

ORIGINAL

The Corporation of the Town of Innisfil

By-Law No. 118-23

A By-law of The Corporation of the Town of Innisfil to amend the User Fees & Charges By-law 066-22.

Whereas Section 391 of the *Municipal Act 2001*, S.O. 2001, c. 25 as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control; and

Whereas Section 69 (1) of the Planning Act R.S.O. 1990, c. P. 13, as amended, provides that a municipality may establish a tariff of fees for the processing of applications; and

Whereas Section 7 of the *Building Code Act, 1992*, S.O. 1992, as amended, authorizes a municipal Council to pass by-laws concerning the issuance of permits and related matters requiring the payment of fees on applications for and on the issuance of permits; and

Whereas it is now deemed necessary to amend the User Fees & Charges By-Law 066-22.

Now Therefore the Council of The Corporation of the Town of Innisfil enacts the following:

1. For the purpose of this By-Law:
 - i. **Person(s)** means any human being, association, firm partnership, private club, incorporated company, corporation, agent, or trustee and the heirs, executors or other legal representatives of a Person to whom the context can apply according to law.
 - ii. **Staff** means any person employed full or part-time by The Corporation of the Town of Innisfil.
 - iii. **Town** means The Corporation of the Town of Innisfil.
2. This By-Law is known as an Amendment to the User Fees & Charges By-Law.
3. Schedule "H" of the User Fees & Charges By-Law, is hereby amended by revising the fees under Sections 8.1 to 8.9 as outlined on the **attached Appendix A** and forming part of this By-law provides for fees pursuant to Part XII of the *Municipal Act 2001*, as amended.
4. Schedule "I" of the User Fees & Charges By-Law, is hereby amended by adding new fees under Sections 9.12 to 9.20 as outlined on the **attached Appendix B** and forming part of this By-law provides for fees pursuant to Part XII of the *Municipal Act 2001*, as amended.
5. Schedule "J" of the User Fees & Charges By-Law, is hereby amended by adding new fees under Sections 10.9 to 10.17 as outlined on the **attached Appendix C** and forming part of this By-law provides for fees pursuant to Part XII of the *Municipal Act 2001*, as amended.

By-law 118-23

6. Any Person desirous of using those services or property of the Town described in the User Fees & Charges By-law shall pay the fee set out opposite the description or name of the particular service or property.
7. All fees and charges imposed by this By-law, including all fees and charges outlined in the schedule to this By-law shall:
 - 7.1 Be in full force and effect on the effective date noted in the schedule, unless no effective date is noted, in which case, they shall be in full force and effect immediately following their passage by Council; and
 - 7.2 Remain in effect until amended or repealed.
8. That the User Fees & Charges By-law 066-22 be amended when this By-law 118-23 comes into effect.

Passed this 20th day of December 2023.



Lynn Dollin, Mayor



Patty Thoma, Clerk

SCHEDULE 'H' - BUILDING CODE ADMINISTRATION

| | Effective Jan 1 2023 | | Effective Jan 1 2024 | | HST |
|---|-------------------------|-------|-------------------------|-------|-----|
| | Per Ft2 | PerM2 | Per Ft2 | PerM2 | |
| 8.1 <u>Group A & B (Assembly & Institutional Occupancies)</u> | | | | | |
| a) New Construction | 1.62 | 17.47 | 1.68 | 18.08 | No |
| b) Renovation/Alteration | 0.58 | 6.29 | 0.60 | 6.46 | No |
| c) Interior Floor Layout | 0.58 | 6.29 | 0.60 | 6.46 | No |
| 8.2 <u>Group C (Residential Occupancies)</u> | | | | | |
| a) New Construction (creation of new habitable space) | 1.88 | 20.24 | 1.86 | 20.02 | No |
| Basement if finished as part of new construction | 0.52 | 5.60 | 0.51 | 5.49 | No |
| b) Renovation/Alteration Interior Floor Layout (incl. basement, garage, ADU) | 0.60 | 6.43 | 0.59 | 6.35 | No |
| c) Garage-Attached to House | 0.60 | 6.43 | 0.59 | 6.35 | No |
| d) Garage-Detached from House | 0.77 | 8.25 | 0.76 | 8.18 | No |
| e) Carport-Attached to House | 0.60 | 6.43 | 0.59 | 6.35 | No |
| f) Accessory Structures | 0.77 | 8.25 | 0.76 | 8.18 | No |
| g) Wood deck/porch/veranda | 350 Per Unit | | 379 Per Unit | | No |
| h) Dock | 500 Per Unit | | 521 Per Unit | | No |
| i) Foundation for Existing Building (other than Conditional Permits) | 500 Per Unit | | 521 Per Unit | | No |
| 8.3 <u>Group D & E (Business and Mercantile Occupancies)</u> | | | | | |
| a) New Construction | 1.29 | 13.85 | 1.57 | 16.90 | No |
| b) Renovation/Alteration Interior Floor Layout | 0.52 | 5.60 | 0.63 | 6.78 | No |
| 8.4 a) <u>Group F (Industrial Occupancies)</u> | | | | | |
| i) New Construction | 0.86 | 9.22 | 1.24 | 13.35 | No |
| ii) Renovation/Alteration Interior Floor Layout | 0.52 | 5.60 | 0.75 | 8.07 | No |
| b) <u>Other (Farm Buildings)</u> | | | | | |
| i) New Construction requiring Architect/Engineer | 0.34 | 3.64 | 0.34 | 3.66 | No |
| ii) Renovation/Alteration/Interior Floor Layout requiring Architect/Engineer | 0.34 | 3.64 | 0.34 | 3.66 | No |
| iii) New Construction no Architect/Engineer required | 0.34 | 3.64 | 0.34 | 3.66 | No |
| iv) Renovation/Alteration/Interior Floor Layout no Architect/Engineer required | 0.34 | 3.64 | 0.34 | 3.66 | No |

