Final Report

Prepared by Hemson for The Town of Wasaga Beach

Review of Planning & Building Fees

March 6, 2026

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Executive Summary

In 2025, the Town of Wasaga Beach retained Hemson Consulting Ltd. to undertake a comprehensive review of its user fees charged under the *Building Code Act* and *Planning Act*. This report analyzes the full cost of providing municipal services under this legislation. Other user fees and development charges are not addressed in the report.

The review is based on extensive research of municipal documents, including capital and operating budgets, by-laws, staff reports, and website materials from Wasaga Beach and similar sized municipalities, along with e-mail and video-conference interviews with Town staff. Fee benchmarking has been used to supplement the cost analysis, as information on current and future costs and service levels is sometimes limited.

All fees have been calculated to recover costs over a five-year period covering 2026 to 2030.

A. Planning Application Fee Review Findings

- The projected cost of providing Planning Application Review services in the Town during the 2026 to 2030 period averages $1.2 million per year (2026$). The cost breakdown is as follows:
  - **80%** - staff wages and benefits
  - **1%** - office space costs
  - **5%** - other operating costs
  - **14%** - indirect costs
- Projected average annual revenues for Planning Application Review services over the same period, at current fee rates, total $990,000. In accordance with the *Planning Act*, fee adjustments have been calculated to ensure full cost recovery for each application type.

- Additionally, minor changes to the Planning fee structure are proposed to align with updated staffing and service delivery processes and to ensure that all eligible services are appropriately charged (see Section 3).

B. Building Permit Fee Review Findings

- The projected average annual full cost of administering and enforcing the Building Code during building construction from 2026 to 2030 is $1.5 million (2026$), with the following cost breakdown:
  - **67%** - staff wages and benefits
  - **<1%** - office space costs
  - **5%** - other operating costs
  - **12%** - indirect costs
  - **15%** - building permit fee reserve fund contributions
- At current fee rates, the estimated revenue for Building Code services is $1.2 million over the period. An overall increase of 24% in fee revenue is therefore justified in order to achieve full cost recovery (see Section 4).

1. Introduction

Municipalities in Ontario are responsible for ensuring that the delivery of local services is undertaken in accordance with the provisions of Provincial legislation. To offset the cost of providing services municipalities are permitted to charge fees. The Town of Wasaga Beach has levied such fees for many years. However, a comprehensive review has not been conducted in more than a decade. Over that time, various Regulations and Acts have changed, and demand for planning application and building permit review services has increased significantly, reflecting the Town's status as one of the fastest growing communities in the province. As a result, a thorough review of the costs of providing these services, and the corresponding fees required to fully recover those costs, is both timely and prudent.

Currently, the Town levies user fees under By-Law No. 2025-66. While this by-law establishes fees for a range of services across all seven municipal departments, this report focuses specifically on fees related to the processing of building permit and planning applications.

To ensure appropriate full cost recovery, the Town retained Hemson Consulting Ltd. to analyze the cost of providing services and recommend fee rates for recovering some or all costs as permitted under the *Building Code Act* and *Planning Act*. In addition to reviewing the Town's existing fees, the analysis explored potential new fees and fee structures, which have been incorporated into the proposed new by-law schedules.

This report summarizes the analysis results and makes recommendations for changing fees and fee structures. It does not address corporate user fees, recreation and cultural service fees, engineering fees, or development charges.

A. General Approach to Cost Recovery

The review is based on extensive research of municipal documents, including capital and operating budgets, by-laws, staff reports, and website materials of Wasaga Beach and other municipalities in Simcoe County, as well as e-mail and video-conference interviews with Town staff.

Unlike taxes, user fees are levied for a specific purpose and on the basis of recovering some or all of the cost of providing a municipal service to the person paying the fee. Where possible, this review establishes the cost of services provided by the Town with a view to recommending an appropriate fee. In order to do this, three types of cost are distinguished:

- **Direct costs** – include the cost of staff (mainly wages and benefits) involved in providing the service;
- **Indirect costs** – include costs incurred by corporate and administration functions to support the direct service providers (e.g. the cost of information technology or human resources functions). Indirect costs for building and planning functions in Wasaga Beach generally range between 14% and 15% of total costs, which is consistent with Ontario municipalities of similar size; and
- **Reserve fund contributions** – are transfers to reserve funds designed to manage annual fluctuations in fee revenue, as well as one-time legal and capital costs.

B. General Approach to Benchmarking

Fee benchmarking has been used in this report to supplement the cost analysis, as information on current and future costs and service levels is sometimes limited. The results of the benchmarking analysis for each service are discussed in each relevant section of the report. Municipalities included in the benchmark review are shown in Table 1 below.

Table 1: Benchmark Municipalities

County	Local Municipality	Population
Simcoe	New Tecumseth	43,900
	Innisfil	43,300
	Bradford West Gwillimbury	42,900
	Wasaga Beach	**24,900**
	Collingwood	24,800
	Essa	21,100
	Oro-Medonte	21,000
	Springwater	19,100
	Midland	17,800
	Severn	14,600
	Clearview	14,200
	Tiny	11,800
	Tay	11,100
	Adjala-Tosorontio	11,000
	Ramara	10,400
	Penetanguishene	9,000

Source: Statistics Canada, 2021 Census of Canada

It is noted that the benchmarking exercise does not take into account any service level differences that may exist in terms of, for example, the scope and quality of programs and services that are provided in other municipalities. Nor does the analysis indicate whether fees in other municipalities are recovering the full cost of service.

As well, given the differences in program scope and the nature of services that are delivered, it is not possible to compare fee rates for some fees. The benchmark for each service area is therefore restricted to “like for like” services.

C. Report Structure

After this introductory section, this report is organized into the following sections:

Section 2 describes the legislative authority for imposing user fees in Wasaga Beach, with a particular focus on the *Municipal Act* (Fees and Charges section), *Building Code Act*, and *Planning Act*.

Section 3 to **Section 4** sets out the fee calculations for each service area, including a description of the service, the current fee structure, historical fee revenues, analysis of costs, and benchmarking results. A proposed fee schedule for each service is provided, with changes to existing fee descriptions, as well as new fees.

Section 5 provides general recommendations over and above the service-specific recommendations set out in Sections 3 and 4.

2. Legislation Governing User Fees

The general power of municipalities to impose fees and charges derives from Sections 9, 10 and 11 of the *Municipal Act*. Specific authority to establish many of the fees and charges levied by the Town is contained to Parts XII and IV of the Act. Under Part XII of the Act municipalities can establish wide ranging user fees and penalties either for services they provide or for services provided on their behalf. Part IV of the legislation gives municipalities the power to impose licensing fees.

As well, the *Building Code Act* and *Planning Act* confer specific powers to impose fees for the administration and enforcement of the Building Code and for the processing of planning applications.

A. Municipal Act Part XII Fees and Charges

Section 391(1) of the *Municipal Act* stipulates that a municipality or local board may impose a fee or charge on persons: for service or activities provided or done by or on its behalf; for costs payable by it for services or activities provided or done by or on behalf of municipalities or local boards; and for the use of its property including property under control.

Fees and charges can be used to pay for service administration and enforcement costs as well as the cost of acquiring or replacing assets (Section 391(3)). They can also include capital costs associated with a deferred benefit (Section 391(2)). Services for which fees are charged can either be mandatory or discretionary (Section 391(4)).

However, Section 394(1) prohibits fees that are based on:

- the income of a person, however it is earned or received, except that a Town or local board may exempt, in whole or in part, any class of persons from all or part of a fee or charge on the basis of inability to pay;

- the use, consumption or purchase by a person of property other than property belonging to or under the control of the municipality or local board that passes the by-law;
- the use, consumption or purchase by a person of a service other than a service provided or performed by or on behalf of or paid for by the municipality or local board that passes the by-law;
- the benefit received by a person from a service other than a service provided or performed by or on behalf of or paid for by the municipality or local board that passes the by-law; or
- the generation, exploitation, extraction, harvesting, processing, renewal or transportation of natural resources.

B. Building Code Act

To pay for the costs of providing Building Code services, municipalities are permitted to charge fees for processing building permit applications. The *Building Code Act* requires that permit fees not exceed "the anticipated reasonable costs to administer and enforce the Building Code during building construction". In addition, municipalities are required to prepare annual reports that record the amount of fees received and the costs incurred in administering the process.

Ontario Regulation 305/03 expands on the requirements, specifying that annual reports must record both the direct and indirect costs of reviewing applications and conducting building inspections. In this regard:

- direct costs include the costs of reviewing building permit applications and inspecting buildings; and
- indirect costs include the support and overhead costs of administering and enforcing the process.

Annual reports must also include the balance of any building permit reserve funds municipalities may have.

The Regulation also sets out the requirements for a public process that must accompany the setting of fees, including:

- holding at least one public meeting;
- providing 21 days' notice of the public meeting; and
- providing an estimate of the costs of providing Building Code services, amount of new fees and the rationale for new fees in the notice.

C. Planning Act

The *Planning Act* stipulates that planning application fees must "meet only the anticipated cost to the municipality" of each type of application provided in its tariff of fees. Section 69 (1) of the *Act* contains the following provision:

> *69. (1) 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. R.S.O. 1990, c. P.13, s.69 (1); 1996, c. 4, s. 35 (1).*

The *Planning Act* also allows for fees to be waived for any application (s.69 (2)). Moreover, it provides a mechanism for fees to be appealed to the Ontario Land Tribunal.

3. Planning Fees

This section calculates fees that recover the full cost of processing applications in respect of planning matters in accordance with the *Planning Act*.

A. Analysis of Planning fee Revenues

In Wasaga Beach, the "tariff of fees" referred to in the *Planning Act* is contained in By-law 2025-66 and is available on the Town's website. Most planning fees are one-time payments required upon application submission.

The Planning Department is responsible for reviewing and providing comments on all planning applications. Some applications, such as minor variances, involve relatively minimal effort. Others, such as official plan amendments or plans of subdivision, may take several months to process. Most application review work is done in-house by Town staff.

Additionally, the Town encourages applicants to participate in pre-consultation.

The types of planning approval in the Town are summarized as follows:

i. Official Plan Amendment

Simcoe County's Official Plan, together with the Town's Official Plan, are broad policy documents that set out the long-range planning objectives for the Town. All development must conform to the policies in the Official Plans. In some cases, a planning application requires an amendment to an Official Plan (OPA) before approval can be granted. The review of an OPA application is done by Town staff.

The amendment process at the Town typically takes months to complete and involves detailed review by staff, Council, and the public. OPAs are rare,

with the Town processing anywhere between 2 and 6 annually. The Town is going to have a new Official Plan in the coming years, which may alter the nature of OPA applications. However, no Official Plan could predict all new individual property and market desires. The number of new OPAs is expected to stay consistent over the 2026 to 2030 planning period.

ii. Zoning Amendments

The Zoning By-Law regulates the use of land in the Town. When a proposal for development includes a plan for uses which are not permitted under the Zoning By-Law, an amendment to the by-law is required in order for the proposal to be approved. The amendment process can be lengthy and involves a public consultation process. The Town has processed anywhere from 6 to 11 zoning by-law amendments annually over the last four years. The Town is expected to pass a new Zoning By-law in the coming years. However, no new Zoning By-law could posit all individual property and market desires. Therefore, the number of new zoning by-law amendments is expected to align with overall growth in the Town over the next five years.

iii. Site Plan Control

Site plan control is the process that regulates various activities on the site of a development including building location, landscaping, parking, drainage, and pedestrian and vehicular access. The Town processed between 6 and 9 site plan control applications per year between 2022 and 2025. This level of activity is anticipated to continue over the next 5 years.

iv. Subdivision and Condominium

The processes for subdividing land and reviewing plans of condominium are lengthy and involve considerable Town planning resources and extensive public consultation. The actual length of any one review is highly dependent on the nature of the subdivision/condominium being processed. In general,

larger subdivisions require greater time for review. Much of the review work takes place after the draft plan has been approved.

Historically, the Town has processed 2 to 6 subdivision and condominium applications annually, though the number of housing units per application — and corresponding level of review effort — varies significantly. Looking ahead, subdivision and condominium applications are anticipated to rise steadily.

v. Minor Variances

A Committee of Adjustment is responsible for approving applications for minor variances. Often a proposed development will require that one or more development standards established by the Zoning By-Law be waived to allow the development to proceed. In such cases an approval for variance from the Committee must be secured. The Town has reviewed anywhere between 29 and 44 minor variance applications annually over the past five years. As mentioned, the Town is expected to pass a new Zoning By-law in the coming years. However, no new Zoning By-law could posit all individual property and market desires. Going forward, the number of applications is expected to be in line with future growth.

vi. Consents

The Committee of Adjustment is also the approval authority for applications for consents to sever land. The Town has reviewed between 14 and 39 consent application annually over the last five years. Over the planning period, the number of consent applications are expected to rise to an average of 44 per year.

vii. Telecommunications Tower

The Town is a commenting authority on new telecommunication towers and levies planning application review fees on telecommunication companies. The number of these applications and corresponding fee revenue is relatively small.

viii. Part-Lot Control

The *Planning Act* permits municipalities to pass by-laws to exempt lots within a plan of subdivision from part-lot control so that further subdivision can take place. Applications for part-lot control are infrequent.

