



# 2022 User Fees Review Study

Town of Milton

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Final Report

August 19, 2022

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# Chapter 1

## Introduction

# 1. Introduction

## 1.1 Background Information

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The Town of Milton (Town) retained Watson & Associates Economists Ltd. (Watson) to conduct a comprehensive review and update of its user fees, excluding recreation and transit. The Town last undertook a comprehensive review of its user fees, excluding recreation, in 2016. A further review of building permit fees as well as winter maintenance and streetlight maintenance fees for unassumed subdivisions was undertaken in 2018. The ultimate goal of the user fee review is to develop an activity-based costing model to substantiate the full costs of each service areas within the scope of the review. The full cost assessment (i.e. direct, indirect, and capital costs) will be used to inform recommended rates and fees to increase user fee revenue and decrease the burden on property taxes.

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

- Licensing Services/Enforcement;
- Clerks;
- Milton Education Village Innovation Centre;
- Corporate Services;
- Fire Services;
- Engineering Services;
- Planning Services;
- Development Fees;
- Building Services; and
- Other Town Wide Services.

The services within the scope of this review are governed under multiple statutes. Specifically, the *Planning Act* governs fees related to the processing of planning applications. The *Building Code Act* governs those relative to the administration and enforcement activities under the authority of the building code. The remaining fees e.g. engineering, licensing, fire, are under the authority of the *Municipal Act*.

The review consisted of a technical review and update of the Town's activity-based costing user fee model. Discussions were held with Town staff regarding the type and intensity of processing activities for each service. User fee and associated policy

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recommendations were provided with regard for the statutory requirements, the Town's market competitiveness, and fiscal position.

This report summarizes the findings and recommendations related to all user fee services. The following chapters of this report summarize the legislative context for user fees, the user fee methodology developed and the findings and recommendations of the user fee review for specific service categories (i.e. planning application fees, building permit fees, engineering and inspection fees, other engineering fees, clerks/licensing fees, Milton Education Village Innovation Centre fees, corporate services fees, fire fees, and other *Municipal Act* fees).

This analysis and resulting recommendations are denominated in 2022\$ values. Unless explicitly stated in this report, the recommended fees will be indexed on January 1, 2023, and every year thereafter, based on the Town's calculated municipal price index which is estimated at 5.90% for 2023.

As part of the Study process the Town and Watson met with stakeholders to present the draft findings and recommended user fees. The Stakeholder Consultation Meeting was held on July 20, 2022. Feedback received from the stakeholders is summarized in the Town's staff report on this matter. As a result of the feedback received the Town revised building permit fees related to Group G, E and F shell permits, non-residential alterations, and conditional permits. These changes are reflected herein.

## 1.2 Legislative Context

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User fees are governed by multiple statutes, each with specific requirements. The Town's statutory authority for imposing planning application fees is provided under Section 69 of the *Planning Act*. Building permit fees are governed by the provisions of Section 7 under the *Ontario Building Code Act*. For municipal services where specific statutory authority is not provided, municipalities can impose fees and charges under Part XII (s. 391) of the *Municipal Act*. This section provides the legislative authority for the engineering and inspection fees imposed by the Town, as well as other service user fees such as licensing, fire, etc. The following summarizes the provisions of the statutes as they pertain to fees and charges.

### **1.2.1 Planning Act, 1990**

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

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

Section 69 establishes the requirements that municipalities must consider when undertaking a full cost recovery fee design study. The Act specifies that municipalities may impose fees through by-law and that the anticipated costs of such fees must be cost justified by application type as defined in the tariff of fees (e.g. Subdivision, Zoning By-law Amendment, etc.). Given the cost justification requirements by application type, this would suggest that cross-subsidization of planning fee revenues across application types is not permissible. For instance, if Minor Variance application fees were set at levels below full cost recovery for policy purposes this discount could not be funded by Subdivision application fees set at levels higher than full cost recovery. Our interpretation of Section 69 is that any fee discount must be funded from other general revenue sources such as property taxes. In comparison to the cost justification requirements of the *Building Code Act*, where the justification point is set at the aggregate level of the Act, the requirements of the *Planning Act* are more stringent in this regard.

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

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

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

### **1.2.2 Building Code Act, 1992**

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

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

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

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

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

In addition, the amendments also require municipalities to:



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

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

Relating to the public process requirements for the imposition or change in fees, the regulations require municipalities to hold at least one public meeting and that at least 21-days notice be provided via regular mail to all interested parties. Moreover, the regulations require that such notice include, or be made available upon request to the public, an estimate of the costs of administering and enforcing the Act, the amount of the fee or change in existing fee and the rationale for imposing or changing the fee.

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

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

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

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

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

Fees and charges included in this review, permissible under the authority of the *Municipal Act* would include engineering review and inspection fees, other engineering fees, clerks/licensing fees, fire fees, etc. that are not specifically provided for under the statutes identified above.

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

# Chapter 2

## Activity Based Costing User Fee Methodology

## 2. Activity Based Costing User Fee Methodology

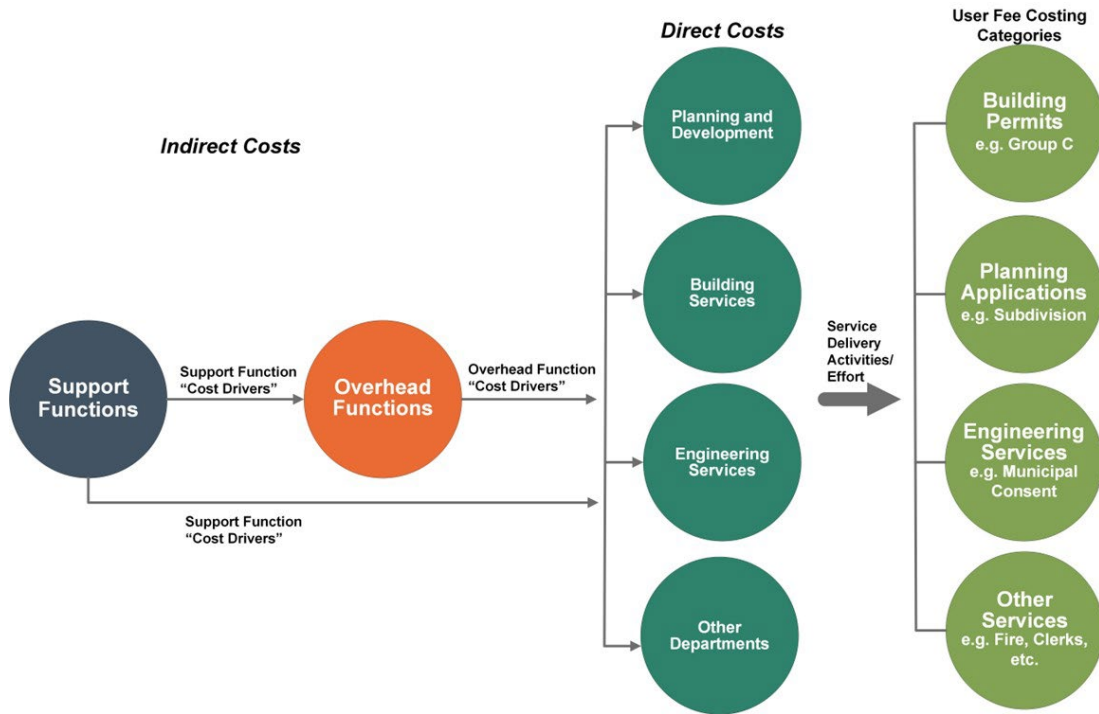
### 2.1 Activity Based Costing Methodology

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

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

Figure 2-1  
Activity-Based Costing Conceptual Flow Diagram

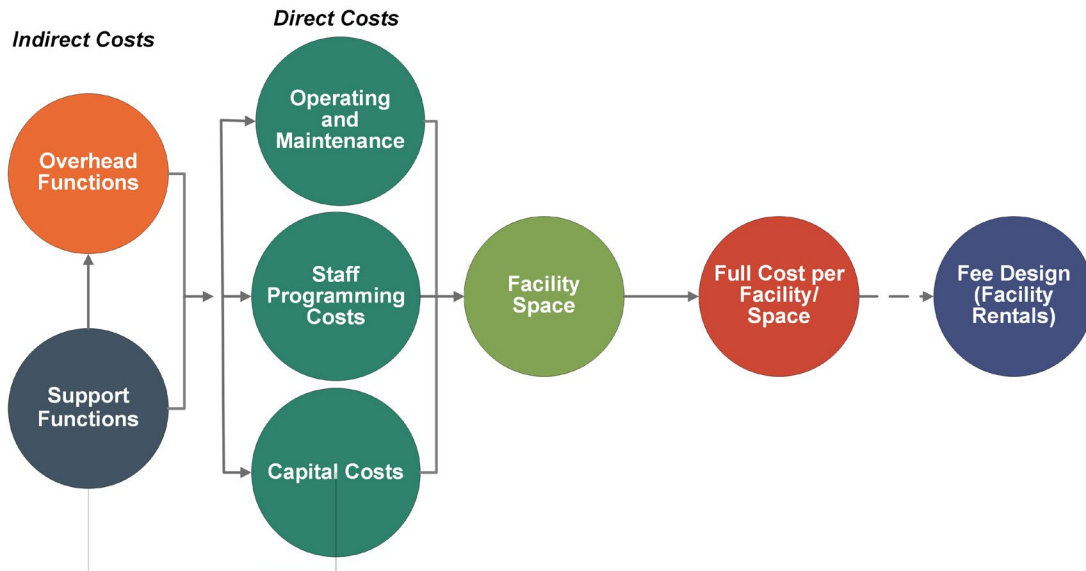


## 2.2 Facility-Related Costing Methodology

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

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

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



## 2.3 User Fee Costing Category Definition

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

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

- Planning Application Fees;
- Building Permit Fees;
- Other Development Related Fees
  - Engineering and Inspection Fees;

- Per Unit Processing Fees;
- Winter Maintenance;
- Streetlighting
- Other Engineering Fees;
- Clerks/Licensing Fees;
- Milton Education Village Innovation Centre Fees;
- Corporate Services Fees (Taxation-Related, Purchasing, Finance-Related and Maps/GIS Data);
- Fire Fees; and
- Town-Wide Fees.

The Town's A.B.C. user fee model allocates the service channel defined costs (i.e. direct and indirect costs) presented in the following sections across these defined user fee categories. Categorization of user fees occurred during the project initiation stage of the study and through subsequent discussions with Town Project Team members. The user fee costing categories included in the A.B.C. model and later used to rationalize changes to the Town's fee structure are presented in tables throughout the report. While many of these costing categories reflect the Town's current fee schedule new fees were also included for Council's consideration based on discussions with Town staff and municipal market comparisons.

## **2.4 Processing Effort Cost Allocation**

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To capture each participating Town staff member's relative level of effort in processing activities related to user fees, updated process estimates were obtained for each of the above-referenced costing categories. The effort estimates received were applied against average annual user fee volumes for the period 2017- 2021 to assess the average annual processing time per position spent on each user fee category. For building permit applications, a combination of historical (average annual volumes for 2018 - 2021) and forecast volumes were utilized for the analysis. These permit volumes were adjusted to reflect the anticipated future volumes for new and addition permits in recognition of the increased staff complement that was approved to process these higher volumes. Furthermore, for other non-development related user fees, adjustments to 2017-2021 average volumes were made for service utilization impacts as a result of the COVID-19 Pandemic.

Annual processing effort per staff position was measured against available processing capacity to determine overall service levels. The results of the initial capacity analysis were compared to those from the 2016 Study and 2018 Study for Building Permit Fees. The capacity utilization results were refined with the Town Project Team and participating business units to reflect staff utilization levels. Table 2-1 summarizes the utilization by department or division. The utilization is presented as a percentage of available time and also expressed in full time equivalents.

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

- Development Review Division - approximately 91% of staff effort relates to user fee activities, with most of that effort allocated to planning applications (90%). This utilization reflects the costs associated with the processing activities and administration and oversight of these processes. Another 1% of staff time is spent on Clerks/Licensing fee. The remaining 9% of staff effort recognizes activities related to Ontario Land Tribunal and appeal-related matters, capital projects, and other corporate initiatives.
- Planning Policy Division - approximately 14% of staff effort relates to user fee activities. This effort is predominately allocated to planning applications with minor involvement in Clerks/Licensing fees. This level of planning involvement in applications generally reflects levels of utilization witnessed in other municipalities that have undertaken full cost recovery analysis. This utilization reflects the costs associated with the processing activities and administration and oversight of these processes. Approximately 42% of the division's effort relates to capital-related activities. The remaining 43% of staff effort recognizes activities related to planning policy, Ontario Land Tribunal and appeal-related matters, and other corporate initiatives.
- Building Division – approximately 100% of staff effort assigned to user fee activities, with 95% of staff effort relating to building permit activities. Minor amounts of staff effort (approximately 5%) are allocated to planning application processes and other user fee processes. This reflects that the division is predominately utilized in the administration and enforcement of the Building Code, with a small portion of their time related to other corporate initiatives and capital-related activities.
- Development Engineering Division – approximately 83% of staff effort assigned to user fee activities; 45% is allocated to engineering and inspection, 16% to



“other engineering fees”, 12% to planning application fees, and 10% to building permit fees. The remaining staff time relates to the division’s involvement in capital projects, review of subwatershed impact studies (applicants pay actual cost), and other corporate initiatives.

