



Development Applications Approval Process Fees Review

Town of The Blue Mountains

May 9, 2025

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

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Report



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 Town of The Blue Mountains (Town) retained Watson & Associates Economists Ltd. (Watson) to undertake a comprehensive fee review for the Town's Planning, Building Approvals, and Development Engineering sections, and to make recommendations to provide for reasonable full cost recovery.

This technical report summarizes the legislative context for the fees review, provides a detailed description of the methodology utilized to assess the full costs of service, and presents 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 Town 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 the anticipated costs of processing planning applications, section 7 of the Ontario *Building Code Act* which governs building permit fees, and Part XII (s. 391) of the *Municipal Act* which governs fees and charges more generally (i.e., development engineering works fees). The following summarizes the provisions of these statutes as they pertain 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.

1.2.2 *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 and prescribing the amounts of the fees,
 - (i) on application for and on issuance of permits,
 - (ii) for maintenance inspections,
 - (iii) for providing documentation, records or other information under section 15.10.4, and
 - (iv) for providing information under subsection 15.10.6 (2)
- (c.1) requiring the payment of interest and other penalties, including payment of collection costs, when fees are unpaid or are paid after the due date;
- (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 (which has since been replaced by O. Reg. 332/12) was the associated regulation arising from the *Building Code Statute Law Amendment Act, 2002*. O. Reg. 332/12 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, including notice via regular mail to parties that requested such notice within five years preceding the public meeting. 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 modelled 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.

1.2.3 *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 by a municipality:

- “(a) for services or activities provided or done by or on behalf of it;
- (b) 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
- (c) 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 development engineering works fees not specifically provided for under the *Planning Act*.

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. In setting fees and charges for these services, however, 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 OLT; however, fees and charges may be appealed to the courts if municipalities are acting outside 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.



Chapter 2

Activity-Based Costing



2. Activity-Based Costing

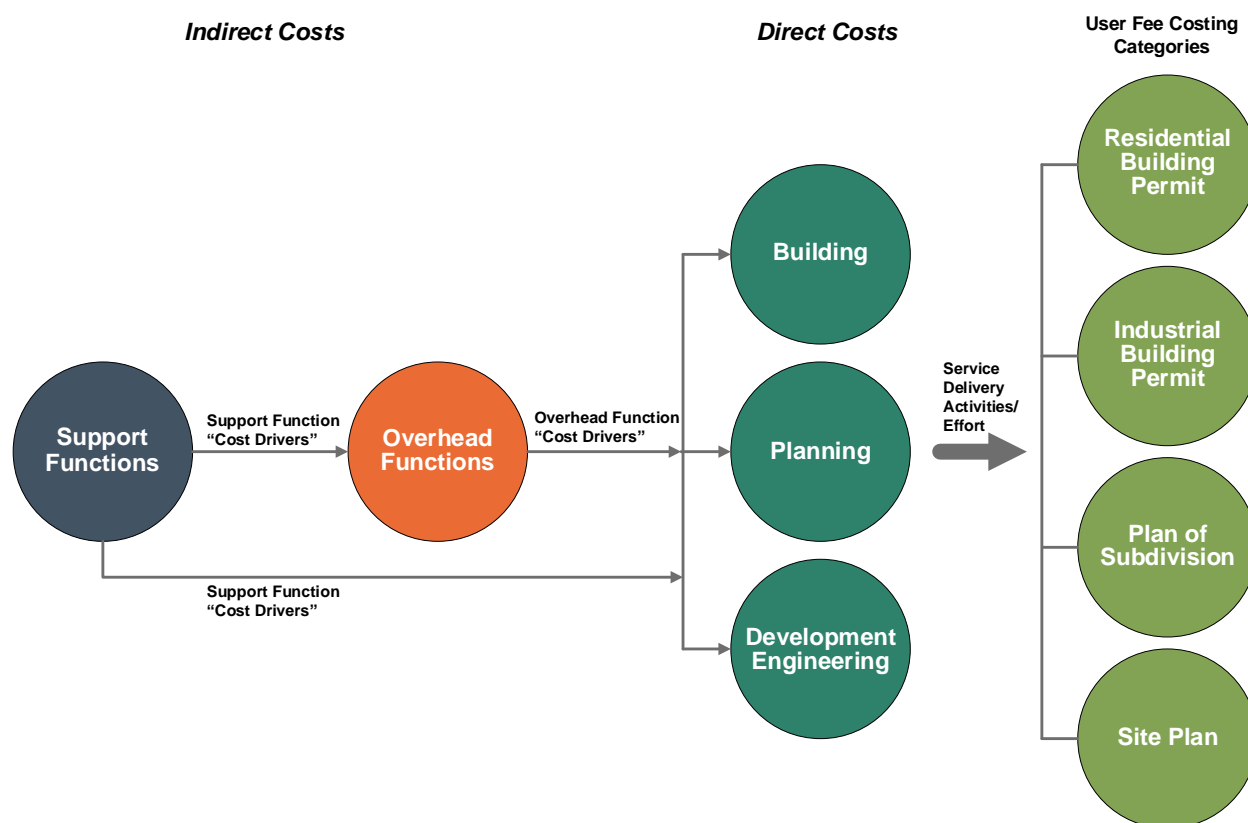
2.1 Methodology

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 Town, 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 Town'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 Town's tariff of fees. Moreover, it is equally important in costing building permit, and development engineering fees to better understand the cost/revenue relationships of different permit/application types beyond the statutory cost justification for fees established broadly (e.g., under the authority of the *Building Code Act*).



Fee categorization discussions occurred at the outset of the assignment, during initial working sessions with Town staff. The costing categories included in the A.B.C. model and later used to rationalize changes to the Town's fee structure are summarized below.

Planning Applications

- Site Plan
 - Individual
 - Small
 - Large
 - Telecommunication Tower
- Official Plan Amendment
 - Individual
 - Large
- Zoning Amendment
 - Individual
 - Large
 - Temporary Use
- Draft Plan of Subdivision/
Condominium
 - Small
 - Large
- Part Lot Control
 - Individual
 - Large
- Draft Plan Amendment
- Minor Draft Plan Amendment
- Condo Exemption
- Redline Revision to Site Plan
- Removal of Holding Symbol
- Minor Variance
- Consent Lot Creation
- Change to Condition of Consent
- Development Control Permits for
Niagara Escarpment
- Draft Plan Extension Comments
to County of Grey
- Draft Plan Approval Clearance
Letter to County of Grey
- Inquiry into Acquisition of Town
Land
- Official Plan Amendment
Comments for Niagara
Escarpment or County of Grey
- Redline Revision Comments to
County

Development Engineering Applications

- Engineering Works Fee – Pre-Servicing
- Engineering Works Fee – Subdivision
- Engineering Works Fee – Site Plan
- Engineering Works Fee – Peer Review Administration



Building Permit

- Residential Detached Dwelling
- Residential Semi/Row/Multi's Dwellings
- Residential Multi-Storey Dwellings
- Residential Addition
- Residential Finished Basement
- Residential Accessory Apartment
- Residential Detached Garage
- Residential Deck
- Residential Accessory Buildings
- Residential Interior Plumbing
- Residential Interior Renovations
- Water/Sewer
- On-Site Sewage Systems
- Tents
- Demolition
- Compliance Letters
- Non-residential - New & Additions (SHELL)
- Non-residential - New & Additions (FINISHED)
- Non-residential - Alterations & Renovations
- Designated Structures
- Private Pool Enclosure
- Request for Access to Building Permit Records
- Entrance Permits

2.3 Application Processing Effort Cost Allocation

To capture each participating Town 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 development application costing category identified previously. The finalized process templates were circulated to Town staff and effort estimates were refined through workshops with Watson and internal business unit discussions.