Table 2 shows the number of planning applications by application type and the forecast applications over the planning period. Most application types are expected to increase in volume by about 5% year-over-year compared to historical averages. Subdivisions and condominiums are expected to increase at a higher rate. This forecast is based on development forecasts set out in the Town's current (2026) Development Charges Background Study and discussions with Town staff.

Table 2 – Planning Applications: Historical and Forecast

Application Type	2022	2023	2024	2025	2026	2027	2028	2029	2030
Pre-consultation	29	17	19	12	26	28	30	32	32
Official Plan Amendment	2	3	6	2	4	4	4	4	4
Zoning By-law Amendment	8	11	11	6	10	11	11	12	12
Plan of Subdivision/ Condominium	2	6	5	6	6	7	8	9	10
Site Plan	6	9	6	6	6	6	7	7	7
Minor Variance	35	29	44	42	40	42	44	46	49
Consent	32	39	33	14	40	42	44	46	49
Total	**114**	**114**	**124**	**88**	**132**	**140**	**148**	**156**	**163**

Source: Town of Wasaga Beach (historical); Hemson Consulting (forecast)

Table 3 shows the revenue generated from planning applications for each application type between 2022 and 2025. It is noted that fluctuations in planning application revenue on any given year do not necessarily reflect the level of building or development activity because the timing of fee payments and development activity do not always correspond.

The table also shows that overall fee revenues have fluctuated in recent years, from a high of $776,000 in 2023 to a low of $373,000 in 2022. The primary revenue generators (including pre-consultation) are Site Plans (25% of total revenue), the prescribed fees for Official Plans, Subdivisions, Site Plans, and Condominiums (18% of total revenue), Subdivisions and Condominiums (14% of total revenue), Zoning By-law Amendments (13% of total revenue), and Consents (11% of total revenue).

Table 3 – Planning Fee Revenues 2022-2025

Application Type	2022	2023	2024	2025	Historical % of Revenues
Pre-consultation	$20,500	$15,750	$17,350	$10,500	3%
Official Plan Amendment	$0	$0	$38,250	$25,500	3%
Zoning By-law Amendment	$131,256	$57,900	$62,900	$39,750	13%
Plan of Subdivision or Condominium	$111,900	$49,000	$77,400	$76,500	14%
Site Plan	$36,626	$264,451	$148,275	$106,495	25%
Agreements	$0	$0	$12,500	$37,000	2%
Minor Variance	$23,704	$37,714	$40,650	$43,875	7%
Consent	$49,000	$97,375	$58,700	$32,080	11%
Other	$0	$7,301	$54,050	$36,500	4%
Prescribed Fees for Subdivision, Site Plan, Condiminium, and Official Plans	$0	$0	$266,800	$127,013	18%
Total	**$372,986**	**$529,492**	**$776,875**	**$535,213**	**100%**

Source: Town of Wasaga Beach

The planning application and revenue data for 2022 to 2025, together with forecasts set out in the Town's recently released 2026 Development Charges Background Study, indicate that application activity and associated revenues are likely to rise steadily over the next five years.

The anticipated revenue generated from each application type (at current fee rates) is shown in Table 4. These activity projections form the basis of the full-cost recovery fee calculations. All revenue figures are presented in 2026 dollars.

Table 4 – Planning Revenue Forecast – 2026-2030 (2026$)

Application Type	2026	2027	2028	2029	2030	Average
Pre-consultation	$32,625	$35,006	$37,432	$39,903	$42,423	$37,478
Official Plan Amendment(1)	$45,000	$45,000	$45,000	$45,000	$45,000	$45,000
Zoning By-law Amendment	$58,125	$61,031	$64,083	$67,287	$70,651	$64,235
Subdivision & Condominium(1)	$205,200	$239,400	$273,600	$307,800	$342,000	$273,600
Site Plan(1)	$138,962	$145,910	$153,206	$160,866	$168,909	$153,571
Agreements	$159,000	$185,500	$212,000	$238,500	$265,000	$212,000
Minor Variance	$54,000	$56,700	$59,535	$62,512	$65,637	$59,677
Consent	$102,000	$107,100	$112,455	$118,078	$123,982	$112,723
Other	$32,617	$32,617	$32,617	$32,617	$32,617	$32,617
Total	**$827,529**	**$908,265**	**$989,927**	**$1,072,562**	**$1,156,220**	**$990,901**

(1) Includes prescribed per unit, per lot, and per hectare fees

B. Planning Cost Analysis

This section presents an analysis of the direct and indirect costs of delivering services required to approve planning applications in Wasaga Beach. All costs are expressed in 2026 dollars.

i. Direct Costs

A total of 11 staff—8 in the Planning and Development Department and 3 in Fire and Emergency Services—are responsible for processing applications in respect of planning matters.

Time shares of staff incurring direct costs were determined based on detailed interviews and correspondence with staff during the fourth quarter of 2025 and are set out in Appendix A.

Table 5 displays the calculations of direct costs. Payroll costs, amounting to $927,100 and including all salaries, benefits, and overtime, account for the majority (93%) of the direct costs.

Direct (non-salary) operating cost were determined by multiplying the shares of staff time attributed to planning activities by the 2026 operating budget projections. The total direct operating cost that can be attributed to planning approval activities is $58,600, or 6% of total direct costs.

Space allocations were determined based on the Town's 2026 operating budget projections, floor plans, and Asset Management Plan. Direct costs associated with space total $9,600 and account for approximately 1% of total direct costs.

The total direct cost of planning applications and approvals amounts to $995,300.

Table 5 – Planning Review Average Direct Costs 2026-2030 (2026$)

Application Type	Salaries	Other Direct	Space	Total
Pre-consultation	$60,091	$5,013	$655	$65,759
Official Plan Amendment	$77,820	$4,618	$796	$83,235
Zoning By-law Amendment	$107,539	$6,623	$1,107	$115,270
Subdivision & Condominium	$196,073	$13,083	$2,047	$211,202
Site Plan	$83,640	$5,205	$863	$89,707
Agreements	$187,308	$11,116	$1,917	$200,341
Minor Variance	$89,441	$5,549	$922	$95,912
Consent	$90,867	$5,392	$930	$97,189
Other	$34,323	$2,037	$351	$36,711
Total	**$927,102**	**$58,636**	**$9,588**	**$995,326**

ii. Indirect Costs

The indirect (or overhead) costs of processing planning applications in Wasaga Beach represent the share of costs of the Town's corporate departments that can reasonably be attributed as overhead support of the planning application review service.

Indirect costs are estimated based on what drives the cost of the corporate departments' support of planning activities. The calculation is undertaken in two steps. First, the total cost of each overhead department is determined. Next, it is determined what cost driver should be used for each department involved in the planning application process. The corporate overhead departments and their related budgets that can reasonably be attributed to supporting direct service providers in the Town, as well as the cost drivers of that support, are provided in Table 6 below.

Table 6 – Corporate Costs and Indirect Cost Drivers

Corporate Department	Total Cost (2026$)	Cost Driver
Council	$510,932	% of Departments
Administration & Communications	$1,787,318	% Gross Operating Budget
Human Resources	$1,077,091	% of FTEs
Treasury / Debentures / Corporate Financing	$1,983,951	% Payroll + % Gross Operating Budget
Information Technology	$947,050	% of FTEs
Clerk / Elections / Accessibility Advisory Committee	$806,574	% Gross Operating Budget
Total Eligible Costs	**$7,112,916**	

Next, it is determined how each overhead cost applies to each department involved in the planning application process. Using these calculated shares of corporate costs, the amount attributable to processing planning applications is estimated based on the time shares identified in Appendix A.

Table 7 summarizes how each corporate overhead cost relates to each department involved in the planning application process.

Table 7 – Planning Application Review Indirect Costs 2026-2030

Department	Time Spent on Planning Applications	Indirect Costs (2026$)
Planning and Development	74%	$158,566
Fire and Emergency Services	1%	$7,635
Total Indirect Cost		**$166,201**

Table 8 summarizes the indirect costs for each application type, based on the time shares provided in Appendix A. The calculated cost shares are applied to the corporate departments' projected net costs excluding costs for activities which are clearly unrelated to planning applications. The total indirect costs amount to $166,201.

Table 8 – Average Planning Review Indirect Costs 2026-2030

Application Type	Indirect Costs (2026$)
Pre-consultation	$12,408
Official Plan Amendment	$13,541
Zoning By-law Amendment	$19,038
Subdivision & Condominium	$36,070
Site Plan	$14,879
Agreements	$32,593
Minor Variance	$15,889
Consent	$15,811
Other	$5,972
Total Indirect Cost	**$166,201**

iii. Cost Summary

A summary of the cost analysis is displayed in Table 9. The table shows that the average annual cost of processing planning applications under the *Planning Act* in the Town is $1.2 million, of which 80% of costs are wages, 5% of costs are direct operating costs, 1% of costs are related to office space, and 14% of costs are indirect costs.

Table 9 – Average Planning Review Costs 2026-2030 (2026$)

Application Type	Salaries	Other Direct	Space	Indirect	Total
Pre-consultation	$60,091	$5,013	$655	$12,408	$78,112
Official Plan Amendment	$77,820	$4,618	$796	$13,541	$96,704
Zoning By-law Amendment	$107,539	$6,623	$1,107	$19,038	$134,208
Subdivision & Condominium	$196,073	$13,083	$2,047	$36,070	$247,092
Site Plan	$83,640	$5,205	$863	$14,879	$104,509
Agreements	$187,308	$11,116	$1,917	$32,593	$232,761
Minor Variance	$89,441	$5,549	$922	$15,889	$111,719
Consent	$90,867	$5,392	$930	$15,811	$112,916
Other	$34,323	$2,037	$351	$5,972	$42,652
Total	**$927,102**	**$58,636**	**$9,588**	**$166,201**	**$1,160,673**
	80%	*5%*	*1%*	*14%*	*100%*

C. Full Cost Recovery Planning Fees

This section presents full cost recovery fee rates in light of the cost analysis presented above. The full cost recovery analysis demonstrates that the Town is currently subsidizing certain planning application review process through the tax rate. Given the provisions of the *Planning Act*, Council has the authority to increase many of the current fees, while at the same time is required to reduce some fees, in order to recover the full cost of processing each type of application.

The planning fees required to recover the full cost of processing planning applications are set out in Table 10. Full cost fees have been calculated by dividing the total (direct and indirect) cost of providing applications review services by the average annual revenues anticipated over the next five years on an application type basis. Fees are rounded to the nearest hundred, ten, or one dollar depending on the amount of the fee.

