



 Watson  
& Associates  
ECONOMISTS LTD.

# Township of South Stormont Comprehensive Fees and Charges Review

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Council Presentation  
September 7, 2022

# Introduction



- The Township of South Stormont retained Watson & Associates Economists Ltd. to undertake a comprehensive review of its user fees
- Objectives of fee review are to assess the full cost of service and recommend fee structure improvements, that:
  - Conform with legislation and are defensible;
  - Balance the Township's need to maximize cost recovery and decrease the tax burden with stakeholder interests, and the affordability and competitiveness of fees; and
  - Reflect industry best practices
- Services included within the scope of the review are planning applications, building permits, administration, public works, and parks and recreation

# Meeting Purpose



- Purpose of presentation is to review the draft report, including:
  - Legislative authority to impose fees;
  - The methodology employed for the fees review;
  - Costing results and fee recommendations
  - Obtain feedback regarding fee recommendations prior to finalizing recommendations and study



# Legislative Context

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# Legislative Context and Trends

## Planning Act



- Planning application fees are governed by s.69 of the *Planning Act*
  - Recovery of anticipated costs of processing by type of application
  - No public process required in setting fees
  - Fees may be paid under protest and appealed to the Ontario Land Tribunal (OLT)
  - OLT decision suggests fee structures should recognize marginal costs attributes of planning application processes



# Legislative Context and Trends

## Building Code Act

- *Building Code Statute Law Amendment Act* amended the *Building Code Act* fee provisions:
  - allows municipalities to pass a by-law requiring the payment of fees for application and issuance of building permits
  - the fees must not exceed the anticipated reasonable costs of administration and enforcement (including direct, indirect, and capital costs)
  - allows for the creation of Building Code Act reserve funds
  - Building permit fee reviews continue to evolve beyond initial legislative changes in 2005 (i.e. building permit types and strategic pricing considerations)
  - Reporting and public process requirements

# Legislative Context and Trends

## Municipal Act



- Other services fees are governed by Part XII of the *Municipal Act*, 2001 (e.g. parks and recreation fees)
- s. 391 (1), allows a municipality to impose fees or charges:
  - for services or activities provided or done by or on behalf of it;
  - for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
  - for the use of its property including property under its control
- Fees may include costs related to administration, enforcement, and capital
- No explicit cost justification requirements or public process however, fees can be appealed to the courts if municipalities are not operating within statutory authority



# Activity Based Costing Methodology

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# Activity-Based Costing Methodology

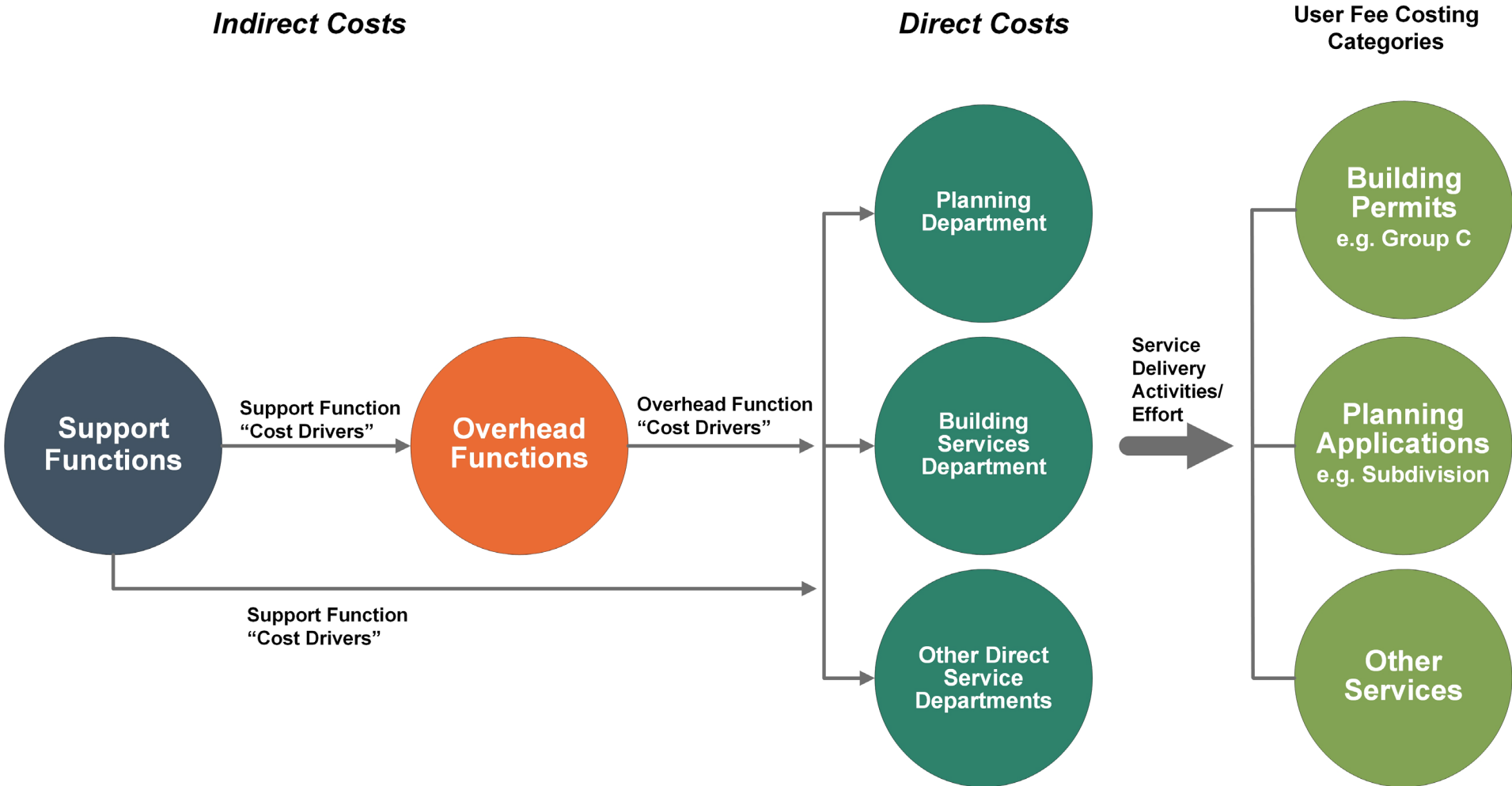
## Full Cost Definition



- Full cost definition includes:
  - Direct costs – operating and capital asset replacement costs associated with individuals directly participating in the service delivery activities
    - 2022 Budget operating costs of individuals directly participating in the service delivery activities
    - Provision for facility-related capital replacement costs using a sinking fund method
  - Indirect costs – operating costs associated with individuals supporting direct service departments
    - 2022 Budget operating costs from Township support departments using a step cost approach

# Activity-Based (A.B.C.) Costing Methodology

## Process-Related User Fees



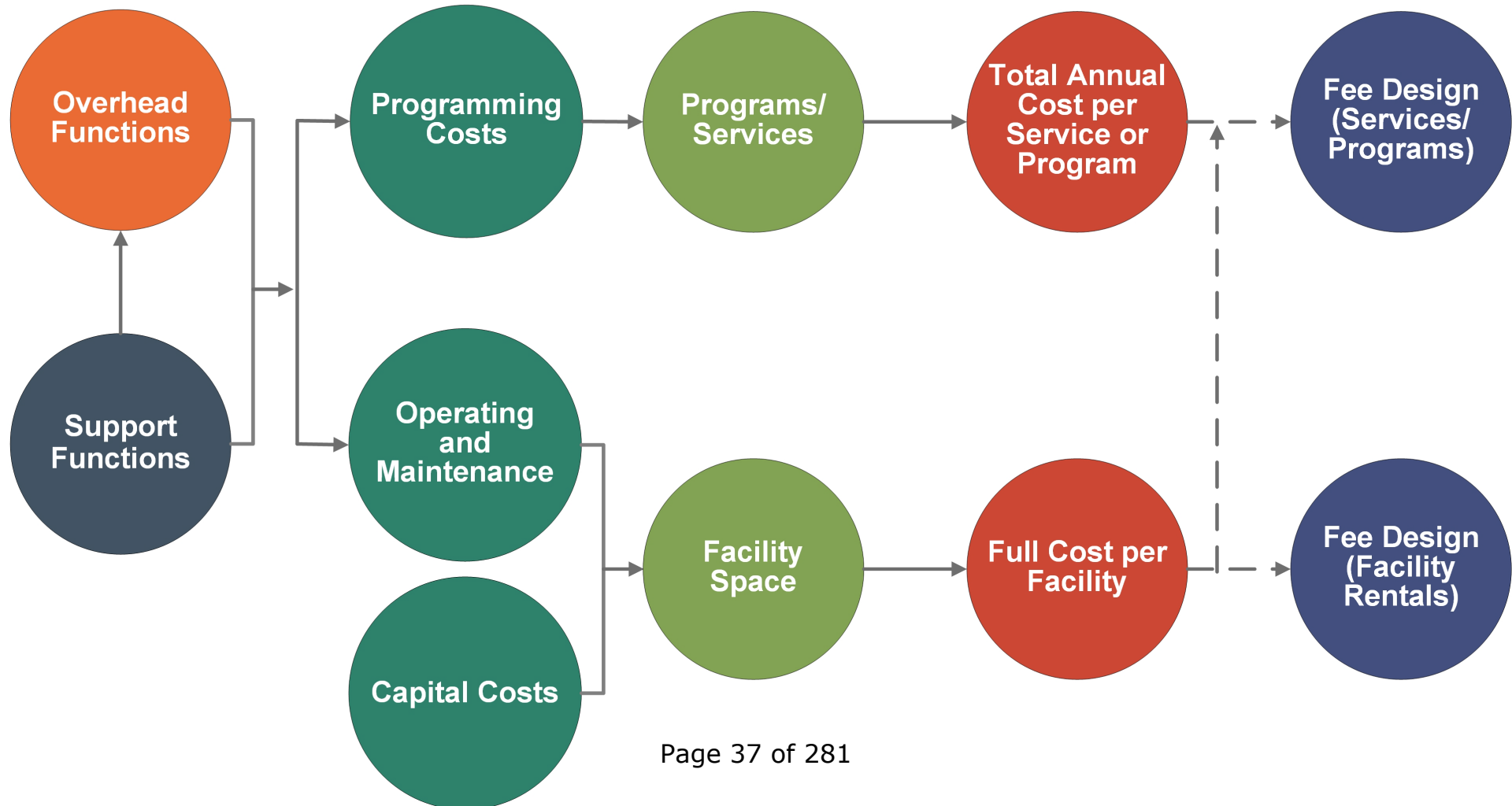
# Activity-Based (A.B.C.) Costing Methodology

## Facility and Program-Related User Fees



*Indirect Costs*

*Direct Costs*





# Draft Findings

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# Staff Capacity Utilization

- Overall, approximately 13.1 full time equivalent (FTE) staff positions are consumed directly on user fee related activity annually

Division	Staff	Planning	Building	Administration	Public Works	Parks and Recreation	Total User Fee related Utilization (%)	Total User Fee Related Utilization (FTE)
Finance	5	-	-	2.9%	-	-	2.9%	0.14
Corporate Services	4	1.1%	0.8%	4.1%	-	-	5.9%	0.24
Planning & Building	7	26.6%	59.7%	0.2%	-	-	86.4%	6.05
Parks and Recreation	7	0.1%	-	0.8%	-	91.4%	92.4%	6.47
Public Works	20	0.1%	0.3%	0.0%	0.3%	-	0.7%	0.14
Protection	4	0.4%	0.4%	0.2%	-	-	1.0%	0.04
<b>Total</b>	<b>47</b>	<b>4.1%</b>	<b>9.1%</b>	<b>0.8%</b>	<b>0.1%</b>	<b>13.6%</b>	<b>27.8%</b>	<b>13.08</b>

# Annual Cost of Service and Current Revenues (2022\$)



Costing Category	Direct Costs	Indirect, Capital and Overhead Costs	Total Annual Costs	Revenue at Current Fees		
				Annual Revenue	Surplus/ (Deficit)	Cost Recovery %
<b>Municipal Act Fees</b>						
Administration	55,939	7,935	63,874	90,320	26,446	141%
Public Works	8,324	1,554	9,878	8,231	(1,647)	83%
Parks and Recreation	1,375,922	648,299	2,024,220	485,300	(1,538,920)	24%
<b>Total - Non-Development</b>	<b>1,440,184</b>	<b>657,789</b>	<b>2,097,973</b>	<b>583,851</b>	<b>(1,514,122)</b>	<b>28%</b>
<b>Planning and Building Fees</b>						
Planning	228,307	60,679	288,985	78,107	(210,878)	27%
Building	527,754	134,261	662,015	555,732	(106,283)	84%
<b>Total - Planning and Building Fees</b>	<b>756,061</b>	<b>194,940</b>	<b>951,001</b>	<b>633,839</b>	<b>(317,162)</b>	<b>67%</b>



# Non-Development Fees

## Administration, Public Works, Parks and Recreation

- Fee recommendations made for non-development *Municipal Act* fees to improve cost recovery while having regard for the affordability and competitiveness of the fees and discussions with Township staff
- Current and recommended fees were compared to those in neighboring Municipalities including South Stormont, North Stormont, South Dundas, North Dundas, South Glengarry, North Glengarry, The Nation, North Grenville, Russell and Cornwall
- In total, the proposed fees would increase user fee revenue by 17% (approximately \$96,500 annually)
- Specific fee recommendations are contained in Chapter 4 of the draft report



# Non-Development Fees

## Administration, Public Works, Parks and Recreation

- It is recommended that staff determine the phasing of parks and recreation fees in response to their intimate knowledge of service levels, user groups, and affordability constraints and to monitor impacts of fee increase on service utilization,



# Planning Application Fees



Application Type	Total Annual Costs	Current Fees		
		Revenue	Cost Recovery %	Surplus/ (Deficit)
Committee of Adjustment	102,620	19,603	19%	(83,017)
Zoning By-Law, Official Plan, Temporary Use	110,226	26,623	24%	(83,603)
Site Plan Approval	25,259	10,525	42%	(14,734)
Subdivision. Condominium	22,057	12,000	54%	(10,057)
Other	28,823	9,356	32%	(19,467)
<b>Total</b>	<b>288,985</b>	<b>78,107</b>	<b>27%</b>	<b>(210,878)</b>

- Overall, Township's existing planning fees are recovering 27% of annual costs which represents a funding shortfall of \$211,000
- Some fees (e.g. Part Lot Control) are recovering the full cost of service, while others (e.g. Committee of Adjustment) are recovering less than the average level of cost recovery (i.e. 19% cost recovery) staff

# Planning Application Fees



- Fee recommendations have been made in discussion with staff to either recover the full cost of service or increase fees to market levels
  - Fees increased to market levels with respect to fees in neighbouring municipalities (e.g. Committee of Adjustment) or to allow staff to further investigate the application review processes and potential efficiencies before increasing fees further (e.g. Site Plan)
- Proposed new fees:
  - Minor and major fees for Minor Variance applications
    - Minor (\$650) and Major (\$2,250)
  - Minor and major fees for Zoning-By-Law Amendment applications
  - Introduction of fast-track fees for planning letters (e.g. zoning compliance, heritage designation, etc.)

# Planning Application Fees



- Resubmission fees to be imposed for applicant-initiated resubmission after the 2<sup>nd</sup> submission
- Pre-consultation fees to be imposed for formal meetings with Township staff and/or where technical review is requested prior to submitting a formal applications
  - Fee of \$165 to be credited against subsequent application fee

# Building Permit Fees



- Overall, Township's existing building permit fees are recovering 84% of annual costs which represents a funding shortfall of \$106,300
- Except for non-residential fees for new construction, Township permit fees are not recovering the costs of administering and enforcing the code
- Building permit fees assessed relative to full cost of service and proposed policy regarding *Building Code Act* Stabilization Reserve Fund



# Building Permit Fees

## Reserve Fund Strategy

- Township does not currently have a *Building Code Act* reserve fund or policy
- Reserve fund strategy has been developed to fund the anticipated costs and sustain operations and service capacity during economic downturns
- Proposed reserve fund strategy is to establish a multiple of annual direct costs for reserve fund accumulation of 1.5 times annual direct costs
- Approach is consistent with strategies utilized throughout the Province



# Building Permit Fees

## Fee Structure

- Current building permit fees are imposed based on construction value of proposed development.
  - Fee structure imposes an administrative burden to verify construction cost estimates
- Proposed fees would be imposed on a per sq.ft. of gross floor area basis, consistent with the approach used by most municipalities in Ontario
- Proposed fees and forecast permit volumes would result in projected reserve funds of \$155,000 by 2026 (0.2 times annual direct costs), moving towards the proposed reserve fund multiple of 1.5 times annual direct costs

# Planning and Building Fee Summary



- Proposed planning application and building permit fees would generate approximately \$77,600 and \$106,300, respectively in additional user fee revenue
- Additional user fee revenue would offset cost of development review being funded from the municipal tax levy

# Municipal Development Fees Comparison



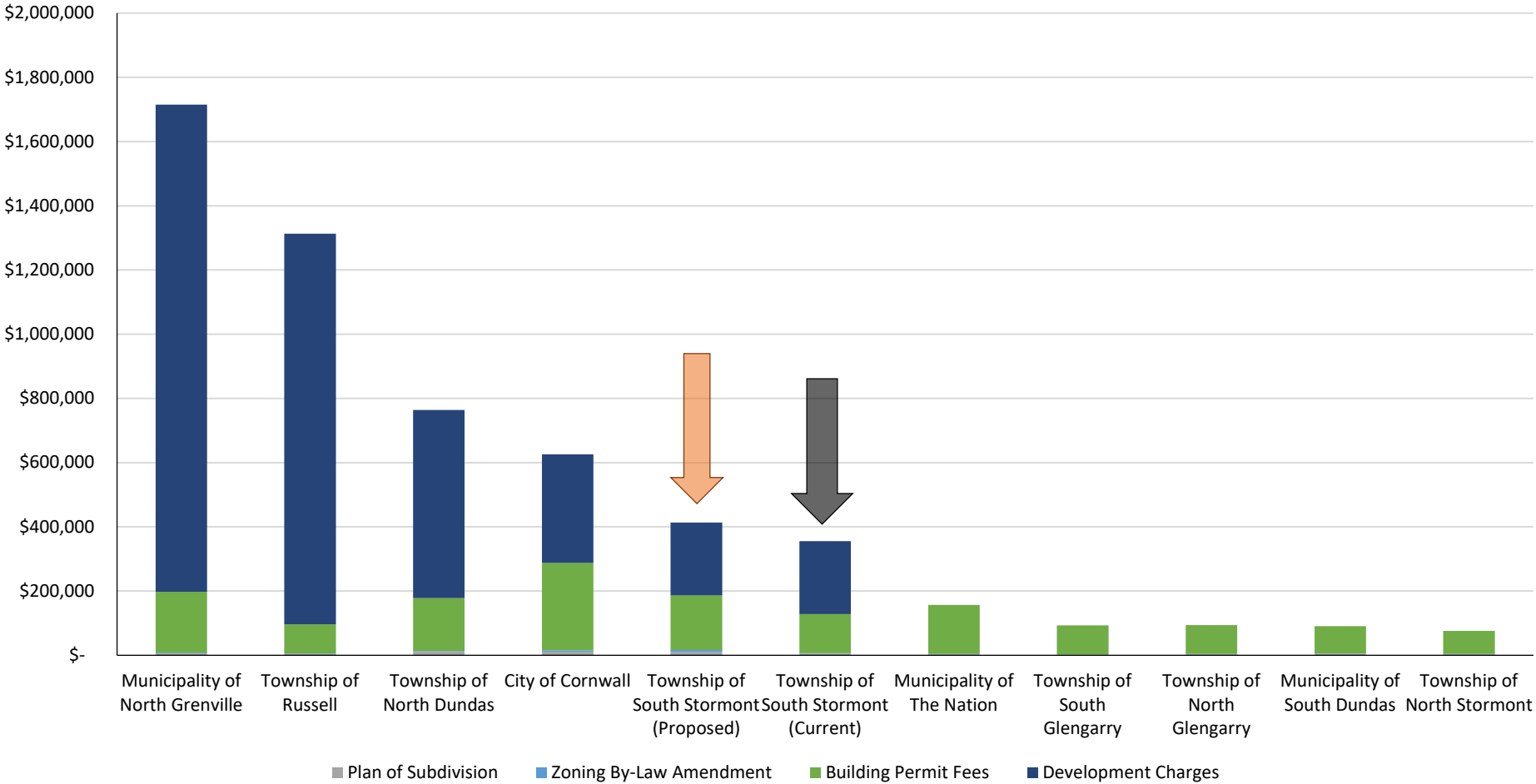
- Impacts of planning application and building permit fee recommendations are provided for a variety of development types to address differences in size, density, and type of development
  - Assessed against municipal development fees, including planning application, building permit fees, and development charges for the following development types:
    - 50-unit low density development (ZBA, Subdivision)
    - 25-unit medium density development (OPA, ZBA, Condo, Site Plan)
    - 10,000 sq.m. industrial development (Site Plan)