- Infrastructure Engineering Division – approximately 8% of staff time is assigned to the user fees included in the review. Approximately 32% of the division’s effort relates to capital projects. The majority of Infrastructure Engineering division staff time is utilized on activities such as capital projects and other corporate initiatives.
- Legislative and Legal Division – approximately 19% of staff effort relates to user fee activities, with 15% allocated to clerks/licensing processes and minor staff involvement in planning application processes and other user fees.
- Finance Division – approximately 28% of finance staff effort relates to user fees. 17% of staff effort is related to corporate services user fees (finance-related, purchasing, taxation-related and maps). 9% is allocated to development-related fees i.e. planning, building, and engineering fees.
- Fire Department – minor amounts of fire staff efforts are recovered from user fees, with approximately 5% of staff effort related to fire user fee activities and less than 1% of staff effort related to planning, building, and clerks/licensing user fees.
- Community Services Department – minor amounts of community services staff efforts are recovered from development related user fees, with approximately 1% of staff effort related to development-related fees (comprised of planning application, building, and engineering and inspection fees). The majority of community services staff costs are related to service delivery activities recovered, in part, from Community Services User Fees. These costs and associated fees have not been considered as part of this review.

**Table 2-1  
Staff Capacity Utilization by Department/Division**

**Staff Capacity Utilization (%)**

Department/Division	# of Staff	CLERKS/ LICENSING	MEVIC	FINANCE	PURCHASIN G	TAX	MAPS/GIS DATA	FIRE	TOWN WIDE	ENGINEERIN G	PLANNING	BUILDING	Engineering & Inspection	Total User Fee Related Utilization (%)	Capital Program	SIS Review	GRAND TOTAL
Mayor & Council	1	-	-	-	-	-	-	-	-	-	6%	-	-	6%	-	-	6%
CAO Administration	3	-	-	-	-	-	-	-	-	-	-	-	-	-	24.0%	-	24%
Economic Development	5	-	15%	-	-	-	-	-	-	-	-	-	-	15%	1.0%	-	16%
Corporate Services Administration	1	4%	-	-	2%	5%	-	-	-	-	-	-	-	11%	3.0%	-	14%
Finance	41	1%	-	-	4%	13%	-	1%	1%	4%	1%	4%	-	29%	25.0%	-	54%
Information Technology	22	-	-	-	-	-	-	-	-	-	4%	-	-	4%	1.0%	-	5%
Legislative & Legal Services	27	15%	-	-	-	-	-	-	-	-	4%	-	-	19%	-	-	19%
Human Resources	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Strategic Communications	8	-	-	-	-	-	-	-	-	-	-	-	-	-	14.0%	-	14%
Development Services	3	-	-	-	-	-	-	-	-	1%	27%	16%	-	44%	15.0%	-	59%
Planning Policy	6	-	-	-	-	-	-	-	-	-	14%	-	-	14%	42.0%	-	56%
Development Review	11	1%	-	-	-	-	-	-	-	-	90%	-	-	91%	-	-	91%
Building	44	-	-	-	-	-	-	-	-	-	5%	95%	-	100%	-	-	100%
Infrastructure	14	-	-	-	-	-	-	-	-	3.0%	3.0%	-	2.0%	8%	32.0%	-	40%
Development Engineering	15	-	-	-	-	-	-	-	-	16%	12%	10%	45.0%	83%	2.0%	3.0%	88%
Community Services Administration	2	-	-	-	-	-	-	-	-	-	-	-	-	-	37.0%	-	37%
Facilities, Operations & Environment	43	-	-	-	-	-	-	-	-	-	-	-	3.0%	3%	9.0%	-	12%
Operations	99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recreation & Culture	35	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transit Services	2	-	-	-	-	-	-	-	-	-	1%	-	-	1%	2.0%	-	3%
Fire Services	69	-	-	-	-	-	-	5%	-	-	-	-	-	5%	-	-	5%
<b>Total</b>	<b>458</b>																

**Staff Utilization (FTEs)**

Department/Division	# of Staff	CLERKS/ LICENSING	MEVIC	FINANCE	PURCHASIN G	TAX	MAPS/GIS DATA	FIRE	TOWN WIDE	ENGINEERIN G	PLANNING	BUILDING	Engineering & Inspection	Total User Fee Related Utilization (%)	Capital Program	SIS Review	GRAND TOTAL
Mayor & Council	1	-	-	-	-	-	-	-	-	-	0.1	-	-	0.1	-	-	0.1
CAO Administration	3	-	-	-	-	-	-	-	-	-	-	-	-	-	0.7	-	0.7
Economic Development	5	-	0.8	-	-	-	-	-	-	-	-	-	-	0.8	0.1	-	0.8
Corporate Services Administration	1	0.0	-	-	0.0	0.1	-	-	-	-	-	-	-	0.1	0.0	-	0.1
Finance	41	0.4	-	-	1.6	5.3	-	0.4	0.4	1.6	0.4	1.6	-	11.9	10.3	-	22.1
Information Technology	22	-	-	-	-	-	-	-	-	-	0.9	-	-	0.9	0.2	-	1.1
Legislative & Legal Services	27	4.0	-	-	-	-	-	-	-	-	1.1	-	-	5.0	-	-	5.0
Human Resources	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Strategic Communications	8	-	-	-	-	-	-	-	-	-	-	-	-	-	1.1	-	1.1
Development Services	3	-	-	-	-	-	-	-	-	0.0	0.8	0.5	-	1.3	0.5	-	1.8
Planning Policy	6	-	-	-	-	-	-	-	-	-	0.8	-	-	0.8	2.5	-	3.4
Development Review	11	0.1	-	-	-	-	-	-	-	-	9.9	-	-	10.0	-	-	10.0
Building	44	-	-	-	-	-	-	-	-	-	2.2	41.8	-	44.0	-	-	44.0
Infrastructure	14	-	-	-	-	-	-	-	-	0.4	0.4	-	0.3	1.1	4.5	-	5.6
Development Engineering	15	-	-	-	-	-	-	-	-	2.4	1.8	1.5	6.8	12.5	0.3	0.5	13.2
Community Services Administration	2	-	-	-	-	-	-	-	-	-	-	-	-	-	0.7	-	0.7
Facilities, Operations & Environment	43	-	-	-	-	-	-	-	-	-	-	-	1.3	1.3	3.8	-	5.1
Operations	99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recreation & Culture	35	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transit Services	2	-	-	-	-	-	-	-	-	-	0.0	-	-	0.0	0.0	-	0.1
Fire Services	69	-	-	-	-	-	-	3.5	-	-	-	-	-	3.5	-	-	3.5
<b>Total</b>	<b>458</b>	<b>4.5</b>	<b>0.8</b>		<b>1.7</b>	<b>5.4</b>		<b>3.9</b>	<b>0.4</b>	<b>4.5</b>	<b>18.4</b>	<b>45.4</b>	<b>8.3</b>	<b>93.2</b>	<b>24.8</b>	<b>0.5</b>	<b>118.4</b>

The number of staff included by department and division in Table 2-1 represents the staff positions included in the user fee model and not all staff positions within the Town.

## 2.5 Direct Costs

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

## 2.6 Indirect Costs

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

Table 2-2 summarizes the support and corporate overhead functions included in the user fee calculations and the cost drivers assigned to each function for cost allocation purposes. The indirect support and corporate overhead cost drivers used in the fees model reflects generally accepted practices within the municipal sector.

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

Indirect Cost Function	Cost Driver
Mayor and Council	Council Agenda Items
Total Information Technology	Personal Computers
Total Human Resources	Number Of Full Time Equivalents
Workers Compensation	Number Of Full Time Equivalents
Civic / Other	Facility Square Footage
Facilities-Administration	Facility Square Footage
Fire Stations	Fire Stations
Total Office of the CAO	Share of Budget
Financial Planning and Policy	Share of Budget
Purchasing	Share of Budget
Accounting	Share of Budget
Legislative and Legal Services	Share of Budget
Municipal Elections	Share of Budget
Chargebacks By-Law	Share of Budget
Strategic Communications	Percent of Activity Spent, by Department
Total Development Services Administration	Share of Budget

## 2.7 Capital Costs

The inclusion of capital costs within the full cost user fees calculations follows a methodology similar to indirect costs. Replacement value of assets commonly utilized to provide direct business unit services have been included to reflect the capital costs of service. The approach used in estimating these costs includes the identification of the proportion of capital assets by direct department (e.g. Town Hall facility square footage occupied), the estimation of annualized capital costs by employing sinking fund replacement value or amortization, and the allocation of these annualized costs to the cost objects/user fee categories based on the respective departmental effort deployed.

The replacement value approach determines the annual asset replacement value over the expected useful life of the respective assets. This reflects the annual depreciation

of the asset over its expected useful life based on current asset replacement values. This annuity is then allocated across all fee categories based on the capacity utilization of direct business units. A similar approach is utilized for the amortization method, with asset historic value used in place of replacement value.

With respect to the Town's model, capital costs have been identified for facilities, vehicles and information technology infrastructure (i.e. personal computers, communications systems). The annualized costs have been estimated based on current replacement values and the asset useful life assumptions. These costs have been allocated across the various fee categories, and non-user fee activities, based on the underlying effort estimates of direct department staff (as presented in section 2.4).

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

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The *Building Code Act* recognizes the legitimacy of creating a municipal reserve fund to provide for service stability and mitigate the financial and operational risk associated with a temporary downturn in building permit activity. Specifically, a reserve fund should be maintained to reduce the staffing and budgetary challenges associated with a cyclical economic downturn and the requirement for ongoing legislative turnaround time compliance. Without such a reserve fund, reduced permit volumes during a downturn could result in severe budgetary pressures and the loss of certified Town building staff, which would be difficult to replace during the subsequent recovery when mandatory permit processing turnaround times apply.

Although the Act does not prescribe a specific methodology for determining an appropriate reserve fund, municipalities have developed building permit reserve funds providing service stabilization. The Town's 2005 User Fee Study, and subsequent updates, established the need for a building code stabilization reserve fund (Building Rate Stabilization Reserve Fund). A target reserve fund balance was established based on the witnessed reduction in building permit activity during recessionary periods when compared with the long-run average to ensure that sufficient reserve fund levels are attained to sustain operations through a downturn in permit activity and acknowledging the Town's responsibility to manage some of the cost impacts.

The Town's reserve fund target balance has been set equivalent to two years' annual direct costs of building permit review. After considering anticipated activity in 2022, the balance in the Town's Building Rate Stabilization Reserve Fund is projected to be \$8.64 million on December 31, 2022. While this balance does not reflect the 2x multiple of

annual costs identified in the associated policy, the Town is required to review the impact of anticipated level of future activity on revenues for fee determination purposes. This analysis is presented in Section 3.2.2 of this report.

# Chapter 3

## Development User Fees Review

## 3. Development User Fees Review

### 3.1 Introduction

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This chapter presents the full costs, cost recovery levels of current fees, recommended fee structure and rates for development user fees. Furthermore, the impact of the proposed fees on cost for sample developments are also presented. Development fees comprise of planning application fees, building permit fees, engineering and inspection fees, per unit processing fees, winter maintenance and streetlighting fees. All other user fees are addressed in Chapter 4 of this report.

This chapter quantifies the full cost of service, level of full cost recovery being achieved within existing fee structures for development related fees. The chapter also presented the recommended user fees in 2022 values. Unless noted otherwise, these inflationary adjustments would be applied to the 2022 fee recommendations for implementation in 2023.

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

### 3.2 Consolidated Full Cost Development Fees

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Table 3-1 presents the Town's annual costs of providing development user fee services. The costs and estimated revenues based on existing fees are presented in aggregate. The annual costs reflect the organizational direct, indirect and capital costs associated with processing activities at average historical volumes levels for the period 2017-2021. As previously mentioned, the projected volumes for residential (new/addition) building permits were used for the analysis.

Costs are based on 2022 budget estimates and are compared with revenues modelled from current development fee schedules applied to average application/permit volumes and charging parameters. The charging parameters for these applications (e.g. number of residential units) were provided by the Town Project Team.

Annual processing costs for planning application fees total \$3.91 million with annual revenues of approximately \$2.09 million, achieving 53% cost recovery. Consistent with the approach in previous studies, the costs associated with planning applications have

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

Building permit fees account for \$7.53 million in annual processing capacity costs. Based on the modelled volumes, the Town's current fees recover approximately 119% of total costs annually. This reflects, in part, funding for the Building Rate Stabilization reserve fund. A detailed analysis of forecast building permit activity, revenues and *Building Code Act* reserve fund levels is contained in section 3.4, which has been used to inform decisions for potential fee structure revisions.

Engineering and inspection fees provide approximately \$1.18 million in annual revenues. The annual cost estimate is based on the average annual expenses billed to the Town's T-jobs database for the period 2017-2021. Estimated annual revenues represent 93% of annual costs. Detailed information on the cost and recovery assessment is provided in section 3.5.

Staff activities recovered through the Per Unit Processing Fee cost approximately \$0.52 million annually. The annual direct costs of processing total \$0.41 million, with indirect and capital costs accounting for approximately \$0.11 million annually. Annual revenues based on average historical activity levels and the Town's current fee structure generally recover the full costs of service.

Overall, direct service costs represent 76% of annual costs (\$10.08 million). Indirect and capital costs constitute 18% (\$2.38 million) and 6% (\$0.77 million) of costs, respectively.

Although the costs for winter maintenance, streetlights, and traffic lights are not included in the cost modeling, Town staff undertook a review of these fees and the recommendations have been included in the report.