The effort estimates received were applied against average annual application volumes to assess the average annual processing time per position spent on each development application category. Annual processing effort per staff position was measured against available processing capacity to determine overall service levels. The results of the initial capacity analysis were reviewed with Town staff. Effort estimates were subsequently refined to better reflect current staff utilization levels. These refinements provided for the recognition of efforts within the processes, ancillary to direct processing tasks, i.e. management and application oversight activities by departmental senior management.

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 costing categories. As such, considerable time and effort was spent ensuring the reasonableness of the capacity utilization results.

2.3.1 Historical and Forecasted Application/Permit Volumes

The development application review process considered within this assessment involves, to varying degrees, staff from multiple departments across the organization. Initially, the development application processing effort estimates were evaluated against the Town's current business processes, average application volumes and characteristics observed over the 2019 to 2023 period (2020 to 2024 for oversight of development engineering agreements), and staffing levels currently in place across Town departments. Tables A-1, A-2, and A-3 provide the average annual volume of planning applications, development engineering applications, and building permits by costing category, respectively.

Building permit volumes and the staff effort required to process and administer those permit volumes are the main driving forces behind processing costs and consequently building permit fees. As such, consideration of the anticipated volume of building permit activity is required to identify how resources will be consumed across different permit categories and, therefore, where costs are generated. This analysis is especially important in the Town's case because of anticipated reductions in building permit activity for select categories over the near-term. Table 2-1 below provides a comparison of historical (2019-2023) and forecasted volumes of annual building permit activity for select categories.



Table 2-1
Historical and Forecasted Annual Building Permit Activity

Costing Category	Average Annual Permit Volume (2019-2023)	Average Annual Permit Volume (Forecast)
Detached Dwelling	186.0	120.0
Semi/Row/Multi's Dwellings	94.0	50.0
Non-residential - New & Additions (FINISHED)	24.8	17.2
Non-residential - Alterations & Renovations	10.4	5.0
Compliance Letters	133.0	75.0
Entrance Permits	103.7	50.0
Private Pool Enclosure	45.3	30.0

The forecast of annual building permit volumes for select costing categories was derived based on discussions with Town staff and the growth forecast contained in the Town's Development Charges Background Study (D.C.B.S.). The annualized growth in residential single-detached, semi-detached, row, and other multiple dwelling units forecasted in the Town's D.C.B.S. was compared to historical growth in residential units observed during the 2019-2023 period, resulting in a forecasted decline in associated building permit volumes. Additionally, based on discussions with Town staff, forecasted volumes for non-residential finished new/addition permits, non-residential alteration/renovation permits, compliance letters, entrance permits, and private pool enclosure permits were lowered relative to historical annual averages.

2.3.2 Staff Capacity Utilization

Table 2-2 summarizes the number of full-time equivalent (F.T.E.) positions attributable to development application processes. In total, development application processing activities considered within the scope of this review consume approximately 19.7 F.T.E. positions annually across the organization. Summarizing the findings related to the three major departments involved in development application processes:

- **Planning Department** – approximately 71% of staff effort (4.2 F.T.E.s) relates to development approval applications, with 70% (4.2 F.T.E.s) of staff effort allocated to planning applications specifically. This utilization reflects the costs associated with the processing activities and administration and oversight of these processes. The remaining 29% of staff effort (1.8 F.T.E.s) recognizes activities related to planning policy initiatives, OLT matters, public information tasks, and other corporate initiatives.



- **Development Engineering Department** – approximately 94% of staff effort (6.6 F.T.E.s) is allocated to development approval applications, with 90% of staff effort (6.3 F.T.E.s) allocated to activities associated with the engineering works fees, and 4% of staff effort (0.3 F.T.E.s) related to processing planning applications. The remaining 6% of staff effort (0.4 F.T.E.s) relates to other corporate initiatives.
- **Building Department** – approximately 66% of staff effort (6.6 F.T.E.s) is allocated to development approval applications, with the majority of this effort (6.5 F.T.E.s) related to processing building permits. The remaining 34% of staff effort (3.4 F.T.E.s) relates to other corporate initiatives. This relatively low level of utilization is mainly driven by the anticipated reduction in building permit volumes over the forecast period relative to historical averages.
- **Planning & Development Services Administration** – approximately 62% of staff effort (1.2 F.T.E.s) relates to development approval applications, with total staff effort allocated 25% (0.5 F.T.E.s) to processing planning applications, 20% (0.4 F.T.E.s) to administering development engineering agreements, and 16% (0.3 F.T.E.s) to processing building permits. The remaining 38% of staff effort (0.8 F.T.E.s) relates to other corporate initiatives.

Staff effort related to processing development approval applications for other Town departments includes:

- **Fire:** Approximately 0.1 F.T.E. positions within the department are utilized in the processing of development applications.
- **Financial Services:** Approximately 0.1 F.T.E. positions within the department are utilized in the processing of development applications.
- **Community Services:** Approximately 0.1 F.T.E. positions within the department are utilized in the processing of development applications.
- **Communications:** Approximately 0.1 F.T.E. positions within the department are utilized in the processing of development applications.
- **Purchasing:** Marginal F.T.E. positions within the department are utilized in the processing of development applications.
- **Operations:** Approximately 0.7 F.T.E. positions within the department are utilized in the processing of development applications, with the following breakdown:
 - Planning Activities: Approximately 0.2 F.T.E.s;



- Development Engineering Activities: Approximately 0.5 F.T.E.s; and
- Building Activities: Marginal F.T.E.s.



Table 2-2
Forecasted Development Application F.T.E. Utilization by Department

Department	Full Time Equivalents (F.T.E.s) Modelled	Annual F.T.E.s Utilized				
		Planning Application Activities	Development Engineering Activities	Building Activities	Other Activities (Not Included in Fees Review)	Total
Planning and Development Services Admin	2.0	0.5	0.4	0.3	0.8	2.0
Planning	6.0	4.2	0.0	0.0	1.8	6.0
Development Engineering	7.0	0.3	6.3	-	0.4	7.0
Building	10.0	0.0	0.0	6.5	3.4	10.0
Fire	1.0	0.0	0.0	0.1	0.9	1.0
Financial Services	3.0	0.0	0.1	0.0	2.9	3.0
Community Services	2.0	0.0	0.0	-	1.9	2.0
Communications	2.0	0.1	0.0	-	1.9	2.0
Purchasing	2.0	-	0.0	-	2.0	2.0
Operations	23.0	0.2	0.5	0.0	22.3	23.0
Total	58.0	5.3	7.4	6.9	38.3	58.0



2.4 Direct Costs

As noted in the previous section, the following Town business units are directly involved in processing the development applications included in the review:

- Planning and Development Services Admin
- Planning
- Development Engineering
- Building
- Fire
- Financial Services
- Community Services
- Communications
- Purchasing
- Operations

Based on the results of the resource capacity analysis summarized above, the proportionate share of each individual's direct costs was allocated to the respective development application categories. The Town's 2024 Operating Budget was used to generate the direct cost allocations within the model, including cost components such as:

- Labour costs (e.g., salary, wages, and benefits);
- Employee related costs (e.g., education, training, mileage, conferences, associations, subscriptions, etc.);
- Office supplies;
- Utilities;
- Vehicle & Equipment Maintenance.

