) of the total, with indirect and capital costs accounting



for the remaining 16% (\$1.9 million) of costs. The City's 2023 planning application fees have been estimated to generate revenues of approximately \$10.9 million. It is noted that this estimate includes an adjustment to account for a fee increase that was implemented by the City part-way through 2023. Based on this assessment, the City's planning application fees provided a cost recovery level of approximately 93% in 2023.

Table 3-2
Planning Applications: Annual Costs of Processing and Cost Recovery Levels at
Calculated 2023 Fees

Cost Component	
Direct Costs (SW&B) ^A	\$ 9,038,010
Direct Costs (Council PDC SW&B) ^A	\$ 50,835
Direct Costs (non-SW&B) ^A	\$ 734,768
Total Direct Costs	\$ 9,823,613
Indirect Costs	\$ 1,697,853
Capital - Annual Lifecycle Costs	\$ 244,392
Grand Total Costs	\$ 11,765,858
Calculated 2023 Annual Revenues	\$ 10,923,148
Cost Recovery Level (total costs)	93%

^A "SW&B" means Salaries, Wages, and Benefits

It is noted that the calculated annual costs reflect the cost savings arising from the processing of concurrent applications (for more detail see Section 3.4.2).

Table 3-3 details the cost recovery level for each costing category. While there are some planning application types that are recovering more than the average costs of processing, the majority of application types are recovering less than 100% of full costs.



Table 3-3
2023 Planning Application Cost Recovery Levels by Application Type

Application Type	Cost per Application	2023 Application Volumes	Calculated 2023 Costs ^A	Calculated 2023 Revenues ^B	Cost Recovery %
Pre-consultation	\$ 20,011	129.0	\$ 2,581,415	\$ 645,000	25%
Official Plan Amendment	\$ 48,558	12.0	\$ 2,297,888	\$ 7,644,863	333%
Zoning By-law Amendment (Simple)	\$ 44,486	13.5			
Zoning By-law Amendment (Complex)	\$ 68,821	13.5			
Draft Plan of Subdivision (Simple)	\$ 73,735	3.5			
Draft Plan of Subdivision (Complex)	\$ 119,935	3.5			
Temporary Use ZBA	\$ 38,118	4.0			
Lifting of a Holding Provision	\$ 8,316	2.0	\$ 16,633	\$ 6,400	38%
Site Plan (Simple)	\$ 36,813	17.0	\$ 625,819	\$ 278,065	44%
Site Plan (Complex)	\$ 69,865	9.0	\$ 628,784	\$ 998,731	159%
Draft Plan of Condominium	\$ 27,215	6.0	\$ 163,291	\$ 472,608	289%
Minor Variance ^C	\$ 11,949	418.0	\$ 4,994,854	\$ 737,770	15%
Consent	\$ 10,157	30.0	\$ 304,701	\$ 131,490	43%
Total			\$ 11,765,858	\$ 10,923,148	93%

^A Calculated costs include cost savings resulting from the processing of concurrent applications.

^B Calculated revenues have been adjusted to account for a fee increase that was implemented by the City part-way through 2023.

^C Revenues for Minor Variances have been calculated assuming a 50/50 split between single residential/institutional and all other types of development.

Based on the above, it is estimated that in 2023 approximately \$843,000 of processing costs related to the applications included in this review were funded from the City's general property tax levy.

3.2 Full Cost Fees

Full cost fees were developed with regard to the costs presented in Table 3-1 and Table 3-3. The results are based on the A.B.C. model and historical average application characteristics underlying planning applications. Implementing the full cost fees would provide the City with approximately \$843,000 of additional planning application revenue, which would increase the annual cost recovery of planning applications to full cost recovery levels.

3.2.1 Flat Fee Applications

The full cost fee schedule for flat rate fees is provided in Table 3-4. Based on this, all flat fee planning application types considered within this review would see increases to



the 2023 fees. Included in Appendix A is a survey of planning application fees in select comparator municipalities in the Greater Toronto and Hamilton Area (G.T.H.A.).

Table 3-4
Full Cost Planning Application Fees – Flat Fees

Application Type	2023 Flat Fee	Full Cost Flat Fee
Pre-consultation	\$ 5,000	\$20,011
Official Plan Amendment	\$ 14,166	\$48,558
Temporary Use ZBA	\$ 2,055	\$38,118
Lifting of a Holding Provision	\$ 3,200	\$ 8,316
Minor Variance	\$698 (Single Unit Res./ Inst.) \$2,832 (All Other)	\$ 11,949
Consent	\$ 4,383	\$ 10,157

3.2.2 Variable Fee Applications

Full cost fee options for planning applications with a variable fee component have had several fee structure options developed. These types of planning applications consist of Zoning By-law Amendments, Draft Plans of Subdivision, Draft Plans of Condominium, and Site Plans.

By design, the costing categories for Zoning By-law Amendments, Draft Plans of Subdivision, and Site Plans were developed with two segments differing by complexity with the intent to determine the full costs of processing both small scale (i.e., simple) and large scale (i.e., complex) applications. In other words, a simple application would represent the lowest cost of processing a planning application of a given type, while the complex application would represent the highest cost. Therefore, the full cost fee options have been developed in consideration of these minimum and maximum costs and impact on annual cost recovery levels. Through discussion with City staff, it was determined that for a Draft Plan of Condominium the costs of processing a small vs. large scale application did not differ.