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

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

Service Area	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Modelled Revenue at Current Fees		
	Salary, Wage & Benefits	Non-Salary, Wage & Benefits/ Other Direct Costs	Total				Annual Revenue	Surplus/ (Deficit)	Cost Recovery %
<b>Development Fees</b>									
Planning	2,477,872	649,477	3,127,349	538,777	244,957	<b>3,911,083</b>	2,089,807	(1,821,276)	53%
Building	5,245,396	362,767	5,608,163	1,503,112	420,735	<b>7,532,010</b>	8,926,490	1,394,480	119%
Engineering & Inspection Fees*	661,725	268,549	930,274	256,682	73,742	<b>1,260,697</b>	1,176,587	(84,110)	93%
Per Unit Processing Fee	361,244	50,386	411,630	77,924	30,138	<b>519,692</b>	519,181	(511)	100%
<b>Total - Development Fees</b>	<b>8,746,238</b>	<b>1,331,179</b>	<b>10,077,416</b>	<b>2,376,495</b>	<b>769,572</b>	<b>13,223,483</b>	<b>12,712,065</b>	<b>(511,417)</b>	<b>96%</b>

### 3.3 Planning Application Fees

Table 3-2 summarizes the costing results and recovery levels for each planning application costing category within the Town's A.B.C. model. As previously mentioned, the annual cost to the Town for processing planning applications is \$3.91 million. Direct service costs represent 80% (\$3.13 million) of the total, with indirect and capital costs accounting for the remaining 20% (\$0.79 million).

The Town's current fees were applied to average application characteristics to model the anticipated revenue and quantify the cost recovery level by type. In aggregate, the Town's planning application fees are recovering 53% of annual costs (\$2.09 million).

When assessed by application type:

- Existing fees for some of the costing categories are generally recovering more than the anticipated costs of services. These include the Annual processing fee for any planning application, Application for Communications Tower, Part Lot Control Exemption, Site Plan Agreements, and Vacant Land Condo / Subdivision Review - Request for Extension to Draft Plan Approval.
- Existing fees for all the remaining costing categories are generally not recovering the full costs of service. These include the fees for Official Plan Amendments, Zoning By-law Amendments, Site Plan, Minor Variances, and Consents. Cost recovery ranges from 10% to 98%.
- The Town does not currently impose fees for Pre-Consultation, Administrative Fee for Ontario Land Tribunal Appeals, and Cash in Lieu of Parking Application.

Planning application fee structure recommendations are provided in Table 3-3. These fee recommendations are based on the average application costs and revenues, as well

as the application characteristics (e.g. residential units and non-residential gross floor area). For Type 2 Minor Variances (new homes additions greater than 75 square meters), the increase to \$3,900 will be phased in over three years. Current fee structures (e.g. declining block per residential unit, constant rate gross floor area fees and flat fees) have been maintained.

Based on the recommended planning application fees and underlying application volumes, cost recovery would increase by \$1.28 million. Overall cost recovery would increase from 54% to 86% of annual costs. Modelled revenue increases may differ from budgeted increases due to differences in future volume assumptions. Specifically, the modelled revenues generally reflect historical averages while the budget is prepared based on forward-looking projections.

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

Planning Application Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Advertising Fee	6,295	27,826	34,121	475	36	34,632	33,031	(1,601)	34,632	-
Agreement Registration - Condominium	19	6	24	1	0	26	35	9	26	-
Agreement Registration - Subdivision	2,411	710	3,121	187	26	3,335	4,454	1,120	3,335	-
Annual processing fee for any planning application	4,301	519	4,821	662	179	5,662	11,160	5,498	11,160	5,498
Application for Communications Tower (on Town owned property)	452	140	593	56	15	663	821	157	663	-
Application for Communications Tower (on other property)	357	87	444	32	8	484	678	194	484	-
Cash in Lieu of Parking Agreement	181	42	223	21	6	250	285	35	250	-
Condominium Review	30,710	3,472	34,182	4,254	1,121	39,557	29,304	(10,253)	39,557	-
Condominium Conversion / Exemption	1,296	139	1,435	134	32	1,601	912	(690)	1,601	-
Consent to Sever - Type 1	12,850	5,317	18,167	3,235	721	22,123	16,980	(5,143)	22,123	-
Consent to Sever - Type 2	15,048	5,025	20,073	3,472	1,061	24,605	18,493	(6,112)	24,605	-
Local Official Plan Amendment	152,282	49,532	201,814	58,484	41,714	302,012	139,162	(162,850)	302,012	-
Regional Official Plan Amendment	2,861	1,063	3,924	1,109	821	5,854	4,093	(1,761)	5,854	-
Major revision to planning application	5,584	2,046	7,629	2,228	1,609	11,467	-	(11,467)	-	(11,467)
Minor revision to planning application	3,107	1,597	4,704	935	611	6,250	-	(6,250)	-	(6,250)
Minor Variance - Type 3 (Commercial/Industrial)	43,390	15,878	59,268	12,695	4,260	76,223	64,878	(11,345)	76,223	-
Minor Variance - Type 1 (Pools/Decks)	84,298	27,212	111,510	25,912	10,371	147,792	48,763	(99,029)	50,226	(97,566)
Minor Variance - Type 2 (New Homes, Additions >75)	84,298	27,212	111,510	25,912	10,371	147,792	48,763	(99,029)	63,969	(83,824)
Municipal House Number Change	79	39	118	13	2	133	127	(6)	133	-
Part Lot Control Exemption	38,751	5,960	44,711	9,856	2,747	57,314	82,431	25,117	57,314	-
Part Lot Control - Subsequent or Extension by-law fee (inc. registration)	405	102	506	84	19	610	670	61	610	-
Property Information Request - Planning	66	23	89	31	20	140	64	(76)	140	-
Property Information Request - Building	26,796	5,851	32,647	7,586	2,006	42,239	14,500	(27,739)	-	(42,239)
Remove Holdings	8,188	4,247	12,435	458	104	12,998	11,672	(1,325)	12,998	-
Sign Variance	296	51	347	47	11	405	456	50	405	-
Site Plan Agreement Fee	38,914	12,926	51,840	5,535	1,738	59,114	75,537	16,423	59,114	-
Agreement Registration - Site Plan (Character Area)	1,512	134	1,645	934	745	3,325	14,650	11,325	1,667	(1,658)
Site Plan Inspection Fee	25,893	3,073	28,966	4,188	1,158	34,311	26,928	(7,383)	34,311	-
Site Plan Approval - Non Residential	630,038	163,074	793,113	107,178	36,114	936,405	212,331	(724,073)	729,478	(206,927)
Site Plan Approval - Residential Base Fee (non heritage)	218,605	53,138	271,742	36,638	12,028	320,408	97,351	(223,057)	320,408	-
Site Plan Approval - Residential Base Fee (Character Area)	13,779	2,493	16,272	5,863	3,642	25,777	5,952	(19,825)	5,952	(19,825)
Site Plan Approval - Extension	88	9	97	22	14	133	142	9	133	-
Site Plan Approval - Mixed Use Applications (Residential/Commercial)	19,438	5,059	24,496	3,367	1,133	28,997	14,657	(14,340)	28,849	(148)
Minor Site Plan Approval Application	364	64	427	64	17	508	-	(508)	-	(508)
Partial Site Plan Approval Application	343	39	382	40	10	432	-	(432)	-	(432)
Aggregate Extraction Applications	14,434	2,395	16,829	1,764	852	19,444	13,427	(6,018)	19,444	-
MOE/MNR Permit Application	1,836	273	2,108	1,181	907	4,196	2,402	(1,794)	4,196	-
Bordering Municipality Special Committee of Adjustment Meeting	131	46	178	31	5	214	135	(79)	214	-
Special Research / Information Request (per hour)	92	7	99	85	70	254	24	(230)	24	(230)
Building Plans	48,003	7,068	55,071	14,178	3,868	73,118	31,892	(41,226)	31,892	(41,226)
Certificate of Occupancy / Zoning	3,968	1,445	5,414	1,220	333	6,966	11,715	4,749	11,715	4,749
Ground Mounted Solar Application Screening	53	6	59	15	4	77	89	11	89	11
Swimming Pool Fence Enclosure	46,928	5,300	52,228	11,666	3,804	67,698	28,144	(39,554)	28,144	(39,554)
Subdivision - Deeming	197	28	225	23	6	254	467	213	254	-
Temporary Use By-Law Amendment	12,624	4,609	17,233	2,371	1,403	21,007	15,251	(5,756)	21,007	-
Temporary Use By-Law - Extension	371	109	481	69	41	591	632	41	591	-
Tertiary Plan Fee	8,658	2,316	10,974	7,379	6,041	24,395	12,490	(11,904)	24,395	-
Vacant Land Condo / Subdivision Review - Base Fee	281,342	54,898	336,240	45,234	15,830	397,303	383,259	(14,044)	397,303	-
Vacant Land Condo / Subdivision Review - Subsequent Phase of D.P.A. or Registration	2,444	339	2,783	379	139	3,301	2,948	(353)	3,301	-
Vacant Land Condo / Subdivision Review - Request for Extension to Draft Plan Approval	12,203	1,300	13,503	1,133	255	14,891	22,057	7,166	14,891	-
Vacant Land Rev-Emergency Extension Fee	115	12	127	10	2	139	219	80	139	-
Zoning By-Law Amendment	536,513	136,097	672,610	122,272	73,669	868,551	553,198	(315,353)	868,551	-
Pre-Consultation Fee	190	21	211	82	57	351	-	(351)	35	(316)
Admin Fee for Ontario Land Tribunal Appeals	28	3	31	2	0	33	-	(33)	33	-
Cash in Lieu of Parking Application Fee	259	76	336	41	9	385	-	(385)	385	-
<b>Grand Total</b>	<b>2,477,872</b>	<b>649,477</b>	<b>3,127,349</b>	<b>538,777</b>	<b>244,957</b>	<b>3,911,083</b>	<b>2,089,807</b>	<b>(1,821,276)</b>	<b>3,370,184</b>	<b>(540,899)</b>

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

Proposed Fee Schedule	Current Fee (2022)	Proposed Fee	Change (\$)	Proposed Fee Increase (%)
<b>Local Official Plan Amendment</b>				
Local Official Plan Amendment - Incomplete Application	\$194	\$421	\$227	117%
Local Official Plan Amendment	\$20,465	\$44,414	\$23,949	117%
Units 0-25	\$347	\$0	-\$347	
Units 26-100	\$207	\$0	-\$207	
Units 100+	\$125	\$0	-\$125	
Per square metre of GFA	\$1.42	\$0	-\$1	
<b>Regional Official Plan Amendment</b>				
Regional Official Plan Amendment	\$20,465	\$29,270	\$8,805	43%
Units 0-25	\$347	\$0	-\$347	
Units 26-100	\$207	\$0	-\$207	
Units 100+	\$125	\$0	-\$125	
Per square metre of GFA	\$1.42	\$0	-\$1	
<b>Part Lot Control Exemption</b>				
Part Lot Control Exemption - Base fee plus per unit fee	\$1,523	\$1,523	\$0	-30%
Part Lot Control Exemption - Per Unit fee	\$109	\$66	-\$43	
Part Lot Control - Subsequent or Extension by-law fee (inc. registration)	\$1,117	\$1,016	-\$101	-9%
<b>Site Plan Approval</b>				
Site Plan Agreement Fee	\$2,289	\$1,791	-\$498	-22%
Site Plan Agreement Fee (Character Area)	\$2,289	\$261	-\$2,028	-89%
Site Plan Application - Property Title Search Fee	\$200	\$200	\$0	0%
Site Plan Application - Legal Fees	Actual Cost	Actual Cost	n/a	
Site Plan Inspection Fee	\$816	\$1,040	\$224	27%
Site Plan Approval - Non-Residential Base Fee	\$6,200	\$13,000	\$6,800	244%
Site Plan Approval - Non-Residential fee per hectare up to a max of 10 hectares per application (rounded to nearest 1/4 hectare)	\$4,202	\$21,447	\$17,245	
Site Plan Approval - Residential Base Fee plus per unit fee	\$6,200	\$13,000	\$6,800	229%
Units 2-25	\$126	\$542	\$416	
Units 26-100	\$43	\$185	\$142	
Units 100+	\$35	\$151	\$116	
Site Plan Approval - Residential Base Fee (character area)	\$930	\$930	\$0	0%
Site Plan Approval - Extension	\$1,420	\$1,333	-\$87	-6%
Site Plan Approval - Mixed Use Base Fee plus variable fee (per residential unit or per sq.m. of non-residential GFA)	\$6,200	\$13,000	\$6,800	97%
Units 2-25	\$126	\$234	\$108	
Units 26-100	\$43	\$80	\$37	
Units 100+	\$35	\$65	\$30	
Minor Site Plan Approval Application (percentage of base fee)	15% of Current Application Fees	15% of Current Application Fees	n/a	
Partial Site Plan Approval Application (percentage of base fee)	15% of Current Application Fees	15% of Current Application Fees	n/a	
<b>Vacant Land Condo / Subdivision Review</b>				
Vacant Land Condo / Subdivision Review - Base fee plus per unit fee	\$48,969	\$50,763	\$1,794	4%
Units 0-25	\$397	\$412	\$15	
Units 26-100	\$236	\$245	\$9	
Units 100+	\$110	\$114	\$4	
Per square metre of GFA	\$1.31	\$1.36	\$0.05	
Vacant Land Condo / Subdivision Review - Subsequent Phase of D.P.A. or Registration	\$29,481	\$33,010	\$3,529	12%
Vacant Land Condo / Subdivision Review - Request for Extension to Draft	\$4,795	\$3,237	-\$1,558	-32%
Vacant Land Rev-Emergency Extension fee	\$2,194	\$1,391	-\$803	-37%
Subdivision - Deeming	\$4,671	\$2,539	-\$2,132	-46%
<b>Zoning By-law Amendment</b>				
Zoning By-law Amendment- Incomplete Application	\$194	\$305	\$111	57%
Zoning By-law Amendment- Base fee plus per unit fee	\$14,651	\$23,003	\$8,352	57%
Units 0-25	\$347	\$545	\$198	
Units 26-100	\$207	\$325	\$118	
Units 100+	\$125	\$196	\$71	
Per square metre of GFA	\$1.42	\$2.23	\$0.81	
<b>Temporary Use By-law</b>				
Temporary Use By-law Amendment	\$12,709	\$17,506	\$4,797	38%
Temporary Use By-law - Extension	\$6,316	\$5,908	-\$408	-6%
<b>Tertiary Plan Fee</b>	<b>\$62,452</b>	<b>\$121,973</b>	<b>\$59,521</b>	<b>95%</b>
<b>Remove Holdings</b>	<b>\$3,433</b>	<b>\$3,823</b>	<b>\$390</b>	<b>11%</b>