# Municipal Development Fees Comparison



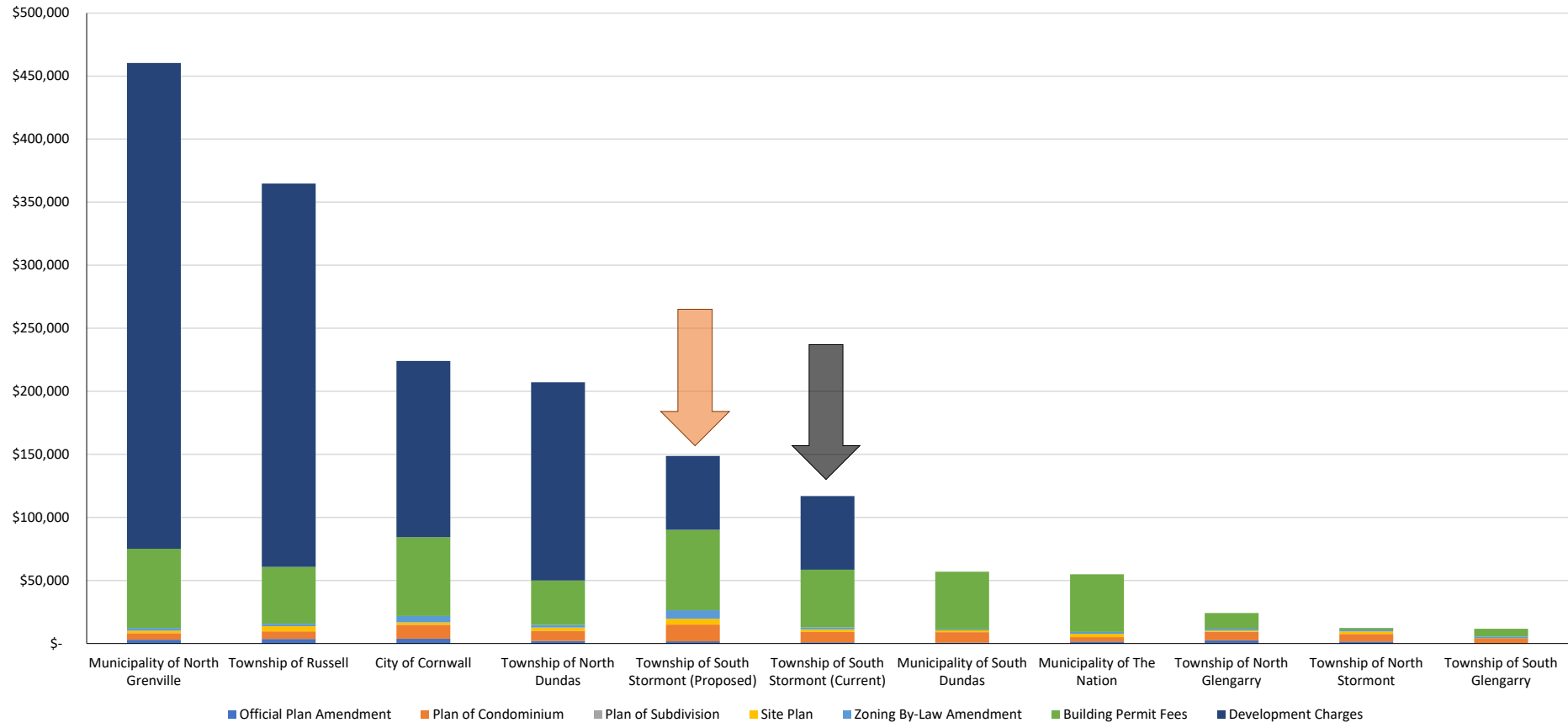
Survey of Fees Related to a Residential Subdivision Development  
(50 Single Dwelling Units, 186 m<sup>2</sup> GFA each)



# Municipal Development Fees Comparison



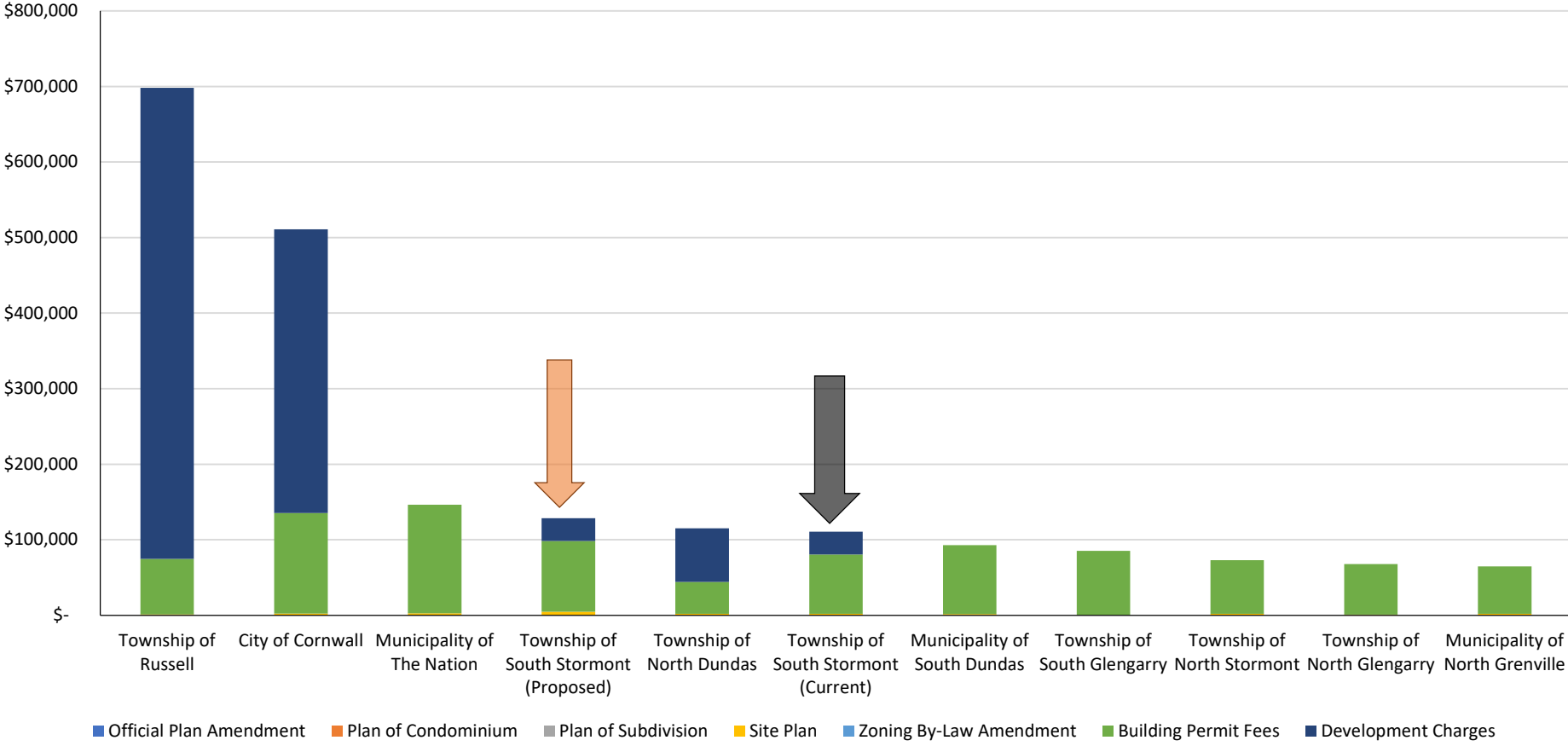
Survey of Fees Related to a Multi-Residential Condominium Development  
(25 Units, 139 m<sup>2</sup> GFA each)



# Municipal Development Fees Comparison



Survey of Fees Related to Industrial Development  
(10,000 m<sup>2</sup> GFA)



# Next Steps



- Receive feedback from Council on proposed fee recommendations
- Prepare final report
- Present building permit recommendations at a Public Meeting of Council



# 2022 Comprehensive Fees and Charges Review Study

Township of South Stormont

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Draft Report

August 31, 2022

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# Chapter 1

## Introduction



# 1. Introduction

## 1.1 Background Information

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The Township of South Stormont (Township) retained Watson & Associates Economists Ltd. (Watson) to conduct a comprehensive review and update of its user fees. The ultimate goal of the user fee review is to develop an activity-based costing model to substantiate the full costs of each service area within the scope of the review. The full cost assessment (i.e. direct, indirect, and capital costs) will be used to inform recommended rates and fees to increase user fee revenue and decrease the burden on property taxes.

The following service areas were included within scope of the review:

- Planning application fees;
- Building permit fees;
- Parks and Recreation fees;
- Administration fees; and
- Public Works fees.

The services within the scope of this review are governed under multiple statutes. Specifically, the *Planning Act* governs fees related to the processing of planning applications. The *Building Code Act* governs those fees related to the administration and enforcement activities under the authority of the building code. The remaining fees for parks and recreation, administration, and public works are under the authority of the *Municipal Act*.

The review consisted the development of an activity-based costing user fee model to first substantiate the full cost of service before fee and policy recommendations were discussed with regard for the statutory requirements, the Township's market competitiveness, and fiscal position.

This report summarizes the findings and recommendations related to the user fee services within the scope of the review. The following chapters of this report summarize the legislative context for user fees, the user fee methodology developed and the findings and recommendations of the user fee review for specific service categories (i.e. planning application fees, building permit fees, and other *Municipal Act* fees).

This analysis and resulting recommendations are denominated in 2022\$ values. Unless explicitly stated in this report, the recommended fees will be indexed on January 1, 2023, and every year thereafter, based on the Township's budgeted cost increase for 2023.

## 1.2 Legislative Context

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User fees are governed by multiple statutes, each with specific requirements. The Township's statutory authority for imposing planning application fees is provided under Section 69 of the *Planning Act*. Building permit fees are governed by the provisions of Section 7 under the *Ontario Building Code Act*. For municipal services where specific statutory authority is not provided, municipalities can impose fees and charges under Part XII (s. 391) of the *Municipal Act*. This section provides the legislative authority for the parks and recreation, administration and public works fees imposed by the Township. The following summarizes the provisions of the statutes as they pertain to fees and charges.

### 1.2.1 *Planning Act, 1990*

Section 69 of the *Planning Act* allows municipalities to impose fees through a by-law for the purposes of processing planning applications. In determining the associated fees, the Act requires that:

“The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff.”

Section 69 establishes the requirements that municipalities must consider when undertaking a full cost recovery fee design study. The Act specifies that municipalities may impose fees through by-law and that the anticipated costs of such fees must be cost justified by application type as defined in the tariff of fees (e.g. Subdivision, Zoning By-law Amendment, etc.). Given the cost justification requirements by application type, this would suggest that cross-subsidization of planning fee revenues across application types is not permissible. For instance, if Minor Variance application fees were set at levels below full cost recovery for policy purposes this discount could not be funded by

Subdivision application fees set at levels higher than full cost recovery. Our interpretation of Section 69 is that any fee discount must be funded from other general revenue sources such as property taxes. In comparison to the cost justification requirements of the *Building Code Act*, where the justification point is set at the aggregate level of the Act, the requirements of the *Planning Act* are more stringent in this regard.

The legislation further indicates that the fees may be designed to recover the “anticipated cost” of processing each type of application, reflecting the estimated costs of processing activities for an application type. This reference to anticipated costs represents a further costing requirement for a municipality. It is noted that the statutory requirement is not the actual processing costs related to any one specific application. As such, actual time docketing of staff processing effort against application categories or specific applications does not appear to be a requirement of the Act for compliance purposes. As such our methodology which is based on staff estimates of application processing effort meets with the requirements of the Act and is in our opinion a reasonable approach in determining anticipated costs.

The Act does not specifically define the scope of eligible processing activities and there are no explicit restrictions to direct costs as previously witnessed in other statutes. Moreover, amendments to the fee provisions of the *Municipal Act* and *Building Code Act* are providing for broader recognition of indirect costs. Acknowledging that staff effort from multiple business units is involved in processing planning applications, it is our opinion that such fees may include direct costs, capital-related costs, support function costs directly related to the service provided, and general corporate overhead costs apportioned to the service provided.

The payment of *Planning Act* fees can be made under protest with appeal to the Ontario Land Tribunal (OLT), previously known as the Ontario Municipal Board, if the applicant believes the fees were inappropriately charged or are unreasonable. The OLT will hear such an appeal and determine if the appeal should be dismissed or direct the municipality to refund payment in such amount as determined. These provisions confirm that fees imposed under the *Planning Act* are always susceptible to appeal. Unlike other fees and charges (e.g. development charges) there is no legislated appeal period related to the timing of by-law passage, mandatory review period, or public process requirements.

## 1.2.2 *Building Code Act, 1992*

Section 7 of the *Building Code Act* provides municipalities with general powers to impose fees through passage of a by-law. The Act provides that:

“The council of a municipality...may pass by-laws

- (c) Requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;
- (d) Providing for refunds of fees under such circumstances as are prescribed;”

The *Building Code Statute Law Amendment Act* imposed additional requirements on municipalities in establishing fees under the Act, in that:

“The total amount of the fees authorized under clause (1)(c) must not exceed the anticipated reasonable cost of the principal authority to administer and enforce this Act in its area of jurisdiction.”

In addition, the amendments also require municipalities to:

- Reduce fees to reflect the portion of service performed by a Registered Code Agency;
- Prepare and make available to the public annual reports with respect to the fees imposed under the Act and associated costs; and
- Undertake a public process, including notice and public meeting requirements, when a change in the fee is proposed.

O.Reg. 305/03 is the associated regulation arising from the *Building Code Statute Law Amendment Act, 2002*. The regulation provides further details on the contents of the annual report and the public process requirements for the imposition or change in fees. With respect to the annual report, it must contain the total amount of fees collected, the direct and indirect costs of delivering the services related to administration and enforcement of the Act, and the amount of any reserve fund established for the purposes of administration and enforcement of the Act. The regulation also requires that notice of the preparation of the annual report be given to any person or organization that has requested such notice.

Relating to the public process requirements for the imposition or change in fees, the regulations require municipalities to hold at least one public meeting and that at least 21-days notice be provided via regular mail to all interested parties. Moreover, the

regulations require that such notice include, or be made available upon request to the public, an estimate of the costs of administering and enforcing the Act, the amount of the fee or change in existing fee and the rationale for imposing or changing the fee.

The Act specifically requires that fees “must not exceed the anticipated reasonable costs” of providing the service and establishes the cost justification test based on the total administration and enforcement costs at global *Building Code Act* level. With the Act requiring municipalities to report annual direct and indirect costs related to fees, this would suggest that *Building Code Act* fees can include general corporate overhead indirect costs related to the provision of service. Moreover, the recognition of anticipated costs also suggests that municipalities could include costs related to future compliance requirements or fee stabilization reserve fund contributions. As a result, *Building Code Act* fees modeled in this exercise include direct costs, capital related costs, indirect support function costs directly consumed by the service provided, and corporate management costs related to the service provided, as well as provisions for future anticipated costs.

### **1.2.3 *Municipal Act, 2001***

Part XII of the *Municipal Act* provides municipalities and local boards with broad powers to impose fees and charges via passage of a by-law. These powers, as presented in s.391 (1), include imposing fees or charges:

- “for services or activities provided or done by or on behalf of it;
- for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- for the use of its property including property under its control.”

This section of the Act also allows municipalities to charge for capital costs related to services that benefit existing persons. The eligible services for inclusion under this subsection of the Act have been expanded by the *Municipal Statute Law Amendment Act*. Moreover, the amendments to the Act have also embraced the broader recognition for cost inclusion within municipal fees and charges with recognition under s.391(3) that “the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets”.

Fees and charges included in this review, permissible under the authority of the *Municipal Act* would include parks and recreation fees, administration fees and public works fees, etc. that are not specifically provided for under the statutes identified above.

In contrast to cost justification requirements under other legislation, the *Municipal Act* does not impose explicit requirements for cost justification when establishing fees for municipal services. In setting fees and charges for these services, however, municipalities should have regard for legal precedents and the reasonableness of fees and charges. The statute does not provide for appeal of fees and charges to the OLT; however, fees and charges may be appealed to the courts if municipalities are acting outside their statutory authority. Furthermore, no public process or mandatory term for fees and charges by-laws is required under the Act. There is, however, a requirement that municipal procedural by-laws provide for transparency with respect to the imposition of fees and charges.

# Chapter 2

## Activity Based Costing User Fee Methodology

## 2. Activity Based Costing User Fee Methodology

### 2.1 Activity Based Costing Methodology

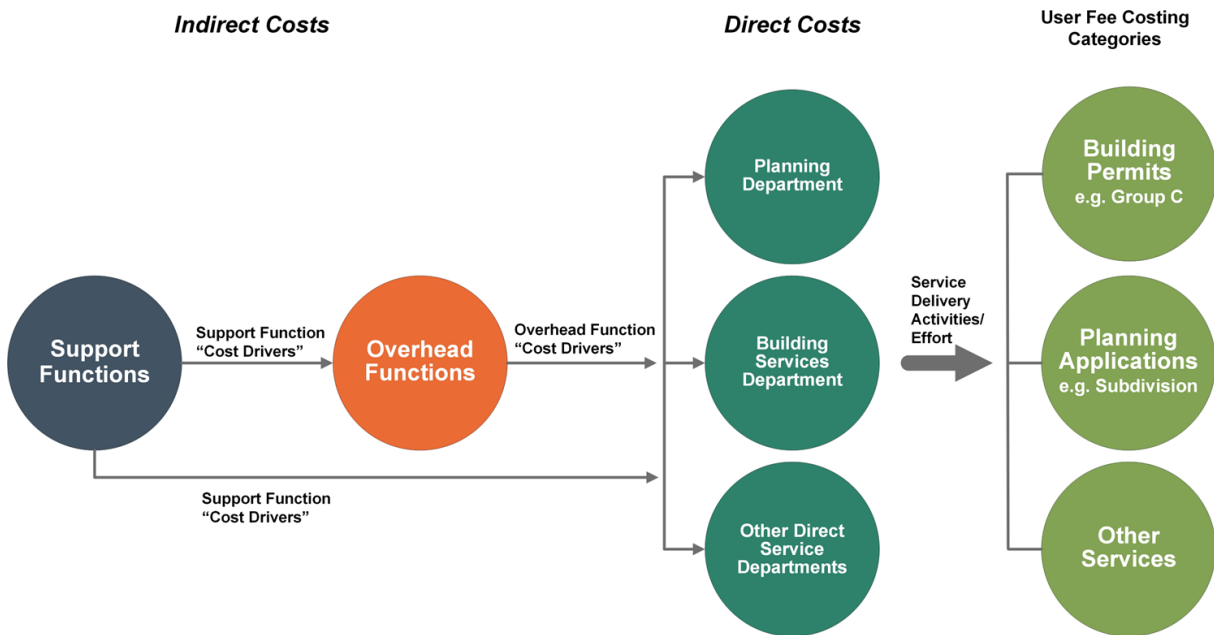
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An activity-based costing (A.B.C.) methodology, as it pertains to municipal governments, assigns an organization's resource costs through activities to the services provided to the public. Conventional municipal accounting structures are typically not well-suited to the costing challenges associated with application processing activities as these accounting structures are business unit focused and thereby inadequate for fully costing services with involvement from multiple business units. An A.B.C. approach better identifies the costs associated with the processing activities for specific application types and thus is an ideal method for determining full cost of processing applications and other user fee activities.

As illustrated in Figure 2-1, an A.B.C. methodology attributes processing effort and associated costs from all participating municipal business units to the appropriate service categories (user fee costing categories). The resource costs attributed to processing activities and user fee costing categories include direct operating costs, indirect support costs, and capital costs. Indirect support function and corporate overhead costs are allocated to direct business units according to operational cost drivers (e.g. information technology costs allocated based on the relative share of departmental personal computers supported). Once support costs have been allocated amongst direct business units, the accumulated costs (i.e. indirect, direct, and capital costs) are then distributed across the various user fee costing categories, based on the business unit's direct involvement in the processing activities. The assessment of each business unit's direct involvement in the user fee review processes is accomplished by tracking the relative shares of staff processing efforts across the sequence of mapped process steps for each user fee category. The results of employing this costing methodology provides municipalities with a better recognition of the costs utilized in delivering user fee processes, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support costs required by those resources to provide services.



Figure 2-1  
Activity-Based Costing Conceptual Flow Diagram

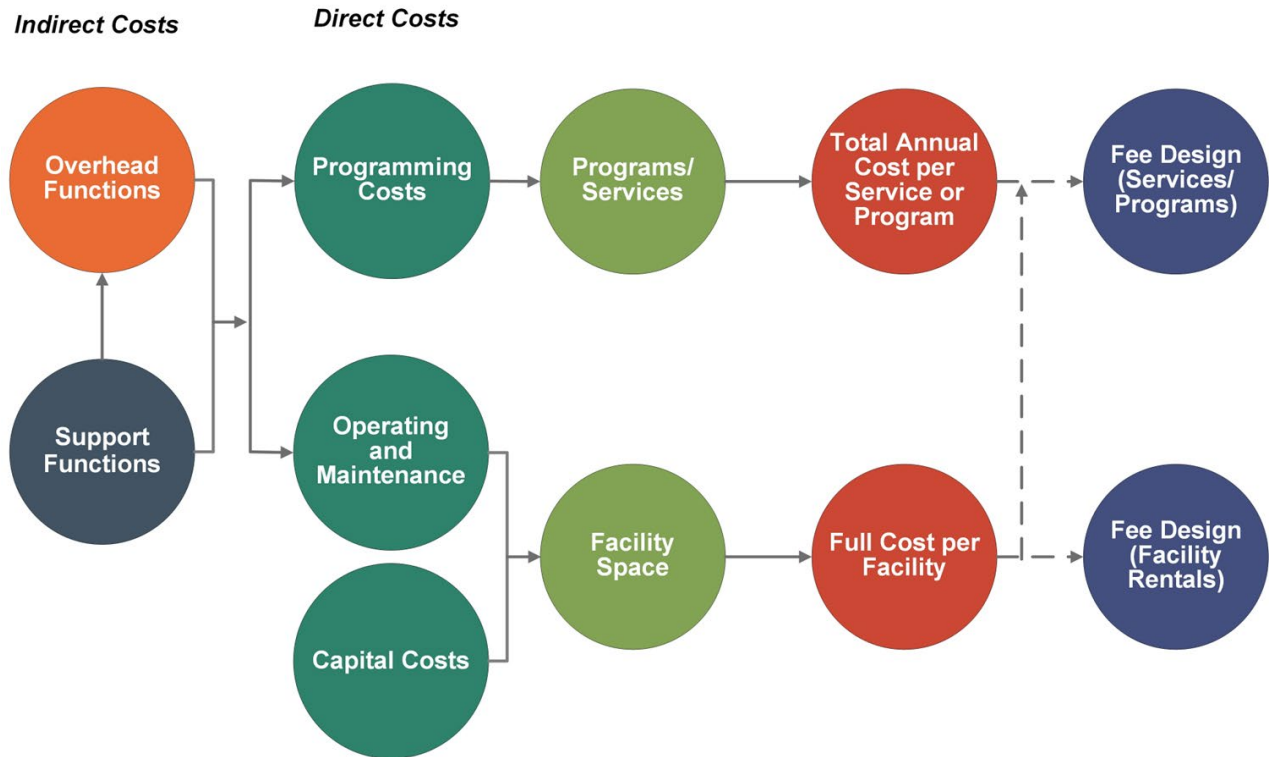


## 2.2 Facility-Related Costing Methodology

An important distinction from the above approach (Section 2.1) for process driven user fees is be made for user fees that are related to use or consumption of capital infrastructure (e.g. recreation facilities). For infrastructure-related user fees, our methodology focuses on establishing the full cost of providing and maintaining the infrastructure (i.e. operating, maintenance, and capital replacement costs), as well as any staff costs related to providing programming within the facility that user fees are imposed for. An illustration of the methodology used for facility-related fees is presented in Figure 2-2.