Three options for full cost fees have been developed for these application types. These three options are detailed below.



Option 1: Current Fee Structure with Reduced Maximum Fee

The first option developed would maintain the City's 2023 fee structure and quantum but would reduce the maximum fee to that of a complex application.

Option 2: Flat Fee Structure Differentiated by Application

Through discussions with City staff, it was communicated that the complexity of an application is not necessarily tied to the size of the application (i.e., units or gross floor area), but often other inherent characteristics of the development. These factors that increase complexity include things such as the location of development or if the application consists of infill development relative to greenfield development. Based on this, an option of imposing flat fees for simple vs. complex applications was developed. This option would remove the variable component from the fee structure and would align the basis of complexity with factors other than size. It is noted however that before the City could implement this option, it would be required to clearly and accurately define what constitutes a simple vs complex application.

Option 3: Simplified Fee Structure with Reduced Maximum Fee

The final option has been developed to be similar in nature to Option 1, but simplified by charging a uniform fee per unit rather than a differentiated fee. The maximum fee has been re-calculated in an attempt to minimize the likelihood of under-recovery of small applications that would generate revenues beneath the minimum cost of processing (as determined by the cost of processing a simple application).

3.2.2.1 Zoning By-law Amendments

Table 3-5 presents the full cost fee options for a Zoning By-law Amendment application. Options 1 and 3 would mimic the City's 2023 fee structure but would introduce adjustments to the maximum fee. Option 3 would further simplify the per residential unit rate into a uniform fee. Option 2 would impose flat fees that differ based on the complexity of the application.



**Table 3-5
Zoning By-law Amendment – Full Cost Fee Options**

Option	Fee	Maximum Fee	Units to Maximum
Option 1: Current Fee Structure with Reduced Maximum Fee	Base: \$ 21,922	\$ 68,821	Apartment: 65
	Per Apartment Units:		
	1-25: \$ 730		
	26-100: \$ 584		Other: 31
	101-201: \$ 443		
	200+: \$ 367		
	Per Other Unit: \$ 1,500		
Per net Ha: \$ 15,045			
Option 2: Flat Fee Structure Differentiated by Application	Simple: \$ 44,486		
	Complex: \$ 68,821		
Option 3: Simplified Fee Structure with Reduced Maximum Fee	Base: \$ 21,922	\$ 107,411	743
	Per Unit: \$ 115		
	Per net Ha: \$ 4,566		

A survey of select G.T.H.A. municipalities was conducted to examine the Zoning By-law Amendment fee structures employed in neighbouring municipalities. These results are presented in Table 3-6 which indicates that of the thirteen municipalities surveyed, five impose a flat fee, seven impose a base and variable fee, and one imposes a flat fee for simple applications and a base and variable fee for complex applications. Additionally, four municipalities impose a maximum fee on all forms of development, and one imposes a maximum fee only on residential development.



Table 3-6
Survey of Zoning By-law Amendment Fee Structures

Municipality	Flat Fee - Simple/Complex or Minor/Major	Base fee + variable fee	Maximum
Ajax	x		
Burlington		x ^D	x
Hamilton		x	x
Markham	x		
Milton		x	
Mississauga		x	x
Oakville		x	x ^A
Oshawa	x		
Pickering	x ^B	x ^C	
Richmond Hill	x		
Toronto		x	x
Vaughan		x	
Whitby	x		

^A Maximum is only imposed on residential units.

^B Pickering imposes a flat fee on "simple" zoning by-law amendment applications.

^C Pickering imposes a base fee in combination with a variable fee on "complex" zoning by-law amendment applications.

^D Burlington imposes different base fees and variable fees depending on the complexity of the ZBA application.

3.2.2.2 Draft Plans of Subdivision

Table 3-7 presents the full cost fee options for a Draft Plan of Subdivision application. Options 1 and 3 would mimic the City's 2023 fee structure but would introduce adjustments to the maximum fee. Option 3 would further simplify the per residential unit rate into a uniform fee. Option 2 would impose flat fees that differ based on the complexity of the application.



Table 3-7
Draft Plan of Subdivision – Full Cost Fee Options

Option	Fee	Maximum Fee	Units to Maximum
Option 1: Current Fee Structure with Reduced Maximum Fee	Base: \$ 14,888	\$ 119,935	Apartment: 193
	Per Apartment Units:		
	1-25: \$ 730		
	26-100: \$ 584		
	101-201: \$ 443		
	200+: \$ 367		
	Per Other Unit: \$ 1,500		Other: 70
Per net Ha: \$ 15,045			
Option 2: Flat Fee Structure Differentiated by Application	Simple: \$ 73,735		
	Complex: \$119,935		
Option 3: Simplified Fee Structure with Reduced Maximum Fee	Base: \$ 14,888	\$ 189,863	674
	Per Unit: \$ 260		
	Per net Ha: \$ 6,698		

A survey of select G.T.H.A. municipalities was conducted to examine the Draft Plan of Subdivision fee structures employed in neighbouring municipalities. These results are presented in Table 3-8 which indicates that of the thirteen municipalities surveyed, four impose a maximum fee. All surveyed municipalities impose a base and variable fee for Draft Plans of Subdivision.