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

Proposed Fee Schedule	Current Fee (2022)	Proposed Fee	Change (\$)	Proposed Fee Increase (%)
Condominium Conversion/Exemption	\$9,115	\$16,015	\$6,900	76%
Consent to Sever - Type 1	\$5,660	\$7,374	\$1,714	30%
Consent to Sever - Type 2	\$4,203	\$5,592	\$1,389	33%
Minor Variance - Type 3 (Commercial/Industrial)	\$7,544	\$8,863	\$1,319	17%
Minor Variance - Type 1 (Pools/Decks)	\$2,015	\$2,075	\$60	3%
Minor Variance - Type 2 (New Homes, Additions >75)	\$2,015	\$2,643	\$628	31%
Special Committee of Adjustment Meeting	\$1,354	\$2,142	\$788	58%
<b>Other</b>				
Advertising Fee (per required notice)	\$2,202	\$2,309	\$107	5%
Agreement Registration - Condominium	\$348	\$261	-\$87	-25%
Agreement Registration - Subdivision	\$348	\$261	-\$87	-25%
Annual processing fee for any planning application	\$3,100	\$3,100	\$0	0%
Application for Communications Tower (on Town owned property)	\$8,206	\$6,632	-\$1,574	-19%
Application for Communications Tower (on other property)	\$6,779	\$4,839	-\$1,940	-29%
Cash in Lieu of Parking Agreement	\$2,851	\$2,501	-\$350	-12%
Major revision to planning application	50% of Base Application Fees plus additional unit fee(s)	50% of Base Application Fees plus additional unit fee(s)	n/a	n/a
Minor revision to planning application	15% of Base Application Fees plus additional unit fee(s)	15% of Base Application Fees plus additional unit fee(s)	n/a	n/a
Municipal House Number Change	\$1,273	\$1,331	\$58	5%
Property Information Request - Planning	\$641	\$1,401	\$760	119%
Property Information Request - Building	\$116	\$338	\$222	191%
Sign Variance	\$4,555	\$4,052	-\$503	-11%
Aggregate Extraction Applications	\$67,134	\$97,222	\$30,088	45%
MOE/MNR Permit Application Bordering Municipality	\$24,016	\$41,961	\$17,945	75%
Special Research/Information Request (PD) (per hour)	\$243	\$243	\$0	0%
Building Plans	\$102.30 + Actual Cost	\$102.30 + Actual Cost	\$0	0%
Certificate of Occupancy / Zoning	\$132	\$132	\$0	0%
Ground Mounted Solar Application Screening	\$886	\$886	\$0	0%
Swimming Pool Fence Enclosure	\$187	\$187	\$0	0%
<b>Proposed New Fees</b>				
Pre-Consultation Fee	NEW	\$350	n/a	n/a
Admin Fee for Ontario Land Tribunal Appeals	NEW	\$330	n/a	n/a
Cash in Lieu of Parking Application Fee	NEW	\$3,855	n/a	n/a

Note: Applications where the fee structure is composed of a base plus variable fee, the proposed fee increase reflects the change in fees for a typical application.

### 3.4 Building Permit Fees

Annual costs, including direct, indirect, and capital costs, for the Building Services department total \$7.53 million. The annual costs, presented in 2022\$ values, reflect the organizational direct, indirect, and capital costs as described in Chapter 2. The majority of these costs (i.e. \$5.61 million or 74%) reflect the annual direct costs of processing activities. Indirect and capital costs account for remaining 26% of annual costs or \$1.92 million annually.

Costs are compared with revenues derived from the application of current permit fees to average permit charging parameters (e.g. average permit size). Costing and recovery levels for each costing category within the Town's A.B.C. model are summarized in Table 3-4. Annual revenues based on the Town's current fee structure and average historical activity levels are estimated at approximately \$8.93 million or 170% of processing costs. The Table also demonstrates that although the fees are recovering more than the full costs of service at the aggregate level, differences exist between the development categories. For example, permits for low and medium density residential buildings and residential alterations are under-recovering costs (13% to 91% cost recovery).

**Table 3-4  
Building Fees Full Cost Impacts by Costing Category (2022\$)**

Category	Annual Processing Costs						Current Fees		Recommended Fees	
	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
	Salary, Wage & Benefits	Non-Salary, Wage & Benefits/Other Direct Costs	Total Direct Costs							
Group A/B (Assembly & Institutional)	34,996	2,325	37,321	8,849	2,679	48,850	377,719	328,870	377,719	328,870
Group D/E (Business/Personal Services & Mercantile)	42,177	2,876	45,053	10,872	3,303	59,229	72,579	13,350	65,991	6,762
Group F (Industrial)	74,692	5,206	79,898	19,250	5,844	104,992	1,909,605	1,804,613	1,585,236	1,480,244
Single/Semi-detached Dwellings, Townhouses, Duplexes and Back to Back	2,756,213	197,596	2,953,809	809,263	226,084	3,989,156	3,644,575	(344,581)	4,145,400	156,244
Medium Density Multi's & Stacked Towns (6 storeys or less)	566,388	34,181	600,569	154,579	42,877	798,025	171,634	(626,391)	195,219	(602,806)
Apartment Buildings (greater than 6 Storeys)	86,406	5,110	91,517	22,599	6,246	120,362	1,240,820	1,120,458	1,240,820	1,120,458
ICI Alterations	281,391	19,633	301,024	72,745	22,190	395,959	895,729	499,770	842,541	446,582
Residential Alterations	959,970	64,036	1,024,006	276,406	76,434	1,376,847	176,763	(1,200,084)	176,763	(1,200,084)
Other	428,827	30,659	459,486	124,702	34,022	618,209	100,561	(517,649)	100,561	(517,649)
All Signs	117	96	214	44	11	268	622	354	622	354
Septic Inspection	1	1	2	0	0	2	10	8	10	8
Alternate Solution Application	545	45	590	155	42	787	1,311	523	1,311	523
Shoring (per linear metre)	595	51	645	169	46	861	-	(861)	-	(861)
Racking (no platforms/mezzanine) (per linear metre)	6,766	532	7,298	1,905	520	9,723	2,685	(7,038)	2,685	(7,038)
Conditional Building Permit	6,312	420	6,732	1,573	436	8,740	331,877	323,137	101,808	93,068
<b>Total</b>	<b>5,245,396</b>	<b>362,767</b>	<b>5,608,163</b>	<b>1,503,112</b>	<b>420,735</b>	<b>7,532,010</b>	<b>8,926,490</b>	<b>1,394,480</b>	<b>8,836,687</b>	<b>1,304,676</b>

As noted in Section 2.8 above, the Town adopted a policy establishing a *Building Code Act* Reserve Fund for service stabilization. The reserve fund target balance has been set at multiple of 2 times annual direct costs. Based on annual direct costs of \$5.61 million, the 2022 reserve fund target balance would equate to \$11.22 million at the desired multiple, compared to the current reserve fund balance of \$8.64 million. Overall, permit volumes are expected to increase over the forecast period 2023 to 2027. For example, permits volumes for low and medium density residential development are expected to increase by approximately 20% annually. Similarly, increases are also expected commercial and institutional permit volumes. The building permit volume forecast is presented in Table 3-5.

Forecasting annual revenues based on current permit fees (indexed) and anticipated volumes, and incorporating additional costs for an increase in staffing, would not achieve the target reserve fund balance by 2027. The resulting reserve fund continuity is presented in Table 3-6. Based on these projections, the reserve fund balance would increase to 1.9 times annual direct costs by 2026 before decreasing to 1.2 times annual direct costs at the end of the forecast period.

**Table 3-5  
Building Permit Volume Forecast (2023-2027)**

Category	Baseline Model	Permit Forecast				
		2023	2024	2025	2026	2027
Group A/B (Assembly & Institutional)	5	5	-	15	10	13
Group D/E (Business/Personal Services & Mercantile)	6	24	48	49	71	78
Group F (Industrial)	15	18	38	7	10	13
Single/Semi-detached Dwellings, Townhouses, Duplexes and Back to Back	1,103	1,299	1,860	1,774	1,478	2,796
Medium Density Multi's & Stacked Towns (6 storeys or less)	84	78	106	141	132	199
Apartment Buildings (greater than 6 Storeys)	8	9	15	11	7	10
ICI Alterations	114	114	114	114	114	114
Residential Alterations	512	512	512	512	512	512
Other	412	412	412	412	412	412
Septic Inspection	0.1	0.1	0.1	0.1	0.1	0.1
Alternate Solution Application	1	1	1	1	1	1
Shoring (per linear metre)	1	1	1	1	1	1
Racking (no platforms/mezzanine) (per linear metre)	11	11	11	11	11	11
Conditional Building Permit	7	7	7	7	7	7
<b>Total</b>	<b>2,280</b>	<b>2,490</b>	<b>3,125</b>	<b>3,054</b>	<b>2,766</b>	<b>4,166</b>

**Table 3-6  
Reserve Fund Continuity No Fee Structure Changes (Indexing Only)**

Cost and Revenue Projections	Baseline Model	2023	2024	2025	2026	2027
Annual Costs	7,532,010	8,542,171	11,529,851	11,656,454	10,775,271	17,130,891
Projected Revenue	8,926,490	10,325,648	15,833,942	12,219,944	11,054,941	16,904,621
<b>Net Position</b>	<b>1,394,480</b>	<b>1,783,477</b>	<b>4,304,091</b>	<b>563,490</b>	<b>279,670</b>	<b>(226,270)</b>

Reserve Fund Continuity	Baseline Model	2023	2024	2025	2026	2027
Starting Balance	5,184,371	8,641,868	10,425,345	14,729,436	15,292,926	15,572,596
Contribution (Draw)	3,457,497	1,783,477	4,304,091	563,490	279,670	(226,270)
<b>Closing Balance</b>	<b>8,641,868</b>	<b>10,425,345</b>	<b>14,729,436</b>	<b>15,292,926</b>	<b>15,572,596</b>	<b>15,346,326</b>

<b>Annual Direct Costs</b>	<b>5,608,163</b>	<b>6,359,989</b>	<b>8,584,827</b>	<b>8,681,757</b>	<b>8,031,741</b>	<b>12,751,049</b>
<b>Reserve Fund Target (2.0 x Annual Direct Costs)</b>	<b>11,216,327</b>	<b>12,719,977</b>	<b>17,169,654</b>	<b>17,363,514</b>	<b>16,063,482</b>	<b>25,502,098</b>
<b>Multiple of Annual Direct Costs</b>	<b>1.5</b>	<b>1.6</b>	<b>1.7</b>	<b>1.8</b>	<b>1.9</b>	<b>1.2</b>

As shown in Table 3-6, the reserve fund balance would not achieve the target 2.0 times multiple of direct costs if no changes, other than indexing, are made to the Town's existing fees. As a result, targeted fee increases have been proposed to ensure the



forecast reserve fund balance achieves the Town's target at the end of the forecast period, and to address the concerns raised by stakeholders during the consultation session. One of the recommendation fee adjustments is to increase the permit fees for Single/Semi-detached Dwellings, Townhouses, Duplexes and Back-to-Back, and Medium Density Multi's & Stacked Towns (6 storeys or less) over a three-year period, while ensuring the proposed fee does not exceed the maximum fees witnessed in the surveyed municipalities. These proposed changes would increase these specific permit fees by 14% in each of the years 2023-2025, with 2% annual indexing in each of the years 2026 to 2027.

In addition to these adjustments, the Town is also proposing to adjust the shell and alternation permit fees for Group D (Business Personal Service), E (Mercantile) and F (Industrial) permit types, the sum of which would equal a finished permit fee. Also, for Group F (Industrial) permit types a declining block fee structure is proposed to provide a lower fee for permits over 10,000 square metres. Further adjustments are also being recommended by the Town to include a minimum fee of \$1,700 and maximum fee of \$25,000 for conditional permits, in addition to reducing the rate from 25% of full permit fee to 20%. All building permit fees, except for the residential permit adjustments noted above, will be indexed annually at 2% annually.

The forecast reserve fund balance reflecting the proposed rates is presented in Table 3-7. As shown below, the reserve fund balance would grow to 2.5 times multiple of direct costs in 2026 and decrease to 1.9 times direct costs in 2027, generally in line with the Town's reserve fund target multiple. This reserve fund position in 2027 will coincide with the Town's next fee review and allow the Town to incorporate revised activity forecasts and evaluate additional changes for the years after 2027. The proposed building permit fees are presented in Table 3-8.