SCHEDULE 'H' - BUILDING CODE ADMINISTRATION

| | Effective Jan 1 2023 | Effective Jan 1 2024 | HST |
|--|---------------------------------|---------------------------------|-----|
| 8.5 Other Construction | | | |
| a) Designated Structure (as per Division 1, Part 1 of Building Code) | 350.00 | 379.00 | No |
| b) Solar Panels | 350.00 | 379.00 | No |
| c) Portable Buildings (School Portable/Sales Office/Etc.) | 342.25 | 379.00 | No |
| d) Solid Fuel Burning Appliance (Fireplace/Wood-Stove/Etc. including Chimney) | 256.70 | 284.00 | No |
| e) Heating/Cooling System (Gas/Oil/Electric/Etc. - Group C) | 222.47 | 284.00 | No |
| f) Heating/Cooling System (Gas/Oil/Electric/Etc. Group A,B,D,E & F) | 350.00 | 379.00 | No |
| g) Change of Use Permit | 350.00 | 379.00 | No |
| h) Demolition Permit | | | |
| Single Family Dwelling | 256.70 | 284.00 | No |
| Non-residential | 350.00 | 379.00 | No |
| i) Re-Inspection (re-inspection of same deficiency more than twice) | 128.34 | 189.00 | No |
| j) Sewage Septic System (On lot systems less than 10,000 L/day (under Part 8)) | 812.85 | 852.00 | No |
| k) Sewage System Change of Use (Existing Systems) | 318.29 | 379.00 | No |
| l) Repair to Septic System | 427.81 | 473.00 | No |
| m) Site Visit (Special visit requested by applicant) | 128.34 | 189.00 | No |
| n) Transfer of Permit | 219.04 | 212.00 | No |
| o) Construction/Demolition started without obtaining a permit | 2 times applicable fees | 2 times applicable fees | No |
| p) Hourly Rate/Inspector | 132.20 | 189.00 | No |
| q) Hourly Rate for Plan Review | 132.20 | 189.00 | No |
| r) Property Standards - every Inspection after 2nd | 171.13 | 189.00 | No |
| s) Commercial cooking/Suppression System/Dust Collection System/Fire Sprinkler Alarm System Permit, Onsite Fire Fighting Water Supply System | 256.70 | 284.00 | No |
| t) Zoning permit fee | 129.90 | 142.00 | No |
| u) Zoning revision fee | 64.95 | 95.00 | No |
| v) Septic Re-Inspection fee | 129.90 | 142.00 | No |
| w) Outdoor Pools (OBC Part 3) (the greater of the minimum fee or m2) | min. fee \$500 or \$2 per m2 | min. fee \$568 or \$2 per m2 | No |
| x) Alternate Solution Plan Review (minimum 4 hours) | 128.34 per hour | 142.01 per hour | No |