The following sections of this chapter review each component of the A.B.C. methodology as it pertains to the Township's user fees review.

Figure 2-2  
Activity Based Costing Conceptual Flow Diagram (Facilities)



## 2.3 User Fee Costing Category Definition

The Township's business units deliver a variety of user fee related services; these services are captured in various cost objects or user fee categories. A critical component of the full cost user fees review is the selection of the costing categories. This is an important first step as the process design, effort estimation and subsequent costing is based on these categorization decisions. It is also important from a compliance standpoint where, as noted previously, the *Planning Act* requires user fees to be cost justified by application type consistent with the categorization contained within the Township's tariff of fees. Moreover, it is equally important in costing building permit fees to understand the cost/revenue relationships within the Township's by-law, beyond the statutory cost justification for fees established at the level of administration and enforcement under the authority of the Building Code.

The Township's user fee categories can be grouped into the following broad service categories:

- Planning Application Fees;
- Building Permit Fees;
- Parks and Recreation Fees;
- Administration Fees; and
- Public Works Fees.

The Township’s A.B.C. user fee model allocates the direct and indirect costs presented in the following sections across these defined user fee categories. Categorization of user fees occurred during the project initiation stage of the study and through subsequent discussions with Township Project Team members. The user fee costing categories included in the A.B.C. model and later used to rationalize changes to the Township’s fee structure are presented in Tables 2-1 to 2-5. While many of these costing categories reflect the Township’s current fee schedule new categories were also included for to understand the difference in application processing complexity and costs

**Table 2-1  
Planning Application Fee Costing Categories**

#	Costing Category Description
1	1. Minor Variance - Residential
2	2. Minor Variance - Commercial/Industrial/Agricultural
3	1. Consent (Severence) - New Lot
4	2. Consent (Severence) - Technical/Lot Addition
5	1. Zoning By-law Amendment
6	Temporary Use By-law
7	Removal of Holding By-law
8	1. Joint Application (Official Plan/Zoning)
9	3. Joint OPA/ZBA/Subdivision
10	Lot Consolidation Agreement
11	Deeming By-law
12	30 cm reserve
13	Other Planning Agreements (encroachment, development agreement)
14	1. Site Plan Approval (Major with Agreement) - Multi-Residential
15	2. Site Plan Approval (Major with Agreement) - Commercial, Industrial
16	3. Site Plan Approval (Minor Proposal with no Agreement/Amending Existing Site Plan)
17	Part Lot Control By-law
18	Minor/Technical Draft Plan of Subdivision/Condominium Application
19	Draft Plan of Subdivision/Condominium Application
20	Telecommunications/Cell Tower Application
21	1. Municipal Consulation Support of Forms for Renewable Energy Projects - 10 kw or less
22	2. Municipal Consulation Support of Forms for Renewable Energy Projects - 10 kw to 1 mw
23	3. Municipal Consulation Support of Forms for Renewable Energy Projects - 1 mw plus
24	Letters (Work Order, Zoning Compliance, Heritage Designation, Subdivision/Site Plan Compliance)

Table 2-2  
Building Permit Fee Costing Categories

#	Costing Category Description
1	Group A - All Assembly Occupancies
2	Group B - All Institutional
3	1. Group C - Residential (low and medium density)
4	2. Group C - Residential Finished Basement
5	3. Group C - Garage, Carports & Accessory Buildings
6	4. Group C - Porches and Decks
7	Fence for Swimming Pool Enclosures/Above Ground Pools
8	In-Ground Pools
9	Group C - Apartments
10	Group D - Unfinished Area (Shell Only)
11	Group D - Finished Area
12	Group E - Unfinished Area (Shell Only)
13	Group E - Finished Area
14	Group F - Unfinished Area (Shell Only)
15	Group F - Finished Area
16	Greenhouse and Fabric Covered Pre-Engineered Farm Storage Building
17	Farm Buildings
18	Temporary Buildings
19	Demolition - less than 600m <sup>2</sup>
20	Demolition - greater than 600m <sup>2</sup>
21	Retroactive review of a low density residential permit
22	Conditional/Partial Permit Fee for low density residential permit
23	1. Change of Use - Residential
24	2. Change of Use - Non-Residential
25	Renovations - Residential
26	Renovations - Non- Residential
27	Partial Occupancy of an unfinished building
28	Re-Examination of plans (Change in Lot)
29	Dormant Application Renewal
30	Renewal - Administrative Process
31	Permit Transfer / Revocation Deferrals
32	Agency Letter of Approval (Building)
33	Limiting Distance Agreement
34	Annual Maintenance Fee for Dormant Permits applied for after Dec. 31, 2011
35	1. Orders Issued pursuant to Section 12 or 13 of the Building Code Act (Order to Comply / Order not to Cover / Uncover)
36	2. Orders Issued pursuant to Section 14 of the Building Code Act (Stop Work Order)
37	3. Orders Issued pursuant to Section 15.9 of the Building Code Act (Unsafe Building)
38	4. Orders Issued pursuant to Section 15.9 of the Building Code Act (Prohibit Occupancy)
39	Lot Grading Review

Table 2-3  
Administration Fee Costing Categories

#	Costing Category Description
1	Freedom of Information (FOI) Requests
2	Commissioner of Oaths (non-municipal documents)
3	Copies of various reports
4	Lottery License— Raffle (except "Catch the Ace")
5	Lottery License—Raffle "Catch the Ace"
6	Lottery License—Bingo
7	Lottery License— Nevada Ticket
8	Marriage Solemnization Service
9	Marriage Solemnization Service -Rehearsal fee
10	Marriage Solemnization Service -Marriage License Fees
11	Marriage Solemnization Service -Vow Renewal Fees
12	Letter of Conformity to fulfill requirements of AGCO, MTO or other applicable agencies.
13	Returned Payments (NSF Fees)
14	Closed Meeting Investigator Application Fee
15	Integrity Commissioner Fee
16	Tax Certificates
17	Correction or Transfer of an Electronic Payment
18	Tax Bill (reprint)
19	Tax Receipts / Statement of Account
20	Reminder Notice
21	Addition to Tax Roll (Water Arrears)
22	Tax Sale Tender Package

Table 2-4  
Public Works Fee Costing Categories

#	Costing Category Description
1	Entrance Permit - requiring a culvert
2	Entrance Permit - not requiring a culvert
3	Entrance culvert extensions
4	Permit to move Loads in Excess of Weight / Size
5	Curb Cut
6	Full Ditch Fill In Permit
7	Partial Ditch Fill In Permit
8	Road Cut Permit

Table 2-5  
Parks and Recreation Fee Costing Categories

#	Costing Category Description
1	Arena Ice Surface
2	Arena Floor Surface
3	Lancer Facility (Gymnasium)
4	Town Hall
5	Sport Fields and Parks - Baseball Diamonds
6	Sport Fields and Parks - Other Rentable Spaces
7	Sport Fields and Parks - Open Parkland
8	Pools
9	Recreation Programming

## 2.4 Processing Effort Cost Allocation

To capture each participating Township staff member's relative level of effort in processing activities related to user fees, process estimates were obtained for each of the above-referenced costing categories (excluding parks and recreation fees). The effort estimates received were applied against average annual user fee volumes for the 2017- 2021 period to assess the average annual processing time per position spent on each user fee category. For building permit applications, a combination of historical (average annual volumes for 2017 - 2021) and forecast volumes were utilized for the analysis.

Annual processing effort per staff position was measured against available processing capacity to determine overall service levels. The capacity utilization results were refined with the Township staff to reflect staff utilization levels reflective of current staffing levels. Table 2-6 summarizes the utilization by department for administration, public works, building, planning, and parks and recreation services. The utilization is presented as a percentage of available time and also expressed in full time equivalents (FTEs).

Table 2-6  
Staff Capacity Utilization by Department/Division

### Staff Capacity Utilization (%)

Division	FTE	Administration	Public Works	Building	Planning	Parks and Recreation	Total
Finance	5	2.9%	-	-	-	-	2.9%
Corporate Services	4	4.1%	-	0.8%	1.1%	-	5.9%
Planning & Building	7	0.2%	-	59.7%	26.6%	-	86.4%
Parks and Recreation	7	0.8%	-	-	0.1%	91.4%	92.4%
Public Works	20	0.0%	0.3%	0.3%	0.1%	-	0.7%
Protection	4	0.2%	-	0.4%	0.4%	-	1.0%
<b>Total</b>	<b>47</b>	<b>0.8%</b>	<b>0.1%</b>	<b>9.1%</b>	<b>4.1%</b>	<b>13.6%</b>	<b>27.8%</b>

### Staff Utilization (FTEs)

Division	FTE	Administration	Public Works	Building	Planning	Parks and Recreation	Total
Finance	5	0.14	-	-	-	-	0.14
Corporate Services	4	0.16	-	0.03	0.04	-	0.24
Planning & Building	7	0.01	-	4.18	1.86	-	6.05
Parks and Recreation	7	0.06	-	-	0.01	6.40	6.47
Public Works	20	0.00	0.06	0.06	0.02	-	0.14
Protection	4	0.01	-	0.02	0.01	-	0.04
<b>Total</b>	<b>47</b>	<b>0.39</b>	<b>0.06</b>	<b>4.29</b>	<b>1.95</b>	<b>6.40</b>	<b>13.08</b>

The results of the capacity analysis indicate the following levels of divisional utilization:

- Finance Division – minor amounts of finance staff efforts are recovered directly from user fees, with approximately 3% of staff effort related to administration fees user fee activities. Finance staff involvement in other user fee categories is recovered as an indirect costs.
- Corporate Services Division – approximately 6% of staff effort relates to user fee activities. 4.1% of staff effort is related to administration user fees and 1.9% of staff effort is related to planning application and building permit fees.
- Planning & Building Division – approximately 86% of annual staff time is assigned to user fee activities, with approximately 59.7% of staff effort relating to building permit fees and 26.6% of staff effort relating to planning application fees. Minor amounts of staff effort (less than 1%) are allocated to administration user fees. This reflects that the division is predominately utilized in the administration and enforcement of the Building Code and processing planning applications.
- Public Works Division – minor amounts of fire staff efforts are recovered from user fees, with less than 1% of staff effort related to public works user fee activities and less than 1% of staff effort related to planning and building user fees.
- Protection Division – minor amounts of staff efforts from fire protection staff are recovered from user fees, with 1% of staff effort related to planning, building and administration user fee activities.
- Parks and Recreation Division – the majority of staff time (i.e. 91%) is spent of parks and recreation activities, with minor amounts of time (i.e. less than 1%) on administration and planning application user fee categories.

## 2.5 Direct Costs

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Direct costs refer to the employee costs (salaries, wages and benefits), materials and supplies, services and rents that are typically consumed by directly involved departments or business units. To identify the amount of direct costs that should be allocated to the user fee categories, cost drivers have been identified. Cost drivers are the non-financial operational data used to allocate shares of the defined costs across multiple user fee categories. Ideally, cost driver data documents the relative intensity of effort multiple employees deploy against a single cost object/fee category or the relative intensity of effort a single employee deploys against multiple cost objects/fee categories. For the purposes of a full cost user fee analysis, the cost drivers in an A.B.C. user fee model presents the need to distribute multiple employee positions (direct costs) across multiple cost objects. These user fee allocations have been summarized in aggregate above.

## 2.6 Indirect Costs

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An A.B.C. review includes not only the direct cost of providing service activities but also the indirect support costs that allow direct service business units to perform these functions. The method of allocation employed in this analysis is referred to as a step costing approach. Under this approach, support function and general corporate overhead functions are classified separate from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to the user fee categories according to staff effort estimates. Cost drivers are a unit of service that best represent the consumption patterns of indirect support and corporate overhead services by direct service delivery departments or business units. As such, the relative share of a cost driver (units of service consumed) for a direct department determines the relative share of support/corporate overhead costs attributed to that direct service department. An example of a cost driver commonly used to allocate information technology support costs would be a department or business unit's share of supported personal computers. Cost drivers are used for allocation purposes acknowledging that these business units do not typically participate directly in the delivery of services, but that their efforts facilitate services being provided by the Township's direct business units.

Table 2-7 summarizes the support and corporate overhead functions included in the user fee calculations and the cost drivers assigned to each function for cost allocation

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purposes. The indirect support and corporate overhead cost drivers used in the fees model reflects generally accepted practices within the municipal sector.

Table 2-7  
Indirect Support and Corporate Overhead Functions and Cost Drivers

Indirect Cost Function	Cost Driver
Council Administration	Share of Budget
Corporate Administration	Share of Budget
Corporate Information Systems	Share of Budget
Corporate Services	Share of Budget
Finance	Share of Budget
Economic Development	Share of Budget
Corporate Communications	Share of Budget
Municipal Facilities	FTEs within Town Hall

## 2.7 Capital Costs

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The inclusion of capital costs within the full cost user fees calculations follows a methodology similar to indirect costs. Replacement values of asset commonly utilized to provide direct business unit services have been included to reflect the capital costs of service. The approach used in estimating these costs varies by asset. The maintenance and replacement costs for the Township administrative building is included within the Township’s operating budget has been captured in the indirect cost allocations. The approach used in estimating the facility costs for public works facilities involves the estimation of annualized capital costs by employing sinking fund replacement value or amortization, and the allocation of these annualized costs to the cost objects/user fee categories based on the respective departmental effort deployed.

The capital costs utilized for fleet are based on the Township’s current fleet costing approach within their operating budget that accounts for capital replacement/depreciation, as well as annual operating/maintenance costs such as mechanic wages, parts and repairs, fuel, and insurance. The approach utilized by the Township in calculating the full annual costs per vehicles is reasonable, however, it is recommended that further consideration is given to the annual available hours per vehicle used in their calculations and to capital depreciation costs to ensure that replacement as opposed to historical costs are used and that the available working hours.

These costs have been allocated across the various fee categories, and non-user fee activities, based on the underlying effort estimates of direct division staff (as presented in section 2.4).

## **2.8 Building Code Act Reserve Fund Policy**

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The *Building Code Act* recognizes the legitimacy of creating a municipal reserve fund to provide for service stability and mitigate the financial and operational risk associated with a temporary downturn in building permit activity. Specifically, a reserve fund should be maintained to reduce the staffing and budgetary challenges associated with a cyclical economic downturn and the requirement for ongoing legislative turnaround time compliance. Without such a reserve fund, reduced permit volumes during a downturn could result in severe budgetary pressures and the loss of certified Township building staff, which would be difficult to replace during the subsequent recovery when mandatory permit processing turnaround times apply. The Township does not currently have a building code act reserve fund or an established reserve fund strategy meaning fluctuations in building permit activity and revenues are offset by funding impacts to the municipal levy.

Although the Act does not prescribe a specific methodology for determining an appropriate reserve fund, municipalities have developed building permit reserve funds with the aim of providing service stabilization. A target reserve fund balance has been recommended based on historical building permit activity and municipal practice across the province. Historical building permit activity has been considered with regard for witnessed reductions in building permit activity during recessionary periods when compared with the long-run average to ensure that sufficient reserve fund levels are attained to sustain operations through a downturn in permit activity and acknowledging the Township's responsibility to manage some of the cost impacts.

The Township's reserve fund target balance has been set recommended to be equivalent to 1.5 years' annual direct costs of building permit review. The impact of anticipated building permit activity and fee recommendations over the 2022 to 2026 period on costs and revenues have been assessed in Section 3.4

# Chapter 3

## Planning Application and Building Permit Fees Review

## 3. Planning Application and Building Permit Fees Review

### 3.1 Introduction

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This chapter presents the full costs, cost recovery levels of current fees, recommended fee structure, and rates for planning application and building permit fees. Furthermore, the impact of the proposed fees on municipal development costs for sample developments are also presented in Section 3.5. All other user fees are addressed in Chapter 4 of this report.

Unless noted otherwise, inflationary adjustments would be applied to the 2022 fee recommendations for implementation in 2023.

A municipal fee survey for all user fees has been included in Appendix A for market comparison purposes. The survey results were considered in conjunction with the fee impacts summarized in section 3.5 and discussions with Township staff in determining recommended user fees.

### 3.2 Consolidated Full Cost of Planning Application and Building Permit Fees Review

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Table 3-1 presents the Township's annual costs of providing planning application and building permit review services. The costs and estimated revenues are presented in aggregate. The annual costs reflect the organizational direct, indirect, and capital costs associated with processing activities at average historical volumes levels for the period 2017-2021.

Costs are based on 2022 budget estimates and are compared with revenues modeled from current planning application and building permit fee schedules applied to average application/permit volumes and charging parameters. The charging parameters for these applications/permit (e.g. number of residential units, gross floor area, construction value etc.) were based on the average historical application/permit characteristics, with adjustments made for anticipated development activity through discussion with staff.

Annual processing costs for planning application fees total \$289,000 with annual revenues of \$78,100, achieving 27% cost recovery. The costs associated with planning

applications have been narrowly defined to include activities associated with application processing activities and related administration.

The administration and enforcement of the building code account for \$662,000 in annual processing costs. Based on the modelled volumes, the Township’s current fees recover approximately 84% of total costs annually. A detailed analysis of forecast building permit activity, revenues, and *Building Code Act* reserve fund levels is contained in section 3.4, which has been used to inform potential fee structure revisions.

In total, across planning application and building permit fee review activities, current fees are recovering 67% of the annual cost of service indicating that the Township is funding 33% (or approximately \$317,200) of the costs of development review through taxes.

Overall, direct service costs represent 80% of annual costs (\$756,000) and indirect/capital costs represent 20% (\$195,000) of annual costs.

Further details on the cost recovery assessment, recommendations, and modelled impact on revenues is provided in the following sections.

Table 3-1  
Cost Recovery Assessment of Current Development Fees (2022\$)

Costing Category	Direct Costs			Indirect, Capital and Overhead Costs	Total Annual Costs	Modelled Revenue at Current Fees		
	Salary, Wage, and Benefits (SWB)	Non-SWB	Total			Annual Revenue	Surplus/ (Deficit)	Cost Recovery %
Planning	187,851	40,456	228,307	60,679	288,985	78,107	(210,878)	27%
Building	440,634	87,120	527,754	134,261	662,015	555,732	(106,283)	84%
<b>Total - Planning and Building Fees</b>	<b>628,484</b>	<b>127,576</b>	<b>756,061</b>	<b>194,940</b>	<b>951,001</b>	<b>633,839</b>	<b>(317,162)</b>	<b>67%</b>

### 3.3 Planning Application Fees

Table 3-2 summarizes the costing results and recovery levels for each planning application type within the Township’s A.B.C. model. As previously mentioned, the annual cost to the Township for processing planning applications is \$289,000.

The Township’s current fees were applied to average application characteristics to model the anticipated revenue and quantify the cost recovery level by type. In aggregate, the Township’s planning application fees are recovering 27% of annual costs (\$78,000). When assessed by application type:

- Fees for Part Lot Control and Telecommunications Towers are generally recovering the full cost of service.
- Committee of Adjustment (Minor Variance and Consent) fees represent 36% of the annual costs of service, however current fees are recovering only 19% of annual costs.
- Official Plan Amendment and Zoning By-Law Amendment fees account for 34% of the annual costs and current fees are recovering 26% (\$25,800) of the annual costs.
- All other fee categories account for the remaining 30% of annual costs and are recovering 37% of the annual costs based on current fees.

