

**Subject: Provincial Legislation Resource Impact Report**

**File Number: ACS2023-PRE-GEN-0005**

**Report to a joint Planning and Housing Committee and Agriculture and Rural  
Affairs Committee on 30 May 2023**

**and Council 14 June 2023**

**Submitted on May 19, 2023 by Charmaine Forgie, Manager, Business and  
Technical Support Services, Planning, Real Estate and Economic Development  
Department**

**Contact Person: Alexandre LeBlanc, Strategic Programs and Project Officer,  
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**Ward: Citywide**

**Objet : Rapport sur les répercussions de la législation provinciale sur les  
ressources**

**Dossier : ACS2023-PRE-GEN-0005**

**Rapport présenté à la réunion conjointe du Comité de la planification et du  
logement et du Comité de l'agriculture et des affaires rurales**

**le 30 mai 2023**

**et au Conseil le 14 juin 2023**

**Soumis le 19 mai 2023 par Charmaine Forgie, Gestionnaire, Services de soutien  
techniques et aux activités, Services de la planification, des biens immobiliers et  
du développement économique**

**Personne-ressource : Alexandre LeBlanc, Agent, programmes et projets  
stratégiques, Direction générale de la planification, de l'immobilier et du  
développement économique**

**Quartier : À l'échelle de la ville**

## **REPORT RECOMMENDATION(S)**

**That the joint Planning and Housing Committee and Agriculture and Rural Affairs Committee recommend Council:**

- 1. Approve a Planning Services Fee Adjustment to fund 32 full-time equivalent (FTE) positions at an approximate cost of \$1,112,500 for 2023, as per Document 1;**
- 2. Approve the addition of five new temporary full-time equivalent (FTE) positions at an approximate cost of \$160,000 for 2023, from within existing resources; and**
- 3. Approve the conversion of two existing temporary positions into permanent full-time equivalent (FTE); and**
- 4. Direct staff to monitor the Zoning By-law Amendment and Site Plan Control application timelines and report back to Council in Q3 2024 or sooner with a status update.**

## **RECOMMANDATION(S) DU RAPPORT**

**Que le Comité de la planification et du logement et le Comité de l'agriculture et des affaires rurales recommandent au Conseil :**

- 1. d'approuver le rajustement des frais des Services de planification pour le financement de 32 postes équivalents temps plein (ETP) pour un coût approximatif de 1,112,500 million de dollars, conformément au Document 1;**
- 2. d'approuver l'ajout de cinq nouveaux postes équivalents temps plein (ETP) temporaires, pour un coût approximatif de 160 000 dollars pour 2023, en puisant dans les ressources existantes;**
- 3. d'approuver la conversion de deux postes permanents équivalents temps plein (ETP) temporaires en postes équivalents temps plein (ETP) permanents;**
- 4. de demander aux membres du personnel de surveiller les calendriers des demandes de modification du *Règlement de zonage* et de la réglementation du plan d'implantation et de présenter un rapport au Conseil au troisième trimestre 2024 ou plus tôt, avec un compte rendu de la situation.**

## EXECUTIVE SUMMARY

This report seeks Council approval of the revenue necessary to increase staff capacity to meet new and changing workload as a result of provincial legislation.

In 2022, the province introduced a number of Bills and regulations that affect the way we work and has added new municipal responsibilities. Some of the impacts are summarized below:

- Bill 109 introduced the requirement of compressed timelines to review development applications. If those timelines are not met, refunds of development applications fees would have to be issued. All departments and service areas that contribute to the development application review have compressed timelines to meet, and have to adapt to a new multi-phase pre-consultation process to provide early feedback to applicants.
- Bill 23 introduced new workload for heritage designations from the changes to the heritage register rules, new reporting requirements, new municipal responsibilities with regards to hydrogeology and wetland evaluations.

This report identifies the estimated staff resources, and their funding source, to enable the City to take on these new and changing functions. The process to hire the staff recommended in this report would be a few months, and the expectation is that they would only be on payroll for one third of the year. Therefore, the fee increase will be phased in through this report, with the balance being implemented through the next budget.

Ultimately, the report seeks Council approval of:

- the funding sources for a total of 37 FTEs:
  - 32 FTEs from a phased increase in Planning Services fees for a total of \$1,112,500 (with the balance of fee increase to take place during the 2024 budget); and
  - five FTEs from within existing resources, for a total of \$160,000.
- converting two existing temporary positions into permanent FTEs:
  - one FTE in Guidelines & Standards; and
  - one FTE in GeoSpatial Analysis and Technical Solutions.