Table 10 shows that the current fee rates for most applications, aside from subdivision, condominium, and site plan control applications, are insufficient to recover the full cost of services. More specifically, achieving full cost recovery requires:

- roughly doubling the fees for pre-consultation, official plan amendments, and zoning by-law amendment applications;
- reducing fees for subdivision, condominium, and site plan applications anywhere from 10% to 31%; and
- increasing fees for agreements, minor variances, consents, and most other minor applications by anywhere from 10% to 87%.

i. Implementation Options

Full cost recovery fees are therefore higher than current fee rates for most types of applications. As such, when setting fee rates, the Town should consider the following:

- the revenue shortfall that would result from imposing less than full cost recovery fees, a shortfall that would almost certainly have to be funded from taxes;
- the possibility that a "general" benefit to the Town might arise as a result of processing certain types of applications (e.g. Official Plan amendments with broad application);

Table 10 - Planning Fee Schedule

DESCRIPTION	CURRENT FEE $	CALCULATED FEE	CHANGE (%)
1. PRECONSULTATION			
Pre-Consultation for Site Plan and Minor Zoning Relief	$750	$1,560	108%
Pre-Consultation for OPA, Subdivision and Major Zoning Relief	$1,500	$3,100	108%
2. OFFICIAL PLAN AMENDMNET			
Major (substantive matters such as changes to land use designations, boundaries, use permissions & new policy guidance) *plus the prescribed fee as noted below in Section 7	$12,750	$27,400	115%
Minor (less substantive matters such as policy changes within existing designations & exceptions for use permissions/standards) *plus the prescribed fee as noted below in Section 7	$6,750	$14,500	115%
3. ZONING BY-LAW AMENDMENT			
Major (changes to zone classifications, boundaries and/or use permissions)	$6,750	$14,100	109%
Minor (changes to general provisions, and/or lot characteristics and performance standards)	$3,000	$6,300	109%
Temporary Use Bylaw	$2,400	$5,000	109%
Removal of Holding Provision	$1,500	$3,100	109%
4. PLAN OF SUBDIVISION			
Draft Plan of Subdivision Major (more than 20 lots) *plus the prescribed fee per as noted below in Section 7	$21,000	$18,900	-10%
Minor (up to 20 lots) *plus the prescribed fee per as noted below in Section 7	$12,000	$10,800	-10%
Draft Plan Approval to Plan Registration	$6,000	$5,400	-10%
Draft Plan Approval to Plan Registration for each Phase after the 1st Phase (if a multi-phased Plan)	$3,000	$2,700	-10%
Revision to Draft Plan drawing after Draft Plan Approval	$3,000	$2,700	-10%
Revisions to Conditions of Draft Plan Approval after Draft Plan Approval	$3,000	$2,700	-10%
Revisions to both Draft Plan drawing and Conditions of Draft Plan Approval after Draft Plan Approval	$4,500	$4,100	-10%
Extension of Draft Plan Approval	$3,000	$2,700	-10%
5. PLAN OF CONDOMINIUM			
Draft Plan of Condominium (standard) *plus the prescribed fee per as noted below in Section 7	$12,000	$10,800	-10%
Draft Plan of Condominium (common element) *plus the prescribed fee per as noted below in Section 7	$6,000	$5,400	-10%
Draft Plan of Condominium (vacant land) *plus the prescribed fee per as noted below in Section 7	$21,000	$18,900	-10%
Minor (up to 20 lots/units) *plus the prescribed fee per as noted below in Section 7	$12,000	$10,800	-10%
Draft Plan Approval to Plan Registration	$6,000	$5,400	-10%
Revision to Draft Plan drawing after Draft Plan Approval	$3,000	$2,700	-10%
Revisions to Conditions of Draft Plan Approval after Draft Plan Approval	$3,000	$2,700	-10%
Revisions to both Draft Plan drawing and Conditions of Draft Plan Approval after Draft Plan Approval	$4,500	$4,100	-10%
Extension of Draft Plan Approval	$3,000	$2,700	-10%
Exemption to Plan of Condominium	$6,000	$5,400	-10%
Phased Condominium Approval (either plan or exemption)	$750	$680	-10%

Table 10 - Planning Fee Schedule

DESCRIPTION	CURRENT FEE $	CALCULATED FEE	CHANGE (%)
6. SITE PLAN CONTROL			
Site Plan Approval (new development, Major >500 sq.m.) *plus the prescribed fee per as noted below in Section 7	$6,000	$4,100	-32%
Site Plan Approval (new development, Minor ≤500 sq.m.) *plus the prescribed fee per as noted below in Section 7	$3,000	$2,000	-32%
Site Plan Approval (amendment) *plus the prescribed fee per as noted below in Section 7	$1,800	$1,200	-32%
Site Plan Approval (minor adjustment)	$1,125	$800	-32%
Model Home / Sales Trailer Application	$3,000	$2,000	-32%
Submission Drawings beyond Third Review per submission	$600	$410	-32%
Extension to Site Plan Approval		$410	New
7. ADDITIONAL PRESCRIBED FEES			
Official Plan Amendment I Plan of Subdivision I Plan of Condominium			
Residential Ground Oriented Residential Units (single detached, semi-detached, townhouse & stacked townhouse) per lot/unit			
First 50 lots/units, plus,	$375	$340	-10%
From 51 lots/units to 100 lots/units, plus,	$300	$270	-10%
From 101 lots/units to 150 lots/units, plus,	$225	$200	-10%
From 151 lots/units to end count of lots/units remaining	$150	$140	-10%
Non-Ground Oriented Units (apartment buildings)			-10%
A) per lot/unit	$187.50	$170	-10%
B) per ha site area	$3,750	$3,400	-10%
Commercial/Industrial/Institutional per ha site area	$3,750	$3,400	-10%
Site Plan Control			
Residential Ground Oriented Residential Units (single detached, semi-detached, townhouse & stacked townhouse) per lot/unit			
First 50 lots/units, plus,	$375	$260	-32%
From 51 lots/units to 100 lots/units, plus,	$300	$200	-32%
From 101 lots/units to 150 lots/units, plus,	$225	$150	-32%
From 151 lots/units to end count of lots/units remaining	$150	$100	-32%
Non-Ground Oriented Units (apartment buildings)			
A) per lot/unit	$187.50	$130	-32%
B) per ha site area if combined with mixed use commercial	$3,750	$2,600	-32%
Non-Residential			
Site area up to 2.5 hectares per sq.m of lot area	$1.50	$1.02	-32%
Site area in excess of 2.5 ha up to 10 ha per sq.m of lot area	$0.49	$0.33	-32%
Site area in excess of 1O ha per sq.m of lot area	$0.15	$0.10	-32%
Site Plan (amendment)			
per additional lot/unit for residential	$187.50	$130	-32%
per sq.m of additional building area for non-residential	$2.10	$1.43	-32%

Table 10 - Planning Fee Schedule

DESCRIPTION	CURRENT FEE $	CALCULATED FEE	CHANGE (%)
8. AGREEMENTS			
Plan of Subdivision	$6,000	$6,600	10%
Plan of Condominium	$6,000	$6,600	10%
Front Ending	$6,000	$6,600	10%
Conservation Easement	$3,000	$3,300	10%
Pre-Servicing	$4,500	$4,900	10%
Site Preparation	$3,000	$3,300	10%
Site Development	$3,000	$3,300	10%
External Servicing	$4,500	$4,900	10%
Model Home/Sales Trailer	$3,000	$3,300	10%
Amendments to existing Agreements	50% of applicable fee above	50% of applicable fee above	N/A
Legal services - title search/registration of Subdivision Agreements	$10,000	$11,000	10%
Legal - title search/registration of all Other Agreements	$1,500	$1,600	10%
9. COMMITTEE OF ADJUSTMENT/COMMITTEE OF CONSENT			
Minor Variance (full review)	$1,350	$2,500	87%
Incidental Minor Variance	$675	$1,260	87%
Consent to Sever (one lot)	$2,550	$2,600	0%
Consent to Sever first lot (multiple lots)	$2,550	$2,600	0%
Consent to Sever each additional lot (multiple lots)	$650	$650	0%
Boundary Adjustment / Lot Addition	$2,100	$2,100	0%
Consent - Easement	$1,950	$2,000	0%
Consent to Mortgage / Discharge Mortgage	$2,250	$2,300	0%
Validation of Title	$1,500	$1,500	0%
Certificate of Cancellation	$1,500	$1,500	0%
Committee Recirculation per application	$435	$630	44%
10. MISCELLANEOUS			
Cash in Lieu of Parkland (Residential)	5%	5%	N/A
Cash in Lieu of Parkland (Industrial/Commercial)	2%	2%	N/A
Zoning/Building Compliance Letters	$187.50	$250	31%
Deeming Bylaw (plus $700 .00 legal fee for registration of by-law by Town, or alternatively nil if applicant responsible for registration at their expense)	$1,275	$2,700	109%
Lifting of Part Lot Control (plus $700 .00 legal fee for registration of by-law by Town, or alternatively nil if applicant responsible for registration at their expense)	$4,500	$4,500	0%
Lifting of Part Lot Control per lot fee	$75	$75	0%
Extension of Lifting of Part Lot Control	$1,200	$1,200	0%
Tree Cutting Permit			
Properties up to 2 hectares	$915	$1,200	31%
Properties greater than 2 hectares	$1,245	$1,600	31%
Consultation process for Wireless Telecommunication Facilities	$1,500	$2,000	31%

Table 10 - Planning Fee Schedule

DESCRIPTION	CURRENT FEE $	CALCULATED FEE	CHANGE (%)
Request for Site Plan Control Compliance	$188	$250	31%
Emergency 911 Re-addressing (per address)	$160	$210	31%
Parking Exemption	$1,275	$1,700	31%
Street Naming Fee		$1,000	New
Street Renaming Fee		$1,000	New
General Inquiry		$250 per hour	New

PLANNING FEE NOTES

Note 1: Application Fees are cumulative in respect of flat fees for applications, prescribed fees and instances where multiple matters are being considered as noted above.

Note 2: Determination of application fees, in terms of major, minor, incidental, revision, adjustment, etc. categories, is at the discretion of the Director of Planning in consideration of the scope, scale and complexity of the application, the extent of service being provided and in consideration of the guidance provided above.

Note 3: Refunds are not available for approved applications if lower yield of lots, residential units, or gross floor area are later proposed or developed than what had been originally submitted, reviewed and approved.

Note 4: Despite Note 1 above the payment of prescribed fees is not to be charged more than once on a single development when multiple applications are submitted simultaneously.

Note 5: Payment of application fees does not include any cost associated with staff attendance at an OLT hearing in support of an applicant's proposal.

Note 6: Additional costs incurred by the Town in the review and process of an application are charged back to the applicant. Such costs include, but are not be limited to, agreement preparation, peer review of reports and studies, required legal advice, etc.

Note 7: The Director of Planning may waive fees at their discretion, and applicants, if not satisfied, may address the Council or the Committee of Adjustment as the case may be.

Note 8: In the case where a Draft Plan Approval lapses, new application fees are required and a new application submitted.

Note 9: In the case of a Site Plan Control application and a resubmission by a person other than the original applicant, new application fees are required and a new application submitted.

Note 10: The determination of what qualifies as an incidental Minor Variance application is at the discretion of the Director of Planning; but shall generally be limited to the following :

a) Additions and alterations to existing single detached, semi-detached, street townhouse, townhouse, duplex or link dwelling units.
b) Recognizing non-conforming setbacks, lot coverage, height, etc. for "as- constructed" dwelling unit types as described in Note 10 (a) above .
c) New or additions and alterations to buildings, structures or uses that are accessory to the dwelling unit types as described in Note 10 (a) above.

- the competitiveness of the Town's fees relative to other comparable municipalities in Simcoe County; and the ability of applicants to pay the fee

ii. Fee Structure Review

The Town's planning fee structure is generally aligned with municipal best practices, with separate fees for major and minor application types and an appropriate structure of fixed and variable fees rates to reflect economies of scale for subdivisions and other complex application types.

That said, in order to recover costs of reviewing applications for which fees are not currently imposed, it is recommended that the Town consider introducing the following new fees:

- a $1,000 flat fee for Street Naming or Renaming; and
- a fee of $230 per hour for staff to undertake General Inquiries.

iii. Reserve Fund

As part of the fee review, consideration was given to establishing a planning fee reserve fund to help stabilize rates during periods of reduced application activity and corresponding revenue declines. However, given the Town's relatively low exposure to significant fee revenue volatility, and the limited precedent for such reserve funds among comparable municipalities in Simcoe County, no provision for establishing or contributing to a planning fee reserve fund has been incorporated into the fee calculations.

D. Benchmarking

In order to provide an understanding of the current and full cost recovery fee rates in Wasaga Beach in relation to similar and surrounding municipalities, a planning application fee comparison was prepared. The results of this analysis are presented in Appendix B. The fees for other municipalities are

those that are currently in force and may not recover the full cost of providing planning application review services.

The benchmarking analysis compares the total cost of a range of typical planning applications across jurisdictions. As shown in Appendix B, Wasaga Beach's current planning application fees generally fall within the middle to upper end of the benchmark range for most application types. It is notable that subdivision, condominium, and site plan applications in Wasaga Beach include per unit fee components, whereas many other Simcoe County municipalities rely primarily on flat fees. As a result, while the base fee in Wasaga Beach might appear to be comparatively lower in some cases, the total fees paid by applicants are often higher on average.

If the calculated full cost recovery rates are adopted, the Town's fees would generally move toward the upper end of the benchmark range for most application types. However, fees for subdivision, condominium, and site plan applications would shift to the middle to upper end of the respective benchmark ranges.

It is noted that this comparison does not take into account any service level differences that may exist between municipalities in terms of, for example, the time taken to process an application or the level of customer service provided to applicants.

4. Building Permit Fees

This section calculates fees that recover the full cost of administering and enforcing the Building Code in accordance with the *Building Code Act*. These fees are imposed under By-law 2025-66.

A. Analysis of Building Code Revenues

Section 3(2) of the *Building Code Act* require councils of municipalities to appoint a chief building official (CBO) and inspectors to carry out the enforcement of the Ontario Building Code.