Table 3-8
Survey of Draft Plan of Subdivision Fee Structures

Municipality	Flat Fee	Base Fee + Variable Fee	Maximum
Ajax		x	
Burlington		x	x
Hamilton		x	
Markham		x	
Milton		x	
Mississauga		x ^A	x
Oakville		x	x
Oshawa		x	
Pickering		x	
Richmond Hill		x	
Toronto		x	
Vaughan		x	
Whitby		x	x

^A Variable per unit fee applies to only single-detached, semi-detached, and townhouse units, otherwise the variable fee is charged on a per GFA basis.

3.2.2.3 Site Plan Applications

Table 3-9 presents the full cost fee options for a Site Plan application. Options 1 and 3 would mimic the City’s 2023 fee structure but would introduce adjustments to the maximum fee. Option 3 would further simplify the per residential unit rate into a uniform fee. Option 2 would impose flat fees that differ based on the complexity of the application.



**Table 3-9
Site Plan Application – Full Cost Fee Options**

Option	Fee	Maximum Fee	Units to Maximum
Option 1: Current Fee Structure with Reduced Maximum Fee	Base: \$ 8,807	\$ 69,865	Apartment: 93 Other: 41
	Per Apartment Units:		
	1-25: \$ 730		
	26-100: \$ 584		
	101-201: \$ 443		
	200+: \$ 367		
	Per Other Unit: \$ 1,500		
	Per sq.m. of GFA for new: \$ 3.50		
	Per sq.m. of GFA for add., alt., or conv.: \$ 8.85		
Option 2: Flat Fee Structure Differentiated by Application	Simple: \$ 36,813		
	Complex: \$ 69,865		
Option 3: Simplified Fee Structure with Reduced Maximum Fee	Base: \$ 8,807	\$ 184,090	279
	Per Unit: \$ 628		
	Per sq.m. of GFA for new: \$ 3.50		
	Per sq.m. of GFA for add., alt., or conv.: \$ 8.85		

A survey of select Greater Toronto and Hamilton Area (G.T.H.A.) municipalities was conducted to examine the Site Plan application fee structures employed in neighbouring municipalities. These results are presented in Table 3-10 which indicates that of the thirteen municipalities surveyed, five impose a maximum fee on all forms of development, two impose a maximum fee only on residential development, and one imposes a fee only on non-residential development. All surveyed municipalities impose a base and variable fee for Site Plan applications.



Table 3-10
Survey of Site Plan Application Fee Structures

Municipality	Flat Fee	Base Fee + Variable Fee	Maximum
Ajax		X	
Burlington		X	X
Hamilton		X	X ^A
Markham		X	
Milton		X	X ^B
Mississauga		X	X ^C
Oakville		X	X ^D
Oshawa		X	X ^D
Pickering		X	
Richmond Hill		X	X
Toronto		X	
Vaughan		X	
Whitby		X	X

^A Hamilton sets differing maximum fees for ground related and vertical development.

^B Maximum is only imposed on non-residential development.

^C Mississauga sets differing maximum fees for commercial/office/institutional and industrial development.

^D Maximum is only imposed on residential units.

3.2.2.4 Draft Plans of Condominium

Table 3-11 presents the full cost fee options for a Draft Plan of Condominium application. Options 1 and 3 would mimic the City's 2023 fee structure but would introduce adjustments to the maximum fee. Option 3 would further simplify the per residential unit rate into a uniform fee. Option 2 would impose flat fees that differ based on the complexity of the application.



Table 3-11
Draft Plan of Condominium – Full Cost Fee Options

Option	Fee	Maximum Fee	Units to Maximum
Option 1: Current Fee Structure with Reduced Maximum Fee	Base: \$ 10,543	\$ 27,215	Apartment: 21
	Per Apartment Units:		
	1-25: \$ 730		
	26-100: \$ 584		Other: 11
	101-201: \$ 443		
	200+: \$ 367		
	Per Other Unit: \$ 1,500		
Per net Ha: \$ 15,045			
Option 2: Flat Fee Structure	Flat: \$ 27,215		
Option 3: Simplified Fee Structure with Reduced Maximum Fee	Base: \$ 10,543	\$ 52,131	325
	Per Unit: \$ 128		
	Per net Ha: \$ 3,794		

A survey of select G.T.H.A. municipalities was conducted to examine the Draft Plan of Condominium fee structures employed in neighbouring municipalities. These results are presented in Table 3-8 which indicates that of the thirteen municipalities surveyed, four impose a flat fee, two impose a base and variable fee, and seven impose a flat fee and a base plus variable fee dependent on the type of condominium development. Two surveyed municipalities impose a maximum fee.



Table 3-12
Survey of Draft Plan of Condominium Fee Structures

Municipality	Flat Fee	Base Fee + Variable Fee	Maximum
Ajax	x		
Burlington	x ^A	x ^A	x
Hamilton		x	
Markham	x		
Milton	x ^B	x ^B	
Mississauga	x ^C	x ^C	x
Oakville	x ^C	x ^C	
Oshawa	x ^D		
Pickering	x ^D		
Richmond Hill		x	
Toronto	x ^E	x ^E	
Vaughan	x		
Whitby	x		

^A Burlington imposes a flat fee for common element developments, and a base plus variable fee for vacant land developments.

^B Milton imposes a base plus variable fee for vacant land developments, and a flat fee for all other types of developments.