Table 3-2  
Planning Application Fees Full Cost Impacts by Application Type (2022\$)

Application Type		Total Annual Costs	Current Fees		
			Revenue	Cost Recovery %	Surplus/ (Deficit)
<b>Planning</b>					
1	Minor Variance	59,142	8,403	14%	(50,739)
2	Consent	43,478	11,200	26%	(32,278)
3	1. Zoning By-law Amendment	72,744	16,483	23%	(56,261)
4	Temporary Use By-law	1,373	220	16%	(1,153)
5	Removal of Holding By-law	2,169	120	6%	(2,049)
6	1. Joint Application Applications	22,499	9,000	40%	(13,499)
7	Lot Consolidation Agreement	8,606	600	7%	(8,006)
8	Deeming By-law	2,836	200	7%	(2,636)
9	30 cm reserve	957	200	21%	(757)
10	Other Planning Agreements (encroachment, development agreement)	2,943	200	7%	(2,743)
11	Site Plan Approval	25,259	10,525	42%	(14,734)
12	Part Lot Control By-law	2,437	2,400	98%	(37)
13	Draft Plan of Subdivision or Condominium Application	22,057	12,000	54%	(10,057)
14	Telecommunications or Cell Tower Application	263	1,000	380%	737
15	1. Municipal Consultation Support of Forms for Renewable Energy Projects	9,795	1,500	15%	(8,295)
16	Letters (Work Order, Zoning Compliance, Heritage Designation, Subdivision or Site Plan Compliance)	12,428	4,056	33%	(8,372)
<b>Total</b>		<b>288,985</b>	<b>78,107</b>	<b>27%</b>	<b>(210,878)</b>

Full cost and policy driven fee recommendations have been made through discussions with Township staff. Where planning application fees are not recommended at full cost recovery levels, the Township is either anticipating examining current processes in more detail to ensure application review is being provided in the most cost-effective manner before increasing fees to full cost recovery levels or the fees are being increased only to market levels, having regard for the fees that are imposed in neighbouring municipalities. Planning application fee structure recommendations are provided in Table 3-3.

Based on the recommended planning application fees and underlying application volumes, annual revenues would increase by \$77,600 (+ 99%). Overall cost recovery would increase from 27% to 54% of annual costs. Modelled revenue increases may differ from budgeted increases due to differences in future volume assumptions. Specifically, the modelled revenues generally reflect historical averages while the budget is prepared based on forward-looking projections.

Within the fee recommendations contained in Table 3-3, the following revisions to the fee structure are noted:

- Minor Variance fees were previously imposed separately for residential vs. commercial/industrial/agricultural uses. It is proposed that the fee structure is revised to include a minor and major fee reflecting the following:
  - Minor: Increase fee from \$565 to \$650. Impose fee for existing single and two-unit (Single Detached Dwelling, Semi-Detached and Duplex) dwellings, attached / detached secondary dwellings and surplus dwellings, fences, and accessory structures. Minor applications also includes an application for any facility dealing with a matter of handicapped accessibility only.
  - Major: Increase fee from \$665 to \$2,250. Major includes all non-residential development, residential buildings that are less than one-year old, and all other residential development of greater than 2 units.
- Zoning By-Law Amendment
  - Impose a fee for minor and major applications separately to reflect the differences in application processing complexity.
  - Minor application to be charged at the current fees and include zoning by-law applications that are required as a condition of consent (i.e. surplus farm dwellings, retained lands to be rezoned to prohibit future development, undersized lots)

- Letters (Work Order, Zoning Compliance, Heritage Designation, Subdivision or Site Plan Compliance) to include a regular and fast track fee
  - Regular fee to increase from \$78 to \$100
  - Fast track fee to be imposed at \$250
- Resubmission fees for applicant-initiated resubmissions to be imposed after the second submission.
  - Minor resubmission fees to be imposed for Minor Site Plan, Minor Zoning By-Law Amendment, Part Lot Control, and Committee of Adjustment applications at \$200 per resubmission
  - Major resubmission fees to be imposed for Major Site Plan, Major Zoning By-Law Amendment Applications, Condominium and Plan of Subdivision applications at \$600 per resubmission
- Pre-Consultation
  - Pre-consultation fees are recommended at \$165 per pre-consultation meeting. Pre-consultation fees would be imposed where a formalized meeting with various departments and/or staff for technical review is requested prior to submitting a formalized application. Pre-consultation fee will be credited against subsequent application fees.
- All fee recommendations are presented in 2022\$ values and should be indexed to 2023\$ values for implementation in 2023.



**Table 3-3  
Recommended Planning Application Fees (2022\$)**

Application Type	Average Cost per Application	Current Fees			Proposed Fees			% Increase
		Base Fee	Agreement Fee	Cost Recovery	Base Fee	Agreement Fee	Cost Recovery	
<b>Planning</b>								
1 Minor Variance - Minor	4,165	565	-	14%	650	-	16%	15%
2 Minor Variance - Major	4,165	665	-	16%	2,250	-	54%	238%
3 Consent (Severance) - New Lot	1,499	400	-	27%	850	-	57%	113%
4 Consent (Severance) - Technical or Lot Addition	1,499	350	-	23%	744	-	50%	113%
5 Application to change conditions imposed by the Committee of Adjustment					565			n/a
1. Zoning By-law Amendment	6,863	-	-	23%	-	-	48%	
6 -Minor	-	1,555			1,555			0%
7 -Major	-	1,555			5,020			223%
8 Temporary Use By-law	6,863	1,100	-	16%	1,500	-	22%	36%
9 Removal of Holding By-law	5,422	300	-	6%	1,555	-	29%	418%
10 Joint Application (Official Plan or Zoning)	8,534	2,500	-	29%	6,700	-	79%	168%
11 Joint OPA or ZBA or Subdivision	13,965	5,000	1,500	47%	12,460	1,500	100%	115%
12 Lot Consolidation Agreement	2,869	200	-	7%	500	-	17%	150%
13 Deeming By-law	2,836	200	-	7%	500	-	18%	150%
14 30 cm reserve	957	200	-	21%	300	-	31%	50%
15 Other Planning Agreements (encroachment, development agreement)	2,943	200	-	7%	500	-	17%	150%
16 Site Plan Approval (Major with Agreement) - Multi-Residential	9,563	1,000	-	10%	2,600	-	27%	160%
17 Site Plan Approval (Major with Agreement) - Commercial, Industrial	4,618	2,000	-	43%	3,600	-	78%	80%
18 Site Plan Approval (Minor Proposal with no Agreement or Amending Existing Site Plan)	2,878	250	-	9%	1,000	-	35%	300%
19 Part Lot Control By-law	812	800	-	98%	815	-	100%	2%
20 Minor or Technical Draft Plan of Subdivision or Condominium Application	3,883	2,500	1,500	103%	2,500	1,500	103%	0%
21 Draft Plan of Subdivision or Condominium Application	9,087	2,500	1,500	44%	7,600	1,500	100%	128%
22 Telecommunications or Cell Tower Application	263	1,000	-	380%	1,000	-	380%	0%
23 Municipal Consultation Support of Forms for Renewable Energy Projects - 10 kw or less	599	100	-	17%	100	-	17%	0%
24 Municipal Consultation Support of Forms for Renewable Energy Projects - 10 kw to 1 mw	4,598	400	-	9%	400	-	9%	0%
25 Municipal Consultation Support of Forms for Renewable Energy Projects - 1 mw plus	4,598	1,000	-	22%	3,000	-	65%	200%
26 Letters (Work Order, Zoning Compliance, Heritage Designation, Subdivision or Site Plan Compliance)	239	-	-	33%	-	-	73%	
27 -Regular		78			100			28%
27 -Fast Track		78			250			221%
28 Pre-Consultation Meeting	164				165			n/a
29 Resubmissions								n/a
-Minor Site Plan, Minor Zoning-By-Law Amendment, Part-Lot Control, and Committee of Adjustment Applications applications					200			n/a
-Major Site Plan, Zoning By-Law Amendment, Condominium, and Subdivision Applications					600			n/a

**NOTES**

- Minor Variance**  
-Minor includes existing single and two unit (Single Detached Dwelling, Semi-Detached and Duplex) dwellings, attached / detached secondary dwellings and surplus dwellings, fences, and accessory structures. Minor also includes an application for any facility dealing with a matter of handicapped accessibility only.  
-Major includes all non-residential development, residential buildings that are less than one-year old, and all other residential development of greater than 2 units.
- Pre-Consultation meeting**  
-Fee required for a formalized meeting with various departments and/or staff for technical review prior to submitting a formalized application. Pre-consultation fee will be credited against subsequent application fee
- Resubmissions**  
-Fee imposed for each applicant initiated submissions after the 2nd submission
- Zoning By-Law Amendment**  
-Minor application fee imposed for zoning by-law applications that are required as a condition of consent (i.e. surplus farm dwellings, retained lands to be rezoned to prohibit future development, undersized lots)

### 3.4 Building Permit Fees

Annual direct, indirect, and capital costs for the administration and enforcement of the *Buidling Code* total \$662,000 s described in Chapter 2.

Costs are compared with revenues derived from the application of current permit fees and average permit charging parameters (e.g. average construction value). Costing and recovery levels for each costing category within the Township’s A.B.C. model are summarized in Table 3-4. Annual revenue based on the Township’s current fee structure and average historical activity levels are estimated at approximately \$555,700 or 84% of processing costs. The table also demonstrates that although the fees are recovering less than the annual costs of administering and enforcing the *Building Code*, differences exist between the permit categories in terms of cost recovery performance. For example, permits for residential alterations and renovations are recovering only 10% of the annual costs, while permits for new non-residential construction are recovering more than their marginal costs.

Table 3-4  
Building Fees Full Cost Impacts by Permit Type (2022\$)

Permit Type		Total Annual Costs	Current Fees		
			Revenue	Cost Recovery %	Surplus/ (Deficit)
<b>Building</b>					
1	Residential - New Construction	441,825	210,761	48%	(231,064)
2	Non-Residential - New Construction	91,442	305,583	334%	214,141
3	Residential - Alterations/Renovations	98,297	10,183	10%	(88,114)
4	Non-Residential - Alterations/Renovations	17,828	26,114	146%	8,286
5	Other Permits	12,622	3,091	24%	(9,531)
<b>Total</b>		<b>662,015</b>	<b>555,732</b>	<b>84%</b>	<b>(106,283)</b>

As noted in Section 2.8 above, the recommendation is that the Township adopt a policy to establish a *Building Code Act* Reserve Fund for service stabilization. The reserve fund target balance has been proposed at multiple of 1.5 times annual direct costs. Based on annual direct costs of \$527,700, the 2022 reserve fund target balance would equate to \$791,600 at the desired multiple. Overall, permit volumes are expected to remain relatively constant over the forecast period (2022-2026) with the exception of an increase in new industrial permits and gross floor area, and minor increases in residential and non-residential and alteration/renovation activity with increases in population and employment in the Township. The building permit volume forecast is presented in Table 3-5.

Table 3-5  
Building Permit Volume Forecast (2022-2026)

Permit Type		2022	2023	2024	2025	2026
<b>Building Permit Volumes</b>						
1	Residential - New Construction	94.5	94.5	94.5	94.5	94.5
2	Non-Residential - New Construction	15.7	16.3	16.3	16.3	16.3
3	Residential - Alterations/Renovations	76.1	77.2	78.4	79.5	80.7
4	Non-Residential - Alterations/Renovations	5.0	5.0	5.0	5.0	5.0
5	Other Permits	30.3	30.3	30.3	30.3	30.3
<b>Total</b>		<b>221.6</b>	<b>223.4</b>	<b>224.5</b>	<b>225.6</b>	<b>226.8</b>

Except where implemented on a flat fee basis, the Township's current fees are imposed at \$8 per \$1,000 of construction value. Do the administrative burden with verifying the reasonableness of construction value estimates and to align with the predominant practice utilized in the imposition of building permit fees across the Province, it is recommended that the Township's fees are imposed on a per sq.ft. of gross floor area basis in the future. In establishing per sq.ft. fees to be imposed in 2023 the average permit fees within the Township under current and proposed fee structures were assessed as well as the competitiveness of the proposed fees within neighboring municipalities. The building permit fees that are recommended for 2023 would be indexed every year thereafter. Based on the anticipated development activity and imposing fees at the proposed rate (with 3% annual indexing) would not result not achieve the target reserve fund balance by 2026, however reserve funds would begin to accumulate by 2025, moving the Township towards the recommended objective, achieving a balance of \$155,700 for 2026

Table 3-6  
Reserve Fund Continuity Recommended Fee Structure Changes

Proposed Fees (per sq. ft. + annual indexing)			2022	2023	2024	2025	2026
Opening Balance			-	(168,806)	(92,745)	(13,143)	70,141
Expenditures			(662,015)	(702,332)	(723,402)	(745,104)	(767,457)
Revenue			494,881	779,311	803,134	827,693	853,009
<b>Closing Balance</b>			<b>(167,134)</b>	<b>(91,827)</b>	<b>(13,012)</b>	<b>69,446</b>	<b>155,692</b>
Interest			(1,671)	(918)	(130)	694	1,557
Reserve Fund Target (1.5 x Direct Costs)	1.50	x Direct Costs	791,630	791,630	791,630	815,379	839,841
<i>Reserve Fund Ratio</i>			<i>(0.21)</i>	<i>(0.12)</i>	<i>(0.02)</i>	<i>0.09</i>	<i>0.19</i>

Recommended building permit fees are presented in Table 3-7. All building permit fees, will be indexed annually at 3% beginning in 2024.

**Table 3-7  
Recommended Building Permit Fees**

Costing Category Description	Township of South Stormont (Current)	Township of South Stormont (Proposed)	
		Base/Flat Fee	Per Sq.Ft. Fee
Group A - All Assembly Occupancies	\$8/\$1,000 Construction Value		\$1.70
Group B - All Institutional	\$8/\$1,000 Construction Value		\$1.70
1. Group C - Residential (low and medium density)	\$8/\$1,000 Construction Value		\$1.70
2. Group C - Residential Finished Basement	\$8/\$1,000 Construction Value	\$100 Base plus per sq.ft. fee	\$0.25
3. Group C - Garage, Carports & Accessory Buildings	\$8/\$1,000 Construction Value	\$100 Base plus per sq.ft. fee	\$0.50
4. Group C - Porches and Decks	\$8/\$1,000 Construction Value	\$130.00	
Fence for Swimming Pool Enclosures/Above Ground Pools	\$ 104 Flat Fee (Fence for Swimming Pool Enclosures)	\$130.00	
In-Ground Pools	\$8/\$1,000 Construction Value	\$300.00	
Group C - Apartments	\$8/\$1,000 Construction Value		\$1.40
Group D - Unfinished Area (Shell Only)	\$8/\$1,000 Construction Value		\$1.12
Group D - Finished Area	\$8/\$1,000 Construction Value		\$1.40
Group E - Unfinished Area (Shell Only)	\$8/\$1,000 Construction Value		\$1.12
Group E - Finished Area	\$8/\$1,000 Construction Value		\$1.40
Group F - Unfinished Area (Shell Only)	\$8/\$1,000 Construction Value		\$0.70
Group F - Finished Area	\$8/\$1,000 Construction Value		\$0.87
Greenhouse and Fabric Covered Pre-Engineered Farm Storage Building	\$8/\$1,000 Construction Value		\$0.25
Farm Buildings	\$8/\$1,000 Construction Value		\$0.40
Temporary Buildings	\$ 104 Flat Fee	\$130.00	
Demolition - less than 600m2	\$ 104 Flat Fee	\$130.00	
Demolition - greater than 600m2	\$811	\$811.00	
Building Permit where construction started without a Building Permit being Issued	50% surcharge (\$209 Minimum - \$5,235 Maximum)	50% surcharge (\$209 Minimum - \$5,235 Maximum)	
Conditional/Partial Permit Fee for low density residential permit	25% surcharge – for each request / application (\$ 261 Minimum – \$ 5,235 Maximum)	25% surcharge – for each request / application (\$ 300 Minimum – \$ 5,235 Maximum)	
1. Change of Use - Residential	\$209 – Part 9 Building	\$300– Part 9 Building/Farm Use	
2. Change of Use - Non-Residential	\$1,047 – Part 3 Building	\$1,047 – Part 3 Building	
Renovations - Residential	\$8/\$1,000 Construction Value		\$0.50
Renovations - Non- Residential	\$8/\$1,000 Construction Value	Same as new construction	
Partial Occupancy of an unfinished building	Residential: \$ 52 Flat Fee / Per unit, Non-Residential: \$ 209 Flat Fee / per suite	Residential: \$ 60 Flat Fee / Per unit, Non-Residential: \$ 300 Flat Fee / per suite	
Re-Examination of plans (Change in Lot)	\$ 209 Flat Fee	\$300.00	
Dormant Application Renewal	\$ 104 Flat Fee	\$130.00	
Renewal - Administrative Process	25% of the total permit fee or The flat fee (\$ 104 Minimum - \$2,094 Maximum)	\$130.00	
Permit Transfer / Revocation Deferrals	\$ 104 Flat Fee	\$130.00	
Agency Letter of Approval (Building)	\$ 104 Flat Fee (Includes 1 Inspection + \$104/Inspection)	\$130.00	
Limiting Distance Agreement	\$ 261 per agreement, + plus any third party costs as may be required. Subject to Administrative Charges as per Schedule "A"	\$300.00	
Annual Maintenance Fee for Dormant Permits applied for after Dec. 31, 2011	\$ 157 Flat fee / Yr.	\$300.00	
1. Orders Issued pursuant to Section 12 or 13 of the Building Code Act (Order to Comply / Order not to Cover / Uncover)	\$ 209 Flat Fee / Order	\$300.00	
2. Orders Issued pursuant to Section 14 of the Building Code Act (Stop Work Order)	\$ 314 Flat Fee / Order	\$400.00	
3. Orders Issued pursuant to Section 15.9 of the Building Code Act (Unsafe Building)	\$ 209 Flat Fee / Order	\$300.00	
4. Orders Issued pursuant to Section 15.9 of the Building Code Act (Prohibit Occupancy)	\$ 314 Flat Fee / Order	\$400.00	

## 3.5 Proposed Planning Application and Building Permit Fees Impacts

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To understand the impacts of the proposed full cost recovery planning application and building permit fees, an impact analysis for sample developments has been prepared. The planning application and building permit impact analysis includes planning application fees, building permit fees, and development charges for each development sample. The comparison illustrates the impacts of the recommended planning application and building permit fees in the context of the total development fees payable to provide a broader context for the fee considerations. In addition to providing the fee impacts for the Township of South Stormont, the development impact analysis provides the comparisons for select municipalities.

Three development types have been considered including:

- Low-Density – example includes a 50-unit, low density residential development requiring plan of subdivision and zoning by-law amendment;
- Medium Density – example includes a 25-unit, medium density residential development requiring official plan amendment, plan of condominium, site plan control and zoning by-law amendment; and
- Industrial – example includes a 10,000 square metre industrial development requiring site plan control.

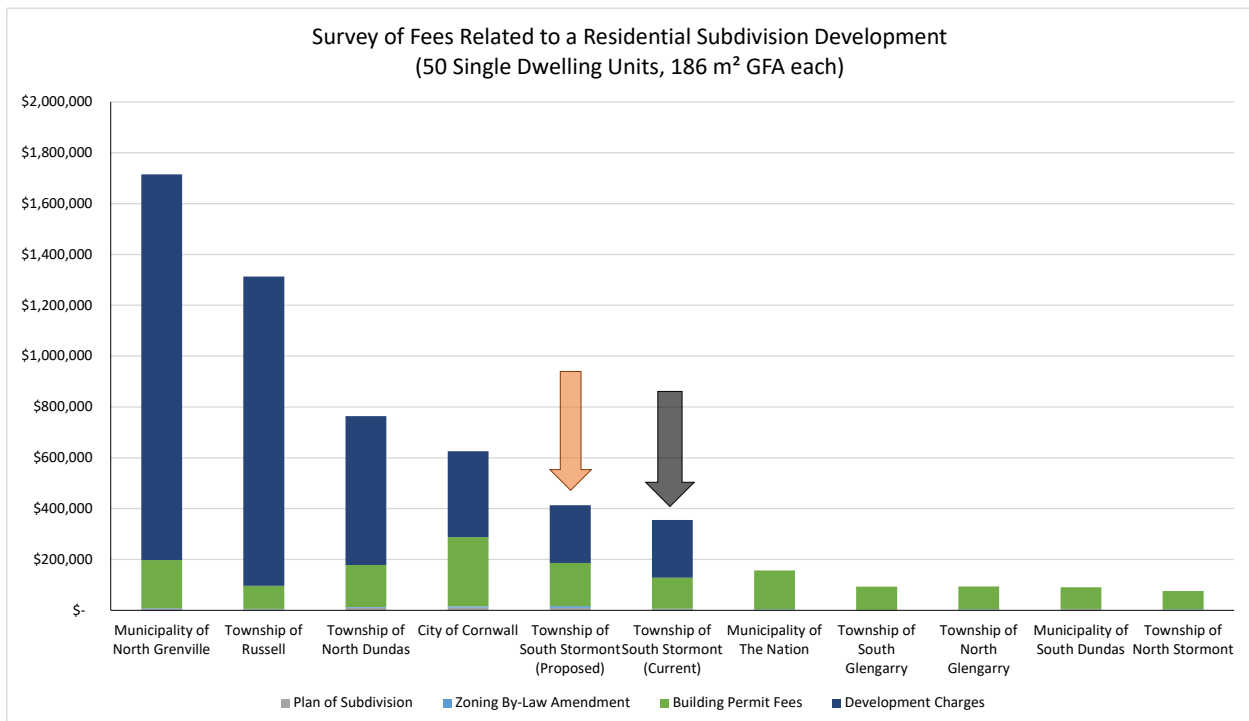
### 3.5.1 Low-Density Residential Development

The Township's current development fees imposed on a 50-unit single detached residential subdivision include plan of subdivision application fees, zoning by-law amendment fees, building permit fees and development charges imposed by the Township and the United Counties of Stormont, Dundas and Glengarry. On a per unit basis, these fees total \$7,105. Planning application and building permit fees account for \$2,562 or 36% of the total per unit fees imposed. These development user fees on a per unit basis comprise \$91 for plan of subdivision, \$31 for zoning by-law amendment and \$2,440 for residential building permit fees.