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| | Effective Jan 1 2023 | Effective Jan 1 2024 | HST |
|---|-------------------------|-------------------------|-----|
| y) Certified Model Review (includes all elevations) | 750.00 | 757.00 | No |
| z) Conditional Permit Agreement processing | 20% of building permit | 20% of building permit | No |
| 8.6 Minimum & Revision Permit Fee | | | |
| a) Minimum total Permit Fee under Schedule H: | | | |
| Residential Group C (minimum complexity) | 166.14 | 189.00 | No |
| Residential Group C (high complexity, eg. water/sewer connection) | 332.30 | 379.00 | No |
| Other Groups (minimum complexity) | 300.00 | 331.00 | No |
| Other Groups (high complexity, eg. water/sewer connection) | 600.00 | 663.00 | No |
| b) Revision Permit Fee | | | |
| Residential Group C | 128.34/hr | 142.01/hr | No |
| Other Groups | 128.34/hr | 142.01/hr | No |
| Conditional Permit Agreement processing | 500 per unit | 568 per unit | No |
| 8.7 Signs (all fees are non-refundable unless otherwise indicated) | | | |
| a) Billboard Sign | 385.04 | 426.00 | No |
| b) Ground Signs/Pylon Signs | 385.04 | 426.00 | No |
| c) Development Signs | 385.04 | 426.00 | No |
| d) Renewal of Billboard and Development Signs | 179.68 | 189.00 | No |
| e) Application for Sign Variance | 898.41 | 947.00 | No |
| 8.8 Other | | | |
| a) Placing an Order on Title (will be added to tax roll) | 213.91 | 237.00 | No |
| b) Removing an Order from Title (will be added to tax roll) | 213.91 | 237.00 | No |
| c) Compliance Request - for building issues only | 110.00 | 142.00 | No |
| d) Administrative fee for certificates submitted after residential occupancy. | 110.00 | 142.00 | No |
| e) AGCO Liquor License Inspection | 222.55 | 237.00 | No |
| f) Permit Application Fee (non-refundable) | | | |
| Residential Group C | 166.14 | 189.00 | No |
| All Other Groups | 300.00 | 331.00 | No |

SCHEDULE 'H' - BUILDING CODE ADMINISTRATION

| | Effective Jan 1 2023 | Effective Jan 1 2024 | HST |
|---|-------------------------|-------------------------|-----|
| 8.9 <u>Lot Grading</u> | | | |
| a) Plan submission includes the initial plan review (1 submission), inspection, administrative processing of the lot grading plan | 425.00 | 473.00 | No |
| b) Resubmission of Grading Plan | 200.00 | 237.00 | No |
| c) Lot grading deposit (house, major addition) - refundable | 5,000.00 | 5,000.00 | No |
| d) Lot grading deposit (garage, pool, deck, other accessory structures) - refundable | 1,000.00 | 1,000.00 | No |

SCHEDULE 'I' - PLANNING SERVICES

**** Fees applicable to files that began prior to 2024 ****

| | Unit | Effective Jan 1 2023 | Effective Jan 1 2024 | HST |
|--|------|-------------------------|-------------------------|-----|
| 9.1 <u>Official Plan or Secondary Plan Amendment (base fee)</u> | | | | |
| Standard ² | A | 3,502.00 | 3,607.10 | No |
| Accelerated ³ | A | 5,005.80 | 5,156.00 | No |
| 9.2 <u>Zoning By-law Amendment</u> | | | | |
| a) General Amendment, Amend Development Standards, Change in Zone Category or in Permitted Uses (base fee) | | | | |
| Scoped ¹ | A | 2,420.50 | 2,493.10 | No |
| Standard ² | A | 2,832.50 | 2,917.50 | No |
| Accelerated ³ | | 4,254.90 | 4,382.50 | No |
| b) Removal of Holding 'H' Zone Symbol | A | 988.80 | 1,018.50 | No |
| c) Temporary Use By-law | A | 2,832.50 | 2,917.50 | No |
| 9.3 <u>Plan of Subdivision</u> | | | | |
| a) Draft Plan of Subdivision (base fee) | A | 8,394.50 | 8,646.30 | No |
| b) Draft Plan Conditions Extension | A | 1,380.20 | 1,421.60 | No |
| c) Draft Plan Red-line Revisions | A | 1,380.20 | 1,421.60 | No |
| d) Revision to Approved Draft Plan of Subdivision Conditions | A | 2,832.50 | 2,917.50 | No |
| e) Re-activation of Draft Plan of Subdivision Application | B | 1,380.20 | 1,421.60 | No |
| 9.4 <u>Plan of Condominium</u> | | | | |
| a) Draft Plan of Condominium | A | 1,493.50 | 1,538.30 | No |
| plus a per unit fee | | 28.80 | 29.70 | No |
| b) Condominium Exemption | | 2,163.00 | 2,227.90 | No |
| c) Draft Plan Conditions Extension | A | 1,380.20 | 1,421.60 | No |
| d) Draft Plan Red-line Revisions | A | 1,380.20 | 1,421.60 | No |
| e) Revision to Approved Draft Plan of Condominium Conditions | A | 2,832.50 | 2,917.50 | No |
| f) Re-activation of Draft Plan of Condominium Application | B | 1,380.20 | 1,421.60 | No |