^C A flat fee for common element developments is imposed, and a base plus variable fee for standard developments is imposed.

^D Fees are differentiated by common element developments and all other developments.

^E Toronto imposes a flat fee for common element & vacant land developments, and a base plus variable fee for standard, phased, & leasehold developments.

3.3 Annual Revenue Impacts

The estimated annual revenues resulting from the volume and underlying characteristics of planning applications received by the City in 2023 has been calculated for each of the three fee structure options presented above. These calculations include calculated revenues for the flat fee planning applications (i.e., those identified in Section 3.2.1) at full cost recovery levels.



Table 3-13
Estimated Annual Revenues by Application Type and Fee Structure Option

Application Type	Calculated Annual Revenues ^A		
	Option 1	Option 2	Option 3
Pre-consultation	\$ 2,581,415	\$ 2,581,415	\$ 2,581,415
Official Plan Amendment	\$ 2,324,843	\$ 2,297,888	\$ 2,297,888
Zoning By-law Amendment (Simple)			
Zoning By-law Amendment (Complex)			
Draft Plan of Subdivision (Simple)			
Draft Plan of Subdivision (Complex)			
Temporary Use ZBA	\$ 152,473	\$ 152,473	\$ 152,473
Lifting of a Holding Provision	\$ 16,633	\$ 16,633	\$ 16,633
Site Plan (Simple)	\$ 255,823	\$ 625,819	\$ 278,065
Site Plan (Complex)	\$ 544,608	\$ 628,784	\$ 976,537
Draft Plan of Condominium	\$ 148,302	\$ 163,291	\$ 163,291
Minor Variance	\$ 4,994,854	\$ 4,994,854	\$ 4,994,854
Consent	\$ 304,701	\$ 304,701	\$ 304,701
Total	\$ 11,323,652	\$ 11,765,858	\$ 11,765,857

^A Calculated revenues include reductions to fees resulting from the submission of concurrent applications.

3.4 Other Matters

3.4.1 Costing Impacts of Changes to Planning Application Processes in Response to Bill 109

As discussed in Section 2.3.1, changes to the processing of select planning applications in response to Bill 109 have been made that have yet to be enacted. These changes entail the introduction of mandatory, Second Stage Detailed Pre-consultation processes for:

- Official Plan Amendments;
- Zoning By-law Amendments;
- Temporary Use Zoning By-law Amendments;
- Site Plan Applications;
- Draft Plans of Subdivision; and



- Draft Plans of Condominium.

Based on discussions with City staff, it was determined that these modified workflows would not alter the total amount of effort required to process an application, but would result in the reallocation of effort from the processing of an application to pre-consultation processes. To that end, detailed in Table 3-14 below is the share of effort and resultant portion of costs that would be reallocated from the full cost fees presented above to the Second Stage Detailed Pre-consultation and to the remaining review and processing time.

Table 3-14
Full Costs of Second Stage Detailed Pre-consultation and Remaining Review/Processing

Application Type	Full Cost per Application	Second Stage Detailed Pre-consultation Share of Effort (%)	Full Cost per Application	
			Second Stage Detailed Pre-consultation	Remaining Review/Processing
Official Plan Amendment	\$ 48,558	26%	\$ 12,749	\$ 35,809
Zoning By-law Amendment (Simple)	\$ 44,486	28%	\$ 12,638	\$ 31,848
Zoning By-law Amendment (Complex)	\$ 68,821	26%	\$ 17,572	\$ 51,249
Temporary Use ZBA	\$ 38,118	28%	\$ 10,711	\$ 27,407
Site Plan (Simple)	\$ 36,813	42%	\$ 15,508	\$ 21,305
Site Plan (Complex)	\$ 69,865	36%	\$ 24,940	\$ 44,924
Draft Plan of Subdivision (Simple)	\$ 73,735	20%	\$ 14,949	\$ 58,786
Draft Plan of Subdivision (Complex)	\$ 119,935	20%	\$ 23,462	\$ 96,473
Draft Plan of Condominium	\$ 27,215	29%	\$ 7,900	\$ 19,315

3.4.2 Concurrent Applications

Through discussions with City staff, it was determined that some types of concurrent planning applications that are jointly submitted would benefit from reduced processing effort. These joint applications would require less total time spent processing and reviewing when compared to applications that are submitted separately due to efficiencies in reviewing all submitted materials simultaneously. As a result, the full costs of processing concurrent applications would be reduced relative to the total costs of processing the individual applications.

The following combinations of concurrent applications were examined:



- Concurrent Zoning By-law Amendment and Draft Plan of Subdivision;
- Concurrent Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision.; and
- Concurrent Official Plan Amendment and Zoning By-law Amendment.

Based on discussion with City staff, the estimated reduction in effort resulting from processing concurrent application was examined and captured. These effort reduction figures were applied to the standalone effort estimates in order to calculate the full costs of processing concurrent applications. Table 3-15 presents the calculated full costs of processing individual applications and concurrent applications, by application complexity. The full costs of processing concurrent Zoning By-law Amendment and Draft Plan of Subdivision applications would be reduced to approximately 77% and 84% of the full cost of processing the applications individually for simple and complex applications, respectively. A concurrent application with all three types of planning application, the full costs of processing would be reduced to approximately 72% and 75% of the full costs of processing the applications individually for simple and complex applications, respectively. Lastly, the full costs to process a concurrent Official Plan Amendment and Zoning By-law Amendment would be reduced to 79% and 75% of the full costs of processing the applications individually for simple and complex applications, respectively.