A number of Town staff are responsible for processing applications and conducting inspections in respect of building in Wasaga Beach. All building inspection work is carried out by the Building Department, under the direction of the CBO.

The Building Code requires that the Town review different types of permit applications within prescribed timeframes where the application meets the criteria set out in the Code. Within these timeframes, the CBO must either issue the permit or refuse it with reasons for denial. The process usually involves one or more inspections of each building site. Overall, approximately 92% of the activities of the Building Department relate to Building Code activities.

Building permit fees are collected when permits are applied for. As fees are based on the individual components of an application there is no set fee for any given application type. There are in fact more than 70 different fee rates in the current by-law.

The Town currently uses several methods of charging fees. The bulk of the fees for new construction are based on building area (i.e. $/square metre)

by class and type of construction (new; additions; renovations) or flat fees. The full schedule of fees is available on the Town's website.

Building permit fee revenues have fluctuated considerably in recent years, reflecting variability in development activity. Since 2019, annual revenues have averaged approximately $1.0 million. However, there has been significant year-to-year variation: revenues peaked at $2.0 million in 2022, while 2024 recorded the lowest level at $330,600 (see Table 11).

Table 11 – Historical Building Permit Revenue (2019-2025)

Year	Revenues	Deviation From Average
2019	$963,962	0.94
2020	$1,013,624	0.99
2021	$1,414,145	1.39
2022	$2,036,029	1.99
2023	$953,639	0.93
2024	$330,648	0.32
2025	$432,610	0.42
Average 2019-25	**$1,020,665**	**1.00**

A five-year revenue projection covering the period 2026 to 2030 has been prepared for fee-setting purposes. The projection builds on historical application volumes, revenue trends and incorporates growth forecasts set out in the Town's recently released 2026 Development Charges Background Study. Based on these inputs, building permit revenues are expected to increase at a rate above the historical average, reflecting anticipated growth in construction activity.

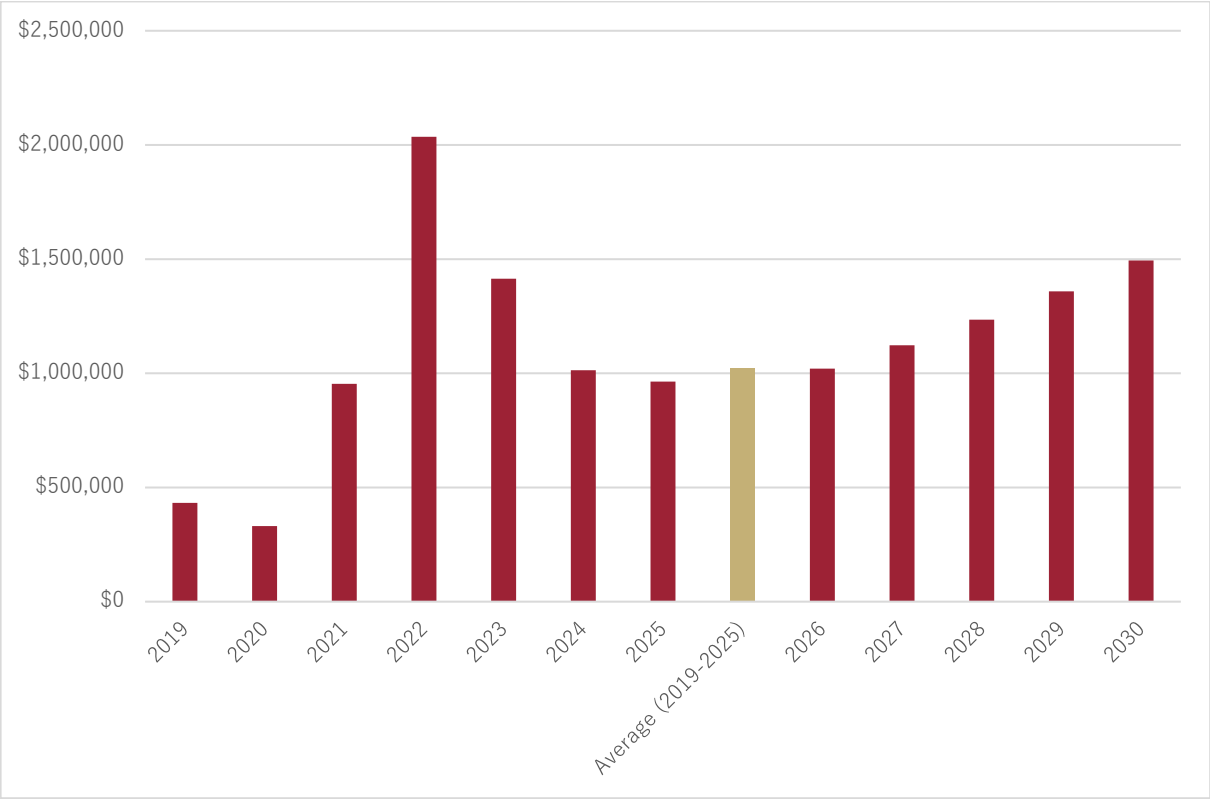
Historically, the majority of building permit revenue has been generated by residential construction. Between 2022 and 2025, approximately 83% of total building permit revenue was derived from new residential development, including single-detached dwellings, townhouses, and multi-unit residential buildings. A further 12% of revenue was generated from permits related to

alterations, renovations, and additions. Non-residential construction accounted for approximately 1% of total building permit revenue, with the remaining 3% attributable to miscellaneous permits, including garages, demolitions, foundations, septic systems, plumbing, and other similar building activities.

Projected revenues reflect an average year-over-year growth rate of approximately 10% relative to the 2019–2025 historical average.

Over the next five years, average annual building permit revenue is forecast at approximately $1.5 million, compared to the historical five-year average of $1.0 million (expressed in 2026 dollars). This projected increase is consistent with recent development activity and the Town's current growth outlook. Figure 1 provides a comparison of historical and forecast revenue trends.

Figure 1: Historical and Projected Building Permit Fee Revenues



Source: Hemson Consulting, based on 2026 DC Background Study and Town historical revenue data

B. Analysis of Costs

This section presents an analysis of the direct and indirect costs of administering and enforcing the Building Code in Wasaga Beach.

As noted in Section 1, the *Building Code Act* requires that permit fees not exceed "the anticipated reasonable costs to administer and enforce the Building Code during building construction". In addition, municipalities are required to prepare annual reports that record the amount of fees received and the costs incurred in administering the process.

The Regulation requires that annual reports record both the direct and indirect costs of reviewing applications and conducting building inspections. In this regard:

- **Direct costs** include the costs of reviewing building permit applications and inspecting buildings; and
- **Indirect costs** include the support and overhead costs of administering and enforcing the process.

It is anticipated that the analysis of costs presented here will serve as a reference for future annual reports.

i. Direct Costs

Multiple Town staff are involved in processing applications related to Building Code matters. This work is primarily conducted within the Building Department but also involves contributions from the Clerks Department.

The direct costs associated with Building Code matters include:

- staff time spent reviewing building construction plans, inspecting buildings, and carrying out other Building Code tasks as outlined in the Building Fee By-law; and

- the cost of office space, vehicles, and other resources required to support these activities.

The allocation of staff time across departments has been determined based on detailed staff interviews and is summarized in Appendix A.

Although a portion of staff time is directly involved with Building Code activities, a share of time is unrelated to "administration and enforcement of the Building Code during building construction" as defined by the *Act.* Accordingly, time spent on activities outside this scope has been excluded from costs eligible for recovery through building permit fees.

Direct costs are divided by payroll and other capital and operating costs. Payroll costs including benefits amount to an average of $1.0 million from 2026-2030 and represent the largest share of direct costs (92%).

The payroll share increases over the forecast period, reflecting the Building Department's planned staffing additions to address rising application volumes, including a new Deputy Chief Building Official and an additional Plans Examiner. In this regard, it is noted that the *Building Code Act* permits municipalities to incorporate anticipated future costs when determining the full cost of providing Building Code services.

Other direct operating costs were determined by multiplying the share of staff time dedicated to Building Code activities by operating costs (applicable to Building Code activities) set out in the Town's 2026 budget projections. Fee-eligible operating direct costs, including office supplies, uniforms and clothing, fuel, memberships, and professional development will average $83,900 across the organization from 2026 to 2030. Table 12 provides a breakdown of the other direct operating costs.

Table 12 – Building Permit Review Other Direct Operating Costs – 2026$

Operating Cost Category	Average Building Code Related Cost (2026-2030)
Building Department - Software Licenses & Maintenance	$22,940
Building Department - Vehicle Maintenance & Licenses	$1,500
Building Department - Vehicle Fuel	$1,000
Building Department - Publications	$500
Building Department - Clothing Allowance	$1,000
Building Department - Safety Shoe/Boot Allowance	$500
Building Department - Miscellaneous	$1,000
Building Department - Telephone	$5,500
Building Department - Legal	$10,000
Building Department - Engineering	$1,000
Building Department - Travel	$500
Building Department - Memberships	$3,500
Building Department - Professional Development	$8,000
Building Department - Meals and Beverages	$1,500
Building Department - Advertisements	$1,500
Building Department - Insurance	$10,420
Building Department - Accommodations	$3,500
Clerks Department Operating Cost	$10,080
Total Other Direct Costs	**$83,940**

Space costs include shares of the capital replacement cost of the administration and operating costs related to building maintenance such as hydro, heating, and cleaning. The total cost of space that can be attributed to Building Code activities is $7,000 per year between 2026 to 2030. It is recommended that a portion of annual permit fee revenue, corresponding to the cost shares of the administration building, be set aside in the Town's reserves for building replacement.

The total average direct cost from 2026 to 2030 of administering and enforcing the Building Code amounts to $1.1 million in 2026 dollars (see Table 13).

Table 13 – Building Permit Review Direct Costs – 2026$

	2026	2030	Average
Payroll	$898,222	$1,184,030	$1,041,126
Other Direct Costs	$83,940	$83,940	$83,940
Space Costs	$5,106	$8,916	$7,011
Total Direct Costs	**$987,269**	**$1,276,886**	**$1,132,077**

ii. Indirect Costs

The indirect (overhead) costs of Building Code activities in Wasaga Beach represent the share of the Town's corporate department costs that can reasonably be attributed to supporting Building Code services. These costs were calculated based on cost drivers that influence the level of corporate support provided to Building Code activities.

The calculation process consists of two steps. First, the total cost of each overhead department is determined. Second, the appropriate cost drive for each department involved in the planning application process is identified. The corporate overhead departments and their respective cost drivers are detailed in Table 6 of Section 3.

Next, these overhead costs are allocated to each department involved in the Building Code process. Using the time shares identified in Appendix A, the portion of corporate overhead costs attributable to processing building permit applications is estimated. Table 14 summarizes the allocation of overhead costs across corporate departments.

The corporate overhead cost share for each department is calculated as follows:

- (Total corporate overhead attributable to each department) x (Department's time share committed to Building Code activities)

The calculated cost shares are applied to each department's 2026-2030 projected net costs, excluding expenses for service areas that are clearly not

attributable to Building Code support. Based on this analysis, the average indirect cost attributed to Building Code activities is $189,600 per year (2026$) from 2026 to 2030.

Table 14 – Building Code Indirect (Corporate Overhead) Costs

Corporate Department	Time Spent on Building Permits	Indirect Costs (2026$)
Building	92%	$180,672
Clerks	8%	$8,912
Total Indirect Costs		**$189,584**

iii. Reserve Fund Contributions

The Act does not require municipalities to adjust their fees every year in order to match their costs. As the majority of Building Code costs are payroll costs, it would be impractical to even attempt to match revenues and costs on an annual basis. Although building activity is expected to be relatively strong over the next five years, there will likely be fluctuations in both the number of permit applications and the amount of permit revenue from any one year to the next. This has occurred in the past and could result in an imbalance between costs and revenues. In years of high activity revenues will likely exceed costs. However, in quieter years, costs may well exceed revenues.

The Town has in place a reserve fund for Building Code activities, with a 2025 year-end balance estimated at $1.1 million.

Given that the Town wishes to continue to manage ongoing variations in permit revenue, as well as legal and capital costs, using reserve funds, an annual contribution of $225,100 to the reserve fund has been incorporated into the permit fees. This target has been set to equal 1.5 times the total yearly Building Code service expenditures by 2030. It is recommended that the Town review its reserve fund balances and target at a subsequent fee review update at the end of the five-year period.

A summary of the cost analysis is provided in Table 15. It shows that the average total cost of administering and enforcing the Building Code in the Town from 2026 to 2030 will be $1.5 million, of which 73% are direct costs, 12% are indirect costs, and 15% is the provision for annual reserve fund contributions.