SCHEDULE 'I' - PLANNING SERVICES

**** Fees applicable to files that began prior to 2024 ****

| | Unit | Effective Jan 1 2023 | Effective Jan 1 2024 | HST |
|--|------|-------------------------|-------------------------|-----|
| 9.5 <u>Site Plan Control</u> | | | | |
| a) Residential, Industrial, Commercial & Institutional | | | | |
| Scoped or Amendment to Site Plan Control ¹ | A | 875.50 | 901.80 | No |
| Standard ² | A | 1,751.00 | 1,803.50 | No |
| Accelerated ³ | | 2,678.00 | 2,758.30 | No |
| 9.6 <u>Staff Review Deposit:</u> | | | | |
| i. Official Plan Amendment, Standard and Accelerated Applications, Plans of Subdivision, Plans of Condominium | | 4,635.00 | 4,774.10 | No |
| ii. Scoped Zoning By-law Amendment, Scoped Site Plan Control and Site Plan Amendment | | 2,575.00 | 2,652.30 | No |
| iii. Legal Deposit | | 1,285.40 | 1,324.00 | No |
| 9.7 <u>Part Lot Control Exemption Application</u> | | | | |
| a) By-law to exempt from Part Lot Control pursuant to Section 50(7) of the Planning Act for Blocks (includes applications under 50(4) of the Planning Act) | | 1,501.70 | 1,546.80 | No |
| 9.8 <u>Committee of Adjustment</u> | | | | |
| a) Minor Variance - Simple | CE | 1,153.60 | 1,188.20 | No |
| - Complex | | 1,545.00 | 1,591.40 | No |
| b) Consent (Severance, Easement, Right of Way & Leases) | CE | 2,472.00 | 2,546.20 | No |
| c) Validation of Title | | 1,673.80 | 1,724.00 | No |
| d) Variance under Fence By-law | C | 798.30 | 822.20 | No |
| e) Re-circulation/Deferral - Simple | E | 303.90 | 313.00 | No |
| - Complex | E | 535.60 | 551.70 | No |

SCHEDULE 'I' - PLANNING SERVICES

**** Fees applicable to files that began prior to 2024 ****

| | Unit | Effective Jan 1 2023 | Effective Jan 1 2024 | HST |
|---|------|-------------------------|-------------------------|-----|
| 9.9 Other Fees | | | | |
| a) Agreement for Cash in Lieu of Parking Exemptions | A | 910.50 | 937.80 | No |
| b) Cash-in-lieu parking rate per space (Alcona) | | 7,000.00 | 7,000.00 | No |
| c) Cash-in-lieu parking rate per space (all other areas) | D | - | - | No |
| d) Telecommunications Facility Application Fee | A | 1,700.00 | 1,700.00 | No |
| e) Memo/Report to Council for matter not listed in Schedule 9, including requests for municipal address change | | 992.80 | 1,022.60 | No |
| f) Heritage Permit | | 257.50 | 265.20 | No |
| g) Zoning compliance letter (per municipal address) | | 159.70 | 164.50 | No |
| h) LPAT Appeal Preparation Fee | | 339.90 | 350.10 | No |
| i) Copy of Official Plan on CD/Flash drive | each | 45.30 | 46.70 | Yes |
| j) Copy of Official Plan - Hardcopy | each | 92.70 | 95.50 | Yes |
| k) Copy of Zoning By-law on CD/Flash drive | each | 43.30 | 44.60 | Yes |
| l) Copy of Zoning By-law - Hardcopy | each | 113.30 | 116.70 | Yes |
| m) Deeming By-law | | 2,781.00 | 2,864.40 | No |
| n) Certificate of Official/Deed Stamping | each | 103.00 | 106.10 | No |
| o) Pre-Consultation Meeting Fee | each | 515.00 | 530.50 | No |
| p) Model Home/Sales Pavilion Application | each | 515.00 | 530.50 | No |
| q) Source Water Protection Review | | | | |
| *please refer to the Nottawasaga Valley Conservation Authority (NVCA) Permit and Planning Fee Schedule www.nvca.on.ca | | | | |
| 9.10 Shoreline Community Planning Permit | | | | |
| **Classes are determined at the pre-consultation stage with Town Staff | | | | |
| a) Standard Permits | A | 370.80 | 381.90 | No |
| b) Class 2 Permit | A | 1,004.30 | 1,034.40 | No |
| c) Class 1 Permit | A | 2,472.00 | 2,546.20 | No |