Table 3-15
Full Costs of Processing Concurrent Applications

Application Combination	Complexity	Full Costs - Individual Applications	Full Costs - Concurrent Application	Concurrent Application Relative to Individual Applications
Zoning By-law Amendment & Draft Plan of Subdivision	Simple	\$ 118,221	\$ 90,688	77%
	Complex	\$ 188,756	\$ 158,318	84%
Official Plan Amendment, Zoning By-law Amendment, & Draft Plan of Subdivision	Simple	\$ 166,779	\$ 120,066	72%
	Complex	\$ 237,314	\$ 177,824	75%
Official Plan Amendment & Zoning By-law Amendment	Simple	\$ 93,043	\$ 73,864	79%
	Complex	\$ 117,379	\$ 88,326	75%



3.4.3 Review of Resubmitted Materials

Discussions held during the effort estimation workshops led to the identification of an average number of rounds of resubmitted materials that must be re-reviewed by City staff. Effort required to review these resubmission rounds were included in the calculation of the full costs of processing each type of planning application. Therefore, the full cost fees includes effort for a fixed number of rounds of resubmitted materials, and any rounds of resubmitted materials over-and-above this amount should be charged as a fee to applicants.

Table 3-16 identifies the number of rounds of resubmissions that have been included in the full cost for each application type. Additionally, based on the share of effort required to review resubmitted materials, the full cost of reviewing one round of resubmitted materials has been identified.

Table 3-16
Full Cost of Reviewing Resubmitted Materials

Application Type	Number of Resubmissions Included in Base Review	% of Effort to Review Resubmission	Full Cost of Reviewing Resubmission
Official Plan Amendment	2	8%	\$ 4,004
Zoning By-law Amendment (Simple)	1	21%	\$ 9,506
Zoning By-law Amendment (Complex)	2	18%	\$ 12,259
Temporary Use ZBA	1	18%	\$ 7,021
Draft Plan of Subdivision (Simple)	3	9%	\$ 6,964
Draft Plan of Subdivision (Complex)	3	14%	\$ 16,465
Site Plan (Simple)	2	10%	\$ 3,831
Site Plan (Complex)	3	14%	\$ 9,654
Draft Plan of Condominium	1	12%	\$ 3,196



Chapter 4

Conclusions



4. Conclusions

Summarized in this technical report is the legislative context for the development application fees review, the methodology and approach undertaken, A.B.C. full cost of service results, identification of full cost fees, potential fee structure options for application fees with a variable component, and associated impacts on the City's financial position.

Full costs, as investigated through this review, are representative of the true costs of service based on current processing efforts of City staff. The immediate implementation of the full cost fees would be compliant with all applicable legislation as well as industry best practices related to the regular review of fees to ensure alignment with costs of service.

The intent of the fees review is to provide the City with the identification of the full costs of processing planning applications for Council's consideration to appropriately recover the service costs from benefiting applicants. The City will ultimately determine the level of cost recovery and implementation strategy that is suitable for its objectives.



Appendix A – Market Survey



Market Survey – Planning Application Fees

Type	Ajax	Burlington	Hamilton	Markham	Milton	Mississauga	Oakville	Oshawa	Pickering	Richmond Hill	Toronto	Vaughan	Whitby
Pre-Consultation		\$ 2,060		\$ 791	\$ 371		\$ 26,673				\$ 700	\$ 1,646	\$ 622
Pre-consultation (Phase 1)	\$ 3,296							\$ 1,750					
Pre-consultation (Phase 2 - Subdivision, Condo)	\$ 5,000												
Pre-consultation (Phase 2 - All Others)	\$ 12,246							\$ 500					
Pre-consultation (Development Application Review Committee - OPA/ZBA)						\$ 8,876							
Pre-consultation (Development Application Review Committee - Subdivision)						\$ 7,726							
Pre-consultation (Development Application Review Committee - Site Plan)						\$ 6,082							
Pre-Submission Consultation (Simple)									\$ 350				
Pre-Submission Consultation (Complex)									\$ 1,200				
Official Plan Amendment		\$ 118,030			\$ 47,036	\$ 27,053	\$ 29,110	\$ 25,000			\$ 124,286		
Official Plan Amendment (Simple)	\$ 36,772			\$ 31,192									\$ 25,457
Official Plan Amendment (Complex)	\$ 96,674			\$ 82,797									\$ 38,485
Official Plan Amendment (Minor)									\$ 42,400	\$ 33,296		\$ 28,338	
Official Plan Amendment (Major)									\$ 89,000	\$ 56,104		\$ 45,679	
Official Plan Amendment (Urban Boundary Expansion)			\$ 78,850										
Official Plan Amendment (Rural or Urban)			\$ 42,520										
Temporary Use ZBA	\$ 30,478			\$ 28,916	\$ 18,539	\$ 5,546	\$ 28,064		\$ 13,190	\$ 14,426			\$ 13,922
Lifting of a Holding Provision	\$ 8,942	\$ 2,330		\$ 9,773	\$ 4,049	\$ 2,223	\$ 5,893	\$ 4,500	\$ 3,810	\$ 2,326		\$ 5,980	\$ 7,734
Lifting of a Holding Provision (Complex)			\$ 23,310										
Lifting of a Holding Provision (Routine)			\$ 8,250										
Minor Variance			\$ 3,900				\$ 3,984			\$ 4,418			
Minor Variance (Residential)	\$ 1,550	\$ 6,160		\$ 2,824	\$ 2,799	\$ 1,246		\$ 782			\$ 4,027	\$ 3,299	\$ 993
Minor Variance (Residential Minor)									\$ 1,100				
Minor Variance (Residential Major)									\$ 2,400				
Minor Variance (Non-Residential)	\$ 3,875	\$ 7,220		\$ 6,653	\$ 9,386	\$ 1,583		\$ 1,874	\$ 3,040		\$ 5,212	\$ 3,838	\$ 2,829
Consent	\$ 6,063		\$ 3,360	\$ 15,329		\$ 2,637	\$ 9,324	\$ 787	\$ 3,900	\$ 5,951	\$ 6,494	\$ 4,051	\$ 962
Consent (Minor - Lot Line Adjustment, Easement)		\$ 8,325											
Consent (Major - Lot Creation)		\$ 10,715											
Consent (Type 1)					\$ 7,809								
Consent (Type 2)					\$ 5,922								