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 information technology support costs would be a department or 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 delivery of services, but that their efforts facilitate services being provided by the Town'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

Cost Centre	Cost Driver
Facilities and Fleet	ft ² occupied - Town Hall
Human Resources	F.T.E.s
Information Technology	Number of Computers
Corporate Administration	Operating Expenses
Council	Council Agenda Items
Financial Services	Operating Expenses
Office of the CAO	Operating Expenses
Office of the Clerk	Operating Expenses

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 useful lives of the 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 business units were calculated:



- Town Hall space utilized by each business unit modelled:
 - An annual lifecycle amount was assessed based on the portion of total gross floor area utilized by each business unit at a replacement value of \$727 per square foot and amortized over a 50-year useful life; and
- Vehicles utilized by the Development Engineering department:
 - An annual lifecycle amount was assessed based on the quantity of vehicles utilized by each department at a replacement value of approximately \$58,000 per vehicle amortized over a seven-year useful life.

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



Chapter 3

Cost Recovery Analysis and Fee Recommendations – Planning Applications



3. Cost Recovery Analysis and Fee Recommendations – Planning Applications

3.1 Planning Applications 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 2024 budget estimates. Table 3-1 summarizes the average annual processing costs compared with average annual revenues derived from the Town's current fee structure and historical application volumes over the 2019 to 2023 period. The annual cost to the Town of processing planning applications has been estimated at approximately \$1.2 million. Direct service costs represent 70% (\$822,600) of the total, with indirect and capital costs accounting for the remaining 30% (\$348,000) of costs. The Town's current planning application fees are, in aggregate, recovering approximately 32% of average annual costs of service (\$379,000).

Table 3-1
Planning Applications: Annual Costs of Processing and Cost Recovery Levels at Current Fees

Cost Component	
Direct Costs (SW&B) ^A	\$ 670,541
Direct Costs (non-SW&B) ^A	\$ 152,061
Total Direct Costs	\$ 822,602
Indirect Costs	\$ 342,078
Capital Costs	\$ 5,912
Grand Total Costs	\$ 1,170,593
Average Annual Revenue (at current fees)	\$ 378,972
Cost Recovery Level (total costs)	32%

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

Table 3-2 details the cost recovery level for each costing category, which indicates that all planning application types are recovering less than 100% of full costs.



Table 3-2
Current Planning Application Cost Recovery Levels by Application Type

Application Type	Average Annual Revenue ¹	Average Annual Costs	Cost Recovery %
Site Plan Individual	\$ 12,530	\$ 35,701	35%
Site Plan Small	\$ 24,185	\$ 93,554	26%
Site Plan Large	\$ 32,110	\$ 97,288	33%
OP Amend Individual	\$ 0	\$ 0	56%
OP Amend Large	\$ 11,037	\$ 29,204	38%
Zoning Amend Individual	\$ 72,121	\$ 128,737	56%
Zoning Amend Large	\$ 41,735	\$ 117,150	36%
Zoning Amend Temp Use	\$ 3,943	\$ 19,967	20%
Subdivision/ Condo Small	\$ 2,845	\$ 7,388	39%
Subdivision/ Condo Large	\$ 42,474	\$ 131,203	32%
Draft Plan Amend	\$ -	\$ 0	0%
Minor Draft Plan Amend	\$ 413	\$ 19,483	2%
Minor Variance	\$ 78,406	\$ 330,488	24%
Consent/ Severance	\$ 30,894	\$ 84,804	36%
Part Lot Control Individual	\$ 1,003	\$ 3,355	30%
Part Lot Control Large	\$ 752	\$ 2,871	26%
Removal of Holding	\$ 12,754	\$ 16,187	79%
Condo Exemption	\$ 1,195	\$ 3,110	38%
Telecommunication Tower	\$ 3,007	\$ 9,138	33%
Redline Revision to Site Plan	\$ 1,190	\$ 10,373	11%
Red Line Revision Comments to County	\$ 578	\$ 6,773	9%
Draft Plan Ext. Comments to County	\$ 618	\$ 6,274	10%
Draft Plan Approval Clearance Letter to County	\$ 1,809	\$ 8,382	22%
Change to Condition of Consent	\$ 73	\$ 321	23%
Development Control Permits (Niagara Esc.)	\$ 3,300	\$ 8,841	37%
Official Plan Amendment Comments (Niagara Esc. or County)	\$ 0	\$ 0	40%
Inquiry of Acquisition of Town Land	\$ 0	\$ 0	17%
Total	\$ 378,972	\$ 1,170,593	32%

¹ Average annual revenue is calculated based on historical volumes and current rates

3.2 Recommended Fees

Fee structure recommendations were developed with regard to the cost/revenue impacts presented in Table 3-2. The fee structure recommendations are based on the A.B.C. model and historical average application characteristics underlying planning applications. The complete recommended fee schedule is provided in Table 3-3. Appendix B contains a comparison of the Town's current planning application fees with



selected comparator municipalities. This comparison was used in determining the market competitiveness of planning application fee recommendations.

Implementing the proposed fees would provide the Town with approximately \$400,000 of additional revenue annually, which would increase the average annual cost recovery level for Planning applications from approximately 32% to 67%.

As detailed above, the costing analysis was based upon the Town's 2024 operating budget. Given the anticipated implementation of the fee recommendations in 2025, the recommended fees shown in Table 3-3 have been indexed by 1.8%¹ to account for anticipated inflationary cost increases from 2024 to 2025.

¹ Based upon latest year-over-year increase identified in Statistics Canada Consumer Price Index, monthly, not seasonally adjusted at the time of writing.



