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DATE: November 14, 2006

TO: Chair and Members of the Planning and Development Committee
Meeting Date: December 5, 2006

FROM: Edward R. Sajecki
Commissioner of Planning and Building

SUBJECT: **Amendments to the *Planning Act* Processing Fees By-law**

RECOMMENDATION: That a by-law to establish and require payment of various fees and charges under the authority of the *Planning Act* and to repeal by-law 0414-2005, as amended by By-law Number 0492-2005, be enacted incorporating recommended revisions as outlined in Appendices 1 and 2 attached to the Report dated November 14, 2006 from the Commissioner of Planning and Building entitled "*Planning Act* Processing Fees By-law".

BACKGROUND: Each year, the City undertakes a review of the fees and charges enacted under the *Planning Act*, R.S.O. 1990, c.P.13, as amended. The *Planning Act* Processing Fees By-law includes fees for services and activities provided by all City departments for processing applications made in respect of planning matters.

In October, 2005, a report was brought forward to the Planning and Development Committee from the Commissioner of Planning and Building recommending fee structure and rate changes for planning applications. Subsequently, implementing By-law Number 0414-2005 was enacted by Council on November 9, 2005, as amended by By-law Number 0492-2005, which was enacted on December 14, 2005.

The October, 2005 report contained the following recommendation, which was approved by the Planning and Development Committee:

- “3. That as part of Phase 2 of the Planning Application Fees and Charges Review, the Commissioner of Planning and Building be directed to bring back a subsequent report by December 31, 2006 to the Planning and Development Committee to recommend any refinements in fees following the completion of any necessary studies and application tracking to be undertaken in order to achieve full cost recovery of planning application fees.”

The scope of the work of Phase 1 that led up to amending the Fees and Charges By-law only considered recouping labour costs of staff in the Development and Design Division and Development Services Section of the Planning and Building Department directly related to the processing of development applications. A consultant has been retained to carry out Phase 2 to review the operating costs associated with the processing of development applications in all Divisions and Departments and labour costs incurred by other Divisions and Departments in the review and evaluation of planning applications. It is anticipated that this review will be completed by the end of the year and a report will then be prepared for the Planning and Development Committee's consideration in the new year. Pending completion of Phase 2, a preliminary review of Asset Costs, Building Services Costs and Other Operating Costs (to be referred to as operating costs) for Development and Design and Development Services was carried out using the same template for Building Services Bill 124. The operating costs totalled \$450,000.

COMMENTS:

The changes to the fees and charges under the *Planning Act* have been grouped into two categories. The proposed changes set out in Appendix 1 to this report are the result of the annual review of fees and charges under the *Planning Act*. Generally the changes are the result of increased administration and production costs, and the amalgamation of fees, as indicated below.

The Committee of Adjustment is recommending a small increase to minor variance and consent application fees. In addition, the consent application fee has been restructured to reflect a one payment structure, which is payable at the time of application. The current two-fee structure is comprised of an application fee and a certificate fee which is paid prior to the issuance of the consent certificate.

The Development Engineering Section, Transportation and Infrastructure Planning Division, Transportation and Works Department is recommending that the current \$500.00 per development Municipal Services Inspection Fee relating to condominiums and site plans be changed to a range of between \$500.00 to \$2,500.00 per development, depending on the complexity of the project (ie. number of internal private roads), as determined by the Transportation and Works Department. The increase reflects the costs associated with the additional inspections required to monitor projects to ensure quality construction.

An increase is proposed to the property compliance update report fee, which has not increased in several years, to reflect higher processing costs.

The Payment-in-Lieu of Off-Street Parking (PIL) fees for surface and structured parking have been increased. The changes are as a result of increasing costs of surface and structured parking projects due to rising land costs.

Pending completion of Phase 2 and implementation of the recommendations of the study and in order to collect revenues which are more reflective of moving towards full cost recovery of planning application fees, it is recommended that application fees be increased by 30% to recover the operating costs of approximately \$450,000. The proposed changes to the planning application fees are set out in Appendix 2.

- FINANCIAL IMPACT:** The revenue generated from the changes to the Planning application fees will have a significant impact on the 2007 budget and have been accounted for in the 2007 departmental budget submissions.
- CONCLUSION:** The annual review of the fees and charges under the *Planning Act* Processing Fees By-law has resulted in an increase to the planning applications fees, revised and amalgamated Committee of Adjustment fees; revised Payment-In-Lieu of Off-Street Parking (PIL); an increase to the compliance report update fee; and a new range of fees for Municipal Services Inspections relating to condominium and site plans. The general increase in fees recognizes increased administration and production costs. The planning application fees increase reflects a move towards full cost recovery of planning application fees, pending completion of Phase 2 of the Planning Application Fees and Charges Review.
- ATTACHMENTS:**
- Appendix 1: General amendments to Schedule 'A' of the *Planning Act* Processing Fees By-law
 - Appendix 2: Amendments to Schedule 'A' of the *Planning Act* Processing Fees By-law – Planning Application Processing Fees

