



SPECIAL GENERAL ISSUES COMMITTEE REPORT 19-006

9:30 a.m.

Friday, March 22, 2019

Council Chambers

Hamilton City Hall

71 Main Street West

Present: Mayor F. Eisenberger, Deputy Mayor T. Jackson (Chair)
Councillors M. Wilson, J. Farr, N. Nann, S. Merulla, C. Collins,
E. Pauls, J. P. Danko, B. Clark, M. Pearson, B. Johnson,
L. Ferguson, A. VanderBeek, T. Whitehead, J. Partridge

THE GENERAL ISSUES COMMITTEE PRESENTS REPORT 19-006 AND RESPECTFULLY RECOMMENDS:

1. **2019 Proposed Tariff of Fees for Planning and Engineering Development Applications (City Wide) (PED19015(a)) (Item 10.1)**
 - (a) That the 2019 Tariff of Fees for Planning and Engineering Development Applications, attached as Appendix "A" to Report 19-006, be approved and incorporated into the User Fees and Charges By-law, effective May 1, 2019 and January 1, 2020 respectively; and,
 - (b) 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.
2. **2019 Proposed Tariff of Fees for Planning and Engineering Development Applications (City Wide) (PED19015) (Item 10.2)**

That Report PED19015, respecting the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications, be received.

3. 2019 Operating Budget Offsets from Planning and Development Fees (PED19066) (City Wide) (Item 10.3)

- (a) That the levy contribution to the 2019 Operating Budget for the Planning and Economic Development Department, that is directly related to the processing of development applications, be reduced by \$500K (\$750K annualized), with these levy funds to be offset by any additional revenues resulting from the General Issues Committee's consideration of potential planning and development fee increases at its March 22, 2019 meeting;
- (b) That if planning and development fees in 2019 are not increased at an amount sufficient to cover the \$500K (\$750K annualized) levy reduction in (a), that the difference be offset by a contribution from the Tax Stabilization Reserve (Reserve No. 110046);
- (c) That if planning and development fees in 2019 are increased at an amount that generates revenues that are greater than the \$500K (\$750K annualized) levy reduction in (a), that the difference be contributed to the Development Fee Stabilization Reserve (Reserve No. 110086);
- (d) That the Planning and Economic Development Department report back to the Planning Committee at the beginning of Q3 2019 with recommendations for the utilization of any revenues contributed to the Development Fee Stabilization Reserve from (c) above; and,
- (e) That the Planning and Economic Development Department undertake a workforce attraction and retention strategy focussed on the Department's development approvals function, that includes a salary competitiveness survey, a review of staff workloads, and a review of the applicability of the Building Enterprise model to the Department's development approvals function, and that the results and any recommendations be incorporated into the report back in (d) above.

FOR INFORMATION:

(a) APPROVAL OF AGENDA (Item 2)

The Committee Clerk advised of the following changes to the agenda:

1. COMMUNICATIONS (Item 5)

- 5.1 Correspondence from Lachlan Holmes, Founder of HamiltonForward, respecting Item 10.1 – Report PED19015(a) - 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications

Recommendation: Be received and referred to the consideration of Item 10.1

- 5.2 Correspondence from the Hamilton Burlington Society of Architects, respecting Item 10.1 – Report PED19015(a) - 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications

Recommendation: Be received and referred to the consideration of Item 10.1

2. DELEGATION REQUESTS (Item 6)

- 6.1 Viv Saunders, Lakefront Beach Community Council, respecting Development User Fees – **WITHDRAWN FROM AGENDA**
- 6.3 Suzanne Mammel, CEO, Hamilton-Halton Homebuilders' Association respecting the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications

3. DISCUSSION ITEMS (Item 10)

- 10.1 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications (City Wide) (PED19015(a))

There is now as presentation to accompany Report PED19015(a).

- 10.2 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications (City Wide) (PED19015(a))

The report number should read **PED19015**.