## RÉSUMÉ

Ce rapport vise à obtenir du Conseil l'approbation des recettes nécessaires pour que le personnel soit davantage en mesure d'assumer la charge de travail nouvelle et changeante découlant de la législation provinciale.

En 2022, la province a introduit un certain nombre de projets de loi et de règlements qui ont une incidence sur notre façon de travailler et ont ajouté de nouvelles responsabilités municipales. Certaines de ces répercussions sont résumées ci-dessous :

- Le projet de loi 109 a introduit l'exigence de délais réduits pour l'examen des demandes d'aménagement. Si ces délais ne sont pas respectés, les frais relatifs aux demandes d'aménagement doivent être remboursés. Toutes les directions générales et tous les secteurs d'activité qui participent à l'examen des demandes d'aménagement ont des délais serrés à respecter et doivent s'adapter à un nouveau processus de consultation préalable en plusieurs étapes afin de fournir rapidement une réponse aux demandeurs.
- Le projet de loi 23 a introduit une nouvelle charge de travail pour les désignations patrimoniales en raison des modifications apportées aux règles du registre du patrimoine, des nouvelles exigences en matière de rapports et des nouvelles responsabilités municipales en ce qui concerne l'hydrogéologie et l'évaluation des milieux humides.

Ce rapport identifie les ressources en personnel estimées, ainsi que leur source de financement, pour permettre à la Ville d'assumer ces fonctions nouvelles et changeantes. Le processus d'embauche du personnel recommandé dans le présent rapport prendrait quelques mois, et l'on s'attend à ce qu'il ne soit rémunéré que pendant un tiers de l'année. Par conséquent, l'augmentation des frais sera introduite progressivement dans le cadre du présent rapport, le solde étant mis en œuvre dans le cadre du prochain budget.

En définitive, le rapport vise à obtenir l'approbation du Conseil pour :

- les sources de financement pour un total de 37 ETP, soit :
  - 32 ETP provenant d'une augmentation progressive des frais des Services de planification pour un total de 1 112 500 dollars (avec le solde de l'augmentation des frais qui aura lieu au cours du budget 2024);
  - cinq ETP à partir des ressources existantes, pour un total de 160 000 dollars.
- la conversion de deux postes temporaires existants en ETP permanents :

- un ETP pour les directives et les normes;
- un ETP pour l'analyse géospatiale et les solutions techniques.

## **BACKGROUND**

Municipalities in Ontario have been subjected to a number of changes as a result of the provincial government's roll out of the More Homes, More Choice: Ontario's Housing Supply Action Plan.

This report will highlight the key workload impacts of the provincial Bills on City business, and asks Council for the corresponding staffing resources that, in staff's estimate, will allow the City to adapt to the changes.

In December 2021, the province appointed a [Housing Affordability Task Force](#), which authored a report with [55 recommendations](#) released on February 8, 2022. The City's position on the impact of the Task Force's recommendations was presented to Council on March 23, 2022 in report [ACS2022-PIE-EDP-0008](#). Acting quickly to implement part of the recommendations of the Task Force, Bill 109 and Bill 23 were introduced by the Provincial Government.

### **Bill 109**

[Bill 109, More Homes for Everyone Act, 2022](#) received Royal Assent on April 14<sup>th</sup>, 2022. The Bill made changes to the Planning Act and other statutes to implement some of the 55 recommendations in the Task Force Report. Impacts on the City included an indefinite suspension of ministerial-approval of the new Official Plan, mandatory appointment of staff to approve Site Plans, mandatory refunds for Site Plan Control (SPC) and Zoning By-law Amendment applications that exceed statutory processing timelines (90 days for Zoning By-law Amendments and 60-days for Site Plan Control), removed Councillor concurrence on Site Plan Control applications and imposed mandatory timelines.

On July 6, 2022, City Council approved the Bill 109 Implementation – Phase 1 ([ACS2022-PIE-GEN-0011](#)) recommendations which were intended to implement required changes mandated by the provinces' Bill 109.

The report, as approved, amended three City By-laws and one City policy:

- Delegated Authority By-law 2022-29 – to appoint authority to staff to approve all Site Plan Control applications and remove Councillors from the SPC approval process, including concurrence; conditions of approval; and approval authority.

- Development Application Study Policy By-law 2001-451 – to update the list of studies that make an application “complete”. A “complete” application is the trigger for when the clock on the new timelines starts ticking in the development application process.
- Public Notification and Consultation Policy – to reflect the changes to the delegation of authority to staff to approve Site Plan Control applications.
- Site Plan Control By-law – to align the inner urban Site Plan Control exemption threshold with the outside the greenbelt threshold. The By-law would permit buildings with six units or less to be exempt from Site Plan Control. This is reprioritizing the departmental effort to create capacity internally; reducing workload to enable adaptation to shorter and more intense timelines as well as reflecting on the Affordable Housing and Homelessness Crisis and Emergency, declared by Council on January 29, 2020, with Motion NO 26/14, by allowing for streamlined approval process for low-rise infill units.