SCHEDULE 'I' - PLANNING SERVICES

**** Fees applicable to files that began prior to 2024 ****

| | Unit | Effective Jan 1 2023 | Effective Jan 1 2024 | HST |
|--|----------|-------------------------|-------------------------|-----|
| 9.11 Staff Billing Rates (applied to processes above denoted with **) | | | | |
| a) Director | per hour | 257.50 | 265.20 | Yes |
| b) Manager | per hour | 214.20 | 220.60 | Yes |
| c) Leader | per hour | 193.60 | 199.40 | Yes |
| d) Senior Planner / Senior Policy Planner | per hour | 126.70 | 130.50 | Yes |
| e) Planner / Policy Planner | per hour | 111.20 | 114.50 | Yes |
| f) Site Plan Co-ordinator / Development Co-ordinator | per hour | 85.00 | 85.00 | Yes |
| g) Planning Co-op student | per hour | 50.50 | 52.00 | Yes |

¹ Scoped: Site specific, less-complex applications with limited technical review and circulation requirements that meet evaluation criteria established in Site Plan Manual.

² Standard: Applications with typical circulation and technical review requirements.

³ Accelerated: Fast-tracked processing stream for applications with potential for significant community benefits that meet evaluation criteria in Site Plan Manual (i.e. sustainability, affordable housing, employment creation/retention).
Subject to staff availability.

A Administration Fee plus full cost of applicable staff time, Town expenses and any related Town Consultant's invoice. The cost of external staff or consultant review' shall be estimated and the estimated cost together with the basic fee shall be deposited prior to commencement of the review. Applicable staff time to be billed after the first property inquiry meeting.
(Part Lot Control Exemption Applications are exempt from this provision.)

B Applicable fee if Draft Plan of Subdivision or Condominium Application has been inactive for a period of 1 year or more

C A discount of 50% applies to the second and subsequent application fees on the same subject lands. The greater of the applicable fees shall be considered the first application fee.

D To be calculated by staff at the time of approval issuance based on local conditions

E Simple - applies to minor variances for low density residential sites such as single family dwellings, two unit or secondary dwelling units, decks, porches, sheds, garages, but does not include any variances on sites containing a triplex use, higher density or industrial/commercial/institutional uses

Complex - applies to all minor variance applications for industrial/commercial/institutional uses, triplexes and higher density residential developments. For the purposes of deferrals/recirculations, Applications for Consnt will be considered a Complex application.

SCHEDULE 'I' - PLANNING SERVICES

**** Fees applicable to all applications submitted after January 1, 2024 ****

| | Unit | Effective Jan 1 2024 | HST |
|--|------|-------------------------|-----|
| 9.12 <u>Official Plan or Secondary Plan Amendment</u> | | 31,010.00 | No |
| 9.13 <u>Zoning By-law Amendment</u> | | | |
| a) General Amendment, Amend Development Standards, Change in Zone Category or in Permitted Uses (base fee) | | | |
| Minor | | 13,580.00 | No |
| Major | | 27,160.00 | No |
| b) Removal of Holding 'H' Zone Symbol | | 3,190.00 | No |
| c) Temporary Use By-law | | 5,410.00 | No |
| 9.14 <u>Plan of Subdivision</u> | | | |
| a) Draft Plan of Subdivision (up to and including final approval) | | 46,340.00 | No |
| Plus additional unit charge for residential: | | | |
| Per unit for first 20 units | | 300.00 | No |
| Per unit for next 30 units | | 225.00 | No |
| Per unit for over 50 units | | 169.00 | No |
| Plus additional hectare charge for all other lands | | \$850 per hectare | No |
| Up to a maximum of \$64,160 | | | No |
| b) Draft Plan Conditions Extension | | 4,660.00 | No |
| c) Draft Plan Red-line Revisions | | 5,730.00 | No |
| d) Revision to Approved Draft Plan of Subdivision Conditions | | 7,360.00 | No |
| e) Re-activation of Draft Plan of Subdivision Application | | 1,400.00 | No |
| f) Annual Maintenance Fee | | 500.00 | No |

