



Report
Staff Report
 The Corporation of the City of Brampton
 2/24/2025

Date: 2025-02-05

Subject: **Recommendation Report: Housekeeping Amendment to Schedule A of Planning Application Fee By-law (By-law 85-96)**

Contact: Andrew Ramsammy, Development Planner III, Development Services & Design

David VanderBerg, Manager, Development Services & Design

Report number: Planning, Bld & Growth Mgt-2025-097

RECOMMENDATIONS:

1. That the report from Andrew Ramsammy, Development Planner III, Development Services & Design to the Planning and Development Meeting of February 24, 2025, re: **Recommendation Report: Housekeeping Amendment to Schedule A of Planning Application Fee By-law (By-law 85-96)**, be received; and,
2. That Schedule A to the *Tariff of Fees By-law with respect to Planning and other Municipal Applications By-law 85-96*, as amended, be amended to reflect the changes as generally set out in **Attachment 1** of this report.

OVERVIEW:

- At its October 21, 2024, and December 9, 2024 meetings, the Planning and Development Committee considered recommendation reports proposing changes to fees collected for Planning applications. Council passed resolutions PDC183-2024 and PDC223-2024 to approve an updated *Schedule A to the Tariff of Fees By-law with Respect to Planning and other Municipal Applications – Bylaw 85-96*, as amended, with the recommended changes.
- Following the enactment of the updated Fees Schedule on January 1, 2025, staff identified areas of that schedule that require minor amendments. The amendments will:

- **Provide additional clarity/notes to assist with the interpretation of fees as how they are calculated; and**
 - **Better align fees with Pre-Consultation requirements; and recirculation fees and refunds to be proportional to the application fee amounts.**
- **The impact of the proposed fee changes is expected to remain within the typical variability of Development Services & Design revenue, driven by fluctuations in application volumes. Staff will continue to monitor revenue impacts and ensure that any necessary adjustments are incorporated into future budget submissions for the Mayor’s consideration.**

BACKGROUND:

Staff presented Recommendation Report *2024 Fee Changes for Development Applications (Tariff of Fees By-law with Respect to Planning and other Municipal Applications – Bylaw 85-96, as amended) (PBGM-2024-796)* to the October 21, 2024 Planning and Development Committee meeting. At the following Council Meeting on October 30, 2024, Council passed a motion endorsing the approval of the proposed changes to the Fee By-law, except for the Committee of Adjustment application fee recommendation where Staff were directed to undertake a review of Committee of Adjustment fees and report back to Council.

Staff presented the Recommendation Report *Proposed Fee Changes for Committee of Adjustment Applications (PBGM-2024-970)* to the December 9, 2024 Planning and Development Committee meeting. At the following Council Meeting on December 11, 2024, Council passed a motion endorsing the approval of the proposed changes to Fee By-law for Committee of Adjustment Applications.

Council passed motions PDC183-2024 and PDC223-2024 to approve an updated Schedule A to the *Tariff of Fees By-law with Respect to Planning and other Municipal Applications – Bylaw 85-96, as amended*, to be effective following Council ratification for January 1, 2025.

CURRENT SITUATION:

Following enactment of the updated Schedule A to By-law 85-96 on January 1, 2025, staff identified several areas of the new fee schedule that required minor amendments. These revisions do not change the overall intent of the fee by-law but are to provide:

1. Additional clarity/notes – to assist with the interpretation of fees as how they are calculated

These revisions include revising the ‘Notes’ section of the Schedule to provide clarity to ensure fees are interpreted and calculated correctly. These notes relate to:

- the timing for when certain fees are applied,
- minor items that can be to the discretion of the Director of Development Services & Design, such as when minor applications do not need to be subject to a Pre-Consultation Application, and
- details to explain eligible credits that are available to applicants.

The addition of these details is necessary to ensure consistency when calculating application fees.

An example of a 'Note' that has been added to provide transparency to how application fees are to be calculated can be found below:

“For concurrent applications per unit/hectare fees are based on the application (ZBA/Subdivision) with the greater maximum fee.”

2. Fees Adjustments associated with Pre-Consultations; and Recirculations and Refunds of Committee of Adjustment Applications

Several development application fee amounts are required to be amended to better align with staff's operations regarding Pre-Consultations; and to have recirculation fees and refunds proportional to application fees. The details associated with these proposed changes are provided in the table below.

Table 1: Summary of Proposed Fee Amendments

TYPE OF APPLICATION	CURRENT FEE	PROPOSED FEE	JUSTIFICATION
Removal of Holding (H) Symbol	\$28,316	\$8,316	This application type should not be subject to a pre-consultation, and therefore that fee should not be increased to incorporate the pre-consultation cost of \$20,000 as explained in Recommendation Report PBGM-2024-796.
Zoning By-Law Amendment Base Fee	\$62,602	\$42,602	The \$20,000 pre-consultation fee was incorporated twice into this fee, whereas it should have only been added once to the application base fee as explained in Recommendation Report PBGM-2024-796. The base fee was intended to be the amount that is now proposed.

Committee of Adjustment – Application Re-circulated Pursuant to a Request by the Applicant to Defer an Application	\$5000 recirculation of notice fee for deferrals	50% of Final Application Fee Per Deferral	Committee of Adjustment fees can range from \$2,990 to \$11,949. Staff proposes to revise the recirculation of notice fees (in conjunction with deferrals) to better align the application fee, so that they are not greater than the original application fee. Staff recommend shifting to a percentage rate of 50% of the final application fee.
Committee of Adjustment Application Refunds	\$400 refund prior to internal circulation \$300 refund prior to circulation of public notice of a hearing	75% refund prior to internal circulation 50% refund prior to circulation of public notice of a hearing	The current refund amounts were scaled to the previous Committee of Adjustment Application fees. Updates to the refund amounts are appropriate so that they are proportional to the current application fee. Staff recommend shifting to a percentage refund rate as shown in the column to the left is more appropriate considering fees can now range from \$2,990 to \$11,949.

CORPORATE IMPLICATIONS:

Financial Implications:

The impact of the proposed fee changes is expected to remain within the typical variability of Development Services & Design revenue, driven by fluctuations in application volumes. Staff will continue to monitor revenue impacts and ensure that any necessary adjustments are incorporated into future budget submissions for the Mayor’s consideration.

Other Implications:

There are no other corporate implications.

STRATEGIC FOCUS AREA:

This report and associated recommendations for the development application fees is consistent with the Strategic Focus Area of Government and Leadership. The recommendations will support the establishment of a fee structure that supports service excellence, balancing efficiency, transparency and effectiveness with equity and innovation.

CONCLUSION:

Staff are satisfied the recommended changes to Schedule A of the *Tariff of Fees By-law with Respect to Planning and other Municipal Applications – Bylaw 85-96*, as amended, provide clarity and the necessary corrections for Development Application fee.

Authored by:

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Attachments:

- Attachment 1 – Draft Schedule A to By-law 85-96