

Board of Directors
Meeting No. BOD-10-21
Friday, October 22, 2021
9:00 a.m.

Agenda

Meeting Location:

To be held virtually by Zoom
Minutes and agendas are available at www.LSRCA.on.ca

Upcoming Events

Board of Directors' Meeting

Friday, November 26th at 9:00 a.m.
To be held virtually by Zoom

A full listing of events can be found at www.LSRCA.on.ca

I. Acknowledgement of Indigenous Territory

II. Declarations of Pecuniary Interest and Conflicts of Interest

III. Approval of Agenda

Pages 1 - 6

Recommended: That the content of the Agenda for the October 22, 2021 meeting of the Board of Directors be approved as presented.

IV. Adoption of Minutes

a) Board of Directors' Meeting

Pages 7 - 14

Included in the agenda is a copy of the draft minutes of the Board of Directors' Meeting, No. BOD-09-21, held on Friday, September 24, 2021.

Recommended: That the minutes of the Board of Directors' Meeting, No. BOD-09-21, held on Friday, September 24, 2021 be approved as circulated.

V. Announcements

VI. Presentations

a) Lake Simcoe Region Conservation Authority Comprehensive Review of Planning and Development Fees and Draft Proposed Fee Schedule

Pages 15 - 100

Mr. Sean-Michael Stephen of Watson and Associates will provide an overview of Watson and Associates' report entitled "Plan Review and Permitting Fees Review" for the Lake Simcoe Region Conservation Authority.

Recommended: That the presentation by Mr. Sean-Michael Stephen regarding Watson and Associates' report entitled "Plan Review and Permitting Fees Review" for the Lake Simcoe Region Conservation Authority be received for information.

Included in the agenda is Staff Report No. 50-21-BOD regarding the Comprehensive Review of Planning and Development Fees and Draft Proposed Fee Schedule.

Recommended: That That Staff Report No. 50-21-BOD regarding the Lake Simcoe Region Conservation Authority Comprehensive Review of Planning and Development Fees by Watson & Associates be received; and

Further That the recommendations of the report by Watson & Associates be endorsed and a copy be circulated to member municipalities, Conservation Ontario, Greater Golden Horseshoe Conservation Authorities, and the Building Industry and Land Development Association for their information; and

Further That the Authority's proposed fee schedule effective January 3, 2022 be brought to the Board of Directors at the November 2021 meeting for approval.

b) Third Quarter 2021 Financial Report and Year-End Forecast

Pages 101 - 110

General Manager, Corporate and Financial Services/CFO, Mark Critch, will provide an overview of the Authority's 3rd Quarter 2021 Financial Report and Year-End Forecast.

Recommended: That the presentation by General Manager, Corporate and Financial Services/CFO, Mark Critch, regarding the Authority's 3rd Quarter 2021 Financial Report and Year-End Forecast be received for information.

Included in the agenda is Staff Report No. 51-21-BOD regarding the Authority's 3rd Quarter 2021 Financial Report and Year-End Forecast.

Recommended: That That Staff Report No. 51-21-BOD regarding the Third Quarter 2021 Financial Report and Year-End Forecast be received for information.

c) Update on Climate Change Education Programs and Services

Pages 111 - 113

Manager, Education, Nicole Hamley will provide an update on climate change Education Programs and Services.

Recommended: That the presentation by Manager, Education, Nicole Hamley regarding the Authority's Education Team Climate Change initiatives be received for information.

Included in the agenda is Staff Report No. 52-21-BOD regarding the Authority's Education Team Climate Change initiatives.

Recommended: That Staff Report No. 52-21-BOD regarding the Authority's work to strengthen and expand its climate change education programs and services be received for information.

d) Case Study: Reducing Municipal Salt Application while Maintaining Public Safety

Pages 114 - 116

Manager, Integrated Watershed Management, Bill Thompson will provide an overview of case studies on reducing municipal salt application practices while maintaining public safety.

Recommended: That the presentation by Manager, Integrated Watershed Management, Bill Thompson regarding an overview of case studies on reducing municipal salt application practices while maintaining public safety be received for information.

Included in the agenda is Staff Report No. 53-21-BOD regarding case studies on reducing municipal salt application practices while maintaining public safety.

Recommended: That Staff Report No. 53-21-BOD regarding case studies of the benefits of adoption of better winter maintenance practices be received for information.

VII. Hearings

There are no Hearings scheduled for this meeting.

VIII. Deputations

There are no Deputations scheduled for this meeting.

IX. Determination of Items Requiring Separate Discussion

(Reference Pages 5 and 6 of the agenda)

X. Adoption of Items Not Requiring Separate Discussion

XI. Consideration of Items Requiring Separate Discussion

XII. Closed Session

The Board will move to Closed Session to deal with a confidential human resources matter.

Recommended: That the Board move to Closed Session to deal with a confidential human resources matter; and

Further that the Chief Administrative Officer, members of the Executive Leadership Team, and the Coordinator BOD/CAO remain in the meeting for the discussion.

The Board will rise from Closed Session and report findings.

Recommended: That the Board rise from Closed Session and report findings.

a) Confidential Human Resources Matter

Recommended: That Confidential Staff Report No. 57-21-BOD regarding a confidential human resources matter be received; and

Further that the recommendations contained within the report be approved.

XIII. Other Business

The next meeting of the Board of Directors will be held on Friday, November 26, 2021. This meeting will be held via Zoom, access details to be provided prior to the meeting.

XIV. Adjournment

Agenda Items

1. Correspondence

Pages 117-126

- a) Conservation Ontario's letter and attachment dated September 24, 2021 to Minister Piccini regarding Conservation Authority Governance Accountability Initiative;
- b) Conservation Ontario's letter and attachment dated October 5, 2021 to Minister Piccini regarding Conservation Authority Client Service and Streamlining Initiative;
- c) Ministry of the Environment, Conservation and Parks' email dated October 7, 2021 regarding new regulations made under the *Conservation Authorities Act*.

Recommended: That Correspondence Items 1a), 1b) and 1c) be received for information.

2. In-year Budget Improvements

Pages 127 - 128

Recommended: That Staff Report No. 54-21-BOD regarding in-year budget improvements be received; and

Further that the request to have authority delegated to the Chief Financial Officer to make necessary budget adjustments to enable more meaningful budget-to-actual comparisons in year and better year-over-year budget analysis be approved.

3. Scanlon Creek Nature Centre Project - Selection of Prime Design Consultant

Pages 129 - 131

Recommended: That Staff Report No. 55-21-BOD regarding the results of RFP #2021-CL-0002 for Prime Design Consultant Services for the Scanlon Creek Nature Centre Project be received; and

Further That the Chief Administrative Officer be directed to finalize a contract to retain the services of Gow Hastings Architects as the Prime Design Consultant.

4. WC3 Stormwater Pond Retrofit Project - Kennedy Street West, Aurora

Pages 132 - 134

Recommended: That Staff Report No. 56-21-BOD regarding the WC3- Stormwater management pond retrofit project in Aurora be received; and

Further that funding for the project provided by the Town of Aurora as outlined be approved; and

Further that the Authority be directed to choose a construction contractor as per the Authority's purchasing policy.

Board of Directors' Meeting

Board of Directors' Meeting No. BOD-09-21

Friday, September 24, 2021

Held virtually via Zoom

Meeting Minutes

LSRCA Board Members Present

Regional Chairman W. Emmerson (Chair), Councillor P. Ferragine (Vice Chair), Councillor K. Aylwin, Mayor D. Barton, Mayor B. Drew, Councillor A. Eek, Councillor K. Ferdinands, Councillor W. Gaertner, Deputy Mayor J. Gough, Councillor R. Greenlaw, Mayor V. Hackson, Councillor S. Harrison-McIntyre, Councillor C. Pettingill, Mayor M. Quirk, Councillor C. Riepma, Regional Councillor T. Vegh, Councillor A. Waters

LSRCA Board Members Absent

Councillor E. Yeo

LSRCA Staff Present

R. Baldwin, T. Barnett, A. Brown, M. Bessey, K. Christensen, M. Critch, J. Doyley, N. Hamley, S. Jagminas, B. Kemp, B. Longstaff, G. MacMillan, L. McLean, N. O'Dell, G. Peat, M. Rosato, C. Sharp, C. Taylor, B. Thompson, K. Toffan, K. Yemm, K. Zeppieri

Guests Present

R. Gilliland, M. Jacobs, T. Krsul, E. Mahoney, S. Olguin, M. Rabeau, A. Roberts

I. Land Acknowledgement

II. Declarations of Pecuniary Interest or Conflict of Interest

None noted for the meeting.

III. Approval of Agenda

Chair Emmerson noted that a deputation was requested by Mike Rabeau of York Region after the agenda had been posted. Board approval to add this deputation was sought, and the required two thirds of Board members signified their approval of this addition to the agenda. The agenda was amended accordingly.

Moved by: V. Hackson

Seconded by: T. Vegh

BOD-128-21 **Resolved That** the content of the Agenda for the September 24, 2021 meeting of the Board of Directors be approved as amended to include Item VIIIb), a Deputation by Mr. Mike Rabeau, Director, Capital Planning and Delivery at the Regional Municipality of York, regarding an update on the Holland Marsh Treatment Facility. **Carried**

IV. Adoption of Minutes

a) Board of Directors' Meeting

Moved by: C. Riepma

Seconded by: W. Gaertner

BOD-129-21 **Resolved That** the minutes of the Board of Directors' Meeting, No. BOD-08-21, held on Friday, July 23, 2021 be approved as circulated. **Carried**

b) Conservation Ontario Council Meeting

Moved by: C. Riepma

Seconded by: W. Gaertner

BOD-130-21 **Resolved That** the minutes of the Conservation Ontario Council meeting held on Monday, June 21, 2021 be received for information. **Carried**

V. Announcements

- a) CAO Rob Baldwin provided an update on the newly acquired Georgina lands known as Maple Lake Estates, noting the purchase and sale agreement has been signed; however, Minister Clark must remove the subdivision designation through a Minister's Zoning Order, and until this takes place the land has not yet been transferred to the Authority. A Board report regarding plans for this land will be brought forward once the Authority officially owns the land.
- b) General Manager, Conservation Lands, Brian Kemp was pleased to advise that a purchase and sale agreement was recently signed regarding an additional 137 acres of provincially significant wetland to the Beaver River Conservation Area. The property is located east of the trail and north of Highway 7. He noted that funding support from Region of Durham, the Lake Simcoe Conservation Foundation, and the Authority's land acquisition reserve made this acquisition possible.
- c) General Manager, Conservation Lands, Brian Kemp was pleased to advise that Nicole Hamley, Manager of Education, was recently successful in securing a contract with the

Simcoe County District School Board to provide Environmental Education to Grade 4 students for the next three years. This is a great achievement which will see about 70 classes per year for the next three years, involving about 15,000 students in total.

- d) The Lake Simcoe Conservation Foundation Executive Director, Cheryl Taylor, provided an update on the 32nd Annual Conservation Dinner held on September 22nd. She thanked staff, volunteers and all in attendance for making it a successful evening. She noted that with COVID protocols in place, participation was down about one third; however, it is anticipated that the fundraising goal of \$200,000 was still met. The new Connect Campaign 2021 video that was shared with the Board can be viewed by clicking the following link: <https://www.lakesimcoefoundation.ca/connect-campaign/2021-update>

VI. Presentations

There were no presentations at this meeting.

VII. Hearings

There were no hearings at this meeting.

VIII. Deputations

a) Georgina Island Fixed Link

Mr. Michael Jacobs of Cambium Indigenous Professional Services, and Project Manager for the Georgina Island Fixed Link project, provided the Board with an overview of the proposed Georgina Island Fixed Link project, which is a planned bridge from Georgina Island to mainland Georgina. He reviewed the timeline dating back pre 2008 where discussions were held and Federal commitments were made; however, nothing happened at that time. In 2018 a formal resolution was made by Band council to complete a fixed link by 2030.

Cambium Indigenous Professional Services was engaged in 2019, and in turn engaged WSP for a technical assessment to create a fixed link project plan. Council's resolution for the protection of the community, its citizens and lake are all top priorities of the project. The current ferry system is nearing the end of its life and negatively impacts the lake. The proposed fixed link will require 3.3km of roadway, comprised of 800m of causeway, followed by 700m of elevated bridge, followed by another 800m of causeway to mainland.

He reviewed the timeline, noting it is hoped a community impact assessment will be completed by end of 2024, with a bridge operational by the end of 2026. Seeking input from all stakeholders including the Authority and its scientific knowledge of the lake will be critical to the project's success. Community meetings and discussions with Impact Assessment Agency of

Canada and various government agencies are being held. A website has been set up where interested community members can sign up for updates (<https://www.gifixedlink.com/>)

To view this presentation, please click this link: [Georgina Island Fixed Link Project](#)

Moved by: M. Quirk

Seconded by: D. Barton

BOD-131-21 **Resolved That** the presentation by Mr. Michael Jacobs of Cambium Indigenous Professional Services regarding the Georgina Island Fixed Link project be received for information; and

Further that a report be brought back to the Board once more information becomes available. **Carried**

b) Holland Marsh Treatment Facility Update

Mr. Mike Rabeau of the Regional Municipality of York provided the Board with an overview of the Holland Marsh Treatment Facility and its relation to the Upper York Sewage Solutions project, noting that the Upper York Sewage Solutions is a project to service sewage in York Region (Aurora, EG, Newmarket) that has three components: i) a water reclamation facility to treat sewage and discharge a higher quality water into the Holland Marsh providing a major improvement in water quality; ii) the York Durham Sewage System Forcemain Twinning Project, which has already been constructed; and iii) the phosphorus offsetting project as directed by the Province. In 2014, York Region submitted an Environmental Assessment to the Ministry for a phosphorus offsetting project, a \$25 million investment aimed at retrofitting stormwater ponds to move enough phosphorus to create at 3:1 ratio net benefit for the watershed; however, continued approval delay creates uncertainties for the Region to deliver the program prior to commissioning of water reclamation centre.

Mr. Rabeau advised that in 2017, York Region initiated a partnership with the Authority and local municipalities to prepare for the Project Specific Phosphorus Offset Program through a Phosphorus Removal Demonstration project. In 2018, York Region was made aware of a phosphorus removal opportunity in the Holland Marsh and in partnership with the Authority submitted an Expression of Interest to the Infrastructure Canada Disaster Mitigation and Adaptation Funding for a potential Holland Marsh Phosphorus Removal Facility project. The project was submitted as a potential alternative technology to the Project Specific Phosphorus Offset Program, and in July 2020, Infrastructure Canada invited York Region to submit a formal application for Disaster Mitigation and Adaptation Funding. This application was approved in principle in November 2020.

The Holland Marsh Phosphorus Removal Facility Project was submitted as an alternative technology to the stormwater retrofits on the principles that the facility would achieve a higher level of phosphorus removal than stormwater retrofits; the project would leverage Disaster Mitigation and Adaptation funding and Upper York Sewage Solutions project funding (development charges) to build the facility. This proposed alternative technology would require the Ministry approval upon the Upper York Sewage Solutions Environmental Assessment approval. Disaster and Mitigation funding will provide 40% of the eligible cost for the project, and Environmental Assessment approval and further discussions would be required to ensue the balance of funding for the project. He went on to note that the project includes a new treatment facility and upgrades to the existing Art Janse Pumping Station, and the location, capacity and technologies of the treatment facility will be determined by a Municipal Class Environmental Assessment Study. The cost of the facility is estimated in the range of \$40 million. York Region's ability to implement the Holland Marsh Phosphorus Removal Facility is contingent upon the Upper York Sewage Solutions Environmental Assessment approval to secure a funding source. Steps required to implement the project include a Class Environmental Assessment study, including consultation with regulatory agencies, stakeholders and Indigenous peoples, detailed design and regulatory permitting, and construction to meet the objectives of the Project Specific Phosphorus Offset Program of the Upper York Sewage Solutions Environmental Assessment.

To view this presentation, please click this link: [Holland Marsh Treatment Facility](#)

Moved by: V. Hackson

Seconded by: T. Vegh

BOD-132-21 **Resolved That** That the update by Mr. Mike Rabeau, Director, Capital Planning and Delivery at the Regional Municipality of York, regarding the Holland Marsh Treatment Facility be received for information. **Carried**

IX. Determination of Items Requiring Separate Discussion

Items No. 1 and 3 were identified under items requiring separate discussion.

X. Adoption of Items not Requiring Separate Discussion

Items No. 2 and 4 were identified under items not requiring separate discussion.

Moved by: K. Aylwin

Seconded by: R. Greenlaw

BOD-133-21 **Resolved That** the following recommendations respecting the matters listed as “Items Not Requiring Separate Discussion” be adopted as submitted to the Board, and staff be authorized to take all necessary action required to give effect to same. **Carried**

2. Update: Bill 229 Regulatory Proposal and Conservation Authorities Act Amendments

BOD-134-21 **Resolved That** Staff Report No. 45-21-BOD regarding Bill 229 Regulatory Proposal and Conservation Authorities Act Amendments be received for information. **Carried**

4. Kennedy Street, Aurora, Stream and Wetland Creation Project

BOD-135-21 **Resolved That** Staff Report No. 47-21-BOD regarding the Kennedy Street Stream and Wetland Creation Project in Aurora be received; and

Further that funding for the project through the Authority’s Ecological Offsetting Cash in Lieu funds and Restoration Assistance as outlined in this report be approved. **Carried**

XI. Consideration of Items Requiring Separate Discussion

1. Correspondence

Councillor Greenlaw requested an update on the Oro-Station permit issued earlier in the year. CAO Baldwin updated that he and Chair Emmerson have signed the agreement that must accompany the permit; however, there appears to be a delay in receiving back the proponent’s signature on the agreement. He noted that he doesn’t understand the delay, as the agreement was worked on with the proponent and their legal counsel, and all parties were thought to be in agreement.

Moved by: R. Greenlaw

Seconded by: C. Riepma

BOD-136-21 **Resolved That** Correspondence Item 1a) be received for information. **Carried**

3. Preliminary Design and Class Environmental Assessment Study for the Proposed Highway 400 – Highway 404 Link (Bradford Bypass)

CAO Baldwin advised that as noted in the staff report, the Authority’s expected role in the Bradford Bypass is as a voluntary technical reviewer only. Being a Provincial project, it is exempt from the S.28 Regulation. He noted he understands the project is getting to the point where a technical group will be created, and Authority staff will participate as requested to provide technical data and expertise. Chair Emmerson noted that this project will consume a lot of staff

time and asked that staff keep track of time spent on this project to better understand the cost of being a voluntary consultant on projects of this nature.

Moved by: C. Pettingill

Seconded by: W. Gaertner

BOD-137-21 **Resolved That** Staff Report No. 46-21-BOD regarding the Environmental Assessment Study for the proposed Bradford Bypass be received for information.

Carried

XII. Closed Session

The Board moved to Closed Session to deal with confidential matters.

Moved by: S. Harrison-McIntyre

Seconded by: J. Gough

BOD-138-21 **Resolved That** the Board move to Closed Session to deal with confidential land and human resources matters; and

Further that the Chief Administrative Officer, members of the Executive Leadership Team, and the Coordinator BOD/CAO remain in the meeting for the discussion. **Carried**

The Board rose from Closed Session and reported findings.

Moved by: C. Riepma

Seconded by: M. Quirk

BOD-139-21 **Resolved That** the Board rise from Closed Session and report findings.

Carried

a) Confidential Land Matter

Moved by: D. Barton

Seconded by: T. Vegh

BOD-140-21 **Resolved That** Confidential Staff Report No. 48-21-BOD regarding a confidential land matter be received; and

Further that the recommendations contained within the report be approved. **Carried**

b) Confidential Human Resources Matter

Moved by: D. Barton

Seconded by: T. Vegh

BOD-141-21 **Resolved That** Confidential Staff Report No. 49-21-BOD regarding a confidential human resources matter be received; and

Further that the recommendations contained within the report be approved. **Carried**

XIII. Other Business

XIV. Adjournment

Moved by: V. Hackson

Seconded by: R. Greenlaw

BOD-142-21 **Resolved That** the meeting be adjourned at 11:15 a.m. **Carried**

Original to be signed by:

Regional Chairman Wayne Emmerson
Chair

Original to be signed by:

Rob Baldwin
Chief Administrative Officer

Staff Report

To: Board of Directors

From: Melinda Bessey

Date: October 14, 2021

Subject

Lake Simcoe Region Conservation Authority Comprehensive Review of Planning and Development Fees and Draft Proposed Fee Schedule

Recommendation

That That Staff Report No. 50-21-BOD regarding the Lake Simcoe Region Conservation Authority Comprehensive Review of Planning and Development Fees by Watson & Associates be received; and

Further That the recommendations of the report by Watson & Associates be endorsed and a copy be circulated to member municipalities, Conservation Ontario, Greater Golden Horseshoe Conservation Authorities, and the Building Industry and Land Development Association for their information; and

Further That the Authority's proposed fee schedule effective January 3, 2022 be brought to the Board of Directors at the November 2021 meeting for approval.

Purpose of this Staff Report:

The purpose of this Staff Report No. 50-21-BOD is to inform the Board of Directors on the status of the Planning and Development Services Comprehensive Plan Review and Permit Fee Review, with a plan to report back to the Board in November 2021 with a final proposed updated fee schedule for 2022.

Background:

One of the stated Annual Operating Priorities for 2021 was to respond to Bill 108/ Bill 229. In response to this, Planning and Development staff were directed to carry out a comprehensive review of the Planning and Development Fee Policy. This is in response to changes to the *Conservation Authorities Act* through the *Building Better Communities and Conserving Watershed Act, 2017* (Bill 139) and the *More Homes, More Choice Act, 2019* (Bill 108), both of which have implications for the types of services conservation authorities provide and how costs are recovered. These pieces of legislation have received royal assent; however, the sections that pertain to fees for programs and services will come into effect on a day to be named by proclamation of the Lieutenant Governor.

Section 21.1 of the *Conservation Authorities Act (Act)* identifies the programs and services that a conservation authority is required or permitted to provide within its area of jurisdiction. The proposed changes to the *Act* will redefine programs and services as follows:

- Mandatory programs and services related to risk of natural hazards, conservation and management of lands owned or controlled by the authority, source protection authority under the *Clean Water Act*, and as prescribed by the regulation;
- Municipal programs and services provided through a memorandum of understanding or agreement with municipal partners; and
- Other programs and services.

Conservation authorities may distribute operating costs of mandatory and municipal programs and services to participating municipalities. Other programs and services may be included in the apportionment if identified in a Memorandum of Understanding or agreement.

Section 21 of the *Act* provides conservation authorities the authorization to charge fees for services. It is noted that the Ministry of Northern Development, Mines, Natural Resources and Forestry has set principles and policies for charging fees, which include the setting of fees to recover the full cost of administering and delivering a service and also that fees for plan review services are to be administered in accordance with Section 69 of the *Planning Act* which states that fees should recover the cost of processing each type of application.

In light of the above, the Authority engaged the services of Watson and Associates Economists Ltd. to undertake a full cost user fee review pertaining to the Authority's role in Planning and Development user fees. The key objective of the review has been to determine the full cost of application/permit processing (direct, indirect, and capital costs) by application /permit type and to make fee recommendations to recover the full cost of service, having regard for the Authority's policies, stakeholder interest, affordability and market considerations. The review has also included an assessment of mapping and data sharing fees, Environmental Assessment review fees, Environmental Compliance Approval review fees, project costings (inclusive of support staff chargebacks); and other consulting and services provided to external and partner agencies including municipal funding partners.

The process to assess the full cost of planning / permitting services (direct, indirect, and capital costs), included the following activities:

1. Review of background information, costing categories and application patterns;
2. Document fee categorization and development review process maps;
3. Design processing effort estimates and staff capacity utilization analysis;
4. Development of activity-based costing models to generate draft full cost fee schedules;

5. Calculation of full cost recovery and policy driven fees, and testing using conservation authority/municipal comparison survey, market competitiveness, and applicant affordability; and
6. Preparation of a report and recommendations.

Issues and Analysis:

Attached as Appendix I is the Plan review and Permitting Fees Review – Final Report prepared by Watson & Associates Economists Limited (Watson Report). This report includes the proposed full cost recovery fee structure for the Plan Review and Permit Review fee schedule. The findings of this report have been shared with the Building Industry and Land Development Association (Presented at York/Simcoe Joint Chapter Meeting September 29, 2021). The Building Industry and Land Development Association has confirmed in their letter attached as Appendix III that their membership did not have any direct concerns after formal review.

Watson & Associates carried out an activity-based costing assessment. This method assigns an organization's resource costs through activities to the services provided. This approach best identifies all the costs associated with the application processing activities for specific user-fee types and is an ideal method for determining full cost recovery with the involvement of staff from Planning and Development, as well as Finance.

The activity-based costing methodology attributes processing effort and associated costs from all individuals to the appropriate plan review and permitting categories. These resources costs take into consideration indirect costs which include support functions such as corporate services and overhead functions, direct costs which include operating and capital asset replacement costs and capital costs associated with the Planning, Engineering and Regulations Departments; and the service delivery activities which included but are not limited to plan review, permit review and environmental compliance review.

Staff Capacity Utilization Analysis

The next step taken by Watson & Associates in developing the full cost recovery fee schedules was to undertake a staff capacity utilization analysis. This involved staff providing effort estimates for all services provided for in Plan Review and Permitting services. The intent is that this review be valid for the next 5 years, and accordingly the analysis considered the addition of 4 full time positions (2 engineers, 1 ecologist, 1 enforcement officer) with the assumption that the Planning and Development program will require additional staff over the coming years to address increasing workload and meet customer service commitments.

Through the review, it was determined that 71% of annual staff time is spent on plan/permit review activities and the remaining 29% is spent on activities which were not considered as part of this review (example: engineering staff time required for flood forecasting and warning

services, floodplain model updates and internal and external data requests to support industry partners or internal departments).

Annual Costs and Revenues

The current annual costs of service are \$5.0 million (\$2.2 million for plan review, \$2.7 million for permitting, and \$0.1 million for other reviews). The direct costs of service represent 73% of the total annual costs, while the indirect costs represent 20% and capital costs make up for remaining 7% of annual costs.

At present, fees recover 61% of the total annual cost of processing. In the plan review, fees are recovering 69% of full costs of services. Permitting fees are recovering at a lesser amount at 56% of the full cost of service. With respect to permitting fees, the greatest shortfall is attributed to permits related to private residential development. Historically, the costing of these permits has been sensitive to applicant affordability.

It is important to note that the Authority provides a service in the area of reviewing Environmental Assessment submissions. There is currently not a fee in the Authority's fee schedule to address this. The costing exercise carried out as part of this comprehensive review has shown that these services cost \$88,400 annually.

A more detailed analysis of the costs and revenues can be found in Chapter 3 of the attached Watson & Associates report.

Recommendations

The attached Watson & Associates report provides the results of the full cost analysis of planning and permit review services provided by the Authority. The report also includes a proposed draft fee schedule which has been developed to ensure that the fee for each application and permit type will result in a full cost recovery situation. A summary of the recommendations provided by Watson & Associates is as follows:

Separation of Minor and Major Applications – Official Plan Amendment, Zoning By-law Amendment, Consent and Minor Variance

Currently, there is one flat fee for the respective application types noted above. In some cases, review of technical reports relating to natural heritage, hydrogeology or stormwater management is required. In other cases, a lesser amount of review time is required. Accordingly, it has been recommended that a minor fee be applied to those applications requiring review by a Planner only. The major application fee will be applied to any of these applications which require review by a Planner, as well as technical staff.

Combined Application Fees

This recommendation reflects the economies of scale that exist when staff are reviewing concurrent applications under the *Planning Act* (example: Applications for Official Plan Amendment, Zoning B-law Amendment and Plan of Subdivision in support of a development).

Resubmission Fees

The application of resubmission fees aligns with the efforts that staff have made in Planning and Development with respect to streamlining reviews, which ultimately leads to more timely approvals. Staff work closely with industry partners to ensure that the application packages received are complete and address requirements of the applicable land use policy, technical guidelines and the Regulation. At present, a flat resubmission fee is charged after the third technical submission in support of approval under the *Planning Act*. This flat fee has not been applied to applications under the *Conservation Authorities Act* (permits).

The effort estimate exercise described above was carried out on the basis of two (2) reviews per application and the proposed fees are reflective of that. Accordingly, the resubmission fee will be applied to the third, and any subsequent submission, for planning and permit submissions. This will no longer be a flat fee, but rather 25% of the full application fee will be charged to ensure full cost recovery.

Pre-consultation Fee

Earlier in 2021, the Authority began charging a nominal fee for the review of pre-consultation applications (*Planning Act*) circulated to the Authority by partner municipalities. The recommended pre-consultation fee is higher than the current fee to be reflective of staff effort required to complete a pre-consultation review. It has also been recommended that this fee be credited against the application fees payable for the review of the related planning application. This credit will be applicable if a complete application under the *Planning Act* is received within 12 months of the Authority completing the pre-consultation review.

Technical Review Fees

It is recommended that the Authority continues to charge for the review of technical documents in advance of an application under the *Planning Act* (Note: Proponents request this service as part of their due diligence review in property acquisition). Watson & Associates has recommended that 50% of the technical review fee paid be credited against the subsequent planning application fee to recognize the reduction in review required. Similar to the approach being proposed for crediting pre-consultation fees, if a related planning application is submitted within 12 months of the first non-application technical review submission, 50% of the fee will be credited.

Permit Revisions

At present, the permit revision fee is a flat fee. To better reflect the staff effort required to review and process permit revisions, it is recommended that this fee be charged at half of the original permit fee.

Other Review Fees – Environmental Assessments

As noted previously in this report, the Authority does not currently have a fee for the review of submissions made under the *Environmental Assessment Act*. It is recommended that fees be charged for this service. This approach is consistent with approaches taken by comparator conservation authorities.

Next Steps:

Upon approval of the Board of Directors, Authority staff will circulate this report, inclusive of the Watson & Associates report and proposed Fee Schedule for 2022 to member municipalities, Conservation Ontario, Greater Golden Horseshoe Conservation Authorities, and the Building Industry and Land Development Association for their information. The proposed 2022 Fee Schedule will be presented to the Board of Directors at the November 2021 meeting for approval, with an effective date of January 3, 2022.

