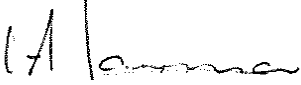




CITY OF HAMILTON
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Growth Management Division

TO:	Chair and Members Planning Committee
COMMITTEE DATE:	September 17, 2024
SUBJECT/REPORT NO:	New Fees – Growth Management Division (PED24157) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Heather Travis (905) 546-2424 Ext. 2978
SUBMITTED BY:	Ashraf Hanna Director of Growth Management and Chief Development Engineer, Growth Management Planning and Economic Development Department
SIGNATURE:	

RECOMMENDATION

That the By-law to amend By-law No. 12-282 Tariff of Fees, as amended by Bylaw No. 19-108, attached as Appendix “A” to Report PED24157, to provide for new fees for various applications and services administered by the Growth Management Division, be enacted by Council.

EXECUTIVE SUMMARY

This Report recommends the adoption of three new fees to be added to the 2024 Growth Management Fees with the Tariff of Fees By-law, with a goal to ensuring that services undertaken with the Growth Management Division operate on a cost recovery basis.

The proposed new fees include one new fee related to an application under the *Planning Act* to deem lands not to be part of a Registered Plan of Subdivision. In addition, a new fee is proposed to process disconnection of service requests. Finally, an administrative fee for processing of water and sewer permit refunds is also proposed.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

Alternatives for Consideration – See Page 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The proposed amendments to the Tariff of Fees By-law are intended to ensure that the development review process continues to be cost recovery. Staff have estimated the amount of staff time required to undertake the required reviews for each of the impacted application types and services, and are recommending the fees identified in the By-law attached as Appendix “A” to Report PED24157.

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

The Tariff of Fees By-law was first passed in 2013 and updated in 2019, with various amendments since that time to add or update individual fees for the Planning and Growth Management Divisions.

The fees identified in the Tariff of Fees By-law are adjusted annually by the percentage change during the preceding year of the Consumer Price Index (CPI) for Toronto, as directed within the By-law.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Not applicable.

RELEVANT CONSULTATION

In accordance with the City’s Public Notice By-law, notice of the proposed fees was provided in the Hamilton Spectator on August 31, 2024.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Staff are recommending that new fees be added to the Growth Management Fees within the Tariff of Fees By-law (By-law 12-282 as amended by By-law 19-108) to recognize existing services administered by the Division for which currently there is no fee collected. The goal of establishing the new fees is to ensure that services undertaken within the Growth Management Division operate on a cost recovery model.

An overview of each proposed new fee is provided in the sections below, including a description of the application or service for which the fee will be collected, the rationale for the introduction of the new fee, and the proposed fee amount.

1. Application to Deem Lands Not to be Part of a Registered Plan of Subdivision

This new fee is an application fee which will be applied to applications to deem lands not be part of a Registered Plan of Subdivision. This application process is also sometimes referred to as an application for 'De-Registration'. De-registration of a Plan of Subdivision is a process prescribed under Subsection 50(4) of the *Planning Act*. The Council of a Municipality may, by By-law, designate any Plan of Subdivision, or part thereof, that has been registered for eight years or more, and deem it not to be a Registered Plan of Subdivision for the purpose of the subdivision control provisions of Subsection 50(3) of the *Planning Act*.

These types of applications are received infrequently (only four applications in the past five years have been processed). Normally the applications are required in order to facilitate conditions of consent for lot mergers or other technical reasons. Processing of the applications includes the preparation of a staff report to Planning Committee and passage of the By-law by Council.

Establishment of this fee will ensure that future applications to Deem Lands not to be Part of a Registered Plan will be cost recovery. The proposed application fee for 2024 is \$4,580, based on the estimated number of staff hours required to process the application.

2. Refund Processing Fee for Excavation Permits and Water Meters

This is an administrative fee proposed for the processing of excavation permit and water meter refunds. The fee is being proposed to recover costs associated with the processing of these requests. For excavation permit fee refunds, the purpose of the fee is to recover the additional time required to cancel and process a refund for an excavation permit issued to a contractor where the permit holder is no longer the contractor retained to complete the work. For water meter refunds, the purpose of this fee is to recover the cost of additional time required to re-issue a water meter permit with the necessary adjustments to fees where the applicant has opted to change the size of a water meter. A fee amount of \$110 is proposed for 2024.

3. Disconnection of Service Request

This fee is being established to recover the cost of additional time required to process these applications beyond other disconnection of service requests. Additional review time is required to determine the extent of servicing given the possibility of multiple services. In conjunction with the new fee, a process will be introduced to document the work undertaken. A fee amount of \$230 for 2024 is proposed.

ALTERNATIVES FOR CONSIDERATION

Council could decide to not implement the above noted new fees, which would result in these City services being delivered in a manner that is not fully cost recoverable, thereby impacting overall Growth Management Division revenues. Staff do not recommend this alternative.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to PED24157 – Draft By-law to Amend By-law 19-108 (Tariff of Fees By-law)