The recommended fees would increase the total fees payable by \$1,168 per unit or an increase of 16% in total development costs. The recommended fee would increase the subdivision application fees by \$102/unit (+112%). The fees for zoning by-law amendments would also increase by \$106/unit (+341%). Lastly, building permit fees

would increase by \$960/unit from \$2,684 to \$3,400 (+39%). With the proposed increases, the Township's overall ranking would be unchanged at 5th place relative to the ten municipalities included in the survey and shown in Figure 3-1 below.

Figure 3-1  
Survey of fees Related to a Low-Density Residential Development  
(50-Unit Single Detached Units, 2,000 sq.ft. GFA each)



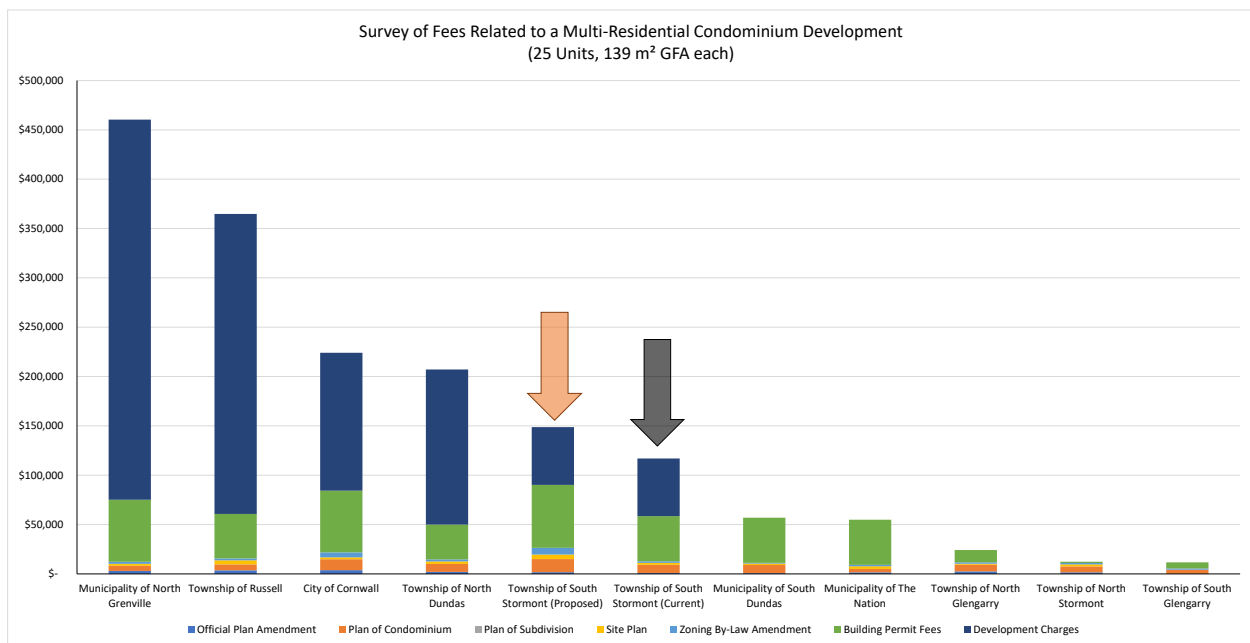
### 3.5.2 Medium Density Residential Development

The Township's current development fees imposed on a 25-unit multi-residential condominium include official plan amendment, plan of condominium, site plan control, zoning by-law amendment, building permit fees, and development charges imposed by the Township and the United Counties of Stormont, Dundas and Glengarry. On a per unit basis, these fees total \$4,680. Planning application and building permit fees account for \$2,340 or 50% of the total per unit fees imposed. These development user fees on a per unit basis comprise \$38 for official plan amendment, \$330 for plan of condominium, \$80 for site plan, \$62 for zoning by-law amendment, and \$1,830 for residential building permit fees.

The recommended fees would increase the total fees payable by \$1,269 per unit or an increase of 27% in total development costs. The recommended fee would increase the

official plan amendment fees by \$29/unit (+77%). The plan of condominium fees by \$204/unit (+62%). The site plan fees would increase by \$104/unit (+130%). The fees for zoning by-law amendment fees would also increase by \$212/unit (+341%). Lastly, building permit fees would increase by \$720/unit from \$1,830 to \$2,550 (+39%). With the proposed increases, the Township's overall ranking would be unchanged at 5th place relative to the ten municipalities included in the survey and shown in Figure 3-2 below.

Figure 3-2  
Survey of fees Related to a Low-Density Residential Development  
(25-Unit Single Detached Units, 1,500 sq.ft. GFA each)

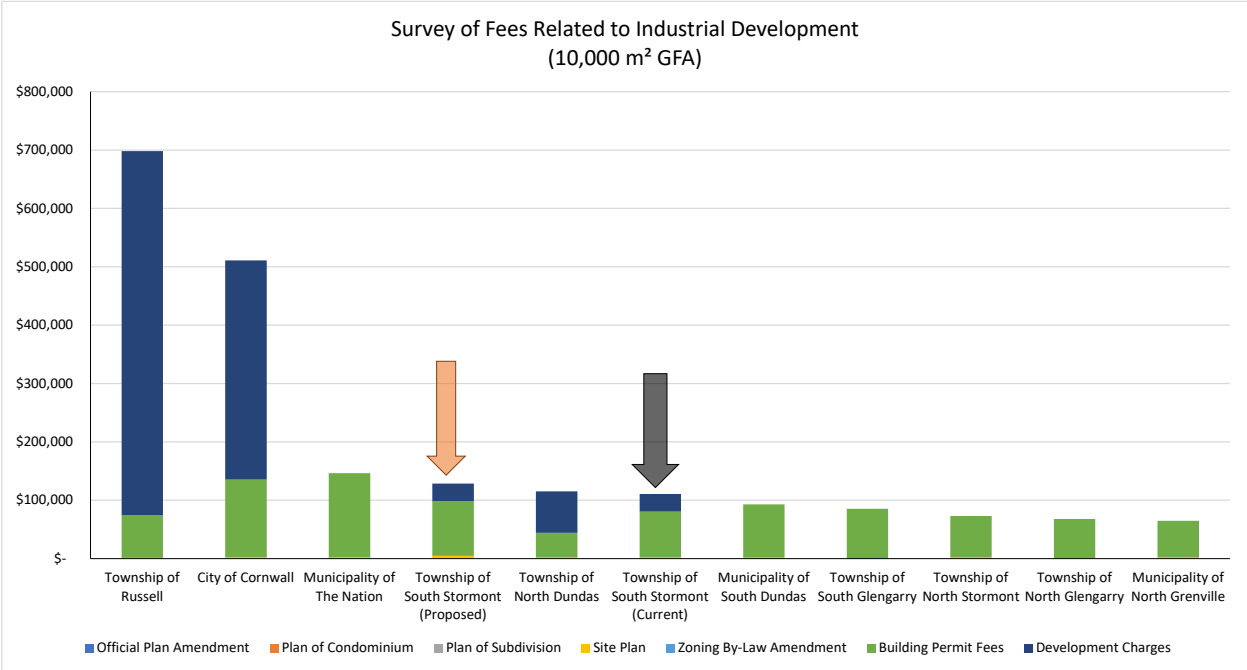


### 3.5.3 Industrial Development Impacts

Existing development fees imposed for a 10,000 square metre industrial development would total \$110,715, of which 73% or \$80,576 is for planning application and building permit fees. Planning application fees account for \$2,000 while building permit fees total \$78,576. 27% of the costs (\$30,139) are for development charges.

Under the recommended fee structure, site plan application fees would increase from \$2,000 to \$4,600 and building permit fees would increase from \$78,576 to \$93,646. The Township's overall ranking would change from 5th place to 4th place relative to the comparator municipalities as presented in Figure 3-3.

Figure 3-3  
 Survey of Fees Related to Industrial Development (10,000 sq.m. GFA)





# Chapter 4

## Municipal Act User Fees Review

## 4. Municipal Act User Fees Review

### 4.1 Introduction

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The fees within the scope of the user fees review that are imposed under the authority of the *Municipal Act* relate to the following service areas.

- Administration;
- Public Works Fees; and
- Parks and Recreation.

This chapter quantifies the full cost of service, level of cost recovery being achieved within existing fee structures, and the recommended user fees in 2022\$ values. Please note that further inflationary costs increases would be applied to the 2022 fee recommendations for implementation in 2023.

A municipal fee survey for all user fees has been included in Appendix A for market comparison purposes. The survey results were considered in discussions with Township staff in determining recommended user fees.

### 4.2 Administration Fees

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Summarized in Table 4-1 are the full cost of service results from the A.B.C. model for administration fees. Total annual direct, indirect, and capital costs are \$63,900. Of these costs, \$55,900 are direct costs and \$7,900 are indirect and capital costs. Historical average activity levels and 2022 user fees would suggest that administration fees are generating \$90,300 in revenue or 141% of costs.



**Table 4-1  
Administration Fees Full Cost Impacts by Costing Category (2022\$)**

Costing Category	Direct Costs			Indirect, Capital and Overhead Costs	Total Annual Costs	Current Fees		
	Salary, Wage, and Benefits (SWB)	Non-SWB	Total			Modeled Revenue	Surplus/ (Deficit)	Cost Recovery %
Freedom of Information (FOI) Requests	4,545	1,382	5,927	1,045	6,972	26	(6,946)	0%
Commissioner of Oaths (non-municipal documents)	571	201	772	89	859	280	(579)	33%
Copies of various reports	2	2	3	1	4	5	1	122%
Lottery License— Raffle (except "Catch the Ace")	940	475	1,415	208	1,623	86	(1,537)	5%
Lottery License—Raffle "Catch the Ace"	17	9	26	4	30	10	(20)	34%
Lottery License—Bingo	115	58	173	25	198	1,459	1,262	737%
Lottery License— Nevada Ticket	1,203	609	1,812	266	2,078	1,444	(634)	70%
Marriage Solemnization Service	11,548	4,007	15,555	1,976	17,531	13,440	(4,091)	77%
Marriage Solemnization Service -Rehearsal fee	3,819	1,325	5,144	653	5,797	970	(4,827)	17%
Marriage Solemnization Service -Marriage License Fees	2,461	2,834	5,295	421	5,716	5,050	(666)	88%
Marriage Solemnization Service -Vow Renewal Fees	206	72	278	35	313	200	(113)	64%
Letter of Conformity to fulfill requirements of AGCO, MTO or other applicable agencies.	430	143	574	89	662	70	(592)	11%
Returned Payments (NSF Fees)	1,818	46	1,865	185	2,049	822	(1,227)	40%
Closed Meeting Investigator Application Fee	82	29	110	13	123	25	(98)	20%
Integrity Commissioner Fee	163	57	220	25	246	50	(196)	20%
Tax Certificates	8,167	208	8,375	830	9,205	19,198	9,993	209%
Correction or Transfer of an Electronic Payment	1,281	110	1,390	438	1,829	1,300	(529)	71%
Tax Bill (reprint)	1	0	1	0	1	1	(0)	53%
Tax Receipts / Statement of Account	1,008	86	1,094	345	1,440	3,070	1,630	213%
Reminder Notice	2,391	205	2,595	818	3,414	26,000	22,586	762%
Addition to Tax Roll (Water Arrears)	546	47	593	187	780	16,633	15,853	2133%
Tax Sale Tender Package	2,651	71	2,722	283	3,005	180	(2,825)	6%
<b>Administration - Total</b>	<b>43,965</b>	<b>11,974</b>	<b>55,939</b>	<b>7,935</b>	<b>63,874</b>	<b>90,320</b>	<b>26,446</b>	<b>141%</b>

Based on the recommended fees presented in Table 4-2 and average historical activity levels, annual revenues are anticipated to increase by 9% (+ 8,000). Fees are proposed to remain unchanged with the following exceptions:

- Marriage Solemnization Services fee are proposed to be increased pending further review by staff consideration mileage charges and review of how the service is currently being provided.
  - Marriage Solemnization Services – Fees to increase from \$300 to \$350
  - Rehearsal – Fees to increase from \$50 to \$300
  - Vow Renewal – Fees to increase from \$250 to \$350
- Marriage License fees are proposed to increase to full cost recovery levels (i.e. \$145) while remaining competitive with market comparators in the United Counties of Stormont, Dundas, and Glengarry
- Tax Registrations are charged at actual costs plus legal fees. It is recommended that 12.5% administration and overhead is added to the actual Township costs to reflect the share of indirect support costs inherited in the provision of service.



**Table 4-2  
Recommended Administration Fees**

<b>Costing Category</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Change (%)</b>
Freedom of Information (FOI) Requests	5	5	0%
Commissioner of Oaths (non-municipal documents)	10	10	0%
Copies of various reports	50	50	0%
Lottery License— Raffle (except "Catch the Ace")	11	11	0%
Lottery License—Raffle "Catch the Ace"	3% of Proposed Prize, Maximum 100	3% of Proposed Prize, Maximum 100	0%
Lottery License—Bingo	10 + 5 + 3% of Proposed Prize	10 + 5 + 3% of Proposed Prize	0%
Lottery License— Nevada Ticket	3% of Proposed Prize	3% of Proposed Prize	0%
Marriage Solemnization Service	300	350	17%
Marriage Solemnization Service -Rehearsal fee	50	300	500%
Marriage Solemnization Service -Marriage License F	125	145	16%
Marriage Solemnization Service -Vow Renewal Fees	250	350	40%
Letter of Conformity to fulfill requirements of AGCO, I	50	50	0%
Returned Payments (NSF Fees)	30	30	0%
Closed Meeting Investigator Application Fee	125	125	0%
Integrity Commissioner Fee	125	125	0%
Tax Certificates	52	52	0%
Correction or Transfer of an Electronic Payment	10	10	0%
Tax Bill (reprint)	5	5	0%
Tax Receipts / Statement of Account	10	10	0%
Reminder Notice	5	5	0%
Addition to Tax Roll (Water Arrears)	20	20	0%
Tax Sale Tender Package	10	10	0%

### **4.3 Public Works Fees**

Summarized in Table 4-3 are the full cost of service results from the A.B.C. model for public works user fees. Total annual direct, indirect, and capital costs are \$9,900. Of these costs, \$8,300 (84%) are direct costs and \$1,600 (16%) are indirect and capital costs. Historical average activity levels and 2022 user fees would suggest that public works fees are recovering \$8,300 or 83% of costs. This level of cost recovery would result in \$1,600 of the full cost of service being funded from non-user fee sources.



**Table 4-3**  
**Public Works Fees Full Cost Impacts by Fee Type (or Costing Category) (2022\$)**

Costing Category	Direct Costs			Indirect, Capital and Overhead Costs	Total Annual Costs	Current Fees		
	Salary, Wage, and Benefits (SWB)	Non-SWB	Total			Modeled Revenue	Surplus/ (Deficit)	Cost Recovery %
Entrance Permit - requiring a culvert	2,983	441	3,424	818	4,242	4,396	154	104%
Entrance Permit - not requiring a culvert	304	45	349	83	432	288	(144)	67%
Entrance culvert extensions	133	20	153	36	189	91	(98)	48%
Permit to move Loads in Excess of Weight / Size	90	11	102	13	115	88	(27)	77%
Curb Cut	209	31	240	57	297	187	(110)	63%
Full Ditch Fill In Permit	3,165	393	3,558	456	4,014	2,800	(1,214)	70%
Partial Ditch Fill In Permit	87	12	99	20	119	84	(35)	71%
Road Cut Permit	353	46	399	70	469	297	(172)	63%
<b>Public Works - Total</b>	<b>7,325</b>	<b>999</b>	<b>8,324</b>	<b>1,554</b>	<b>9,878</b>	<b>8,231</b>	<b>(1,647)</b>	<b>83%</b>

User fee recommendations provided in Table 4-4 were determined based on the A.B.C. model result for each fee type/costing category, as well as consideration for market competitiveness in comparator municipalities and discussions with Town staff. As a result of these recommended user fees and underlying activity levels, it is anticipated that the Town revenues would increase to 99% of costs for public works fees.

**Table 4-4**  
**Recommended Public Works Fees (2022\$)**

Costing Category	Current Fee	Proposed Fee	Change (%)
Entrance Permit - requiring a culvert	140	140	0%
Entrance Permit - not requiring a culvert	90	100	11%
Entrance culvert extensions	65	125	92%
Permit to move Loads in Excess of Weight / Size	110	110	0%
Curb Cut	85	85	0%
Full Ditch Fill In Permit	100	150	50%
Partial Ditch Fill In Permit	140	200	43%
Road Cut Permit	165	165	0%

## 4.4 Parks and Recreation Fees

As parks and recreation services are related to the provision of programs and facilities (including amenities) vs. undertaking specific process (e.g. planning application review), an augmented process for determining the full cost of service has been followed in comparison to the other service areas. Through discussion with staff, specific drivers were identified to allocate the budgeted direct and indirect costs of service to the costing categories identified in Table 2-5. Capital costs, which represent a much greater share of the annual costs of service for parks and recreation than for other service areas due to the provision of facilities and the need to maintain and replace these facilities over their full lifecycle, were calculated using a sinking fund lifecycle calculation. These



capital costs were then allocated to each of the facility costing categories. Table 4-5 summarizes the budgeted direct costs for parks and recreation services within the Township's 2022 operating budget, the allocation of indirect costs to the direct service areas, the annual capital replacement costs, and the benefitting area/driver that was used to allocate the cost component.

**Table 4-5  
Direct, Indirect, Capital Costs, and Drivers**

Description	Budget Operating Expense	Indirect Costs	Total Costs	Driver Name
<b>Operating Budget</b>				
7000 - PARKS & RECREATION ADMIN	415,245	72,425	487,670	Staff Effort Estimates (Percentage of Time)
7100 - PARKS	58,031	9,034	67,065	Sports Fields and Parks (Staff Estimate)
7130 - BASEBALL DIAMONDS	1,894	295	2,189	Sports Fields and Parks - Baseball Diamonds
7200 - RECREATION PROGRAMS	182,054	30,675	212,729	Recreation Programs
7210 - SPECIAL EVENTS	28,500	4,437	32,937	Special Events
7310 - ARENA	439,458			
3160-HYDRO	127,000	20,670	147,670	Arena (Utilities Percentage)
Other Expenses	312,458	50,854	363,312	Arena (Months of Service)
7320 - OUTDOOR RINKS	22,775	9,149	31,924	Sports Fields and Parks - Open Parkland
7330 - COMMUNITY HALLS	11,505	1,791	13,296	Community Halls
7340 - GYMNASIUMS	13,177	2,051	15,228	Gymnasium
7350 - POOLS	71,337	11,105	82,442	Pools
7360 - SPLASH PADS	-	-	-	Sports Fields and Parks - Open Parkland
7400 - LIBRARY	18,329	2,853	21,182	Non-Parks and Recreation
7500 - MUSEUM	54,626	8,504	63,130	Non-Parks and Recreation
7510 - LOST VILLAGES	49,081	7,640	56,721	Non-Parks and Recreation
7520 - HERITAGE CENTRE	9,910	1,543	11,453	Non-Parks and Recreation
<b>Total - Operating &amp; Indirect Costs</b>	<b>1,375,922</b>		<b>1,608,947</b>	
	TRUE			
<b>Capital Costs</b>				
Arena			153,676	Arena (Months of Service)
Lancer Facility (Gymnasium)			-	Gymnasium
Town Hall (Community Hall)			27,204	Community Halls
Baseball Diamonds			31,971	Sports Fields and Parks - Baseball Diamonds
Other Rentable Ammenities			148,614	Sports Fields and Parks - Other Rentable Spaces
Pool			21,832	Pools
Splashpad			12,226	Sports Fields and Parks - Open Parkland
Vehicles - General			9,674	Staff Effort Estimates (Percentage of Time)
Vehicles - Zamboni			10,076	Arena- Ice Surface
<b>Total - Capital Costs</b>			<b>415,273</b>	
<b>Grand Total</b>			<b>2,024,220</b>	

Once costs were allocated to the costing categories as summarized above, a share of facility costs were re-allocated to recreation programming costing categories based on the annual facility usage of the recreation programs. This approach was utilized so that the annual recreation programming costs are reflective of not only the programming costs but also the consumption of facility space on an annual basis.



The full cost of service results from the A.B.C. model for parks and recreation services is presented in Table 4-6. In total (including budgeted departmental costs not related to parks and recreation services), annual costs account for approximately \$2.0 million in annual costs. Of these costs, \$1.4 million are direct (68%), and \$233,000 (12%) are indirect, and \$415,300 (21%) are for capital replacement. Budgeted revenue within the 2022 operating budget would suggest that user fees are currently recovering \$435,000, or 24% of the annual costs. Based on the foregoing, \$1.5 million of annual service costs are currently be funded through the municipal levy (including a recognition of the full annual capital replacement costs).