The *Resources for Development Applications Review and Approval* report approved by Council on July 6, 2022 ([ACS2022-PIE-GEN-0010](#)) recommended changes to resources for development applications review and approvals, affecting staffing in several Service Areas including Building Code Services, Planning Services, Business and Technical Support Services, Legal Services and Finance Services. A number of positions were stabilized from temporary to permanent positions, and additional capacity in strategic parts of the development application process were added. The July 2022 report was the first attempt to prepare for the wholesale changes that would be brought on by Bill 109.

The Bill 109 Implementation Phase 2 report (ACS2023-PRE-GEN-0004) seeks Council approval for further policies and by-law changes, that represents the best path forward to meet the tight provincial timelines to process development applications while preventing the potential refund of fees. The proposed multi-tiered pre-consultation process, and its tight timeline, is the principal staffing pressure from the Bill. All internal stakeholders who play a role in development review applications must be resourced to participate.

### **Bill 23**

[Bill 23, More Homes Built Faster Act, 2022](#), was introduced at the Provincial Legislature and received Royal Assent on November 28th, 2022 and goes further in implementing the Task Force Report. The Bill proposes extensive changes to a number of Acts and regulations including the Development Charges Act, Planning Act, Municipal Act, and others.

The principal Bill 23 heritage implications with staffing impacts are the following:

- Requires that a non-designated property listed on the Heritage Register be removed after two years if Council has not initiated the designation process. The City of Ottawa has approximately 4600 listed properties to review.
- Introduces a limitation where a property that has been removed from the Register cannot be re-listed for five years.
- Limits Council's ability to designate a property that is subject to certain Planning Act applications if that property is not already listed on the Heritage Register

The principal Bill 23 sustainability implications with staffing impacts are the following:

- Changes to Conservation Authorities to amend levels of responsibility and oversight, limiting their input to natural hazards and removing their ability to complete technical reviews (i.e.; stormwater, geotechnical, hydrogeological, environmental assessments, etc.)
- Changes to the Ontario Wetland Evaluation System, transferring the responsibility to evaluate those lands to municipalities.

Some of the Bill 23 impacts also included:

- Allowing up to 3 "gentle intensification" principal units on any urban-serviced residential parcel, including in a detached, semi-detached or townhouse and prohibiting a zoning by-law from restricting such from occurring;
- Exempting the above "gentle intensification" units from Development Charges (DC), Parkland and Community Benefit contributions;
- Exempting affordable, attainable and inclusionary zoning units from Development Charges, and discounts to Community Benefits and Parkland Dedication;
- Setting a maximum parkland dedication cap of 10% for sites less than 5 ha in area, and 15% for larger sites;
- Halving the maximum parkland dedication rates for land and cash-in-lieu; and
- Exempting buildings of up to 10 residential units from Site Plan Control entirely.

Staff is currently evaluating the impact of those financial implications and will be reporting back to Council later this year.

As a follow up to Bill 23, the province also introduced [Municipal Reporting on Planning Matters - Proposed Minister's Regulation under the Planning Act](#). There are two main components:

1. Municipalities to submit 5-year historical data (from 2018-2022 inclusive) for all datapoints identified. This information would be required to be submitted by December 31, 2023.
2. Reporting application data on a quarterly basis, beginning June 30th, 2023 for:
  - Official Plan Amendment applications
  - zoning by-law amendments
  - plans of condominium
  - plans of subdivision
  - site plan applications
  - land severances (consents)
  - minor variances
  - number of housing units built as-of-right

To support Bill 23 and the Province's Budget 2022 target of building 1.5 million new homes in Ontario by the end of 2031, the Province [assigned municipal housing targets](#) to selected lower- and single-tier municipalities on October 25, 2022. The City of Ottawa was assigned a housing target of 151,000 new homes over the next nine years, or by the end of 2031. The 2031 Municipal Housing Pledge Report ([ACS2023-PRE-EDP-0009](#)) outlines Ottawa's Housing Pledge to enable the construction of 151,000 new homes by the end of 2031. The City does not build houses, but the City provides a planning and a regulatory environment to facilitate the construction of new homes. If the City is successful in fulfilling its role for meeting this target, the Ottawa housing market still needs additional housing market considerations in place to achieve the construction of 151,000 new homes by 2031. The Housing Pledge identifies four action categories on how the City will contribute to the Ottawa housing market's target:

1. Stimulate the supply of housing;
2. Form strategic partnerships;
3. Streamline our governance and approvals process; and



#### 4. Monitor and report on our commitments.

### **DISCUSSION**

This report represents a baseline for the City to implement recent Provincial Legislation, every municipality is in the same situation, and we are all learning together how to best achieve a streamlined review of development applications and take on new tasks without jeopardizing the quality of our review, while preventing refunds from missed timelines.