Relevance to Authority Policy:

A corporate operating priority for 2021 is to respond to Bill 108 and implement any changes required to ensure that the Authority is operating within the boundaries of the current legislation. As summarized above, this review has been carried out in consideration of Section 21 of the *Conservation Authorities Act* and Section 69 of the *Planning Act*. The implementation of the recommended fees will ensure that the Authority's Planning and Development program operates on a full cost recovery basis as required.

Impact on Authority Finances:

The anticipated impact of the proposed changes will result in the Planning and Development program operating at a full cost recovery basis. This will be influenced by the volume of applications made under the *Planning Act* and *Conservation Authorities Act* that are received by the Authority going forward, as the proposed fee schedule is based on an average volume of applications received from 2016 to 2020. Authority staff will monitor the effectiveness of the policy and will seek the assistance of Watson & Associates should it be deemed appropriate that further review of certain fee areas is required.

Summary and Recommendations:

It is therefore **Recommended That** Staff Report No. 50-21-BOD regarding the Lake Simcoe Region Conservation Authority Comprehensive Review of Planning and Development Fees by

Watson & Associates be received; and **Further That** the recommendations of the report by Watson & Associates be endorsed and a copy be circulated to member municipalities, Conservation Ontario, Greater Golden Horseshoe Conservation Authorities, and the Building Industry and Land Development Association for their information; and **Further That** the Authority's proposed fee schedule effective January 3, 2022 be brought to the Board of Directors at the November 2021 meeting for approval.

Pre-Submission Review:

This Staff Report has been reviewed by the General Manager, Planning, Development, Restoration and the Chief Administrative Officer.

Signed by:

Signed by:

Glenn MacMillan
General Manager, Planning, Development
and Restoration

Rob Baldwin
Chief Administrative Officer

Attachments:

- 1) Plan review and Permitting Fees Review – Final Report prepared by Watson & Associates Economists Ltd.
- 2) Draft Proposed Fee Schedule
- 3) Correspondence from Building Industry and Land Development Association



Plan Review and Permitting Fees Review

Lake Simcoe Region Conservation Authority

Final Report

October 6, 2021

Page 22 of 134

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List of Acronyms and Abbreviations

A.B.C.	Activity-Based Costing
B.I.L.D.	Building Industry and Land Development Association
C.A.	Conservation Authority
C.A.A.	<i>Conservation Authorities Act, 1990</i>
E.A.	Environmental Assessment
F.T.E.	Full Time Equivalent
G.T.H.A.	Greater Toronto Hamilton Area
H.S.T.	Harmonized Sales Tax
L.P.A.T.	Local Planning Appeal Tribunal
L.S.R.C.A.	Lake Simcoe Region Conservation Authority
M.N.R.F.	Ministry of Natural Resources and Forestry
M.O.U.	Memorandum of Understanding
O.L.T.	Ontario Land Tribunal
O.P.A.	Official Plan Amendment
Z.B.A.	Zoning By-law Amendment



Chapter 1

Introduction



1. Introduction

1.1 Background

Lake Simcoe Region Conservation Authority (L.S.R.C.A.) provides plan review services and approvals to provincial agencies, municipalities, and landowners throughout its watersheds within the County of Simcoe, Region of Durham, and Region of York as well as the City of Barrie and the City of Kawartha Lakes. Additionally, L.S.R.C.A. regulates development, interference with wetlands, and alterations to shorelines and watercourses through *Conservation Authorities Act, 1990* (C.A.A.) section 28 permits granted under O. Reg. 179/06.

Changes to the C.A.A. through *the Building Better Communities and Conserving Watershed Act, 2017* and the *More Homes, More Choice Act, 2019* (which are discussed further in section 1.4 herein) have implications for the types of services provided by Conservation Authorities (C.A.s) and the available funding sources for the services provided. The potential impact of these changes on the ability of C.A.s to recover costs through municipal levies, agreements, memorandums of understanding, and fees and charges, suggest there will be a greater need for full cost accounting principles (i.e. direct, indirect, and capital costs) and transparency in the determination of fees and charges for all programs and services provided.

1.2 Objectives

Watson & Associates Economists Ltd. (Watson) has been retained by L.S.R.C.A. to undertake a review the plan review and permitting fees that they impose.

The primary objectives of the fee review are to assess the full cost of providing plan review and permitting services and the adequacy of current L.S.R.C.A. fees to recover the anticipated costs of service. Evidence based support is provided for fee structure recommendations to recover the full cost of service while:

- being defensible and conforming with the policies of the Ministry of Northern Development, Mines, Natural Resources and Forestry (formerly the Ministry of Natural Resources and Forestry (M.N.R.F.)) regarding planning and compliance-oriented activities and the requirements of the C.A.A.;



- balancing L.S.R.C.A.'s need to maximize cost recovery with stakeholder interests, affordability, and competitiveness;
- reflecting industry best practices; and
- considering the administrative process for the implementation of fees.

In addition to making fee recommendations, the fee review also recommends principles of a fee policy in accordance with section 21.2 of the C.A.A. (yet to be proclaimed at the time of writing).

The analysis provided herein, and ultimate fee recommendations, have been developed to provide for the full recovery of plan review and permitting costs in line with L.S.R.C.A.'s established cost recovery targets. The final implementation plan for these fees will be determined through consultation with external stakeholders and L.S.R.C.A.'s Board of Directors.

This technical report summarizes the legislative context for the fees review, provides in detail, the methodology utilized to assess the full costs of service, and presents the calculated full cost recovery fees and fee administration policies.

1.3 Study Process

Set out in Table 1-1 is the project work plan that has been undertaken in the review of L.S.R.C.A.'s plan review and permit fees.

Table 1-1
Plan Review and Permitting Fees Review Study Work Plan

Work Plan Component	Description
1. Project Initiation and Orientation	<ul style="list-style-type: none">• Undertook an initial start-up meeting with L.S.R.C.A. staff to review project scope, work plan, legislative context, fee review trends, and activity-based costing full cost methodology
2. Review Background Information	<ul style="list-style-type: none">• Reviewed cost recovery policies• Assessed annual application/permit patterns and characteristics
3. Document Fee Categorization and Processes	<ul style="list-style-type: none">• Met with L.S.R.C.A. staff members to review and refine fee design parameters and establish costing categories



Work Plan Component	Description
	<ul style="list-style-type: none"> Developed, in collaboration with L.S.R.C.A. staff, process maps for categories/processes established through these discussions Established participating L.S.R.C.A. departments/staff positions
4. Design and Execution of Direct Staff Processing Effort Estimation	<ul style="list-style-type: none"> Produced (by L.S.R.C.A. staff) effort estimates for each costing category across established processes Examined effort estimates to quantify and test overall staff capacity utilization (i.e. capacity analysis) for reasonableness Reviewed the results of the staff capacity utilization analysis with L.S.R.C.A. staff and refined effort estimates
5. Develop A.B.C. Model to Determine the Full Cost Processes	<ul style="list-style-type: none"> Developed A.B.C. model to reflect the current cost base (i.e. 2021\$), fee costing categories, direct and indirect cost drivers, and generated full cost recovery fee schedule
6. Calculation of Full Cost Recovery and Policy Driven Fees and Fee Comparisons	<ul style="list-style-type: none"> Used modelled costing results to generate full cost recovery and policy-driven fee structure options Prepared comparison survey for C.A. and municipal development fees Provided impact analysis for sample development types and for C.A./municipal comparators Developed a recommended fee structure to achieve full cost recovery while maintaining market competitiveness and considering applicant affordability Presented draft fee structure and findings to L.S.R.C.A. staff
7. Draft Report	<ul style="list-style-type: none"> Prepared the Draft Report
8. Stakeholder Consultation and Final Report	<ul style="list-style-type: none"> L.S.R.C.A. engaged with stakeholders to inform the draft fee recommendations and implementation of those fees and policies
9. Final Report and Presentation to Board of Directors	<ul style="list-style-type: none"> Preparation the Final Report for presentation of recommendations to the L.S.R.C.A. board of directors.



1.4 Legislative Context for Fees Review

The context for the fees review is framed by the statutory authority available to L.S.R.C.A. to recover the costs of service. The statutory authority for imposing fees for services, including plan review and section 28 permits, is conferred through the C.A.A. Furthermore, the M.N.R.F. sets additional principles and policies for charging fees in accordance with section 69 of the *Planning Act*.

1.4.1 Conservation Authorities Act, 1990

Currently, section 21 of the C.A.A. provides the authority for C.A.s to charge fees for services. Recent changes to the C.A.A. through *the Building Better Communities and Conserving Watershed Act, 2017* (Bill 139) and the *More Homes, More Choice Act, 2019* (Bill 108), have implications for the types of services C.A.s provide and how costs are recovered. While these pieces of legislation have received Royal Assent, the sections that pertain to the provision of fees for programs and services will come into effect on a day to be named by proclamation of the Lieutenant Governor. Section 21.1 of the C.A.A. identifies the programs and services that a C.A. is required or permitted to provide within its area of jurisdiction. These programs and services include:

1. Mandatory programs and services that are required by regulation;
2. Municipal programs and services that the authority agrees to provide on behalf of municipalities situated in whole or in part within its area of jurisdiction under a memorandum of understanding (M.O.U.); and
3. Such other programs and services as the authority may determine are advisable to further its objectives.

The proposed changes to the C.A.A. will redefine these programs and services to include:

- Mandatory programs and services (section 21.1) related to:
 - Risk of natural hazards, conservation and management of lands owned or controlled by the authority, source protection authority under the *Clean Water Act, 2006*, and as prescribed by regulation; and
 - Prescribed programs and services related to L.S.R.C.A. duties under the *Lake Simcoe Protection Act*.
- Municipal programs and services (section 21.1.1)



- Provided through an M.O.U. or agreement with municipal partners.
- Other programs and services (section 21.1.2).

C.A.s may apportion operating costs of “mandatory” and “municipal” programs and services to participating municipalities. “Other” programs and services may be included in the apportionment if identified in an M.O.U. or agreement. The apportionment of costs may also be appealed by the participating municipalities.

The changes to the C.A.A. will require fees, including those for plan review, section 28 permitting, and other programs and services, to be determined by the C.A. if not prescribed through regulation. C.A.s will be required to maintain a fee schedule that sets out the programs and services it provides and for which it charges a fee, the amount of the fee, and the manner in which the fee has been determined.

C.A.s will be required to adopt a fee policy, including fee schedule, frequency, and process for review (including notice and public availability), and circumstances for the request of reconsideration. The fees and fee policy shall be made available to the public and reviewed at regular intervals. Notice of any changes to the list of fees, amount of any fee, or the manner in which the fees were determined, shall be given to the public.

1.4.2 Planning Act, 1990

The M.N.R.F. sets additional principles and policies for charging fees, including:

- Fees should be set to recover the full cost of administering and delivering the service; and
- For planning services, fees should be designed and administered in accordance with section 69 of the *Planning Act*.

The *Planning Act, 1990* governs the imposition of fees by municipalities for recovery of the anticipated costs of processing each type of planning application. The following summarizes the provisions of this statute as it pertains to planning application fees.

Section 69 of the *Planning Act* allows municipalities to impose fees through 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 many cost recovery requirements that municipalities imposing fees under section 69 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, Site Plan, etc.). Given the cost justification requirements by application type, this would suggest that cross-subsidization of planning application fee revenues across application types is not permissible. For instance, if Site Plan 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 the municipal levy in the case of C.A.s).

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, recent 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 departments can be 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. Moreover the M.N.R.F. guidelines provide that fees should be designed to recover the full costs of



administering and delivering the service, providing further support to the inclusion of indirect support costs within the full cost assessment.



Chapter 2

Activity-Based Costing Methodology



2. Activity-Based Costing Methodology

2.1 Methodology

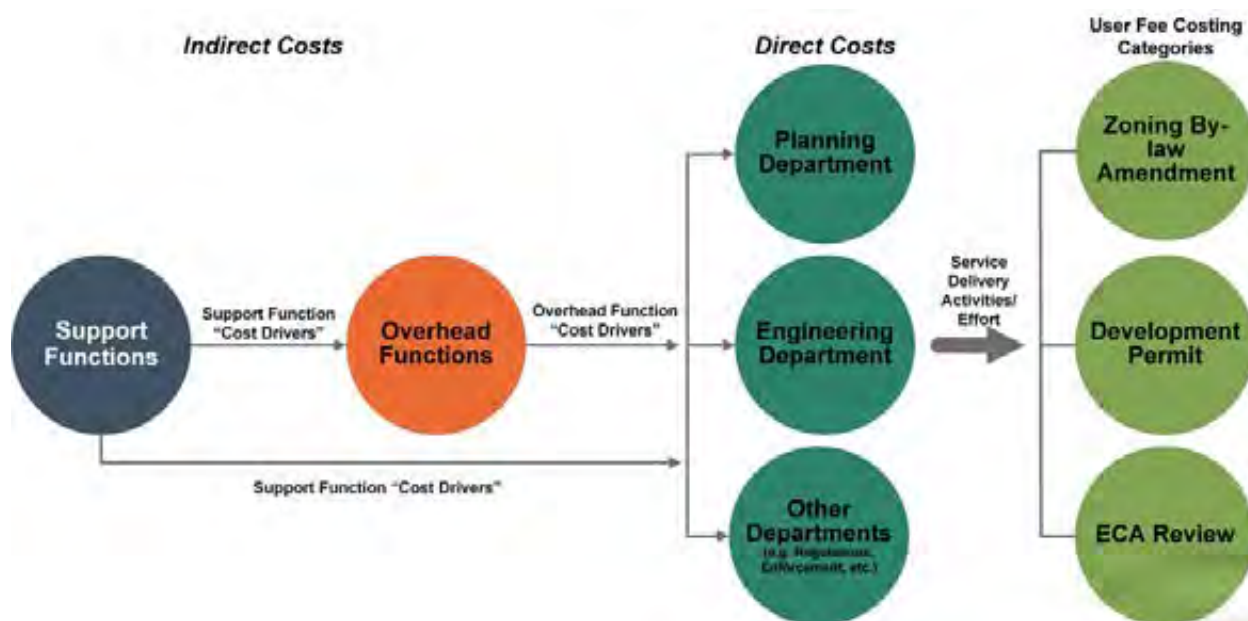
An activity-based costing (A.B.C.) methodology, as it pertains to C.A.s, assigns an organization's resource costs through activities to the services provided to the public. Conventional public sector accounting structures are typically not well suited to the costing challenges associated with development or other service processing activities, as these accounting structures are department focussed and thereby inadequate for fully costing services with involvement from multiple departments/divisions. An A.B.C. approach better identifies the costs associated with the processing activities for specific user-fee types and thus is an ideal method for determining full cost recovery plan review and permit fees.

As illustrated in Figure 2-1, an A.B.C. methodology attributes processing effort and associated costs from all participating departments and individuals to the appropriate plan review and permit categories. The resource costs attributed to processing activities and application/permit categories include direct operating costs, indirect support costs, and capital costs. Indirect support function and corporate overhead costs are typically allocated to direct service departments according to operational cost drivers (e.g. human resource costs allocated based on the relative share of full time equivalent (F.T.E.) positions by department). Once support costs have been allocated amongst direct service departments, the accumulated costs (i.e. indirect, direct, and capital costs) are then distributed across the various fee categories, based on the department's direct involvement in the processing activities. The assessment of each department's direct involvement in the plan review and permitting process is accomplished by tracking the relative shares of staff processing effort across each fee category's sequence of mapped process steps. The results of employing this costing methodology provides organizations with a better recognition of the costs utilized in delivering plan review and permitting services, 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.

The following sections in this chapter review each component of the A.B.C. methodology as it pertains to plan review and permit fees.



Figure 2-1
Activity-Based Costing Conceptual Cost Flow Diagram



2.2 Application Category Definition

A critical component of the full cost recovery fees review is the selection of the plan review and permitting costing categories. This is an important first step as the process design, effort estimation, and subsequent costing are based on these categorization decisions. It is also important from a compliance standpoint where, as noted previously, the *Planning Act* requires application fees to be cost justified by application type consistent with the categorization contained within the tariff of fees. Moreover, the cost categorization process will provide insight into any differences in processing costs for each costing category within an application/permit type, which is informative to the fee structure design exercise.

Fee categorization decisions were made using L.S.R.C.A.'s existing fee structure and discussions on the potential further disaggregation of application/permit types to understand differences in costs by application complexity and size. Through these discussions it was determined that costing categories used in the fee review should generally reflect L.S.R.C.A.'s current application and permit fee types. Additional fee categories were created to recognize minor and major application types and services for which there is not currently a fee imposed. These discussions and the fee



categorization process were undertaken during the working sessions with L.S.R.C.A. staff at the outset of this review.

Given the cost justification requirements of the *Planning Act* and comments of the Ontario Land Tribunal (O.L.T.) with respect to marginal costing, this level of disaggregation within application types is in direct response to the comments of the O.L.T. Furthermore, this reflects an evolution in the costing methodology to exceed the statutory requirements and to better understand the factors influencing processing effort.

Summarized in Table 2-1 are the planning application and permitting costing categories that have been included in the A.B.C. model. These costing categories have been used to rationalize changes to L.S.R.C.A.'s plan review and permitting user fee schedule and understand the full costs of other processes.

The following explains the rationale for the major plan review and permitting categorization decisions utilized in the fee review:

Plan Review

- Official Plan Amendments (O.P.A.) and Zoning By-law Amendments (Z.B.A.) have been disaggregated into minor and major application types to reflect the differences in process and levels of technical review required.
- Subdivision and Condominium applications have been separated into those applications with less than 60 lots (the current minimum charge) and 160 lots (the current maximum charge).
- Site Plan application categories have been developed to reflect L.S.R.C.A.'s current fee schedule's differentiation, including categories for minor and major single unit or agricultural applications, multi-residential applications of greater or less than 15 units and commercial and institutional applications.
- Consent and Minor Variance application have been assessed based on minor and major types.

Permitting

- The current disaggregation seen in L.S.R.C.A.'s current fee schedule has been maintained for this exercise as it reflects the differences between permit complexity (i.e. major, intermediate, and minor permits) as well as applicant type



(i.e. private residential property, major residential (subdivision) and non-residential, and municipal proposals).

Other L.S.R.C.A. Reviews:

- Other L.S.R.C.A. reviews for which there are no current cost recovery mechanisms, such as Environmental Assessments (E.A.s) reviews, were also assessed to understand the level of effort and associated costs being expended in this regard.



Table 2-1
Plan Review and Permitting Costing Categories

Costing Category Name
<i>Applications made under the Planning Act</i>
Minor - Official Plan Amendments - Proponent Initiated
Major - Official Plan Amendments - Proponent Initiated
Minor Zoning By-Law Amendments - Proponent Initiated
Major Zoning By-Law Amendments - Proponent Initiated
Subdivision/Condo - 60 Lots
Subdivision/Condo - 160 Lots
Draft Plan of Subdivision – Red-line Revision (Triggering additional technical review)
Draft Plan of Subdivision – Request for Extension of Approval
Site Plan – Residential/Institutional (>15 units)
Site Plan – Residential/Institutional (<15 units)
Site Plan - Residential (single-unit)/Agricultural
Major Site Plan - Residential (single-unit)/Agricultural
Golf Courses, Aggregate
Site Plan – Commercial and Industrial
Site Plan Amendment Fee – Minor (Minimal Review or Revisions)
Site Plan – Water Balance Review Only (WHPA Q2 & WBOP)
Water Balance Review (WHPA Q2 Area) – typical technical review
Phosphorus Offsetting Policy (POP) Review Only
Consent Application
Minor Variance Application
Development Potential Review – Planning (in writing)
Site Visit Fee
Permit Applications made under the Conservation Authorities Act and O.Reg.179/06
Private Residential Property
Major Permit Application – Single Family Dwelling
Intermediate Permit Application (e.g. boathouses, garage)
Minor Permit Application – (e.g. decks, pools)
Routine Permit Application
Permit – Revisions
Retroactive Permit
Permit Reissuance
Legal/Real Estate Inquiries
Letter of Comment
Permit Associated with Minister’s Zoning Order - Private Residential Property



Table 2-1 (Cont'd)
Plan Review and Permitting Costing Categories

Costing Category Name
Permit Applications made under the Conservation Authorities Act and O.Reg.179/06
Major Residential (Subdivision), Commercial, Industrial, Institutional Proposals
Major Permit Application – (grading, stormwater, outfalls, channel re- location, bridges, etc.)
Intermediate Permit Application
Permit Revisions
Retroactive Permit
Permit Reissuance
Green Energy Permits
Permit Associated with Minister’s Zoning Order - Major Residential
Municipal Proposals
Major Permit Application (large geographic areas, technical review needed)
Minor Permit Application (ditching for culvert replacements)
Permit Revisions
Permit Reissuance
Permit Associated with Minister’s Zoning Order - Municipal Proposals
Large Fill Proposals (>250m3 of Fill Placement)
Large Fill Proposals
Large Fill Proposals (Retroactive)
Large Fill Proposals - Specialty Crop Areas
Environmental Compliance Approval (ECA) Review
Minor ECA Stormwater Works (<2ha)
Moderate ECA Stormwater Works (2ha to 5ha)
Major ECA Stormwater Works (>5ha)
Minor Stormwater Conveyance Systems (<500m)
Major Stormwater Conveyance Systems (>500m)
Site or Topic Specific Technical Expert Peer Review
Technical Reviews (Non-Application)
Minor Technical Review
Major Technical Review
Other Fees
Environmental Assessments
Environmental Assessments - Class A
Environmental Assessments - Class B
Environmental Assessments - Class C

2.3 Processing Effort Cost Allocation

To capture each participating L.S.R.C.A. staff member’s relative level of effort in processing plan review applications and permits, process templates were prepared for



each of the above-referenced costing categories. The process templates were generated using sample templates based on established processes from other C.A.s. L.S.R.C.A. staff then refined and modified the process steps to reflect the current plan review and permitting processes undertaken by L.S.R.C.A.

The individual process maps were populated by L.S.R.C.A. staff in internal working sessions with the typical effort spent by staff for each process step and costing category. The effort estimates generated reflect the time related to the plan review and permitting processing activities by participating L.S.R.C.A. staff and by application/permit type. These effort estimates were applied to average historical plan application/permit volumes, by type, to produce annual processing effort estimates by L.S.R.C.A. staff position.

Annual processing efforts per staff position were compared with available capacity to determine overall service levels. Subsequent to this initial capacity analysis, working sessions were held with the L.S.R.C.A. staff to further define the scope and nature of staff involvement in plan review and permitting activities to reflect current staff utilization levels. These refinements provided for the recognition of efforts within the fees review ancillary to direct processing tasks, i.e. departmental support activities, and management and application oversight activities by departmental senior management. Effort related to planning policy, preparation for and defense of applications at O.L.T., and special projects and other organizational initiatives were not included in the definition of plan review and permitting processing activities.

The capacity utilization results are critical to the full cost recovery fee review because the associated resourcing costs follow the activity-generated effort of each participating staff member into the identified costing categories. As such, considerable time and effort was spent ensuring the reasonableness of the capacity utilization results. The overall departmental fee recovery levels underlying the calculations are provided in Chapter 3 of this report.

2.4 Direct Costs

Direct costs refer to the employee costs (salaries, wages, and benefits), supplies, materials, and equipment, and purchased services, that are typically consumed by directly involved departments. Based on the results of the staff capacity analysis summarized above, the proportionate share of each individual's direct costs is allocated



to the respective fee categories. The direct costs included in L.S.R.C.A.'s costing model are taken from their 2021 Operating budget for the Planning, Development and Watershed Restoration Services department, and include cost components such as labour costs (e.g. salary, wages, and benefits), office supplies, and training & development.

Labour costs for staff were provided based on the salary bands of the individual positions with plan review and permitting involvement. Other departmental direct costs per position within these division were based on the costs per position in each respective divisional budget.

2.5 Indirect Cost Functions and Cost Drivers

An A.B.C. review includes both the direct service costs of providing service activities and the indirect support costs that allow direct service departments to perform these functions. The method of allocation employed in this analysis is referred to as a step-down costing approach. Under this approach, support function and general corporate overhead functions are classified separately 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 planning application and permit fee categories according to staff effort estimates. Cost drivers are units of service that best represents the consumption patterns of indirect support and corporate overhead services by direct service delivery departments. 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's share of supported IT hardware. Cost drivers are used for allocation purposes acknowledging that these departments do not typically participate directly in the development review process, but that their efforts facilitate services being provided by the L.S.R.C.A.'s direct service departments.

The indirect cost allocation to the front-line service departments was prepared using indirect and corporate overhead cost drivers that are utilized by L.S.R.C.A. within their internal budget allocations and reflect accepted practices within the municipal sector. Indirect and corporate overhead costs from the following divisions within the Corporate



Services department supporting the Planning, Development and Watershed Restoration Services department have been considered in this review:

- Corporate Communications
- Facility Management
- Financial Management
- Governance
- Human Resources Management

2.6 Capital Costs

The inclusion of capital costs within the full cost plan review and permitting fees calculations follow a methodology similar to indirect costs. The annual replacement value of assets commonly utilized to provide direct department services has been included to reflect capital costs of service. The replacement value approach determines the annual asset replacement value over the expected useful life of the respective assets. This reflects the annual depreciation of the asset over its useful life based on current asset replacement values using a sinking fund approach. This annuity is then allocated across all fee categories based on the capacity utilization of the direct service departments.

The annual capital replacement contribution has been calculated using an annual sinking fund replacement cost calculation for facility space. The replacement cost of the L.S.R.C.A. administrative office space utilized by staff has been based on the cost per sq.ft. from the 2021 Altus Group Canadian Cost Guide's for municipal office space (i.e. \$340/sq.ft.) and an assumed square foot per employee (i.e. 35 square feet). The annual capital cost contribution was then allocated to the fee categories based on resource capacity utilization.



Chapter 3

Plan Review and Permitting Fees Review



3. Plan Review and Permitting Fees Review

3.1 Staff Capacity Utilization Results

The plan review, permitting, and other L.S.R.C.A. review processes considered within this assessment involves to varying degrees, staff from the Planning division, Engineering division, and Regulations division as well as minor involvement from the Chief Administrative Officer and Coordinator of the Office of the CAO. The processing effort estimates in this report reflect L.S.R.C.A.'s current business processes, 2014 to 2020 average annual application/permit volumes, and staffing allocation patterns currently in each respective department. In discussions with staff, it was also identified that current service levels are constrained by available staff resources and that additional staff positions will be required to provide desired service levels. As such the following additional F.T.E. staff positions have been included within this review

- Stormwater Management Engineer;
- Engineering Technologist;
- Natural Heritage Ecologist; and
- Environmental Compliance Officer.

Table 3-1 summarizes the annual staff resource utilization and number of F.T.E. positions attributable to plan review and permitting and other review processes considered as part of this review. The level of staff involvement excludes non-plan review and permit processing effort provided by staff for O.L.T. appeals, other provincial reviews, corporate management, policy initiatives, public consultation, and other organizational initiatives, consistent with the approach utilized in other Ontario C.A.s.



**Table 3-1
Staff Resource Utilization by Division and Review Area**

Capacity Summary						
Description	Planning Division	Engineering Division	Regulations Division	Restoration Services Division	Other Staff	Total
FTE	11	10	14	5	1	41
Planning Total (%)	78.78%	43.66%	0.00%	0.00%	32.89%	32.59%
FTEs	8.67	4.37	0.00	0.00	0.33	13.36
Permitting Total (%)	8.93%	47.83%	65.64%	0.00%	37.39%	37.39%
FTEs	0.98	4.78	9.19	0.00	0.37	15.33
Other Total (%)	0.63%	2.02%	1.60%	0.00%	1.24%	1.24%
FTEs	0.07	0.20	0.22	0.00	0.01	0.51
GRAND TOTAL (%)	88.34%	93.50%	67.24%	0.00%	71.51%	71.21%
FTEs	9.72	9.35	9.41	0.00	0.72	29.20
GRAND TOTAL (Excl. Other Review) (%)	87.71%	91.48%	65.64%	0.00%	70.27%	69.97%
FTEs	9.65	9.15	9.19	0.00	0.70	28.69

The following observations are provided based on the results of the capacity analysis summarized in Table 3-1:

- In total, of the 41 F.T.E.s involved in the application/review processes, 32.6% of annual staff's time is spent of plan review activities, 37.4% is spent on permitting activities, 1.2% is spent on other review processes, with the remaining 28.8% of time being spent on other activities not accounted for in this exercise. In terms of F.T.E.s, this level of utilization equates to 28.69 F.T.E.s being utilized on the activities contained within this review.
- Within L.S.R.C.A., the involvement of staff is relatively evenly distributed amongst staff from the Planning Division (9.65 F.T.E.s), Engineering Division (9.35 F.T.E.s) and Regulations Division (9.19 F.T.E.s), representing 98% of the total staff involvement. In terms of where this effort is expended, the majority of the Planning Division's time is spent on plan review activities (89% of their allocated time), Regulations staff spends the majority of their time on permitting activities (98% of their allocated time) and Engineering spends approximately the same amount of time on plan review and permitting activities (47% and 51% of the allocated time, respectively).

3.2 Impacts

As discussed in Section 1.4, the *Planning Act* requires fees to be cost justified at the planning application type level. Moreover, recent O.L.T. decisions require that there be consideration given to the marginal costs of processing applications of varying sizes and complexity. In this regard, plan review processes have been costed at the



application type and sub-type level. This level of analysis goes beyond the statutory requirements of cost justification by application type to better understand costing distinctions at the application sub-type level to provide the basis for a more defensible fee structure and fee design decisions.

The review of C.A.A. section 28 permits is cost justified across the overall service category versus the individual application type (as is recommended for plan review activities). However, the costing of processing section 28 permits has been undertaken by individual permit type to better understand the relationship of cost and revenues by permit type. The following subsections summarize the overall cost recovery levels for plan review, permitting, and other L.S.R.C.A. reviews.