**Table 3-7  
Reserve Fund Continuity Proposed Fee Changes**

<b>Cost and Revenue Projections</b>	<b>Baseline Model</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Annual Costs	7,532,010	8,542,171	11,529,851	11,656,454	10,775,271	17,130,891
Projected Revenue	8,926,490	10,224,230	16,492,905	14,608,694	12,862,641	20,725,528
<b>Net Position</b>	<b>1,394,480</b>	<b>1,682,059</b>	<b>4,963,054</b>	<b>2,952,240</b>	<b>2,087,370</b>	<b>3,594,637</b>

<b>Reserve Fund Continuity</b>	<b>Baseline Model</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Starting Balance	5,184,371	8,641,868	10,323,927	15,286,980	18,239,220	20,326,590
Contribution (Draw)	3,457,497	1,682,059	4,963,054	2,952,240	2,087,370	3,594,637
<b>Closing Balance</b>	<b>8,641,868</b>	<b>10,323,927</b>	<b>15,286,980</b>	<b>18,239,220</b>	<b>20,326,590</b>	<b>23,921,227</b>

<b>Annual Direct Costs</b>	<b>5,608,163</b>	<b>6,359,989</b>	<b>8,584,827</b>	<b>8,681,757</b>	<b>8,031,741</b>	<b>12,751,049</b>
<b>Reserve Fund Target (2.0 x Annual Direct Costs)</b>	<b>11,216,327</b>	<b>12,719,977</b>	<b>17,169,654</b>	<b>17,363,514</b>	<b>16,063,482</b>	<b>25,502,098</b>
<b>Multiple of Annual Direct Costs</b>	<b>1.5</b>	<b>1.6</b>	<b>1.8</b>	<b>2.1</b>	<b>2.5</b>	<b>1.9</b>

**Table 3-8  
Recommended Building Permit Fees**

Fee Schedule			2023	
Building Classification	Service Index	Fee	Proposed Fee	Proposed Increase
<b>CONSTRUCTION - New Buildings and Additions to Existing Buildings</b>				
<i>Group A (Assembly Uses)</i>				
All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants (finished), Theatres, Arenas, Gymnasias, Indoor Pools	per sq.m.	\$25.28	\$25.79	2%
Portable Classrooms	flat rate	\$249.38	\$254.37	2%
<i>Group B (Care or Detention Uses)</i>				
All Group B Buildings	per sq.m.	\$27.92	\$28.48	2%
<i>Group C (Residential Uses)</i>				
Single/Semi-detached Dwellings, Townhouses and Duplexes	per sq.m.	\$16.67	\$18.96	14%
Medium Density Multi's & Stacked Towns (6 storeys or less)	per sq.m.	\$16.67	\$18.96	14%
Apartment Buildings (greater than 6 Storeys)	per sq.m.	\$16.67	\$17.00	2%
Hotels, Motels	per sq.m.	\$16.67	\$17.00	2%
Unfinished Basement/Foundation to accommodate a Building moved from elsewhere	per sq.m.	\$5.08	\$5.18	2%
Detached garage or other Accessory Structure (over 27.9 m2 or 300ft2)	per sq.m.	\$8.72	\$8.89	2%
Detached garage or other Accessory Structure (up to 27.9 m2 or 300ft2)	flat rate	\$150.69	\$153.70	2%
Attached carport or garage attached to Detached/or Semi-detached or Townhouse dwellings	flat rate	\$150.69	\$153.70	2%
Unenclosed deck or porch	flat rate	\$150.69	\$153.70	2%
<i>Group D (Business and Personal Services Uses)</i>				
Shell Only	per sq.m.	\$17.00	\$13.67	-20%
Partitioned and/or Finished	per sq.m.	\$20.62	\$21.03	2%
<i>Group E (Mercantile Uses)</i>				
Shell Only	per sq.m.	\$15.09	\$12.34	-18%
Partitioned and/or Finished	per sq.m.	\$18.61	\$18.98	2%
Temporary Real Estate Sales Pavilion	per sq.m.	\$18.61	\$18.98	2%
<i>Group F (Industrial Uses)</i>				
Shell Only (under 10,000 sq.m.)	per sq.m.	\$12.55	\$12.33	-2%
Partitioned and/or Finished (under 10,000 sq.m.)	per sq.m.	\$13.53	\$18.97	40%
Shell Only (over 10,000 sq.m.)	per sq.m.	\$12.55	\$10.55	-16%
Partitioned and/or Finished (over 10,000 sq.m.)	per sq.m.	\$13.53	\$16.22	20%
Gas Station, Car Wash	per sq.m.	\$13.53	\$13.80	2%
Canopy over pump island, outside storage, etc.	flat rate	\$520.42	\$530.83	2%
Parking Garage	per sq.m.	\$6.82	\$6.96	2%
Farm Building	per sq.m.	\$4.06	\$4.14	2%
Greenhouse/Storage	per sq.m.	\$4.06	\$4.14	2%
Poly Hoop	per sq.m.	\$2.11	\$2.15	2%
Occupancy Permit All Occupancies	Per dwelling unit of per 300 sq.m. or part thereof for other building types	\$63.67	\$64.94	2%
Permanent Tent, Air-Supported Structure	per sq.m.	\$6.97	\$7.11	2%
Temporary Tent (s)	flat rate	\$244.08	\$248.96	2%
Temporary Building (trailer or buildings on construction site for office purposes, and other similar temporary buildings)	flat rate	\$318.86	\$325.24	2%
Move or Relocate a Building to an existing foundation (except portable classrooms)	flat rate	\$244.08	\$248.96	2%
Designated Structures - mobile homes and those listed in the Ontario Building Code	flat rate	\$451.01	\$460.03	2%
Shoring	per lin. m.	NEW	\$10.97	n/a
<b>CHANGE OF USE - No construction proposed or required</b>				
Change of Use	flat rate	\$244.08	\$248.96	2%
<b>ALTERATION (Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required))</b>				
<i>Group A, B and All Occupancies</i>				
<i>Group D</i>				
<i>Group E</i>				
<i>Group F (under 10,000 sq.m.)</i>				
<i>Group F (over 10,000 sq.m.)</i>				
<i>Miscellaneous</i>				
Parking Garage Repair	per sq.m.	\$2.59	\$2.64	2%
Farm Building Alterations	per sq.m.	\$2.59	\$2.64	2%
Racking (no platforms/mezzanine)	per lin. m.	NEW	\$10.97	n/a
<i>Group C (Residential Uses)</i>				
Finished Basement	per sq.m.	\$6.05	\$6.17	2%
Secondary Suites	per sq.m.	\$8.85	\$9.03	2%
Basement walkouts, exterior stairs	flat rate	\$244.08	\$248.96	2%
Deck Alterations	flat rate	\$150.69	\$153.70	2%

**Table 3-8  
Recommended Building Permit Fees (cont'd)**

Fee Schedule			2023	
Building Classification	Service Index	Fee	Proposed Fee	Proposed Increase
<b>DEMOLITION</b>				
<i>All Occupancies</i>	flat rate	\$244.08	\$248.96	2%
<b>MECHANICAL WORK (Heating, Ventilating, Air-conditioning and Fire Protection NOT Proposed with the Original Building)</b>				
<i>Group A (Assembly Uses) , Group B (Care or Detention Uses) ,</i>	per sq.m.	\$0.92	\$0.94	2%
<i>Group D (Business and Personal Services Uses) Heating, Ventilating, Air-Conditioning</i>	per sq.m.	\$0.92	\$0.94	2%
<i>Group C (Residential Uses) , Group E (Mercantile Uses) ,</i>	per sq.m.	\$0.92	\$0.94	2%
<i>Group F (Industrial Uses) Heating, Ventilating, Air-Conditioning</i>	per sq.m.	\$0.92	\$0.94	2%
<i>All Occupancies</i>			\$0.00	2%
Sprinkler System	per sq.m.	\$0.92	\$0.94	2%
Fire Alarm	flat rate	\$631.42	\$644.05	2%
Electromagnetic Locks	flat rate	\$131.59	\$134.22	2%
Fireplace, Woodstove	flat rate	\$244.08	\$248.96	2%
Special Systems (Commercial Exhausts, Spray Booths, Dust Collectors, CO Detection, etc.)	flat rate	\$477.54	\$487.09	2%
<b>PLUMBING (Proposed Separately)</b>				
<i>All Occupancies</i>			\$0.00	2%
New/replacement drainage system, water supply system or parts thereof	flat rate	\$244.08	\$248.96	2%
Site Servicing (sanitary, storm, water)	flat rate	\$3.46	\$3.53	2%
<b>PRIVATE SANITARY SEWAGE DISPOSAL SYSTEMS (Proposed Separately or in relation to other construction)</b>				
<i>All Occupancies</i>			\$0.00	2%
Evaluation of a Building Addition or Change of Use	flat rate	\$189.96	\$193.76	2%
Evaluation and Inspection related to replacement or repair of a tank or leaching bed	flat rate	\$382.03	\$389.67	2%
New/replacement System	flat rate	\$764.07	\$779.35	2%
Septic System Assessment/Inspection (Provincially Mandated)	flat rate	\$100.81	\$102.83	2%
<b>SIGNS</b>				
		1.6% of prescribed value or minimum \$244.08	1.6% of prescribed value or minimum \$248.96	n/a
<b>ADMINISTRATIVE FEES</b>				
<i>Order to Comply</i>	flat rate	\$313.06	\$319.32	2%
<i>Stop Work Order</i>	flat rate	\$625.05	\$637.55	2%
<i>Registration of Order on Title</i>	flat rate	Actual Legal Cost	Actual Legal Cost	n/a
<i>Discharge of Order on Title</i>	flat rate	Actual Legal Cost	Actual Legal Cost	n/a
<i>Permit Transfer</i>	flat rate	\$159.18	\$162.36	2%
<i>Subsequent Re-Inspection</i>	flat rate	\$96.57	\$98.50	2%
<i>Elective Changes (Revisions)</i>	flat rate	\$403.26	\$411.33	2%
<i>Special Inspections</i>	flat rate	\$96.57	\$98.50	2%
<i>Partial Building Permit</i>	flat rate	\$700.40	\$714.41	2%
<i>Limiting Distance Agreement</i>	flat rate	\$594.28	\$606.17	2%
<i>Alternate Solution Application</i>	flat rate	\$1,310.59	\$1,336.80	2%
<b>OTHER</b>				
Other		\$244.08	\$248.96	2%
Conditional Permit *	% of the Complete Building permit	25%	20% (min. \$1,700, max. \$25,000)	n/a

### 3.5 Engineering and Inspection Fees

The Town imposes engineering and inspection fees on subdivision, site plan and condominium applications. These user fees are imposed based on the construction value of internal municipal infrastructure. The review of engineering and inspection fees was undertaken by analyzing the Town's development applications T-Jobs database, specifically the applications reviewed since 2017, the year the fees were last adjusted.

Total expenses were compared to the revenue collected based on the Town's current fees. The analysis, presented in Table 3-9, indicates that the Town's current rates would not recover the total expenses, resulting in a deficit of approximately of approximately \$297,800.

**Table 3-9  
Engineering and Inspection Review Cost Impact**

Construction Value Range	Expense	Actual Revenue	(Surplus)/ Deficit	Construction Value	Construction Value (Distribution)	Expense per Construction Value
- to 249,999	174,911	(39,412)	135,500	303,167	0.4%	0.577
250,000 to 499,999	249,915	(100,402)	149,513	1,115,576	1%	0.224
500,000 to 749,999	133,912	(87,908)	46,004	1,255,834	2%	0.107
750,000 to 1,499,999	276,033	(215,009)	61,024	3,071,557	4%	0.090
1,500,000 to 4,999,999	1,295,698	(1,874,865)	(579,167)	26,783,791	34%	0.048
5,000,000 to unlimited	2,332,647	(1,847,756)	484,891	46,193,883	59%	0.050
<b>Total</b>	<b>4,463,117</b>	<b>(4,165,352)</b>	<b>297,766</b>	<b>78,723,808</b>	<b>100%</b>	<b>0.057</b>

Changes to the Town's engineering and inspection fees have been proposed to achieve full cost recovery, while having regard for the fees imposed by other municipalities. Specifically, the fees imposed for developments where the construction value is greater than \$500,000 and less than \$1.5 million are proposed to increase from 7% to 8%. The fees imposed on developments with construction values of at least \$5.0 million is proposed to increase from 4% to 5%. The assessment of costs and revenues at both current and proposed rates is presented in Table 3-10.

**Table 3-10  
Comparison of Current and Recommended Engineering and Inspection Fees**

Construction Value Range	Current Fees			Proposed Fees			% Increase
	Current Fee Structure (% of Construction Value)	Revenue - Current Fee Structure	(Surplus)/ Deficit	Full Cost Fees (% of Construction Value)	Revenue - Proposed Fee Structure	(Surplus)/ Deficit	
- to 249,999	13%	(39,412)	135,500	13%	(39,412)	135,500	0%
250,000 to 499,999	9%	(100,402)	149,513	9%	(100,402)	149,513	0%
500,000 to 749,999	7%	(87,908)	46,004	8%	(100,080)	33,833	14%
750,000 to 1,499,999	7%	(215,009)	61,024	8%	(244,778)	31,256	14%
1,500,000 to 4,999,999	7%	(1,874,865)	(579,167)	7%	(1,874,865)	(579,167)	0%
5,000,000 to unlimited	4%	(1,847,756)	484,891	5%	(2,103,582)	229,065	14%
Condo	2.5% or \$6,000, whichever is greater			2.5% or \$6,000, whichever is greater			
<b>Total</b>		<b>(4,165,352)</b>	<b>297,766</b>		<b>(4,463,118)</b>	<b>-</b>	

## 3.6 Other Development Fees

### 3.6.1 Per Unit Processing Fee

Staff activities recovered through the Per Unit Processing Fee cost the Town approximately \$0.52 million annually. Annual revenues, based on average historical activity levels and the Town's current fee structure recover the full costs of service generally recovery the full costs of service. As a result, it is recommended that the current fee of \$522 be maintained.