Type	Ajax	Burlington	Hamilton	Markham	Milton	Mississauga
Zoning By-law Amendment						
Zoning By-law Amendment					Base Fee: \$24,361 ≤25 Units (per Unit): \$577 26 to 100 Units (per Unit): \$344 ≥101 Units (per Unit): \$208 Per m² GFA: \$2.36	
Zoning By-law Amendment (Simple)	\$ 30,478					
Zoning By-law Amendment (Complex)	\$ 32,495					
Zoning By-law Amendment (Minor)				\$ 28,916		
Zoning By-law Amendment (Major)				\$ 58,167		
Zoning By-law Amendment (Minor - Residential)		Base Fee: \$16,715 ≤25 Units (per Unit): \$310 26 to 100 Units (per Unit): \$235 ≥101 Units (per Unit): \$155				
Zoning By-law Amendment (Minor - Non-Residential)		Base Fee: \$16,715 Per 100 m² net site area: \$50				
Zoning By-law Amendment (Major - Residential)		Base Fee: \$23,370 ≤25 Units (per Unit): \$450 26 to 100 Units (per Unit): \$340 ≥101 Units (per Unit): \$220				
Zoning By-law Amendment (Major - Non-Residential)		Base Fee: \$23,370 Per 100 m² net site area: \$70				
Zoning By-law Amendment (Residential)			Base Fee: \$29,290 ≤10 Units (per Unit): \$0 11 to 60 Units (per Unit): \$400			Base Fee: \$35,427 ≤25 Units (per Unit): \$1,303 26 to 100 Units (per Unit): \$1,008 101 to 200 Units (per Unit): \$442 ≥201 Units (per Unit): \$172
Zoning By-law Amendment (Non-Residential)			Base Fee: \$29,290 ≤5,000 m² GFA: \$7			
Zoning By-law Amendment (Commercial & Institutional)						Base Fee: \$35,427 Per m² GFA: \$20
Zoning By-law Amendment (Industrial & Office)						Base Fee: \$35,427 Per ha: \$11,803
Zoning By-law Amendment (Mixed Use)						
Draft Plan of Subdivision						
Draft Plan of Subdivision		Base Fee: \$31,740 ≤25 Units (per Unit): \$575 26 to 100 Units (per Unit): \$435 ≥101 Units (per Unit): \$145	Base Fee: \$55,615 1 to 25 Units (per Unit): \$560 26 to 100 Units (per Unit): \$300 ≥101 Units (per Unit): \$245 Per Block: \$950	Base Fee: \$44,578 Unit Fee Component (per Unit/Lot): \$442 Land Area Component (per ha): \$22,959	Base Fee: \$53,760 ≤25 Units (per Unit): \$436 26 to 100 Units (per Unit): \$259 ≥101 Units (per Unit): \$121 Per m² GFA: \$1.44	Base Fee: \$9,604 Per Detached, Semi-detached, & Townhouse Unit (per Unit): \$623 All other Residential, Commercial, & Institutional (per m² >500 m²): \$3.11 Industrial & Office (per ha): \$5,271
Draft Plan of Subdivision (Residential)	Base Fee: \$27,408 ≤200 Units (per Unit): \$643 ≥201 Units (per Unit): \$322					
Draft Plan of Subdivision (Non-Residential)	\$ 69,936					