Annual cost impacts include the direct, indirect, and capital costs by costing category and are based on L.S.R.C.A.'s 2021 budget. The overall recovery levels are based on the weighted average annual historical application and permit volumes over the 2014 to 2020 period and current 2021 application fees.

3.2.1 Annual Costs and Revenues

As summarized in Figure 3-1 and Table 3-2 below, the annual costs of service are \$5.0 million (\$2.2 million for plan review, \$2.7 million for permitting, and \$0.1 million for other reviews). Direct costs of service represent 73% of the total annual costs, with indirect costs and capital costs representing 20% and 7% of the annual costs, respectively. Within the various plan review and permitting fee categories, the greatest share of costs is related to combined planning applications (Site Plan and Subdivision applications received with concurrent O.P.A. and/or Z.B.A. applications) and Private Residential Property permits (\$1.02 million and \$1.68 million respectively). These two areas represent 55.2% of the total annual costs of plan review and permitting services. Other notable areas include Municipal Proposals (9.1% of annual costs), Major Residential, Commercial, Industrial, and Institutional permits (8.5% of annual costs), and Site Plan applications (7.6% of annual costs).

Current fees are recovering 61% of the total annual cost of processing. Within plan review, current application fees are recovering 69% of the full costs of service with combined applications recovering close to the full cost of service (i.e. 98%), and all other fees recovering less than full costs. Within permitting, current fees recover only 56% of the full cost of service, resulting in a revenue shortfall of \$1.2 million. The



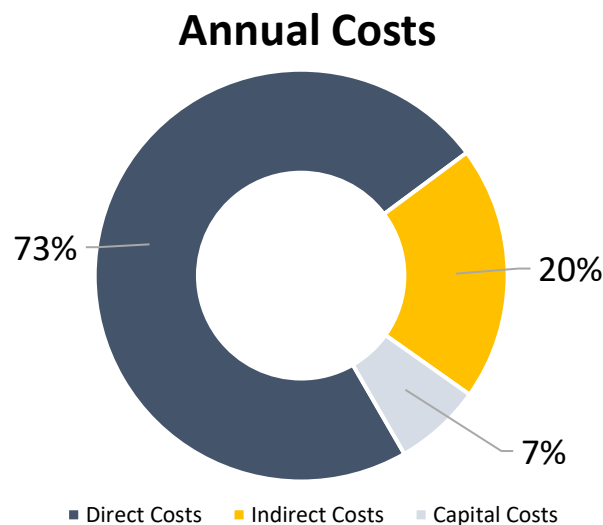
majority of that shortfall is related to Private Residential Property permits, which recover only 50% of the annual costs of \$1.7 million.

The total annual costs of other L.S.R.C.A. reviews for services with no current fees included in the costing exercise (i.e. E.A. reviews) is \$88,400.

Of the total \$2.0 million cost recovery shortfall across all fee categories, 68.0% or \$1.3 million is related to three of the fees with the greatest share of costs (i.e. Private Residential Property permits, Site Plan applications, and Municipal Proposals permits).

The general pattern across all plan review and permitting categories is that fees for major application/permit types or those requiring the review of technical studies are recovering a greater share of the full costs of service than minor or small-scale application/permit types. This pattern is indicative of strategic pricing decisions that have been made historically to address applicant affordability concerns.

Figure 3-1
Lake Simcoe Region Conservation Authority Annual Costs of Service (2021\$)





**Table 3-2
Lake Simcoe Region Conservation Authority Review Impacts (2021\$)**

Costing Category	Annual Costs						Current Fees		
	Direct Costs			Indirect and Overhead Costs	Capital	Total Annual Costs	Annual Impacts		
	Salary, Wage, and Benefits (SWB)	Non-SWB	Total				Modeled Revenue	Cost Recovery %	Surplus/ (Deficit)
Plan Review									
Official Plan Amendments - Proponent Initiated	1,056	55	1,111	275	103	1,488	408	27%	(1,080)
Zoning By-law Amendments - Proponent Initiated	99,349	5,160	104,509	25,799	9,668	139,976	19,291	14%	(120,685)
Subdivision and Condominium Application	92,076	4,763	96,840	23,816	8,925	129,580	104,964	81%	(24,617)
Site Plan	262,730	13,944	276,673	69,713	26,126	372,512	132,583	36%	(239,929)
Consent Applications	65,367	3,795	69,163	18,975	7,111	95,249	36,825	39%	(58,424)
Minor Variances	143,937	8,331	152,268	41,654	15,610	209,532	88,050	42%	(121,482)
Other Application Types	185,153	10,219	195,372	51,092	19,147	265,611	166,830	63%	(98,781)
Combined Applications	722,904	37,285	760,190	186,416	69,861	1,016,466	991,779	98%	(24,687)
Total - Planning	1,572,572	83,553	1,656,124	417,739	156,552	2,230,415	1,540,731	69%	(689,684)
Permitting Review									
Private Residential Property Permits	1,006,262	191,046	1,197,308	366,518	113,167	1,676,993	840,394	50%	(836,599)
Major Residential, Commercial, Industrial and Institutional Permits	267,886	35,097	302,983	83,416	27,478	413,878	278,776	67%	(135,102)
Municipal Proposals	296,426	31,418	327,844	87,039	29,741	444,624	191,063	43%	(253,561)
Large Fill Proposals	14,334	2,084	16,419	4,604	1,487	22,510	46,410	206%	23,900
Environmental Compliance Approval Review	37,300	1,862	39,162	9,310	3,489	51,961	66,453	128%	14,492
Technical Reviews (Non-Application)	26,893	1,384	28,278	6,921	2,594	37,792	47,813	127%	10,021
Total - Permitting	1,649,102	262,892	1,911,993	557,808	177,955	2,647,757	1,470,908	56%	(1,176,849)
Other Review									
Environmental Assessments	57,529	7,240	64,768	17,751	5,894	88,413	-	0%	(88,413)
Total - Other	57,529	7,240	64,768	17,751	5,894	88,413			(88,413)
GRAND TOTAL	3,279,202	353,684	3,632,886	993,298	340,401	4,966,585	3,011,639	61%	(1,954,946)
Plan Review	1,572,572	83,553	1,656,124	417,739	156,552	2,230,415	1,540,731	69%	(689,684)
Permitting Review	1,649,102	262,892	1,911,993	557,808	177,955	2,647,757	1,470,908	56%	(1,176,849)
Other Review	57,529	7,240	64,768	17,751	5,894	88,413			(88,413)



3.3 Fee Recommendations

Proposed fee structure recommendations were developed with regard to the cost and revenue impacts presented in Table 3-2 by individual costing category. The proposed fee structures, presented in Tables 3-3 and 3-4, seek to align the recovery of processing costs to application/permit characteristics to recover the full costs of service while balancing *Planning Act* compliance, applicant benefits and affordability, and revenue stability. L.S.R.C.A.'s current fee structure has been generally maintained within the proposed fee structures.

Proposed plan review and permitting fees have been designed to achieve full cost recovery. Based on the 2015 to 2020 average plan review and permit volumes and characteristics the full cost recovery fees would increase annual revenue from \$3.0 million (61% of costs) to \$4.9 million or a 64% increase in revenue. Moreover, the proposed fee recommendations have been made with input from L.S.R.C.A. staff to consider applicant affordability for individual landowners and other stakeholder interests.

In making the fee recommendations, a survey of the fees imposed for a select group of neighboring C.A.s was undertaken to assess the relative competitiveness of the current and recommended fees. This comparison is included in Appendix A to this report.

The calculated full cost fee recommendations have been calculated in 2021\$ values and exclude H.S.T. Furthermore, it is recommended that fees be increased annually consistent with cost of living increases incorporated into L.S.R.C.A.'s annual budget.

It is also proposed that the fee implementation policies will provide L.S.R.C.A. with the authority to modify fees should the review require a substantially greater or lower level of review and/or assessment. This policy has been used to in other C.A.s to adjust fees where additional technical reviews are required or where development permits stemming from a planning application require less review than stand-alone permits. The situations in which this policy would be applicable for L.S.R.C.A. include applications to alter or change a flood plain, retroactive permits required by a Court Order, permits associated with a Minister's Zoning Order, or permits stemming from the review of a planning application.



3.3.1 Plan Review

The current fees and full cost fee recommendations for planning applications are summarized in Table 3-3. Notable changes to the fees and policies are summarized below:

O.P.A, Z.B.A., Consent Applications and Minor Variance Applications

It is recommended that O.P.A., Z.B.A., Consent, and Minor Variance application fees be separated into minor and major types. These additional categories have been included to recognize the varying levels of effort that can occur in each of the respective application types, where no technical studies are required for minor applications. The current L.S.R.C.A. fees better align with the levels of effort required for the minor application types. This results in more significant fee increases for major application fees than for minor application fees.

Combined Applications Fees

The recommended fee structure includes fee reduction policies to recognize the economies of scale that exist when reviewing multiple planning applications that are received concurrently. These fee reduction policies pertain to combined O.P.A., Z.B.A., Subdivision, Condominium and Site Plan Applications.

Where an application for a Plan of Subdivision/Condominium or Site Plan Approval is received concurrently with an O.P.A. and/or Z.B.A. application, the Plan of Subdivision/Condominium or Site Plan Application fee plus 70% of the higher of the O.P.A. or Z.B.A. fee will apply.

Resubmission Fees:

Resubmission fees are currently charged by the L.S.R.C.A. on a flat fee basis. It is recommended that the resubmission fees be charged at 25% of the full application fee. This policy is reflective of the average cost of processing application resubmissions and practices in other C.A.s. In addition, a percentage fee will have recognition of the varying amount of effort required for resubmissions for the different types of applications. For large applications requiring technical review, resubmission fees will be payable after two functional and two detailed design submissions. For all other applications, resubmission fees will be payable after two resubmissions.



Pre-Consultation

It is recommended that pre-consultation fees will be credited against the application fees payable for the review of the subsequent planning application.

Technical Review Fees

Fees will continue to be imposed for technical reviews in advance of the receipt of formal planning application. However, where a related planning application is received within one-year of the technical review occurring, 50% of the technical review fee paid will be credited against the planning application fee to recognize the reduction in review required.

3.3.2 Permitting

The current fees and full cost fee recommendations for permits and other reviews are summarized in Table 3-4.

Permit fee structures have been largely maintained with the most significant fee increases imposed for major private residential property permits where there is a high risk to people or property, natural hazards, or natural features or one or more studies are required. The fee implementation practices have been maintained in which minor and small-scale, and private residential property permits have been priced to consider the affordability of the fees for the applicant.

Notable fee structure changes include:

Permit Revisions:

Currently, permit revision fees are charged on a flat fee basis. It is recommended that the revision fees be charged at half of the full permit fee. This policy is reflective of the average cost of processing revisions and practices in other C.A.s. In addition, a percentage fee will have recognition of the varying amount of effort required for revisions for the different types of permits (e.g. major, minor, and intermediate).

Resubmission Fees:

Resubmission fees are currently charged by the L.S.R.C.A. on a flat fee basis. It is recommended that the resubmission fees be charged at 25% of the full permit fee. This



policy is reflective of the average cost of processing resubmission and practices in other C.A.s. In addition, a percentage fee will have recognition of the varying amount of effort required for resubmissions for the different types of permits (e.g. Private Residential, Major Residential, etc.).

3.3.3 Other Reviews

The review of Class A, B and C E.A.s encompass the entirety of the applications contained within the Other Review category. Currently, the C.A. does not impose fees for E.A. reviews. It is recommended that new fees are imposed for Class B and Class C E.A.s reflecting the approach that is utilized in other comparator C.A.s.



**Table 3-3
Proposed Full Cost Recovery Fee Structure
Plan Review Fees**

Description	Current Fees		Recommended Fees		% Increase
	Base Fee	Variable Fee	Base Fee	Variable Fee	
Plan Review					
Minor - Official Plan Amendments - Proponent Initiated	2,040	-	2,152	-	5%
Major - Official Plan Amendments - Proponent Initiated	2,040	-	12,651	-	520%
Minor Zoning By-Law Amendments - Proponent Initiated	1,020	-	2,152	-	111%
Major Zoning By-Law Amendments - Proponent Initiated	1,020	-	12,651	-	1140%
Subdivision or Condo < 60 Lots	Draft Plan Approval - \$15,300 Final Plan Approval - \$12,240	-	Draft Plan Approval - \$18,279 Final Plan Approval - \$12,240	-	11%
Subdivision or Condo > 60 Lots (\$/lot) - Maximum Fee imposed at 160 lots	-	Draft Plan Approval - \$255 Final Plan Approval - \$255	-	Draft Plan Approval - \$288 No Final Plan Approval per unit fee	n/a
Draft Plan of Subdivision – Red-line Revision (Triggering additional technical review)	5,100	-	5,100	-	0%
Draft Plan of Subdivision – Request for Extension of Approval	525	-	1,282	-	144%
Site Plan – (>15 units) Residential or Institutional	17,340	-	20,949	-	21%
Site Plan – (<15 units) Residential or Institutional	7,140	-	14,000	-	96%
Minor Site Plan - Residential (single-unit) or Agricultural	1,530	-	2,196	-	44%
Major Site Plan - Residential (single-unit) or Agricultural	1,530	-	4,700	-	207%
Golf Courses, Aggregate	15,300	-	26,604	-	74%
Site Plan – Commercial and Industrial	7,140	-	24,229	-	239%
Site Plan Amendment Fee – Minor (Minimal Review or Revisions)	2,550	-	2,550	-	0%
Site Plan Amendment Fee – Major (Technical Review Required)	5,100	-	5,100	-	0%
Site Plan – Water Balance Review Only (WHPA Q2 & WBOP)	1,530	-	3,151	-	106%
Consent Application - Minor	525	-	525	-	0%
Consent Application - Major	525	-	2,038	-	288%
Minor Variance Application - Minor	525	-	525	-	0%
Minor Variance Application - Major	525	-	2,038	-	288%
Phosphorus Offsetting Policy (POP) Review Only	1,530	-	3,387	-	121%
Development Potential Review – Planning (in writing)	525	-	1,122	-	114%
Site Visit Fee	1,530	-	1,530	-	0%



Table 3-3 (Cont'd)
Proposed Full Cost Recovery Fee Structure
Plan Review Fees

Description	Current Fees		Recommended Fees		% Increase
	Base Fee	Variable Fee	Base Fee	Variable Fee	
Plan Review					
Combined OPA/ZBA/Subdivision or Condo - 60 Lots	Full Subdivision, OPA, and ZBA fee	-	Full Subdivision/Condo fee and 70% of higher of OPA, and ZBA fee	-	n/a
Combined OPA/ZBA/Subdivision or Condo - 160 Lots	Full Subdivision, OPA, and ZBA fee		Full Subdivision/Condo fee and 70% of higher of OPA, and ZBA fee		n/a
Combined OPA/ZBA/Site Plan – (<15 units) Residential or Institutional	Full Site Plan, OPA, and ZBA fee	-	Full Site Plan fee and 70% of higher of OPA, and ZBA fee	-	n/a
Combined OPA/ZBA/Site Plan – (>15 units) Residential or Institutional	Full Site Plan, OPA, and ZBA fee	-	Full Site Plan fee and 70% of higher of OPA, and ZBA fee	-	n/a
Combined OPA/ZBA/ Major Site Plan - Residential (single-unit) or Agricultural	Full Site Plan, OPA, and ZBA fee	-	Full Site Plan fee and 70% of higher of OPA, and ZBA fee	-	n/a
Resubmissions	2,040		25% of Application Fee		n/a
Peer Review (e.g. Geotechnical Study)	Paid by Applicant		Paid by Applicant		n/a
Pre-consultation (Review fee of pre-consultation circulations provided to the Lake Simcoe Region Conservation Authority by Partner Municipalities)	306		750		145%



**Table 3-4
Proposed Full Cost Recovery Fee Structure
Permit Fees**

Description	Current Fees		Recommended Fees		% Increase
	Base Fee	Variable Fee	Base Fee	Variable Fee	
Permitting Review					
Private Residential Permit					
PRP - Major Permit Application – Single Family Dwelling <i>Development where there is a high risk to people or property, natural hazards, or natural features. One or more studies required. For example, an environmental impact study, hydraulic analysis, stormwater management report or geotechnical report.</i>	1,530	-	5,081	-	232%
PRP - Intermediate Permit Application (e.g. boathouses, garage) <i>Development where there is moderate risk to people or property, natural hazards, or natural features. Detailed plans, or report is required</i>	1,020	-	1,700	-	67%
PRP - Minor Permit Application <i>Development where there is low risk of impact on natural hazards or natural features. No technical reports are required. Small scale, and/or consistent with policy and guidelines</i>	750	-	750	-	0%
PRP - Routine Permit Application <i>Limited review, minor in nature relative to cost, location, or impact</i>	306	-	600	-	96%
PRP - Permit Revisions <i>amendments/minor changes to plans made under a previously approved and still valid permit.</i>	525	-	Half the original Permit Fee	-	n/a
PRP - Retroactive Permit	Double Permit Fee	-	Double Permit Fee	-	n/a
PRP - Permit Reissuance <i>If a new application is submitted within 6 months of the original permit expiring and there are no changes to the site plan, application, or regulation limit.</i>	Half the original Permit Fee	-	Half the original Permit Fee	-	n/a
Legal or Real Estate Inquiries	525	-	525	-	0%
Letter of Comment	255	-	255	-	0%
PRP - Permit Associated with Minister's Zoning Order	Double Permit Fee	-	Double Permit Fee	-	n/a
Major Residential (Subdivision, Commercial, Industrial, Institutional Proposals)					
Maj Res - Major Permit Application – (grading, stormwater, outfalls, channel re- location, bridges, etc.)	3,570	-	6,000	-	68%
Maj Res - Intermediate Permit Application	1,530	-	4,000	-	161%
Maj Res - Permit Revisions <i>amendments/minor changes to plans made under a previously approved and still valid permit.</i>	765	-	Half the original Permit Fee	-	n/a
Maj Res - Retroactive Permit	Double Permit Fee	-	Double Permit Fee	-	n/a
Maj Res - Permit Reissuance <i>If a new application is submitted within 6 months of the original permit expiring and there are no changes to the site plan, application, or regulation limit.</i>	Half the original Permit Fee	-	Half the original Permit Fee	-	n/a
Green Energy Permits	5,100	-	3,200	-	-37%
Maj Res - Permit Associated with Minister's Zoning Order - Major Residential	Double Permit Fee	-	Double Permit Fee	-	n/a



Table 3-4 (Cont'd)
Proposed Full Cost Recovery Fee Structure
Permit Fees

Description	Current Fees		Recommended Fees		% Increase
	Base Fee	Variable Fee	Base Fee	Variable Fee	
Permitting Review					
Environmental Compliance Approval Review					
Minor ECA Stormwater Works (<2ha) <i>Typically, minor site plans</i> <i>Municipal projects <2ha</i>	2,040	-	3,800	-	86%
Moderate ECA Stormwater Works (2ha to 5ha) <i>Typically, larger site plans and condominiums</i> <i>Municipal projects 2ha to 5ha</i>	4,080	-	4,080	-	0%
Major ECA Stormwater Works (>5ha) <i>Typically, Draft Plans of Subdivisions and major site plans</i> <i>Large scale municipal projects >5ha</i>	7,650	-	7,650	-	0%
Minor Stormwater Conveyance Systems (<500m) <i>Local municipal roads, 500 metres long or less</i>	1,530	-	3,800	-	148%
Major Stormwater Conveyance Systems (>500m) <i>Large road projects, arterials, greater than 500 metres in length</i>	3,060	-	4,080	-	33%
Site or Topic Specific Technical Expert Peer Review <i>This is for the rare instance where there is need for an outside Technical Expert (i.e. geotechnical)</i> <i>Typically, larger site plans and condominiums</i>	510	-	710	-	39%
Technical Review Fees					
Minor Technical Review <i>Due diligence review, minor technical studies</i>	2,550	-	2,100	-	-18%
Major Technical Review <i>Detailed studies including floodplain analysis, detailed boundary delineation, peer review of existing reports</i>	5,100	-	4,000	-	-22%
Resubmissions			25% of Application Fee		n/a
Other Review					
Class A Environmental Assessments	-	-	-	-	n/a
Class B Environmental Assessments	-	-	6,520	-	n/a
Class C Environmental Assessments	-	-	9,208	-	n/a



Chapter 4

Impact Analysis of Proposed Plan Review Fees



4. Impact Analysis of Proposed Plan Review Fees

4.1 Impact Analysis

In order to understand the impacts of the proposed fee structure (in 2021\$) on the total cost of municipal and C.A. development fees, an impact analysis for sample developments has been prepared.

Five development types have been considered, including:

- Z.B.A., Plan of Subdivision applications, and a Major C.A. Development permit for a residential 100-unit low-density subdivision;
- Site Plan, O.P.A., Z.B.A. applications, and a Major C.A. Development permit for a residential 25-unit medium-density development;
- Site Plan, Z.B.A. applications and a Major C.A. Development permit for a 1,000 m² retail development;
- Site Plan Application and a Major C.A. Development permit for a 10,000 m² industrial development.

The development fee comparisons are shown for the fees payable in municipalities within L.S.R.C.A.'s authority and other municipalities across the Greater Toronto and Hamilton Area (G.T.H.A.). In addition to the C.A. plan review and permitting fees, the development fee comparisons include municipal planning application fees, building permit fees, and development charges. The comparisons illustrate the impact of the proposed L.S.R.C.A. planning application fees in the context of the total C.A. and municipal development fees payable to provide a broader context for the affordability considerations. For municipalities that are within the watersheds of multiple C.A.s, the C.A. used for comparison purposes is identified in parenthesis.

The positions of the municipalities that are charged L.S.R.C.A.'s fees are identified in blue in the figures and tables contained in Appendix B.

4.1.1 Z.B.A. and Plan of Subdivision Application for a Residential 100-unit Low-Density Subdivision

A 100-unit, single detached, low-density residential subdivision within the L.S.R.C.A. watershed would pay \$1,020 for the required Z.B.A. application, \$3,570 for a major



development permit and \$27,540 for the Subdivision application under L.S.R.C.A.'s current fee structure.

Under the proposed fee structure, Z.B.A. application fees would increase by 768.2% to \$8,856 (after the applicable discount policy), the major development permit fee would increase by 68.1% to \$6,000 and the Subdivision fees would increase to \$30,519 (+10.8%). In total, L.S.R.C.A. application fees would increase by 41.2% or \$13,245. Including municipal planning application fees, building permit fees and development charges, total development fees for this type of applicant would increase between 0.1% and 0.6% in areas within L.S.R.C.A.'s watershed. The changes in planning application and permit fees would not change the L.S.R.C.A. area municipalities' position within the overall ranking of the municipalities surveyed. Table B-1 and Figure B-1 display this comparison graphically with all of the municipalities within the watershed maintaining their current relative position in the comparison.

4.1.2 Site Plan, O.P.A and Z.B.A. Applications for a Residential 25-unit Medium-Density Development

A 25-unit, medium-density residential development within the L.S.R.C.A. watershed would pay a combined \$3,060 for the required Z.B.A. and O.P.A. applications, \$7,140 for the Site Plan application, and \$3,570 for a major development permit under the current fee schedule.

Under the proposed fee structure, combined Z.B.A. and O.P.A application fees would increase by 189.4% to \$8,856 and the applicable major development permit would increase 68.1% to \$6,000. The fees required for the review of a Site Plan application would increase by 96.1% to \$14,000. In total, L.S.R.C.A. application fees would increase by 109.6% or \$15,086. Including municipal planning application fees, building permit fees, and development charges, total development fees for this type of applicant would decrease in all municipalities within the authority by 0.9% to 3.1%. Figure B-2 and Table B-2 display this comparison graphically for the municipalities of interest with the position of the municipalities within the comparison generally remaining unchanged.

4.1.3 Site Plan and Z.B.A. Applications for a 1,000 m² Retail Development

Under the current L.S.R.C.A. fee structure a retail development of 1,000 m² would pay \$1,020 in Z.B.A. application fees, \$7,140 in Site Plan application fees and \$3,570 in



C.A. permits. The proposed fees would increase the total application fees payable for this type of development by \$27,355 (an increase of \$7,836 for the Z.B.A. application, an increase of \$17,089 for the Site Plan application and \$2,430 for the C.A. development permit) or +233.2%.

When considering the impact of other municipal development fees (planning applications, building permits, and development charges), a 233.2% increase in L.S.R.C.A. planning application and permitting fees would result in a 3.2% to 22.6% increase in total development fees in the municipalities within L.S.R.C.A.'s watershed. The impact on the positioning of these municipalities within the broader municipal survey would be more notable than for the other development samples, due to the lower costs associated with municipal development charges. This is illustrated graphically in Figure B-3 and Table B-3.

4.1.4 Site Plan Application for a 10,000 m² Industrial Development

L.S.R.C.A. planning application and permitting fees for this type of development would be \$10,710 under their current fee structure. The proposed fee structure includes a 239.3% increase in applicable Site Plan Application fees and a 68.1% increase in applicable permit fees, increasing total fees by \$19,519.

Similar to the comparisons for the other development types, the impact on this applicant would be relatively low, with total development fees increasing total development fees between 0.4% and 2.3% in the municipalities within L.S.R.C.A. authority. These increases generally maintain each municipality's relative position which is evidenced in Figure B-4 and Table B-4.

4.2 Impact Analysis Summary

Based on the impact analysis assessment contained herein, while the isolated C.A. fee recommendation impacts are significant in some cases, when measured on a total C.A. and municipal development cost basis (including planning application fees, building permit fees, and development charges), the overall cost impacts are nominal (with the exception of smaller non-residential developments). Greater impacts are seen for smaller residential and non-residential developments as the total C.A. fees represent a greater share of the total development fees payable.



Furthermore, the ranking of the municipalities within the L.S.R.C.A. watershed amongst the municipal comparators remains generally unchanged, except for the 1,000 m² Retail Development where the increases are more significant.



Chapter 5

Fee Policy



5. Fee Policy

The un-proclaimed section 21.2 of the C.A.A. sets out the requirements for fee schedules and the documentation of fee policies. Specifically, section 21.2 identifies:

Fee schedule

- (6) Every authority shall prepare and maintain a fee schedule that sets out,
- (a) the list of programs and services that it provides and in respect of which it charges a fee; and
 - (b) the amount of the fee charged for each program or service or the manner in which the fee is determined. 2017, c. 23, Sched. 4, s. 21.

Fee policy

- (7) Every authority shall adopt a written policy with respect to the fees that it charges for the programs and services it provides, and the policy shall set out,
- (a) the fee schedule described in subsection (6);
 - (b) the frequency within which the fee policy shall be reviewed by the authority under subsection (9);
 - (c) the process for carrying out a review of the fee policy, including the rules for giving notice of the review and of any changes resulting from the review; and
 - (d) the circumstances in which a person may request that the authority reconsider a fee that was charged to the person and the procedures applicable to the reconsideration. 2017, c. 23, Sched. 4, s. 21.

Fee policy to be made public

- (8) Every authority shall make the fee policy available to the public in a manner it considers appropriate. 2017, c. 23, Sched. 4, s. 21.

Periodic review of fee policy

- (9) At such regular intervals as may be determined by an authority, the authority shall undertake a review of its fee policy, including a review of the fees set out in the fee schedule. 2017, c. 23, Sched. 4, s. 21.



Notice of fee changes

(10) If, after a review of a fee policy or at any other time, an authority wishes to make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, the authority shall give notice of the proposed change to the public in a manner it considers appropriate. 2017, c. 23, Sched. 4, s. 21.

Reconsideration of fee charged

(11) Any person who considers that the authority has charged a fee that is contrary to the fees set out in the fee schedule, or that the fee set out in the fee schedule is excessive in relation to the service or program for which it is charged, may apply to the authority in accordance with the procedures set out in the fee policy and request that it reconsider the fee that was charged. 2017, c. 23, Sched. 4, s. 21.

Powers of authority on reconsideration

(12) Upon reconsideration of a fee that was charged for a program or service provided by an authority, the authority may,

- (a) order the person to pay the fee in the amount originally charged;
- (b) vary the amount of the fee originally charged, as the authority considers appropriate;
- (c) order that no fee be charged for the program or service. 2017, c. 23, Sched. 4, s. 21.

The following subsections of this report identify suggested principles of a fee policy to meet the requirements of section 21.2 (once proclaimed) and how L.S.R.C.A. may already be meeting those requirements. The suggested fee policy principles are based on municipal and C.A. best practices and the Conservation Ontario Guideline for C.A. Fee Administration Policies for Plan Review and Permitting (June 24, 2019). The components of the written fee policy have been grouped as follows:

1. Fee schedule
2. Circumstances for request of reconsideration of fees
3. Frequency and process for review
4. Notice and public availability.



5.1 Fee Schedule

Section 21.2 (6) states that the C.A. must maintain a fee schedule setting out the list of programs and services for which a fee is charged, the amount of the fee, and the manner in which the fee is determined.

The current L.S.R.C.A. fee schedule sets out the full list of programs and services and associated fees. The current fee schedule/policy also identifies the process for updating the fees including cost of living increases.

The proposed fee structure changes summarized herein also identify that that L.S.R.C.A. may modify or adjust fees should the review require a substantially greater or lower level of review and/or assessment for applications to alter or change a flood plain, retroactive permits required by a Court Order, permits associated with a Minister's Zoning Order, or permits stemming from the review of a planning application.

The current fee schedule/policy also identifies that the fees are designed to recover 100% of the cost of providing service. This provision should also identify the types of costs included within the full cost assessment (i.e. direct, indirect, and capital costs)

5.2 Circumstances for Request of Reconsideration of Fees

If any person considers the fee charged by the C.A. is in contrary to the fee schedule or excessive in relation to the service or program provided, they may apply to the C.A. for reconsideration of the fee charged. Section 21.2 (6) of the C.A.A. identifies that the request for reconsideration must be in accordance the procedures in the fee policy. As such, the fee policy shall include the procedures for which requests of reconsideration of fees must follow.

The current fee schedule identifies that:

“An applicant, proponent, or developer has the right to appeal should he or she be dissatisfied with the prescribed fee. Any appeal shall be heard by the Authority’s Board of Directors through a deputation by the proponent. The appeal will be heard in accordance with the Statutory Powers Procedure Act based on the principles of fairness, opportunity, and notification.