SCHEDULE 'I' - PLANNING SERVICES

**** Fees applicable to all applications submitted after January 1, 2024 ****

| | Unit | Effective Jan 1 2024 | HST |
|---|------|-------------------------|----------|
| 9.15 <u>Plan of Condominium</u> | | | |
| a) Draft Plan of Condominium plus a per unit fee Up to a maximum of \$41,170 | | 34,770.00 80.00 | No No |
| b) Condominium Exemption | | 3,360.00 | No |
| c) Draft Plan Conditions Extension | | 3,880.00 | No |
| d) Draft Plan Red-line Revisions | | 3,170.00 | No |
| e) Revision to Approved Draft Plan of Condominium Conditions | | 6,260.00 | No |
| f) Re-activation of Draft Plan of Condominium Application | | 1,400.00 | No |
| g) Annual Maintenance Fee | | 500.00 | No |
| 9.16 <u>Site Plan Control</u> | | | |
| a) Base fee, includes three submissions Plus additional unit charge for residential: | | 23,980.00 | No |
| Per unit for first 10 units | | 300.00 | No |
| Per unit for next 20 units | | 225.00 | No |
| Per unit for over 30 units | | 169.00 | No |
| Plus per sq m of GFA for non-residential: | | 2.90 | No |
| b) Amendments to Executed Agreement | | 5,390.00 | No |
| c) Revision fee for fourth submission and each subsequent submission | | 2,400.00 | No |
| 9.17 <u>Part Lot Control Exemption Application</u> | | | |
| a) By-law to exempt from Part Lot Control pursuant to Section 50(7) of the Planning Act for Blocks (includes applications under 50(4) of the Planning Act) | | 3,360.00 | No |

SCHEDULE 'I' - PLANNING SERVICES

**** Fees applicable to all applications submitted after January 1, 2024 ****

| | Unit | Effective Jan 1 2024 | HST |
|--|------|-------------------------|-----|
| 9.18 <u>Committee of Adjustment</u> | | | |
| a) Minor Variance | | | |
| For first three variances | | 2,290.00 | No |
| For each additional variance | | 590.00 | No |
| b) Consent | | | |
| For first severance, easement, right of way & leases | | 4,130.00 | No |
| For each subsequent severance, easement, right of way & leases | | 1,510.00 | No |
| c) Validation of Title | | 1,700.00 | No |
| d) Variance under Fence By-law | | 822.20 | No |
| e) Re-circulation/Deferral | | | |
| For first three | | 550.00 | No |
| For each additional | | 330.00 | No |
| 9.19 <u>Other Fees</u> | | | |
| a) Agreement for Cash in Lieu of Parking Exemptions | | 950.00 | No |
| b) Cash-in-lieu parking rate per space (Alcona) | | 7,000.00 | No |
| c) Cash-in-lieu parking rate per space (all other areas) | | - | No |
| d) Telecommunications Facility Application Fee | | 2,490.00 | No |
| e) Memo/Report to Council for matter not listed in Schedule 9, including requests for municipal address change | | N/A | No |
| f) Heritage Permit | | 270.00 | No |
| g) Zoning compliance letter (per municipal address) | | 170.00 | No |
| h) OLT Appeal Preparation Fee | | 380.00 | No |
| i) Copy of Official Plan on CD/Flash drive | each | 50.00 | Yes |
| j) Copy of Official Plan - Hardcopy | each | 100.00 | Yes |
| k) Copy of Zoning By-law on CD/Flash drive | each | 50.00 | Yes |
| l) Copy of Zoning By-law - Hardcopy | each | 120.00 | Yes |
| m) Deeming By-law | | 2,800.00 | No |
| n) Certificate of Official/Deed Stamping | each | 110.00 | No |
| o) Pre-Consultation Meeting Fee | | | |
| Stage 1: Initial Pre-Consultation | each | 530.50 | No |
| Stage 2: Technical Pre-Consultation | each | TBD | No |

SCHEDULE 'I' - PLANNING SERVICES

**** Fees applicable to all applications submitted after January 1, 2024 ****

| | Unit | Effective Jan 1 2024 | HST |
|--|---|-------------------------|-----|
| p) Model Home/Sales Pavilion Application | each | 650.00 | No |
| q) Source Water Protection Review | *please refer to the Nottawasaga Valley Conservation Authority (NVCA) Permit and Planning Fee Schedule www.nvca.on.ca | | |
| 9.20 <u>Shoreline Community Planning Permit</u> | | | |
| **Classes are determined at the pre-consultation stage with Town Staff | | | |
| a) Standard Permits | | 370.00 | No |
| b) Class 2 Permit | | 1,000.00 | No |
| c) Class 1 Permit | | 2,470.00 | No |

Notes

- * Combined OPA and ZBA applications are 75% of total fee
- * For all applications, peer review and legal consulting would be charged actual cost plus 10% administration
- * Zoning By-law Amendment - Minor Amendment includes applications to modify a lot regulation on agricultural or residential zoned properties with fewer than 4 dwelling units. Application of the major amendment fee shall be at the sole discretion of the Director of Planning and Growth.

