



WELCOME TO THE CITY OF HAMILTON

# PLANNING COMMITTEE

April 14, 2026

# PED26038 – Fee and Process Review for Formal Consultation and Holding Removal Applications

Presented by: Joseph Sanseverino

# Background

- Review and update the user fees and process streams for Formal Consultation Applications and Holding Removal Applications.
- Review of Formal Consultation fees was a recommendation of PED24124.
- Audit and streamline a new process for the removal of a Holding Provision to address the feedback regarding high user fees, duplicate submission requirements, and duplicate staff reviews.

# Objective of Process Review: Formal Consultation

- Encourage continued use of the Formal Consultation Application streams in lieu of Bill 185.
- Formal Consultations are mutually beneficial to a Municipality and Developer.
- Staff reviewed the current process mapping to identify efficiencies to reduce application costs.
- Staff will continue to assess additional incentives (e.g. rebate towards a future development application if a Formal Consultation is completed).

# Proposed Formal Consultation Fees

<u>Application Type</u>	<u>2022 Fee</u>	<u>2023 fee</u>	<u>Current 2026 fee</u>	<u>Proposed Formal Consultation Fee</u>
<b>Formal Consultation Site Plan</b>	n/a	\$11,700	\$12,870	\$7,800.00
<b>Formal Consultation with a Development Review Team meeting (DRT)</b>	\$1,260	\$8,840	\$9,725	\$7,800.00
<b>Formal Consultation without a Development Review Team meeting (DRT)</b>	n/a	\$7,610	\$8,375	\$7,300.00

# Objective of Process Review: Removal of a Holding Provision(s)

1. Assess Application costs in relation to the nature of the Holding Provision(s).
2. Streamline the Application submission and circulation process by integrating Holding Removal items with Site Plan Control submissions where applicable to remove duplication.
3. Expedite the timeframe for which the Delegated Authority may authorize the removal of the pertinent Holding Provision(s) from the site.

# Existing Holding Provision Fees

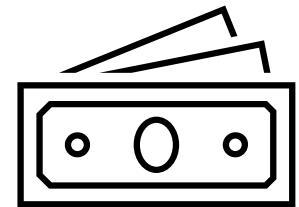
Holding Provision Category	Existing Fees
Removal of a 'H' Holding Provision (Complex)	\$25,640
Removal of a 'H' Holding Provision (Downtown)	\$26,345
Removal of a 'H' Holding Provision (Routine)	\$5,345

# Proposed Holding Provision Fees

Proposed New Holding Provision Process	Proposed Fees
Removal of a “H” Holding(s) Provision Base Fee – Holding (Standard)	\$3,035
i) Plus Planning Analysis of a Holding(s) Provision	\$3,110
ii) Plus Transportation Analysis of a Holding(s) Provision	\$2,115
iii) Plus Growth Management Analysis of 1 <sup>st</sup> Holding Provision	\$9,000
iv) Plus Growth Management Analysis of additional Holding Provisions (inclusive)	\$4,500
v) Resubmission for Holding Provision	25% of applicable Provision (i-iv)
Review of a “H” Holding Provision - Holding (Site Plan)	
Planning Analysis of a Holding(s) Provision	\$3,990
Transportation Analysis of a Holding(s) Provision	\$2,115
Growth Management Analysis of 1 <sup>st</sup> Holding Provision	\$9,000
Growth Management Analysis of additional Holding Provisions (inclusive)	\$4,500
Removal of a “H” Holding(s) Provision (report writing)	\$2,345
Resubmission for Holding Provision	25% of applicable Provision (i-iv)

# Revenue Projection

- In 2025 there were 59 Formal Consultation Applications across all streams with a revenue of \$638,975.00.
- New Formal Consultation Fees are projected to generate \$457,200.00 in revenue across all streams when applying the volume from 2025.
- In 2025 there were 10 Holding Removal Applications across all application types with a revenue of \$81,245.00.
- New Holding Removal fees are projected to generate a revenue between \$61,050.00 and \$217,760.00 based on the same volume of Holding Removal applications received in 2025.



# Consultation

- Staff from the Site Plan Team, Development Planning Team, Growth Management, Transportation Planning, Heritage and Urban Design, Zoning, and Finance provided input on proposed fee structure.
- A summary of the proposed changes to the Holding Remove process and Formal Consultation fee audit was presented to the Development Industry Liaison Group on April 14, 2025.
- The Notice of Proposed Fee Change was posted in the Hamilton Spectator March 27, 2026 .



## Questions?

Contact Joseph Sanseverino at [Joseph.Sanseverino@hamilton.ca](mailto:Joseph.Sanseverino@hamilton.ca)



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THANK YOU FOR ATTENDING

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