For Bill 109, the resource recommendations below capture the best, most reasonable estimate staff can provide to enable the City to meet the provincially imposed timelines while meeting Council objectives. For Bill 23, this represents the capacity required at this time to complete the changing workload.

### **Methodology**

As staff developed the Phase 2 implementation of the province's Bill 109, staff engaged with Senior leaders whose teams contribute to the development application review, and whose work is impacted by the process and by-law changes proposed in report ACS2023-PRE-GEN-0004. Following the adoption of Bill 23, the same exercise was repeated, asking for the pressures of provincial legislation as a whole, rather than just Bill 109.

These leaders shared the anticipated pressures on their team, based on amendments to the way they work currently. The following groups were consulted:

- Planning Services
- Finance Services
- Legal Services
- Right of Way, Heritage and Urban Design (ROWHUD)
- Transportation Planning
- Asset Management Services
- Economic Development and Long-Range Planning
- Parks Services
- Building Code Services and Land Management System (LMS)
- Office of the City Clerk
- Traffic Services
- Transit Services

Criteria were developed, with a focus on the impact to the business line: what new task or new way of working has provincial legislation imposed for your team to meet the

provincially timed application review? This question is key to demonstrate that, regardless of volume, existing capacity is not sufficient to complete the new task.

The following criteria were developed:

1. No dedicated person: Development Review files were one of many priorities of the responsible staff. Prioritizing the Bill 109 timelines means ensuring capacity exists by eliminating competing priorities to focus on meeting timelines and preventing refunds.
2. New tasks: Historically the team was not involved in this task (pre-consultation process, wetland evaluation or Hydrogeological review), where now it will be required for them to undertake that work.
3. Compressed timelines: The commenting process usually took a number of weeks to complete and will now need to be completed in a much shorter timeframe.
4. Change in Business Practice: where a process now needs to occur before an application is deemed complete (during the pre-consultation process) in a shorter timeline than before.
5. Increased frequency of Planning Committee and Council: proposal to increase to 26 meetings a year each, up from the current 19-20.

### **Recommendations 1 and 2: FTEs and rationale**

This section will speak to the recommended positions for the City to manage the new and changing workload as a result of provincial legislation. The table below illustrates the total number of Full Time Equivalent (FTEs) recommended and their corresponding funding sources.

**Table 1 – Total FTEs value**

<b>Origin</b>	<b>FTE number</b>	<b>Total Dollar Value</b>
Total FTEs	37	\$5,090,000
Sub-Total: Tax funded	5	\$640,000
Sub-Total: Planning Services Fee funded	32	\$4,450,000

The process to hire these staff would be a few months, and the expectation is that they would only be on payroll for one quarter of the year. Therefore, the fee increase will be

phased in through this report, with the balance being implemented through the next budget. The fee increase would take place starting October 1, 2023.

The financial implications for the remainder of this year (2023) are as follows:

**Table 2 – Total FTEs, value for Q4 2023**

<b>Origin</b>	<b>FTE number</b>	<b>Total Dollar Value for 2023</b>
Total FTEs	37	\$1,272,500
Sub-Total: Funded from within existing resources	5	\$160,000
Sub-Total: Planning Services Fee funded	32	\$1,112,500

### **FTES funded from Planning Services Fees**

The recommended FTEs, totaling 32 in this category, include:

- 10 Engineers (PRED, and Infrastructure and Water Services)
- 17 Planners (PRED, and Recreation, Culture and Facilities Services)
- Five Subject Matter Experts (finance, zoning, forester, legislative and stakeholder support)

Staff need to change the way they work to meet Bill 109's reduced timelines to process Site Plan Control (SPC) and Zoning By-law Amendment (ZBLA) applications, and the City's recommended multi-tiered pre-consultation process to solve issues early in the process. All appropriate internal experts are engaged early to offer specific feedback to applicants to guide them through the major issues with the site or proposal, as applicants develop their studies. The intent is to support applicants to provide complete, accurate and consistent information to the City.

To enable this, it is important to ensure that the Subject Matter Experts in Service Areas that review development applications have the appropriate capacity to meet the shortened timelines of Bill 109 and can provide timely comments on complex applications during the multi-tiered pre-consultation process.