Edward R. Sajecki
Commissioner of Planning and Building

APPENDIX 1

AMENDMENTS TO SCHEDULE 'A' OF THE
 "PLANNING ACT FEES AND CHARGES BY-LAW"

CORPORATE SERVICES		
Clerks Division Committee of Adjustment		
ITEM	CURRENT	RECOMMENDED CHANGE
Minor Variance Application Fees	Residential: \$350.00/application Multiple Res. \$350.00/application for the first 10 applications and \$50.00/application in excess of the first 10 applications Comm./Industrial: \$650.00	Residential: \$375.00/ application Multiple Res: \$375.00/application for the first 10 applications and \$50.00/application in excess of the first 10 applications Comm./Industrial: \$700.00/application
Consent Application Fees	New Lots and lot additions: \$900.00/application All other applications: \$750.00/application	New Lots and lot additions: \$1,350.00/application, which will include the Certificate Fee of \$375.00 All other applications: \$1,200.00/application, which includes the Certificate Fee of \$375.00

TRANSPORTATION AND WORKS		
Transportation and Infrastructure Division Development Engineering Section		
ITEM	CURRENT	RECOMMENDED CHANGE
Municipal Services Inspection Relating to Condominiums and Site Plans	\$500.00 per development	\$500.00 to \$2,500.00 per development. Fee to be determined by the Transportation and Works Department based on the complexity of the project.

PLANNING AND BUILDING		
Strategic Planning and Business Services Division Development Services Section		
ITEM	CURRENT	RECOMMENDED CHANGE
Compliance Report Update	\$20.00	\$30.00

APPENDIX 1

AMENDMENTS TO SCHEDULE ‘A’ OF THE
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PLANNING AND BUILDING			
Policy Division			
Payment in Lieu of Off-Street parking (PIL) – Surface Parking Space			
Processing Fee		\$800.00/application	
(A) A Change in Land Use or the conversion of an Existing Building or Structure or Part thereof:			
Category	Per Surface Parking Space		Recommended Change
<u>Category 1:</u> Where the gross floor area equals or is less than 50 m ² , 12.5% of the estimated cost of parking spaces.	Port Credit - \$1,875.00 Clarkson - \$1,410.00 Streetsville - \$1,875.00 Cooksville - \$1,410.00 Other Areas in Mississauga - \$1,410.00	Port Credit - \$2,030.00 Clarkson - \$1,565.00 Streetsville - \$2,030.00 Cooksville - \$1,565.00 Other Areas in Mississauga - \$1,565.00	
Category	Per Surface Parking Space		Recommended Change
<u>Category 2:</u> Where the gross floor area exceeds 50 m ² , but equals or is less than 200 m ² , 25% of the estimated cost of parking spaces.	Port Credit - \$3,750.00 Clarkson - \$2,820.00 Streetsville - \$3,750.00 Cooksville - \$2,820.00 Other Areas in Mississauga - \$2,820.00	Port Credit - \$4,060.00 Clarkson - \$3,130.00 Streetsville - \$4,060.00 Cooksville - \$3,130.00 Other Areas in Mississauga - \$3,130.00	
<u>Category 3:</u> Where the gross floor area exceeds 200 m ² , 50% of the estimated cost of parking spaces.	Port Credit - \$7,500.00 Clarkson - \$5,640.00 Streetsville - \$7,500.00 Cooksville - \$5,640.00 Other Areas in Mississauga - \$5,640.00	Port Credit - \$8,120.00 Clarkson - \$6,260.00 Streetsville - \$8,120.00 Cooksville - \$6,260.00 Other Areas in Mississauga - \$6,260.00	
(B) New Developments, Redevelopments, and Additions to Existing Buildings and Structures, 50% of the estimated cost of parking spaces.			
	Per Surface Parking Space		Recommended Change
	Port Credit - \$7,500.00 Clarkson - \$5,640.00 Streetsville - \$7,500.00 Cooksville - \$5,640.00 Other Areas in Mississauga - \$5,640.00	Port Credit - \$8,120.00 Clarkson - \$6,260.00 Streetsville - \$8,120.00 Cooksville - \$6,260.00 Other Areas in Mississauga - \$6,260.00	