**Table 4-6  
Parks and Recreation Fees Full Cost Impacts by Costing Category (2022\$)**

Costing Category	Direct Operating Costs	Indirect Costs	Capital Costs	Total Costs	Adjusted Costs (Re-allocation of Facility Costs to Programming) Total Costs	Current Fees		
						Budgeted Revenue	Surplus/ (Deficit)	Cost Recovery %
Arena Ice Surface	476,617	79,024	128,235	683,876	643,307	312,888	(330,419)	49%
Arena Floor Surface	105,804	17,434	38,847	162,086	146,368	23,265	(123,103)	16%
Lancer Facility (Gymnasium)	28,007	4,638	346	32,991	25,778	10,000	(15,778)	39%
Town Hall	61,928	10,585	28,379	100,892	100,892	18,000	(82,892)	18%
Sport Fields and Parks - Baseball Diamonds	23,709	4,056	32,424	60,189	59,348	4,136	(55,212)	7%
Sport Fields and Parks - Other Rentable Spaces	39,186	6,647	149,294	195,127	194,344	1,407	(192,937)	1%
Sport Fields and Parks - Open Parkland	117,091	24,743	13,359	155,194	155,194	-	(155,194)	0%
Pools	102,777	16,589	22,564	141,930	65,605	40,000	(25,605)	61%
Recreation Programming	214,680	36,366	760	251,806	393,254	75,603	(317,651)	19%
Special Events	38,585	6,195	235	45,015	45,015	-	(45,015)	0%
Non-Parks and Recreation Activities	167,538	26,748	829	195,116	195,116	-	-	0%
<b>Total</b>	<b>1,375,922</b>	<b>233,026</b>	<b>415,273</b>	<b>2,024,220</b>	<b>2,024,220</b>	<b>485,300</b>	<b>(1,343,805)</b>	<b>24%</b>

The following summarizes the major cost revenue impacts by service category:

- Arena rentals (ice and floor) represent the largest share of annual costs (39% or \$789,700). Arena rental fees are recovering 43% of annual costs, with ice surface rental performing better than floor rentals.
- Recreation programming includes activities such as arena floor programs, swimming lessons, all and soccer programs, adult programs, and public skating. The costs of these programs is \$393,300 or 19% of the annual costs. Current fees are recovering 19% of the annual costs.
- Sports fields and parks account of 20% (\$408,900) of the annual costs. Of these costs, \$155,200 relate to open parkland for which there is no intended cost recovery. Fees for sports fields and parks are recovering approximately 1% of the annual costs of service, representing a significant level of tax subsidy.



#### **4.4.1 Fee Recommendations**

Service utilization is an important consideration in designing parks and recreation user fees. It is important because market sensitivity to pricing changes may result in lower utilization levels, and with the significant fixed cost realities of services, this may result in a cycle of increased pricing and lower utilization. Conversely, improved utilization will provide greater returns given the fixed cost economies of scale.

Service utilization information was compiled and reviewed as part of the full cost recovery user fee review. This information was considered to ensure that fee structure decisions were being contemplated based on reasonable service demand assumptions. To illustrate this point further, if the fee structure decisions were made based on potential full capacity of service demand and in practice utilization levels were lower than full capacity, the overall revenue targets would not be achieved.

In addition to service utilization impacts, the individual vs. community benefit and affordability of parks and recreation services was considered in determining suggested fees. Services that are of a more community benefit typically receive a higher amount of tax subsidy while, those services that are of an individual benefit would be largely funded through user fees. This approach is further enforced by the Township's 2020 Parks and Recreation Master Plan, which states the following:

Typically, when setting annual fees, higher levels of direct subsidy are for those categories of programs and services which teach essential life and safety skills to all ages, and/or provide basic essential introductory programming for children, youth and seniors, and encourage active living. Making the investment to provide these programs to Township residents is critically important to the development of life skills, health and safety knowledge, and leadership qualities that participants can use to improve their quality of life and build a better community

When assessing the fee suggestions, the competitiveness of the fees have been assessed with regard to the fees imposed by comparator municipalities and private service providers (see Appendix A) to ensure the suggested fees would be within the range of fees imposed by comparable service providers. This test of competitiveness has been undertaken to mitigate potential reductions in service utilization because of fee increases. The following fee suggestions are made in 2022\$ values. Inflationary increases in costs of service would be over and above the proposed fee increases





herein. With respect to the foregoing, the suggested fees have been designed as follows:

- Arena rental: Fees to be increased to the top of market levels
  - Arena rental fees are of a higher demand and have a higher individual benefit.
- Sports fields and park rentals: Fees to be increased by 25% to the mid-range of municipal comparators.
  - Fees suggested below the top end of market as facilities are commonly used for introductory programming and are of a community benefit.
- Children/youth recreation programs: Fees to be increase by a maximum of 25% while remaining in the low to mid-range of comparator fees
  - Programs provide introductory programming and life and safety skills that are of a community benefit.

While the fee suggestions have been made to reflect the maximum suggested fee having regard for the competitiveness and affordability of the fees, it is recommended that the Township determine the exact amount and phasing of fee increases. It is recommended that staff determine the phasing of fees in response to their intimate knowledge of service levels, user groups, and affordability constraints.

Table 4-7 summarizes the current and suggested parks and recreation fees. If the suggested fees were imposed, annual user fee revenue could be increased by \$87,000 (+ 18%). Of this potential increase in revenue, the largest share (65% or \$56,700) would be generated by increases in arena rental fees due to the high utilization of these services. Increases in fees for recreation programming, most notably minor soccer programs, could also generate an additional \$16,720 in annual revenues. The last notable service in terms of fee impacts on annual revenues, is for swimming lessons. Suggested swimming lesson fees could generate an additional \$9,500 in annual revenues.



**Table 4-7  
Suggested Parks and Recreation Fees (2022\$)**

Description	Unit	Current Fees	Recommended Fees	
			Fee	% Increase
<b>Long Sault Arena</b>				
<u>Facility Rentals</u>				
Non Prime Time	per hour	160.00	185.00	16%
Prime Time	per hour	215.00	260.00	21%
Youth Non-Profit (Prime)	per hour	160.00	185.00	16%
Training Ice	per hour	80.00	85.00	6%
Public Skating(Prime Time)	per individual	2.00	2.50	25%
Stick and Puck (Prime Time)	per individual	5.00	5.00	0%
Tournament Fees (for Cancelled ice time)	per individual	0.20	0.20	0%
Summer Rate	per hour	90.00	90.00	0%
John Cleary Room	per hour	20.00	20.00	0%
Arena Board Advertising	per year	350.00	400.00	14%
Zamboni Advertising	per year	300.00	300.00	0%
Chairs	per rental	1.00	1.00	0%
Tables	per rental	5.00	5.00	0%
<u>Recreation Programs</u>				
Adult Shuffleboard - Registrations	per individual	40.00	44.00	10%
Minor Ball Hockey - Registrations	per individual	65.00	71.50	10%
<b>Pool - St. Andrews West</b>				
<u>Facility Rentals - Public Swimming</u>				
Family Passes	per pass	100.00	125.00	25%
Individual Passes	per pass	30.00	37.50	25%
Individual Sessions	per individual	3.00	3.75	25%
<u>Facility Rentals - Public Swimming</u>				
Private Pool Rentals	per hour	75.00	93.75	25%
<u>Recreation Programs - Swimming Lessons</u>				
Swim Kids (Levels 1-10)	per individual	70.00	87.50	25%
<u>Private Lessons</u>				
Up to level 4	per individual	130.00	162.50	25%
Level 5 to 10	per individual	150.00	187.50	25%
Bronze Medallion/Cross	per individual	105.00	110.00	5%
Bronze Star	per individual	80.00	110.00	38%
Speed Swimming Team	per individual	45.00	49.50	10%
Synchronized Swimming Team	per individual	30.00	33.00	10%
<b>Sports Fields and Parks</b>				
<u>Sports Fields &amp; Park Rentals</u>				
<u>Ball Diamonds</u>				
<i>Per 1.5 hour</i>	per rental	30.00	37.50	25%
<i>Seasonal Rate</i>	per rental	350.00	437.50	25%
<i>Tournament Rate</i>	per rental	100.00	125.00	25%
<u>Soccer Fields</u>				
<i>Per 1.5 hour</i>	per rental	30.00	37.50	25%
<i>Seasonal Rate</i>	per rental	350.00	437.50	0%
<i>Tournament Rate</i>	per rental	100.00	125.00	0%
Advertising	per rental	250.00	312.50	0%
<u>Outdoor Court Rentals</u>				
<u>Tennis/Pickleball Courts</u>				
<i>Per 1.5 hour</i>	per rental	15.00	18.75	25%
<i>Seasonal Rate</i>	per rental	150.00	187.50	0%
<i>Tournament Rate</i>	per rental	50.00	62.50	0%
<u>Beach Volleyball Courts</u>				
<i>Per 1.5 hour</i>	per rental	15.00	16.50	0%
<i>Seasonal Rate</i>	per rental	150.00	165.00	10%
<i>Tournament Rate</i>	per rental	50.00	55.00	10%



Table 4-7 (Cont'd)  
Suggested Parks and Recreation Fees (2022\$)

Description	Unit	Current Fees	Recommended Fees	
			Fee	% Increase
<b>Basketball Courts</b>				
<i>Per 1.5 hour</i>	per rental	15.00	16.50	0%
<i>Seasonal Rate</i>	per rental	150.00	165.00	0%
<i>Tournament Rate</i>	per rental	50.00	55.00	0%
<b>Recreation Programs</b>				
<b>Ball Programs</b>				
<i>Minor Tee-Ball</i>	per individual	65.00	81.25	25%
<i>Minor Baseball</i>	per individual	65.00	81.25	25%
<b>Soccer Program</b>				
<i>Minor Soccer</i>	per individual	65.00	81.25	25%
<i>Sports Jersey</i>	per individual	10.00	11.00	10%
<b>Youth Basketball</b>				
<i>Summer Basketball Camp</i>	per individual	60.00	66.00	10%
<b>Other Recreation Facilities</b>				
<b>Lancer Centre</b>				
<b>Youth Basketball</b>				
<i>Fall House League</i>	per individual	40.00	44.00	10%
<i>Winter House League</i>	per individual	40.00	44.00	10%
<b>Adult Programs</b>				
<i>Fall Session</i>	per individual	50.00	62.50	25%
<i>Winter Session</i>	per individual	50.00	62.50	25%
<i>Sport for Life</i>	per individual	45.00	49.50	0%
<i>Private Rentals</i>			-	0%
<b>Town Hall - Community Hall</b>				
<b>Non-Licensed Event</b>				
<i>Per hour (3 hours minimum)</i>	per rental	25.00	27.50	10%
<i>Per day</i>	per rental	150.00	165.00	10%
<b>Licensed Event</b>				
<i>Per hour (3 hours minimum)</i>	per rental	60.00	66.00	10%
<i>Per day</i>	per rental	400.00	440.00	10%
<b>Township approved Services Clubs and Community Not-for-Profit Clubs</b>	per rental	240.00	264.00	10%
<b>Town Hall - Community Hall &amp; Council Chambers</b>				
<b>Non-Licensed Event</b>	per rental	285.00	313.50	10%
<b>Licensed Event</b>	per rental	550.00	605.00	10%
<b>Township approved Services Clubs and Community Not-for-Profit Clubs</b>	per rental	340.00	374.00	10%

## 4.5 Municipal Act User Fees Summary

For each *Municipal Act* user fee service area, the full costs of service have been analyzed as well as the cost recovery levels based on current and recommended user fees. The cost recovery levels, based on recommended fees, vary by service area dependent on contributing factors such as market competitiveness, full costs, and policy decisions.

Summarized in Table 4-8 below are the full costs of providing services related to user fees by service area, which was presented in detail in this chapter. Furthermore,



anticipated cost recovery levels have been presented based on the recommended fees and modeled average annual volumes. In total, the *Municipal Act* user fee recommendations presented in this chapter, would increase annual user fee revenue by \$96,500, or 17%, thereby decreasing the burden of the municipal tax levy to fund these services being provided by the Township.

While the recommended fees have been reviewed with staff, ultimately the Township will determine the timing of implementation and phasing of fee recommendations to achieve cost recovery and policy objectives.

**Table 4-7**  
**Consolidated Municipal Act User Fees Impacts of Recommended Fees (2022\$)**

Service Area	Total Annual Costs	Current Fees			Recommended Fees		
		Annual Revenue	Surplus/ (Deficit)	Cost Recovery %	Annual Revenue	Surplus/ (Deficit)	Cost Recovery %
Administration	63,874	90,320	26,446	141%	98,298	34,424	154%
Public Works	9,878	8,231	(1,647)	83%	9,783	(95)	99%
Parks and Recreation	2,024,220	485,300	(1,538,920)	24%	572,266	(1,451,954)	28%
<b>Total - Non-Development</b>	<b>2,097,973</b>	<b>583,851</b>	<b>(1,514,122)</b>	<b>28%</b>	<b>680,347</b>	<b>(1,417,625)</b>	<b>32%</b>



# Appendix A

## Municipal User Fee Comparison

Table A-1  
Township of South Stormont – Planning Application Fees Survey

Costing Category Description	Township of South Stormont (Current)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
Minor Variance - Residential	\$565	\$550	\$400	\$500	\$500 Application Fee plus any additional fees	\$630, \$1100 if built without a permit	\$580 Land Use - Minor Project, \$2250 Land Use - Major Project	Minor Variance or Authorization \$650	\$650	\$500
Minor Variance - Commercial/Industrial/Agricultural	\$665	\$550	\$400	\$500	\$500 Application Fee plus any additional fees	\$840, \$1100 if built without a permit	\$580 Land Use - Minor Project, \$2250 Land Use - Major Project	Minor Variance or Authorization \$650	\$650	\$500
Consent (Severance) - New Lot	\$400	\$600	\$1215 plus \$210 if on County roads	\$500	\$500 Application Fee plus Commercial/Industrial 2% of parcel created and/or Residential/Agriculture 5% of parcel created and any additional fees	\$840	\$1,925	Land Severance \$650	\$350, United Counties of Leeds & Grenville \$800	\$700
Consent (Severance) - Technical/Lot Addition	\$350	\$600	\$1215 plus \$210 if on County roads	\$500		\$630	\$1,650		\$350, United Counties of Leeds & Grenville \$800	\$700
Zoning By-law Amendment	\$1555 or \$1100 if condition of consent approval	\$1,500	\$1,200	\$1,500	\$750 Application Fee plus any additional fees	Zoning change for aggregate \$4200, Surplus dwelling \$500, Other \$2000, If built or used without a permit \$1100	\$5020 plus \$200 per hectare	2000 Major 1500 Minor	Major (permit a new land use) \$2000, Minor (amend zoning provisions) \$1000	\$1,500
Temporary Use By-law	\$1,100	\$1,500	\$500	\$750		\$1,050		\$750		
Removal of Holding By-law	\$300	\$300	\$500			\$650	\$2,300	\$600	\$1,000	
Joint Application (Official Plan/Zoning)	\$2,500	OPA \$1500, OPA/ZBA \$2000		\$2500 for OPA	\$750	\$2100 for OPA (Township fee), \$3300 for Joint OPA/ZBA	\$7870 plus \$175 per hectare	\$3000 Amendment to the Official Plan of the Township of Russell. \$600 Amendment to the Official Plan of the United Counties of Prescott and Russell	OPA \$2500, \$500 to United Counties of Leeds and Grenville	OPA \$1500
Joint OPA/ZBA/Subdivision										
Lot Consolidation Agreement	\$200 + applicant assumes all legal, engineering and surveying fees									
Deeming By-law	\$200 + applicant assumes all legal, engineering and surveying fees									
30 cm reserve	\$200 + applicant assumes all legal, engineering and surveying fees	\$50 plus legal, engineering and surveying costs		\$150 plus additional fees	\$200 Application Fee plus applicant assumes all legal, engineering and surveying fees	\$300 plus any legal, engineering and surveying fees		\$200 plus Applicant assumes all Legal, Engineering and Surveying Fees	\$300	
Other Planning Agreements (encroachment, development agreement)	\$200 + applicant assumes all legal, engineering and surveying fees	\$500 plus legal, engineering and surveying costs				\$300 plus any legal, engineering and surveying fees	\$370 Encroachment Agreement Application	\$300 plus Applicant assumes all Legal, Engineering and Surveying Fees		

Table A-1 (Cont'd)  
Township of South Stormont – Planning Application Fees Survey

Costing Category Description	Township of South Stormont (Current)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
Site Plan Approval (Major with Agreement) - Multi-Residential	\$1,000 for initial review \$60/hour + disbursement + admin. fee charged for further review	\$1500 Site Plan Control Application,		\$1000 plus fee of 2% of total estimated cost of construction MAX \$30000	\$1500 Application Fee plus securities and any additional fees \$100 processing fee All requests must be submitted in writing. Partial Release of Security for Subdivisions and Site Plan Agreements	\$105 per dwelling MIN \$500 MAX \$2600	Site Plan Control Approval \$1800 plus \$350 per hectare,	Site Plan Agreement - Residential Base fee: \$115 / dwelling unit (Minimum of \$1,000) + Deposit for Plans and Studies Review and Inspection. Engineering Plans and Studies Review and Work Surveillance (Site Plan agreement) - \$125 / hour for review of engineering plans (plus HST) + Actual cost incurred in the external review of additional plans or studies + \$300 per site visit (plus HST), balance after application of the Deposit for Plans and Studies Review payable at the signature of the agreement.	Major \$2000, Minor \$900,	Site Plan agreement, non-refundable administration fee \$500 plus deposit of \$2,000 with unused balance refundable.
Site Plan Approval (Major with Agreement) - Commercial, Industrial	\$2,000 for initial review \$60/hour + disbursement + admin. fee charged for further review + \$500 legal deposit + applicable security deposit required	\$1500 Site Plan Control Application,		\$2000 plus fee of 2% of total estimated cost of construction MAX \$30000	\$1500 Application Fee plus securities and any additional fees \$100 processing fee All requests must be submitted in writing. Partial Release of Security for Subdivisions and Site Plan Agreements	Other - Major \$2100, Other - Minor \$950, Engineering deposit \$5000, Security deposit 50% of cost of Site Works	Site Plan Control Approval \$1800 plus \$350 per hectare,	Site Plan Agreement - Non-Residential Base fee: \$1,000 + Deposit for Plans and Studies Review and Inspection.	Major \$2000, Minor \$900,	Site Plan agreement, non-refundable administration fee \$500 plus deposit of \$2,000 with unused balance refundable.
Site Plan Approval (Minor Proposal with no Agreement/Amending Existing Site Plan)	\$250 for initial review \$60/hour + disbursement + admin. fee charged for further review	\$500 Site Plan Control Amendment			\$750	Amendments to existing Site Plan \$600,	Site Plan Amendment \$1500 plus \$350 per hectare	Amendment to an Approved Site Plan Agreement - \$300 + Deposit for Plans and Studies Review and Inspection.	Schedule Amendment \$100	
Part Lot Control By-law	\$800 per by-law (includes registration completed by township + \$500 maximum in disbursements)	\$250 per by-law plus legal, engineering and surveying costs			\$300 Application Fee plus any additional fees	\$400	\$1650 plus \$200 per lot	Removal of Part Lot Control \$350 + Applicant assumes all Legal, Engineering and Surveying Fees	\$600	\$200 per application MAX of 3 lots

Table A-1 (Cont'd)  
Township of South Stormont – Planning Application Fees Survey

Costing Category Description	Township of South Stormont (Current)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
Minor/Technical Draft Plan of Subdivision/Condominium Application	\$2500, \$1500 plus applicable deposits	\$75 per building lot; MIN \$1000 MAX \$2000				Plan of Condominium \$150 per unit and \$10000 engineering deposit, Subdivisions \$2100 (1-29 lots) \$4200 (30-99 lots) \$10500 (100 lots or more), Engineering deposit \$10000, Work surveillance 5% of cost of Site Works, Agreement/Legal/Administrative \$6000				
Draft Plan of Subdivision/Condominium Application	\$2500, \$1500 plus applicable deposits	\$75 per building lot; MIN \$1000 MAX \$2000		Plan of Condominium \$100 per unit, Draft Plan of Subdivision \$75 per residential lot, MAX \$2200 MIN \$1000, Subdivision Agreement \$5000 deposit +/-	\$2500 plus applicable deposits and any additional fees. Draft Plan of Subdivision/Condominium Application \$1500 plus applicable deposits and any additional fees. Subdivision/Condominium Agreement \$100 processing fee All requests must be submitted in writing. Partial Release of Security for Subdivisions and Site Plan Agreements	Plan of Condominium \$150 per unit and \$10000 engineering deposit, Subdivisions \$2100 (1-29 lots) \$4200 (30-99 lots) \$10500 (100 lots or more), Engineering deposit \$10000, Work surveillance 5% of cost of Site Works, Agreement/Legal/Administrative \$6000	Draft Plan of Condominium Approval (Standard) \$2200 plus \$180 per unit, Draft Plan of Condominium Approval (Conversion) \$4130 plus \$180 per unit, Draft Plan of Subdivision Approval \$9150 plus \$350 per hectare, Subdivision Amendment for Prior "Draft" Plan Approval \$1250	Draft Plan of Subdivision - Preliminary review and consideration \$1500. Subdivision Approval Fees - per phase: \$2,000 (for 1-29 residential lots) \$2500 (30-249 residential lots) \$3000 (250 or more residential lots) + Engineering Plans and Studies Review and Work Surveillance, Township and Planning Administration Fees, and Legal Fees. Non-residential uses \$60 / non-residential lot; MIN of \$1,500, MAX of \$2,500 + Engineering Plans and Studies Review and Work Surveillance, Administration, and Legal Fees.	Subdivision \$3500 plus \$50 per unit, Subdivision/Condo Amendments \$1500. Condominium \$2500 plus \$30 per unit, Condominium Conversion \$2500. County fees \$2000 Up to 20 units, \$4000 (21-50), \$6000 (>50)	Subdivision Agreement \$2500
Telecommunications/Cell Tower Application	\$1,000	\$1,000					\$2,500			
Municipal Consultation Support of Forms for Renewable Energy Projects - 10 kw or less	\$100	\$100				\$100				
Municipal Consultation Support of Forms for Renewable Energy Projects - 10 kw to 1 mw	\$400	\$400				\$400				
Municipal Consultation Support of Forms for Renewable Energy Projects - 1 mw plus	\$1,000	\$1,000				\$3,000				
Letters (Work Order, Zoning Compliance, Heritage Designation, Subdivision/Site Plan Compliance)	\$78			\$60	\$60 Zoning Certificate	Zoning authorization \$60, Compliance report \$80, Environmental compliance \$150, AGCO \$55	Heritage Designation Letter \$50, Standard Zoning Compliance Letter \$300, Fast Track Zoning Compliance Letter \$450, ESA Phase I Letter \$160		Zoning Compliance Letter \$100	Zoning Compliance \$40