### 3.6.2 Streetlighting and Winter Maintenance

The Town currently imposes charges on unassumed subdivisions for hydro and maintenance activities. The Town's streetlighting fees are imposed per streetlight for hydro costs incurred by the Town on subdivisions from date of subdivision agreement to assumption. Similarly, the Town imposes winter maintenance fee for roads which is imposed on a per lane kilometer basis and per metre of sidewalks within subdivision from date of subdivision agreement to assumption. The fees recover the full cost per kilometer of roadway and sidewalk maintenance until the asset is assumed by the Town.

Although the costs for winter maintenance, streetlights, and traffic lights are not included in the modeling, Town staff undertook a review of these fees and the recommendations have been included in the report. Staff reviewed the recent cost estimates for hydro and maintenance to determine the required fee adjustments. The proposed fees are presented in Table 3-11 below.

**Table 3-11  
Other Development Fees**

Description	Current Fee	Proposed Fee	Increase (\$)	Increase (%)
Winter Maintenance				
Roadway - per lane km	3,148	3,414	266	8%
Sidewalk - per km	1,062	1,142	80	8%
Streetlights (per Streetlight)				
Hydro Power	133	113	(20)	-15%
Maintenance	18	16	(1)	-8%
Traffic Lights				
Traffic Lights (per signalized intersection, per year)	5,431	5,566	134	2%

## 3.7 Proposed Development User Fees Impacts

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To understand the impacts of the proposed full cost recovery development user fees, an impact analysis for sample developments has been prepared. The development user fee comparison includes planning application fees, building permit fees, and development charges for each development sample. Engineering and inspection fees have not been included in the impact analysis due to the variation in fee structures across municipalities. The comparison illustrates the impacts of the recommended development user fees in the context of the total development fees payable to provide a broader context for the fee considerations. In addition to providing the fee impacts for the Town of Milton, Figures 3-1 through 3-3 provide development fee comparisons for select municipalities.

Three development types have been considered including:

- Low-Density – example includes a 200-unit, low density residential development requiring and official plan amendment, plan of subdivision, and zoning by-law amendment;
- Retail – example includes a 1,000 square metre retail development requiring site plan control and zoning by-law amendment; and
- Industrial – example includes a 10,000 square metre industrial development requiring site plan control and zoning by-law amendment.

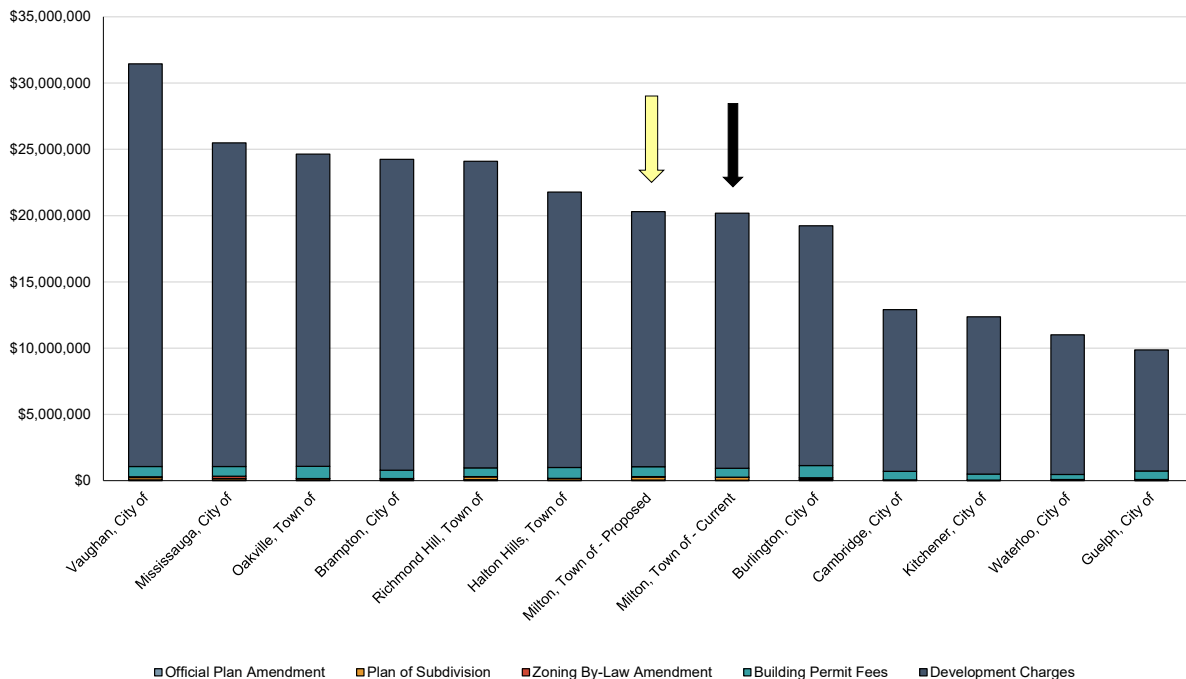
### 3.7.1 *Low-Density Residential Development*

The Town's current development fees imposed on a 200-unit single detached residential subdivision include plan of subdivision application fees, building permit fees and development charges imposed by the Town, Halton Region, and School Boards. On a per unit basis, these fees total \$100,900. Planning application and building permit fees account for \$4,681 or 4% of the total per unit fees imposed. These development user fees on a per unit basis comprise for \$155 for an official plan amendment (O.P.A.), \$1,152 for plan of subdivision application, \$73 for zoning by-law amendment (Z.B.A.), and \$3,301 for residential building permit fees.

The recommended fees would increase the total fees payable by \$656 per unit or an increase of 0.7% in total development costs. The recommended fee would increase the subdivision application fees by \$41/unit (+4%). The fees for O.P.A. and Z.B.A. would also increase by \$120 (+77%) and \$41 (+57%) respectively. Lastly, building permit fees

increase by \$453 per unit from \$3,301 to \$3,754 (14%). With the proposed increases, the Town's overall ranking would be unchanged at 7th place relative to the 12 municipalities included in the survey and shown in Figure 3-1 below.

**Figure 3-1  
Survey of fees Related to a Low-Density Residential Development  
(200-Unit Single Detached Units, 198 sq.m. GFA each)**



### 3.7.2 Retail Development Impacts

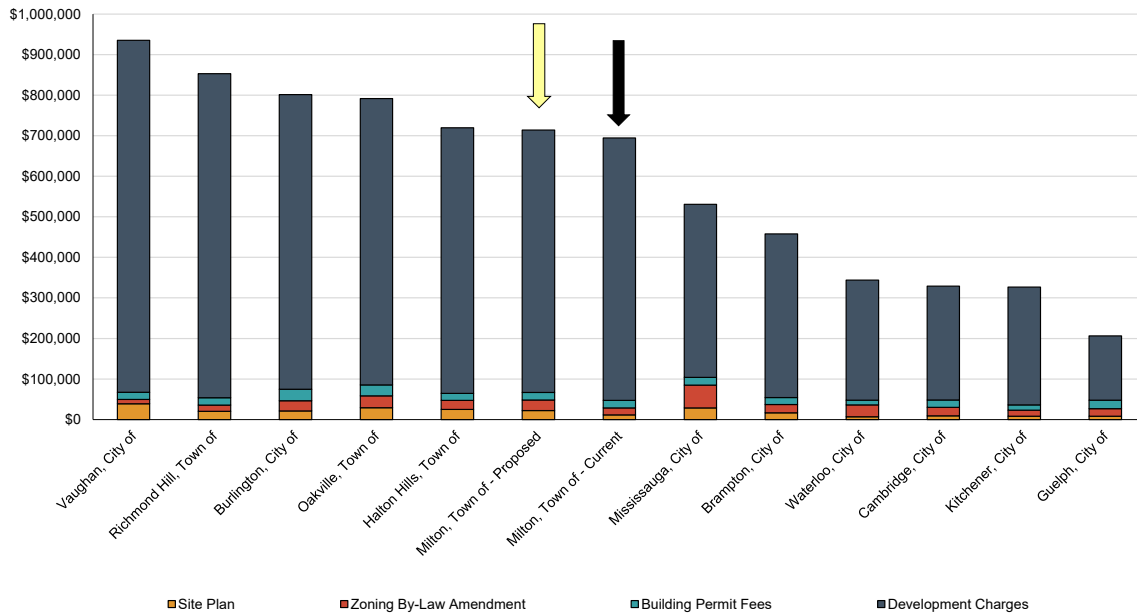
Development user fees currently payable for this sample application total \$694,300. Site plan, zoning by-law amendment, and building permit fees for this development would total \$11,500, \$17,000, and \$18,600 respectively. Total development charges would total \$647,200 or 89% of total development costs. The recommended fees would increase the total fees payable by \$20,300 or an increase of 3%.

Under the recommended fee structure, site plan application fees would increase by \$10,600 (+94%) from \$11,500 to \$22,300. Zoning by-law amendment fees would increase by \$9,100 (+54%) to \$26,100. Lastly, building permit fees would increase at the rate of inflation i.e. assumed 2%. As shown in Figure 3-2 below, the Town's overall ranking would not change relative to the 11 comparator municipalities and shown in



Figure 3-2 below. The Town’s fees would continue to be comparable to those in other Halton municipalities.

**Figure 3-2  
Survey of Fees Related to Retail Development (1,000 sq.m. GFA)**

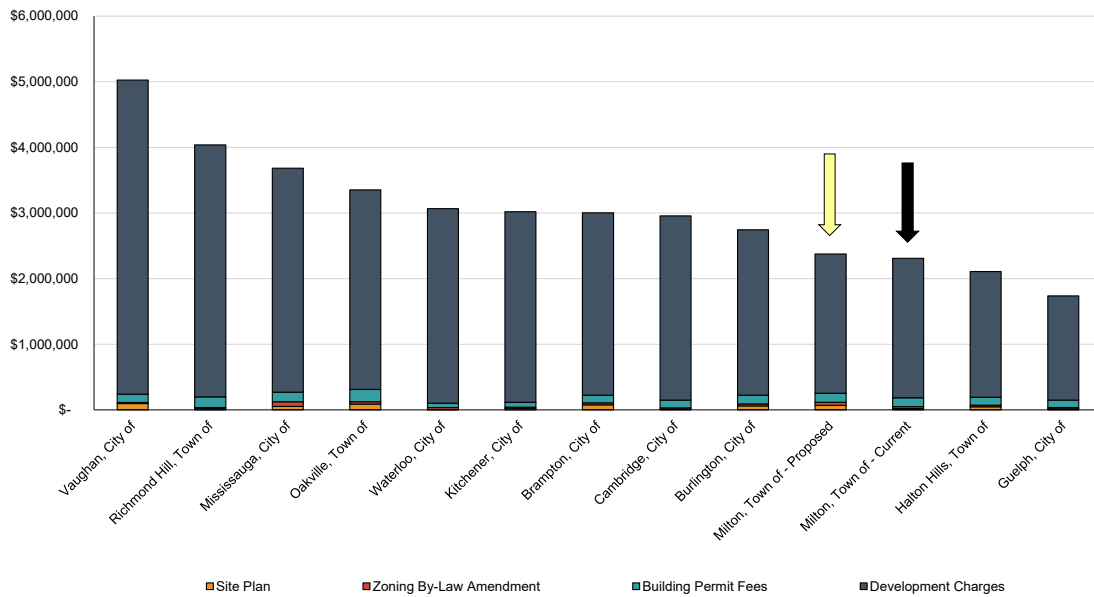


### 3.7.3 Industrial Development Impacts

Existing development fees imposed for a 10,000 square metre industrial development would total \$2.3 million, of which 8% or \$186,000 is for planning application and building permit fees. Planning application fees account for \$50,800 while building permit fees total \$135,000. 92% of the costs (\$2.1 million) are for development charges.

Under the recommended fee structure, site plan application fees would increase from \$20,900 to \$70,600 and Z.B.A. fees would increase by \$15,900 to \$45,900. As no fee changes are proposed to the building permit fees beyond annual indexing, the building permit fees would increase at the rate of inflation i.e. assumed 2%. The Town’s overall ranking would be unchanged at 10th place relative to the comparator municipalities as presented in Figure 3-3.

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



### 3.8 Development User Fees Summary

The combined impact of the above recommended planning, building, and engineering and inspection fees is presented in Table 3-12. Annual revenues would increase from \$12.71 million (96% cost recovery), to \$13.99 million (106% cost recovery). Engineering and inspection fees would recover the full costs of service. The proposed planning application fees would recover 86% of costs compared to 54% under current fees. Building permits fees cost are forecast to recover 117% of total costs. It is important to note that the “over-recovery” in building permit fees reflects the amount required to build sufficient reserves, which is discussed in detail in Section 2.8 and 3.4 of this report.

**Table 3-12  
Consolidated Development User Fees Impacts Recommended Fees (2022\$)**

Service Area	Total Costs	Modelled Revenue at Current Fees			Recommended Fees		
		Annual Revenue	Surplus/ (Deficit)	Cost Recovery %	Annual Revenue	Surplus/ (Deficit)	Cost Recovery %
<b>Development Fees</b>							
Planning	<b>3,911,083</b>	2,089,807	(1,821,276)	53%	3,370,184	(540,899)	86%
Building	<b>7,532,010</b>	8,926,490	1,394,480	119%	8,836,687	1,304,676	117%
Engineering & Inspection Fees*	<b>1,260,697</b>	1,176,587	(84,110)	93%	1,260,697	-	100%
Per Unit Processing Fee	<b>519,692</b>	519,181	(511)	100%	519,692	-	100%
<b>Total - Development Fees</b>	<b>13,223,483</b>	<b>12,712,065</b>	<b>(511,417)</b>	<b>96%</b>	<b>13,987,260</b>	<b>763,778</b>	<b>106%</b>

\* Estimated annual costs

# Chapter 4

## Municipal Act User Fees Review

## 4. Municipal Act User Fees Review

### 4.1 Introduction

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

- Other Engineering Fees;
- Clerks/Licensing Fees;
- Milton Education Village and Innovation Centre Fees;
- Corporate Services Fees;
- Fire Fees; and
- Town-Wide Fees.