Type	Oakville	Oshawa	Pickering	Richmond Hill	Toronto	Vaughan	Whitby
Zoning By-law Amendment							
Zoning By-law Amendment							
Zoning By-law Amendment (Simple)							\$ 15,226
Zoning By-law Amendment (Complex)							\$ 28,278
Zoning By-law Amendment (Minor)		\$ 10,444	\$ 6,690	\$ 10,023			
Zoning By-law Amendment (Major)		\$ 20,000		\$ 15,793			
Zoning By-law Amendment (Minor - Residential)							
Zoning By-law Amendment (Minor - Non-Residential)							
Zoning By-law Amendment (Major - Residential)			Base Fee: \$10,100 ≤25 Units (per Unit): \$240 26 to 100 Units (per Unit): \$180 101 to 200 Units (per Unit): \$145 ≥201 Units (per Unit): \$60				
Zoning By-law Amendment (Major - Non-Residential)			Base Fee: \$10,100 Per ha of Land Area: \$485				
Zoning By-law Amendment (Residential)	Base Fee: \$29,110 ≤25 Units (per Unit): \$130 26 to 100 Units (per Unit): \$103 101 to 200 Units (per Unit): \$77 201 to 1,000 Units (per Unit): \$52				Base Fee: \$47,227 ≤500 m² GFA: \$0 >500 to ≤100,000 m² GFA: \$8.55	Base Fee: \$10,347 ≤25 Units (per Unit): \$780 26 to 100 Units (per Unit): \$290 101 to 200 Units (per Unit): \$79 ≥201 Units (per Unit): \$35	
Zoning By-law Amendment (Non-Residential)	Base Fee: \$29,110 Per m² GFA: \$0.67				Base Fee: \$47,227 ≤500 m² GFA: \$0 >500 to ≤100,000 m² GFA: \$7.07	Base Fee: \$10,347 Per ha of Land Area: \$6,922	
Zoning By-law Amendment (Commercial & Institutional)							
Zoning By-law Amendment (Industrial & Office)							
Zoning By-law Amendment (Mixed Use)					Base Fee: \$47,227 ≤500 m² GFA: \$0 >500 to ≤100,000 m² GFA: \$4.50 >100,000 m² GFA: \$4.76		
Draft Plan of Subdivision							
Draft Plan of Subdivision	Base Fee: \$23,070 ≤25 Units (per Unit): \$715 26 to 100 Units (per Unit): \$569 101 to 200 Units (per Unit): \$430 201 to 1,000 Units (per Unit): \$285	Base Fee: \$35,000 ≤200 Units/Blocks (per Unit): \$450 ≥201 Units/Blocks (per Unit): \$200	Base Fee: \$34,600 ≤25 Units (per Unit): \$575 26 to 100 Units (per Unit): \$465 101 to 200 Units (per Unit): \$365 ≥201 Units (per Unit): \$230 Per ha of Land Area: \$185	Base Fee: \$2,506 Per Unit: \$612 Per ha of Land Area: \$7,824	Base Fee: \$65,071 Per Lot: \$3,261	Base Fee: \$54,291 ≤25 Units (per Unit): \$1,401 26 to 100 Units (per Unit): \$700 101 to 200 Units (per Unit): \$211 ≥201 Units (per Unit): \$63 Per ha of Blocks: \$14,694	Base Fee: \$42,509 Per Unit/Lot: \$850
Draft Plan of Subdivision (Residential)							
Draft Plan of Subdivision (Non-Residential)							



Type	Ajax	Burlington	Hamilton	Markham	Milton	Mississauga
Draft Plan of Condominium						
Draft Plan of Condominium	\$ 19,606				\$ 48,795	
Draft Plan of Condominium (Common Element)		\$ 5,960				\$ 22,333
Draft Plan of Condominium (Standard)		\$ 60,250				Base Fee: Base Fee Apartment Per Unit: \$39 Non-apartment or Vacant Land Per Unit: \$95 Non-Residential Per ha: \$188
Draft Plan of Condominium (Vacant Land)					Base Fee: \$53,760 ≤25 Units (per Unit): \$436 26 to 100 Units (per Unit): \$259 ≥101 Units (per Unit): \$121 Per m² GFA: \$1.44	
Draft Plan of Condominium (Phased & Leasehold)						
Draft Plan of Condominium (Vacant Land - Residential)		Base Fee: \$21,860 ≤25 Units (per Unit): \$575 26 to 100 Units (per Unit): \$435 ≥101 Units (per Unit): \$145				
Draft Plan of Condominium (Vacant Land - Non-Residential)		Base Fee: \$21,860 Per 100 m² net site area: \$60				
Draft Plan of Condominium (with Public Process)			Base Fee: \$20,380 Per Unit: \$85			
Draft Plan of Condominium (without Public Process)			Base Fee: \$16,980 Per Unit: \$85			
Draft Plan of Condominium (All Others)						

Type	Oakville	Oshawa	Pickering	Richmond Hill	Toronto	Vaughan	Whitby
Draft Plan of Condominium							
Draft Plan of Condominium				Base Fee: \$6,243 Single & Semi Detached Per Unit: \$1,860 Res. Or Non-res. Blocks Per ha: \$23,591		\$ 30,112	\$ 10,152
Draft Plan of Condominium (Common Element)	\$ 20,044	\$ 15,000	\$ 19,300		\$ 22,365		
Draft Plan of Condominium (Standard)	Base Fee: \$20,044 Not Subject to Site Plan Per Unit: \$1,034 Subject to Site Plan Per m² Site Area: \$0.67				Base Fee: \$10,626 Per Unit: \$28.49		
Draft Plan of Condominium (Vacant Land)					\$ 22,365		
Draft Plan of Condominium (Phased & Leasehold)					Base Fee: \$10,626 Per Unit: \$28.49		
Draft Plan of Condominium (Vacant Land - Residential)							
Draft Plan of Condominium (Vacant Land - Non-Residential)							
Draft Plan of Condominium (with Public Process)							
Draft Plan of Condominium (without Public Process)							
Draft Plan of Condominium (All Others)		\$ 11,749	\$ 13,600				



