



Hamilton

2019 Proposed Tariff of Fees for Planning and Engineering Development Applications

January 18, 2019

- Planning Act stipulates that fees can cover “only the anticipated cost ... in respect of the processing of each type of application”.
- Fee By-law is appealable to the LPAT.
- Last fee review was done in 2012. Some calculated fees were discounted at that time. Increases since then have generally been at inflation.
- 2018 PED retained BMA Consulting.
- Goal is to establish fees that are fair, reasonable and proportionate to the actual cost of the service.

Official Plan/Zoning By-law Amendments



Subdivisions/Site Plans/C of A



Building Permits / Construction Fees

SCOPE OF REVIEW

In Scope:

- Planning Division
- Growth Management Division
- Transportation Planning & Parking Division
- Building Division (Zoning Section)
- Water & Wastewater

Not In Scope:

- External Agencies (e.g. CAs)
- Other commenting bodies (e.g. Public Health)
- Building Division (Building Permits)

KEY ASSUMPTIONS

- 100% cost-recovery for all application types
- Comprehensive review including detailed process mapping
- Captures full overhead costs (e.g. accommodation, support staff, equipment, training)
- Multi-divisional costing including Building, Planning, Growth Management, Transportation Planning and Parking, Hamilton Water, Legal Services
- Assumes “status quo” activity levels, which are at historic highs
- Sustainable contributions to reserve to address future liabilities

SERVICE LEVELS (DRAFT)

Service	Target
OPAs	65% to Committee within 1 year
ZBL Amendments	90% to Committee within 1 year (routine) 65% to Committee within 1 year (complex)
Draft Plans	75% to Committee within 18 months
Site Plans	80% to Conditional Approval within 90 days 80% to Final Approval within 1 year
Site Plan Comments	90% submitted within 3 weeks of circulation date
Zoning Reviews for Planning Applications	90% completed within 15 days
Eng. Submissions (site plans)	80% 1 st submissions within 6 weeks 80% 2 nd submissions within 4 weeks
Eng. Submissions (subdivisions)	80% 1 st submissions within 12 weeks 80% 2 nd submissions within 8 weeks
Water Assessments	90% within 15 days of screening
Minor Variances & Consents	90% to C of A within 45 days
Building Permits	90% issued within 5 days of statutory period

SUMMARY OF REVENUE IMPACT

2019 Revenue Forecast from <u>All</u> Development Fees (status quo)	\$8.1 M
2019 Revenue Forecast from <u>All</u> Development Fees (100% of fee increase)	\$13.1 M

Revenue Increase if implement 100% of calculated fee increase	\$5 M
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<i>Previously uncharged services (i.e. Transportation Planning, Hamilton Water, Legal)</i>	\$0.9 M
<i>Planning Division / Building Division</i>	\$2.6 M
<i>Growth Management Division</i>	\$1.5 M

** numbers have been rounded*

RECOMMENDATIONS

Staff Respectfully submit the following recommendations:

- (a) That 50% of the increase proposed for the 2019 Tariff of Fees for Planning and Engineering Development Applications, attached as Appendix “B” to Report PED19015 be approved and incorporated into the User Fees and Charges By-law, effective February 1, 2019;
- (b) That Planning and Economic Development staff be directed to work with Finance Division to address how the additional revenues can be used to offset levy pressures associated with the processing of development applications in the 2019 Operating Budget while sustaining an appropriate Development Fee Stabilization Reserve;
- (c) That Planning and Economic Development staff be directed to consult with the Hamilton-Halton Home Builders Association and other interested stakeholders until March 1, 2019, regarding the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications;

RECOMMENDATIONS

- (d) That staff report back to the Planning Committee on April 2, 2019 with recommendations for implementation of the remainder of the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications including:
- i. partial or full effective implementation dates;
 - ii. possible transitional provisions and/or phasing alternatives;
 - iii. options for use of additional revenues including levy offsets and/or service level enhancements; and,
 - iv. sustaining an appropriate Development Fee Stabilization Reserve.
- (e) That the matter respecting 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications be identified as complete and removed from the Planning Committee Outstanding Business List.



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