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

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

### 4.2 Other Engineering Fees

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Summarized in Table 4-1 are the results associated with other engineering user fee services (i.e. engineering services not recovered under the Town's Engineering and Inspection Fees). The table provides the annual direct, indirect and capital costs derived from the Town's A.B.C. model for service delivery at average historical activity levels. In addition to the fees currently in the Town's user fee by-law, new fees related to the CLI ECA program have been included in the model. Staff have prepared a separate report that will be presented to Council on these fees.

In total, other engineering user fee activities account for approximately \$0.61 million annually in service costs. \$0.47 million of these costs represent the direct costs of processing while \$104,600 are for indirect costs (17%) and \$30,000 are for capital costs (5%). Annual revenues based on average historical activity levels and the Town's

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current fee structure are estimated at approximately \$0.17 million. The A.B.C. model results suggest that other engineering fees are recovering approximately 28% of total annual service costs.

User fee recommendations provided in Table 4-2 were determined based on the A.B.C. model result for each fee type/costing category, as well as consideration for market competitiveness in comparator municipalities and discussions with Town staff. The municipal survey results are provided in Appendix B to this report. Fees for processing Encroachment Agreements will be increased to full cost over three years beginning in 2023. As a result of these recommended user fees and underlying activity levels, it is anticipated that the Town revenues would increase to 46% of costs for Other Engineering Fees.



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

Other Engineering Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Banner Program: Banner Permit	31	42	74	18	4	95	65	(30)	95	-
Banner Program: Reimbursement of banner installation costs	10	1	10	3	1	14	9	(5)	14	(0)
Compliance Letters	374	315	689	136	30	855	634	(222)	634	(222)
Curb Cut	2,382	571	2,953	857	270	4,080	4,080	-	4,080	-
Decorative Street Name Signs	-	-	-	-	-	-	40	40	40	40
Encroachment Agreement: Processing Fee	770	941	1,711	396	87	2,194	1,350	(844)	1,631	(563)
Encroachment Agreement: Renewal Fee	15	19	34	8	2	44	27	(17)	44	-
Encroachment Agreement: Rental Fee	-	-	-	-	-	-	-	-	-	-
Entrance Culvert Installation Rates (\$/metre)	-	-	-	-	-	-	-	-	-	-
Entrance Permit - Non-Residential	3,364	794	4,158	1,238	386	5,782	2,985	(2,797)	5,782	-
Entrance Permit - Residential	4,946	1,370	6,317	1,776	558	8,651	6,946	(1,705)	8,651	(0)
Filing Permit Fee	1,118	1,353	2,470	466	117	3,054	3,418	363	3,418	363
Inspection fees (Access, holdback, construction damage deposit)	18,921	25,284	44,204	9,956	2,176	56,336	12,056	(44,281)	26,789	(29,547)
MECP Transfer of Review (Stormwater Management Environmental Compliance Approval application)	52,582	10,586	63,168	18,053	5,614	86,835	Per Legislation		Per Legislation	
Piling and Shoring Agreement Fee	10,036	1,525	11,561	3,418	1,063	16,041	2,672	(13,369)	1,518	(14,523)
Publication Distribution Box - New Location Permit Fee (Per Box)	7	9	16	4	1	21	25	4	25	4
Publication Distribution Box - Test Location Permit Fee (Per Box)	7	9	16	4	1	21	12	(10)	21	-
Publication Distribution Box - Renewal Location Permit Fee (Per Box)	3	5	8	2	0	11	6	(5)	11	-
Road Occupancy Permit - General	6,550	1,078	7,628	2,416	751	10,795	24,388	13,593	24,388	13,593
Road Occupancy Permit - Storage	333	482	815	190	42	1,047	437	(610)	1,047	0
Rural House Numbering	2	2	4	-	-	4	24	20	24	20
Signal Timing Plan	3	5	8	2	0	11	16	6	16	6
Site Alteration Permit	37,743	8,810	46,553	13,742	4,288	64,584	7,663	(56,920)	46,500	(18,084)
Site Alteration Per Hectare Fee	57,307	12,471	69,778	21,548	6,701	98,027	3,340	(94,687)	3,368	(94,659)
Site Alteration Extensions	-	-	-	-	-	-	-	-	-	-
Special Event Permit Fees (Non-Charitable Events)	388	527	915	222	48	1,185	1,730	545	1,730	545
Special Traffic Data or Analysis Request (per hour)	1,463	1,882	3,345	792	173	4,311	3,850	(461)	3,850	(461)
Spillage or Tracking Cleanup (per event)	-	-	-	-	-	-	Cost plus 40%		Cost plus 40%	
Temporary Stop Sign Rental (per day)	-	-	-	-	-	-	-	-	-	-
Access to private property via Town owned lands - Application Fee	43	34	77	8	4	89	96	7	51	(38)
Access to private property via Town owned lands - Daily Rate	5	5	9	1	0	11	5	(6)	5	(6)
Access to private property via Town owned lands - Base Permit Fee	56	35	91	11	5	107	111	3	111	3
Application for Communications Tower (on Town owned property)										-
Application for Communications Tower (on other property)										-
Traffic Count Data - ATR or TMC (per location)	659	847	1,505	357	78	1,940	1,467	(473)	1,940	-
Wide Load Permit	1,192	1,727	2,920	681	149	3,750	4,145	395	4,145	395
Engineering Plan Request (Digital or Printed)	6	2	8	3	1	12	4	(8)	12	-
Windrow Program	4,035	87,683	91,717	792	316	92,826	5,569	(87,257)	5,569	(87,257)
Pre-Draft Plan Review	2,358	362	2,719	811	252	3,783	2,736	(1,047)	2,736	(1,047)
Additional Engineering Submissions	842	129	971	290	90	1,351	1,092	(259)	1,351	-
Additional Landscape Submissions	94	94	188	18	7	213	139	(74)	213	-
<b>Municipal Access Agreement with Telecom Companies</b>										
Road Occupancy Permit (ROP) fee (annual blanket fee)	-	-	-	-	-	-	23,560	23,560	23,560	23,560
Plus ROP Application fee (Annual - based on number of applications in prior year) 0 to 100 Applications (covered by the blanket fee)	-	-	-	-	-	-	-	-	-	-
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 101 to 500 Applications	-	-	-	-	-	-	487	487	487	487
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 501 to 1,000 Applications	-	-	-	-	-	-	974	974	974	974
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 1,001 to 2,000 Applications	-	-	-	-	-	-	1,217	1,217	1,217	1,217
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) Over 2,000 Applications	-	-	-	-	-	-	1,826	1,826	1,826	1,826



**Table 4-1  
Other Engineering Fees Full Cost Impacts by Costing Category (2022\$) – cont'd**

Other Engineering Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Municipal Consent Permit application fee (per street - including a wrap-around to a side street of no more than 20 metres)	32,341	39,939	72,279	16,069	3,628	<b>91,976</b>	51,562	(40,415)	51,562	(40,415)
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 years or less	-	-	-	-	-	-	3	3	3	3
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 to 4 years	-	-	-	-	-	-	3	3	3	3
Pavement Degradation fees (per metre squared based on age of pavement cut) 4 to 7 years	-	-	-	-	-	-	2	2	2	2
Pavement Degradation fees (per metre squared based on age of pavement cut) 7 to 10 years	-	-	-	-	-	-	1	1	1	1
Pavement Degradation fees (per metre squared based on age of pavement cut) 10 or more years	-	-	-	-	-	-	1	1	1	1
CLI ECA - Stormsewers	11,438	1,882	13,320	3,969	1,234	<b>18,524</b>	-	(18,524)	18,500	(24)
CLI ECA - Ponds	14,224	2,318	16,542	4,949	1,539	<b>23,030</b>	-	(23,030)	23,000	(30)
CLI ECA - Oil Grit Separators	1,668	279	1,948	577	179	<b>2,704</b>	-	(2,704)	2,700	(4)
CLI ECA - Low Impact Development	2,288	376	2,664	794	247	<b>3,705</b>	-	(3,705)	3,700	(5)
<b>Grand Total</b>	<b>269,603</b>	<b>203,791</b>	<b>473,394</b>	<b>104,579</b>	<b>30,044</b>	<b>608,017</b>	<b>170,770</b>	<b>(437,248)</b>	<b>277,342</b>	<b>(330,676)</b>





**Table 4-2  
Recommended Other Engineering Fees (2022\$)**

Other Engineering Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Banner Program: Banner Permit	108	159	51	47.0%
Banner Program: Reimbursement of banner installation costs	93	139	46	49.0%
Compliance Letters	396	396	-	0.0%
Curb Cut	Cost plus 40%	Cost plus 40%	n/a	n/a
Decorative Street Name Signs	397	397	-	0.0%
Encroachment Agreement: Processing Fee	1,350	1,631	281	20.8%
Encroachment Agreement: Renewal Fee	270	439	169	62.5%
Encroachment Agreement: Rental Fee	207	250	43	20.8%
Entrance Culvert Installation Rates (\$/metre)	871	871	-	0.0%
Entrance Permit - Non-Residential	878	1,701	823	93.7%
Entrance Permit - Residential	457	569	112	24.5%
Filming Permit Fee	356	356	-	0.0%
Inspection fees (Access, holdback, construction damage deposit)	213	473	260	122.2%
MECP Transfer of Review (Stormwater Management Environmental Compliance Approval application)	Per Legislation	Per Legislation	n/a	n/a
Piling and Shoring Agreement Fee	\$890.81 + Actual Legal	\$506 plus Actual Legal	n/a	n/a
Publication Distribution Box - New Location Permit Fee (Per Box)	252	252	-	0.0%
Publication Distribution Box - Test Location Permit Fee (Per Box)	115	212	97	84.1%
Publication Distribution Box - Renewal Location Permit Fee (Per Box)	56	106	50	89.0%
Road Occupancy Permit - General	797	797	-	0.0%
Road Occupancy Permit - Storage	91	218	127	139.6%
Rural House Numbering	237	237	-	0.0%
Signal Timing Plan	163	163	-	0.0%
Site Alteration Permit	412	2,500	2,088	506.8%
Site Alteration Per Hectare Fee	354	357	3	0.8%
Site Alteration Extensions	-	1,250	1,250	n/a
Special Event Permit Fees (Non-Charitable Events)	309	309	-	0.0%
Special Traffic Data or Analysis Request (per hour)	385	385	-	0.0%
Spillage or Tracking Cleanup (per event)	Cost plus 40%	Cost plus 40%	n/a	n/a
Temporary Stop Sign Rental (per day)	314	314	-	0.0%
Access to private property via Town owned lands - Application Fee	958	506	(452)	-47.2%
Access to private property via Town owned lands - Daily Rate	45	45	-	0.0%
Access to private property via Town owned lands - Base Permit Fee	1,105	1,105	-	0.0%
Traffic Count Data - ATR or TMC (per location)	163	216	53	32.2%
Wide Load Permit	241	241	-	0.0%
Engineering Plan Request (Digital or Printed)	37	117	80	215.3%
Windrow Program	63	63	-	0.0%
Pre-Draft Plan Review	6,840	6,840	-	0.0%
Additional Engineering Submissions	2,730	3,377	647	23.7%
Additional Landscape Submissions	1,390	2,129	739	53.2%
Road Occupancy Permit (ROP) fee (annual blanket fee)	6,200	6,200	-	0.0%
Plus ROP Application fee (Annual - based on number of applications in prior year) 0 to 100 Applications (covered by the blanket fee)	-	-	-	n/a
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 101 to 500 Applications	4,869	4,869	-	0.0%
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 501 to 1,000 Applications	9,737	9,737	-	0.0%



**Table 4-2  
Recommended Other Engineering and Per Unit Processing Fees (2022\$) – cont'd**

Other Engineering Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 1,001 to 2,000 Applications	12,171	12,171	-	0.0%
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) Over 2,000 Applications	18,255	18,255	-	0.0%
Municipal Consent Permit application fee (per street - including a wrap-around to a side street of no more than 20 metres)	524	524	-	0.0%
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 years or less	32	32	-	0.0%
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 to 4 years	27	27	-	0.0%
Pavement Degradation fees (per metre squared based on age of pavement cut) 4 to 7 years	17	17	-	0.0%
Pavement Degradation fees (per metre squared based on age of pavement cut) 7 to 10 years	11	11	-	0.0%
Pavement Degradation fees (per metre squared based on age of pavement cut) 10 or more years	5	5	-	0.0%
CLI ECA - Stormsewers	-	3,700	3,700	n/a
CLI ECA - Ponds	-	4,600	4,600	n/a
CLI ECA - Oil Grit Separators	-	2,700	2,700	n/a
CLI ECA - Low Impact Development	-	3,700	3,700	n/a

### 4.3 Clerks/Licensing Fees

Summarized in Table 4-3 are the results associated with clerks/licensing user fee services derived from the Town's A.B.C. model. The user fee categories and full cost of service (annual direct, indirect, and capital costs) are identified. In total, the costs of clerks/licensing user fee activities are approximately \$913,300 annually. The majority of these costs (i.e. \$751,700 or 82%) reflect the annual direct costs of processing activities. Indirect and capital costs account for remaining 18% of annual costs or \$161,700 annually. Annual revenues based on the Town's current fee structure and average historical activity levels are estimated at approximately \$908,800 or 99.5% of processing costs.