Table 15 – Summary of Building Permit Review Costs (2026$)

	2026	2030	Average
Direct Costs	$987,269	$1,276,886	$1,132,077
Indirect Costs	$189,584	$189,584	$189,584
Reserve Fund Contribution	$225,107	$225,107	$225,107
Total	**$1,401,959**	**$1,691,576**	**$1,546,768**

C. Full Cost Recovery Building Permit Fees

This section presents full cost recovery building permit fees in light of the cost analysis presented above. The full cost recovery analysis demonstrates that the Town is currently subsidizing the building permit review process through the tax rate. Given the provisions of the *Building Code Act*, Council has the authority to increase current fees in order to recover the full cost.

The analysis shows that the projected annual cost of administering and enforcing the Building Code in Wasaga Beach over the five-year period from 2026 to 2030 amounts to $1.5 million. Under the current fees, the average annual permit revenue during the same period is anticipated to be $1.2 million. Therefore, there is an average annual shortfall of $300,500. As a result, to achieve full cost recovery an increase in fee revenue of 24% is required over the five year period. The calculation is shown below:

Average Annual Costs (2026-2030)	**$1,546,768**
Average Annual Revenues (2026-2030)*	**$1,246,252**
Required Fee Revenue Increase for Full Cost Recovery	**24%**

* based on current fee rates

It is recommended that fee increases be applied across the board to the Town's building permit fees to ensure a 24% increase in overall fee revenue. Table 16 sets out a proposed full cost recovery fee schedule and compares the newly calculated fees with current fees (with new fees and fee structures identified).

i. Recommended Changes to Fee Structure

A number of changes to the building permit fee structure are proposed, based on discussions with Town staff. The changes include new fee rates, for services which are currently provided but for which a fee is not charged, and textual changes to improve clarity. The changes are shown in red text in the revised fee schedule (Table 16).

With respect to new fees, it is recommended that the Town introduce fees for:

- File Search beyond 15 years - $80 per hour
- Issuing an order - $400 per hour
- Revoked permit - $155 per permit
- Reactivation of a revoked permit - $155 per permit
- Annual file maintenance fee (applied annually to all building permits that remain open more than 3 years after the date of issuance) - $250
- Limiting distance agreement fee - $1,000 + 15% for administration
- Alternative solution - $1,500 flat fee
- Stop work order - $400 per order
- Partial lot grading review - $250
- Conditional permit - 10% of building permit fee
- Permit extension - $40 flat fee
- Registering of orders - $1,000 + 15% for administration
- All other construction not in any other class - $190 + $14.14 for each $1,000 of construction value
- Group A Shell - $0.64 per square metre
- Group A Finished - $1.08 per square metre

- Group B Shell - $0.64 per square metre
- Group B Finished - $1.08 per square metre

Additionally, it is recommended that the Town restructure fees for new construction for Group A and B buildings so that they align with similar fees for new construction for Groups D, E, and F buildings. It is also recommended the Town simplify the fee structure so that plumbing fixture fees are consolidated with other fees as well as increase the lot grading review deposit from $1,000 to $5,000.

D. Benchmarking

In order to provide an understanding of the current and full cost recovery fee rates in Wasaga Beach in relation to similar and surrounding municipalities, a building permit fee comparison was prepared. The results of this comparison are presented in Appendix B. The rates for the other municipalities are those that are currently in force and may not recover the full cost of providing building permit review services.

Appendix B shows that the current building permit fees in Wasaga Beach fall within the low end of the benchmark range and well below the median benchmark fees. The calculated full cost recovery rates, if adopted, would remain below the median benchmarks range for almost all fee rates.

It is noted that, as with the planning fees, this comparison does not take into account any service level differences that may exist between municipalities in terms of, for example, the time taken to process an application or the level of customer service provided to applicants.

Table 16 - Building Fee Schedule

DESCRIPTION	UNIT	CURRENT FEE $	CALCULATED FEE	CHANGE (%)
Group A – Assembly Occupancies				
~~All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas/Gymnasiums/Pools~~	~~/sq. ft.~~	~~$0.90~~		
Open Public Swimming Pools	/sq. ft.	$0.67	$0.83	24%
Shell	/sq. ft.		$0.67	New
Finished	/sq. ft.		$1.12	New
Alteration/Renovation	/sq. ft.		$0.97	New
~~All other Group A Buildings Alteration/Renovation~~	~~/sq. ft.~~	~~$0.78~~		
~~Plus plumbing fixture~~	~~per fixture~~	~~$13.45~~		
Façade Renovation (<6460 sq. ft. excl. signage)	flat fee	$224	$280	24%
Façade Renovation (>6460 sq. ft. excl. signage)	flat fee	$448	$560	24%
Demising Wall - per continuous separation	flat fee	$155	$190	24%
Group B – Institutional Occupancies				
~~All Group B Buildings~~	~~/sq. ft.~~	~~$0.90~~		
Shell	/sq. ft.		$0.67	New
Finished	/sq. ft.		$1.12	New
Alteration/Renovation	/sq. ft.	$0.56	$0.69	24%
~~Plus plumbing fixture~~	~~per fixture~~	~~$13.45~~		
Group C – Residential Occupancies				
Single Family Dwellings, Row Townhouses, Duplexes, Live/work units and all other multiple unit buildings	/sq. ft.	$1.12	$1.39	24%
Façade Renovation (<6460 sq. ft. excl. signage)	flat fee	$224	$280	24%
Façade Renovation (>6460 sq. ft. excl. signage)	flat fee	$448	$560	24%
Demising Wall - per continuous separation	flat fee	$155	$190	24%
Residential Additions				
SFD Finished Basement	flat fee	$155	$190	24%
Motels above 2 storeys and Hotels	/sq. ft.	$0.84	$1.04	24%
Attached Garage for SFD	/sq. ft.	$0.45	$0.56	24%
Detached garage, shed, accesory building to single family dwelling	/sq. ft.	$0.45	$0.56	24%
Alteration/Renovation (new foundation/basement, house raising)	/sq. ft.	$0.56	$0.69	24%
~~Plus plumbing fixture~~	~~per fixture~~	~~$13.45~~		
Deck, residential pool, in ground sprinkler	flat fee	$155	$190	24%
Covered Porch, Encl. 3-season rooms, Roof over Deck	flat fee	$155	$190	24%
Relocation of Park Model Trailer, modular home, SFD	flat fee	$155	$190	24%
Demising Wall - per continuous separation	flat fee	$896	$1,110	24%
Model home	per home		$155	New
Group D – Business and Personal Service Occupancie				
Shell	/sq. ft.	$0.50	$0.62	24%
Finished	/sq. ft.	$0.84	$1.04	24%
Alteration/Renovation	/sq. ft.	$0.56	$0.69	24%
~~Plus plumbing fixture~~	~~per fixture~~	~~$13.45~~	~~$17~~	24%
Façade Renovation (<6460 sq. ft.)	flat fee	$224	$280.00	24%
Façade Renovation (>6460 sq. ft.)	flat fee	$448	$560.00	24%
Demising Wall	flat fee	$155	$190.00	24%
Group E – Mercantile Occupancies				
Shell	/sq. ft.	$0.56	$0.69	24%
Finished	/sq. ft.	$0.84	$1.04	24%
Alteration/Renovation	/sq. ft.	$0.56	$0.69	24%
~~Plus plumbing fixture~~	~~per fixture~~	~~$13.45~~	~~$17~~	24%
Façade Renovation (<6460 sq. ft.)	flat fee	$224.00	$280	24%
Façade Renovation (>6460 sq. ft.)	flat fee	$448.00	$560	24%
Demising Wall	flat fee	$155.00	$190	24%
Group F – Industrial Occupancies				
Gas Stations, Car washes	/sq. ft.	$0.67	$0.83	24%
Parking Garages (Open Air)	/sq. ft.	$0.62	$0.77	24%
Parking Garages (Underground)	/sq. ft.		$1.04	New
Shell	/sq. ft.	$0.50	$0.62	24%
Finished	/sq. ft.	$0.84	$1.04	24%
Alteration/Renovation	/sq. ft.	$0.40	$0.50	24%
~~Plus plumbing fixture~~	~~per fixture~~	~~$13.45~~		
Façade Renovation (<6460 sq. ft.)	flat fee	$224	$280	24%
Façade Renovation (>6460 sq. ft.)	flat fee	$448	$560	24%
Group G – Farm Buildings				
Greenhouses	flat fee	$155	$190	24%
Barn (low human occupancy)	/sq. ft.	$0.11	$0.14	24%
Barn (high human occupancy)	/sq. ft.	$0.17	$0.21	24%

Table 16 - Building Fee Schedule

DESCRIPTION	UNIT	CURRENT FEE $	CALCULATED FEE	CHANGE (%)
Interior alterations (plumbing extra)				
Demising Wall - per continuous separation	flat fee	$155	$190	24%
Illegal use remediation (criminally illegal)	flat fee	$2,575	$3,200	24%
Tents/Portables				
Tents under 2420 sq. ft.	flat fee	$155	$190	24%
Tents 2420 sq. ft. or greater	flat fee	$224	$280	24%
School Portables (per unit)	flat fee	$155	$190	24%
Designated Structures (OBC Div. A 0 1.3.1.1)				
Communication Tower	flat fee	$280	$350	24%
Retaining wall	flat fee	$155	$190	24%
Solar Collector	flat fee	$392	$490	24%
Wind Turbine Support	flat fee	$280	$350	24%
Stand Alone and Miscellaneous Work				
Liquor Licence Inspection Required	flat fee	$155	$190	24%
Re-Inspections	per inspection	$84	$104	24%
File Search	per search	$56	$69	24%
File Search beyond 15 years	per hour		$80	New
Issuing an order	per order		$400	New
Revoked permit	per permit		$155	New
Reactivation of a revoked permit	per permit		$155	New
Annual file maintenance fee (applied annually to all building permits that remain open more than 3 years after the date of issuance)	flat fee		$250	New
Limiting distance agreement fee	per agreement		$1,000 + 15% for administration	New
Alternative solution	flat fee		$1,500	New
Stop work order	per order		$400	New
Partial lot grading review	flat fee		$250	New
Conditional permit	flat fee		10% of building permit fee	New
Permit extension	flat fee		$40	New
Registering of orders			$1,000 + 15% for administration	New
Class: Demolition				
Buildings under 6460 sq. ft.	flat fee	$155	$190	24%
Buildings 6460 sq. ft. and larger	flat fee	$224	$280	24%
Illegal use demolition (criminally illegal)	flat fee	$560	$690	24%
Class: Plumbing				
Sewer Service Connection	flat fee	$155	$190	24%
Water Service Connection	flat fee	$155	$190	24%
Water Meters & Parts		As per Schedule "M"	As per Schedule "M"	24%
Water Meter Activation		As per Schedule "M"	As per Schedule "M"	24%
9 or less plumbing fixtures	flat fee		$190	New
10 or more plumbing fixtures	flat fee		$380	New
Class: Septic System				
New installation permit	flat fee	$504	$620	24%
Change of Use	flat fee	$155	$190	24%
Repair / Replacement	flat fee	$504	$620	24%
Compliance Letter	flat fee	$155	$190	24%

Table 16 - Building Fee Schedule

DESCRIPTION	UNIT	CURRENT FEE $	CALCULATED FEE	CHANGE (%)
Class: Change of Use				
Minimum	flat fee	$280	$350	24%
In addition to minimum	/hour (over 4 hrs plan review)	$84	$104	24%
Class: Sign				
All signs listed in OBC Div. A-1.3.1.1	flat fee	$280	$350	24%
Signs not listed in Div. A-1.3.1.1	per façade	$155	$190	24%
Class: Other Construction				
All other construction not in any other class			$190 + $14.14 for each $1,000 of construction value	New

Construction Without a Permit
If construction begins before the issuance of a building permit, there may be an additional administrative fee equal to 100 percent of the full permit fees or ~~$165.00~~ $205 whichever is greater, to a maximum additional fee of ~~$20,000.00~~ $25,000.
Permit to Revise an Issued Permit
Greater of ~~$56.00~~ $69 per page, or ~~$84.00~~ $104 per hour of examination and inspection time.
Revision to an application during plans review prior to permit issuance
~~$56.00~~ $69 per page where the applicant is requesting changes to the proposed application.
Transfer of Permit
~~$155.00~~ $192 per permit transfer of ownership.
Model Home Agreement Permit
If the project is a Model Home under Agreement, there will be an additional fee of ~~$280.00~~ $350 per permit, and is non-refundable. This permit can only be applied for if the Proposed Subdivision has been approved for Model Homes by Council.
Conditional Foundation Permit
If the project has a footprint of more than 8460 sq. ft. and has received all applicable law approvals, but has not finalized the above grade design a formal request can be made to the Chief Building Official for consideration. An application does not constitute a guarantee of permit. An additional administration fee equal to 25% will be added to the total permit application fee but in no case shall be less than ~~$840.00~~ $1,050, with no maximum. This additional fee is non-refundable even if the Chief Building Official decides not to issue a Conditional Permit.