Table 3-3
Recommended Planning Application Fees

Application Type	Charging Parameter	Current Fee	Recommended Fee (2025\$)
Site Plan Individual	Flat	\$ 2,506	\$ 7,272
Site Plan Small	Flat	\$ 6,718	\$ 18,201
Site Plan Medium	Flat	\$ 13,636	\$ 36,944
Site Plan Large	Flat	\$ 15,555	\$ 42,143
OP Amendment Individual	Flat	\$ 16,993	\$ 31,565
OP Amendment Small	Flat	\$ 21,148	\$ 34,171
OP Amendment Medium	Flat	\$ 24,780	\$ 36,449
OP Amendment Large	Flat	\$ 30,406	\$ 39,978
Zoning By-law Amendment Individual	Flat	\$ 4,690	\$ 17,277
Zoning By-law Amendment Small	Flat	\$ 16,522	\$ 23,878
Zoning By-law Amendment Medium	Flat	\$ 18,432	\$ 24,944
Zoning By-law Amendment Large	Flat	\$ 23,303	\$ 27,662
Zoning By-law Amendment Temporary Use	Flat	\$ 6,571	\$ 19,449
Draft Plan of Subdivision/Condominium Small	Flat	\$ 14,223	\$ 35,867
Draft Plan of Subdivision/Condominium Medium	Flat	\$ 17,081	\$ 44,883
Draft Plan of Subdivision/Condominium Large	Flat	\$ 21,532	\$ 58,924
Draft Plan Amendment	Flat	50% of the current applicable fee(s)	\$ 6,076
Minor Draft Plan Amendendment	Flat	\$ 413	\$ 6,076
Minor Variance	Flat	\$ 1,970	\$ 2,954
Consent (Lot Creation)	Flat	\$ 3,358	\$ 6,620
Part Lot Control Individual/Small	Flat	\$ 836	\$ 2,848
Part Lot Control Large/Medium	Flat	\$ 940	\$ 3,655
Removal of Holding	Flat	\$ 2,657	\$ 3,435
Condo Exemption	Flat	\$ 1,992	\$ 5,279
Telecommunication Tower	Flat	\$ 2,506	\$ 7,756
Redline Revision to Site Plan	Flat	\$ 595	\$ 5,282
Red Line Revision Comments to County	Flat	\$ 413	\$ 4,927
Draft Plan Ext. Comments to County	Flat	\$ 206	\$ 2,130
Draft Plan Approval Clearance Letter to County	Flat	\$ 603	\$ 2,846
Change to Condition of Consent	Flat	\$ 367	\$ 1,632
Development Control Permits (Niagara Esc.)	Flat	\$ 223	\$ 608
Official Plan Amendment Comments (Niagara Esc. or County)	Flat	\$ 464	\$ 1,167
Inquiry of Acquisition of Town Land	Flat	\$ 1,193	\$ 6,960



Chapter 4

Cost Recovery Analysis and Fee Recommendations – Development Engineering



4. Cost Recovery Analysis and Fee Recommendations – Development Engineering

4.1 Development Engineering Application Costing Results

Development Engineering application costs reflect the organizational direct, indirect, and capital costs based on 2024 budget estimates. Table 4-1 summarizes the average annual costs to process development engineering applications at historical application volumes over the 2020 to 2024 period as identified by Town staff. The annual cost to the Town of processing development engineering applications has been estimated at approximately \$1.2 million. Direct service costs represent 82% (\$1.0 million) of the total, with indirect and capital costs accounting for the remaining 18% (\$221,600) of costs. The Town's current development engineering application fees are, in aggregate, recovering approximately 71% of average annual costs of service (\$873,100).

Table 4-1
Current Development Engineering Application Cost Recovery Levels

Cost Component	
Direct Costs (SW&B) ^A	\$ 925,086
Direct Costs (non-SW&B) ^A	\$ 84,420
Total Direct Costs	\$ 1,009,505
Indirect Costs	\$ 214,518
Capital Costs	\$ 7,076
Grand Total Costs	\$ 1,231,099
Average Annual Revenue (at current fees)	\$ 873,070
Cost Recovery Level (total costs)	71%

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

Table 4-2 details the annual cost of service by costing category. While current Work Fees for subdivision agreements are recovering more than the average costs of processing, Work Fees for pre-servicing and site plan agreements recover less than full costs on an annual basis.



Table 4-2
Development Engineering Applications: Annual Costs of Processing

Application Type	Average Annual Revenue ¹	Average Annual Costs	Cost Recovery %
Pre-Servicing	\$ 69,454	\$ 353,156	20%
Subdivision	\$ 621,779	\$ 502,969	124%
Site Plan	\$ 181,836	\$ 374,974	48%
Peer Review Admin	\$ -	\$ 0	0%
Total	\$ 873,070	\$ 1,231,099	71%

¹ Average annual revenue is calculated based on historical volumes and current rates

4.2 Recommended Fees

Fee structure recommendations were developed in light of the full cost of service, as summarized in Table 4-2. The fee structure recommendations presented below are based on the A.B.C. model and historical average application characteristic underlying development engineering applications. The complete recommended fee schedule is provided in Table 4-3. Appendix B contains a comparison of the Town's current development engineering application fees with selected comparator municipalities. This comparison was used in determining the market competitiveness of development engineering application fee recommendations.

Implementing the proposed fees would increase annual revenues by approximately \$358,000, which would align annual revenues and the annual costs of processing applications, on average.

Table 4-3
Recommended Development Engineering Application Fees

Application Type	Charging Parameter	Current Fee	Recommended Fee
Pre-Servicing	% of CV	0.70%	3.56%
Subdivision	% of CV	5.64%	6.16%
Site Plan	% of CV	5.64%	6.16%



4.3 Other Matters

In addition to the recommended fees presented above, further analysis on several items of interest to the Town was conducted as part of this review, as detailed below.

The costs to the Town of administering peer reviews related to development engineering was analyzed as the Town does not currently charge a fee to administer these peer reviews. Based upon the costing results of the A.B.C. model, the full costs of administering a peer review is \$10,271 per review.

Additionally, Town staff identified that the timing of payment of development engineering fees occurs at the time of agreement execution where a significant amount of effort and costs have already been expended. The Town may wish to consider the collection of fees reflective of this effort earlier in the process. An option to accomplish this would be to split the development engineering fees into an agreement fee paid at application submission and a post agreement fee paid after the agreement has been executed. However, as current fees are based upon a percentage of the value of works which is only known upon execution of the agreement, a modification to the current fee structure would be required. In such a scenario, one option would be to treat the agreement fee as a non-refundable deposit, whereby the applicant pays a flat fee at application submission which is then credited against the post-agreement fee based on the percentage of value of works. Table 4-4 below identifies the percentage of costs allocated to executing the agreement and the post-agreement process and the resultant full cost fees for the Town's consideration.

Table 4-4
Development Engineering Fees – Agreement and Post-Agreement Fee Option

Application Type	Share of Costs		Agreement Fee ¹		Post-Agreement Fee	
	Agreement	Post-Agreement	Charging Parameter	Full Cost Fee	Charging Parameter	Full Cost Fee
Pre-Servicing	38%	62%	Flat	\$ 42,361	% of CV	3.56%
Subdivision	21%	79%	Flat	\$ 33,605	% of CV	6.16%
Site Plan	35%	65%	Flat	\$ 41,264	% of CV	6.16%

¹ Agreement Fee is a non-refundable amount credited against Post-Agreement Fee

Furthermore, in discussion with the Town's staff, an option of aligning the Town's development engineering fees to market maximums witnessed in the municipal survey



was examined. Under this approach, the Town would credit pre-servicing fees against the subdivision or site plan fee. This would ensure that the total development engineering fees payable would be capped at the recommended fee for a subdivision or site plan, which is 6.16% of the value of works.

Lastly, the Town should consider a process review to examine current development engineering workflows and identify potential improvements. Any reductions in processing effort could reduce costs and resultant fees.