SCHEDULE 'J' - ENGINEERING SERVICES

**** Fees applicable to files that began prior to 2024 ****

| | | Unit | Effective Jan 1 2023 | Effective Jan 1 2024 | HST |
|------|--|-----------------|--------------------------------|--------------------------------|-----|
| 10.1 | Engineering Standards - Complete Set | per set | 100.00 | 100.00 | Yes |
| | Engineering Standards - Update Only | per update | 50.00 | 50.00 | Yes |
| 10.2 | <u>Plan of Subdivision, Engineering Application</u> | | | | |
| | a) Application Fee | each | 575.00 | 600.00 | No |
| | b) Implementation ** | ** | | | |
| | A cost estimate will be prepared that includes but is not limited to full cost of applicable staff time, Consultant's and Construction (the "Total Cost of the Works"). An Agreement shall be executed and the Total Cost of the Works shall be deposited prior to commencement of the service installation. | | | | |
| 10.3 | <u>Site Alteration</u> | | | | |
| | a) Minor Site Alteration (< 150 m3) | per cubic meter | 2.50 | 2.50 | Yes |
| | b) Small Site Alteration Permit (>150 m3 and <1,500 m3) | flat fee | 1,000.00 | 1,000.00 | Yes |
| | c) Medium Site Alteration Permit (>1,500 m3 and < 5000 m3) | flat fee | 2,500.00 | 2,500.00 | Yes |
| | d) Large Site Alteration Permit (>5000 m3) | flat fee | 4,500.00 | 4,500.00 | Yes |
| | e) Legal – Enforcement Matters | per cubic meter | 0.50 | 0.50 | Yes |
| | f) Cost Recovery – Expenses incurred by Town | | cost + 15% admin fee | cost + 15% admin fee | Yes |
| | g) Permit Renewal | | 50% of the application fee | 50% of the application fee | Yes |
| | h) Violation Fees | | double all application fees | double all application fees | Yes |

SCHEDULE 'J' - ENGINEERING SERVICES

**** Fees applicable to files that began prior to 2024 ****

| | Unit | Effective Jan 1 2023 | Effective Jan 1 2024 | HST |
|---|----------|-------------------------|-------------------------|-----|
| 10.4 <u>MECP Review Program</u> Ministry of the Environment, Conservation and Parks (MECP) Transfer of Review Program (Program) – The payment of fees for applications for Environmental Compliance Approvals is required by the Minister’s Requirement for Fees (under Environmental Protection Act, s. 179.1) – Application Fees for Environmental Compliance Approvals under the Environmental Protection Act (http://www.ontario.ca/document/ministers-requirement-fees-environmental-compliance-approvals). Service cost recovery is part of the Program, as the participating municipal partner receives and retains the application normally paid to the MOECC. If service costs are not fully recovered by the Minister’s Required Fee the additional cost will be billed to the applicant by the Town for payment. | ** | | | Yes |
| 10.5 <u>Staff Billing Rates</u> (applied to processes above denoted with **) | | | | |
| a) Director | per hour | 257.50 | 265.20 | Yes |
| b) Manager | per hour | 214.20 | 220.60 | Yes |
| c) Leader | per hour | 193.60 | 199.40 | Yes |
| d) Development Engineer | per hour | 179.20 | 184.60 | Yes |
| e) Project Manager | per hour | 160.70 | 165.50 | Yes |
| f) Development Inspector | per hour | 150.40 | 154.90 | Yes |
| g) Develop Engineering Associate / Asset Management Engineer | per hour | 140.10 | 144.30 | Yes |
| h) Senior Engineering Technologist | per hour | 126.70 | 130.50 | Yes |
| i) Engineering Technologist | per hour | 111.20 | 114.50 | Yes |
| j) GIS Operator | per hour | 88.60 | 91.30 | Yes |
| k) Senior Administrative Assistant | per hour | 78.30 | 80.60 | Yes |
| l) Administrative Assistant | per hour | 76.20 | 78.50 | Yes |
| m) Engineering Co-op Student | per hour | 62.80 | 64.70 | Yes |

NOTE: Other expenses incurred will be billed at Town cost.