### **FTES Funded from within existing resources**

The recommended FTEs, totaling five in this category, include:

- One FTE for Council and Committee Services
- One FTE to assist with changes to wetland evaluation and related data management (tax base)
- Three Planners to work on the Bill 23 impacts to the Heritage Register

The Council and Committee Services of the Office of the City Clerk is responsible for the coordination and management of Committee and Council meetings. Bill 109 has mandated shortened timelines for cities to issue an approval – for Zoning By-law amendments, this means that the by-law must be enacted by Council within 90-days from an application being deemed complete, or a refund of the development application fee would be issued. Report ACS2023-PRE-GEN-0004 recommends a number of Committee and Council governance changes to ensure staff to meet the 90-day timeline, some of which affect workload of Council and Committee Services:

- Increased frequency of Planning and Housing Committee and Council: the report proposes to increase meeting frequency up to 26 meetings a year each, up from the current 19-20; and
- Adjusting the publication of zoning reports to six calendar days before committee, as opposed to the remainder of the agenda, which is traditionally posted 10 calendar days before Committee.

Bill 23 has fundamentally changed the heritage planning workload by amending the rules around properties listed on the Heritage Register, and the requirement for them to be designated within 2 years or be removed. The Heritage Inventory Project, a city-wide heritage study resulted in the inclusion of 3402 properties on the Heritage Register as non-designated listings. Bill 23 requires that properties on the list be on the Heritage Register for a maximum of two years, unless a designation process has been initiated.

Existing staff resources will be allocated to prioritizing the properties and working on designation assessment, staff are recommending the additional staff members to support the effort over the next two years to assess the heritage value of as many properties on the Heritage Register before the 2-year deadline is reached.

Changes to the provincial wetland evaluation process, introduced alongside Bill 23, imposed new requirements on Cities to receive, review and maintain wetland evaluation records. This process was formerly managed by the provincial Ministry of Natural Resources and Forestry. The recommended new FTE would be required to be a trained wetland evaluator.

### **Recommendation 3: conversion of two existing temporary positions into permanent FTEs**

Converting two existing temporary positions into permanent FTEs:

- one FTE in Quality Assurance and Standards, funded from planning fees included in recommendation 1; and
- one FTE in GeoSpatial Analysis and Technical Solutions, funded from within existing resources.

The capacity to complete existing and future work has been confirmed by management as required and in need of permanent positions. The addition of new tasks introduced by provincial Bills have further confirmed the continuous need for these positions.

### **Recommendation 4: Monitoring**

Staff propose to monitor whether provincial timelines are met in the coming 18 months (Q4 2024). Staff can determine whether the estimated complement was sufficient to meet the demand generated by provincial legislation and prepare a future report to convert those positions to permanent if deemed required. Through the City budget process of 2024 and 2025, positions that are confirmed as operational requirements will be recommended for Council's approval to be made permanent.

Note that 18 months (end of Q4 2024) was selected as the reporting timeline to ensure that a full year of refundable timeline is experienced by staff. Given the proposed pre-consultation requirements, staff do not expect that refunds, if any, would begin being administered until October 2023.

The monitoring proposed matches that of report ACS2023-PRE-GEN-0004, being:

- How many pre-consultations of each phase (1, 2 and 3) the City has received;
- The timelines for processing received pre-consultations;
- How many pre-consultations turned into formal application submission;
- The number of ZBLA applications received, including:
  - The length of time staff took to process the application (was a decision issued within 90 days?)
  - Number of refunds issued and the corresponding dollar value
  - Amount of time over the 90 days by which the application was reviewed

- The number of SPC applications received, including:
  - The length of time Staff took to process the application (was a decision issued within 60 days?)
  - Number of refunds issued and the corresponding dollar value
  - Amount of time over the 60 days by which the application was reviewed (or 120 days for combined ZBLA and OPAs)

The above will provide clear guidance on whether the Bill 109 implementation approach is working, and staff can report back on any remaining or insufficient pressures that jeopardize the meeting of timelines.

## **FINANCIAL IMPLICATIONS**

**Recommendation 1.** 31 full-time temporary full-time equivalents (FTEs) and 1 full-time permanent position will be created with associated budget of \$1,112,500 for October to December 2023 funded from Planning Services user fees. The Planning Services Fee adjustment will be phased in with half introduced in 2023, effective July 1, 2023, to cover expenditures. Staff outlined in this report are not staffed the full year, therefore the phase in will not result in a pressure to the City.

The second phase in of fees will be brought forward in the 2024 budget with remaining associated budget for the full-time equivalents for 2024.