5.3 Frequency and Process for Review

The fee policy shall identify the frequency and process for undertaking future fee and policy reviews.

Based on the findings of this fee review and industry best practices in the municipal sector, the following recommendations are provided:

- Fees are reviewed annually as part of the budget process;
- Comprehensive review of fees and full costs of service is undertaken at least every five years, including
 - Assessment of the full cost of service (including direct, indirect, and capital costs) to be the starting point of all fee reviews;
 - Review of cost recovery targets for plan review and permitting with regard for current cost recovery performance, available funding sources, and current legislation;
 - Consideration of variable pricing (e.g. minor vs. major) of fees to reflect the marginal costs of processing applications and applicant affordability;
 - Undertaking a survey of C.A. and municipal fees to assess applicant affordability of fee recommendations;
- The intended process for public input into recommendations is identified; and
- That any changes to the fee policy are endorsed by the C.A. Board.

The current L.S.R.C.A. fee schedule/policy identifies that a Working Group has been established with members of the Building Industry and Land Development Association (BILD) to monitor the effectiveness of the fees policy on an annual basis. It is recommended that the fee policy establish criteria for the timing and process of comprehensive updates to the fee schedule and policy as summarized above.

5.4 Notice and Public Availability

It is recommended key stakeholders (e.g. development industry representatives, home builders' associations, frequent users, neighbouring C.A.s, and municipal partners) are consulted in advance of implementing any proposed changes to the fee schedule or policies for plan review and permitting fees. L.S.R.C.A.'s current policy is compliant in this regard. The current fee schedule/policy identifies that the established Working



group would be consulted with on changes to the fee schedule/policy and once approved, the fee schedule or policy are posted on the Authority website and circulated to:

- Regional and local municipalities
- Neighboring Conservation Authorities
- Conservation Ontario
- Ministry of Natural Resources
- Building Industry and Land Development Association
- Ontario Stone Sand and Gravel Association
- Consultants and public as requested.



Chapter 6

Conclusion



6. Conclusion

Summarized in this technical report is the legislative context for the plan review and permitting fees review, the methodology undertaken, A.B.C. results and full cost of service, proposed fee structures, and recommended fee administration policies. In developing the proposed fee structure, careful consideration was given to the affordability and market competitiveness of the fee impacts. The proposed fee structures contained in Tables 3-3 and 3-4 herein are provided below for convenience.

The findings of this study have been presented to the York and Simcoe chapters of BILD on September 29, 2021. The objectives of this consultation process would be to better understand their concerns with the current fees and policies, their suggestions for improvements, and what concerns they may have regarding the implementation of the newly proposed fees and policies.

The proposed plan review and permit fees have been designed to provide L.S.R.C.A. with a fee structure for consideration. The recommended fees would align the cost of service with the benefitting parties and are anticipated to achieve full cost recovery. L.S.R.C.A. will ultimately determine the level of cost recovery and phasing strategy that is suitable for their objectives. In this regard, staff will consider further input received from BILD, other stakeholders, the general public, and the L.S.R.C.A. board of directors on the proposed fees and fee policies before implementing the recommendations herein.



**Table 6-1
Proposed Full Cost Recovery Fee Structure
Plan Review Fees**

Description	Current Fees		Recommended Fees		% Increase
	Base Fee	Variable Fee	Base Fee	Variable Fee	
Plan Review					
Minor - Official Plan Amendments - Proponent Initiated	2,040	-	2,152	-	5%
Major - Official Plan Amendments - Proponent Initiated	2,040	-	12,651	-	520%
Minor Zoning By-Law Amendments - Proponent Initiated	1,020	-	2,152	-	111%
Major Zoning By-Law Amendments - Proponent Initiated	1,020	-	12,651	-	1140%
Subdivision or Condo < 60 Lots	Draft Plan Approval - \$15,300 Final Plan Approval - \$12,240	-	Draft Plan Approval - \$18,279 Final Plan Approval - \$12,240	-	11%
Subdivision or Condo > 60 Lots (\$/lot) - Maximum Fee imposed at 160 lots	-	Draft Plan Approval - \$255 Final Plan Approval - \$255	-	Draft Plan Approval - \$288 No Final Plan Approval per unit fee	n/a
Draft Plan of Subdivision – Red-line Revision (Triggering additional technical review)	5,100	-	5,100	-	0%
Draft Plan of Subdivision – Request for Extension of Approval	525	-	1,282	-	144%
Site Plan – (>15 units) Residential or Institutional	17,340	-	20,949	-	21%
Site Plan – (<15 units) Residential or Institutional	7,140	-	14,000	-	96%
Minor Site Plan - Residential (single-unit) or Agricultural	1,530	-	2,196	-	44%
Major Site Plan - Residential (single-unit) or Agricultural	1,530	-	4,700	-	207%
Golf Courses, Aggregate	15,300	-	26,604	-	74%
Site Plan – Commercial and Industrial	7,140	-	24,229	-	239%
Site Plan Amendment Fee – Minor (Minimal Review or Revisions)	2,550	-	2,550	-	0%
Site Plan Amendment Fee – Major (Technical Review Required)	5,100	-	5,100	-	0%
Site Plan – Water Balance Review Only (WHPA Q2 & WBOP)	1,530	-	3,151	-	106%
Consent Application - Minor	525	-	525	-	0%
Consent Application - Major	525	-	2,038	-	288%
Minor Variance Application - Minor	525	-	525	-	0%
Minor Variance Application - Major	525	-	2,038	-	288%
Phosphorus Offsetting Policy (POP) Review Only	1,530	-	3,387	-	121%
Development Potential Review – Planning (in writing)	525	-	1,122	-	114%
Site Visit Fee	1,530	-	1,530	-	0%



Table 6-1 (Cont'd)
Proposed Full Cost Recovery Fee Structure
Plan Review Fees

Description	Current Fees		Recommended Fees		% Increase
	Base Fee	Variable Fee	Base Fee	Variable Fee	
Plan Review					
Combined OPA/ZBA/Subdivision or Condo - 60 Lots	Full Subdivision, OPA, and ZBA fee	-	Full Subdivision/Condo fee and 70% of higher of OPA, and ZBA fee	-	n/a
Combined OPA/ZBA/Subdivision or Condo - 160 Lots	Full Subdivision, OPA, and ZBA fee		Full Subdivision/Condo fee and 70% of higher of OPA, and ZBA fee		n/a
Combined OPA/ZBA/Site Plan – (<15 units) Residential or Institutional	Full Site Plan, OPA, and ZBA fee	-	Full Site Plan fee and 70% of higher of OPA, and ZBA fee	-	n/a
Combined OPA/ZBA/Site Plan – (>15 units) Residential or Institutional	Full Site Plan, OPA, and ZBA fee	-	Full Site Plan fee and 70% of higher of OPA, and ZBA fee	-	n/a
Combined OPA/ZBA/ Major Site Plan - Residential (single-unit) or Agricultural	Full Site Plan, OPA, and ZBA fee	-	Full Site Plan fee and 70% of higher of OPA, and ZBA fee	-	n/a
Resubmissions	2,040		25% of Application Fee		n/a
Peer Review (e.g. Geotechnical Study)	Paid by Applicant		Paid by Applicant		n/a
Pre-consultation (Review fee of pre-consultation circulations provided to the Lake Simcoe Region Conservation Authority by Partner Municipalities)	306		750		145%



**Table 6-2
Proposed Full Cost Recovery Fee Structure
Permit Fees**

Description	Current Fees		Recommended Fees		% Increase
	Base Fee	Variable Fee	Base Fee	Variable Fee	
Permitting Review					
Private Residential Permit					
PRP - Major Permit Application – Single Family Dwelling <i>Development where there is a high risk to people or property, natural hazards, or natural features. One or more studies required. For example, an environmental impact study, hydraulic analysis, stormwater management report or geotechnical report.</i>	1,530	-	5,081	-	232%
PRP - Intermediate Permit Application (e.g. boathouses, garage) <i>Development where there is moderate risk to people or property, natural hazards, or natural features. Detailed plans, or report is required</i>	1,020	-	1,700	-	67%
PRP - Minor Permit Application <i>Development where there is low risk of impact on natural hazards or natural features. No technical reports are required. Small scale, and/or consistent with policy and guidelines</i>	750	-	750	-	0%
PRP - Routine Permit Application <i>Limited review, minor in nature relative to cost, location, or impact</i>	306	-	600	-	96%
PRP - Permit Revisions <i>amendments/minor changes to plans made under a previously approved and still valid permit.</i>	525	-	Half the original Permit Fee	-	n/a
PRP - Retroactive Permit	Double Permit Fee	-	Double Permit Fee	-	n/a
PRP - Permit Reissuance <i>If a new application is submitted within 6 months of the original permit expiring and there are no changes to the site plan, application, or regulation limit.</i>	Half the original Permit Fee	-	Half the original Permit Fee	-	n/a
Legal or Real Estate Inquiries	525	-	525	-	0%
Letter of Comment	255	-	255	-	0%
PRP - Permit Associated with Minister's Zoning Order	Double Permit Fee	-	Double Permit Fee	-	n/a
Major Residential (Subdivision, Commercial, Industrial, Institutional Proposals)					
Maj Res - Major Permit Application – (grading, stormwater, outfalls, channel re- location, bridges, etc.)	3,570	-	6,000	-	68%
Maj Res - Intermediate Permit Application	1,530	-	4,000	-	161%
Maj Res - Permit Revisions <i>amendments/minor changes to plans made under a previously approved and still valid permit.</i>	765	-	Half the original Permit Fee	-	n/a
Maj Res - Retroactive Permit	Double Permit Fee	-	Double Permit Fee	-	n/a
Maj Res - Permit Reissuance <i>If a new application is submitted within 6 months of the original permit expiring and there are no changes to the site plan, application, or regulation limit.</i>	Half the original Permit Fee	-	Half the original Permit Fee	-	n/a
Green Energy Permits	5,100	-	3,200	-	-37%
Maj Res - Permit Associated with Minister's Zoning Order - Major Residential	Double Permit Fee	-	Double Permit Fee	-	n/a



Table 6-2 (Cont'd)
Proposed Full Cost Recovery Fee Structure
Permit Fees

Description	Current Fees		Recommended Fees		% Increase
	Base Fee	Variable Fee	Base Fee	Variable Fee	
Permitting Review					
Environmental Compliance Approval Review					
Minor ECA Stormwater Works (<2ha) <i>Typically, minor site plans</i> <i>Municipal projects <2ha</i>	2,040	-	3,800	-	86%
Moderate ECA Stormwater Works (2ha to 5ha) <i>Typically, larger site plans and condominiums</i> <i>Municipal projects 2ha to 5ha</i>	4,080	-	4,080	-	0%
Major ECA Stormwater Works (>5ha) <i>Typically, Draft Plans of Subdivisions and major site plans</i> <i>Large scale municipal projects >5ha</i>	7,650	-	7,650	-	0%
Minor Stormwater Conveyance Systems (<500m) <i>Local municipal roads, 500 metres long or less</i>	1,530	-	3,800	-	148%
Major Stormwater Conveyance Systems (>500m) <i>Large road projects, arterials, greater than 500 metres in length</i>	3,060	-	4,080	-	33%
Site or Topic Specific Technical Expert Peer Review <i>This is for the rare instance where there is need for an outside Technical Expert (i.e. geotechnical)</i> <i>Typically, larger site plans and condominiums</i>	510	-	710	-	39%
Technical Review Fees					
Minor Technical Review <i>Due diligence review, minor technical studies</i>	2,550	-	2,100	-	-18%
Major Technical Review <i>Detailed studies including floodplain analysis, detailed boundary delineation, peer review of existing reports</i>	5,100	-	4,000	-	-22%
Resubmissions			25% of Application Fee		n/a
Other Review					
Class A Environmental Assessments	-	-	-	-	n/a
Class B Environmental Assessments	-	-	6,520	-	n/a
Class C Environmental Assessments	-	-	9,208	-	n/a



Appendices

Appendix A

Conservation Authority Fee Survey

Description	Current Fees		Recommended Fees		% Increase	Conservation Authority							
	Base Fee	Variable Fee	Base Fee	Variable Fee		Toronto and Region Conservation Authority	Conservation Halton	Central Lake Ontario Conservation Authority	Hamilton Conservation Authority				
Plan Review													
Minor - Official Plan Amendments - Proponent Initiated	2,040	-	2,152	-	5%	Minor	3,100	Minor	1,761.94	Base Fee	1,980	Minor	725.66
Minor - Official Plan Amendments - Proponent Initiated	2,040	-	12,651	-	520%	Major	15,230	Major	3,093.38	Per Technical Report Review	3,190	Major	3,654.87
Minor Zoning By-Law Amendments - Proponent Initiated	1,020	-	2,152	-	111%	Minor	13,220	Minor	1,101.28	Base Fee	1,980	Minor	725.66
Major Zoning By-Law Amendments - Proponent Initiated	1,020	-	12,651	-	1140%	Major	23,760	Major	3,093.38	Per Technical Report Review	3,190	Major	3,654.87
Subdivision or Condo < 60 Lots	Draft Plan Approval - \$15,300 Final Plan Approval - \$12,240	-	Draft Plan Approval - \$18,279 Final Plan Approval - \$12,240	-	11%	Less than 5ha Minor Standard Major Complex	6,611 22,050 35,450 42,600 54,950 62,300	Base Fee Res per unit/lot <25 units 26 to 100 units 100 to 200 units 200+ units Per net ha	6,270.80 283.10 227.40 181.40 6,539.82 5,091.15	Base Fee Per ha Clearance Letter Clearance Letter related to additional phases	14,115 3,775 3,495 1,750	Major Intermediate Major	1,252.21 5,008.85 3,989.38
Subdivision or Condo > 60 Lots (\$/lot) - Maximum Fee imposed at 160 lots	-	Draft Plan Approval - \$255 Final Plan Approval - \$255	-	Draft Plan Approval - \$288 No Final Plan Approval per unit fee	n/a	Greater than 25ha Standard Major Complex	42,600 54,950 62,300	<2 ha 2 to 4 ha 4 to 8 ha Per net ha	n/a n/a n/a n/a	n/a	n/a	n/a	3,137.17
Draft Plan of Subdivision - Red-line Revision (Triggering additional technical review)	5,100	-	5,100	-	0%	Major	15,700	Single Res	1,683.19	Site Plan or Comparable Condo Application	Major	5,207.96	
Draft Plan of Subdivision - Request for Extension of Approval	525	-	1,282	-	144%	Minor	25,750	Major Intermediate Minor (inspection) Minor (no site visit)	578.76 234.51 132.74	Per Technical Report Review	1,980 3,190	Minor Intermediate	1,039.82 3,969.03
Site Plan - (>15 units) Residential or Institutional	17,340	-	20,949	-	21%	Standard	9,950	Minor	81,600	Base Fee Per Technical Report Review	14,115	Major	52,101.77
Site Plan - (<15 units) Residential or Institutional	7,140	-	14,000	-	96%	Major	15,700	Major	2,000.00	Base Fee	1,280	Major	725.66
Minor Site Plan - Residential (single-unit) or Agricultural	1,530	-	2,198	-	44%	Major	25,750	Major	3,720.00	Per Technical Report Review	3,190	Major	1,561.95
Major Site Plan - Residential (single-unit) or Agricultural	1,530	-	4,700	-	207%	Minor	3,100	Minor (inspection) Minor (no site visit)	n/a n/a	n/a n/a	n/a n/a	n/a n/a	n/a n/a
Golf Courses, Aggregate	15,300	-	26,604	-	74%	Standard	9,950	Minor	81,600	Base Fee Per Technical Report Review	14,115	Major	52,101.77
Site Plan - Commercial and Industrial	7,140	-	24,229	-	239%	Major	15,700	Major	2,000.00	Base Fee	1,280	Major	725.66
Site Plan Amendment Fee - Minor (Minimal Review or Revisions)	2,550	-	2,550	-	0%	Major	25,750	Major	3,720.00	Per Technical Report Review	3,190	Major	1,561.95
Site Plan Amendment Fee - Major (Technical Review Required)	5,100	-	5,100	-	0%	Minor	3,100	Minor (inspection) Minor (no site visit)	n/a n/a	n/a n/a	n/a n/a	n/a n/a	n/a n/a
Site Plan - Water Balance Review Only (WHPA Q2 & WBOP)	1,530	-	3,151	-	106%	Major	25,750	Major	3,720.00	Per Technical Report Review	3,190	Major	1,561.95
Consent Application - Minor	525	-	525	-	0%	Major	25,750	Major	3,720.00	Per Technical Report Review	3,190	Major	1,561.95
Consent Application - Major	525	-	2,038	-	288%	Minor	3,100	Minor (inspection) Minor (no site visit)	n/a n/a	n/a n/a	n/a n/a	n/a n/a	n/a n/a
Minor Variance Application - Minor	525	-	525	-	0%	Major	25,750	Major	3,720.00	Per Technical Report Review	3,190	Major	1,561.95
Minor Variance Application - Major	525	-	2,038	-	288%	Minor	3,100	Minor (inspection) Minor (no site visit)	n/a n/a	n/a n/a	n/a n/a	n/a n/a	n/a n/a
Phosphorus Offsetting Policy (POP) Review Only	1,530	-	3,387	-	121%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Development Potential Review - Planning (in writing)	525	-	1,122	-	114%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Site Visit Fee	1,530	-	1,530	-	0%	Full Day Visit	4,200	Com/Ind/Inst/Multi Res	1,913.27	n/a	n/a	n/a	n/a
Combined OPA/ZBA/Subdivision or Condo - 60 Lots	Full Subdivision, OPA, and ZBA fee	-	Full Subdivision/Condo fee and 70% of higher of OPA, and ZBA fee	-	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Combined OPA/ZBA/Subdivision or Condo - 160 Lots	Full Subdivision, OPA, and ZBA fee	-	Full Subdivision/Condo fee and 70% of higher of OPA, and ZBA fee	-	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Combined OPA/ZBA/Site Plan - (<15 units) Residential or Institutional	Full Site Plan, OPA, and ZBA fee	-	Full Site Plan fee and 70% of higher of OPA, and ZBA fee	-	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Combined OPA/ZBA/Site Plan - (>15 units) Residential or Institutional	Full Site Plan, OPA, and ZBA fee	-	Full Site Plan fee and 70% of higher of OPA, and ZBA fee	-	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Combined OPA/ZBA/ Major Site Plan - Residential (single-unit) or Agricultural	Full Site Plan, OPA, and ZBA fee	-	Full Site Plan fee and 70% of higher of OPA, and ZBA fee	-	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Subtotal Combined Applications	-	-	-	-	#DIV/0!								
Resubmissions	2,040	-	25% of Application Fee	-	n/a		5,531	25% of Application Fee		5,553			
Peer Review (e.g. Geotechnical Study)	Paid by Applicant	-	Paid by Applicant	-	n/a								
Pre-consultation (Review fee of pre-consultation circulations provided to the Lake Simcoe Region Conservation Authority by Partner Municipalities)	306	-	750	-	145%		2,540			509			513
Total - Planning Permitting Review													
Private Residential Permit													
PRP - Major Permit Application - Single Family Dwelling	1,530	-	5,081	-	232%	Works on Private Res Property	Private Landowner	Minor Permit A	155	Minor Development	470	Basic Application	398.23
Development where there is a high risk to people or property, natural hazards, or natural features. One or more reports required. For example, an environmental impact study, hydraulic analysis, stormwater management report or geotechnical report.						Minor	495	Minor Permit B	515	Minor Development	470	Basic Application	398.23
PRP - Intermediate Permit Application (e.g. boathouses, garage)	1,020	-	1,700	-	67%	Standard	920	Standard Permit C/Infrastructure Permit A	1,680	Technical Review	1,750	Basic Application	1,561.95
Development where there is moderate risk to people or property, natural hazards, or natural features. Detailed plans, or report is required						Major	1,315	Standard Permit A	5,474	Per hr over 10 hrs	3,190	Technical Review	3,137.17
PRP - Minor Permit Application	750	-	750	-	0%	Complex	2,500	Other	2,000	Base Fee	1,750	Basic Application	1,561.95
Development where there is low risk of impact on natural hazards or natural features. No technical reports are required. Small scale, and/or consistent with policy and guidelines						Minor Projects	2,250	Minor	2,000	Per Technical Report Review	1,750	Basic Application	1,561.95
PRP - Routine Permit Application	306	-	600	-	96%	Standard Projects	6,825	Intermediate	4,202	Additional Site Visit	3,190	Technical Review	3,137.17
Limited review, minor in nature relative to cost, location, or impact						Major Projects	10,500	Major	21,710	Major Permit D/Infrastructure	290	Per hr over 10 hrs	106.19
PRP - Permit Revisions	525	-	Half the original Permit Fee	-	n/a	Complex Projects	20,550	Major Scale	28,899	Base Fee	3,495	Major	4,172.57
amendments/minor changes to plans made under a previously approved and still valid permit.						Violations	75,000	Violations	100% of current fee +	Per Technical Report Review	3,190	Intermediate	2,092.92
PRP - Retroactive Permit	Double Permit Fee	-	Double Permit Fee	-	n/a	Violation	200% of related fees	Administrative	200% of related fees	Additional Site Visit	290	Minor	774.34
PRP - Permit Reissuance	Half the original Permit Fee	-	Half the original Permit Fee	-	n/a	Minor Amendments	775	Application in Progress:	35%	Amendments	50%	of current fee	261.06
If a new application is submitted within 6 months of the original permit expiring and there are no changes to the site plan, application, or regulation limit.						Major	1,655	Minor	75%	Amendments	50%	of current fee	261.06
Legal or Real Estate Inquiries	525	-	525	-	0%	Permit Extension	50% of current fees	Major	50%	Approved Permits:	100%	Amendments Extensions	
Letter of Comment	295	-	295	-	0%			Minor					
PRP - Permit Associated with Minister's Zoning Order	Double Permit Fee	-	Double Permit Fee	-	n/a			Major					
Subtotal - Private Residential Property					#DIV/0!								
Major Residential (Subdivision, Commercial, Industrial, Institutional Proposals)													
Maj Res - Major Permit Application - (grading, stormwater, outfalls, channel re-location, bridges, etc.)	3,570	-	6,000	-	68%								
Maj Res - Intermediate Permit Application	1,530	-	4,000	-	161%								
Maj Res - Permit Revisions	765	-	Half the original Permit Fee	-	n/a								
amendments/minor changes to plans made under a previously approved and still valid permit.													
Maj Res - Retroactive Permit	Double Permit Fee	-	Double Permit Fee	-	n/a								
Maj Res - Permit Reissuance	Half the original Permit Fee	-	Half the original Permit Fee	-	n/a								
If a new application is submitted within 6 months of the original permit expiring and there are no changes to the site plan, application, or regulation limit.													
Green Energy Permits	5,100	-	3,200	-	-37%								
Maj Res - Permit Associated with Minister's Zoning Order - Major Residential	Double Permit Fee	-	Double Permit Fee	-	n/a								

Description	Fee Comparisons					
	Grand River Conservation Authority	Credit Valley Conservation Authority	Kawartha Conservation	Nottawasaga Valley Conservation Authority		
Plan Review						
Minor - Official Plan Amendments - Proponent Initiated	430	1,225		500		
Major - Official Plan Amendments - Proponent Initiated	2,335	6,200		500		
Minor Zoning By-Law Amendments - Proponent Initiated	2,335	1,000		500		
Major Zoning By-Law Amendments - Proponent Initiated	430	6,200		500		
Subdivision or Condo < 60 Lots	Base Fee Per ha Max Fee	2,340 1,220 30,000	Per Net ha (incl. associated permits) 4,000	Draft Plan Minor (<5 ha) Major (>5 ha)	Minimum Fee Maximum Fee Net ha Fee	12,500 100,000 3,300
Subdivision or Condo > 60 Lots (\$/lot) - Maximum Fee imposed at 160 lots	Clearance Fees Per stage Final Processing	6,260 240	Minor Major 5,000 12,000	Clearances (per ha) Minor Major	2,000	
Draft Plan of Subdivision – Red-line Review (Triggering additional technical review)	1,560	n/a	n/a	n/a	n/a	
Draft Plan of Subdivision – Request for Extension of Approval	n/a	n/a	n/a	n/a	n/a	
Site Plan – (>15 units) Residential or Institutional	3,280	Residential Com/Ind/Inst Minor Intermediate Major	625 1,550 4,150 7,250	Single Lot Res Multi-Res <5 ha >5 ha	500 3,000 6,000 6,000	Minor Intermediate Major
Site Plan – (<15 units) Residential or Institutional	430	430	430	430	430	
Minor Site Plan - Residential (single-unit) or Agricultural						1,500
Major Site Plan - Residential (single-unit) or Agricultural						5,500
Golf Courses, Aggregate						13,500
Site Plan – Commercial and Industrial						
Site Plan Amendment Fee – Minor (Minimal Review or Revisions)						
Site Plan Amendment Fee – Major (Technical Review Required)						
Site Plan – Water Balance Review Only (WHPA Q2 & WBOP)						
Consent Application - Minor	430	725	250	300	300	
Consent Application - Major	1,105	3,100	500	500	500	
Minor Variance Application - Minor	280	310	500	200	500	
Minor Variance Application - Major	625	n/a	n/a	n/a	n/a	
Phosphorus Offsetting Policy (POP) Review Only	n/a	n/a	n/a	n/a	n/a	
Development Potential Review – Planning (in writing)	n/a	n/a	n/a	n/a	n/a	
Site Visit Fee	n/a	200	250	n/a	n/a	
Combined OPA/ZBA/Subdivision or Condo - 60 Lots	n/a	n/a	n/a	n/a	n/a	
Combined OPA/ZBA/Subdivision or Condo - 160 Lots	n/a	n/a	n/a	n/a	n/a	
Combined OPA/ZBA/Site Plan – (<15 units) Residential or Institutional	n/a	n/a	n/a	n/a	n/a	
Combined OPA/ZBA/Site Plan – (>15 units) Residential or Institutional	n/a	n/a	n/a	n/a	n/a	
Combined OPA/ZBA/ Major Site Plan - Residential (single-unit) or Agricultural	n/a	n/a	n/a	n/a	n/a	
Subtotal Combined Applications						
Resubmissions						
Peer Review (e.g. Geotechnical Study)						
Pre-consultation (Review fee of pre-consultation circulations provided to the Lake Simcoe Region Conservation Authority by Partner Municipalities)						
Total - Planning						
Permitting Review						
Private Residential Permit						
PRP - Major Permit Application – Single Family Dwelling	Development Permit	Development Permit	Development Permit			Permit Applications
Development where there is a high risk to people or property, natural hazards, or natural features. One or more studies required. For example, an environmental impact study, hydraulic analysis, stormwater management report or geotechnical report.	Major Standard Minor	Small Medium Large Major	450 1,350 3,250 5,500	Type 1 Development Type 2 Development Type 3 Development	500 1,000 2,500	Minor Works Intermediate Works Major Works
PRP - Intermediate Permit Application (e.g. boathouses, garage)	Interference Permit	Interference Permit	Interference Permit	Interference Permit		Agriculture Permits
Development where there is moderate risk to people or property, natural hazards, or natural features. Detailed plans, or report is required	Major - Culvert/Bridge Major - Other Standard	Small Medium Large Major	6,260 9,550 1,105 430	Private Utilities Bed-level Crossing Erosion Protection Dredging In-water Boathouse	250 250 500 1,000 1,000	Minor works located in regulated adjacent lands Works Located within flood area Unauthorized Works
PRP - Minor Permit Application	Minor	Minor	2,250 6,500			
Development where there is low risk of impact on natural hazards or natural features. No technical reports are required. Small scale, and/or consistent with policy and guidelines	Violation	Violation	2x application fee	2x application fee		Permit Amendment
PRP - Routine Permit Application	Amendment	Amendment	85	Bridge Replacement Culvert Replacement New Bridge New Culvert Water Control Structure Repair Water Control Structure New	1,000 1,000 1,500 1,500 1,500 2,500	2 x permit fee
Limited review, minor in nature relative to cost, location, or impact	Extension	Extension	85			
PRP - Permit Revisions						
amendments/minor changes to plans made under a previously approved and still valid permit.						
PRP - Retroactive Permit						
PRP - Permit Reissuance						
If a new application is submitted within 6 months of the original permit expiring and there are no changes to the site plan, application, or regulation limit.						
Legal or Real Estate Inquiries						
Letter of Comment						
PRP - Permit Associated with Minister's Zoning Order						
Subtotal - Private Residential Property						
Major Residential (Subdivision, Commercial, Industrial, Institutional Proposals)						
Maj Res - Major Permit Application – (grading, stormwater, outfalls, channel re- location, bridges, etc.)						
Maj Res - Intermediate Permit Application						
Maj Res - Permit Revisions						
amendments/minor changes to plans made under a previously approved and still valid permit.						
Maj Res - Retroactive Permit						
Maj Res - Permit Reissuance						
If a new application is submitted within 6 months of the original permit expiring and there are no changes to the site plan, application, or regulation limit.						
Green Energy Permits						
Maj Res - Permit Associated with Minister's Zoning Order - Major Residential						