Certification of Models Prior to Draft Plan Approval
If the project is in the Draft Plan Approval Process, a concurrent review of the building permit application can be commenced. The fee per model is ~~$480.00~~ $595. Upon issuance of the first building permit for a specific model, 75% of the ~~$840.00~~ $1,050 will be refunded. Refund applies to the first permit issued for a specific model, subsequent permits are subject to full permit fees.
Lot Grading Review
Where Lot Grading Review is required (as defined within the Infill Lot Grading Policy) the application fee is ~~$500.00~~ $620. A $~~1,000.00~~ $5,000 refundable deposit is to accompany the application that will be returned upon satisfactory completion of Lot Grading and Notice of Completed Construction being filed with the building department, minus ~~$50.00~~ $62 per additional design review or site visit, required beyond the service prescribed within the Policy.
Refunds
The refundable fee will be based on the total required fee, using the following factors: 75% if the application is cancelled prior to the review of the application
50% if the application is cancelled prior to permit issuance
40% if the permit has been issued and project has been cancelled
minus ~~$56~~ $69 per field inspection performed up to the cancellation date
Where the amount of the fees retained by the town are less than the minimum permit fee applicable to the work, there will be no refund.

5. Conclusions and Recommendations

This section provides general user fee recommendations over and above the service-specific recommendations set out in each section above. In this respect, it is recommended that the Town:

- undertake a comprehensive fee review every five years to ensure that its fees are achieving appropriate cost recovery and are aligned with municipal benchmarks;
- ensure that user fees are increased at the same (or greater) rate as increases in program operating costs. In keeping with municipal leading practices, this means that the Town should index its fees on an annual basis to cover changing costs arising from inflation and (given that the majority of costs are payroll-related) wage agreements;
- adjust the fee schedule and introduce revised fees outlined in Tables 9 and 17 of this report;
- set aside a portion of annual building permit fee revenues, equivalent to the relevant capital cost shares, in a reserve fund(s) to support the long-term replacement of buildings and vehicles used in the delivery of Building Code services;
- based on future fluctuations in annual planning application fee revenues, regularly assess the need for a planning fee reserve fund;
- monitor municipal benchmark fees annually for key services and programs to ensure its fees remain competitive; and
- continue to make information on fees accessible to the public via the municipal website.

Appendix A

Time Shares

Time Shares

The tables below present the estimated allocation of staff time for all personnel involved in Planning and Building applications. For staff engaged in Planning applications, the time associated with application review is further broken down by specific application type. The time share matrix has been developed based on discussions with staff and completed time-allocation templates to ensure that the estimates reflect actual operational practices.

Appendix A - Table 1

Current Staff Positions	PLN	BLD	Non-Fee	Pre-Con	OPA	ZBA	Sub.D/Condo	SPA	Agreements	MV	Consent	Other
Jr Plans Examiner/Prmt Clerk	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Building Inspector	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Building Inspector	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Admin Assistant - Building	0%	70%	30%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Application Navigator	0%	80%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Chief Building Official	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Director, Legislative Services & Clerk	0%	25%	75%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Research and Policy Analyst	0%	92%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Adminisrative Assistant - Planning and Development	100%	0%	0%	10%	3%	3%	3%	3%	3%	25%	50%	3%
Community Planner	100%	0%	0%	4%	7%	11%	23%	9%	30%	7%	7%	2%
Planner	100%	0%	0%	18%	3%	8%	3%	5%	0%	32%	27%	4%
Senior Planner - Development	100%	0%	0%	4%	7%	11%	26%	7%	28%	7%	7%	4%
Senior Planner - Development	100%	0%	0%	4%	6%	10%	25%	10%	27%	6%	6%	4%
Manager of Planning	60%	0%	40%	4%	7%	9%	10%	9%	7%	4%	7%	4%
Senior Planner - Policy	25%	0%	75%	0%	10%	5%	10%	0%	0%	0%	0%	0%
Community Planner	100%	0%	0%	4%	7%	11%	23%	9%	30%	7%	7%	2%
Director, Planning and Development	30%	0%	70%	2%	4%	4%	5%	4%	4%	2%	3%	2%
Fire Chief and Director of Emergency Services	2%	0%	98%	1%	0%	0%	1%	0%	0%	0%	0%	0%
Deputy Fire Chief	1%	0%	99%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Fire Prevention Officer	5%	0%	95%	2%	0%	0%	2%	0%	0%	0%	0%	0%
New Staff Positions												
Deputy Chief Building Officer	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Plans Examiner	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total Current Staff	**$1,010,801**	**$898,222**	**$1,190,142**	**$78,841**	**$107,978**	**$194,775**	**$84,546**	**$186,183**	**$113,157**	**$140,024**	**$36,197**	**$0**
Total New Staf	**$0**	**$285,808**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Appendix B

Benchmarking Analysis

Benchmarking Analysis

Fee benchmarking has been used extensively throughout this report to supplement the cost analysis and to assess whether the proposed fees are generally consistent with those charged in comparable municipalities. The following municipalities were selected as comparators for Wasaga Beach:

- The Towns of Bradford West Gwillimbury, Collingwood, Innisfil, Midland, and New Tecumseth, Penetanguishene
- The Townships of Adjala-Tosorontio, Clearview, Essa, Oro-Medonte, Ramara, Severn, Springwater, Tay, and Tiny

A comprehensive benchmarking analysis was undertaken for all fees reviewed in this study. The tables that follow present the results of this comparison, including the mean and median fee levels for each application type.

Appendix B - Table 1

Planning Application Type		TOWN OF PENETANGUISHENE	TOWN OF WASAGA BEACH	TOWN OF BRADFORD WEST GWILLIMBURY	TOWN OF COLLLINGWOOD	TOWN OF INNISFIL	TOWN OF MIDLAND	TOWN OF NEW TECUMSETH
	Official Plan Amendment - Major	$10,000	$12,750	$35,275	$9,615	$31,940	$15,960	$21,915
	Official Plan Amendment - Minor (site specific)	$5,000	$6,750	$35,275	$9,615	$31,940	$15,960	$21,915
	Zoning By-law Amendment - Major	$7,500	$6,750	$25,375	$3,925	$27,975	$15,225	$16,432
	Zoning By-law Amendment - Minor	$3,000	$3,000	$17,765	$3,925	$13,987	$5,775	$16,432
	Temporary Use By-law	$1,000	$2,400	$13,240	$4,330	$5,572	$5,775	
	By-Law to Lift Holding Provision	$500	$1,500	$5,840	$1,340	$3,286	$2,888	$5,289
	Deeming By-law	$1,000	$1,275		$1,320	$2,950	$1,575	
	Part Lot Control By-law	$1,500	$4,500	$5,075	$2,295	$3,461	$4,000	$3,995
Site Plan Approval								
	Site Plan Application - Residential	$5,000	$3,000 + per unit fee	$15,230	$6,955	$24,669	$15,960	
	Site Plan Application - Non-Residential	$2,000	$6,000 + per unit fee	$15,230	$6,955	$24,669	$15,960	
Subdivision and Condominium Approval								
	Subdivision - Major	$15,000	$21,000 + per unit fee	$38,060	$19,605	$47,730	$14,438	$30,163
	Extension to Draft Approval of Subdivision	$1,500	$3,000 + per unit fee	$6,470	$3,105	$4,800	$5,198	
	Condominium - Major	$15,000	$12,000 + per unit fee	$38,060	$12,650	$35,813	$10,395	$24,691
	Extension to Draft Approval of Condominium		$3,000	$6,470	$3,105	$3,996	$4,515	
	Red Line Revision				$3,105	$1,464	$10,309	
Committee of Adjustments								
	Consent	$1,500	$2,550	$2,920	$3,040	$4,254	$4,000	$4,938
	Minor Variance	$750	$1,350	$1,855	$1,940	$2,359	$1,500	$1,124
Service								
	Pre-consultation (per meeting)	$300	$1,500	$3,530	$660	$546	$1,000	

Appendix B - Table 1

Planning Application Type		TOWN OF ADJALA-TOSORONTIO	TOWN OF CLEARVIEW	TOWN OF ESSA	TOWN OF ORO-MEDONTE	TOWN OF RAMARA	TOWN OF SEVERN	TOWN OF SPRINGWATER
	Official Plan Amendment - Major	$6,000	$5,000	$5,000	$9,306	$15,000	$6,697	$5,768
	Official Plan Amendment - Minor (site specific)	$3,000	$5,000	$3,500	$5,230	$15,000	$6,697	$5,768
	Zoning By-law Amendment - Major	$4,500	$5,000	$5,000	$7,263	$3,350	$5,751	$5,768
	Zoning By-law Amendment - Minor	$2,500	$5,000	$2,500	$4,000	$2,500	$5,751	$2,575
	Temporary Use By-law	$2,500	$4,000	$4,000	$4,500		$1,175	$2,575
	By-Law to Lift Holding Provision	$750	$2,000	$1,200	$1,500	$2,000	$1,175	$1,545
	Deeming By-law	$500	$2,000	$1,000	$21,100	$1,500	$766	$2,112
	Part Lot Control By-law	$500	$3,500	$1,500	$2,595	$2,000	$824	$2,575
Site Plan Approval								
	Site Plan Application - Residential	$5,500	$5,000	$2,500	$5,000	$4,500	$2,792	$2,575
	Site Plan Application - Non-Residential	$5,500	$5,000	$2,500	$5,000	$6,000	$7,400	$2,575
Subdivision and Condominium Approval								
	Subdivision - Major	$10,000	$8,000	$7,500	$25,000	$17,500	$10,216	$7,210
	Extension to Draft Approval of Subdivision	$2,000	$2,000	$2,200	$3,445	$5,000	$590	$4,120
	Condominium - Major	$10,000	$8,000	$6,000	$25,000	$12,000	$10,216	
	Extension to Draft Approval of Condominium	$2,000	$2,000	$2,200	$3,445	$5,000	$590	
	Red Line Revision	$2,000	$4,000	$4,200	$8,203	$4,000		$4,120
Committee of Adjustments								
	Consent	$2,000	$1,500	$2,500	$2,500	$3,000	$1,760	$2,575
	Minor Variance	$1,000	$1,500	$1,000	$2,500	$250	$1,175	$1,030
Service								
	Pre-consultation (per meeting)	$250	$1,000	$250	$750	$1,000	$282	$2,500

Appendix B - Table 1

Planning Application Type		TOWN OF TAY	TOWN OF TINY	AVERAGE OF BENCHMARKS	MINIMUM OF BENCHMARKS	MAXIMUM OF BENCHMARKS	MEDIAN OF BENCHMARKS
	Official Plan Amendment - Major	$6,000	$8,000	$12,013	$5,000	$35,275	$9,461
	Official Plan Amendment - Minor (site specific)	$4,000	$8,000	$10,744	$3,000	$35,275	$6,724
	Zoning By-law Amendment - Major	$4,000	$4,000	$8,695	$3,350	$27,975	$5,760
	Zoning By-law Amendment - Minor	$2,500	$4,000	$5,601	$2,500	$17,765	$3,963
	Temporary Use By-law	$1,500	$2,000	$3,638	$1,000	$13,240	$3,288
	By-Law to Lift Holding Provision	$500	$1,000	$1,901	$500	$5,840	$1,500
	Deeming By-law	$500	$750	$2,557	$500	$21,100	$1,298
	Part Lot Control By-law	$1,500		$2,489	$500	$5,075	$2,575
Site Plan Approval							
	Site Plan Application - Residential	$5,000	$4,000	$6,979	$2,500	$24,669	$5,000
	Site Plan Application - Non-Residential	$5,000	$4,000	$7,186	$2,000	$24,669	$5,250
Subdivision and Condominium Approval							
	Subdivision - Major		$8,000	$17,228	$7,210	$47,730	$14,719
	Extension to Draft Approval of Subdivision	$2,500	$2,000	$2,995	$590	$6,470	$2,803
	Condominium - Major		$8,000	$15,416	$6,000	$38,060	$12,000
	Extension to Draft Approval of Condominium	$2,500	$2,000	$2,916	$590	$6,470	$3,000
	Red Line Revision		$2,000	$3,946	$1,464	$10,309	$4,000
Committee of Adjustments							
	Consent	$1,500	$1,500	$2,473	$1,500	$4,938	$2,525
	Minor Variance	$1,000	$1,500	$1,284	$250	$2,500	$1,263
Service							
	Pre-consultation (per meeting)	$300	$750	$914	$250	$3,530	$750