Breakdown of temporary FTEs funded by Planning Services User Fees includes 26 temporary FTEs in Planning, Real Estate, and Economic Development Department, two temporary FTEs and one permanent FTE in Infrastructure & Water Services Department, two temporary FTEs in Recreation, Culture & Facilities Department, and one temporary FTE in Finance and Corporate Services Department.

**Recommendation 2.** Five temporary full-time equivalents will be created with funding from within existing resources. Breakdown of temporary full-time equivalents include: four in Planning, Real Estate, and Economic Development Department and one in the Office of the City Clerk.

**Recommendation 3.** One existing temporary position in Planning, Real Estate, and Economic Development will be converted into a permanent FTE, funded from within existing resources. One existing temporary position in Infrastructure & Water Services Department will be converted into permanent FTE, funded from planning fees included in recommendation 1.

The staff added through this report is to increase capacity to meet the new and changing workload as a result of provincial changes. If approved by Council, the staffing changes will mitigate refund risks associated with Bill 109 as described by complementary report ACS2023-PRE-GEN-0004: Bill 109 Implementation Phase 2.

As mentioned in Bill 109 Implementation Phase 2 (ACS2023-PRE-GEN-0004), development application review is a self-financed service offered by the City, where planning application fees pay for the staff that do that work. The phased in fee increase is in accordance with the City's User Fees and Charges Policy whereby Section 391 of the Municipal Act, 2001 provides municipalities with authority to establish and collect user fees and charges to recover costs associated with the delivery of services where users can be identified.

### **LEGAL IMPLICATIONS**

There is no legal impediment to the adoption of the recommendations in this report. Any individual applicant for an approval under the Planning Act has the ability to appeal the fees in respect of their application by paying the fee under protest and filing an appeal within thirty days thereafter. While the legislative provisions that require site plan approval within sixty days, after which a partial or full fee refund will be applicable, do not apply to post approval activities, such as agreement preparation, it is anticipated that the enhanced timeframe required for site plan approval will give rise to an expectation for an enhanced timeline for agreement preparation. This will consequently give rise to the need for additional Legal Services resources and a report in that regard will be submitted for City Council's consideration, later this year.

### **COMMENTS BY THE WARD COUNCILLOR(S)**

This is a City-wide report – not applicable.

### **CONSULTATION**

This report is administrative in nature and as such, there has been no specific consultation.

### **ACCESSIBILITY IMPACTS**

This report has no specific impacts on Accessibility.

### **ASSET MANAGEMENT IMPLICATIONS**

There are no Asset Management Implications to implement the recommendations of this report.

**RISK MANAGEMENT IMPLICATIONS**

There are no direct risk management implications associated with the recommendations in this report, as the risk of not meeting the provincial timelines or requirement for data reporting are mitigated through the recommended addition to staff complement.

**RURAL IMPLICATIONS**

This report addresses City-wide administration of development review services. The staffing complement proposed will benefit rural development projects as well as urban projects.

**SUPPORTING DOCUMENTATION**

Document 1 – Revised Planning Services Fee Schedule

**DISPOSITION**

Finance Services will work with Legal Services and the Office of the Clerk to update the Planning Services Fee By-law to reflect recommendation 1.

Planning Services will update the website and internal software so that the updated fees are charged from the date of the implementation of the By-law.

Each department identified in the report will be responsible for hiring the relevant positions.