The agenda for the March 22, 2019 Special General Issues Committee meeting, was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) COMMUNICATIONS (Item 5)

Communication Items 5.1 and 5.2, as shown below, were approved, as follows:

- 5.1 Correspondence from Lachlan Holmes, Founder of HamiltonForward, respecting Item 10.1 – Report PED19015(a) - 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications

Recommendation: Be received and referred to the consideration of Item 10.1

- 5.2 Correspondence from the Hamilton Burlington Society of Architects, respecting Item 10.1 – Report PED19015(a) - 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications

Recommendation: Be received and referred to the consideration of Item 10.1

(d) DELEGATION REQUESTS (Item 6)

- (i) Ed Fothergill, Hamilton Chamber of Commerce, respecting the Proposed Increases to User Fees (Item 6.2)**

The delegation request submitted by Ed Fothergill, Hamilton Chamber of Commerce, respecting the Proposed Increases to User Fees, was approved.

(ii) Suzanne Mammel, CEO, Hamilton-Halton Homebuilders' Association respecting the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications (Item 5.1)

The delegation request submitted by Suzanne Mammel, CEO, Hamilton-Halton Homebuilders' Association, respecting the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications, was approved.

(e) PUBLIC HEARINGS / DELEGATIONS (Item 8)

(i) Ed Fothergill, Hamilton Chamber of Commerce, respecting the Proposed Increases to User Fees (Item 8.2)

Ed Fothergill, Hamilton Chamber of Commerce, addressed Committee respecting the Proposed Increases to User Fees.

Ed Fothergill, Hamilton Chamber of Commerce, was provided additional time, beyond the permitted 5 minutes, to continue with his presentation.

The presentation provided by Ed Fothergill, Hamilton Chamber of Commerce, respecting the Proposed Increases to User Fees, was received.

A copy of the written submission is available on the City's website at www.Hamilton.ca or through the Office of the City Clerk.

(ii) Suzanne Mammel, CEO, Hamilton-Halton Homebuilders' Association respecting the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications (Item 5.1)

Suzanne Mammel, CEO, Hamilton-Halton Homebuilders' Association, addressed Committee respecting the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications.

The presentation by Suzanne Mammel, CEO, Hamilton-Halton Homebuilders' Association respecting the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications, was received.

A copy of the written submission is available on the City's website at www.Hamilton.ca or through the Office of the City Clerk.

(f) STAFF PRESENTATIONS (Item 9)

(i) 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications (City Wide) (PED19015(a)) (Item 9.1)

Staff provided a PowerPoint presentation overview respecting Report PED19015(a), the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications.

The presentation, respecting Report PED19015(a), the 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications, was received.

A copy of the presentation is available on the City's website at www.hamilton.ca or through the Office of the City Clerk.

For disposition of this matter, please refer to Item 1.

(g) DISCUSSION ITEMS (Item 10)

(i) 2019 Proposed Tariff of Fees for Planning and Engineering Development Applications (City Wide) (PED19015(a)) (Item 10.1)

Councillor Danko wished to be recorded as OPPOSED to the 50% reduction for agricultural fees.

(h) ADJOURNMENT (Item 13)

There being no further business, the General Issues Committee adjourned at 1:00 p.m.