Description	Current Fees		Recommended Fees		% Increase	Conservation Authority				
	Base Fee	Variable Fee	Base Fee	Variable Fee		Toronto and Region Conservation Authority	Conservation Halton	Central Lake Ontario Conservation Authority	Hamilton Conservation Authority	
Subtotal - Major Residential, Commercial, Industrial and Institutional	-	-	-	-	#DIV/0!					
Municipal Proposals										
MP - Major Permit Application (large geographic areas, technical review needed)	3,060	-	6,300	-	106%					
MP - Minor Permit Application (ditching for culvert replacements)	1,020	-	4,200	-	312%					
MP - Permit Revisions	525	-	-	-	n/a					
MP - Permit Reissuance	-	-	-	-	n/a					
<i>If a new application is submitted within 6 months of the original permit expiring and there are no changes to the site plan, application, or regulation limit.</i>										
MP - Permit Associated with Minister's Zoning Order	-	-	-	-	n/a					
Double Permit Fee	-	-	-	-	n/a					
Subtotal - Municipal Proposals	-	-	-	-	#DIV/0!					
Large Fill Proposals (>250m3 of Fill Placement)										
Base Fee	5,100	1.00	5,100	1.00	0%					
Retroactive/Unauthorized Works	10,200	1.00	10,200	1.00	0%	Included in permit fees	Small (<30 m3) Medium (30-200 m3) Large (200+ m3)	515 Base Fee 3,680+0.61/m3 per m3 12,610+112/m3 Additional Site Visit	3,495 Minor (<500m3) 1.85 Intermediate (<500m3 and tech review) 290 Major (500+m3)	389.38 2,053.10+0.5/m3 4,088.5+0.5/m3
Specialty Crop Areas within the Provincial Greenbelt (e.g. Top dressing or dyke management)	5,100	0.50	5,100	0.50	0%					
Subtotal - Large Fill Proposals	-	-	-	-	#DIV/0!					
Environmental Compliance Approval Review										
Minor ECA Stormwater Works (<2ha) <i>Typically, minor site plans</i> <i>Municipal projects <2ha</i>	2,040	-	3,800	-	86%					
Moderate ECA Stormwater Works (2ha to 5ha) <i>Typically, larger site plans and condominiums</i> <i>Municipal projects 2ha to 5ha</i>	4,080	-	4,080	-	0%					
Major ECA Stormwater Works (>5ha) <i>Typically, Draft Plans of Subdivisions and major site plans</i> <i>Large scale municipal projects >5ha</i>	7,650	-	7,650	-	0%					
Minor Stormwater Conveyance Systems (<500m) <i>Local municipal roads, 500 metres long or less</i>	1,530	-	3,800	-	148%					
Major Stormwater Conveyance Systems (>500m) <i>Large road projects, arterials, greater than 500 metres in length</i>	3,060	-	4,080	-	33%					
Site or Topic Specific Technical Expert Peer Review	510	-	710	-	39%					
Subtotal - ECA Review	-	-	-	-	#DIV/0!					
<i>This is for the rare instance where there is need for an outside Technical Expert (i.e. geotechnical)</i> <i>Typically, larger site plans and condominiums</i>										
Technical Review Fees										
Minor Technical Review <i>Due diligence review, minor technical studies</i>	2,550	-	2,100	-	-18%			n/a	n/a	
Major Technical Review <i>Detailed studies including floodplain analysis, detailed boundary delineation, peer review of existing reports</i>	5,100	-	4,000	-	-22%	1,000	1,566	n/a	n/a	
Resubmissions	-	-	25% of Application Fee	-	n/a					
Other Review										
Class A Environmental Assessments	-	-	-	-	n/a				n/a	
Class B Environmental Assessments	-	-	6,520	-	n/a		5,665	4,830	n/a	
Class C Environmental Assessments	-	-	9,208	-	n/a	n/a	9,064	7,220	n/a	

Description	City Fee Comparisons			
	Grand River Conservation Authority	Credit Valley Conservation Authority	Kawartha Conservation	Nottawasaga Valley Conservation Authority
Subtotal - Major Residential, Commercial, Industrial and Institutional				
Municipal Proposals				
MP - Major Permit Application (large geographic areas, technical review needed)				
MP - Minor Permit Application (ditching for culvert replacements)				
MP - Permit Revisions				
MP - Permit Reissuance				
<i>If a new application is submitted within 6 months of the original permit expiring and there are no changes to the site plan, application, or regulation limit.</i>				
MP - Permit Associated with Minister's Zoning Order				
Subtotal - Municipal Proposals				
Large Fill Proposals (>250m³ of Fill Placement)				
Base Fee	9,550	<500m ³	400	500
Retroactive/Unauthorized Works	0.5	>500m ³	10,000+1,000/m ³	250-1000m ³
Specialty Crop Areas within the Provincial Greenbelt (e.g. Top dressing or dyke management)			<20m ³	500+0.5/m ³
			20m ³ to 500m ³	1000+m ³
			500+m ³	5,000+0.75/m ³
				500+0.8/m ³
				1,500+0.8/m ³
Subtotal - Large Fill Proposals				
Environmental Compliance Approval Review				
Minor ECA Stormwater Works (<2ha)	n/a		n/a	n/a
<i>Typically, minor site plans</i>				
Municipal projects <2ha				
Moderate ECA Stormwater Works (2ha to 5ha)	n/a		n/a	n/a
<i>Typically, larger site plans and condominiums</i>				
Municipal projects 2ha to 5ha				
Major ECA Stormwater Works (>5ha)	n/a	Included in permit fees	n/a	n/a
<i>Typically, Draft Plans of Subdivisions and major site plans</i>				
Large scale municipal projects >5ha				
Minor Stormwater Conveyance Systems (<500m)	n/a		n/a	n/a
<i>Local municipal roads, 500 metres long or less</i>				
Major Stormwater Conveyance Systems (>500m)	n/a		n/a	n/a
<i>Large road projects, arterials, greater than 500 metres in length</i>				
Site or Topic Specific Technical Expert Peer Review	n/a		n/a	n/a
Subtotal - ECA Review				
<i>This is for the rare instance where there is need for an outside Technical Expert (i.e. geotechnical)</i>				
<i>Typically, larger site plans and condominiums</i>				
Technical Review Fees				
Minor Technical Review	n/a	n/a		1,000
<i>Due diligence review, minor technical studies</i>				
Major Technical Review	n/a	n/a	Peer review paid by applicant	750
<i>Detailed studies including floodplain analysis, detailed boundary delineation, peer review of existing reports</i>				
Resubmissions				
Other Review				
Class A Environmental Assessments	n/a		-	n/a
Class B Environmental Assessments	n/a		2,500	n/a
Class C Environmental Assessments	n/a		5,000	n/a

Appendix B

Development Fee Impact Survey

Table B-1
Development Fee Impacts Survey
Residential 100-unit Low Density Subdivision

Rank	Municipality	Conservation Authority Planning Fees				Municipal Fees			Total	Conservation Authority Fees % of Total	% Increase
		Plan of Subdivision	Zoning By-Law Amendment	Development Permit	Total Conservation Authority Planning Fees	Planning Application Fees	Building Permit Fees	Development Charges			
1	Vaughan, City of (TRCA)	36,750	13,430	20,550	70,730	197,795	383,225	12,858,400	13,510,150	0.5%	
2	Markham, City of (TRCA)	36,750	13,430	20,550	70,730	70,579	374,846	11,365,405	11,881,559	0.6%	
3	King, Township of (TRCA)	36,750	13,430	20,550	70,730	77,608	209,088	11,334,700	11,692,126	0.6%	
4	King, Township of (LSRCA - Calculated)	30,519	8,856	6,000	45,375	77,608	209,088	11,334,700	11,666,770	0.4%	0.11%
5	King, Township of (LSRCA - Current)	27,540	1,020	3,570	32,130	77,608	209,088	11,334,700	11,653,526	0.3%	
6	East Gwillimbury (LSRCA - Calculated)	30,519	8,856	6,000	45,375	100,747	319,000	10,970,700	11,435,822	0.4%	0.12%
7	East Gwillimbury (LSRCA - Current)	27,540	1,020	3,570	32,130	100,747	319,000	10,970,700	11,422,577	0.3%	
8	Mississauga, City of (TRCA)	36,750	13,430	20,550	70,730	218,389	365,853	10,756,245	11,411,216	0.6%	
9	Mississauga, City of (CVC)	8,175	6,200	5,550	19,925	218,389	365,853	10,756,245	11,360,412	0.2%	
10	Brampton, City of (TRCA)	36,750	13,430	20,550	70,730	44,112	319,048	10,516,633	10,950,523	0.6%	
11	Newmarket (LSRCA - Calculated)	30,519	8,856	6,000	45,375	138,063	306,989	10,445,200	10,935,626	0.4%	0.12%
12	Newmarket (LSRCA - Current)	27,540	1,020	3,570	32,130	138,063	306,989	10,445,200	10,922,382	0.3%	
13	Brampton, City of (CVC)	8,175	6,200	5,550	19,925	44,112	319,048	10,516,633	10,899,718	0.2%	
14	Aurora, Town of (TRCA)	36,750	13,430	20,550	70,730	134,023	349,502	10,092,700	10,646,955	0.7%	
15	Aurora, Town of (LSRCA - Calculated)	30,519	8,856	6,000	45,375	134,023	349,502	10,092,700	10,621,599	0.4%	0.12%
16	Aurora, Town of (LSRCA - Current)	27,540	1,020	3,570	32,130	134,023	349,502	10,092,700	10,608,355	0.3%	
17	Whitchurch-Stoffville, Town of (TRCA)	36,750	13,430	20,550	70,730	77,264	352,000	9,787,100	10,287,094	0.7%	
18	Whitchurch-Stoffville, Town of (LSRCA - Calculated)	30,519	8,856	6,000	45,375	77,264	352,000	9,787,100	10,261,739	0.4%	0.1%
19	Whitchurch-Stoffville, Town of (LSRCA - Current)	27,540	1,020	3,570	32,130	77,264	352,000	9,787,100	10,248,494	0.3%	
20	Caledon, Town of (TRCA)	36,750	13,430	20,550	70,730	140,357	257,527	9,756,698	10,225,312	0.7%	
21	Caledon, Town of (CVC)	8,175	6,200	5,550	19,925	140,357	257,527	9,756,698	10,174,508	0.2%	
22	Richmond Hill, City of (TRCA)	36,750	13,430	20,550	70,730	90,074	325,793	9,461,401	9,947,997	0.7%	
23	Georgina (LSRCA - Calculated)	30,519	8,856	6,000	45,375	101,921	292,600	9,438,225	9,878,121	0.5%	0.13%
24	Georgina (LSRCA - Current)	27,540	1,020	3,570	32,130	101,921	292,600	9,438,225	9,864,876	0.3%	
25	Oakville, Town of (CH)	23,286	6,829	21,710	51,825	97,966	356,655	8,419,651	8,926,097	0.6%	
26	Innisfil (LSRCA - Calculated)	30,519	8,856	6,000	45,375	24,600	413,679	7,160,120	7,643,774	0.6%	0.17%
27	Innisfil (LSRCA - Current)	27,540	1,020	3,570	32,130	24,600	413,679	7,160,120	7,630,529	0.4%	
28	Milton, Town of (CH)	23,286	6,829	21,710	51,825	159,041	333,968	6,793,941	7,338,775	0.7%	
29	Milton, Town of (GRCA)	9,837	2,335	9,550	21,722	159,041	333,968	6,793,941	7,308,672	0.3%	
30	Barrie, City of (LSRCA - Calculated)	30,519	8,856	6,000	45,375	71,220	320,479	6,861,900	7,298,973	0.6%	0.18%
31	Barrie, City of (LSRCA - Current)	27,540	1,020	3,570	32,130	71,220	320,479	6,861,900	7,285,728	0.4%	
32	Ajax, Town of (TRCA)	36,750	13,430	20,550	70,730	30,600	275,922	6,650,900	7,028,152	1.0%	
33	Halton Hills, Town of (CH)	23,286	6,829	21,710	51,825	146,732	363,400	6,390,700	6,952,657	0.7%	
34	Halton Hills, Town of (CVC)	8,175	6,200	5,550	19,925	146,732	363,400	6,390,700	6,920,757	0.3%	
35	Whitby, Town of (CLO)	17,610	5,170	6,685	29,465	32,048	397,328	6,264,600	6,723,441	0.4%	
36	Oshawa, City of (CLO)	17,610	5,170	6,685	29,465	15,890	291,047	6,271,800	6,608,201	0.4%	
37	Burlington, City of (CH)	23,286	6,829	21,710	51,825	138,846	360,947	5,932,141	6,483,759	0.8%	
38	Bradford West Gwillimbury (LSRCA - Calculated)	30,519	8,856	6,000	45,375	40,885	305,763	6,054,000	6,446,022	0.7%	0.21%
39	Bradford West Gwillimbury (LSRCA - Current)	27,540	1,020	3,570	32,130	40,885	305,763	6,054,000	6,432,778	0.5%	
40	Pickering, City of (TRCA)	36,750	13,430	20,550	70,730	53,923	275,922	5,926,300	6,326,875	1.1%	
41	Brock (LSRCA - Calculated)	30,519	8,856	6,000	45,375	21,400	230,957	5,944,600	6,242,332	0.7%	0.21%
42	Brock (LSRCA - Current)	27,540	1,020	3,570	32,130	21,400	230,957	5,944,600	6,229,087	0.5%	
43	New Tecumseth (LSRCA - Calculated)	30,519	8,856	6,000	45,375	75,335	231,000	5,876,100	6,227,810	0.7%	0.21%
44	New Tecumseth (LSRCA - Current)	27,540	1,020	3,570	32,130	75,335	231,000	5,876,100	6,214,565	0.5%	
45	Scugog (LSRCA - Calculated)	30,519	8,856	6,000	45,375	60,400	274,492	5,614,600	5,994,866	0.8%	0.22%
46	Scugog (LSRCA - Current)	27,540	1,020	3,570	32,130	60,400	274,492	5,614,600	5,981,622	0.5%	
47	Hamilton, City of (GRCA)	9,837	2,335	9,550	21,722	90,285	332,814	5,491,100	5,935,921	0.4%	
48	Hamilton, City of (HCA)	9,389	3,654	4,698	17,741	90,285	332,814	5,491,100	5,931,940	0.3%	
49	Uxbridge (LSRCA - Calculated)	30,519	8,856	6,000	45,375	66,505	238,111	5,439,800	5,789,790	0.8%	0.23%
50	Uxbridge (LSRCA - Current)	27,540	1,020	3,570	32,130	66,505	238,111	5,439,800	5,776,546	0.6%	
51	Grimsby, Town of (HCA)	9,389	3,654	4,698	17,741	56,105	290,400	3,870,500	4,234,746	0.4%	
52	Oro-Medonte (LSRCA - Calculated)	30,519	8,856	6,000	45,375	37,200	220,000	2,634,700	2,937,275	1.5%	0.45%
53	Oro-Medonte (LSRCA - Current)	27,540	1,020	3,570	32,130	37,200	220,000	2,634,700	2,924,030	1.1%	
54	Ramara (LSRCA - Calculated)	30,519	8,856	6,000	45,375	45,500	231,000	2,072,930	2,394,805	1.9%	0.56%
55	Ramara (LSRCA - Current)	27,540	1,020	3,570	32,130	45,500	231,000	2,072,930	2,381,560	1.3%	

Figure B-1 Development Fee Impacts Survey Residential 100-unit Low Density Subdivision

Survey of Fees Related to a Residential Subdivision Development
(100 Single Dwelling Units, 204 m² GFA each)

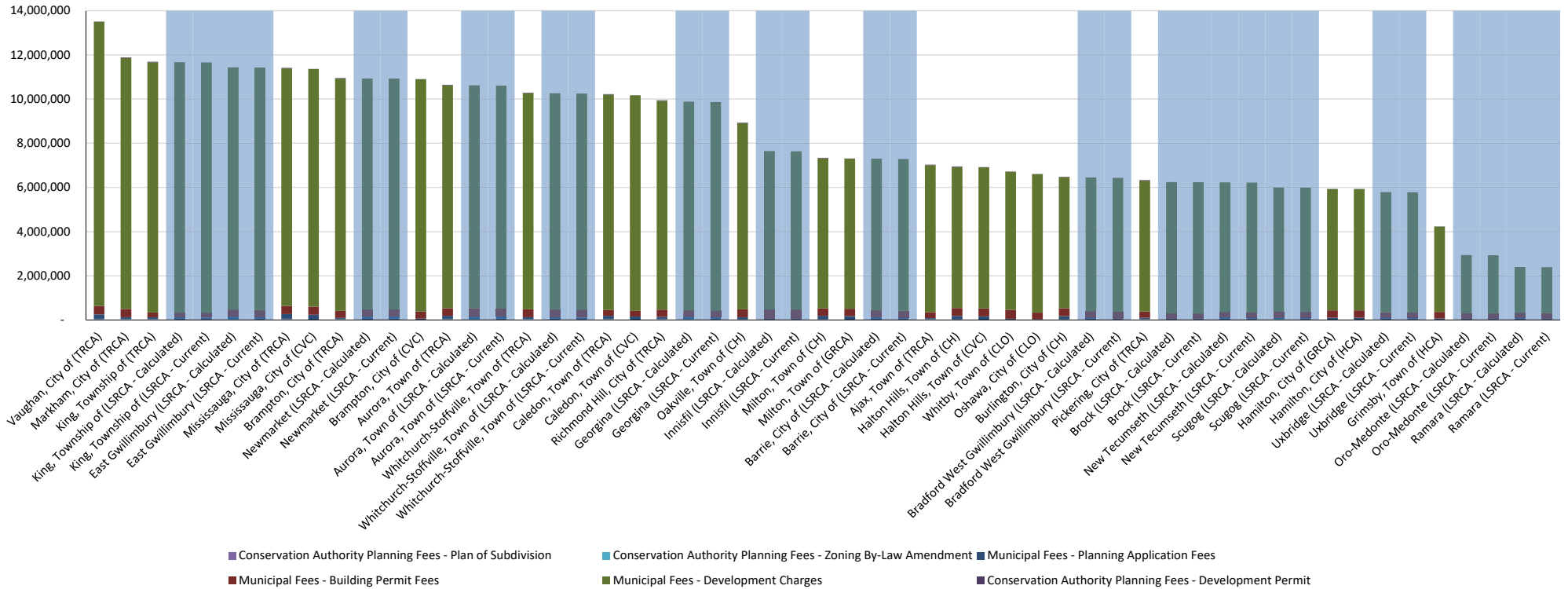
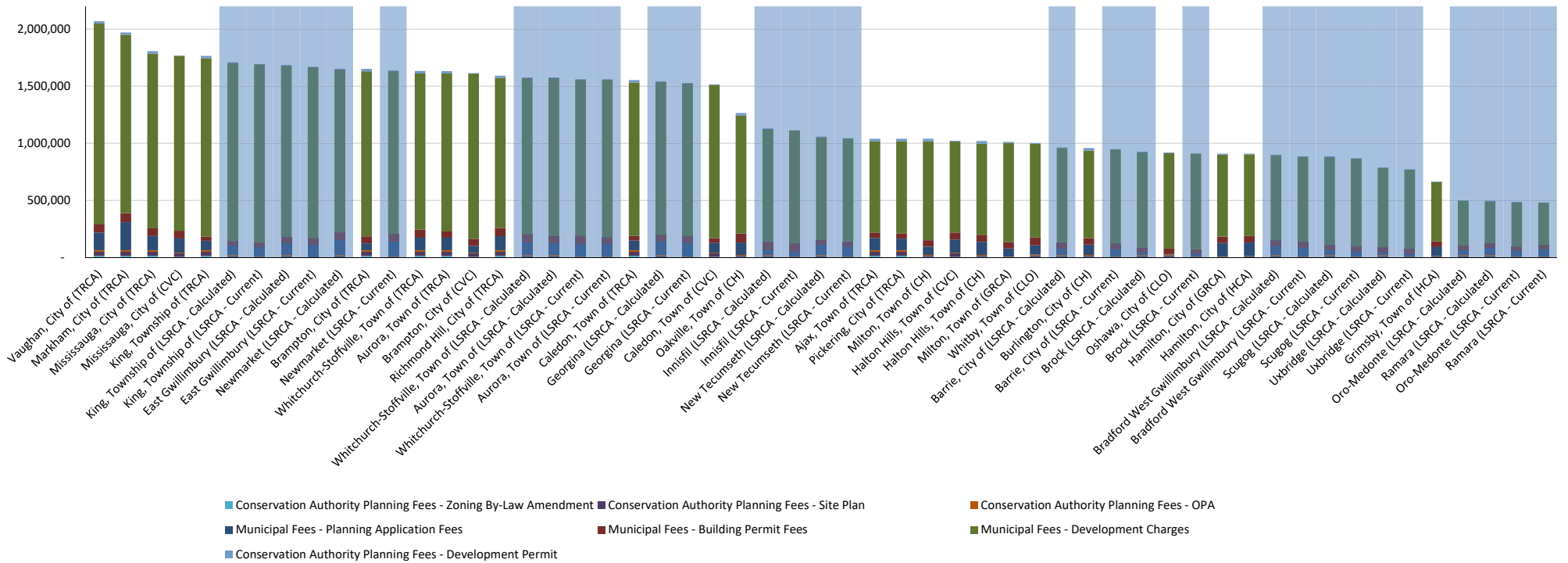


Table B-2
Development Fee Impacts Survey
Residential 25-unit Medium Density Development

Rank	Municipality	Conservation Authority Planning Fees					Municipal Fees			Total	Conservation Authority Fees % of Total	% Increase
		Site Plan	OPA	Zoning By-Law Amendment	Development Permit	Total Conservation Authority Planning Fees	Planning Application Fees	Building Permit Fees	Development Charges			
1	Vaughan, City of (TRCA)	37,500	13,430	13,430	20,550	84,910	154,555	71,350	1,758,228	2,069,043	4.1%	
2	Markham, City of (TRCA)	37,500	13,430	13,430	20,550	84,910	245,069	79,362	1,561,810	1,971,151	4.3%	
3	Mississauga, City of (TRCA)	37,500	13,430	13,430	20,550	84,910	124,211	67,413	1,530,000	1,806,534	4.7%	
4	Mississauga, City of (CVC)	31,050	6,200	6,200	5,550	49,000	124,211	67,413	1,530,000	1,770,624	2.8%	
5	King, Township of (TRCA)	37,500	13,430	13,430	20,550	84,910	83,890	35,466	1,561,902	1,766,168	4.8%	
6	King, Township of (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	83,890	35,466	1,561,902	1,710,114	1.7%	0.89%
7	King, Township of (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	83,890	35,466	1,561,902	1,695,028	0.8%	
8	East Gwillimbury (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	102,769	54,375	1,499,353	1,685,353	1.7%	0.90%
9	East Gwillimbury (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	102,769	54,375	1,499,353	1,670,267	0.8%	
10	Newmarket (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	131,134	65,427	1,427,437	1,652,853	1.7%	0.92%
11	Brampton, City of (TRCA)	37,500	13,430	13,430	20,550	84,910	60,362	61,177	1,444,886	1,651,335	5.1%	
12	Newmarket (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	131,134	65,427	1,427,437	1,637,768	0.8%	
13	Whitchurch-Stoffville, Town of (TRCA)	37,500	13,430	13,430	20,550	84,910	108,848	71,625	1,367,479	1,632,862	5.2%	
14	Aurora, Town of (TRCA)	37,500	13,430	13,430	20,550	84,910	109,084	56,090	1,382,678	1,632,762	5.2%	
15	Brampton, City of (CVC)	31,050	6,200	6,200	5,550	49,000	60,362	61,177	1,444,886	1,615,425	3.0%	
16	Richmond Hill, City of (TRCA)	37,500	13,430	13,430	20,550	84,910	122,604	72,848	1,312,046	1,592,407	5.3%	
17	Whitchurch-Stoffville, Town of (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	108,848	71,625	1,367,479	1,576,808	1.8%	0.97%
18	Aurora, Town of (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	109,084	56,090	1,382,678	1,576,708	1.8%	0.97%
19	Whitchurch-Stoffville, Town of (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	108,848	71,625	1,367,479	1,561,722	0.9%	
20	Aurora, Town of (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	109,084	56,090	1,382,678	1,561,622	0.9%	
21	Caledon, Town of (TRCA)	37,500	13,430	13,430	20,550	84,910	84,798	40,064	1,343,547	1,553,320	5.5%	
22	Georgina (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	118,117	57,375	1,339,582	1,543,930	1.9%	0.99%
23	Georgina (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	118,117	57,375	1,339,582	1,528,844	0.9%	
24	Caledon, Town of (CVC)	31,050	6,200	6,200	5,550	49,000	84,798	40,064	1,343,547	1,517,410	3.2%	
25	Oakville, Town of (CH)	10,022	6,829	6,829	21,710	45,390	107,809	79,432	1,032,944	1,265,575	3.6%	
26	Innisfil (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	41,880	70,513	988,998	1,130,248	2.6%	1.35%
27	Innisfil (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	41,880	70,513	988,998	1,115,162	1.2%	
28	New Tecumseth (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	91,660	39,375	900,661	1,060,552	2.7%	1.4%
29	New Tecumseth (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	91,660	39,375	900,661	1,045,466	1.3%	
30	Ajax, Town of (TRCA)	37,500	13,430	13,430	20,550	84,910	107,785	47,032	800,773	1,040,500	8.2%	
31	Pickering, City of (TRCA)	37,500	13,430	13,430	20,550	84,910	101,120	47,032	807,057	1,040,119	8.2%	
32	Milton, Town of (CH)	10,022	6,829	6,829	21,710	45,390	72,095	56,926	865,407	1,039,818	4.4%	
33	Halton Hills, Town of (CVC)	31,050	6,200	6,200	5,550	49,000	115,074	61,560	797,421	1,023,054	4.8%	
34	Halton Hills, Town of (CH)	10,022	6,829	6,829	21,710	45,390	115,074	61,560	797,421	1,019,444	4.5%	
35	Milton, Town of (GRCA)	3,280	2,335	2,335	9,550	17,500	72,095	56,926	865,407	1,011,928	1.7%	
36	Whitby, Town of (CLO)	14,115	5,170	5,170	6,685	31,140	83,102	67,726	820,760	1,002,729	3.1%	
37	Barrie, City of (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	58,393	54,627	823,350	965,226	3.0%	1.6%
38	Burlington, City of (CH)	10,022	6,829	6,829	21,710	45,390	90,885	56,648	765,430	958,352	4.7%	
39	Barrie, City of (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	58,393	54,627	823,350	950,140	1.4%	
40	Brock (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	24,400	39,368	835,320	927,943	3.1%	1.65%
41	Oshawa, City of (CLO)	14,115	5,170	5,170	6,685	31,140	6,350	48,461	835,233	921,184	3.4%	
42	Brock (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	24,400	39,368	835,320	912,858	1.5%	
43	Hamilton, City of (GRCA)	3,280	2,335	2,335	9,550	17,500	119,310	56,730	715,785	909,325	1.9%	
44	Hamilton, City of (HCA)	5,207	3,654	3,654	4,698	17,213	119,310	56,730	715,785	909,038	1.9%	
45	Bradford West Gwillimbury (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	76,663	52,119	744,118	901,755	3.2%	1.70%
46	Bradford West Gwillimbury (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	76,663	52,119	744,118	886,670	1.6%	
47	Scugog (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	39,250	46,788	770,145	885,039	3.3%	1.73%
48	Scugog (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	39,250	46,788	770,145	869,953	1.6%	
49	Uxbridge (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	25,700	40,587	693,083	788,226	3.7%	1.95%
50	Uxbridge (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	25,700	40,587	693,083	773,140	1.8%	
51	Grimsby, Town of (HCA)	5,207	3,654	3,654	4,698	17,213	80,025	49,500	519,189	665,927	2.6%	
52	Oro-Medonte (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	45,955	37,500	390,117	502,428	5.7%	3.10%
53	Ramara (LSRCA - Calculated)	14,000	8,856	-	6,000	28,856	61,555	39,375	369,417	499,202	5.8%	3.12%
54	Oro-Medonte (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	45,955	37,500	390,117	487,342	2.8%	
55	Ramara (LSRCA - Current)	7,140	2,040	1,020	3,570	13,770	61,555	39,375	369,417	484,117	2.8%	

Figure B-2
 Development Fee Impacts Survey
 Residential 25-unit Medium Density Development

Survey of Fees Related to a Medium Density Development
 (25 Units, 139 m² GFA each)