**Document 1 – Revised Planning Services Fee Schedule**

	2021 Rate \$	2022 Rate \$	2023 Rate \$	% Change Over 2022	% Change Over 2021	Effective Date
<b>Development Review Process</b>						
<b>section</b>						
<b>Official Plan Amendment</b>						
Official Plan Amendment <sup>1, 3</sup>	24,620.00	25,469.00	29,883.00	17.3%	21.4%	01-Jul-23
<b>Zoning By-Law Amendments</b>						
Zoning By-Law Amendment Major <sup>1, 3</sup>	21,002.00	21,727.00	25,492.00	17.3%	21.4%	01-Jul-23
Zoning By-Law Amendment Minor <sup>1, 3</sup>	10,790.00	11,162.00	13,096.00	17.3%	21.4%	01-Jul-23
Lifting Holding By-law	7,435.00	7,692.00	9,025.00	17.3%	21.4%	01-Jul-23
Zoning By-law Amendment-Severance of Surplus Farm Dwelling <sup>2, 3</sup>	4,165.00	4,598.00	5,395.00	17.3%	29.5%	01-Jul-23
<b>Subdivision Draft Approval</b>						
Subdivision Draft Approval 1 to 40 units <sup>1, 3</sup>	43,406.00	44,904.00	52,686.00	17.3%	21.4%	01-Jul-23
Subdivision Draft Approval 41 to 250 units <sup>1, 3</sup>	77,593.00	80,270.00	94,180.00	17.3%	21.4%	01-Jul-23
Subdivision Draft Approval 251+ units <sup>1, 3</sup>	94,453.00	97,712.00	114,645.00	17.3%	21.4%	01-Jul-23
Subdivision Draft Approval Non-residential Uses	36,165.00	37,413.00	43,896.00	17.3%	21.4%	01-Jul-23
Subdivision Draft Approval Residential and Non-residential Uses	9,513.00	9,841.00 plus the fee applicable to the number of dwelling units	11,546.00 plus the fee applicable to the number of dwelling units	17.3%	21.4%	01-Jul-23
<b>Subdivision Final Approval</b>						
Subdivision Planning Agreement 1 to 40 units	9,513.00	9,841.00	11,546.00	17.3%	21.4%	01-Jul-23
Subdivision Planning Agreement 41 to 250 units	11,223.00	11,610.00	13,622.00	17.3%	21.4%	01-Jul-23
Subdivision Planning Agreement 251+units	13,926.00	14,406.00	16,902.00	17.3%	21.4%	01-Jul-23
Subdivision Planning Agreement Non-residential Uses	4,713.00	4,876.00	5,721.00	17.3%	21.4%	01-Jul-23
Subdivision Revisions Requiring Circulation	4,713.00	4,876.00	5,721.00	17.3%	21.4%	01-Jul-23
Subdivision Extension of Draft Plan Approval	4,357.00	4,507.00	5,288.00	17.3%	21.4%	01-Jul-23
<b>Plan of Condominium</b>						

Condominium-New Vacant Land -No Concurrent Site Plan <sup>1, 3</sup>	38,321.00	39,643.00	46,513.00	17.3%	21.4%	01-Jul-23
Condominium-New Vacant Land -With Concurrent Site Plan <sup>1, 3</sup>	15,563.00	16,100.00	18,890.00	17.3%	21.4%	01-Jul-23
Condominium - New Standard, Common Elements, Phased or Leasehold	15,563.00	16,100.00	18,890.00	17.3%	21.4%	01-Jul-23
Condominium - Revision or Extension	2,838.00	2,936.00	3,445.00	17.3%	21.4%	01-Jul-23
<b>Site Plan Control</b>						
Site Plan - Complex <sup>1, 3</sup>	44,502.00	46,037.00	54,015.00	17.3%	21.4%	01-Jul-23
Site Plan - Standard, non-rural area	15,705.00	16,247.00	19,063.00	17.3%	21.4%	01-Jul-23
Site Plan - Revision, Complex <sup>1, 3</sup>	30,630.00	31,687.00	37,178.00	17.3%	21.4%	01-Jul-23
Site Plan - Revision, Standard, non-rural area	7,005.00	7,247.00	8,503.00	17.3%	21.4%	01-Jul-23
Site Plan - Extension, non-rural area	3,930.00	4,066.00	4,771.00	17.3%	21.4%	01-Jul-23
Site Plan - Street townhouse, not previously approved through the subdivision process	7,005.00	7,247.00	8,503.00	17.3%	21.4%	01-Jul-23
Site Plan - Standard, rural area	13,156.00	13,610.00	15,969.00	17.3%	21.4%	01-Jul-23
Site Plan - Rural small, rural area	851.00	880.00	1,032.00	17.3%	21.3%	01-Jul-23
Site Plan - Revision, Standard, rural area	851.00	880.00	1,032.00	17.3%	21.3%	01-Jul-23
Site Plan - Extension, rural area	851.00	880.00	1,032.00	17.3%	21.3%	01-Jul-23
Site Plan - Master, Draft approval <sup>1, 3</sup>	34,205.00	35,385.00	41,517.00	17.3%	21.4%	01-Jul-23
Site Plan - Master, Final approval	2,120.00	2,193.00	2,573.00	17.3%	21.4%	01-Jul-23
<b>Lifting Part Lot Control</b>						
Lifting Part Lot Control	6,909.00	7,147.00	8,386.00	17.3%	21.4%	01-Jul-23
Lifting Part Lot Control-Extension	884.00	914.00	1,072.00	17.3%	21.3%	01-Jul-23
<b>Lifting 30 Centimetre Reserve</b>						
Lifting 30 Centimetre Reserve	1,422.00	1,471.00	1,726.00	17.3%	21.4%	01-Jul-23
Lifting 30 Centimetre Reserve – Rural Single Lot Hydrogeological	-	736.00	864.00	17.4%	100.0%	01-Jul-23
<b>Demolition Control</b>						
Demolition Control <sup>1, 3</sup>	2,221.00	2,298.00	2,696.00	17.3%	21.4%	01-Jul-23
Demolition Unit Fee	6,103.00	6,314.00	7,408.00	17.3%	21.4%	01-Jul-23
<b>Street/Lane Opening &amp; Closing</b>						
Street/Lane Opening	15,563.00	16,100.00	18,890.00	17.3%	21.4%	01-Jul-23
Street/Lane Closure Travelled Arterial <sup>1, 3</sup>	11,462.00	11,857.00	13,912.00	17.3%	21.4%	01-Jul-23
Street/Lane Closure Untravelled Arterial	11,462.00	11,857.00	13,912.00	17.3%	21.4%	01-Jul-23
Street/Lane Closure Travelled Road Lane <sup>1, 3</sup>	5,243.00	5,424.00	6,364.00	17.3%	21.4%	01-Jul-23
Street/Lane Closure Untravelled Road Lane	5,243.00	5,424.00	6,364.00	17.3%	21.4%	01-Jul-23
<b>Other Planning Applications</b>						