Respectfully submitted,

T. Jackson, Deputy Mayor
Chair, General Issues Committee

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk

Tariff of Fees for Planning and Engineering Development Applications (Effective May 1, 2019 and January 1, 2020 respectively)		
	May 1, 2019	January 1, 2020
1. Official Plan Amendment and/or Zoning Bylaw Amendment to establish a New Pit or Quarry	\$138,330	\$138,330
2. Pit or Quarry - Expansion	\$55,340	\$55,340
3. Official Plan Amendment (Rural or Urban)¹	\$28,504	\$33,271
a) Phase 1 - Services up to City Council Report	\$16,836	\$19,652
b) Phase 2 - Services subsequent to Council Resolution approval	\$11,674	\$13,629
c) Recirculation with no advertising required	\$924	\$1,139
d) Public Notice recirculation due to cancellation of a Public Meeting by the applicant or agent	\$924	\$1,139
e) Advertising (minimum charge, if applicable)	\$1,360	\$1,465
f) Amended application with public consultation	\$3,692	\$4,051
g) New Non-Profit Affordable Housing ⁵ (subject to eligibility as outlined on application form)	Fees Waived	Fees Waived
4. Rezoning Application^{1 2}		
a) Routine	\$19,996	\$24,109
b) Secondary Suites	\$4,999	\$6,027
c) Complex (comprised of Phase 1 and 2 fee)	\$31,211	\$35,054
i. Complex Phase 1 - Services up to City Council Report	\$21,037	\$23,627
ii. Complex Phase 2 - Services subsequent to Council Resolution approval	\$10,174	\$11,427
iii. Residential Per Unit Fee (NEW),	\$360	\$540
iv. Non-Residential per m2 fee (NEW)	\$5.00	\$8.00
d) Public Notice recirculation due to cancellation of a Public Meeting by the applicant or agent	\$924	\$1,139
e) Advertising (minimum charge, if applicable)	\$1,360	\$1,465
f) Severance of Surplus Farm Dwelling	\$7,872	\$8,868
g) Amended application with Circulation	\$1,847	\$2,026

h) Recirculation	\$1,847	\$2,026
i) Removal of a 'H' Holding Provision	\$3,230	\$3,868
j) Removal of a 'H' Holding Provision (Downtown NEW)	\$3,756	\$5,634
k) Supplementary Report Fee (NEW)	\$3,000	\$4,500
l) New Non-Profit Affordable Housing ⁵ (subject to eligibility as outlined on application form)	Fees Waived	Fees Waived
5. Site Plan Control		
a) Full Application	\$19,358	\$24,137
<i>i. Agricultural Uses - 1/2 of Applicable Fee⁶</i>	\$9,679	\$12,069
b) Amendment to an Approved Site Plan	\$10,188	\$14,097
<i>i. Agricultural Uses - 1/2 of Applicable Fee⁶</i>	\$5,094	\$7,049
c) Minor Application	\$9,342	\$13,406
<i>i. Agricultural Uses - 1/2 of Applicable Fee⁶</i>	\$4,671	\$6,703
d) Site Plan Inspections	\$2,220	\$3,330
e) Preliminary Site Plan Review	\$8,286	\$11,244
f) Resubmission fee per plan type on 4th submission and thereafter	\$750	\$750
g) Site Plan Approval Extension		
<i>i. 3 month extension</i>	\$234	\$651
<i>ii. 6 month extension</i>	\$468	\$702
<i>iii. 9 month extension</i>	\$699	\$1,049
<i>iv. 12 month extension</i>	\$1,605	\$1,605
h) 1 & 2 Family Residential on the Hamilton Beach Strip	\$7,036	\$9,409
i) 1 & 2 Family Residential within or contiguous to Major Open Space areas	1/2 applicable fee	1/2 applicable fee
j) Plus per unit Residential charge for first 10 units	\$828	\$957
k) Plus per unit Residential charge for additional units (11-50 units to a max of 50 units)	\$498	\$575