**Table B-3
Development Fee Impacts Survey
1,000 m² Retail Development**

Rank	Municipality	Conservation Authority Planning Fees				Municipal Fees			Total	Conservation Authority Fees % of Total	% Increase
		Site Plan	Zoning By-Law Amendment	Development Permits	Total Conservation Authority Planning Fees	Planning Application Fees	Building Permit Fees	Development Charges			
1	Markham, City of (TRCA)	8,950	13,430	20,550	42,930	97,003	17,220	848,215	1,005,368	4.3%	
2	Vaughan, City of (TRCA)	8,950	13,430	20,550	42,930	35,034	16,010	788,548	882,522	4.9%	
3	King, Township of (TRCA)	8,950	13,430	20,550	42,930	30,956	13,560	794,738	882,184	4.9%	
4	King, Township of (LSRCA - Calculated)	24,229	8,856	6,000	39,085	30,956	13,560	794,738	878,339	4.4%	3.21%
5	Newmarket (LSRCA - Calculated)	24,229	8,856	6,000	39,085	93,837	12,700	717,228	862,850	4.5%	3.27%
6	East Gwillimbury (LSRCA - Calculated)	24,229	8,856	6,000	39,085	45,679	9,149	763,694	857,607	4.6%	3.29%
7	Richmond Hill, City of (TRCA)	8,950	13,430	20,550	42,930	36,109	17,070	758,997	855,106	5.0%	
8	King, Township of (LSRCA - Current)	7,140	1,020	3,570	11,730	30,956	13,560	794,738	850,984	1.4%	
9	Newmarket (LSRCA - Current)	7,140	1,020	3,570	11,730	93,837	12,700	717,228	835,495	1.4%	
10	East Gwillimbury (LSRCA - Current)	7,140	1,020	3,570	11,730	45,679	9,149	763,694	830,252	1.4%	
11	Whitchurch-Stoffville, Town of (TRCA)	8,950	13,430	20,550	42,930	52,733	13,778	717,194	826,635	5.2%	
12	Whitchurch-Stoffville, Town of (LSRCA - Calculated)	24,229	8,856	6,000	39,085	52,733	13,778	717,194	822,789	4.8%	3.44%
13	Aurora, Town of (TRCA)	8,950	13,430	20,550	42,930	50,994	16,100	694,688	804,712	5.3%	
14	Aurora, Town of (LSRCA - Calculated)	24,229	8,856	6,000	39,085	50,994	16,100	694,688	800,867	4.9%	3.54%
15	Whitchurch-Stoffville, Town of (LSRCA - Current)	7,140	1,020	3,570	11,730	52,733	13,778	717,194	795,435	1.5%	
16	Georgina (LSRCA - Calculated)	24,229	8,856	6,000	39,085	62,790	13,347	668,596	783,818	5.0%	3.62%
17	Aurora, Town of (LSRCA - Current)	7,140	1,020	3,570	11,730	50,994	16,100	694,688	773,512	1.5%	
18	Georgina (LSRCA - Current)	7,140	1,020	3,570	11,730	62,790	13,347	668,596	756,463	1.6%	
19	Burlington, City of (CH)	10,022	6,829	21,710	38,561	32,291	24,570	524,041	619,462	6.2%	
20	Oakville, Town of (CH)	10,022	6,829	21,710	38,561	48,045	26,400	501,461	614,466	6.3%	
21	Milton, Town of (CH)	10,022	6,829	21,710	38,561	28,578	18,250	464,551	549,940	7.0%	
22	Halton Hills, Town of (CH)	10,022	6,829	21,710	38,561	46,405	16,830	444,414	546,210	7.1%	
23	Milton, Town of (GRCA)	3,280	2,335	9,550	15,165	28,578	18,250	464,551	526,544	2.9%	
24	Halton Hills, Town of (CVC)	4,150	6,200	5,550	15,900	46,405	16,830	444,414	523,549	3.0%	
25	Mississauga, City of (TRCA)	8,950	13,430	20,550	42,930	85,176	18,790	362,167	509,063	8.4%	
26	Mississauga, City of (CVC)	4,150	6,200	5,550	15,900	85,176	18,790	362,167	482,033	3.3%	
27	Brampton, City of (TRCA)	8,950	13,430	20,550	42,930	27,622	16,980	361,230	448,762	9.6%	
28	Barrie, City of (LSRCA - Calculated)	24,229	8,856	6,000	39,085	33,895	19,310	353,800	446,090	8.8%	6.53%
29	Brampton, City of (CVC)	4,150	6,200	5,550	15,900	27,622	16,980	361,230	421,732	3.8%	
30	Whitby, Town of (CLO)	14,115	5,170	6,685	25,970	45,901	24,170	325,251	421,292	6.2%	
31	Barrie, City of (LSRCA - Current)	7,140	1,020	3,570	11,730	33,895	19,310	353,800	418,735	2.8%	
32	Oshawa, City of (CLO)	14,115	5,170	6,685	25,970	19,811	16,470	348,121	410,372	6.3%	
33	Caledon, Town of (TRCA)	8,950	13,430	20,550	42,930	39,395	16,000	297,980	396,305	10.8%	
34	Scugog (LSRCA - Calculated)	24,229	8,856	6,000	39,085	16,000	13,430	321,331	389,845	10.0%	7.55%
35	Ajax, Town of (TRCA)	8,950	13,430	20,550	42,930	36,490	13,000	290,191	382,611	11.2%	
36	Caledon, Town of (CVC)	4,150	6,200	5,550	15,900	39,395	16,000	297,980	369,275	4.3%	
37	Innisfil (LSRCA - Calculated)	24,229	8,856	6,000	39,085	11,650	13,850	298,420	363,005	10.8%	8.15%
38	Scugog (LSRCA - Current)	7,140	1,020	3,570	11,730	16,000	13,430	321,331	362,491	3.2%	
39	New Tecumseth (LSRCA - Calculated)	24,229	8,856	6,000	39,085	44,085	7,104	270,460	360,734	10.8%	8.21%
40	Pickering, City of (TRCA)	8,950	13,430	20,550	42,930	29,763	13,750	261,455	347,898	12.3%	
41	Hamilton, City of (HCA)	5,207	3,654	6,685	15,546	69,100	17,838	234,220	336,704	4.6%	
42	Hamilton, City of (GRCA)	3,280	2,335	9,550	15,165	69,100	17,838	234,220	336,323	4.5%	
43	Innisfil (LSRCA - Current)	7,140	1,020	3,570	11,730	11,650	13,850	298,420	335,650	3.5%	
44	New Tecumseth (LSRCA - Current)	7,140	1,020	3,570	11,730	44,085	7,104	270,460	333,379	3.5%	
45	Uxbridge (LSRCA - Calculated)	24,229	8,856	6,000	39,085	14,075	10,500	266,101	329,760	11.9%	9.05%
46	Brock (LSRCA - Calculated)	24,229	8,856	6,000	39,085	10,400	12,374	259,145	321,003	12.2%	9.32%
47	Uxbridge (LSRCA - Current)	7,140	1,020	3,570	11,730	14,075	10,500	266,101	302,406	3.9%	
48	Brock (LSRCA - Current)	7,140	1,020	3,570	11,730	10,400	12,374	259,145	293,649	4.0%	
49	Grimsby, Town of (HCA)	5,207	3,654	6,685	15,546	44,240	17,115	145,427	222,328	7.0%	
50	Bradford West Gwillimbury (LSRCA - Calculated)	24,229	8,856	6,000	39,085	22,555	11,250	137,378	210,268	18.6%	14.96%
51	Bradford West Gwillimbury (LSRCA - Current)	7,140	1,020	3,570	11,730	22,555	11,250	137,378	182,913	6.4%	
52	Oro-Medonte (LSRCA - Calculated)	24,229	8,856	6,000	39,085	16,200	10,764	83,219	149,268	26.2%	22.44%
53	Ramara (LSRCA - Calculated)	24,229	8,856	6,000	39,085	24,500	8,611	76,061	148,256	26.4%	22.63%
54	Oro-Medonte (LSRCA - Current)	7,140	1,020	3,570	11,730	16,200	10,764	83,219	121,913	9.6%	
55	Ramara (LSRCA - Current)	7,140	1,020	3,570	11,730	24,500	8,611	76,061	120,902	9.7%	

Figure B-3
Development Fee Impacts Survey
1,000 m² Retail Development

Survey of Fees Related to Retail Development
(1,000 m² GFA)

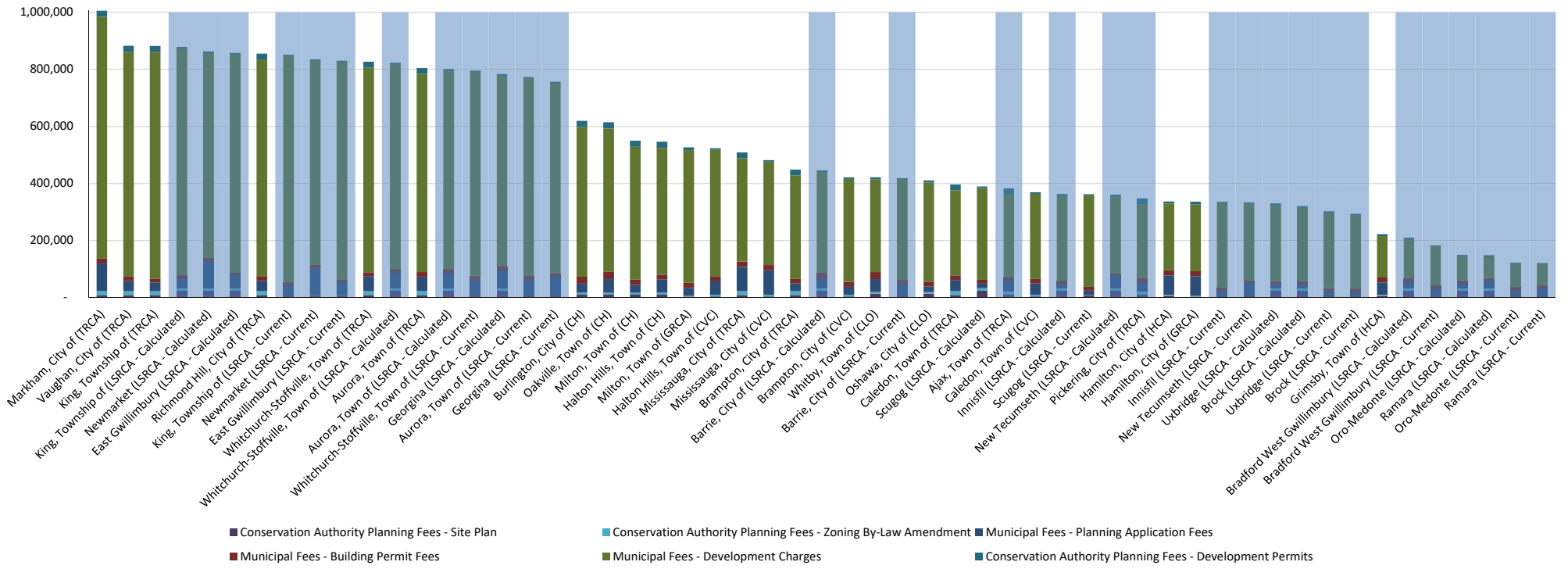
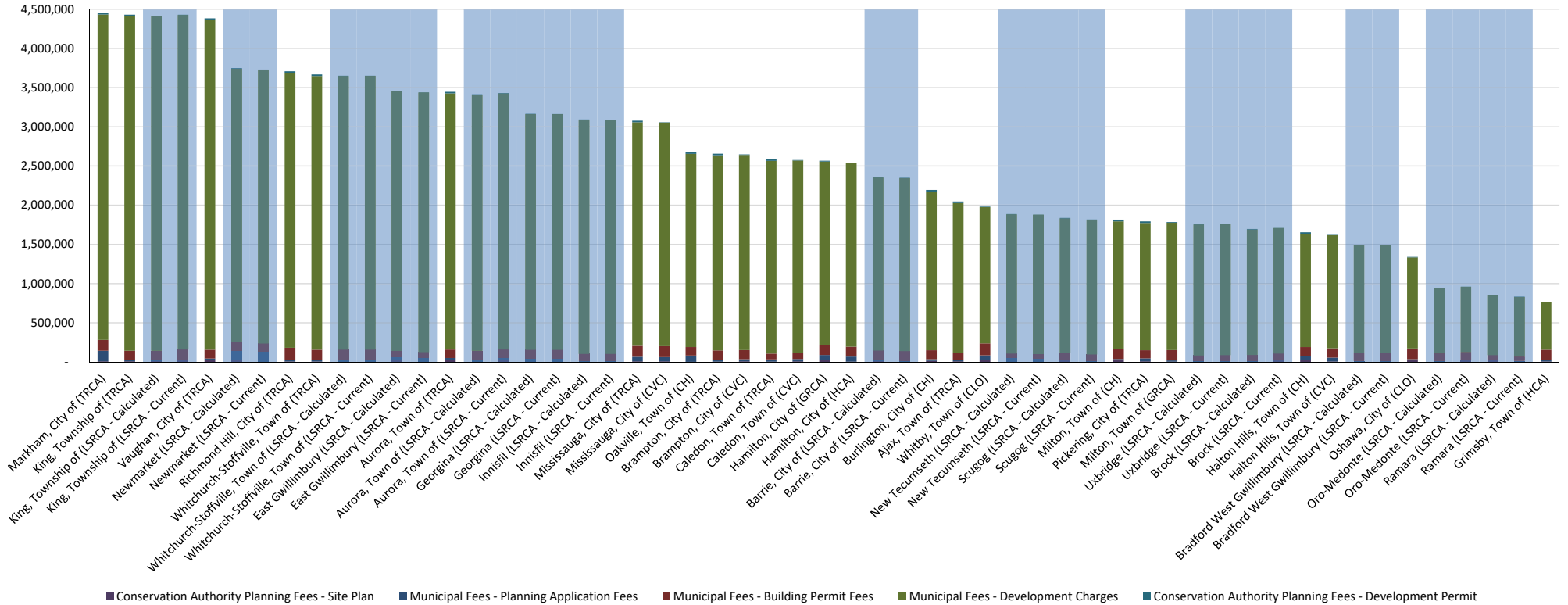


Table B-4
Development Fee Impacts Survey
10,000 m² Industrial Development

Rank	Municipality	Conservation Authority Planning Fees			Municipal Fees			Total	Conservation Authority Fees % of Total	% Increase
		Site Plan	Development Permit	Total Conservation Authority Planning Fees	Planning Application Fees	Building Permit Fees	Development Charges			
1	Markham, City of (TRCA)	14,950	20,550	35,500	133,919	140,800	4,149,331	4,459,550	0.8%	
2	King, Township of (TRCA)	14,950	20,550	35,500	14,886	120,000	4,267,204	4,437,590	0.8%	
3	King, Township of (LSRCA - Calculated)	24,229	6,000	30,229	14,886	120,000	4,267,204	4,432,319	0.7%	0.44%
4	King, Township of (LSRCA - Current)	7,140	3,570	10,710	14,886	120,000	4,267,204	4,412,800	0.2%	
5	Vaughan, City of (TRCA)	14,950	20,550	35,500	21,809	111,700	4,205,304	4,374,313	0.8%	
6	Newmarket (LSRCA - Calculated)	24,229	6,000	30,229	123,542	103,100	3,492,104	3,748,976	0.8%	0.52%
7	Newmarket (LSRCA - Current)	7,140	3,570	10,710	123,542	103,100	3,492,104	3,729,457	0.3%	
8	Richmond Hill, City of (TRCA)	14,950	20,550	35,500	19,143	156,300	3,505,979	3,716,922	1.0%	
9	Whitchurch-Stoffville, Town of (TRCA)	14,950	20,550	35,500	24,033	124,861	3,491,760	3,676,155	1.0%	
10	Whitchurch-Stoffville, Town of (LSRCA - Calculated)	24,229	6,000	30,229	24,033	124,861	3,491,760	3,670,884	0.8%	0.53%
11	Whitchurch-Stoffville, Town of (LSRCA - Current)	7,140	3,570	10,710	24,033	124,861	3,491,760	3,651,365	0.3%	
12	East Gwillimbury (LSRCA - Calculated)	24,229	6,000	30,229	41,242	75,347	3,310,927	3,457,745	0.9%	0.57%
13	East Gwillimbury (LSRCA - Current)	7,140	3,570	10,710	41,242	75,347	3,310,927	3,438,226	0.3%	
14	Aurora, Town of (TRCA)	14,950	20,550	35,500	28,547	107,000	3,266,704	3,437,751	1.0%	
15	Aurora, Town of (LSRCA - Calculated)	24,229	6,000	30,229	28,547	107,000	3,266,704	3,432,480	0.9%	0.6%
16	Aurora, Town of (LSRCA - Current)	7,140	3,570	10,710	28,547	107,000	3,266,704	3,412,961	0.3%	
17	Georgina (LSRCA - Calculated)	24,229	6,000	30,229	38,388	109,792	3,005,779	3,184,188	0.9%	0.62%
18	Georgina (LSRCA - Current)	7,140	3,570	10,710	38,388	109,792	3,005,779	3,164,669	0.3%	
19	Innisfil (LSRCA - Calculated)	24,229	6,000	30,229	1,600	92,200	2,984,200	3,108,229	1.0%	0.63%
20	Innisfil (LSRCA - Current)	7,140	3,570	10,710	1,600	92,200	2,984,200	3,088,710	0.3%	
21	Mississauga, City of (TRCA)	14,950	20,550	35,500	56,760	140,200	2,852,008	3,084,468	1.2%	
22	Mississauga, City of (CVC)	7,250	5,550	12,800	51,874	140,200	2,852,008	3,056,882	0.4%	
23	Oakville, Town of (CH)	10,022	21,710	31,732	79,572	109,000	2,462,668	2,682,972	1.2%	
24	Brampton, City of (TRCA)	14,950	20,550	35,500	27,449	117,200	2,488,500	2,668,649	1.3%	
25	Brampton, City of (CVC)	7,250	5,550	12,800	27,449	117,200	2,488,500	2,645,949	0.5%	
26	Caledon, Town of (TRCA)	14,950	20,550	35,500	30,248	72,740	2,459,200	2,597,688	1.4%	
27	Caledon, Town of (CVC)	7,250	5,550	12,800	30,000	72,740	2,459,200	2,574,740	0.5%	
28	Hamilton, City of (GRCA)	3,280	9,550	12,830	65,280	125,200	2,342,200	2,545,510	0.5%	
29	Hamilton, City of (HCA)	5,207	4,698	9,905	65,280	125,200	2,342,200	2,542,585	0.4%	
30	Barrie, City of (LSRCA - Calculated)	24,229	6,000	30,229	12,020	120,400	2,205,800	2,368,449	1.3%	0.83%
31	Barrie, City of (LSRCA - Current)	7,140	3,570	10,710	12,020	120,400	2,205,800	2,348,930	0.5%	
32	Burlington, City of (CH)	10,022	21,710	31,732	21,792	113,481	2,024,268	2,191,273	1.4%	
33	Ajax, Town of (TRCA)	14,950	20,550	35,500	18,290	90,000	1,910,550	2,054,340	1.7%	
34	Whitby, Town of (CLO)	14,115	6,685	20,800	61,882	151,300	1,739,250	1,973,232	1.1%	
35	New Tecumseth (LSRCA - Calculated)	24,229	6,000	30,229	39,725	58,125	1,776,100	1,904,179	1.6%	1.04%
36	New Tecumseth (LSRCA - Current)	7,140	3,570	10,710	39,725	58,125	1,776,100	1,884,660	0.6%	
37	Scugog (LSRCA - Calculated)	24,229	6,000	30,229	8,300	82,000	1,717,950	1,838,479	1.6%	1.07%
38	Scugog (LSRCA - Current)	7,140	3,570	10,710	8,300	82,000	1,717,950	1,818,960	0.6%	
39	Milton, Town of (CH)	10,022	21,710	31,732	14,364	132,700	1,623,043	1,801,839	1.8%	
40	Pickering, City of (TRCA)	14,950	20,550	35,500	39,235	102,500	1,623,198	1,800,433	2.0%	
41	Milton, Town of (GRCA)	3,280	9,550	12,830	14,364	132,700	1,623,043	1,782,937	0.7%	
42	Uxbridge (LSRCA - Calculated)	24,229	6,000	30,229	7,690	72,200	1,669,650	1,779,769	1.7%	1.11%
43	Uxbridge (LSRCA - Current)	7,140	3,570	10,710	7,690	72,200	1,669,650	1,760,250	0.6%	
44	Brock (LSRCA - Calculated)	24,229	6,000	30,229	3,500	80,100	1,600,090	1,713,919	1.8%	1.2%
45	Brock (LSRCA - Current)	7,140	3,570	10,710	3,500	80,100	1,600,090	1,694,400	0.6%	
46	Halton Hills, Town of (CH)	10,022	21,710	31,732	49,579	117,800	1,442,269	1,641,380	1.9%	
47	Halton Hills, Town of (CVC)	7,250	5,550	12,800	49,579	117,800	1,442,269	1,622,448	0.8%	
48	Bradford West Gwillimbury (LSRCA - Calculated)	24,229	6,000	30,229	6,905	102,300	1,373,779	1,513,213	2.0%	1.31%
49	Bradford West Gwillimbury (LSRCA - Current)	7,140	3,570	10,710	6,905	102,300	1,373,779	1,493,694	0.7%	
50	Oshawa, City of (CLO)	14,115	6,685	20,800	11,393	138,100	1,160,350	1,330,643	1.6%	
51	Oro-Medonte (LSRCA - Calculated)	24,229	6,000	30,229	6,000	96,875	832,192	965,296	3.1%	2.06%
52	Oro-Medonte (LSRCA - Current)	7,140	3,570	10,710	6,000	96,875	832,192	945,777	1.1%	
53	Ramara (LSRCA - Calculated)	24,229	6,000	30,229	9,000	53,820	760,606	853,654	3.5%	2.34%
54	Ramara (LSRCA - Current)	7,140	3,570	10,710	9,000	53,820	760,606	834,135	1.3%	
55	Grimsby, Town of (HCA)	5,207	4,698	9,905	21,615	128,090	605,252	764,862	1.3%	

Figure B-4
Development Fee Impacts Survey
10,000 m² Industrial Development

Survey of Fees Related to Industrial Development
(10,000 m² GFA)



Planning and Development Fees Policy - 2022

Under
Section 21 (m.1) of the *Conservation Authorities Act*
For the
Lake Simcoe Region Conservation Authority
120 Bayview Parkway
Newmarket, Ontario
L3Y 3W3
Tel: (905)895-1281
Web: www.lsrca.on.ca

EFFECTIVE DATE: JANUARY 3, 2022

Basis

Legislative

The *Conservation Authorities Act* provides the legislative basis to allow conservation authorities in Ontario to charge fees for services approved by the Minister of Northern Development, Natural Resources and Forestry. Section 21(m.1) of the *Act* allows for the collection of fees for planning and development related activities such as:

- Permitting
- Plan review
- Public and legal inquiries

Policy

The Ministry of Northern Development, Natural Resources and Forestry established the *Policies and Procedures for the Charging of Conservation Authority Fees* to fulfill Section 21(m.1) of the *Conservation Authorities Act*. These *Policies and Procedures* further provide the Lake Simcoe Region Conservation Authority (the Authority) with the policy basis to charge fees for planning and development proposals.

Principles

As a result of the legislative and policy basis, the Authority's Fees Policy is based on the following:

- The user-pay principle
- Adequate consultation and notification
- Opportunity or right to an appeal

Planning and Development Fees Policy - 2022

Relationship to Planning and Development Program Budget

The fees on the attached Schedules are designed to recover 100% of the cost of providing a planning and regulatory service to the member municipalities, development industry, and landowners.

Process and Notification

One of the Authority's stated Annual Operating Priorities of 2021 was to respond to Bill 108 / Bill 229. As part of this staff were directed to undertake a comprehensive review of the Planning and Development Fees so that that moving forward in 2022, a transparent and defensible fee schedule would be in place to ensure that the Planning and Development program is operating on a 100% full cost recovery basis. To do so, Watson and Associates Limited were engaged to carry out a comprehensive review of the fees which resulted in recommendations which have been incorporated into this fee policy. Members of the Building Industry and Land Development Association were consulted, and their valuable feedback has also been considered in the fee schedule below. The report prepared by Watson and Associates can be accessed via this link: [Watson and Associates Report](#). This fee policy is a reflection of the in-depth analysis carried out by Watson and Associates with recognition of industry best practices, staff and stakeholder input. Ultimately, this Fees Policy requires approval by the LSRCA Board of Directors. Once approved, the Policy will be posted on the LSRCA website and will be circulated to:

- Regional and local municipalities
- Neighboring Conservation Authorities
- Conservation Ontario
- Ministry of Northern Development, Natural Resources and Forestry
- Building Industry Land Development Association
- Ontario Stone Sand and Gravel Association
- Consultants and the general public as requested

Date of Effect

This Fees Policy requires approval from the LSRCA Board of Directors. Generally, this Fees Policy will be in effect for a two-year period commencing on January 3, 2022. The Policy supersedes and replaces all previous LSRCA Fee Policies. Please see transition notes below.

Appeal

An applicant, proponent, or developer has the right to appeal should he or she be dissatisfied with the prescribed fee. Any appeal shall be heard by the Authority's Board of Directors through a deputation by the proponent. The appeal will be heard in accordance with the *Statutory Powers Procedure Act* based on the principles of fairness, opportunity, and notification.

Planning and Development Fees Policy - 2022

Monitoring

This Fees Policy shall be monitored on an annual basis to evaluate its effectiveness and fairness. A Working Group has been established with members of the Building Industry Land Development Association to evaluate this Fees Policy.

Fee Schedules

Note – Fees are not required to include HST Updated May 2020 per LSRCA Board of Directors (BOD-30-20) Updated March 2021 (Housekeeping Update) per LSRCA Board of Directors (16-21-BOD)

Applications made under the *Planning Act*

Category	Fee
Minor Official Plan Amendment - Proponent Initiated (No technical Review Required – Planning Review Only)	\$2,152
Major Official Plan Amendment – Proponent Initiated (Technical review required)	\$12,651
Minor Zoning By-Law Amendment - Proponent Initiated (No technical review required – Planning Review Only)	\$2,152
Major Zoning By-law Amendment – Proponent Initiated (Technical review required)	\$12,651
Combined Official Plan Amendment / Zoning By-law Amendment	\$12,651
Draft Plan (Subdivision/Condo) Approval – Minimum Fee	\$18,279
Draft Plan Approval - >60 Lots/Units (\$/lot) Maximum Fee imposed at 160 Lots	\$288/Lot, Unit
Final Plan Approval - Minimum Fee (<60 Lots)	\$12,240
Final Plan Approval - >60 Lots	\$288/lot/Unit
Final Plan approval - Maximum Fee (Imposed at 160 +Lots)	No Final Plan Fee
Combined OPA/ZBA/Subdivision or Condo <60 Lots	Full Subdivision Fee and 70% of OPA/ZBA Fee

Planning and Development Fees Policy - 2022

Category	Fee
Combined OPA/ZBA/Subdivision or Condo >60 Lots	Full Subdivision Fee and 70% of OPA/ZBA Fee
Draft Plan of Subdivision – Red-line Revision (Triggering additional technical review)	\$5,100
Draft Plan of Subdivision – Request for Extension of Approval	\$1,282
Site Plan – Residential/Institutional (>15 units)	\$ 20,949
Combined OPA/ZBA/Site Plan (>15 Units)	Full Site Plan Fee and 70% of OPA/ZBA Fee
Site Plan – Residential/Institutional (<15 units)	\$14,000
Combined OPA/ZBA/Site Plan (<15 Units)	Full Site Plan Fee and 70% of OPA/ZBA Fee
Site Plan - Residential (single-unit)/Agricultural (Minor)	\$2,196
Site Plan – Residential (single-unit)/Agricultural (Major)	\$4,700
Combined OPA/ZBA/Site Plan (Residential – single unit /Agricultural (Major)	Full Site Plan Fee and 70% OPA/ZBA Fee
Site Plan - Golf Courses, Aggregate	\$26,604
Site Plan – Commercial and Industrial	\$24,249
Site Plan Amendment Fee - Minor (Minimal Review or Revisions)	\$2,550
Site Plan Amendment Fee - Major (Technical Review Required)	\$5,100
Greater Than (>) Two (2) technical re-submissions	25% of Application Fee for each additional submission after the 2nd
Site Plan – Water Balance Review Only (WHPA Q2 & 4.8-DP/ 6.40-DP) (The water balance review fee in the WHPA Q2 area and applications subject to the Lake Simcoe Protection Plan Water Recharge Offsetting Policy for the Lake Simcoe Protection Plan for site plans (\$3,151) is applied to those applications typically not circulated to the LSRCA in accordance with the Memorandum of Understanding with the	\$3,151

Planning and Development Fees Policy - 2022

Category	Fee
watershed municipalities. The Authority's review of these site plan applications will be restricted to the water balance only (i.e., it will not include a review of the grading/drainage/Erosion Sediment Control Plans)	
Phosphorus Offsetting Policy Review Only	\$3,387
Consent/Minor Variance Application (Minor – No Technical Review Required – Planning Review Only)	\$525
Consent / Minor Variance Application (Major)	\$2,038
Development Potential Review – Planning (in writing)	\$1,122
Peer Review (e.g., Geotechnical Study)	Paid by Applicant
Site Visit Fee (Required for Requested Site Visits that are not subject to a current and open application under the <i>Planning Act</i> .)	\$1,530
Pre-consultation (Review fee of pre-consultation circulations provided to the Authority by partner Municipalities)	\$750
NOTE: The pre-consultation fee will be credited to the Application Fee if a complete application under the Planning Act is submitted within 12 months of the date of the provided pre-consultation comments.	

Permit Applications made under the *Conservation Authorities Act* and O.Reg.179/06

O.Reg. 179/06 Refers to the Lake Simcoe Region Conservation Authority specific regulation under the Conservation Authorities Act.

Private Residential Property

Category	Fee
Major Permit Application	\$5081
Development where there is a high risk to people or property, natural hazards, or natural features. One or more studies required. For example, an environmental impact study, hydraulic analysis, stormwater management report or geotechnical report.	
Intermediate Permit Application	\$1700
Development where there is moderate risk to people or property, natural hazards, or natural features. Detailed plans, or report is required	

Planning and Development Fees Policy - 2022

Minor Permit Application (Minor permit application refers to a permit for development where there is low risk of impact on natural hazards or natural features. No technical reports are required. Small scale, and/or consistent with policy and guidelines)	\$750
Routine Permit Application Limited review, minor in nature relative to location, or impact.	\$600
Permit – Revisions amendments/minor changes to plans made under a previously approved and still valid permit.	Half the original Permit Fee
Retroactive Permit (Refers to a permit required arising from the failure to obtain permission under Ontario Regulation 179/06 before works commenced.)	Double Permit Fee
Retroactive Permit involving Court Order	Double Permit Fee
Permit Reissuance – If a new application is submitted within 6 months of the original permit expiring and there are no changes to the site plan, application, or regulation limit	Half the original Permit Fee
Legal/Real Estate Inquiries	\$525
Letter of Comment	\$255
Permit Associated with a Minister’s Zoning Order (s.28.0.1)	Double Permit Fee
Re-submission Fee (>2 submissions)	25% of Permit Fee

Major Residential (Subdivision), Commercial, Industrial, Institutional Proposals

Category	Fee
Permit Application – amendments/minor changes to plans made under a previously approved and still valid permit.	\$6,000
Intermediate Permit Application	\$4,000
Permit Revisions	Half the original Permit Fee
Retroactive Permits (Refers to a permit required arising from the failure to obtain permission under Ontario Regulation 179/06 before works commenced.)	Double Permit Fee

Planning and Development Fees Policy - 2022

Permit Reissuance – If a new application is submitted within 6 months of the original permit expiring and there are no changes to site plan, application, or regulation limit	Half the original Permit Fee
Green Energy Permits	\$3200
Permit Associated with a Minister’s Zoning Order (s.28.0.1)	Double Permit Fee
Re-submission Fee (>2 Submissions)	25% of Permit Fee

Municipal Proposals

Category	Fee
Major Permit Application (Major municipal permit applications refer to applications that require technical reports or analysis to support the application as well as applications for works that cover large geographic areas such as multiple road culverts or bridge replacements and large-scale municipal servicing and road projects.)	\$6,300
Minor Permit Application (Minor municipal permit applications refer to a permit application which does not require detailed technical reports or analysis to support the application. This could include permit applications for road resurfacing, driveways/roadways culvert replacements, re-grading of existing roadside ditches.)	\$4,200
Permit Revisions	Half the original Permit Fee
Permit Reissuance – If a new application is submitted within 6 months of the original permit expiring and there are no changes to site plan, application, or regulation limit	Half the original Permit Fee
Permit Associated with a Minister’s Zoning Order (s.28.0.1)	Double Permit Fee
Re-submission Fee (>2 Submissions)	25% of Permit Fee

Large Fill Proposals (>250m³ of Fill Placement)

Category	Fee
Base Fee	\$5,100 + \$1/m ³
Retroactive/Unauthorized Works	Double Base Fee + \$1/m ³

Planning and Development Fees Policy - 2022

(Refers to a permit required arising from the failure to obtain permission under Ontario Regulation 179/06 before works commenced.)