Chapter 5

Cost Recovery Analysis and Fee Recommendations – Building Permits



5. Cost Recovery Analysis and Fee Recommendations – Building Permits

5.1 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 target, municipalities have developed building permit reserve fund policies to provide service stabilization. The Town currently has a Building Permit Reserve Fund with an estimated 2023 closing balance of approximately \$1.8 million.

Reserve funds should be developed to reduce the staffing and budgetary challenges associated with cyclical economic downturns 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 Town building staff, which would be difficult to replace during the subsequent recovery when mandatory permit processing turnaround times apply. A reserve fund stabilization policy would provide the Town with the ability to retain qualified staff during a future economic downturn while minimizing the impact on the general tax levy.

It is common practice for municipalities to set a target reserve fund balance that is some multiple of annual direct costs. To develop a target multiple of building permit costs that the building permit reserve fund should reach, the Town's residential building permit activity over a 34-year period (1990 to 2023) was examined. Figure 5-1 presents this historical residential building permit activity and identifies a recent 8-year time horizon where annual permit volume was lower than the prevailing 34-year annual average.

In comparing this downturn in building permit activity to the 34-year average annual permit volume, approximately 3.75 years of cumulative permit volumes were lost. To ensure that sufficient reserves are established for these purposes, the Town could accumulate a reserve balance equivalent to 3.75 years of direct building permit processing costs. Based on discussion with Town staff, it was determined that the Town's existing policy of targeting 2.0 times annual direct costs should be maintained.

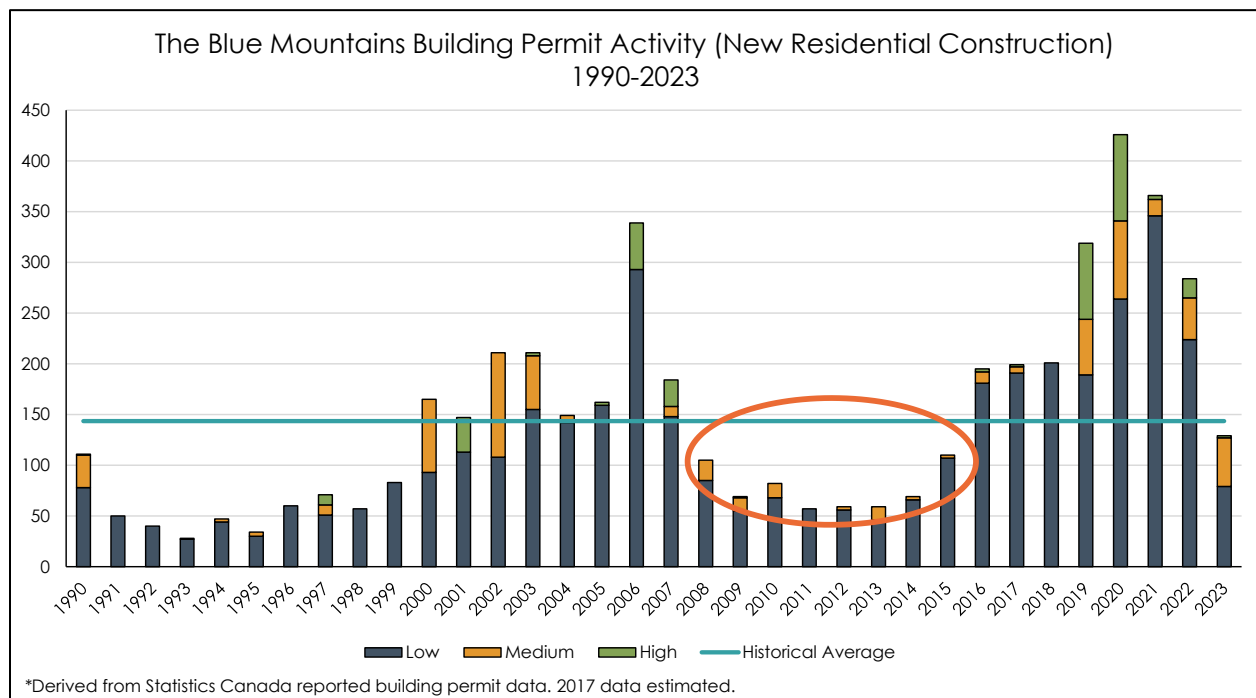
Based on the forecasted annual direct building permit processing costs of approximately \$861,800 (as detailed in Section 5.2), the building permit reserve fund target should be



approximately \$1.7 million. However, as the current balance slightly exceeds this amount, the full costs fees do not need to include a provision to reach the reserve fund target balance.

It is noted that based on the forecasted annual building permit activity, as detailed in Section 2.3.1, it is anticipated that the reserve fund will be drawn upon annually to offset projected building permit revenues and current costs and will be depleted in approximately five years. It is recommended that the Town closely monitor the reserve fund balance and re-evaluate staffing levels relative to actual development activity over the next several years.

Figure 5-1
Historical Residential Building Permit Activity



5.2 Building Permit Costing Results

Building Permit costs reflect the organizational direct, indirect, and capital costs based on 2024 budget estimates. Table 5-1 summarizes the average annual processing costs associated with building permit activities at forecasted volumes (as detailed in Section 2.3.1), compared to the average annual revenues that would be expected at current building permit fees. The average annual cost to the Town of processing building



permits has been estimated at approximately \$1.1 million. Direct service costs represent 80% (\$861,800) of the total, with indirect and capital costs accounting for the remaining 20% (\$215,000) of costs. At the forecast volumes of annual building permit activity, the Town's current building permit fees would, in aggregate, be recovering approximately 86% of annual costs of service (\$930,800).

Table 5-1
Building Permits: Annual Costs of Processing and Recovery Levels at Current Fees

Cost Component	
Direct Costs (SW&B) ^A	\$ 797,088
Direct Costs (non-SW&B) ^A	\$ 64,742
Total Direct Costs	\$ 861,830
Indirect Costs	\$ 207,256
Capital Costs	\$ 7,771
Grand Total Costs	\$ 1,076,857
Average Annual Revenue (at current fees)	\$ 930,777
Cost Recovery Level (total costs)	86%

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

5.3 Recommended Fees

Fee structure recommendations were developed with regard to overall cost recovery levels presented in Table 5-1. The fee structures presented below are based on the A.B.C. model and historical average application characteristic underlying building permits. The complete recommended fee schedule is provided in Table 5-2. The recommended fees were designed to increase overall building permit fee revenues to full cost recovery levels while observing market comparison maximums for select categories. Appendix B contains a comparison of the Town's current building permit fees with selected comparator municipalities.

Implementing the proposed fees would reduce annual revenues by approximately \$146,100, which would align annual revenues and total annual costs, on average.