<b>Municipal Review and Concurrence of an Antenna System (ACS2012-ICS-PGM-0045)</b>						
Residential Use Antenna System	413.00	427.00	501.00	17.3%	21.3%	01-Jul-23
Antenna System	3,693.00	3,820.00	4,482.00	17.3%	21.4%	01-Jul-23
<b>Gateway Features</b>						
Development Application Gateway Feature - Lump sum per gateway	33,860.00	35,028.00	41,098.00	17.3%	21.4%	01-Jul-23
Gateway Feature Maintenance Fund (value above \$100,000)	15%	15%	15%	0.0%	0.0%	01-Jul-23
<b>Engineering Design Review and Inspection Fees</b>						
Value of hard servicing	4.5%	4.5%	5.0%	11.1%	11.1%	01-Jul-23
Value of soft servicing	2.3%	2.25%	2.50%	11.1%	11.1%	01-Jul-23
Value of construction costs for Front Ending Agreement	-	4.5%	5.0%	11.1%	100.0%	01-Jul-23
Review of Fourth and Every Subsequent Engineering Submissions	3,052.00	3,157.00	3,704.00	17.3%	21.4%	01-Jul-23
<b>Planning Review of Committee of Adjustment Applications</b>						
Minor Variance Planning Review	464.00	480.00	563.00	17.3%	21.3%	01-Jul-23
Consent application Planning Review	776.00	803.00	942.00	17.3%	21.4%	01-Jul-23
Combined Consent/Minor Variance Planning Review	895.00	926.00	1,086.00	17.3%	21.3%	01-Jul-23
<b>Historical Land Use Inventory</b>						
Historical Land Use Inventory	128.00	132.00	155.00	17.4%	21.1%	01-Jul-23
<b>Front Ending-Application</b>						
Front Ending Application	10,400.00	10,759.00	12,623.00	17.3%	21.4%	01-Jul-23
<b>Pre-consultation Fee</b>						
Pre-consultation Fee	638.00	660.00	774.00	17.3%	21.3%	01-Jul-23
<b>Rural Park Development Fee</b>						
Park Development Contribution (Rural)	2,326.00 per lot	2,406.00 per lot	2,823.00 per lot	17.3%	21.4%	01-Jul-23
<b>Re-application Fee</b>						
Application Revisions Requiring Re-Application		-	4,940.00	100.0%	100.0%	01-Jul-23
<b>Revision Fee</b>						
Application Revisions Requiring Circulation	4,070.00	4,210.00	4,940.00	17.3%	21.4%	01-Jul-23
<b>Road Modification Detailed Design Review fee</b>						
Road Modification Detailed Design Review fee			2,830.00	100.0%	0.0%	01-Jul-23
<b>Transfer of Review Fees are per the Ministry of Environment, Conservation and Parks</b>						
<b>Notes on above</b>						

<sup>1</sup> On-site sign fee (HST applicable)	638.00	660.00	774.00	17.3%	21.3%	01-Jul-23
<sup>2</sup> On-site sign fee (HST applicable)	318.00	329.00	386.00	17.3%	21.4%	01-Jul-23
<sup>3</sup> Additional on-site sign fee (HST applicable)	318.00	329.00	386.00	17.3%	21.4%	01-Jul-23
<p>Note: Joint Applications – Where two or more planning applications are submitted at the same time for the same property, the planning fee imposed for such applications shall be reduced by 10%. Applicable applications are: 30cm Reserve, Demolition Control, Lifting of Holding Zone, Official Plan Amendment, Part Lot Control, Plan of Condominium, Plan of Subdivision, Site Plan Control, Street/Lane Closure, Street/Lane Opening, and Zoning By-Law Amendment.</p>						