l) Plus per m2 new gross floor area for non-residential developments	\$7.10 m ²	\$8.15 m ²
m) Ancaster Minor Development Application	\$2,320	\$2,320
n) New Non-Profit Affordable Housing ⁵ (subject to eligibility as outlined on application form)	Fees Waived	Fees Waived
Note: Fee amount shall be based on fees that are in effect on date of final approval.		
Note: Vertical development capped at \$35,000		
6. Plans of Subdivisions¹		
a) Subdivision application	\$45,366	\$49,119
i. Plus Addition per unit charge (0-25 units NEW)	\$407	\$496
ii. 26-100 units N/A	\$180	\$270
iii. 101+ units N/A	\$144	\$216
iv. Plus Addition per block charge	\$782	\$841
b) Recirculation of revisions	\$1,562	\$1,816
c) Revision - Draft Plan approved		
i. Minor Revisions	\$1,180	\$1,180
ii. Major Revisions	\$34,018	\$36,832
d) Extension - Draft Plan approved	\$510	\$510
e) Maintenance	\$478	\$495
f) Advertising (minimum charge, if applicable)	\$1,360	\$1,465
g) Amended application with public consultation	\$6,170	\$7,768
h) New Non-Profit Affordable Housing ⁵ (subject to eligibility as outlined on application form)	Fees Waived	Fees Waived
i) Street Lighting Review and Evaluation	\$4,281	\$6,422
7. Plan of Condominium¹		
a) New Construction - with Public Process	\$18,000	\$18,000
i. Plus Addition per unit charge	\$75	\$75
b) New Construction - without Public Process	\$14,993	\$14,993

i. Plus Addition per unit charge	\$75	\$75
c) Condominium Conversions	\$26,140	\$26,140
i. Plus Addition per unit charge	\$100	\$100
d) Recirculation	\$1,110	\$1,110
e) Revision	\$1,195	\$1,195
f) Maintenance Fee	\$460	\$460
g) Exemption	\$1,265	\$1,265
h) Extension	\$870	\$870
i) New Non-Profit Affordable Housing ⁵ (subject to eligibility as outlined on application form)	Fees Waived	Fees Waived
8. Part Lot Control Application	\$2,525	\$2,525
i. Plus per Lot/Unit/Part	\$230	\$230
ii. Plus per Unit Finance Fee	\$18	\$18
iii. Extension	\$1,075	\$1,075
9. Consent Application		
a) Land Division Consent fee		
i. Fully Serviced Lot	\$2,801	\$2,845
ii. Property serviced by well/cistern	\$2,860	\$2,860
iii. Additional fee plus base fee where no sanitary sewer exists	\$371	\$374
b) Recirculation	\$190	\$190
c) Deed Certification	\$220	\$220
d) Deferral or Extension	\$63	\$65
e) Validation of Title	\$450	\$450
f) Plus per Unit Finance Fee	\$15	\$15
10. Formal Consultation (fee will be credited to any required future application) ³	\$1,200	\$1,200

11. Minor Variance	\$2,738	\$3,302
a) Routine Minor Variance (Note: applies to pools, decks, sheds, accessory buildings, porches, eave projections and recognizing legal non-complying situations)	\$595	\$595
b) Variances required after the fact	\$3,394	\$4,119
c) Recirculation	\$260	\$275
12. Sign Variance	\$595	\$595
13. Sign Erected, Located and/or Displayed without a Permit	\$1,265	\$1,265
14. Neighbourhood Plan or Modified Neighbourhood Plan Preparation	\$2,290	\$2,290
15. Municipal Street Number Request	\$354	\$359
16. Street Name Change	\$2,310	\$2,310
17. Property Reports	\$178	\$179
18. MECP Environmental Compliance Approval Administration Fee	\$2,290 + HST	\$2,290 + HST
19. Cash in Lieu of Parking Administration Fee	\$520 + HST	\$520 + HST
20. Environmental Sensitive Areas Impact Evaluation Group (ESAIEG)	\$388	\$390
21. Record of Site Condition Administration Fee	\$398	\$400
22. Peer Review of Special Studies Administration Fee	Consultant fee + HST	Consultant fee + HST
23. Subdivision Agreement Preparation		
a) Subdivision Agreement Preparation - New Process	\$3,380	\$3,995
b) Subdivision Agreement Preparation - Old Process	\$3,665	\$3,665
c) Minor Revision to Subdivision Agreement	\$392	\$473
d) Major Alteration to Subdivision Agreement	\$798	\$950
e) Subdivision Agreement Amendment	\$1,050	\$1,050
23. Special Agreements		
a) External Work Agreement Preparation	\$4,930	\$4,930