**Table 5-2
Recommended Building Permit Fees**

Application/Permit Type	Charging Parameter	Current Fee	Recommended Fee (2025\$)
Detached Dwelling	per m ²	\$ 16.00	\$ 18.15
Semi/Row/Multi's Dwellings	per m ²	\$ 11.10	\$ 13.08
Multi-storey Dwellings	per m ²	\$ 13.64	\$ 16.07
Addition	per m ²	\$ 16.00	\$ 18.15
Finished Basement	Flat	\$ 250	\$ 360
Accessory Apartment	per m ²	\$ 16.00	\$ 11.20
Detached Garage	Flat	\$ 175	\$ 178
Deck	Flat	\$ 175	\$ 206
Accessory Buildings	Flat	\$ 175	\$ 178
Interior Plumbing	Flat	\$ 100	\$ 150
Interior Renovations	per m ²	\$ 3.82	\$ 4.85
Water/Sewer	Flat	\$ 100	\$ 153
On-Site Sewage Systems	Flat	\$ 625	\$ 736
Tents	Flat	\$100 (Temp. ≤14 days) \$350 (Temp. >14 days) \$200 (Tents)	\$ 153
Demolition	Flat	\$100 (Res.) \$350 (Non-Res.)	\$ 153
Compliance Letters	Flat	\$ 100	\$ 120
Non-residential - New & Additions (SHELL)	per m ²	\$13.64 Group A \$10.89 Group D \$9.16 Group E	\$16.07 Group A \$12.83 Group D \$10.80 Group E
Non-residential - New & Additions (FINISHED)	per m ²	\$17.26 Group A \$18.83 Group B \$14.00 Group D \$12.37 Group E \$9.16 F Heavy/Spec. \$6.62 F All Other \$5.00 F Aboveground Parking \$3.16 F Farm \$1.32 F Pre-Fab. Farm	\$20.34 Group A \$22.19 Group B \$16.50 Group D \$14.57 Group E \$10.80 F Heavy/Spec. \$7.80 F All Other \$5.89 F Aboveground Parking \$3.73 F Farm \$1.56 F Pre-Fab. Farm
Non-residential - Alterations & Renovations	per m ²	\$6.36 Group A/B \$5.00 Group D/E/F	\$7.50 Group A/B \$5.89 Group D/E/F
Designated Structures	Flat	\$475 Public Pool/Spa \$300 Retaining Wall \$300 Signs \$50 Solar Collector - Res. \$300 Solar Collector - Non-Res. \$500 A Structure Supporting A Wind Turbine \$300 Exterior Storage Tank \$300 Permanent Solid Nutrient Storage Facility	\$560 Public Pool/Spa \$353 Retaining Wall \$353 Signs \$59 Solar Collector - Res. \$353 Solar Collector - Non-Res. \$589 A Structure Supporting A Wind Turbine \$353 Exterior Storage Tank \$353 Permanent Solid Nutrient Storage Facility
Private Pool Enclosure	Flat	\$ 100	\$ 122
Request for Access to Building Permit Records	Flat	\$ 50	\$ 120
Entrance Permits	Flat	\$ 250	\$ 295



5.4 Other Matters

In addition to the recommended fees presented above, further analysis on several options related to detached dwelling building permit fees was conducted. Based on discussions with Town staff, options around charging a differentiated building permit fee for detached dwellings by building size was examined. Table 5-3 presents the calculated fees if a differentiated fee was set for larger detached dwellings that are greater than or equal to 325 square metres of gross floor area. Three options for the Town's consideration have been calculated where a 15%, 20%, or 25% premium on the fee for a large detached dwelling relative to a standard detached dwelling applies while maintaining full cost recovery for building permit fees overall. The fee for a residential addition has been harmonized with the standard detached dwelling fee as is currently the case with the Town's current fees.

Table 5-3
Building Permit Fee Options: Differentiated Detached Dwelling Fee by Size

Application/Permit Type	Charging Parameter	Option 1 - 15% Premium	Option 2 - 20% Premium	Option 3 - 25% Premium
Standard Detached Dwelling (< 325 m ²)	per m ²	\$ 12.64	\$ 12.32	\$ 12.02
Large Detached Dwelling (≥ 325 m ²)	per m ²	\$ 14.54	\$ 14.79	\$ 15.02
Addition	per m ²	\$ 12.64	\$ 12.32	\$ 12.02



Chapter 6

Conclusions



6. 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, fee structure recommendations, and associated impacts on the Town's financial position. In developing the recommended fee structure, careful consideration was given to affordability, market competitiveness, and to the recent trends pertaining to development application fees, including recent comments of the OLT.

Fee recommendations, as investigated through this review, are representative of the true costs of service based on current processing efforts of Town staff. The immediate full implementation of these recommendations 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 Town with a recommended fee structure for Council's consideration to appropriately recover the service costs from benefiting applicants. The Town will ultimately determine the level of cost recovery and implementation strategy that is suitable for its objectives.



Appendices



Appendix A – Historical Volumes



Table A-1
Planning Application Historical Volumes

Application Type	Historical Annual Volume
Site Plan Individual	5.00
Site Plan Small	3.60
Site Plan Large	2.20
OP Amend Individual	0.00
OP Amend Large	0.40
Zoning Amend Individual	6.80
Zoning Amend Large	2.00
Zoning Amend Temp Use	0.60
Subdivision/ Condo Small	0.20
Subdivision/ Condo Large	2.20
Draft Plan Amend	0.00
Minor Draft Plan Amend	1.00
Minor Variance	39.80
Consent/ Severance	9.20
Part Lot Control Individual	1.20
Part Lot Control Large	0.80
Removal of Holding	4.80
Condo Exemption	0.60
Telecommunication Tower	1.20
Redline Revision to Site Plan	2.00
Red Line Revision Comments to County	1.40
Draft Plan Ext. Comments to County	3.00
Draft Plan Approval Clearance Letter to County	3.00
Change to Condition of Consent	0.20
Development Control Permits (Niagara Esc.)	14.80
Official Plan Amendment Comments (Niagara Esc. or County)	0.00
Inquiry of Acquisition of Town Land	0.00



Table A-2
Development Engineering Application Historical Volumes

Application Type	Historical Annual Volume
Pre-Servicing	3.25
Subdivision	3.25
Site Plan	3.25
Peer Review Admin	0.00

Table A-3
Building Permit Historical and Forecast Volumes

Application/Permit Type	Historical Annual Volume	Forecast Annual Volume
Detached Dwelling	186.00	120.00
Semi/Row/Multi's Dwellings	94.00	50.00
Multi-storey Dwellings	1.60	1.60
Addition	51.80	51.80
Finished Basement	19.00	19.00
Accessory Apartment	12.00	12.00
Detached Garage	19.60	19.60
Deck	60.80	60.80
Accessory Buildings	20.00	20.00
Interior Plumbing	3.40	3.40
Interior Renovations	33.80	33.80
Water/Sewer	23.00	23.00
On-Site Sewage Systems	29.20	29.20
Tents	14.00	14.00
Demolition	24.60	24.60
Compliance Letters	75.00	75.00
Non-residential - New & Additions (SHELL)	1.00	1.00
Non-residential - New & Additions (FINISHED)	17.20	17.20
Non-residential - Alterations & Renovations	5.00	5.00
Designated Structures	2.60	2.60
Private Pool Enclosure	30.00	30.00
Request for Access to Building Permit Records	50.00	50.00
Entrance Permits	50.00	50.00