Table A-2  
Township of South Stormont – Building Permit Fees Survey

Costing Category Description	Township of South Stormont (Current)	Township of South Stormont (Proposed)		Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
		Base/Flat Fee	Per Sq.Ft. Fee									
Group A - All Assembly Occupancies	\$8/\$1,000 Construction Value		\$1.70		\$250 Base Fee plus \$0.79 per sqft plus \$0.28 per sqft for additional floors	\$200 Base Fee plus \$0.62 per sqft	\$0.85/square foot or minimum \$100. Commercial/Industrial/Institutional and others \$0.70/square foot or minimum \$100. Commercial/Industrial/Institutional accessory buildings	\$1.19 per sqft, \$1682 Flat/Minimum Fee	\$16.37/\$1000 (\$430 Min)	\$ 1,350 Minimum Fee + \$ 0.80/ft² over 5,000 ft2 in area.	\$5,330 + \$0.57/ft2 > 6,459 ft2	Institutional, Commercial and Assembly Buildings \$ 1,200 up to 1,500 square feet in Gross Building Area \$ 1.10 per square foot after the first 1,500 square feet
Group B - All Institutional	\$8/\$1,000 Construction Value		\$1.70	\$50 Application Fee, \$0.66 per sqft per gfa	\$250 Base Fee plus \$0.79 per sqft plus \$0.28 per sqft for additional floors	\$200 Base Fee plus \$0.62 per sqft	\$0.85/square foot or minimum \$100. Commercial/Industrial/Institutional and others \$0.70/square foot or minimum \$100. Commercial/Industrial/Institutional accessory buildings	\$1.19 per sqft, \$1682 Flat/Minimum Fee	\$16.37/\$1000 (\$430 Min)	\$ 1,350 Minimum Fee + \$ 0.80/ft² over 5,000 ft2 in area.	\$5,330 + \$0.57/ft2 > 6,459 ft2	\$ 1,200 up to 1,500 square feet in Gross Building Area \$ 1.10 per square foot after the first 1,500 square feet
1. Group C - Residential (low and medium density)	\$8/\$1,000 Construction Value		\$1.70	\$50 Application Fee, \$0.69 per sqft per gfa	\$250 Base Fee plus \$0.79 per sqft plus \$0.49 per sqft for additional floors	\$500 base fee plus \$0.65 per sqft	\$0.85 per square foot or MIN \$100	\$0.96 per sqft, \$1414 Flat/Minimum Fee	\$2501 plus \$1.49/ft2 over 1400 ft2	\$1800 plus \$0.70/ft2 over 3000 ft2	\$2,516 + \$0.64/ft2	\$ 1,325 up to 1,200 square feet in Gross Building Area (Per Dwelling Unit) \$ 0.88 per square foot after the first 1,200 square feet
2. Group C - Residential Finished Basement	\$8/\$1,000 Construction Value	\$100 Base plus per sq.ft. fee	\$0.25	\$50 Application Fee, \$0.20 per sqft per gfa	\$250 Base Fee plus applicable permit fees					\$170 plus \$0.45/ft2 over 300 ft2		
3. Group C - Garage, Carports & Accessory Buildings	\$8/\$1,000 Construction Value	\$100 Base plus per sq.ft. fee	\$0.50	\$50 Application Fee, \$0.52 per sqft per gfa	\$250 Base Fee plus \$0.79 per sqft plus \$0.49 per sqft for additional floors	\$0.50 per sqft MIN \$100	\$0.65 per square foot or minimum \$100	\$0.51 per sqft, \$219 Flat/Minimum Fee	\$216 plus \$0.59/ft2 over 250 ft2	\$170 plus \$0.50/ft2 over 300 ft2	\$312 + \$0.64/ft2 > 300 ft2	\$ 165 up to 300 square feet in Gross Building Area \$ 0.55 per square foot after the first 300 square feet
4. Group C - Porches and Decks	\$8/\$1,000 Construction Value	\$130.00		\$100 Minimum Fee	\$250 Base Fee \$0.49 per sqft	\$50 plus \$0.36 per sqft		\$0.64 per sqft, \$146 Flat/Minimum Fee	\$216 Flat Fee	\$170 plus \$0.50/ft2 over 300 ft2	\$310 flat fee Deck (without roof)	\$ 165 up to 300 square feet in Gross Building Area \$ 0.55 per square foot after the first 300 square feet
Fence for Swimming Pool Enclosures/Above Ground Pools	\$ 104 Flat Fee (Fence for Swimming Pool Enclosures)	\$130.00		\$100		\$100	\$110 Above ground pools		\$180		\$100 flat fee	
In-Ground Pools	\$8/\$1,000 Construction Value	\$300.00		\$100		\$100	\$160 In-ground pools	\$125 Private Swimming Pool Permit			\$307 flat fee	
Group C - Apartments	\$8/\$1,000 Construction Value		\$1.40		\$250 Base Fee plus \$0.79 per sqft plus \$0.49 per sqft for additional floors			\$780 per unit	\$16.37/\$1000 (\$430 Min)		\$2,516 + \$0.64/ft2 (Multiple 1500 ft2)	

Table A-2 (Cont'd)  
Township of South Stormont – Building Permit Fees Survey

Costing Category Description	Township of South Stormont (Current)	Township of South Stormont (Proposed)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
Group D - Unfinished Area (Shell Only)	\$8/\$1,000 Construction Value	\$1.12	\$50 Application Fee, \$0.66 per sqft per gfa	\$250 Base Fee plus \$0.79 per sqft plus \$0.28 per sqft for additional floors	\$200 Base Fee plus \$0.62 per sqft	\$0.85/square foot or minimum \$100. Commercial/Industrial/Institutional and others \$0.70/square foot or minimum \$100. Commercial/Industrial/Institutional accessory buildings	\$0.94 per sqft, \$1488 Flat/Minimum Fee	\$16.37/\$1000 (\$430 Min)	\$ 1,350 Minimum Fee + \$ 0.80/ft <sup>2</sup> over 5,000 ft <sup>2</sup> in area.	\$5,330 + \$0.57/ft <sup>2</sup> > 6,459 ft <sup>2</sup>	
Group D - Finished Area	\$8/\$1,000 Construction Value	\$1.40	\$50 Application Fee, \$0.66 per sqft per gfa	\$250 Base Fee plus \$0.79 per sqft plus \$0.28 per sqft for additional floors	\$200 Base Fee plus \$0.62 per sqft	\$0.85/square foot or minimum \$100. Commercial/Industrial/Institutional and others \$0.70/square foot or minimum \$100. Commercial/Industrial/Institutional accessory buildings	\$0.94 per sqft, \$1488 Flat/Minimum Fee	\$16.37/\$1000 (\$430 Min)	\$ 1,350 Minimum Fee + \$ 0.80/ft <sup>2</sup> over 5,000 ft <sup>2</sup> in area.	\$5,330 + \$0.57/ft <sup>2</sup> > 6,459 ft <sup>2</sup>	
Group E - Unfinished Area (Shell Only)	\$8/\$1,000 Construction Value	\$1.12	\$50 Application Fee, \$0.66 per sqft per gfa	\$250 Base Fee plus \$0.79 per sqft plus \$0.28 per sqft for additional floors	\$200 Base Fee plus \$0.62 per sqft	\$0.85/square foot or minimum \$100. Commercial/Industrial/Institutional and others \$0.70/square foot or minimum \$100. Commercial/Industrial/Institutional accessory buildings	\$0.94 per sqft, \$1488 Flat/Minimum Fee	\$16.37/\$1000 (\$430 Min)	\$ 1,350 Minimum Fee + \$ 0.80/ft <sup>2</sup> over 5,000 ft <sup>2</sup> in area.	\$5,330 + \$0.57/ft <sup>2</sup> > 6,459 ft <sup>2</sup>	Institutional, Commercial and Assembly Buildings \$ 1,200 up to 1,500 square feet in Gross Building Area \$ 1.10 per square foot after the first 1,500 square feet Commercial Warehouse and Accessory Building \$ 1,125 up to 1,500 square feet in Gross Building Area \$ 0.35 per square foot after the first 1,500 square feet
Group E - Finished Area	\$8/\$1,000 Construction Value	\$1.40	\$50 Application Fee, \$0.66 per sqft per gfa	\$250 Base Fee plus \$0.79 per sqft plus \$0.28 per sqft for additional floors	\$200 Base Fee plus \$0.62 per sqft	\$0.85/square foot or minimum \$100. Commercial/Industrial/Institutional and others \$0.70/square foot or minimum \$100. Commercial/Industrial/Institutional accessory buildings	\$0.94 per sqft, \$1488 Flat/Minimum Fee	\$16.37/\$1000 (\$430 Min)	\$ 1,350 Minimum Fee + \$ 0.80/ft <sup>2</sup> over 5,000 ft <sup>2</sup> in area.	\$5,330 + \$0.57/ft <sup>2</sup> > 6,459 ft <sup>2</sup>	Institutional, Commercial and Assembly Buildings \$ 1,200 up to 1,500 square feet in Gross Building Area \$ 1.10 per square foot after the first 1,500 square feet Commercial Warehouse and Accessory Building \$ 1,125 up to 1,500 square feet in Gross Building Area \$ 0.35 per square foot after the first 1,500 square feet
Group F - Unfinished Area (Shell Only)	\$8/\$1,000 Construction Value	\$0.70	\$50 Application Fee, \$0.66 per sqft per gfa	\$250 Base Fee plus \$0.79 per sqft plus \$0.28 per sqft for additional floors	\$200 Base Fee plus \$0.62 per sqft	\$0.85/square foot or minimum \$100. Commercial/Industrial/Institutional and others \$0.70/square foot or minimum \$100. Commercial/Industrial/Institutional accessory buildings	\$0.39 per sqft, \$1269 Flat/Minimum Fee (All except as noted below) \$1.10 per sqft (Office Area in any Industrial Building) \$0.44 per sqft, \$1170 Flat/Minimum Fees (Self-Service Storage Buildings)	\$16.37/\$1,000 for the first \$3 M of Construction Value; \$12.28/\$1,000 over \$3 M (\$430 Min)	\$ 1,150 Minimum Fee + \$ 0.68/ft <sup>2</sup> over 1,500 ft <sup>2</sup> in area.	\$4,893 + \$0.57/ft <sup>2</sup> > 6,459 ft <sup>2</sup>	\$ 1,650 up to 2,500 square feet in Gross Building Area \$ 1.35 per square foot after the first 2,500 square feet

Table A-2 (Cont'd)  
Township of South Stormont – Building Permit Fees Survey

Costing Category Description	Township of South Stormont (Current)	Township of South Stormont (Proposed)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
Group F - Finished Area	\$8/\$1,000 Construction Value	\$0.87	\$50 Application Fee, \$0.66 per sqft per gfa	\$250 Base Fee plus \$0.79 per sqft plus \$0.28 per sqft for additional floors	\$200 Base Fee plus \$0.62 per sqft	\$0.85/square foot or minimum \$100. Commercial/Industrial/Institutional and others \$0.70/square foot or minimum \$100. Commercial/Industrial/Institutional accessory buildings	\$0.39 per sqft, \$1269 Flat/Minimum Fee (All except as noted below) \$1.10 per sqft (Office Area in any Industrial Building) \$0.44 per sqft, \$1170 Flat/Minimum Fees (Self-Service Storage Buildings)	\$16.37/\$1,000 for the first \$3 M of Construction Value; \$12.28/\$1,000 over \$3 M (\$430 Min)	\$ 1,150 Minimum Fee + \$ 0.68/ft <sup>2</sup> over 1,500 ft <sup>2</sup> in area.	\$4,893 + \$0.57/ft <sup>2</sup> >6,459 ft <sup>2</sup>	\$ 1,650 up to 2,500 square feet in Gross Building Area \$ 1.35 per square foot after the first 2,500 square feet
Greenhouse and Fabric Covered Pre-Engineered Farm Storage Building	\$8/\$1,000 Construction Value	\$0.25	\$50 Application Fee, \$0.42 per sqft per gfa	\$250 Base Fee \$0.49 per sqft	\$0.33 per sqft Fabric Covered Structures \$0.27 per sqft Greenhouses		\$0.17 per sqft, \$366 Flat/Minimum Fee (Fabric covered Structures)				Fabric Covered Structures \$ 275 up to 1,000 square feet in Gross Building Area \$ 0.17 per square foot after the first 1,000 square feet Greenhouses \$ 165 up to 1,500 square feet in Gross Building Area \$ 0.12 per square foot after the first 1,500 square feet
Farm Buildings	\$8/\$1,000 Construction Value	\$0.40	\$50 Application Fee, \$0.42 per sqft per gfa	\$250 Base Fee \$0.49 per sqft	\$0.33 per sqft	\$150 Farm Buildings Silo \$150 Farm Buildings Manure Pits, Bunker Silos \$0.32/square foot or minimum \$100. Farm Buildings Ag Barns & Machine sheds	\$0.15 per sqft, \$976 Flat/Minimum Fee (New Barns)		\$ 900 Minimum Fee + \$ 0.25 0/ft <sup>2</sup> over 2,500 ft <sup>2</sup> in area	\$275 + \$0.32/ft <sup>2</sup> >6,459 ft <sup>2</sup> (Agricultural Buildings (Less than 2%))	Farms Buildings \$ 775 up to 2,000 square feet in Gross Building Area \$ 0.30 per square foot between 2,001 – 20,000 square feet \$ 0.45 per square foot between 20,001 – 30,000 square feet \$ 0.60 per square foot over 30,001 square feet \$ 500 up to 1,500 square feet in Gross Building Area \$ 0.22 per square foot after the first 1,500 square feet
Temporary Buildings	\$ 104 Flat Fee	\$130.00	\$50 minimum Residential		\$750 Temporary Use By-law	\$100 Tents No Charge for Tents - Community Group		\$120 Min fee (2 Tents) plus \$61/Tent		\$300 flat fee (Conditional Permit – Temporary Permit (site trailers))	\$150
Demolition - less than 600m <sup>2</sup>	\$ 104 Flat Fee	\$130.00	\$100	\$150 Flat Fee	\$125 Residential \$65 per structure Residential Accessory Building \$65 per structure Farm Building \$300 per structure Commercial/Institutional	100	\$122	\$299 per unit Residential \$120 Accessory Building Residential \$1,192 Min Fee plus \$0.17/ft <sup>2</sup> over 6,460 ft <sup>2</sup> Non-Residential \$239 Accessory Building Non-Residential		\$305 flat fee (Part 9 – Residential) \$1,234 flat fee (Other – Non-Residential) \$300 flat fee (Demolition Permit Deposit)	\$100

Table A-2 (Cont'd)  
Township of South Stormont – Building Permit Fees Survey

Costing Category Description	Township of South Stormont (Current)	Township of South Stormont (Proposed)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
Demolition - greater than 600m2	\$811	\$811.00	\$100	\$150 Flat Fee	\$125 Residential \$65 per structure Residential Accessory Building \$65 per structure Farm Building \$300 per structure Commercial/Institutional	100	\$153	\$299 per unit Residential \$120 Accessory Building Residential \$1,192 Min Fee plus \$0.17/ft2 over 6,460 ft2 Non-Residential \$239 Accessory Building Non-Residential		\$305 flat fee (Part 9 – Residential) \$1,234 flat fee (Other – Non-Residential) \$300 flat fee (Demolition Permit Deposit)	\$100
Building Permit where construction started without a Building Permit being Issued	50% surcharge (\$209 Minimum - \$5,235 Maximum)	50% surcharge (\$209 Minimum - \$5,235 Maximum)					2X cost of building permit				
Conditional/Partial Permit Fee for low density residential permit	25% surcharge – for each request / application (\$ 261 Minimum – \$ 5,235 Maximum)	25% surcharge – for each request / application (\$ 300 Minimum – \$ 5,235 Maximum)		Same as building permit applications		\$265	\$0.35/square foot	5% surcharge up to \$1000, \$102 Flat/Minimum Fee		\$300 flat fee (Partial Occupancy (Commercial or multi-dwellings – unless all units included)) \$500 flat fee (plus peer review if required) (Conditional Permit – Full Build Agreement)	\$100
1. Change of Use - Residential	\$209 – Part 9 Building	\$300– Part 9 Building/Farm Use	\$100		\$250	150	\$293	25% surcharge MIN \$299 - MAX \$5,955		\$300 flat fee	\$250
2. Change of Use - Non-Residential	\$1,047 – Part 3 Building	\$1,047 – Part 3 Building	\$100		\$250	150	\$293	25% surcharge MIN \$299 - MAX \$2,382		\$300 flat fee	\$250
Renovations - Residential	\$8/\$1,000 Construction Value		\$0.50	\$50 Application Fee, \$0.20 per sqft per gfa	\$250 Base Fee plus \$0.79 per sqft plus \$0.49 per sqft for additional floors and/or plus \$13.60 per \$1000 of Construction Value	\$150 plus \$7 per \$1000 of construction value	\$10/\$1,000 of construction value	\$0.82 per sqft, \$439 Flat/Minimum Fee (Major) \$0.64 per sqft, \$146 Flat/Minimum Fee (Minor)	\$716 plus \$1.19/ft2 over 500 ft2 (Major) \$216 Flat Fee (Minor)	\$825 Minimum Fee + \$0.62/ft² over 1,250 ft2 in area.	Residential Additions and Major Alterations \$ 330 up to 300 square feet in Gross Building Area \$ 0.88 per square foot after the first 300 square feet Accessory Buildings, Decks and Minor Alterations \$ 165 up to 300 square feet in Gross Building Area \$ 0.55 per square foot after the first 300 square feet
Renovations - Non-Residential	\$8/\$1,000 Construction Value	Same as new construction		\$50 Application Fee, \$0.25 per sqft per gfa Industrial/Commercial/Institutional \$50 Application Fee, \$0.15 per sqft per gfa Agricultural	\$250 Base Fee plus \$13.60 per \$1000 of Construction Value	\$150 plus \$13.80 per \$1000 of construction value Industrial/Commercial/Institutional \$100 plus \$7 per \$1000 of construction value Agricultural	\$10/\$1,000 of construction value. Commercial Alteration and Renovation Permit	\$0.85 per sqft, \$536 Flat/Minimum Fee (Major) \$0.69 per sqft, \$341 Flat/Minimum Fee (Minor)	?	\$825 Minimum Fee + \$0.62/ft² over 1,250 ft2 in area.	\$ 825 up to 2,500 square feet in Gross Building Area \$ 0.65 per square foot after the first 2,500 square feet
Partial Occupancy of an unfinished building	Residential: \$ 52 Flat Fee / Per unit, Non-Residential: \$ 209 Flat Fee / per suite	Residential: \$ 60 Flat Fee / Per unit, Non-Residential: \$ 300 Flat Fee / per suite								(Res.) \$ 91/ unit or (Non-Res.) \$299/suite	
Re-Examination of plans (Change in Lot)	\$ 209 Flat Fee	\$300.00							\$358	\$600 (Renewal of Part Lot Control)	

Table A-2 (Cont'd)  
Township of South Stormont – Building Permit Fees Survey

Costing Category Description	Township of South Stormont (Current)	Township of South Stormont (Proposed)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
Dormant Application Renewal	\$ 104 Flat Fee	\$130.00					\$100	\$180 Flat Fee			
Renewal - Administrative Process	25% of the total permit fee or The flat fee (\$ 104 Minimum -\$2,094 Maximum)	\$130.00	\$100				\$50 per year	25% of permit fee MIN \$120 - MAX \$2,382			\$100
Permit Transfer / Revocation Deferrals	\$ 104 Flat Fee	\$130.00	\$100		\$100	100	\$50	\$180 Flat Fee		\$300 flat fee	\$100
Agency Letter of Approval (Building)	\$ 104 Flat Fee (Includes 1 Inspection + \$104/Inspection)	\$130.00				50		\$299 (Includes 1 Inspection)			
Limiting Distance Agreement	\$ 261 per agreement, + plus any third party costs as may be required. Subject to Administrative Charges as per Schedule "A"	\$300.00					\$122	\$538/Agreement + Costs + 15%			
Annual Maintenance Fee for Dormant Permits applied for after Dec. 31, 2011	\$ 157 Flat fee / Yr.	\$300.00						\$538 per year			
1. Orders Issued pursuant to Section 12 or 13 of the Building Code Act (Order to Comply / Order not to Cover / Uncover)	\$ 209 Flat Fee / Order	\$300.00					\$34	\$ 270 Flat Fee/Order			
2. Orders Issued pursuant to Section 14 of the Building Code Act (Stop Work Order)	\$ 314 Flat Fee / Order	\$400.00					\$146	\$ 430 Flat Fee/Order			
3. Orders Issued pursuant to Section 15.9 of the Building Code Act (Unsafe Building)	\$ 209 Flat Fee / Order	\$300.00					\$146	\$ 270 Flat Fee/Order			
4. Orders Issued pursuant to Section 15.9 of the Building Code Act (Prohibit Occupancy)	\$ 314 Flat Fee / Order	\$400.00						\$ 430 Flat Fee/Order			
Lot Grading Review											