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PLANNING AND BUILDING				
Policy Division				
Payment in Lieu of Off-Street Parking (PIL) Structured Parking Space				
Processing Fee	\$800.00/application			
(A) A Change in Land Use or the Conversion of an Existing Building or Structure or Part thereof:				
Category	Per Structured Parking Space		Recommended Change	
<u>Category 1:</u> Where the gross floor area equals or is less than 50 m ² , 12.5% of the estimated cost of parking spaces.	Port Credit -	\$2,794.00	Port Credit -	\$2,973.00
	Clarkson -	\$2,256.00	Clarkson -	\$2,435.00
	Streetsville -	\$2,794.00	Streetsville -	\$2,973.00
	Cooksville -	\$2,256.00	Cooksville -	\$2,435.00
	Other Areas in Mississauga -	\$2,256.00	Other Areas in Mississauga -	\$2,435.00
<u>Category 2:</u> Where the gross floor area exceeds 50 m ² , but equals or is less than 200 m ² , 25% of the estimated cost of parking spaces.	Port Credit -	\$5,588.00	Port Credit -	\$5,946.00
	Clarkson -	\$4,511.00	Clarkson -	\$4,870.00
	Streetsville -	\$5,588.00	Streetsville -	\$5,946.00
	Cooksville -	\$4,511.00	Cooksville -	\$4,870.00
	Other Areas in Mississauga -	\$4,511.00	Other Areas in Mississauga -	\$4,870.00
<u>Category 3:</u> Where the gross floor area exceeds 200 m ² , 50% of the estimated cost of parking spaces.	Port Credit -	\$11,175.00	Port Credit -	\$11,893.00
	Clarkson -	\$9,023.00	Clarkson -	\$ 9,740.00
	Streetsville -	\$11,175.00	Streetsville -	\$11,893.00
	Cooksville -	\$9,023.00	Cooksville -	\$ 9,740.00
	Other Areas in Mississauga -	\$9,023.00	Other Areas in Mississauga -	\$ 9,740.00
(B) New Developments, Redevelopments, and Additions to Existing Buildings and Structures: 50% of the estimated cost of parking spaces.				
	Per Structured Parking Space		Recommended Change	
	Port Credit -	\$11,175.00	Port Credit -	\$11,893.00
	Clarkson -	\$9,023.00	Clarkson -	\$ 9,740.00
	Streetsville -	\$11,175.00	Streetsville -	\$11,893.00
	Cooksville -	\$9,023.00	Cooksville -	\$ 9,740.00
	Other Areas in Mississauga -	\$9,023.00	Other Areas in Mississauga -	\$ 9,740.00

APPENDIX 2

AMENDMENTS TO SCHEDULE ‘A’ OF THE
“PLANNING ACT FEES AND CHARGES BY-LAW”

PLANNING AND BUILDING		
Development and Design Division		
ITEM	CURRENT	RECOMMENDED CHANGE
Official Plan Amendment	<ul style="list-style-type: none"> • \$6,000.00 	<ul style="list-style-type: none"> • \$7,800.00
Zoning By-law Amendment	<ul style="list-style-type: none"> • Base Fee: \$4,000.00 Plus: • Detached, semi-detached and townhouse dwellings: \$300.00 per unit. • All other residential, commercial or institutional uses: \$1.50 per m² if building gross floor area is over 500 m². • Industrial and Office uses: \$2,500.00 per gross hectare with a maximum fee of \$30,000.00. • Major Revision to Application requiring Recirculation of Application to Commenting Agencies: 50% of application fee. • Revision to Application after Council Endorsement: \$200.00. • Request for Extension of Council’s Approval of Application (Sunset Clause): \$200.00. <p>For Plan of Subdivision applications processed in conjunction with a Zoning By-law Amendment application, only 50% of applicable per unit, per square metre and per hectare fees shall be required with the Plan of Subdivision application.</p>	<ul style="list-style-type: none"> • Base Fee: \$5,200.00 Plus: • Detached, semi-detached and townhouse dwellings: \$390.00 per unit. • All other residential, commercial or institutional uses: \$1.95 per m² if building gross floor area is over 500 m². • Industrial and Office uses: \$3,250.00 per gross hectare with a maximum fee of \$39,000.00. • Major Revision to Application requiring Recirculation of Application to Commenting Agencies: 50% of application fee. • Revision to Application after Council Endorsement: \$260.00. • Request for Extension of Council’s Approval of Application (Sunset Clause): \$260.00. <p>For Plan of Subdivision applications processed in conjunction with a Zoning By-law Amendment application, only 50% of applicable per unit, per square metre and per hectare fees shall be required with the Plan of Subdivision application.</p>
Removal of (H) Holding Symbol	<ul style="list-style-type: none"> • \$2,500.00 	<ul style="list-style-type: none"> • \$3,250.00
Site Plan Control	<ul style="list-style-type: none"> • Base Fee: \$1,500.00 Plus: • Detached, semi-detached and townhouse dwellings: \$300.00 per unit (except for detached dwellings in Wards 1 and 2, Doulton Drive, Gordon Woods and Meadowvale Village). • All other residential, commercial, industrial, office or institutional uses: \$1.50 per m² if building gross floor area is over 500 m². Maximum fee of \$30,000.00 for Industrial and Office 	<ul style="list-style-type: none"> • Base Fee: \$1,950.00 Plus: • Detached, semi-detached and townhouse dwellings: \$390.00 per unit (except for detached dwellings in Wards 1 and 2, Doulton Drive, Gordon Woods and Meadowvale Village). • All other residential, commercial, industrial, office or institutional uses: \$1.95 per m² if building gross floor area is over 500 m². Maximum fee of \$39,000.00 for Industrial and Office