Appendix B – Market Comparison



Market Survey – Planning Application Fees

Category	Blue Mountains		Caledon			Collingwood			Innisfil			King			Niagara-on-the-Lake		
	Charging Parameter	Current Fee	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes
Planning																	
Site Plan Individual	Flat	\$ 2,506	Flat	\$ 6,365.40	Scoped Stream (incl. Preliminary & Pre-consultation Fees)	Flat	\$ 6,815		Flat + Variable	\$23,980 + \$300/unit for first 10 + \$225/unit for next 20 + \$169/unit over 30 + \$2.90/m² Non-Res. GFA		Flat	\$ 4,000	Simple	Flat	\$ 2,760	Minor
Site Plan Small	Flat	\$ 6,718	Flat + Variable	\$18,035 + \$1.05/m² GFA	Full Stream (incl. Preliminary & Pre-consultation Fees)	Flat	\$ 6,815		Flat + Variable	\$23,980 + \$300/unit for first 10 + \$225/unit for next 20 + \$169/unit over 30 + \$2.90/m² Non-Res. GFA		Flat	\$ 4,000	Simple	Flat	\$ 8,780	Standard
Site Plan Large	Flat	\$ 15,555	Flat + Variable	\$33,949 + \$11,316/ha	Full Stream Complex (incl. Preliminary & Pre-consultation Fees)	Flat	\$ 6,815		Flat + Variable	\$23,980 + \$300/unit for first 10 + \$225/unit for next 20 + \$169/unit over 30 + \$2.90/m² Non-Res. GFA		Flat + Variable	\$15,000 + \$250/unit + \$6.00/m² Non-Res GFA	Complex	Flat	\$ 8,780	Standard
OP Amend Individual	Flat	\$ 16,993	Flat	\$ 39,253	Minor (incl. Preliminary & Pre-consultation Fees)	Flat	\$ 9,425		Flat	\$ 31,010		Flat	\$ 21,000	Minor	Flat	\$ 9,520	
OP Amend Large	Flat	\$ 30,406	Flat	\$ 39,253	Major (incl. Preliminary & Pre-consultation Fees)	Flat	\$ 9,425		Flat	\$ 31,010		Flat	\$ 34,000	Major	Flat	\$ 9,520	
Zoning Amend Individual	Flat	\$ 4,690	Flat	\$ 19,096	Minor (incl. Preliminary & Pre-consultation Fees)	Flat	\$ 3,845		Flat	\$ 13,580	Minor	Flat	\$ 12,000	Minor	Flat	\$ 3,135	Minor
Zoning Amend Large	Flat	\$ 23,303	Flat	\$ 21,218	Major (incl. Preliminary & Pre-consultation Fees)	Flat	\$ 3,845		Flat	\$ 27,160	Major	Flat	\$ 24,000	Major	Flat	\$ 8,965	
Zoning Amend Temp Use	Flat	\$ 6,571	Flat	\$ 19,096	(incl. Preliminary & Pre-consultation Fees)	Flat	\$ 4,245		Flat	\$ 5,410		Flat	\$ 6,768		Flat	\$ 3,135	
Subdivision/ Condo Small	Flat	\$ 14,223	Flat + Variable	\$33,949 + \$668/unit	Plan of Subdivision (incl. Preliminary & Pre-consultation Fees)	Flat	\$ 24,180	Plan of Subdivision (incl. Registration)	Flat + Variable	\$46,340 + \$300/unit for first 20 + \$225/unit for next 30 + \$169/unit over 50	Plan of Subdivision Max of \$64,160	Flat + Variable	\$40,000 + \$309/unit for first 25 + \$250/unit over 25	Plan of Subdivision	Flat + Variable	\$11,980 + \$165/lot beyond first 10	Including final approval/condition clearance fee
Subdivision/ Condo Large	Flat	\$ 21,532	Flat + Variable	\$33,949 + \$668/unit	Plan of Subdivision (incl. Preliminary & Pre-consultation Fees)	Flat	\$ 24,180	Plan of Subdivision (incl. Registration)	Flat + Variable	\$46,340 + \$300/unit for first 20 + \$225/unit for next 30 + \$169/unit over 50	Plan of Subdivision Max of \$64,160	Flat + Variable	\$40,000 + \$309/unit for first 25 + \$250/unit over 25	Plan of Subdivision	Flat + Variable	\$11,980 + \$165/lot beyond first 10	Including final approval/condition clearance fee
Draft Plan Amend	Flat	50% of the current applicable fee(s)	Flat	\$ 5,966	Revisions	Flat	\$ 4,790	Subdivision Revision	Flat	\$ 5,730	Subdivision Revision	Flat	\$ 2,462	Subdivision Revision	Flat	\$ 5,135	
Minor Draft Plan Amend	Flat	\$ 413	Flat	\$ 5,966	Revisions										Flat	\$ 750	Minor Amendment to Agreement
Minor Variance	Flat	\$ 1,970	Flat	\$ 2,193	Industrial/ Commercial/ Mixed-Use	Flat	\$ 1,900		Flat	\$ 2,290	First 3 variances	Flat	\$ 2,900	New Dwellings, additions 50m² and larger, & ICI	Flat	\$ 2,395	
Consent/ Severance	Flat	\$ 3,358	Flat	\$ 4,740		Flat	\$ 2,985		Flat	\$ 4,130	First severance	Flat	\$ 6,500		Flat	\$ 3,135	
Part Lot Control Individual	Flat	\$ 836	Flat + Variable	\$6,628 + \$55/unit		Flat	\$ 2,250		Flat	\$ 3,360		Flat	\$ 4,500	plus \$185/unit	Flat	\$ 3,135	
Part Lot Control Large	Flat	\$ 940	Flat + Variable	\$6,628 + \$55/unit		Flat	\$ 2,250		Flat	\$ 3,360		Flat	\$ 4,500	plus \$185/unit	Flat	\$ 3,135	
Removal of Holding	Flat	\$ 2,657	Flat	\$ 8,882	(incl. Preliminary & Pre-consultation Fees)	Flat	\$ 1,310		Flat	\$ 3,190		Flat	\$ 5,500		Flat	\$ 3,135	
Condo Exemption	Flat	\$ 1,992	Flat + Variable	\$21,218 + \$55/unit	(incl. Preliminary & Pre-consultation Fees)	Flat	\$ 2,265		Flat	\$ 3,360							
Telecommunication Tower	Flat	\$ 2,506	Flat	\$ 7,207	Full Stream				Flat	\$ 2,490		Flat	\$ 12,000		Flat	\$ 2,930	Full Processing Stream
Redline Revision to Site Plan	Flat	\$ 595				Flat	\$ 3,040		Flat	\$ 2,400	Revision fee for 4th+ submission				Flat	\$ 750	Minor Amendment to Agreement
Red Line Revision Comments to County	Flat	\$ 413															
Draft Plan Ext. Comments to County	Flat	\$ 206															
Draft Plan Approval Clearance Letter to County	Flat	\$ 603															
Change to Condition of Consent	Flat	\$ 367	Flat	\$ 1,353	Requiring Notification												
Development Control Permits (Niagara Esc.)	Flat	\$ 223															
Official Plan Amendment Comments (Niagara Esc. or County)	Flat	\$ 464															
Inquiry of Acquisition of Town Land	Flat	\$ 1,193	Flat	\$ 563													