Table A-2 (Cont'd)  
Township of South Stormont – Building Permit Fees Survey

Building Type		Township of South Stormont (Current)	Current Rank	Township of South Stormont (Proposed)	Proposed Rank	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
<u>Group C New</u>														
	1,500 sq.ft.	1,800	5	2,550	3	1,085.00	1,435.00	1,130.00	1,275.00	1,440.00	2,650.00	1,800.00	3,476.00	1,589.00
	2,000 sq.ft.	2,400	4	3,400	2	1,430.00	1,830.00	1,440.00	1,700.00	1,920.00	3,395.00	1,800.00	3,796.00	2,029.00
Residential Alteration														
	500 sq.ft.	280	9	375	5	150	645	395	350	439	216	425	306	330
Group A New														
	1,700 sq.ft.	1,522	6	2,890	3	1,223	1,593	1,254	1,445	2,023	3,114	1,350	5,331	1,420
Group B New														
	15,000 sq.ft.	20,291	3	25,500	2	10,400	12,100	9,500	12,750	17,850	41,520	9,350	10,198	16,050
Group D New														
	3,300 sq.ft.	3,193	4	4,620	3	2,228	2,857	2,246	2,805	3,102	6,534	1,350	5,331	3,180
Group E New														
	3,100 sq.ft.	2,660	7	4,340	3	2,096	2,699	2,122	2,635	2,914	5,443	1,350	5,331	2,960
Group F New														
	150,000 sq.ft.	108,996	6	130,500	3	99,050	118,750	93,200	127,500	58,500	179,579	102,130	90,393	202,975
Non-Residential Alteration														
	4,000	4,000	7	5,656	4	1,050	7,050	7,050	5,000	3,400	5,476	825	6,459	1,800

Table A-3  
Township of South Stormont – Administration Fees Survey

Costing Category Description	Township of South Stormont (Current)	Township of South Stormont (Proposed)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
Freedom of Information (FOI) Requests	\$5 plus cost of search	\$5 plus cost of search	\$5 plus cost of search; pursuant MFIPPA			\$5 plus cost of search		\$5	\$5		\$5
Commissioner of Oaths (non-municipal documents)	\$10	\$10	\$10			Free of charge	\$10	Commissioner for Affidavits \$30	\$15 Per Document, \$0.75 per page for photocopies	\$10 for residents, \$20 for non-residents	\$15
Copies of various reports	\$0.35 per page MAX \$50 per report	\$0.35 per page MAX \$50 per report	\$1 per page MAX \$50 per report			\$0.25 per page		\$0.25 / copy 8 1/2" x 11", \$1.00 / copy 11" x 17"		\$0 for first 5 copies, \$0.25 per page for more that 6	\$0.25 per page black, \$0.35 per page colour
Lottery License— Raffle (except "Catch the Ace")	\$11	\$11	\$10			2% of total prize value MIN \$35	\$10 per year	3% of all prizes	3% of total proposed prize MAX \$50 per application	3% of the value of prizes MIN \$10	3% of total proposed prize
Lottery License— Raffle "Catch the Ace"	3% of total proposed prize MAX \$100 per application	3% of total proposed prize MAX \$100 per application	\$10		3% of value of prize	2% of total prize value MIN \$35	\$10 per year	3% of all prizes	3% of total proposed prize MAX \$125 per application	3% of the value of prizes MIN \$10	3% of total proposed prize
Lottery License— Bingo	\$5 per event MIN \$10	\$5 per event MIN \$10	\$10		3% of value of prize	\$5 per event MIN \$35	\$10 per year	3% of all prizes	3% of total proposed prize MAX \$50 per application	\$15 per event	3% of total proposed prize
Lottery License— Nevada Ticket	3% of total prizes per unit	3% of total prizes per unit	\$100		3% of value of prize	2% of total prize value MIN \$35	\$100 per year	3% of all prizes			
Marriage Solemnization Service	\$300	\$350				\$300		\$300		During regular business hours \$275, Outside regular business hours \$150 payable to municipality, Outside regular business hours \$125 payable to Clerk or Deputy Clerk.	
Marriage Solemnization Service - Rehearsal fee	\$50	\$300						\$40			
Marriage Solemnization Service - Marriage License Fees	\$125	\$145	\$150		\$125	\$125	\$100 for a resident, \$125 for a non-resident, Civil marriages \$300 plus the cost of the license	\$150	\$135	\$120	\$140
Marriage Solemnization Service - Vow Renewal Fees	\$250	\$350									
Taxi-cab/Limousine Owner License— First Vehicle	\$100 per year	\$100 per year				\$75			Application Procession Fee: Original License \$100, Renewal of License \$50. License Fee: Taxicab Driver \$50, Taxicab driver (1-10 taxicabs) \$300, Taxicab Owner \$100	\$50 per year	
Taxi-cab/Limousine Owner License— Each Additional Vehicle	\$75 per year	\$75 per year				\$50					
Taxi-cab / Limousine Driver	\$50 per year	\$50 per year				\$50				\$25 per year, \$15 per month for less than 1 year	
Letter of Conformity to fulfill requirements of AGCO, MTO or other applicable agencies.	\$50	\$50	\$50						\$75		
Property Detail Certificate	\$25	\$25	\$25								
Tile Drainage Inspection Fee	\$125	\$125	\$100			\$100					\$100
Returned Payments (NSF Fees)	\$30	\$30	\$42		\$20	\$40		\$35	\$25	\$30	\$20
Closed Meeting Investigator Application Fee	\$125	\$125	\$125								
Integrity Commissioner Fee	\$125	\$125	\$125								
Tax Certificates	\$52 or \$72 for two day response	\$52 or \$72 for two day response	\$50		\$40	\$60		\$45	\$70	\$50	\$60
Correction or Transfer of an Electronic Payment	\$10	\$10									
Tax Bill (reprint)	\$5	\$5	\$20			\$10 per transaction. Tax Account Printouts		\$10	\$5		
Tax Receipts / Statement of Account	\$10	\$10				\$10 per transaction. Tax Account Printouts		\$10	\$5	\$5	
Reminder Notice	\$5	\$5	\$5					\$5	\$5		
Addition to Tax Roll (Water Arrears)	\$20	\$20	\$30								
Tax Sale Tender Package	\$10	\$10	\$10			Tender Documents > 50 pages \$200.00 (at registration) \$200.00 (at sale)			\$200 plus actual cost		

Table A-4  
Township of South Stormont – Public Works Fees Survey

Costing Category Description	Township of South Stormont (Current)	Township of South Stormont (Proposed)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
Entrance Permit - requiring a culvert	\$140	\$140	\$100	\$100	\$50	\$100		\$180-600	?200 different fee in application than in By-law \$100	\$850 (Price includes gravel, culvert, and installation)	\$125
Entrance Permit - not requiring a culvert	\$90	\$100	\$100	\$100	\$50	\$100		\$180-600		\$350 (Price includes gravel, culvert, and installation)	\$125
Entrance culvert extensions	\$65	\$125	\$100				\$100	\$180-600	?200 different fee in application than in By-law \$100		\$125
Permit to move Loads in Excess of Weight / Size	\$110	\$110	\$100					\$60			
Curb Cut	\$85	\$85						\$78			
Full Ditch Fill In Permit	\$140	\$150				\$100			\$200		\$125
Partial Ditch Fill In Permit	\$140	\$200				\$100					\$125
Road Cut Permit	\$165 plus \$1000 deposit	\$165	\$150	\$150		\$50	\$50 within 15 days, \$250 within 10 days, 425 within 5 days, \$3000 security deposit	\$180-600	\$100		\$125



Table A-5  
Township of South Stormont – Parks and Recreation Fees Survey

Fee Description	Township of South Stormont (Current)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
<b>Long Sault Arena</b>										
<b>Facility Rentals</b>										
Non Prime Time	\$160	\$113	\$144	\$170 per hour	\$100 per hour		(per hour) \$184.61 Winter, \$198.04 Summer	\$148 Any Local Groups	Youth\$103/hr Resident \$103/hr Non Resident Adult\$117/hr Resident \$117/hr Non Resident	\$130
Prime Time	\$215	\$170	\$181	\$199 per hour	\$150 per hour		(per hour) \$263.72 Winter, \$282.92 Summer	\$202 Local Junior B Hockey Team \$233 Adults/Residents \$289 Non-Residents	Youth\$144/hr Resident \$195/hr Non Resident Adult\$186/hr Resident \$226/hr Non Resident	\$200
Youth Non-Profit (Prime)	\$160			\$193 per hour Jr B Glens, \$159 per hour Jr B Glens Practice	\$95 per hour		(per hour) \$158.23 Winter, \$169.75 Summer	\$172 Township Programs/Youth oriented organizations		
Training Ice	\$80									
Public Skating/Stick and Puck (Non-prime Time)	\$0								\$5	
Public Skating(Prime Time)	\$2			Free	Free				\$5	
Stick and Puck (Prime Time)	\$5				\$5	\$5			\$2	
Tournament Fees (for Cancelled ice time)	\$0									
Summer Rate	\$90	\$58	\$55 per hour OR \$255 daily rate	\$204 per hour Spring \$72 per hour All Sports Programs, Arena Rental Floor fees				\$90	Adult\$51/hour Youth\$26/hour	
John Cleary Room	\$20									
Arena Board Advertising	\$350			\$363 yearly Rink Boards, \$185 yearly Wall Boards, \$518 yearly In-ice Logo (Sides) plus one time set-up fee of \$350 on average depending on size	\$225		Backlit Advertising - Front Doors/Main Entrance (3.5 W x 5H): \$700/year Arena Concourse Advertising - North East Corner (5 W x 3H): \$700/year		Rink Board \$500 per year or \$950 for two years Banners \$300 per year or \$ 550 for two years 3D Puck \$200 per year. The giant eye-catching 3D pucks are mounted on pillars in the arena lobby area. Seven times larger than the real thing, the giant puck offers plenty of room for your company logo and contact information.	4 x 8' promotional wall space inside arena \$164.77 + HST 4 x 8' space at outdoor skating rinks \$111.39 + HST Sponsorship of public skating \$282.97 + HST
Zamboni Advertising	\$300			\$2108 yearly	\$350 per year					
Chairs	\$1									
Tables	\$5									
<b>Recreation Programs</b>										
Adult Shuffleboard - Per Participant	\$40									
Adult Shuffleboard - Per Session	\$2									
Minor Ball Hockey - Per Participant	\$65									

Table A-5 (Cont'd)  
Township of South Stormont – Parks and Recreation Fees Survey

Fee Description	Township of South Stormont (Current)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
<b>Pool - St. Andrews West</b>	Outdoor	Outdoor			Beach	Outdoor				
Facility Rentals - Public Swimming										
Family Passes	\$100	\$150				\$133	Membership - Family: 1 month - \$81.15, 3 month - \$159.87, 6 month - \$319.76, 1 year - \$631.66	\$100.90 monthly family, \$163.90 seasonal family		
Individual Passes	\$30	\$65				\$71	Membership - Single Adult: 1 month - \$54.15, 3 month - \$108.29, 6 month - \$216.60, 1 year - \$425.37 Membership - Single Child: 1 month - \$24.99, 3 month - \$50.22, 6 month - \$100.43, 1 year - \$193.95	\$4.20 daily for children, \$4.80 daily for adults, \$71.30 monthly adults		
Individual Sessions	\$3	\$3 - \$4.50					Leisure Swim, Family Swim, Early Bird Swim, Fitness Swim (1.5 hour + swim): Adults (18-64) - \$5.79, Students (13-17) - \$5.31, Children (0-12) - \$4.46, Seniors (65+) - \$5.04, Accessibility - \$4.79 Adult/Senior Swim, Noon Hour Fitness Swim, Preschool Swim, Rehab Swim, Family Swim, Leisure Swim (45 min-1 hr swim): Adults (18-64) - \$5.47, Students (13-17) - \$4.98, Children (0-12) - \$4.17, Seniors (65+) - \$4.73, Accessibility - \$4.47		Senior (55 years+) \$2.00 Adult (17-54 years) \$3.00 Youth (16 years and under) \$2.00 Infant (3 years and under) \$1.00	
Facility Rentals - Public Swimming										
Private Pool Rentals	\$75						Entire facility (1-150 patrons): \$298.14/hour Large pool only (1-50 patrons): \$187.83/hour Slide (in addition to large pool): \$62.61/hour Toddler pool (in addition to large pool): \$47.70/hour Party room (with private pool rental): \$17.35/hour			
Recreation Programs - Swimming Lessons										
Swim Kids (Levels 1-10)	\$70				\$55 swimming lessons	\$75 level 1-7 \$80 level 8-10		PARENT & TOT // PRESCHOOL A-C (8 lessons) \$85 Resident \$95 Non-Resident SWIMMER 1 - 6 (8 lessons) \$85 Resident \$95 Non-Resident		
Private Lessons		\$70								
Up to level 4	\$130							\$24 Resident, \$29 Non-Resident for 30 minutes		\$100
Level 5 to 10	\$150							\$55		\$100
Bronze Medallion/Cross	\$105				\$185			\$111	\$185 Resident, \$195 Non-Resident	\$110
Bronze Star	\$80				\$70	\$95		\$111	\$140 Resident, \$150 Non-Resident	\$95
Speed Swimming Team	\$45									
Synchronized Swimming Team	\$30									

Table A-5 (Cont'd)  
Township of South Stormont – Parks and Recreation Fees Survey

Fee Description	Township of South Stormont (Current)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
<b>Sports Fields and Parks</b>										
Sports Fields & Park Rentals										
Ball Diamonds										
Per 1.5 hour					\$20 Adult Game/Practice, Free Youth Game/Practice, \$40 Non Resident Game			(per hour) Township Programs/Municipal Youth-Oriented Organizations: Lit facilities: \$20.40 Unlit facilities: \$14.40 Adult Leagues/Residents: Lit facilities: \$25.20 Unlit facilities: \$16.80 Non-residents: Lit facilities: \$33.60 Unlit facilities: \$20.40	Youth Game\$9/hour Adult Game\$37/game Non-Resident\$20/hour	Free
Seasonal Rate	\$30 \$350			\$19 per hour Adults, \$11 per hour Minors			\$24.17 per hour			
Tournament Rate - Per Day Soccer Fields	\$100			\$164 per day, \$260 for weekend	\$100 Adult, Free Youth, \$150 Non Resident		\$170 per day		Youth Tournament\$179/day Adult Tournament\$267/day	\$100 per day
Per 1.5 hour	\$30			\$193 per hour, N/C Minors			(per game) \$56.63 Adult, \$35.3 Youth		Youth Game\$12/hour Adult Game\$46/game Non-Resident\$20/hour	
Seasonal Rate	\$350									
Tournament Rate - Per Day	\$100						Tournaments (Groups) Fees 1 game users (charity) \$45 Regular season users/Non Profit \$95 Other groups / Per Day \$170		Youth Tournament\$179/day Adult Tournament\$262/day	
Advertising - Per Year	\$250									
Outdoor Court Rentals Tennis/Pickleball Courts										
Per 1.5 hour	\$15			\$37 per 1.5 hours (Indoor)			(per hour) \$30.13 Non Prime Time, \$43.04 Prime Time, \$25.83 Youth	Free Outdoor \$27.5 multisport court The multisport court is equipped to play tennis, badminton and pickleball.		
Seasonal Rate	\$150			\$406 Tennis Membership Adult, \$227 Tennis Membership Minor (Indoor)						
Tournament Rate	\$50									
Beach Volleyball Courts										
Per 1.5 hour	\$15									
Seasonal Rate	\$150									
Tournament Rate	\$50									
Basketball Courts										
Per 1.5 hour	\$15									
Seasonal Rate	\$150									
Tournament Rate - Per Day	\$50									
Recreation Programs										
Ball Programs - Per Participant										
Minor Tee-Ball	\$65									
Minor Baseball	\$65									
Soccer Program										
Minor Soccer	\$65									
Sports Jersey	\$10									
Youth Basketball - Per Participant										
Summer Basketball Camp - Up to Grade 2	\$60									
Summer Basketball Camp - Grade 3 and higher	\$60								\$153.50 - \$215	

Table A-5 (Cont'd)  
Township of South Stormont – Parks and Recreation Fees Survey

Fee Description	Township of South Stormont (Current)	Township of North Stormont	Township of South Glengarry	Township of North Glengarry	Municipality of South Dundas	Township of North Dundas	City of Cornwall	Township of Russell	Municipality of North Grenville	Municipality of The Nation
<b>Other Recreation Facilities</b>										
Lancer Centre										
Youth Basketball										
Fall and Winter House League - Per Participant	\$40									
Fall and Winter House League - Per Session	\$5									
Adult Programs										
Fall and Winter - Per Participant	\$50									
Fall and Winter - Per Session	\$50									
Sport for Life	\$45									
Private Rentals	Booked directly through UCDSB									
<b>Town Hall - Community Hall</b>										
Non-Licensed Event	\$150			\$23 per hour Meetings, \$248 per day Hall Rental with Bar, \$187 per day Hall Rental without Bar, \$38 per hour Hall Rental (Island Park Community Building)	\$175 per day, \$100 for half a day, Reduced Rate (\$100 per day, \$50 for half a day) Reduced Rates – Subject to staff review for Local Not-For-Profits and Local Youth Clubs					Meetings and Parties \$315.88 Weddings \$379.06 Funerals \$223.02 Showers (wedding, baby) \$315.88
Licensed Event	\$400			\$23 per hour Meetings, \$248 per day Hall Rental with Bar, \$187 per day Hall Rental without Bar, \$38 per hour Hall Rental (Island Park Community Building)	\$250, \$135 Reduced Rate (Subject to staff review for Local Not-For-Profits and Local Youth Clubs)					Meetings and Parties \$315.88 Weddings \$379.06 Funerals \$223.02 Showers (wedding, baby) \$315.88
Township approved Services Clubs and Community Not-for-Profit Clubs	\$240								Local Clubs / Organizations \$19/hr Non-Profit Organizations / Associations \$22/hr For Profit businesses, Individuals \$27/hr Non-Residents \$31/hr	
Town Hall - Community Hall & Council Chambers										
Non-Licensed Event	\$285		\$60 - \$113 per day							
Licensed Event	\$550		\$100 - \$169 per day							
Township approved Services Clubs and Community Not-for-Profit Clubs	\$340									
Additional Fees										
Damage/key deposit	\$100									\$50 plus \$20 if the key is lost
Additional Set-up or Tear-Down by Staff	\$30				\$50 for Set up in advance					\$25 fine and if set-up is required prior to the meeting then regular rental fees will apply
Events requiring the presence of a Township Employee or Security Guard	\$30									
<b>Other Programs and Activities</b>										
Indoor Turf				\$113 per hour Prime Time, \$86 per hour Non Prime Time, \$80 per hour School Prime Time, \$60 per hour School Non Prime Time, \$47 monthly pass Junior After School, \$6 per time Youth Drop In, \$8 per time Adult Drop In						
Indoor Track				\$164 seasonal pass Adult, \$90 seasonal pass Senior (60+), \$69 season pass Junior, \$341 seasonal pass Family, \$7 daily pass Drop In, \$31 monthly pass						
Lawn Bowling				\$41 for 3 hours						
Nerf Battle							\$5 per hour			
Ultimate Frisbee							\$72 per hour			
<b>Programming South Dundas</b>										
High-intensity interval training										
Bootcamp										
Kickboxing							\$66.02 (12 weeks, 1 class per week)			
Yoga							\$56.02			
SR, Yoga										
Junior C Lions Camp - Hockey Skill Development (5 – 7 yrs. & 8 – 10 yrs.)									\$80 Dry Floor	

Table A-5 (Cont'd)  
Township of South Stormont – Parks and Recreation Fees Survey

Organization	Cornwall Vikings Volleyball Club	Cornwall District Minor Baseball	Cornwall District Minor Baseball	Cornwall District Minor Baseball	Cornwall District Minor Baseball	Cornwall District Minor Baseball	Cornwall City Soccer Club	Cornwall and United Counties Basketball Association	Seaway Valley Soccer Club	Seaway Valley Soccer Club	Seaway Valley Soccer Club	Seaway Valley Soccer Club	Elite Development Cornwall - Soccer	Elite Development Cornwall - Soccer
Program	Youth Beach Volleyball Program	T-Ball, Coach Pitch, Minors, Majors, Junior/Senior	Coach Pitch	Rookie Tournament	Minors Tournament	Majors Tournament	Cornwall Indoor Soccer League Youth	Basketball Summer Program	Houseleauge	FALL HIGH PERFORMANCE PROGRAM for youth	FALL SOCCER DEVELOPMENT PROGRAM	Coyotes Spring Skills Program	U9-U12 Summer Camp/Clinics	Alexandria Clinics
Fee	\$150 per participant	\$100 per player	\$100 per player	\$400	\$500	\$500	\$165 Mini Field \$200 Full Field	\$150 One Week, \$280 Two Weeks	\$125 per player (2019 Rate)	\$105 per player	\$65 Active Start \$95 Fundamentals \$95 Learn to Train	\$90 Program Fee	\$200 per player	U5-U6 Grassroots: \$17.50 - 60 minutes U7-U8 Grassroots: \$20.00 - 75 minutes U9-U12 Development: \$22.50 - 90 minutes U13-U18 Performance: \$25.00 - 120 minutes U13-U18 Goalkeepers: \$40.00 - 150 minutes
Description		May 3rd to August 13th	May 3rd to August 13th	Hit, Run & Throw Competition 3 Games Guaranteed	Hit, Run & Throw Competition 3 Games Guaranteed	Hit, Run & Throw Competition Home Run Derby 3 Games Guaranteed		Introducing the basic skills and fundamentals of basketball: Dribbling, Lay-up's, Shooting, Passing & Receiving, Game Play	May to August	Includes 6 x 1 hour sessions Supervised by certified and experienced coaches 8 players per group maximum Player must have played competitive soccer	Saturdays & Sundays Mornings at Benson Centre	Fee includes a coyotes t-shirt. Program includes 8 x 45 minute sessions. 32 players maximum	9 Lessons Quality Instruction, Drills, Lessons, Games and More	Skilled Coaches, Engage in Drills, small sided games and get tips and tricks from Former Professionals Aziz Dieng and Kawesh Haidary