Appendix B - Table 2

Class of Permit		TOWN OF PENETENGUISHENE		TOWN OF WASAGA BEACH		
		FEE PER SQ M	Min Fee	FLAT FEE	FEE PER SQ M	Min Fee
Group A - Assembly Occupancies					$9.69	
	New Addition - Shell	$13.27	$129.13		$9.69	
	New Addition - Finished	$18.80	$129.13			
	Alterations & renovations	$16.60	$129.13		$8.40	
	Shell Finishing	$9.96	$129.13			
Group B - Institutional Occupancy						
	New Addition - Shell	$13.27	$129.13		$9.69	
	New Addition - Finished	$18.80	$129.13		$9.69	
	Alterations & renovations	$16.60	$129.13		$6.03	
	Shell Finishing	$9.96	$129.13			
Group C - Residential						
	Residential - Low Density (sdf, semi, link, towns, duplex, rows)	$16.68	$129.13		$12.06	
	Residential - High Density (stacked towns, triplex)	$19.80	$129.13		$12.06	
	Residential - High Density (Apartments)	$19.80	$129.13		$12.06	
	Residential (Multi-units shell)	$15.30	$129.13		$12.06	
	Hotels, Motels with residential occupancy	$15.30	$129.13	$155.00		
	Attached Accessory - Covered decks, porches, etc.	$7.80	$129.13		$4.84	
	Attached Accessory - Uncovered decks, porches, etc.	$5.94	$129.13			
	Detached accessory-sheds, gazebo	$7.80	$129.13			
	Renovating unfinished space (e.g. basement)	$3.71	$129.13	$155.00		
	Alterations & renovations	$11.41	$129.13		$6.03	
	Shell Finishing	$8.13	$129.13			
Group D - Business and Personal Services						
	New Addition - Shell	$11.19	$129.13		$5.38	
	New Addition - Finished	$14.62	$129.13		$9.04	
	Restaurants - Shell	$6.22	$129.13		$5.38	
	Restaurants - Finished	$18.80	$129.13		$9.04	
	Alterations & renovations	$9.96	$129.13		$6.03	
	Shell Finishing	$7.78	$129.13			
Group E - Mercantile						
	New Addition - Shell	$6.22	$129.13		$6.03	
	New Addition - Finished	$14.62	$129.13		$9.04	
	Alterations & renovations	$9.96	$129.13		$6.03	
	Shell Finishing	$7.78	$129.13			
Group F - Industrial						
	New Addition - Shell	$7.14	$129.13		$5.38	$155.00
	New Addition - Finished	$9.33	$129.13		$9.04	$155.00
	Repair garages, car washes	$8.12	$129.13		$7.21	$155.00
	Parking garages (open air)	$6.15	$129.13		$6.67	$155.00
	Parking garages (enclosed/underground)	$6.15	$129.13		$6.67	$155.00
	Farm Buildings	$3.33	$129.13		$1.18	$155.00
	Alterations & renovations	$2.56	$129.13		$4.31	$155.00
	Shell Finishing	$3.33	$129.13		$4.31	$155.00

Appendix B - Table 2

Class of Permit		TOWN OF BRADFORD WEST GWILLIMBURY		TOWN OF COLLLINGWOOD	
		FLAT FEE	FEE PER SQ M	FLAT FEE	FEE PER SQ M
Group A - Assembly Occupancies					
	New Addition - Shell		$16.27		$10.77
	New Addition - Finished				$11.41
	Alterations & renovations		$12.05		$6.35
	Shell Finishing		$12.05		$6.35
Group B - Institutional Occupancy					
	New Addition - Shell		$17.01		$10.77
	New Addition - Finished				$12.60
	Alterations & renovations		$12.60		$6.35
	Shell Finishing		$12.60		$6.35
Group C - Residential					
	Residential - Low Density (sdf, semi, link, towns, duplex, rows)		$18.23		$12.60
	Residential - High Density (stacked towns, triplex)		$18.23		$12.60
	Residential - High Density (Apartments)		$18.23		$12.60
	Residential (Multi-units shell)				
	Hotels, Motels with residential occupancy		$18.23		$12.60
	Attached Accessory - Covered decks, porches, etc.	$189.97		$147.16	
	Attached Accessory - Uncovered decks, porches, etc.			$147.16	
	Detached accessory-sheds, gazebo		$18.23		
	Renovating unfinished space (e.g. basement)		$12.67		$6.35
	Alterations & renovations		$12.67		$6.35
	Shell Finishing		$12.67		$6.35
Group D - Business and Personal Services					
	New Addition - Shell		$13.85		$10.77
	New Addition - Finished				$12.60
	Restaurants - Shell		$13.85		$10.77
	Restaurants - Finished				$12.60
	Alterations & renovations		$12.60		$6.35
	Shell Finishing		$12.60		$6.35
Group E - Mercantile					
	New Addition - Shell		$13.24		$12.60
	New Addition - Finished				$10.77
	Alterations & renovations		$12.05		$6.35
	Shell Finishing		$12.05		$6.35
Group F - Industrial					
	New Addition - Shell		$11.50		$8.29
	New Addition - Finished				$9.47
	Repair garages, car washes				12.69/1000cv
	Parking garages (open air)				12.69/1000cv
	Parking garages (enclosed/underground)				$15.83
	Farm Buildings		$1.84		$0.88
	Alterations & renovations		$11.50		$5.06
	Shell Finishing		$11.50		$5.06

Appendix B - Table 2

Class of Permit		TOWN OF INNISFIL			TOWN OF MIDLAND		TOWN OF NEW TECUMSETH	
		FLAT FEE	FEE PER SQ M	Min Fee	FEE PER SQ M	Min Fee	FEE PER SQ M	Min Fee
Group A - Assembly Occupancies								
	New Addition - Shell		$18.62	$682.30	$13.27	$129.13	$15.40	$239.00
	New Addition - Finished		$18.62	$682.30	$18.80	$129.13	$15.40	$239.00
	Alterations & renovations		$6.65	$682.30	$16.60	$129.13	$12.92	$239.00
	Shell Finishing		$6.65	$682.30	$9.96	$129.13	$12.92	$239.00
Group B - Institutional Occupancy								
	New Addition - Shell		$18.62	$682.30	$13.27	$129.13	$15.40	$239.00
	New Addition - Finished		$18.62	$682.30	$18.80	$129.13	$15.40	$239.00
	Alterations & renovations		$6.65	$682.30	$16.60	$129.13	$12.92	$239.00
	Shell Finishing		$6.65	$682.30	$9.96	$129.13	$12.92	$239.00
Group C - Residential								
	Residential - Low Density (sdf, semi, link, towns, duplex, rows)		$20.62	$390.40	$16.68	$129.13	$13.03	$119.00
	Residential - High Density (stacked towns, triplex)		$20.62	$390.40	$19.80	$129.13	$13.03	$119.00
	Residential - High Density (Apartments)		$20.62	$390.40	$19.80	$129.13	$13.03	$119.00
	Residential (Multi-units shell)				$15.30	$129.13	$13.03	$119.00
	Hotels, Motels with residential occupancy		$20.62	$390.40	$15.30	$129.13	$13.03	$119.00
	Attached Accessory - Covered decks, porches, etc.		$6.54	$194.70	$7.80	$129.13		
	Attached Accessory - Uncovered decks, porches, etc.	$390.00			$5.94	$129.13	$10.87	$119.00
	Detached accessory-sheds, gazebo		$8.43	$194.70	$7.80	$129.13	$10.87	$119.00
	Renovating unfinished space (e.g. basement)		$6.54	$390.40	$3.71	$129.13	$7.64	$119.00
	Alterations & renovations		$6.54	$390.40	$11.41	$129.13	$9.69	$119.00
	Shell Finishing		$6.54	$390.40	$8.13	$129.13	$9.69	$119.00
Group D - Business and Personal Services								
	New Addition - Shell		$17.41	$682.30	$11.19	$129.13	$15.40	$239.00
	New Addition - Finished		$17.41	$682.30	$14.62	$129.13	$15.40	$239.00
	Restaurants - Shell		$17.41	$682.30	$6.22	$129.13	$15.40	$239.00
	Restaurants - Finished		$17.41	$682.30	$18.80	$129.13	$28.31	$239.00
	Alterations & renovations		$6.98	$682.30	$9.96	$129.13	$12.92	$239.00
	Shell Finishing		$6.98	$682.30	$7.78	$129.13	$12.92	$239.00
Group E - Mercantile								
	New Addition - Shell		$17.41	$682.30	$6.22	$129.13	$15.40	$239.00
	New Addition - Finished		$17.41	$682.30	$14.62	$129.13	$15.40	$239.00
	Alterations & renovations		$6.98	$682.30	$9.96	$129.13	$12.92	$239.00
	Shell Finishing		$6.98	$682.30	$7.78	$129.13	$12.92	$239.00
Group F - Industrial								
	New Addition - Shell		$13.75	$682.30	$7.14	$129.13	$15.40	$239.00
	New Addition - Finished		$13.75	$682.30	$9.33	$129.13	$15.40	$239.00
	Repair garages, car washes		$13.75	$682.30	$8.12	$129.13	$15.40	$239.00
	Parking garages (open air)		$13.75	$682.30	$6.15	$129.13		
	Parking garages (enclosed/underground)		$13.75	$682.30	$6.15	$129.13		
	Farm Buildings		$3.77	$682.30	$3.33	$129.13	$5.81	$239.00
	Alterations & renovations		$8.31	$682.30	$2.56	$129.13	$12.92	$239.00
	Shell Finishing		$8.31	$682.30	$3.33	$129.13	$12.92	$239.00

Appendix B - Table 2

Class of Permit		TOWN OF ADJALA-TOSORONTIO			TOWN OF CLEARVIEW	
		FLAT FEE	FEE PER SQ M	Min Fee	FEE PER SQ M	Min Fee
Group A - Assembly Occupancies						
	New Addition - Shell		$10.87	$224.00	$19.27	$4,489.00
	New Addition - Finished		$10.87	$224.00	$19.27	$4,489.00
	Alterations & renovations		$5.92	$224.00	$12.92	$2,993.00
	Shell Finishing		$5.92	$224.00	$4.52	$1,048.00
Group B - Institutional Occupancy						
	New Addition - Shell		$10.87	$224.00	$19.27	$4,489.00
	New Addition - Finished		$10.87	$224.00	$19.27	$4,489.00
	Alterations & renovations		$5.92	$224.00	$12.92	$2,993.00
	Shell Finishing		$5.92	$224.00	$4.52	$1,048.00
Group C - Residential						
	Residential - Low Density (sdf, semi, link, towns, duplex, rows)		$18.41	$224.00	$14.64	$2,993.00
	Residential - High Density (stacked towns, triplex)		$18.41	$224.00	$14.64	$2,993.00
	Residential - High Density (Apartments)		$18.41	$224.00	$14.64	$4,489.00
	Residential (Multi-units shell)					
	Hotels, Motels with residential occupancy		$18.41	$224.00	$14.64	$4,489.00
	Attached Accessory - Covered decks, porches, etc.		$0.86	$224.00	$14.64	$449.00
	Attached Accessory - Uncovered decks, porches, etc.	$224.00			$6.89	$187.00
	Detached accessory-sheds, gazebo		$9.26	$224.00	$7.11	$480.00
	Renovating unfinished space (e.g. basement)		$7.11	$224.00	$14.64	$449.00
	Alterations & renovations		$5.92	$224.00	$14.64	$449.00
	Shell Finishing		$5.92	$224.00	$14.64	$449.00
Group D - Business and Personal Services						
	New Addition - Shell		$9.37	$224.00	$19.27	$4,489.00
	New Addition - Finished		$9.37	$224.00	$19.27	$4,489.00
	Restaurants - Shell		$9.37	$224.00	$19.27	$4,489.00
	Restaurants - Finished		$9.37	$224.00	$19.27	$4,489.00
	Alterations & renovations		$5.28	$224.00	$12.92	$2,993.00
	Shell Finishing		$5.28	$224.00	$4.52	$1,048.00
Group E - Mercantile						
	New Addition - Shell		$9.37	$224.00	$19.27	$480.00
	New Addition - Finished		$9.37	$224.00	$19.27	$449.00
	Alterations & renovations		$5.28	$224.00	$14.64	$449.00
	Shell Finishing		$5.28	$224.00	$14.64	$449.00
Group F - Industrial						
	New Addition - Shell		$9.15	$224.00	$19.27	$480.00
	New Addition - Finished		$9.15	$224.00	$19.27	$449.00
	Repair garages, car washes					
	Parking garages (open air)		$9.15	$224.00		
	Parking garages (enclosed/underground)		$9.15	$224.00		
	Farm Buildings		$3.01	$224.00	$3.34	$449.00
	Alterations & renovations		$9.15	$224.00	$12.92	$2,993.00
	Shell Finishing		$9.15	$224.00	$4.52	$1,048.00