Type	Ajax	Burlington	Hamilton	Markham	Milton	Mississauga
Site Plan						
Site Plan (Residential)	Base Fee: \$4,675 ≤25 Units (per Unit): \$441 26 to 100 Units (per Unit): \$342 101 to 200 Units (per Unit): \$167 ≥201 Units (per Unit): \$89	Base Fee: \$10,950 ≤25 Units (per Unit): \$395 26 to 100 Units (per Unit): \$305 ≥101 Units (per Unit): \$200		Base Fee: \$13,588 Unit Fee Component (per Unit): \$2,316 Calculated GFA Fee Component (per m ² , less GFA of units): \$6.32	Base Fee: \$13,767 ≤25 Units (per Unit): \$574 26 to 100 Units (per Unit): \$196 ≥101 Units (per Unit): \$160	Base Fee: \$11,132 ≤25 Units (per Unit): \$654 26 to 100 Units (per Unit): \$298 ≥ 101 Units (per Unit): \$68
Site Plan (Non-Residential)	Base Fee: \$4,675 Per m ² GFA: \$0.48	Base Fee: \$10,950 Per 100 m ² GFA: \$230			Base Fee: \$13,767 Per ha: \$22,713	
Site Plan (Non-Residential - With No Units Accomodating Overnight Stay)				Base Fee: \$13,588 Calculated GFA Fee Component (per m ²): \$6.32		
Site Plan (Non-Residential - With Units Accomodating Overnight Stay)				Base Fee: \$13,588 Unit Fee Component (per Unit): \$2,316 Calculated GFA Fee Component (per m ² , less GFA of units): \$6.32		
Site Plan (Residential & Institutional)			Base Fee: \$8,760 ≤10 Units (per Unit): \$1,005 11 to 50 Units (per Unit): \$605			
Site Plan (Commercial)			Base Fee: \$8,760 ≤50,000 m ² GFA: \$10			
Site Plan (Industrial)			Base Fee: \$8,760 ≤5,000 m ² GFA: \$10			Base Fee: \$11,132 ≤2,000 m ² GFA (per GFA): \$8.39 2,001 to 4,500 m ² GFA (per GFA): \$5.85 4,501 to 7,000 m ² GFA (per GFA): \$3.04 ≥7,001 m ² GFA (per GFA): \$1.37
Site Plan (Institutional)						
Site Plan (Commercial, Office, & Institutional)						Base Fee: \$11,132 ≤2,000 m ² GFA (per GFA): \$15.15 2,001 to 4,500 m ² GFA (per GFA): \$10.86
Site Plan (Industrial, Office, & Institutional)						
Site Plan (Mixed Use)						



Type	Oakville	Oshawa	Pickering	Richmond Hill	Toronto	Vaughan	Whitby
Site Plan							
Site Plan (Residential)	Base Fee: \$8,950 ≤25 Units (per Unit): \$655 26 to 100 Units (per Unit): \$175 101 to 200 Units (per Unit): \$133 201 to 1,000 Units (per Unit): \$78	Base Fee: \$5,500 Per Unit: \$358	Base Fee: \$5,425 ≤25 Units (per Unit): \$145 26 to 100 Units (per Unit): \$115 101 to 200 Units (per Unit): \$85 ≥201 Units (per Unit): \$20	Base Fee: \$2,807 Per Unit: \$612	Base Fee: \$24,095 ≤500 m² GFA: \$0 >500 to ≤700 m² GFA: \$12.84 >700 to ≤1,400 m² GFA: \$9.92 >1,400 to ≤4,400 m² GFA: \$6.44 >4,400 m² GFA: \$3.20	Base Fee: \$11,926 ≤25 Units (per Unit): \$952 26 to 100 Units (per Unit): \$475 101 to 200 Units (per Unit): \$334 ≥201 Units (per Unit): \$199	Base Fee: \$10,966 ≤25 Units (per Unit): \$488 26 to 100 Units (per Unit): \$281 ≥101 Units (per Unit): \$134
Site Plan (Non-Residential)	Base Fee: \$8,950 Per m² GFA: \$7.05	Base Fee: \$5,500 Per m² of Land Area: \$0.42	Base Fee: \$5,425 Per m² GFA: \$0.85	Base Fee: \$2,807 Per ha of Land Area: \$1,137	Base Fee: \$24,095 Per m² GFA: \$6.04		
Site Plan (Non-Residential - With No Units Accomodating Overnight Stay)							
Site Plan (Non-Residential - With Units Accomodating Overnight Stay)							
Site Plan (Residential & Institutional)							
Site Plan (Commercial)						Base Fee: \$11,926 ≤4,500 m² GFA (per GFA): \$11.64 ≥4,501 m² GFA (per GFA): \$3.49	Base Fee: \$10,966 Per m2 GFA: \$5.37
Site Plan (Industrial)							Base Fee: \$10,966 Per m2 GFA: \$5.37
Site Plan (Institutional)							Base Fee: \$10,966 Per m2 GFA: \$4.75
Site Plan (Commercial, Office, & Institutional)							
Site Plan (Industrial, Office, & Institutional)						Base Fee: \$11,926 ≤4,500 m² GFA (per GFA): \$3.55 ≥4,501 m² GFA (per GFA): \$1.80	
Site Plan (Mixed Use)					Base Fee: \$24,095 Per m² GFA: \$4.13		