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	<p>uses.</p> <ul style="list-style-type: none"> Major Revision to Application requiring Recirculation of Application to Commenting Agencies: 50% of application fee. Request for Extension of Site Plan Approval: \$200.00. Minor Building Alterations or Site Revisions requiring Limited Circulation to Commenting Agencies: \$700.00. Site Plan Express Approval: \$100.00. Inspection Fees: Initial Inspection: \$260.00 / Additional Inspections for Release/Return of Securities/Letter of Credit: \$100.00 per Inspection 	<p>uses.</p> <ul style="list-style-type: none"> Major Revision to Application requiring Recirculation of Application to Commenting Agencies: 50% of application fee. Request for Extension of Site Plan Approval: \$260.00. Minor Building Alterations or Site Revisions requiring Limited Circulation to Commenting Agencies: \$910.00. Site Plan Express Approval: \$130.00. Inspection Fees: Initial Inspection: \$338.00 / Additional Inspections for Release/Return of Securities/Letter of Credit: \$130.00 per Inspection
<p>Plan of Subdivision</p>	<ul style="list-style-type: none"> Base Fee: \$4,000.00 Plus: Detached, semi-detached and townhouse dwellings: \$300.00 per unit. All other residential, commercial or institutional uses: \$1.50 per m² if building gross floor area is over 500 m². Industrial and Office uses: \$2,500.00 per gross hectare with a maximum fee of \$30,000.00. Major Revision to Application requiring Recirculation to Commenting Agencies: 50% of application fee. Revision to Draft Approved Plan requiring Circulation: 50% of application fee. Recirculation of Application due to Lapsing of Draft Approval: 50% of application fee. <p>For Plan of Subdivision applications processed in conjunction with a Zoning By-law Amendment application, only 50% of applicable per unit, per square metre and per hectare fees shall be required with the Plan of Subdivision application.</p>	<ul style="list-style-type: none"> Base Fee: \$5,200.00 Plus: Detached, semi-detached and townhouse dwellings: \$390.00 per unit. All other residential, commercial or institutional uses: \$1.95 per m² if building gross floor area is over 500 m². Industrial and Office uses: \$3,250.00 per gross hectare with a maximum fee of \$39,000.00. Major Revision to Application requiring Recirculation to Commenting Agencies: 50% of application fee. Revision to Draft Approved Plan requiring Circulation: 50% of application fee. Recirculation of Application due to Lapsing of Draft Approval: 50% of application fee. <p>For Plan of Subdivision applications processed in conjunction with a Zoning By-law Amendment application, only 50% of applicable per unit, per square metre and per hectare fees shall be required with the Plan of Subdivision application.</p>

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PLANNING AND BUILDING		
Strategic Planning and Business Services Division Development Services Section		
ITEM	CURRENT	RECOMMENDED CHANGE
Exemption from Part Lot Control	<ul style="list-style-type: none"> • Base Fee: \$1,500.00 Plus: • \$60.00 for each lot or block created • Repeal of Exempting By-law: \$120.00 • Deletion of Restrictions: \$120.00 • Extension of Exempting By-law: \$525.00 • Consent to Transfer/Charge: \$100.00 	<ul style="list-style-type: none"> • Base Fee: \$1,950.00 Plus: • \$78.00 for each lot or block created • Repeal of Exempting By-law: \$156.00 • Deletion of Restrictions: \$156.00 • Extension of Exempting By-law: \$683.00 • Consent to Transfer/Charge: \$130.00
Plan of Condominium	<ul style="list-style-type: none"> • Base Fee: \$3,500.00 Plus: • \$20.00 per apartment unit • \$50.00 per non apartment unit or vacant lots • \$100.00 per hectare – non residential • Common Element Condominium Fee: \$5,000.00 • Recirculation of Application due to Lapsing of Draft Approval: \$525.00 • Condominium Amalgamation Fee: \$500.00 	<ul style="list-style-type: none"> • Base Fee: \$4,550.00 Plus: • \$26.00 per apartment unit • \$65.00 per non apartment unit or vacant lots • \$130.00 per hectare – non residential • Common Element Condominium Fee: \$6,500.00 • Recirculation of Application due to Lapsing of Draft Approval: \$683.00 • Condominium Amalgamation Fee: \$650.00