Speciality Crop Areas within the Provincial Greenbelt (e.g. top dressing or dyke management)	Base Fee + .50 cents/m ³ to a maximum of \$3,060
Re-Submission Fee (>2 Submissions)	25% of Permit Fee

Note – Any Peer Review required by the LSRCA shall be paid by the applicant or proponent.

Environmental Compliance Approval (ECA) Review

Category	Fee
Minor ECA Stormwater Works Review for <2ha <ul style="list-style-type: none"> • Typically, minor site plans. • Municipal projects <2ha; 	\$3,800
Moderate ECA Stormwater Works Review for 2ha to 5ha <ul style="list-style-type: none"> • Typically, larger site plans and condominiums. • Municipal projects 2ha to 5ha; 	\$4,080
Major Stormwater Works Review for >5ha <ul style="list-style-type: none"> • Typically, Draft Plans of Subdivisions and major site plans. • Large scale municipal projects >5ha; 	\$7,650
Minor Stormwater Conveyance Systems <ul style="list-style-type: none"> • Local municipal roads, 500 metres long or less 	\$3,800
Major Stormwater Conveyance Systems <ul style="list-style-type: none"> • Large road projects, arterials, greater than 500 metres in length 	\$4,080
Site or Topic Specific Technical Expert Peer Review <ul style="list-style-type: none"> • This is for the rare instance where there is need for an outside Technical Expert (i.e., geotechnical). • All external fees will be agreed upon by applicant prior to commencement; 	\$710 + TBD Technical Review Fee
Re-submission Fee (>2 Technical Submissions)	%25 of Permit Fee

Planning and Development Fees Policy - 2022

Technical Reviews (Non-Application)

Category	Fee
Minor Technical Review <ul style="list-style-type: none"> • Due diligence review, minor technical studies. • NOTE: 50% of Fee will be credited to Application Fee if an application is received within 12 months of first Minor Technical Review Submission 	\$2,100
Major Technical Review <ul style="list-style-type: none"> • Detailed studies including floodplain analysis, detailed boundary delineation, peer review of existing reports. • NOTE: 50% of Fee will be credited to Application Fee if an application is received within 12 months of first Major Technical Review Submission 	\$4,000
Re-Submission Fee (>2 Submissions)	25% of Review Fee

Environmental Assessments

Category	Fee
Schedule B Class	\$6,520 + Applicable Permit Fee
Schedule C Class	\$9,208 + Applicable Permit Fee

Notes to Fee Schedule

Resubmission Fees

Re-submission fees will be applicable for any submission after the second submission in support of a permit application or Planning Act application. For subdivision applications, resubmission fees will be payable for each submission after the second functional submission and second detailed design submission.

Changes to Fees

LSRCA reserves the right to modify or adjust fees should the review require a substantially greater or lower level of review and / or assessment, including applications to alter or change a floodplain, retroactive permits required by a Court Order or permits associated with a Minister's Zoning Order.

Planning and Development Fees Policy - 2022

Transition

Any subdivision application where the draft plan fee was paid prior to January 2, 2022 will be required to pay the final plan fee (per the 2021 fee schedule) and will be subject to the >3 submission fee per the 2021 fee schedule if required.

Applications for Plan of Subdivision (and associated Official Plan Amendment and/or Zoning By-law Amendment) received January 3, 2022 or later will be subject to the 2022 fee.

All complete applications (inclusive of LSRCA Fees paid) as of January 2, 2022 will be subject to the 2021 fee schedule and additional technical review fee (>3 Technical submissions). All completed applications January 3, 2022 and later will be subject to the additional submission fee (>2 Submissions) of 25% of the total application fee.

Any Planning Act, Conservation Authorities Act, Environmental Assessment Act and Environmental Compliance Approval applications received in 2021 without payment, will not be considered complete applications until the LSRCA review fee has been received. The required fee will be in accordance with the in force and effect fee schedule at the time of payment.

October 14th, 2021

Melinda Bessey, MCIP, RPP
Director of Planning
LSRCA
120 Bayview Parkway
Newmarket, Ontario
L3Y 3W3

Ashlea Brown
Director of Regulations
LSRCA
120 Bayview Parkway
Newmarket, Ontario
L3Y 3W3

Sent via email to m.bessey@lsrca.on.ca and a.brown@lsrca.on.ca

RE: Lake Simcoe Region Conservation Authority's 2022 Plan Review and Permitting Fee Review and Watershed Guideline Update

The Building Industry and Land Development Association (BILD) is in receipt of the Lake Simcoe Conservation Authority's (LSRCA) 2022 Plan Review and Permitting Fee Review and Watershed Guideline update. In advance of Board consideration this fall, BILD, on behalf of our York and Simcoe Chapter members would like to take this opportunity to provide the following acknowledgments.

To begin, we would like to thank you and your respective teams for presenting at BILD's joint York and Simcoe Chapter meeting on September 29th to discuss updates to the 2022 Comprehensive Fee Review, Stormwater Management Guideline, and Watershed Development Guideline. BILD greatly appreciates the open dialogue that LSRCA continues to provide our industry.

At this time, we would like to send this letter of acknowledgment to communicate that our York and Simcoe Chapter members have been apprised of the information within these respective updates, and have not expressed any apprehensions with the proposed revisions to either the Fee Review or Watershed Guideline update.

As your community building partners, we thank you again for the opportunity to be consulted on in this process and look forward to our continued positive working relationship. Should you have any questions or concerns, please do not hesitate to contact the undersigned at vmortelliti@bildgta.ca.

Sincerely,



Victoria Mortelliti
Manager, Policy & Advocacy
BILD

The Building Industry and Land Development Association is an advocacy and educational group representing the building, land development and professional renovation industry in the Greater Toronto Area. BILD is the largest home builders' association in Canada, and is affiliated with the Ontario Home Builders' Association and the Canadian Home Builders' Association. It's 1,500 member companies consists not only of direct industry participants

Staff Report

To: Board of Directors

From: Katherine Toffan, Manager of Finance

Date: October 8, 2021

Subject

Third Quarter 2021 Financial Report and Year-End Forecast

Recommendation

That Staff Report No. 51-21-BOD regarding the Authority's Third Quarter 2021 Financial Report and Year-End Forecast be received for information.

Purpose of this Staff Report:

The purpose of this Staff Report No. 51-21-BOD is to provide the Board of Directors with a summary of financial activities for the period ending September 30, 2021, as they relate to the 2021 budget approved by the Board on March 26, 2021. Staff have also used this report to review the forecasted year-end financial position of the Authority, along with high level issues and trends that staff have been observing through September 2021.

Background:

The Budget Status Reports have been developed for the use of the Board and management, use the same format as the approved budget, and provide a status update on the programs and projects that fall under the Authority's seven service areas: Corporate Services, Ecological Management, Education & Engagement, Greenspace Services, Planning & Development Services, Water Risk Management and Watershed Studies & Strategies.

Issues:

The Corporate Budget Status report attached in Appendix 1 presents a surplus position of \$267K on September 30, 2021. The drivers of this surplus are outlined in the table below:

Service Area	Surplus/ (Deficit)	Drivers
Corporate Services	32K	YTD interest, surplus from Solar Panel Revenue and Corporate Overhead charges from projects
Ecological Management	(3)K	Small deficit in Tree Planting, will be funded as the Fall Planting program takes place
Planning & Development	238K	Variances in staffing, open positions and new fees and year-to-date applications
Overall Corporate Surplus on September 30	267K	

Relevance to Authority Policy:

In keeping with Authority policy, this staff report has been prepared to provide a Q3 financial update on the current overall financial position, project expenditures, opportunities, and risks as they relate to the 2021 approved budget, as well as highlight variances identified through the year-end forecast.

Impact on Authority Finances:

a) Revenues

Overall revenues realized at September 30th are in line with what would be expected against the year-to-date budget. Revenues are recognized based on the source of the revenue stream and by the expenditures that are incurred to cause recognition of revenue. The General Levy, Special Capital Levy and Provincial & Federal funding revenues are recognized as related expenses are incurred. Municipal partner funding and Revenue Generated by the Authority are generally fee-based revenues and recognized as invoiced for projects or fee for service agreements as services are delivered.

Provincial and Federal funding recognized is below year-to-date budget at the end of Q3. This is related to timing of some of provincial grant agreements, most of which carry over into Q1 of 2022, and some of which carry over into Q1, 2023. The Monitoring and Watershed Planning group are aligning work with the timing of the agreement deliverables.

The Generated-by-Authority revenues are trending in line with year-to-date budget and are mainly driven by the Planning and Development Services, Education and Engagement and Afforestation programs. Staff work closely with the program and project managers on year-end revenue forecasts and will continue to monitor the ongoing impact to the Authority's operations for year end.

b) Expenditures:

Some variances in the budget related to staffing are contributing to the surplus in the Planning and Development program at the end of September. Turnover in staff and timing of replacements for open positions has resulted in salary gapping. This was presented at the Q2 forecast and continues to be a contributing factor to the year end forecasted surplus position.

Legal expenses in this program have been lower than expected due to courts being closed. While legal proceedings have begun to resume, it is not expected that the forecasted budget related to these legal fees will be exceeded.

c) Timing Variances:

There are year-to-date revenue and expense variances that can be attributed to timing. Timing variances occur when expenditures have not yet happened, and recognition of the related revenue is deferred until the project work commences.

Expenditures in Corporate Services, specifically Facility Management, are below year-to-date budget. This is a reflection of timing related to the expected spending that will take place for consultation and architectural design of the new Scanlon Creek Nature Centre. The request for proposal for the new Nature Centre architect closed in early August. Bids have been reviewed and the preferred proponent has been selected and presented in Staff Report No. 55-21-BOD included in the October 2021 agenda. The Mabel Davis office renovations are substantially complete, and final invoicing will wrap up shortly and be reflected in the year-end position. Costs anticipated to be expensed in 2021 have been included in the forecasted year-end surplus position.

Fees and Expenditures in the Education Program for the Authority's Community Programs are below budget as programming has been deferred to 2022. Staff have been focusing on delivering programming to York Region and Simcoe County District School Boards.

Capital projects in the Ecological and Water Management Restoration are either in progress or continuing into Q4 and Q1 of 2022. The deferral of work will not have an impact on the overall financial position, as these projects are covered by Special Capital, Provincial and/or Partner funding. Key areas of these variances include:

i. Ecological Management - \$800K of projects in the Ecological Restoration program include:

- Ecological Offsetting Capital Projects
- Grassland/Meadow Restoration
- Grants to Partner/Landowners for projects

Projects substantially completed at Q3:

- Kettleby Creek Restoration
- Circle Park Wetland Restoration

Other projects in progress:

- Park Road and Innisfil Beach Park Wetland and Channel Realignment
- Kennedy Street Stream and Wetland Creation

ii. Water Risk Management - \$1.3M of projects in the Water Management/ Restoration program include:

- Water Balance and LSPOP Capital Projects
- Stormwater Monitoring Projects
- Provincial Funding Agreements – Lake Simcoe Protection Plan

Projects currently underway or wrapping up:

- York Stormwater Management – Tamarac site
- Aurora LID Monitoring
- East Holland Monitoring
- Mouth of Western Creek Restoration

- Town of Aurora – Stormwater Pond Maintenance
- KD03 Sunnidale Road Stormwater Pond Retrofit
- All Provincial Funding Agreements under the Lake Simcoe Protection Plan as outlined in Staff Report No. 20-21-BOD from the April 23, 2021 Board of Directors' meeting.

d) High Level Forecast to the End of 2021:

Staff have conducted a program and project review to provide a forecast on the year end financial position. Through working with program managers, staff are forecasting a year-end surplus position of \$504K. There have not been any material unexpected changes in the financial forecast since the Q2 update. Outlined below are some of the main drivers contributing to the forecasted surplus:

- i) There is an overall forecasted surplus related to staffing variances of about \$314K across the organization. This variance is a result of delayed hiring of open FTE positions, staff turnover and redeployment opportunities. Salary gapping is realized while recruiting for replacements happens or if the position is not filled in the year. These variances are mainly in the fee for service-based programs and therefore contribute to the year end surplus position. Program managers have reviewed staffing, and expected start dates or contract extensions have been built into the year end forecast.
- ii) There is an overall amount of \$125K in additional revenue over budget being forecasted for year end. About \$45K of this projection is being driven by forecasted revenue assumptions in the Planning and Development Services Program. The remainder is projected for additional fees being realized for the corporate overhead charge from various projects that are being worked on in 2021. This is a result of reviewing costing models and ensuring the use of full cost recovery models for new projects, agreements, or services being delivered.
- iii) There is an overall amount of \$65K in savings being forecasted for operational expenses across the organization, net of some additional return to work expenditures. These savings are a result of staff continuing to work from home, virtual meetings and savings related to offering virtual training sessions over in person attendance. Staff mileage, catering, venue rental, cleaning, hydro and gas expenditures are also areas that are contributing to this expected savings. Some additional costs related to cleaning, cleaning supplies and equipment are expected and are included in the forecast. The forecast includes all costs related to a return for all staff to the offices in January 2022.
- iv) Investment has been made in equipment and supplies to ensure a full return to the offices in January 2022. Several air purification units have been purchased and will be installed around the Mabel Davis Administrative office, Scanlon Creek Operations Centre and the existing Nature Centre. Staff will also have access to a number of air purification units purchased for use in individual workspaces while working in the office. Supplies needed to upgrade technology in some meeting rooms have been purchased, and staff will be supplied with

headsets which will help to facilitate an effective way to work at the office but continue to meet virtually with peers or clients when needed.

- v) It is anticipated that all budgeted reserve transfers will continue to be met as presented in the 2021 budget. The budgeted reserve draws will only be made if the related expenditure is made. Also anticipated is a reserve transfer related to the admin component of Offsetting Fees collected to pay back reserves for draws made related to operational spending in prior years where fees were not collected.

Staff will continue to monitor the ongoing financial position of the organization through to year end and will conduct regular updates with program managers to ensure that there are no unexpected financial transactions that would materially affect the forecasted year end position.

Summary and Recommendations:

It is therefore **Recommended That** Staff Report No. 51-21-BOD regarding the Authority's Third Quarter 2021 Financial Report and Year-End Forecast for the period ending September 30, 2021 be received for information.

Pre-Submission Review:

This Staff Report has been reviewed by the General Manager, Corporate and Financial Services/CFO and the Chief Administrative Officer.

Signed by:

Signed by:

Mark Critch
General Manager, Corporate and Financial
Services/CFO

Rob Baldwin
Chief Administrative Officer

Attachments:

Appendix 1 – Q3 Corporate Budget Status Report
Appendix 2 –Service Area Budget Status Reports

Q3 Corporate Budget Status Report
For period ending September 30, 2021 (shown in 000's)

Revenue:	Full Year Budget	YTD Budget	Actual YTD	% of YTD Budget
General Levy	\$ 4,049	\$ 3,037	\$ 1,992	66%
Special Capital Levy & Municipal Partners	6,216	4,662	4,182	90%
Provincial & Federal Funding	2,312	1,734	980	57%
Revenue Generated by Authority	5,196	3,897	3,613	93%
Other Revenue	235	176	169	96%
Total Revenue:	18,008	13,506	10,936	81%
Expenses:				
Corporate Services	5,482	4,111	3,274	80%
Ecological Management	3,459	2,595	2,030	78%
Education & Engagement	695	522	469	90%
Greenspace Services	913	685	692	101%
Planning & Development Services	3,608	2,706	2,282	84%
Water Risk Management	3,152	2,364	1,399	59%
Watershed Studies & Strategies	1,879	1,409	955	68%
Total Gross Expenses:	19,188	14,391	11,101	77%
Expenses included above related to:				
Internal Fee for Service	1,193	894	826	92%
Expenses before Amortization	17,995	13,496	10,275	76%
Net surplus before reserve activity	13	10	661	
Board approved draws on reserve:	399	299	122	
Board approved transfers to reserves:	(412)	(309)	(98)	
Other reserve activity:				
Transfer for offsetting operational surplus to payback reserve draws from prior years:	-	-	(418)	
Operational surplus at September 30	\$ -	\$ -	\$ 267	

**Lake Simcoe Region Conservation Authority
Harmonized Service Area Budget Status Report
For period ending September 30, 2021 (shown in 000's)**

	2021 Full Year Budget	2021 YTD Budget	2021 YTD Actual	% of YTD Budget
Corporate Services				
Revenue:				
General Levy	\$ 2,703	\$ 2,027	\$ 1,540	76%
Special Capital Levy & Municipal Partners	1,066	799	934	117%
Provincial & Federal Funding	2	1	2	136%
Revenue Generated by Authority	447	335	220	66%
Other Revenue	28	21	14	67%
Total Revenue:	4,245	3,184	2,710	85%
		-		
Expenses:				
Corporate Communications	747	560	509	91%
Facility Management	1,073	805	427	53%
Financial Management	1,342	1,007	765	76%
Governance	584	438	431	98%
Human Resource Management	508	381	316	83%
Information Management	1,227	920	826	90%
Total Gross Expenses:	5,482	4,111	3,274	80%
Expenses included above related to:				
Internal Fee for Service	1,148	861	781	91%
Net Expenses:	4,334	3,251	2,493	77%
Net surplus/(deficit) before reserve activity	(89)	(67)	217	
Board approved draws on reserve:	309	232	69	
Board approved transfers to reserves:	(220)	(165)	(98)	
Other reserve activity:				
Transfer for offsetting surplus:	-	-	(156)	
Operational surplus at September 30	\$ -	\$ -	\$ 32	

	2021 Full Year Budget	2021 YTD Budget	2021 YTD Actual	% of YTD Budget
Ecological Management				
Revenue :				
General Levy	\$ 6	\$ 5	\$ -	0%
Special Capital Levy & Municipal Partners	1,964	1,473	1,065	72%
Provincial & Federal Funding	347	260	276	106%
Revenue Generated by Authority	1,113	835	585	70%
Other Revenue	56	42	94	225%
Total Revenue:	3,487	2,615	2,020	77%
Expenses:				
Ecosystem Science & Monitoring	908	681	669	98%
Forestry Services	745	559	427	76%
Restoration & Regeneration	1,807	1,355	934	69%
Total Gross Expenses:	3,459	2,595	2,030	78%
Expenses included above related to:				
Internal Fee for Service	-	-	12	
Net Expenses:	3,459	2,595	2,018	78%
Net surplus before reserve activity	27	20	2	
Board approved transfers to reserve:	(27)	(20)	-	
Other reserve activity:				
Transfer for offsetting surplus:	-	-	(5)	
Operational surplus/(deficit) at September 30	\$ -	\$ -	\$ (3)	

**Lake Simcoe Region Conservation Authority
Harmonized Service Area Budget Status Report
For period ending September 30, 2021 (shown in 000's)**

Education and Engagement	2021 Full Year Budget	2021 YTD Budget	2021 YTD Actual	% of YTD Budget
Revenue :				
General Levy	\$ 337	\$ 252	\$ 203	80%
Revenue Generated by Authority	312	234	229	98%
Other Revenue	6	4	6	138%
Total Revenue:	655	491	438	89%
Expenses:				
Community Programming	144	108	49	45%
School Programming	551	413	420	102%
Total gross expenses:	695	522	469	90%
Expenses included above related to:				
Internal Fee for Service	41	31	31	101%
Net Expenses:	655	491	438	89%
Net position at September 30	\$ -	\$ -	\$ -	

Greenspace Services	2021 Full Year Budget	2021 YTD Budget	2021 YTD Actual	% of YTD Budget
Revenue :				
General Levy	\$ 414	\$ 311	\$ 227	73%
Special Capital Levy & Municipal Partner	368	276	383	139%
Provincial & Federal Funding	11	8	-	0%
Revenue Generated by Authority	55	41	49	119%
Other Revenue	26	19	20	105%
Total Revenue:	874	655	679	104%
Expenses:				
Management	695	521	551	106%
Property Services	97	73	41	56%
Securement	121	91	100	110%
Total Gross Expenses:	913	685	692	101%
Expenses included above related to:				
Internal Fee for Service	4	3	3	83%
Net Expenses:	909	682	690	101%
Net (deficit) before reserve activity	(36)	(27)	(11)	
Board approved draws on reserve:	36	27	11	41%
Net position at September 30	\$ -	\$ -	\$ -	

Lake Simcoe Region Conservation Authority
Harmonized Service Area Budget Status Report
For period ending September 30, 2021 (shown in 000's)

	2021 Full Year Budget	2021 YTD Budget	2021 YTD Actual	% of YTD Budget
Planning and Development				
Revenue :				
General Levy	\$ 490	\$ 368	\$ -	0%
Special Capital Levy & Municipal Partners	405	304	310	102%
Provincial & Federal Funding	22	17	22	131%
Revenue Generated by Authority	2,690	2,017	2,188	108%
Total Revenue:	3,608	2,706	2,520	93%
Expenses:				
Development Planning	1,879	1,410	1,158	82%
Permitting & Enforcement	1,728	1,296	1,124	87%
Total Gross Expenses:	3,608	2,706	2,282	84%
Expenses included above related to:				
Internal Fee for Service	-	-	-	
Net Expenses:	3,608	2,706	2,282	84%
Net position at September 30	\$ -	\$ -	\$ 238	

	2021 Full Year Budget	2021 YTD Budget	2021 YTD Actual	% of YTD Budget
Water Risk Management				
Revenue :				
General Levy	\$ 99	\$ 74	\$ 22	30%
Special Capital Levy & Municipal Partners	1,349	1,012	847	84%
Provincial & Federal Funding	1,164	873	376	43%
Revenue Generated by Authority	579	434	342	79%
Other Revenue	-	-	35	
Total Revenue:	3,192	2,394	1,622	68%
Expenses:				
Flood Management & Warning	440	330	306	93%
Source Water Protection	752	564	312	55%
Water Management & Restoration	1,276	957	348	36%
Water Science & Monitoring	683	512	433	85%
Total Gross Expenses:	3,152	2,364	1,399	59%
Expenses included above related to:				
Internal Fee for Service	-	-	-	
Net Expenses:	3,152	2,364	1,399	59%
Net surplus before reserve activity	40	30	223	
Board approved draws on reserve:	46	34	34	
Board approved transfers to reserves:	(86)	(64)	-	
Other reserve activity:				
Transfer for offsetting surplus:	-	-	(257)	
Net position at September 30	\$ -	\$ -	\$ -	

**Lake Simcoe Region Conservation Authority
Harmonized Service Area Budget Status Report
For period ending September 30, 2021 (shown in 000's)**

Watershed Studies and Strategies	2021 Full Year Budget	2021 YTD Budget	2021 YTD Actual	% of YTD Budget
Revenue :				
Special Capital Levy & Municipal Partners	\$ 1,064	\$ 798	\$ 643	81%
Provincial & Federal Funding	765	574	304	53%
Other Revenue	120	90	-	0%
Total Revenue:	<u>1,949</u>	<u>1,461</u>	947	65%
Expenses:				
Climate Change Adaptation	194	145	129	89%
Research & Innovation	646	485	402	83%
Watershed Subwatershed Planning	1,039	779	424	54%
Total Gross Expenses:	<u>1,879</u>	<u>1,409</u>	955	68%
Expenses included above related to:				
Internal Fee for Service	-	-	-	
Net Expenses:	<u>1,879</u>	<u>1,409</u>	955	68%
Net surplus/(deficit) before reserve activity	70	53	(8)	
Board approved draws on reserve:	9	7	8	
Board approved transfers to reserve:	(79)	(60)	-	
Net position at September 30	<u>\$ -</u>	<u>\$ -</u>	\$ -	

Staff Report

To: Board of Directors

From: Nicole Hamley, Manager of Education

Date: October 13, 2021

Subject:

Update on Climate Change Education Programs and Services

Recommendation:

That Staff Report No. 52-21-BOD regarding the Authority's work to strengthen and expand its climate change education programs and services be received for information.

Purpose of this Staff Report:

The purpose of this Staff Report No. 52-21-BOD is to provide the Board with an update on the Authority's continued efforts to drive knowledge transfer and behaviour change through the development and delivery of climate change education programs and services to school and community audiences.

Background:

In a 2019 report entitled "Canada, Climate Change and Education: Opportunities for Public and Formal Education", several key research findings were highlighted including: (i) the majority of Canadians feel more time on climate change education is needed, (ii) students widely believe that climate change is happening, but do not express confidence that anything can be done about it, (iii) educators want to teach climate change, but they need more training to connect climate change to their courses, and (iv) community partners continue to play a key role in climate change education.

Prior to 2019, the Authority offered no standalone climate change education programs but infused climate change into existing school programs in age- and grade-appropriate ways, linked to provincial curriculum. In 2019, and in response to research findings, the Authority launched a new climate change program for students at the Nature Centre, as well as professional learning opportunities for teachers, which were both well received.

In 2020, the Authority had planned to build on the 2019 successes but the impacts from COVID-19 significantly derailed workplans and the ability to deliver programming. A new approach was needed, and the Authority's Education team collaborated with the Integrated Watershed Management division to plan for new climate change education programs and services that

would meet specific recommendations in both the Authority's Climate Change Adaptation and Mitigation Strategies. In these early stages of program planning, consideration was also given to the needs of partners such as local school boards, as well as the limitations likely to be faced beyond 2020 owing to COVID-19, such as restrictions on in-person programming. The result was a suite of new climate change education programs and services that launched in 2021, rooted in effective pedagogy such as making material personally relevant and local, expanding beyond individual-based solutions, and taking an opportunities-focussed approach.

In the area of School Programming, the Authority launched on its website a new downloadable Climate Change presentation for grade 7 and 8 educators, accompanied by a Teacher Guide. This free, curriculum-linked resource is easy for educators to implement with minimal preparation. Working with the York Region District School Board, the Authority also developed a three-part integrated learning program for grade 7 and 8 students called "Nurturing Local Climate Champions". School board teachers deliver an introductory lesson, followed by a live virtual visit by a member of the Authority's Education team. The program culminates with students conducting a school audit to identify opportunities to adapt to and/or mitigate climate change before completing an independent action project such as creating an impact video or conducting municipal research.

In the area of Community Programming, the Authority launched two new climate change initiatives in 2021. The first was a hike series in which five hikes were offered between September 1 and October 16, 2021, at three different Authority properties. Each hike focused on a specific topic related to climate change, such as forestry, restoration, water quality and human health. The second initiative was the launch of a new podcast called "Lake Simcoe Sessions". Launched on October 7, 2021, a total of five episodes are planned for weekly release. This listenable learning journey is hosted by the Authority's Outdoor Educator, Katie Biddie, as she talks with special guests about climate change and how it is impacting us in the Lake Simcoe watershed. The podcast is available on all major streaming services including Spotify, Apple, and Google Podcasts.

Authority staff will spend time in the fourth quarter of 2021 analyzing this suite of new climate change education programs and services to gauge success, understand and address challenges, and determine outcomes. Planning for continued efforts in 2022 will be based on the result of this analysis, combined with approved funding and the needs of partners and communities.

Issues:

Changing circumstances associated with the COVID-19 pandemic, such as limits on in-person gatherings, will continue to impact how the Authority delivers its climate change education programs and services. The Authority's Education team will remain flexible and adaptive in program planning and development to ensure momentum is maintained.

Relevance to Authority Policy:

There are no impacts to Authority policy.

Impact on Authority Finances:

There are no impacts to Authority finances. The development and delivery of climate change education programs and services is completed within the approved budget using a combination of funding mechanisms such as grants and fee for service.

Summary and Recommendations:

Despite the COVID-19 pandemic interrupting momentum, the Authority succeeded in 2021 in launching a suite of innovative programs and services which educate school and community audiences about climate change and inspire action in the Lake Simcoe watershed.

It is therefore recommended that Staff Report No. 52-21-BOD regarding the Lake Simcoe Region Conservation Authority's work to strengthen and expand its climate change education programs and services be received for information.

Pre-Submission Review:

This Staff Report has been reviewed by the General Manager, Conservation Lands, and the Chief Administrative Officer.

Signed by:

Signed by:

Brian Kemp
General Manager, Conservation Lands

Rob Baldwin
Chief Administrative Officer

Staff Report

To: Board of Directors

From: Bill Thompson, Manager of Watershed Plans and Strategies

Date: October 13, 2021

Subject

Case studies demonstrating triple bottom line benefits of adopting better salt application practices

Recommendation

That Staff Report No. 53-21-BOD regarding case studies of the benefits of adoption of better winter maintenance practices be received for information.

Purpose of this Staff Report:

The purpose of this Staff Report No. 53-21-BOD is to provide an update on the Authority's efforts in chloride reduction, specifically case studies which document the benefits of adoption of better winter maintenance practices on roads and parking lots.

Background:

Chloride concentrations in Lake Simcoe have increased five-fold since the 1970, largely due to the use of salt on roads, parking lots, and sidewalks, to maintain public safety during winter.

Since 2014, Authority staff have been working with both municipal and provincial roads staff, as well as winter maintenance contractors and industry representatives, to better understand winter maintenance practices and barriers to adoption of better practices, with the ultimate goal being a reduction of chloride loading to Lake Simcoe. Over that time, some shifts in practices, in both the public and private sectors have been seen.