Market Survey – Development Engineering Application Fees

Category	Blue Mountains		Caledon			Collingwood			Innisfil			King			Niagara-on-the-Lake		
	Charging Parameter	Current Fee	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes
Development Engineering																	
Pre-Servicing	% of CV	0.70%	Flat	\$ 5,854	Subdivision Pre-servicing Agreement				Flat	\$ 4,200							
Subdivision	% of CV	5.64%	% of CV	6.00%		% of CV	5.00%		% of CV	6.00%	Plus \$600 application fee & \$3,350 agreement fee	% of CV	6.00%		Flat	\$5,500 if under 10 lots/units \$8,500 if 11-20 lots/units \$12,000 if 21-40 lots/units \$14,700 ifr over 40 lots/units	Plus \$5,405 for agreement
Site Plan	% of CV	5.64%	% of CV	6.00%		% of CV	3.00%		Flat	\$ 5,810		% of CV	6.00%		Flat	\$2,000 if under 2,500 m² \$4,000 if 2,500 to 5,000 m² \$5,000 if over 5,000 m²	
Peer Review Admin	Flat																



Market Survey – Building Permit Fees

Category	Blue Mountains		Caledon			Collingwood			Innisfil			King			Niagara-on-the-Lake		
	Charging Parameter	Current Fee	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes	Charging Parameter	Fee	Notes
Building Permits																	
Detached Dwelling	per m ²	\$ 16.00	per m ²	\$ 14.28		per m ²	\$ 12.59		per m ²	\$ 20.02		per m ²	\$ 19.00		per m ²	\$ 15.18	
Semi/Row/Multi's Dwellings	per m ²	\$ 11.10	per m ²	\$ 14.28		per m ²	\$ 12.59		per m ²	\$ 20.02		per m ²	\$ 19.00		per m ²	\$ 15.18	
Multi-storey Dwellings	per m ²	\$ 13.64	per m ²	\$ 13.09		per m ²	\$ 12.59		per m ²	\$ 20.02		per m ²	\$ 19.00		per m ²	\$ 15.18	
Addition	per m ²	\$ 16.00	per m ²	\$ 11.99	Heated	per m ²	\$ 12.59		per m ²	\$ 20.02		per m ²	\$ 19.00		per m ²	\$ 15.18	
Finished Basement	Flat	\$ 250	per m ²	\$ 4.67		Flat	\$ 353		per m ²	\$ 5.49	If finished as part of new construction	per m ²	\$ 8.00		per m ²	\$ 4.20	
Accessory Apartment	per m ²	\$ 16.00				Flat	\$ 589					per m ²	\$ 11.00	Within existing dwelling unit \$4/m ² as part of new build			
Detached Garage	Flat	\$ 175	per m ²	\$ 5.30		Flat	\$ 147		per m ²	\$ 8.18		per m ²	\$ 8.00		per m ²	\$ 4.31	
Deck	Flat	\$ 175	Flat	\$ 162		Flat	\$ 147		Flat	\$ 379		per m ²	\$ 4.00		Flat	\$ 150	300 ft ² or less \$172 greater than 300 ft ²
Accessory Buildings	Flat	\$ 175	per m ²	\$ 5.30		Flat	\$ 147		per m ²	\$ 8.18		per m ²	\$ 8.00		per m ²	\$ 4.31	
Interior Plumbing	Flat	\$ 100	per Fixture	\$ 30	Residential	Flat	\$ 147					Flat	\$ 433	Residential \$649 Non-Residential	Flat	\$ 150	Plus \$9.16/fixture
Interior Renovations	per m ²	\$ 3.82	per m ²	\$ 4.76	Residential	per m ²	\$ 6.35					per m ²	\$ 19.00		per m ²	\$ 6.35	
Water/Sewer	Flat	\$ 100	per linear m.	\$ 5.30		Flat	\$ 177					per linear m.	\$ 2.00		Flat	\$ 150	
On-Site Sewage Systems	Flat	\$ 625				Flat	\$ 589		Flat	\$ 852		Flat	\$ 1,623				
Tents	Flat	\$100 (Temp. ≤14 days) \$350 (Temp. >14 days) \$200 (Tents)	Flat	\$ 181.80	Temporary Tent	Flat	\$ 147	Up to 225m ² \$235.44 for Tents greater than 225m ²				per m ²	\$ 5.00		Flat	\$ 172	Up to 225m ² \$334 for Tents greater than 225m ²
Demolition	Flat	\$100 (Res.) \$350 (Non-Res.)	Flat	\$ 271		Flat	\$ 353	Other than a Res. House \$176.58 for Res. House	Flat	\$ 379	Non-Residential \$284 Residential	Flat	\$ 1,352	Other than a Res. Dwelling \$433 for Res. Dwelling	Flat	\$ 150	Buildings up to 3,000 ft² \$0.75/m² for buildings greater than 3,000 ft²
Compliance Letters	Flat	\$ 100	Flat	\$ 134		Flat	\$ 118		Flat	\$ 142							
Non-residential - New & Additions (SHELL)	per m ²	\$13.64 Group A \$10.89 Group D \$9.16 Group E	per m ²	\$ 15.15	Office	per m ²	\$ 10.76	Groups A/B/D/E				per m ²	\$ 12.00	Groups D/E	per m ²	\$ 15.61	Groups D/E
Non-residential - New & Additions (FINISHED)	per m ²	\$17.26 Group A \$18.83 Group B \$14.00 Group D \$12.37 Group E \$9.16 F Heavy/Spec. \$6.62 F All Other \$5.00 F Aboveground Parking \$3.16 F Farm \$1.32 F Pre-Fab. Farm	per m ²	\$ 18.18	Office	per m ²	\$ 12.59	Groups B/D/E	per m ²	\$ 16.90	Groups D/E	per m ²	\$ 19.00	Groups D/E	per m ²	\$ 19.81	Groups D/E
Non-residential - Alterations & Renovations	per m ²	\$6.36 Group A/B \$5.00 Group D/E/F	per m ²	\$ 4.54	Groups A/B/E/F	per m ²	\$ 6.35	Groups A/B/D/E	per m ²	\$ 6.78	Groups D/E	per m ²	\$ 8.00	Groups A/B/D/E	per m ²	\$ 6.35	Groups D/E
Designated Structures	Flat	\$475 Public Pool/Spa \$300 Retaining Wall \$300 Signs \$50 Solar Collector - Res. \$300 Solar Collector - Non-Res. \$500 A Structure Supporting A Wind Turbine \$300 Exterior Storage Tank \$300 Permanent Solid Nutrient Storage Facility	Flat	\$ 271	Non-Res. Solar Collector	Flat	\$ 353	Non-Res. Solar Collector	Flat	\$ 379		Flat	\$ 433	Solar Photovoltaic			
Private Pool Enclosure	Flat	\$ 100.00	Flat	\$ 386		Flat	\$ 120										
Request for Access to Building Permit Records	Flat	\$ 50				Flat	\$ 118					Flat	\$ 216				
Entrance Permits	Flat	\$ 250.00															