b)	Special Sewer Service Agreement	\$4,200	\$4,200
c)	Special Water Service Agreement	\$4,200	\$4,200
d)	Joint Sewer/Water Service Agreement	\$4,200	\$4,200
e)	Consent Agreements	\$4,200	\$4,200
f)	Consent Agreement with warning clauses only	\$2,100	\$2,100
g)	Site Alteration Process - review and circulate plans Residential	\$696	\$924
h)	Site Alteration Process - review and circulate plans Non-residential	\$2,770	\$2,770
i)	Site Alteration Process per plan type on 4th submission and thereafter (NEW)	\$450	\$675
j)	LPAT Appeal (NEW) initiate process <i>In addition to the fees set out above, the total fees payable shall include all fees associated with supporting an applicant at a hearing where the application was approved by City Council including City legal fees, City staff fees, outside legal counsel and consultant/witness fees where required, but excluding the cost of the Planning and Economic Development Department staff. These additional fees shall be collected through the process set out in a cost acknowledgement agreement which must be signed and submitted as part of the applications identified.</i>	\$1,056	\$1,584
k)	Shoring Agreement & Draining Review (NEW)	\$5,370	\$8,055
l)	Construction Management Plan (NEW)	\$3,942	\$5,913
24. Lot Grading			
a)	Lot Grading Acceptance inspection per unit	\$468	\$500
i.	Lot Grading Acceptance inspection per multi-unit block (3-8 units)	\$956	\$1,019
b)	Lot Grading and Service Connection Applications (NEW)	\$2,484	\$3,726
c)	Lot grading re-inspection fees (3rd and subsequent) NEW	\$150	\$225
d)	Pre-Service Agreements	\$4,200	\$4,200
e)	Additional Cost per Unit	\$35	\$35
f)	Pre-Grading Agreement	\$4,200	\$4,200

g) Phased / Staged Construction	\$2,200	\$2,200
25. Tree Protection		
a) General Vegetation Inventory Review	\$365	\$365
b) Tree Protection Plan Review	\$605	\$605
26. Other Fees		
a) Records Search ⁴	\$25 plus HST	\$25 plus HST
b) Photocopying Fee	\$ 0.50 /page, plus HST	\$ 0.50 /page, plus HST
<p>1 Joint Application – Where applications are made for an Official Plan Amendment, Zoning By-law Amendment, Approval of a Draft Plan of Subdivision or Condominium Description, or any combination thereof, the total fees will be reduced by 25%.</p> <p>2 Rezoning - For the purposes of fees, there are two (2) types of rezoning applications: Routine and Complex. When an application is submitted, the following guidelines are used to determine the type of application.</p> <p>Routine</p> <ul style="list-style-type: none"> • Applications to add one specific use (i.e. that does not change the zoning district); or • Applications to reduce yard requirements or modify other district or zone requirement (i.e. only one requirement); or • Applications to rezone three (3) single detached dwelling lots or less; or • Applications to extend a "temporary use". <p>Complex</p> <ul style="list-style-type: none"> • All other Applications. <p>3 Formal Consultation fee is not credited towards Minor Variance or Consent application fees.</p> <p>4 Records Search fee is charged at a rate of \$25 plus HST per 15 minutes with a minimum charge of 25 plus HST.</p> <p>5 Fees or payments required by any Conditions of Approval remain in effect.</p> <p>6 Excluding proposed developments related to the Cannabis Industry</p>		

Note:

This list is a summary of development fees. Additional fees may be required, such as for the cancellation and/or recirculation of a Public Meeting, Ontario Municipal Board appeals, Conservation Authority Plan Reviews, etc. Please call the Planning and Economic Development Department at 905-546-2424 Ext. 1355 or 2799 for additional information.

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