Last year, the Authority received funding from the Ministry of the Environment, Conservation and Parks to document these shifts in a series of case studies, in the hopes that they could illustrate the triple bottom line benefits (i.e., environmental, economic, and public safety) associated with better winter maintenance practices. These case studies are intended to assess different maintenance options (e.g., treated salt, salt brine, beet juice), applied on both roads and parking lots, and the use in both commercial and institutional settings. In order to complete this project, the Authority partnered with Credit Valley Conservation, Ryerson University, and the Region of Waterloo. A further partnership with the Smart About Salt Council will allow the lessons learned from these case studies to be adopted into the Smart About Salt training program.

Issues:

In assessing data available from a number of municipalities in the Lake Simcoe watershed, the Town of Newmarket emerged as an excellent opportunity to assess shifts in municipal winter maintenance practices.

In winter 2017/18, Newmarket shifted from the use of a conventional salt-sand mix on their roads to the use of a treated salt called Thawrox. Since that time, because of the greater effectiveness of the new material, Newmarket has reduced the chloride application rates on their roads by 46%. While Thawrox is more expensive than conventional salt, these reductions in application rates have more than offset the increased material costs, resulting in a 33% savings in material costs, on a per-event basis. Most importantly, there has been no increase in collisions on Newmarket's roads since these new practices were adopted.

A second case study of winter maintenance practices in a large commercial parking lot is currently in development.

Authority staff have been monitoring operational practices and stormwater run-off from a commercial site (called Site C) since 2014. Over that time period, two different contractors have managed its 14-ha parking lot. The current contractor, who has a greater level of training and uses a treated material similar to the Town of Newmarket, uses less than half of the material to manage this parking lot than the original contractor, who followed more conventional practices. It is important to note, that no slips, falls, or complaints from the public were documented during the tenure of either contractor in this parking lot.

These case studies demonstrate that municipalities and contractors can adopt better winter maintenance practices and reduce both their costs and environmental impacts, while maintaining public safety in the winter. The expectation is that forthcoming case studies will demonstrate similar benefits of other best practices.

Liability does however remain a primary concern particularly in the private sector. Information of the sort provided in these case studies will assist contractors and roads managers in their risk- and cost-management decisions.

Relevance to Authority Policy:

The 2016-2020 Strategic Plan directed staff to implement a salt reduction strategy to halt the trend of increasing chloride concentrations in watershed tributaries. These case studies are an important part of implementing that strategy.

Impact on Authority Finances:

These case studies have been developed with existing municipal special capital funding, supplemented with additional funding provided from the MECP-LSPP program.

Summary and Recommendations:

Authority staff have developed the first two of a series of case studies intended to document the relative benefits of the adoption of better winter maintenance practices. They clearly indicate that training, and the use of treated salts, can reduce both the cost and environmental impact associated with winter maintenance, while still protecting public safety.

It is therefore **Recommended that** Staff Report No. 53-21-BOD regarding case studies of the benefits of adoption of better winter maintenance practices be received for information.

Pre-Submission Review:

This Staff Report has been reviewed by the General Manager, Integrated Watershed Management and the Chief Administrative Officer.

Signed by:

Signed by:

Ben Longstaff
General Manager
Integrated Watershed Management

Rob Baldwin
Chief Administrative Officer



September 24, 2021

The Honourable David Piccini
Minister of the Environment, Conservation and Parks
College Park 5th Floor
777 Bay Street
Toronto, ON
M7A 2J3

Re: Conservation Ontario's Governance Accountability and Transparency Initiative

Dear Minister Piccini:

At our Annual General Meeting on April 12th, 2021, Conservation Ontario Council passed the following resolution:

WHEREAS the provincial government has passed legislative amendments related to the governance of Conservation Authorities;

AND WHEREAS the Conservation Authorities remain committed to fulfilling accountable and transparent governance;

THEREFORE BE IT RESOLVED THAT Conservation Ontario Council endorse the Governance Accountability and Transparency Initiative and that the resolution be sent to the Minister of Environment, Conservation and Parks;

AND THAT Conservation Ontario Council request that all Conservation Authorities endorse a commitment to pursue governance accountability and transparency measures.

I'm pleased to inform you that, as of September 23, 2021 all 36 conservation authorities have endorsed a commitment to pursue governance accountability and transparency measures. The endorsed Governance Accountability and Transparency Initiative is being led by a Steering Committee of conservation authority CAOs / GMs to deliver upon three actions to demonstrate conservation authorities' continuing commitment to governance, accountability and transparency.

These commitments include:

1. Updating CA Administrative By-Laws in fulfillment of legislative amendments to the *Conservation Authorities Act* being proclaimed over the course of 2021,

2. Proactively reporting on governance accountability and transparency priorities (as initially identified as those governance-related clauses in the *CA Act* proclaimed on February 2, 2021), and
3. Demonstrating results and ensuring governance material is easily accessible to the public on CA websites.

More detailed information on the specific activities to be taken to achieve these actions can be found in the attachment to this letter.

Conservation Ontario and the 36 conservation authorities share the Provincial government's commitment to governance accountability and transparency. As the Province works toward proclamation of further sections of the *Conservation Authorities Act* and the development of regulations under the Act, Conservation Ontario and CAs will continue to demonstrate their high-level of governance accountability and transparency to the Province, partner municipalities and the public.

As Chair of Conservation Ontario, I look forward to working with you and your team and would welcome an opportunity to meet to discuss the Governance Accountability and Transparency Initiative further.

Should there be any questions or the need for additional information, please contact Kim Gavine, General Manager of Conservation Ontario, at 905-251-3268 or kgavine@conservationontario.ca.

Sincerely,



Andy Mitchell
Chair, Conservation Ontario

c.c. All CA General Managers / Chief Administrative Officers



Conservation Ontario Governance Accountability and Transparency Initiative

Conservation Authorities are committed to Governance Accountability and Transparency and will demonstrate that they have fulfilled requirements recently established in legislative amendments to the *Conservation Authorities Act* including a number of governance-related sections which were proclaimed on February 2, 2021.

CO Governance Accountability and Transparency Initiative

Working with Conservation Ontario, conservation authorities have identified 3 key actions that demonstrate their commitment to governance accountability and transparency including:

1. Updates to CA Administrative By-Laws

Ensure CA Administrative By-Laws are updated in fulfillment of legislative amendments to the *Conservation Authorities Act* being proclaimed over the course of 2021. This will be accomplished through the following activities:

- i) Notwithstanding that some CAs have already updated their bylaws further to the Feb 2nd proclamations; ASAP review understanding with MECP staff regarding sections to be proclaimed, scheduling, and the need for updates to CA administrative bylaws; and obtain any other confirmations as required.
- ii) Subject to i), undertake a comprehensive update of the *Conservation Authority Best Management Practices (BMP) and Administrative By-Law Model* (Conservation Ontario, April 2018 as amended), obtain legal review of amendments as necessary, and provide training to CAOs as necessary
- iii) Track all 36 CAs re: status of updated administrative bylaws
- iv) Provide ability for CAs to share sample policies in support of the new clauses.

2. Proactive Reporting on Governance Accountability and Transparency Priorities

Ensure proactive reporting on GAT priorities as initially identified as those governance-related clauses in the CAA that were proclaimed on February 2, 2021. This will be accomplished through the following activities:

- i) Identification and communication of Required Actions and BMP Actions for each of the newly proclaimed governance-related clauses.
- ii) Implementation of a tracking system to enable easy reporting on the status of the Actions and for collection of information that will enable the analysis of CA issues/impacts raised in relation to implementation of the clauses.

- iii) Bi-annual reports to Conservation Ontario Council on the status of priority Actions.

3. Promotion/Demonstration of Results

Evidence of governance accountability and transparency results will be promoted and demonstrated through communication materials and websites. This will be accomplished through the following activities:

- i) Promote the initiative and prepare analyses of results and appropriate communication materials, as necessary
- ii) Develop QA/QC checklist of governance material that should be available on CA websites to permit ease of public access. The checklist is proposed to include:
 - a. Members (individuals and Member agreements)
 - b. Administrative by-laws
 - c. Annual Meeting Schedule with information on how to participate
 - d. Agendas – full package
 - e. Minutes (to be posted within 30 days of meeting)
 - f. Audited financial statement
 - g. Annual Fee schedule
 - h. Other corporate documentation as available including Strategic Plans, Annual Reports, Watershed Report Cards
- iii) CO to track implementation of the QA/QC checklist and create CO webpage promoting Initiative and that this information can be found on CA webpages



October 5th, 2021

The Honourable David Piccini
Minister of Environment, Conservation and Parks
College Park
777 Bay St., 5th Floor
Toronto, ON M7A 2J3

Re: Update on Conservation Ontario's Client Service and Streamlining Initiative

Dear Minister Piccini:

Thank you for the opportunity to meet with you on August 24th to discuss the Phase 1 regulations under the *Conservation Authorities Act* and other items of interest. Conservation Ontario is highly appreciative of your ongoing support of the Minister's Conservation Authorities' Working Group.

I am writing today to provide information regarding the Conservation Ontario Client Service and Streamlining Initiative. The Initiative received endorsement in April 2019 from Conservation Ontario Council, along with individual resolutions of support from all 36 of Ontario's conservation authorities. The Initiative was created to support actions outlined in the provincial *Housing Supply Action Plan*, and identifies a number of actions to improve CA client service and accountability, increase speed of approvals and reduce red tape and regulatory burden. The Initiative is intended to help the Province address the lack of housing supply, while at the same time not jeopardizing public health and safety or the environment in the process. To date, Conservation Ontario has developed a range of guidance documents and tools for CA planning and regulations programs to ensure a consistent level of service and accountability. Additional details on actions completed to date are in the attached bulletin.

To maximize the impact of the Initiative, Conservation Ontario prioritized working with 14 CAs in high-growth areas of the Province to provide publicly accessible client-centric CA review and approval process checklists and to track and report on permit timeliness. These checklists, designed to increase transparency of process and client accountability were available on the high-growth CAs' websites by November 2020. At the same time, these CAs tracked S. 28 permit timeliness in 2020 issuing a total of 6652 permits, representing over 62% of the total CA permits issued across the Province. Per the attached bulletin, the high-growth CAs were highly successful in issuing permits within both the provincial and more challenging CO best practice timelines. When these timelines were not met, variances were often minor in nature (i.e., less than five days).

I understand that one of the Government's concerns relates to the need for applications for S. 28 permits to be addressed in a timely manner. Although the last 18 months have presented challenges as a result of the COVID-19 pandemic, we are proud of the track record of our high-growth CAs with regard to permit review and approval processes. As Ontario continues work to emerge from the COVID-19

pandemic and continues on the Roadmap to Reopen, we understand that this is an opportune time to heighten our commitment to positive client service practices.

In summary, conservation authorities are collectively committed to working in collaboration with our member municipalities and the building and development industry to support the Province's objective to increase housing supply, while protecting public health and safety, and, the environment.

Should there be any questions or the need for additional information, please contact Kim Gavine, General Manager of Conservation Ontario, at 905-251-3268 or kgavine@conservationontario.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andy Mitchell". The signature is stylized and cursive.

Andy Mitchell
Chair, Conservation Ontario

c.c. Kim Gavine, General Manager, Conservation Ontario
All Conservation Authority GMs/CAOs



Conservation Authorities Continue to Demonstrate their Commitment to Improving Client Service and Streamlining

October 5th, 2021

Since April 2019, Conservation Ontario (CO) has been working with Ontario's conservation authorities (CAs) to make improvements to CA plan review and permitting activities through the [Conservation Ontario Client Service and Streamlining Initiative](#). The Initiative was created to support actions outlined in the provincial *Housing Supply Action Plan*, and identifies a number of actions to improve client service and accountability, increase speed of approvals and reduce red tape to help the Province address the lack of housing supply, while at the same time not jeopardizing public health and safety or the environment in the process.

CONSERVATION ONTARIO GUIDELINES, TEMPLATES AND TOOLS IN SUPPORT OF CA PLANNING AND PERMITTING PROGRAMS

The following support material was prepared by CO in consultation with conservation authorities and representatives from the Association of Municipalities of Ontario (AMO), the Residential Construction Council of Ontario (RESCON), the Ontario Home Builders Association (OHBA) and the Building Industry and Land Development Association (BILD).

- [Template for Conservation Authority Planning Comments](#) (Endorsed September 30, 2019)
- [Guideline for CA Fee Administration Policies for Plan Review and Permitting](#) (Endorsed December 9, 2019)
- [CA-Municipality MOU Template for Planning and Development Reviews](#) (Endorsed December 9, 2019)
- [Client Service Standards for Conservation Authority Plan and Permit Review](#) (Endorsed December 9, 2019)
- [Guideline for Conservation Authority Pre-Consultation \(for planning and permitting applications\)](#) (Endorsed September 28, 2020)

PUBLICLY ACCESSIBLE CLIENT-CENTRIC CA REVIEW AND APPROVAL PROCESS CHECKLIST

As of November, 2019, the 14 high-growth CAs have implemented a publicly accessible consistent, client-centric CA review and approval process checklist of agreements, policies, reports and tools that guide CA reviews and decision-making. The intent of the checklist is to provide a consistent level of publicly accessible information on CA websites, and provide overall transparency of process and rules. Each CAs' checklist includes:

- CA / Municipal MOUs or Technical Service Agreements
- CA Fee Policies and Schedules

- CA Plan Review and Regulation Approvals Policies / Guidelines
- CA Complete Application Requirements
- CA Client Service Standards Commitment / Policy
- CA Annual Report on Review Timelines
- CA Online Screening Maps

In addition to the 14 high-growth CAs, 13 additional CAs have since volunteered to work towards implementation of the client-centric checklist as a best practice, demonstrating a commitment to ongoing client service process improvements. These CAs will work towards full implementation of this checklist, as resources allow.

2020 ANNUAL REPORT – CHALLENGING TARGETS SET FOR CA REVIEWS

To support timely reporting of CA Section 28 permit application reviews, Conservation Ontario developed a template which outlines a consistent reporting framework for permit review and approval timelines. Consistent with the “Client Service Standards for Conservation Authority Plan and Permit Review”, the template identifies “best practice” timelines which were developed in response to industry concerns regarding timeliness of CA approvals.

The “best practice” timelines represent a significant overall reduction compared to Provincial expectations described in the *Policies and Procedures for Conservation Authority Plan Review and Permitting* (NDMNR, 2010), including a 52% reduction in the overall timeline for major permit applications and 42% for minor permit applications.

Where these ambitious timelines were not met, the exceedances were often minor in nature (five days or less). Exceedances were generally related to the COVID-19 pandemic, including initial processing and staffing challenges and increased permit application volumes; as well as challenges with CA tracking systems and requests to review planning-related applications first.

2020 PERFORMANCE RESULTS

From January 1st – December 31st, 2020, the high-growth CAs issued a combined total of 6652 permits. The CAs were highly successful – issuing 91% of permits within the provincial timelines and 83% within the significantly reduced CO best practices timelines.

CONTINUOUS IMPROVEMENT: INCREASING SPEED OF APPROVALS

Conservation authorities have noted that tracking their Section 28 review timeliness has allowed them to make improvements to their staffing complement, application processing procedures, timeline tracking systems and more to improve Section 28 permit review timeliness moving forward.

For more information:

Leslie Rich, Policy and Planning Liaison
 Conservation Ontario
 120 Bayview Parkway, Newmarket ON L3Y 3WE
 (705) 716-6174
lrich@conservationontario.ca

From: ca.office (MECP)

Sent: October 7, 2021 3:54 PM

Subject: Regulations under the Conservation Authorities Act – Ministry of the Environment, Conservation and Parks

**Ministry of the Environment,
Conservation and Parks**

Conservation and Source Protection
Branch

14th Floor

40 St. Clair Ave. West

Toronto ON M4V 1M2

**Ministère de l'Environnement, de la
Protection de la nature et des Parcs**

Direction de la protection de la nature
et des sources

14^e étage

40, avenue St. Clair Ouest

Toronto (Ontario) M4V 1M2



Good afternoon:

As part of Ontario's efforts to implement amendments to the *Conservation Authorities Act* made in 2019/2020 to ensure that conservation authorities focus and deliver on their mandates of protecting people and property from flooding and other natural hazards, and conserving natural resources, three (3) new regulations have been made under the *Conservation Authorities Act*:

- Ontario Regulation 686/21: Mandatory Programs and Services. This regulation prescribes the mandatory programs and services conservation authorities would be required to provide, including core watershed-based resource management strategies.
- Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act. This regulation requires each authority to have a 'transition plan' that would outline the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund non-mandatory programs and services through a municipal levy, among other things. It also establishes the transition period to enter into those agreements.
- Ontario Regulation 688/21: Rules of Conduct in Conservation Areas. This regulation consolidates the current individual conservation authority 'Conservation Area' regulations made under Section 29 of the *Conservation Authorities Act* into one Minister's regulation that regulates the public use of authority owned land.

The new regulations will focus conservation authorities on their core mandate by prescribing mandatory programs and services they must provide, giving municipalities greater control over which conservation authority non-mandatory programs and services they will fund, and will consolidate "conservation areas" regulations. A decision notice is available on the Environmental Registry of Ontario ([notice number 019-2986](#)).

The regulations reflect extensive comments received on the regulatory proposals posted on the Environmental Registry of Ontario for 45 days from May 13, 2021 until June 27, 2021. We received 444 submissions from municipalities, conservation authorities, Indigenous communities and organizations, environmental non-government organizations, community groups, industry, agricultural sector, and individuals. We also held 3 webinars with ministry staff in which over 500 people attended. All the feedback received during the consultation period was considered, and the final regulations were modified based on this feedback as follows:

- We extended the timeline that conservation authorities must complete the transition to the new funding framework to January 1, 2024.
- We clarified the requirements for municipal involvement in the preparation of the inventory of programs and services.
- We added the requirement for conservation authorities to provide costing information (e.g. total costs for the last 5 years) to deliver all mandatory and non-mandatory programs and services.
- We included low-maintenance passive recreation like trails, day use parks and picnicking areas in the list of mandatory programs and services.
- We provided an extended timeline for specific deliverables (i.e. core watershed-based resource management strategy) under the mandatory programs and services regulation (i.e. to be completed on or before December 31, 2024).
- We removed the requirement for conservation authorities to have community advisory boards (they will continue to be optional for conservation authorities). For clarity, conservation authorities will still have the opportunity for an agriculture representative to be appointed by the Minister.

These regulations will improve conservation and land management efforts, strengthen Ontario's resilience to climate change, ensure continued access to safe drinking water, protect people and property from extreme weather events like flooding, drought, and erosion, and most importantly protect the environment.

Thank you again for your input. You can reach the ministry at ca.office@ontario.ca if you have any questions. The Ministry will also be organizing webinars to answer technical questions in October. I look forward to continuing to work with you to ensure conservation authorities are in the best position to deliver on their core mandate.

Sincerely,

Kirsten Corrigan
Director, Conservation and Source Protection Branch

Staff Report

To: Board of Directors

From: Rob Baldwin, Chief Administrative Officer

Date: October 12, 2021

Subject

In-year Budget Improvements

Recommendation

That Staff Report No. 54-21-BOD regarding in-year budget improvements be received; and

Further that the request to have authority delegated to the Chief Financial Officer to make necessary budget adjustments to enable more meaningful budget-to-actual comparisons in year and better year-over-year budget analysis be approved.

Purpose of this Staff Report:

The purpose of this Staff Report No. 54-21-BOD is to provide the Board of Directors with recommendations to improve the Authority's in-year financial reporting and enable a better year-over-year comparison of the budget.

Background:

The Authority continues to look for ways to improve the financial reporting and budget review process and increase engagement and transparency with the Board of Directors. In-year funding announcements and in-year service level agreements can make it challenging to reflect progress in the quarterly reports and in the year-over-year comparisons for the annual budget.

Other local municipal governments have policies in place to ensure external funds are accepted and budgets are "restated" in-year. Through delegating the Board of Director's authority to the Chief Financial Officer, it would allow for these budget adjustments to be made throughout the year and allow the Board of Directors to focus their attention on the Authority's ability to spend the funding and deliver on the agreed upon outcomes.

Issues:

Additional in-year funding and new service level agreements that occur after the budget has been approved each year in the spring are typically omitted in the current budget cycle used for financial reporting. This report seeks to improve the process of in-year funding and in-year

agreements by allowing the budget to be restated and used for quarterly financial reporting, annual reporting and during budget development. All restatements will be disclosed through financial reporting and subject to review and reconciliation by the Authority's auditor.

Restatements would be utilized in the following scenarios:

- Receipt of new or additional Federal or Provincial funding after the budget has been approved (especially one time funding in the budget);
- New or additional in-year Service Level Agreement, external funding agreement or Memorandum of Understanding funding, signed after the budget has been approved;
- Budget changes due to an in-year reorganization of staff (and related program costs);
- Changes to budget methodology (i.e. overhead or internal allocations);
- Shifting general capital funding into capital projects;

Restatements cannot result in an in-year increase to the municipal tax levy without specific approval by the Board of Directors.

Relevance to Authority Policy:

Staff will be developing budget policies for Board of Directors endorsement in early 2022. Recommendations from this report will be reflected in the budget policy. The restatement of the budget cannot result in any increases to the municipally funded levy.

These changes will be in keeping with the Province's intent regarding increased financial transparency and disclosure described in Bill 229. This is an additional best practice for the Authority to implement.

Impact on Authority Finances:

This change in policy would not have a financial impact on the Authority, but the result of the policy change would enable increased transparency through more meaningful financial reporting and budgeting.

Summary and Recommendations:

It is therefore **Recommended That** Staff Report No. 54-21-BOD regarding In Year Budget improvements be received; and **Further that** the request to have authority delegated to the Chief Financial Officer to make necessary budget adjustments to enable more meaningful budget-to-actual comparisons in year and better year-over-year budget analysis be approved.

Signed by:

Rob Baldwin
Chief Administrative Officer

Staff Report

To: Board of Directors

From: Brian Kemp, General Manager, Conservation Lands

Date: October 8, 2021

Subject:

Scanlon Creek Nature Centre Project - Selection of Prime Design Consultant

Recommendation

That Staff Report No. 55-21-BOD regarding the results of RFP #2021-CL-0002 for Prime Design Consultant Services for the Scanlon Creek Nature Centre Project be received;
and

Further That the Chief Administrative Officer be directed to finalize a contract to retain the services of Gow Hastings Architects as the Prime Design Consultant.

Purpose of this Staff Report:

The purpose of this Staff Report No. 55-21-BOD is to provide the Board of Directors with an overview of the process to select a Prime Design Consultant Services for the Scanlon Creek Nature Centre Project and to obtain approval from the Board to retain the services of Gow Hastings Architects.

Background:

The Scanlon Creek Nature Centre project was initiated in 2014 and has progressed in stages to advance the replacement of the existing Nature Centre. While COVID-19 has caused unforeseen delays, much work has been completed or is underway including refined design, site plan pre-consultation, pre-construction studies, Environmental Impact Study, asset management plan, and the development of preliminary operating budgets.

The Authority retained the services of Hersh Project Consultant to assist with the development of a formal Request for Proposal, as well as the development of an evaluation matrix and assistance with proposal evaluations.

A formal Request for Proposal (RFP) was issued on July 12, 2021 and circulated online through Bids and Tenders. This RFP was an invitation by the Authority for the provision of Prime Design Consultant Services for the Scanlon Creek Nature Centre Project (RFP# 2021-CL-0002). The RFP process occurred electronically with original RFP documents, subsequent addendum, and acknowledgement forms communicated and received via email, with the final proposals being submitted in hard copy to the Authority's Administrative Offices on August 11, 2021.

A mandatory site visit was held on July 19, 2021 on the site of the future Nature Centre and was attended by representatives from 18 architectural firms. On July 30, 2021 an addendum was issued to all qualified architectural firms to answer inquiries from the proponents. On August 11, 2021 a total of 11 proposals were submitted for consideration.

To assist with a thorough review of the 11 proposals, an Evaluation Committee was established which included the following individuals:

- Mark Critch - GM, Corporate and Financial Services/CFO
- Phil Davies - Manager, Forestry and Greenspace Services
- Nicole Hamley - Manager, Education Services
- Susan Hersh - Hersh Project Consultants
- Brian Kemp - GM, Conservation Lands

Proposal Evaluations were conducted in a series of steps; a review of the technical submission (envelope 1), interviews and reference checks and opening of the fee proposal (envelope 2). This two-envelope system allowed the evaluation committee to shortlist the 11 proposals based on achieving a score of 75% or higher on the technical review. A shortlist of four proponents made it through to the interview and reference check component, and then subsequently all four shortlisted components had their respective fee proposal envelopes opened.

Shortlisted Bidders	Fee Proposal	Evaluation Score (Out of 175)
Gow Hastings Architects Toronto, ON	\$686,170	153.8
Baird Sampson Neuert Architects Toronto, ON	\$825,380	140.3
DIALOG Ontario Inc. Toronto	\$917,970	145.8
Brook McIlroy Inc. Toronto, ON	\$918,140	142.5

Based on the evaluation process conducted by the Evaluation Committee and the fee proposals submitted, staff recommend proceeding to retain Gow Hastings Architects as the Prime Design Consultant for the Scanlon Creek Nature Centre.

Issues:

Due to the notable difference in proposed fees, staff conducted an additional interview with Gow Hastings Architects to seek clarification on project approach, including hours allocated to specific project components and the associated fees. Following this additional interview, staff feel clarification was provided and are confident that Gow Hastings Architects will complete this project as proposed, specifically in relation to the breakdown of project component hours.

Relevance to Authority Policy:

The procurement award to Gow Hastings Architects fully complies with the Purchasing Policy.

Impact on Authority Finances:

The 2021 Board of Directors approved budget had included estimated costs of \$180,000 for the current year. Funding for this work is coming from the Connect Campaign, led by Lake Simcoe Conservation Foundation. Based on the Prime Design Consultant's submission, the costs for 2021 will be within the budget. Costs for 2022-2024 will be identified in future budget submissions and will require specific approval of the Board of Directors each year.

Summary and Recommendations:

The Scanlon Creek Nature Centre project will be a new build that will serve as a community hub to engage people of all ages and abilities from the Lake Simcoe watershed and beyond in learning about and connecting to nature. The main objective is to provide a place for people to gather as they participate in programs and services that seek to enhance their knowledge, awareness and understanding of the health of the environment while ultimately inspiring them to take action in their communities.

It is therefore **Recommended That** Staff Report No. 55-21-BOD regarding the results of RFP #2021-CL-0002 for Prime Design Consultant Services for the Scanlon Creek Nature Centre Project be received; and **Further That** the Chief Administrative Officer be directed to finalize a contract to retain the services of Gow Hastings Architects as the Prime Design Consultant.

Pre-Submission Review:

This Staff Report has been reviewed by the Chief Administrative Officer and the General Manager, Corporate and Financial Services/CFO.

Signed by:

Brian R. Kemp
General Manager, Conservation Lands

Signed by:

Rob Baldwin
Chief Administrative Officer

Staff Report

To: Board of Directors

From: Christa Sharp, Manager, Restoration Services

Date: October 14, 2021

Subject:

WC3 Stormwater Pond Retrofit Project, Kennedy Street West, Aurora

Recommendation:

That Staff Report No. 56-21-BOD regarding the WC3- Stormwater management pond retrofit project in Aurora be received; and

Further that funding for the project provided by the Town of Aurora as outlined be approved; and

Further that the Authority be directed to choose a construction contractor as per the Authority's purchasing policy.

Purpose of this Staff Report:

The purpose of this Staff Report No. 56-21-BOD is to obtain approval from the Board of Directors regarding funding for the WC3- Stormwater management pond retrofit project in Aurora, as well as the selection of the project's construction contractor.

Background:

The purpose of this project is to retrofit a stormwater management pond in the Town of Aurora. The Town of Aurora retained the Authority in the summer of 2020 to further investigate the WC3 Stormwater management pond to determine why it was not functioning as per design with a consistent abnormally high-water level. A detailed topographic and bathymetric survey and site investigation determined that the pond was filled with sediment, and the pond bottom was not excavated as per design.

In June of 2021, the Town of Aurora retained the Authority to lead on restoring the WC3- Stormwater management pond and requested a retrofit of the pond bottom to increase the maintenance intervals. With the assistance of the Authority's prequalified consultant, updated drawings have been created for the pond bottom, forebay and main cell to increase sediment storage capacity while not expanding the pond's existing footprint.

The total estimated cost of this project is over \$945,000 including design, project management, construction, and contingency. Design and project management are estimated at \$95,000, and construction plus contingency is estimated at \$850,000.

Issues:

This project will allocate available Town of Aurora funds to this project as per the agreement. This project is scheduled to start in the fall of 2021 with final grades, planting/ landscaping completed in the spring of 2022.

Relevance to Authority Policy:

One of the goals of the Authority's Strategic Plan, *Vision to Action, Action to Results*, is to support a safer, healthier and livable watershed through exceptional integrated watershed management. The development and implementation of stormwater projects assists in achieving this goal by providing enhancements and restoration throughout the watershed.

The Authority's Purchasing Policy requires that procurement over \$200,000 be approved by the Board of Directors.

Impact on Authority Finances:

This approval will allocate funds from the Town of Aurora through Investing in Canada Program – Covid Stream and Stormwater budget, and there is no expected impact on Authority finances.

Summary and Recommendations:

It is therefore **Recommended That** Staff Report No. 56-21-BOD regarding the WC3- Stormwater management pond retrofit project in Aurora be received; and **Further that** funding for the project provided by the Town of Aurora as outlined be approved; and **Further that** the Authority be directed to choose a construction contractor as per the Authority's purchasing policy.

Pre-Submission Review:

This Staff Report has been reviewed by the General Manager, Corporate and Financial Services/ CFO, the General Manager, Planning, Development, Restoration and the Chief Administrative Officer.

Signed by:

Glenn MacMillan
General Manager, Planning, Development
and Restoration











Signed by:

Rob Baldwin
Chief Administrative Officer

Attachments

- i) Map of project location



- Features
-  LSRCA Watershed Boundary
 -  LSPP Watershed Boundary
 -  Assessment Parcel
 -  Lot and Concession
 - Road Labels
 -  Watercourse
 - Roads
 -  Hwy 400 Series
 -  Highway, Arterials
 -  Local Road
 -  Railway
 -  Lower Tier Municipality

Printed On:
10/12/2021



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Mapped By:

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Scale 1: 1,623