Appendix B - Table 2

Class of Permit		TOWNSHIP OF ESSA		TOWN OF ORO-MEDONTE	
		FEE PER SQ M	Min Fee	FLAT FEE	FEE PER SQ M
Group A - Assembly Occupancies					
	New Addition - Shell	$16.15	$200.00		$24.22
	New Addition - Finished	$16.15	$200.00		$24.22
	Alterations & renovations	$5.38	$200.00		$10.87
	Shell Finishing	$5.38	$200.00		$10.87
Group B - Institutional Occupancy					
	New Addition - Shell	$16.15	$200.00		$24.22
	New Addition - Finished	$16.15	$200.00		$24.22
	Alterations & renovations	$5.38	$200.00		$10.87
	Shell Finishing	$5.38	$200.00		$10.87
Group C - Residential					
	Residential - Low Density (sdf, semi, link, towns, duplex, rows)	$16.15	$175.00		$24.22
	Residential - High Density (stacked towns, triplex)	$16.15	$175.00		$24.22
	Residential - High Density (Apartments)	$16.15	$175.00		$24.22
	Residential (Multi-units shell)				
	Hotels, Motels with residential occupancy	$16.15	$175.00		$24.22
	Attached Accessory - Covered decks, porches, etc.	$7.54	$175.00	$350.00	
	Attached Accessory - Uncovered decks, porches, etc.	$6.46	$175.00	$350.00	
	Detached accessory-sheds, gazebo	$5.38	$175.00		$7.11
	Renovating unfinished space (e.g. basement)	$4.84	$175.00		$7.11
	Alterations & renovations	$4.84	$175.00		$7.11
	Shell Finishing	$4.84	$175.00		$7.11
Group D - Business and Personal Services					
	New Addition - Shell	$15.07	$200.00		$24.22
	New Addition - Finished	$15.07	$200.00		$24.22
	Restaurants - Shell	$15.07	$200.00		$13.35
	Restaurants - Finished	$15.07	$200.00		$24.22
	Alterations & renovations	$10.77	$200.00		$10.87
	Shell Finishing	$10.77	$200.00		$10.87
Group E - Mercantile					
	New Addition - Shell	$15.07	$200.00		$24.22
	New Addition - Finished	$15.07	$200.00		$24.22
	Alterations & renovations	$15.07	$200.00		$10.87
	Shell Finishing	$10.77	$200.00		$10.87
Group F - Industrial					
	New Addition - Shell	$13.46	$200.00		$17.23
	New Addition - Finished	$13.46	$200.00		$17.23
	Repair garages, car washes	$10.77	$125.00		$8.51
	Parking garages (open air)	$10.77	$125.00		$8.51
	Parking garages (enclosed/underground)	$10.77	$125.00		$8.51
	Farm Buildings	$4.31	$200.00		$10.87
	Alterations & renovations	$10.77	$200.00		$10.87
	Shell Finishing	$10.77	$200.00		$10.87

Appendix B - Table 2

Class of Permit		TOWN OF RAMARA			TOWN OF SEVERN
		FLAT FEE	FEE PER SQ M	Min Fee	FEE PER SQ M
Group A - Assembly Occupancies					
	New Addition - Shell		$15.39	$440.00	
	New Addition - Finished				
	Alterations & renovations		$13.02	$440.00	
	Shell Finishing		$13.02	$440.00	
Group B - Institutional Occupancy					
	New Addition - Shell		$13.02	$440.00	
	New Addition - Finished		$13.02	$440.00	
	Alterations & renovations		$13.02	$440.00	
	Shell Finishing		$13.02	$440.00	
Group C - Residential					
	Residential - Low Density (sdf, semi, link, towns, duplex, rows)		$17.22	$440.00	$14.86
	Residential - High Density (stacked towns, triplex)		$17.22	$440.00	$14.86
	Residential - High Density (Apartments)		$17.22	$440.00	$14.86
	Residential (Multi-units shell)				
	Hotels, Motels with residential occupancy		$17.22	$440.00	
	Attached Accessory - Covered decks, porches, etc.		$13.02	$440.00	
	Attached Accessory - Uncovered decks, porches, etc.	$334.00			
	Detached accessory-sheds, gazebo		$13.02	$190.00	
	Renovating unfinished space (e.g. basement)		$13.02	$440.00	$9.26
	Alterations & renovations		$13.02	$440.00	$14.86
	Shell Finishing		$13.02	$440.00	
Group D - Business and Personal Services					
	New Addition - Shell		$13.02	$440.00	
	New Addition - Finished		$15.39	$440.00	
	Restaurants - Shell		$13.02	$440.00	
	Restaurants - Finished		$15.39	$440.00	
	Alterations & renovations		$13.02	$440.00	
	Shell Finishing		$13.02	$440.00	
Group E - Mercantile					
	New Addition - Shell		$13.02	$440.00	
	New Addition - Finished		$15.39	$440.00	
	Alterations & renovations		$11.30	$480.00	
	Shell Finishing		$11.30	$480.00	
Group F - Industrial					
	New Addition - Shell		$11.84	$440.00	
	New Addition - Finished		$14.85	$440.00	
	Repair garages, car washes		$11.84	$440.00	
	Parking garages (open air)		$11.30	$440.00	
	Parking garages (enclosed/underground)		$11.30	$440.00	
	Farm Buildings		$4.41	$440.00	$5.71
	Alterations & renovations		$8.93	$440.00	
	Shell Finishing		$8.93	$440.00	

Appendix B - Table 2

Class of Permit		TOWN OF SPRINGWATER		TOWN OF TAY			TOWN OF TINY		
		FEE PER SQ M	Min Fee	FLAT FEE	FEE PER SQ M	Min Fee	FLAT FEE	FEE PER SQ M	Min Fee
Group A - Assembly Occupancies									
	New Addition - Shell	$14.86	$159.14				$4,286.00		
	New Addition - Finished	$14.86	$159.14		$12.80	$100.00		$9.47	$4,286.00
	Alterations & renovations				$6.03	$100.00	$2,971.00		
	Shell Finishing						$2,971.00		
Group B - Institutional Occupancy									
	New Addition - Shell	$22.50	$159.14					$9.47	$4,286.00
	New Addition - Finished	$22.50	$159.14		$12.80	$100.00		$9.47	$4,286.00
	Alterations & renovations				$6.03	$100.00	$2,970.00		
	Shell Finishing						$2,970.00		
Group C - Residential									
	Residential - Low Density (sdf, semi, link, towns, duplex, rows)	$15.18	$159.14		$17.22	$100.00		$9.47	$3,326.00
	Residential - High Density (stacked towns, triplex)	$15.18	$159.14					$9.47	$3,326.00
	Residential - High Density (Apartments)	$15.18	$159.14					$9.47	$3,515.00
	Residential (Multi-units shell)								
	Hotels, Motels with residential occupancy	$15.18	$159.14					$9.47	$3,326.00
	Attached Accessory - Covered decks, porches, etc.				$4.84	$100.00	$286.00		
	Attached Accessory - Uncovered decks, porches, etc.			$300.00			$286.00		
	Detached accessory-sheds, gazebo	$6.03	$159.14		$10.11	$100.00	$286.00		
	Renovating unfinished space (e.g. basement)	$6.03	$159.14		$7.85	$100.00	$286.00		
	Alterations & renovations	$15.18	$159.14		$7.85	$100.00	$286.00		
	Shell Finishing	$15.18	$159.14				$2,769.00		
Group D - Business and Personal Services									
	New Addition - Shell	$14.86	$159.14		$11.11	$100.00		$9.47	$2,970.00
	New Addition - Finished	$14.86	$159.14		$11.11	$100.00		$9.47	$4,286.00
	Restaurants - Shell	$14.86	$159.14		$11.11	$100.00		$9.47	$2,970.00
	Restaurants - Finished	$14.86	$159.14		$11.11	$100.00		$9.47	$4,286.00
	Alterations & renovations				$5.81	$100.00	$2,970.00		
	Shell Finishing						$2,970.00		
Group E - Mercantile									
	New Addition - Shell	$14.86	$159.14		$11.11	$100.00		$9.47	$2,970.00
	New Addition - Finished	$14.86	$159.14		$11.11	$100.00		$9.47	$4,286.00
	Alterations & renovations				$5.81	$100.00	$2,970.00		
	Shell Finishing						$2,970.00		
Group F - Industrial									
	New Addition - Shell	$7.00	$159.14		$6.78	$100.00		$9.47	$3,856.00
	New Addition - Finished	$7.00	$159.14					$9.47	$4,010.00
	Repair garages, car washes								
	Parking garages (open air)				$6.78	$100.00			
	Parking garages (enclosed/underground)				$6.78	$100.00			
	Farm Buildings	$2.48	$159.14				$1,039.00		
	Alterations & renovations				$10.11	$100.00	$2,970.00		
	Shell Finishing				$10.11	$100.00	$2,970.00		

Appendix B - Table 2

Class of Permit		AVERAGE OF BENCHMARKS FEE PER SQ M	MINIMUM OF BENCHMARKS FEE PER SQ M	MAXIMUM OF BENCHMARKS FEE PER SQ M	MEDIAN OF BENCHMARKS FEE PER SQ M
Group A - Assembly Occupancies					
	New Addition - Shell	$15.23	$9.69	$24.22	$15.39
	New Addition - Finished	$15.89	$9.47	$24.22	$15.77
	Alterations & renovations	$10.29	$5.38	$16.60	$10.87
	Shell Finishing	$8.87	$4.52	$13.02	$9.96
Group B - Institutional Occupancy					
	New Addition - Shell	$15.25	$9.47	$24.22	$14.33
	New Addition - Finished	$15.87	$9.47	$24.22	$15.77
	Alterations & renovations	$10.15	$5.38	$16.60	$10.87
	Shell Finishing	$8.92	$4.52	$13.02	$9.96
Group C - Residential					
	Residential - Low Density (sdf, semi, link, towns, duplex, rows)	$16.08	$9.47	$24.22	$16.41
	Residential - High Density (stacked towns, triplex)	$16.42	$9.47	$24.22	$16.15
	Residential - High Density (Apartments)	$16.42	$9.47	$24.22	$16.15
	Residential (Multi-units shell)	$13.92	$12.06	$15.30	$14.16
	Hotels, Motels with residential occupancy	$16.18	$9.47	$24.22	$15.30
	Attached Accessory - Covered decks, porches, etc.	$7.54	$0.86	$14.64	$7.54
	Attached Accessory - Uncovered decks, porches, etc.	$7.22	$5.94	$10.87	$6.46
	Detached accessory-sheds, gazebo	$9.26	$5.38	$18.23	$8.12
	Renovating unfinished space (e.g. basement)	$7.89	$3.71	$14.64	$7.11
	Alterations & renovations	$9.83	$4.84	$15.18	$9.69
	Shell Finishing	$9.35	$4.84	$15.18	$8.13
Group D - Business and Personal Services					
	New Addition - Shell	$13.44	$5.38	$24.22	$13.02
	New Addition - Finished	$14.46	$9.04	$24.22	$14.74
	Restaurants - Shell	$12.05	$5.38	$19.27	$13.02
	Restaurants - Finished	$15.98	$9.04	$28.31	$15.23
	Alterations & renovations	$9.50	$5.28	$13.02	$9.96
	Shell Finishing	$8.99	$4.52	$13.02	$7.78
Group E - Mercantile					
	New Addition - Shell	$12.90	$6.03	$24.22	$13.02
	New Addition - Finished	$14.33	$9.04	$24.22	$14.74
	Alterations & renovations	$9.79	$5.28	$15.07	$9.96
	Shell Finishing	$9.70	$5.28	$14.64	$10.77
Group F - Industrial					
	New Addition - Shell	$10.85	$5.38	$19.27	$9.47
	New Addition - Finished	$12.06	$7.00	$19.27	$9.47
	Repair garages, car washes	$10.46	$7.21	$15.40	$9.64
	Parking garages (open air)	$8.80	$6.15	$13.75	$8.51
	Parking garages (enclosed/underground)	$9.51	$6.15	$15.83	$8.83
	Farm Buildings	$3.88	$0.88	$10.87	$3.33
	Alterations & renovations	$8.46	$2.56	$12.92	$9.15
	Shell Finishing	$7.93	$3.33	$12.92	$8.93