SCHEDULE 'J' - ENGINEERING SERVICES

**** Fees applicable to files that began prior to 2024 ****

| | Unit | Effective Jan 1 2023 | Effective Jan 1 2024 | HST |
|--|----------|-------------------------|-------------------------|-----|
| 10.6 Load Restriction Exemption Fee | each | 25,000.00 | 25,000.00 | No |
| 10.7 <u>Equipment Recoveries</u> | | | | |
| a) GPS Survey Equipment | per hour | 55.00 | 60.00 | Yes |
| 10.8 <u>Other</u> | | | | |
| a) Compliance Request - Site Plan Agreement | each | 350.00 | 360.00 | No |
| b) Compliance Request - Subdivision Plan Agreement | each | 350.00 | 350.00 | No |

SCHEDULE 'J' - ENGINEERING SERVICES

| | | Unit | Effective Jan 1 2024 | HST |
|---|---|-----------------|--------------------------------|-----|
| ** Fees applicable to all applications submitted <u>after</u> January 1, 2024 ** | | | | |
| 10.9 | <u>Engineering Standards</u> | | | |
| | a) Engineering Standards - Complete Set | per set | 100.00 | Yes |
| | b) Engineering Standards - Update Only | per update | 50.00 | Yes |
| 10.10 | <u>Subdivision/Condo Agreement</u> | | | |
| | a) Agreement Preparation * | | 3,350.00 | Yes |
| | b) Minor Revision to Agreement * | | 840.00 | Yes |
| | c) Major Revision/Alteration to Agreement * | | 1,680.00 | Yes |
| | d) Annual Maintenance Fee older than three years old (Dormant File Fee) | | 500.00 | Yes |
| 10.11 | <u>Engineering - Construction Supervision and Design Review **</u> | | 6% of construction value | Yes |
| 10.12 | <u>Special Agreements *</u> | | | |
| | a) Model Home Agreement | | 1,500.00 | Yes |
| | b) Tree Clearing Agreement | | 1,500.00 | Yes |
| | c) Earthworks Agreement | | 4,200.00 | Yes |
| | d) Pre-Servicing Agreement | | 4,200.00 | Yes |
| 10.13 | <u>Site Plan - Engineering Design Review **</u> | | 5,810.00 | Yes |
| 10.14 | <u>Site Alteration</u> | | | |
| | a) Minor Site Alteration (< 150 m3) | per cubic meter | 2.50 | Yes |
| | b) Small Site Alteration Permit (>150 m3 and <1,500 m3) | flat fee | 1,000.00 | Yes |
| | c) Medium Site Alteration Permit (>1,500 m3 and < 5000 m3) | flat fee | 2,500.00 | Yes |
| | d) Large Site Alteration Permit (>5000 m3) | flat fee | 4,500.00 | Yes |
| | e) Legal – Enforcement Matters | per cubic meter | 0.50 | Yes |
| | f) Cost Recovery – Expenses incurred by Town | | cost + 15% admin fee | Yes |
| | g) Permit Renewal | | 50% of the application fee | Yes |
| | h) Violation Fees | | double all application fees | Yes |

SCHEDULE 'J' - ENGINEERING SERVICES

| ** Fees applicable to all applications submitted <u>after</u> January 1, 2024 ** | | Unit | Effective Jan 1 2024 | HST |
|---|---|-------------|---------------------------------|------------|
| 10.15 | Load Restriction Exemption Fee | each | 25,000.00 | No |
| 10.16 | <u>Other</u> | | | |
| | a) Compliance Request - Site Plan Agreement | each | 360.00 | No |
| | b) Compliance Request - Subdivision Plan Agreement | each | 360.00 | No |
| 10.17 | <u>Staff Billing Rates</u> (applied to processes denoted with ** beyond 3 submissions) | | | |
| | a) Director | per hour | 265.20 | Yes |
| | b) Manager | per hour | 220.60 | Yes |
| | c) Development Engineer | per hour | 184.60 | Yes |
| | d) Project Manager | per hour | 165.50 | Yes |
| | e) Development Inspector | per hour | 154.90 | Yes |
| | f) Development Engineering Associate | per hour | 144.30 | Yes |
| | g) Senior Engineering Technologist | per hour | 130.50 | Yes |
| | h) Engineering Technologist | per hour | 114.50 | Yes |
| | i) GIS Operator | per hour | 91.30 | Yes |
| | j) Senior Administrative Assistant | per hour | 80.60 | Yes |
| | k) Administrative Assistant | per hour | 78.50 | Yes |
| | l) Engineering Co-op Student | per hour | 64.70 | Yes |
| | NOTE: Other expenses incurred will be billed at Town cost. | | | |

Notes

* In addition, peer review and legal outside consulting would be charged actual cost plus 10% administration

** 6% of Final Engineering Construction Estimate covering 3 engineering reviews, additional reviews subject to full cost recovery for staff time, consultant and admin fees as applicable.