User fee recommendations provided in Table 4-4 were determined based on the A.B.C. result for each fee type/costing category, as well as consideration for market competitiveness in comparator municipalities (see Appendix A) and discussions with Town staff. As a result of these recommendations, it is anticipated that clerks/licensing cost recovery will increase to full cost recovery levels.



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

CLERKS/ LICENSING Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Adult Entertain Entertainer License/ ReMPlal	33	15	48	8	1	58	48	(10)	50	(8)
Adult Entertain Operator License/ ReMPlal	42	19	61	11	1	73	424	350	424	350
Adult Entertain Owner License/ ReMPlal	40	18	58	10	1	69	424	355	424	355
Adult Video Class A License/ ReMPlal	40	18	58	10	1	69	92	23	92	23
Adult Video Class B License/ ReMPlal	793	361	1,154	201	28	1,383	1,478	95	1,478	95
Animal Control - Spayed / Neutered / ReMPlal	336	7,020	7,356	94	20	7,470	39,521	32,051	40,419	32,949
Animal Control - Non-Spayed / Non-Neutered / ReMPlal	1,012	2,455	3,467	283	61	3,811	21,104	17,294	11,043	7,232
Animal Control - with Microchip (Spayed / Neutered) ReMPlal	858	2,843	3,701	240	52	3,992	13,579	9,587	16,515	12,523
Animal Control - with Microchip (Non-Spayed / Non-Neutered) ReMPlal	229	311	540	64	14	618	2,125	1,507	1,494	876
Animal Control - Replacement Tag	32	38	69	9	2	80	96	16	96	16
Animal Control - Late Payment	719	474	1,193	201	43	1,437	3,208	1,771	3,208	1,771
Appeal Fee (Licensing / Muzzle Orders)	1,379	603	1,983	335	47	2,366	2,412	46	2,412	46
Appeal Fee (Property Standards)	1,379	603	1,983	335	47	2,366	1,863	(503)	1,863	(503)
Domestic Animal Return fee - per repeat occurrence	13	5	17	3	1	21	12	(9)	12	(9)
Late Licensing Fee	2	1	3	1	0	4	1	(3)	4	0
Licensing Appointment - Fail to Attend	65	36	101	20	3	124	60	(64)	60	(64)
Body Rub Parlour Attendant License/ ReMPlal	31	15	47	9	1	56	40	(16)	40	(16)
Body Rub Parlour Operator License/ ReMPlal	60	21	81	16	3	100	44	(56)	86	(14)
Body Rub Parlour Owner License/ ReMPlal	48	22	71	12	2	85	100	15	100	15
Business License Transfer Fee	403	224	627	124	18	769	450	(320)	450	(320)
Commercial Refreshment Vehicle - A	2,092	1,050	3,141	583	83	3,807	5,386	1,578	5,386	1,578
Commercial Refreshment Vehicle - B	24	12	37	7	1	44	37	(7)	37	(7)
Commercial Refreshment Vehicle - C	20	10	30	6	1	37	23	(14)	37	0
Commercial Refreshment Vehicle - D	20	10	30	6	1	37	37	1	37	1
Commercial Refreshment Vehicle Driver	7,040	2,127	9,167	1,904	373	11,444	1,258	(10,186)	3,049	(8,395)
Commercial Refreshment Vehicle Transfer/Change of Vehicle Fee	28	13	41	7	1	49	29	(20)	29	(20)
Extended On-Street Parking Application Fee	7,052	3,111	10,163	1,729	245	12,137	4,305	(7,832)	4,305	(7,832)
Grow Op / Drug Lab Inspection Fee	37	16	53	9	1	63	66	3	66	3
Kennels	4,424	2,008	6,432	1,176	175	7,783	4,528	(3,255)	4,528	(3,255)
Late Vehicle Inspection Fee	6	3	9	2	0	11	13	1	13	1
Letter of Compliance	175	82	257	46	6	309	126	(183)	160	(149)
Line Fences Act Application Fee	11	4	15	2	0	17	37	20	37	20
Line Fences Act Fence viewer Attendance Fee (per Fence viewer)	40	16	55	9	1	65	10	(55)	10	(55)
Lotteries/ Bingos	3,072	1,449	4,521	805	114	5,440	-	(5,440)	-	(5,440)
Municipal Clearance Letter (LLBO)	40	12	52	9	2	63	38	(25)	38	(25)
Noise Exemption Application Fee	2,812	1,186	3,998	620	88	4,706	3,254	(1,452)	4,723	17
Pay Duty Officer (per hour)	5	2	7	1	0	8	10	2	10	2
Personal Service Business	35,903	17,418	53,321	9,678	1,370	64,368	34,854	(29,514)	37,184	(27,184)
Personal Service Business with Body Rub	1,923	933	2,856	518	73	3,448	4,147	699	4,147	699
Portable Signs (per 21 day period)	35,935	17,849	53,784	9,917	1,403	65,104	41,038	(24,066)	41,038	(24,066)
Portable Signs Change Fee (date/time)	2	1	3	1	0	4	3	(1)	3	(1)
Replacement Commercial Plates	2	1	3	1	0	4	10	7	10	7
Request for Reopening Parking Matters (per Parking Infraction Notice)	315	175	490	97	14	601	298	(304)	298	(304)
Salvage/Scrap Yard	2,252	739	2,991	606	114	3,711	2,228	(1,483)	2,228	(1,483)
Sign Removal Fee (Town Storage) - illegally placed signs - per sign fee	131	62	193	34	5	232	174	(58)	174	(58)
Signage on Town Road Allowances	486	63	549	133	33	715	708	(7)	708	(7)
Special Vehicle Parking Exemption Application fee	7	3	10	2	0	12	2	(10)	2	(10)
Re-Site Inspection (By-Law/Licensing/Animal Control)	6,454	2,440	8,893	1,621	346	10,861	6,468	(4,393)	6,468	(4,393)
Re-Site Inspection After-Hours (By-Law/Licensing/Animal Control)	15	6	20	4	1	25	27	2	27	2
Taxi Driver Test	287	160	447	89	13	548	364	(184)	550	2
Taxi Driver Study and Application Package	162	90	252	50	7	309	96	(213)	96	(213)
Taxi Meter Seal Replacement	44	21	64	11	2	77	84	7	84	7
Taxi Photo ID Card Replacement	2	1	3	1	0	4	2	(2)	4	0
Taxi Plate Transfer/Change of Vehicle or Re-inspection Fee	8	4	12	2	0	15	21	6	21	6
Taxi/Limo Broker License / ReMPlal	897	432	1,329	240	34	1,603	1,035	(568)	1,610	7
Taxi/Limo Driver License / ReMPlal	14,202	6,794	20,996	3,775	534	25,305	7,150	(18,155)	14,800	(10,705)
Taxi/Limo Owner License / ReMPlal	11,987	5,734	17,721	3,186	451	21,357	23,252	1,895	23,252	1,895
Transient Trader Class 1 - Day Sales	8,337	4,056	12,393	2,253	319	14,965	10,756	(4,209)	15,027	62
Transient Trader Class 2 - Seasonal Sales	1,270	618	1,887	343	49	2,279	1,638	(641)	2,288	9
Transient Trader Class 3 - Door to Door Sales	317	154	472	86	12	570	795	225	795	225
Transient Trader Class 4 - Antique / Collectible Sales	21	10	31	6	1	38	27	(11)	38	0
Transient Trader Class 5 - Craft Show	494	240	734	133	19	886	637	(249)	890	4



**Table 4-3  
Clerks/Licensing Fees Full Cost Impacts by Fee Type (or Costing Category)  
(2022\$) – Cont'd**

CLERKS/ LICENSING Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Transient Trader Class 6 - Manufacturing Show	212	103	315	57	8	380	273	(107)	381	2
Transient Trader Class 7 - Flea Market	21	10	31	6	1	38	27	(11)	38	0
Transient Trader Class 8 - General	423	206	629	114	16	760	546	(214)	763	3
Commissioner of Oaths (1 - 5 pages)	7,346	3,022	10,368	1,679	238	12,285	14,297	2,012	14,297	2,012
Commissioner of Oaths(6 - 10 pages)	338	139	477	77	11	565	530	(35)	530	(35)
Commissioner of Oaths (11 - 20 pages)	66	27	93	15	2	110	73	(37)	73	(37)
Commissioner of Oaths (21+ pages)	131	54	185	30	4	220	87	(133)	87	(133)
Death Registration: In-Town	9,185	1,368	10,553	1,965	807	13,325	9,771	(3,554)	9,771	(3,554)
Death Registration: Out-of-Town	34,244	5,099	39,343	7,326	3,009	49,678	55,755	6,077	55,755	6,077
Discharge of an Order - Registered Order To Comply	84	3	87	17	5	108	656	547	656	547
Expedited Service	-	-	-	-	-	-	1	1	1	1
Freedom of Information Request - Application Fee	14,607	6,981	21,589	3,879	549	26,016	-	(26,016)	-	(26,016)
Freedom of Information Request	32	6	38	8	2	48	-	(48)	-	(48)
Heritage Property Check	3	1	5	1	0	6	2	(4)	2	(4)
Marriage License	11,152	6,193	17,344	3,441	487	21,272	58,656	37,384	45,120	23,848
Online Parking Ticket Payment Service Charge	-	-	-	-	-	-	0	0	0	0
Release of Agreement	300	38	337	84	26	448	677	228	677	228
Replacement Marriage License	74	41	115	23	3	141	132	(9)	132	(9)
Special Research/Information Request (per	7	5	12	2	1	15	24	9	24	9
Town Subdivision / Vacant Land Condo Agreement	34,738	5,315	40,054	4,836	1,140	46,030	30,315	(15,715)	42,163	(3,867)
Nomination Filing Fee - Mayor	171	17	188	35	16	239	-	(239)	-	(239)
Nomination Filing Fee - All Other Positions	2,854	282	3,136	585	271	3,991	-	(3,991)	-	(3,991)
Election Sign Permit Fee for Council Candidate Running at Large, Provincial Candidates, Federal Candidates and Third Parties	951	94	1,045	195	90	1,330	5,000	3,670	5,000	3,670
Election Sign Permit Fee for Others (Including School Trustee Candidates)	6	1	6	1	1	8	15	7	15	7
Marriage Ceremony	9	5	13	3	0	17	9	(8)	17	0
Short Term Rental Licensing Fee	3,367	1,096	4,463	938	141	5,543	5,364	(179)	5,364	(179)
Certified Registered Owner Document	24,278	13,482	37,760	7,491	1,060	46,310	55,740	9,430	55,740	9,430
Late Payment of an Administrative Penalty	40,577	22,532	63,109	12,519	1,772	77,400	139,740	62,340	139,740	62,340
MTO Search Fee	129,283	71,791	201,074	39,888	5,645	246,607	215,670	(30,937)	215,670	(30,937)
MTO Plate Denial	36,417	20,222	56,640	11,236	1,590	69,466	72,462	2,996	72,462	2,996
Screening Fail to Appear	1,153	503	1,655	279	40	1,974	550	(1,424)	550	(1,424)
Hearing Fail to Appear	273	623	896	76	11	983	400	(583)	400	(583)
<b>Grand Total</b>	<b>508,167</b>	<b>243,475</b>	<b>751,642</b>	<b>138,500</b>	<b>23,182</b>	<b>913,323</b>	<b>908,820</b>	<b>(4,503)</b>	<b>919,700</b>	<b>6,376</b>



**Table 4-4  
Recommended Clerks/Licensing Fees (2022\$)**

CLERKS/ LICENSING Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Adult Entertain Entertainer License/ ReMPlal	483	496	13	2.7%
Adult Entertain Operator License/ ReMPlal	4,238	4,238	-	0.0%
Adult Entertain Owner License/ ReMPlal	4,238	4,238	-	0.0%
Adult Video Class A License/ ReMPlal	918	918	-	0.0%
Adult Video Class B License/ ReMPlal	739	739	-	0.0%
Animal Control - Spayed / Neutered / ReMPlal	44	45	1	2.3%
Animal Control - Non-Spayed / Non-Neutered / ReMPlal	86	45	(41)	-47.7%
Animal Control - with Microchip (Spayed / Neutered) ReMPlal	37	45	8	21.6%
Animal Control - with Microchip (Non-Spayed / Non-Neutered) ReMPlal	64	45	(19)	-29.7%
Animal Control - Replacement Tag	15	15	-	0.0%
Animal Control - Late Payment	10	10	-	0.0%
Appeal Fee (Licensing / Muzzle Orders)	804	804	-	0.0%
Appeal Fee (Property Standards)	621	621	-	0.0%
Domestic Animal Return fee - per repeat occurrence	117	117	-	0.0%
Late Licensing Fee	10	36	26	255.2%
Licensing Appointment - Fail to Attend	17	17	-	0.0%
Body Rub Parlour Attendant License/ ReMPlal	399	399	-	0.0%
Body Rub Parlour Operator License/ ReMPlal	441	863	422	95.7%
Body Rub Parlour Owner License/ ReMPlal	1,001	1,001	-	0.0%
Business License Transfer Fee	62	62	-	0.0%
Commercial Refreshment Vehicle - A	528	528	-	0.0%
Commercial Refreshment Vehicle - B	373	373	-	0.0%
Commercial Refreshment Vehicle - C	229	368	139	60.8%
Commercial Refreshment Vehicle - D	373	373	-	0.0%
Commercial Refreshment Vehicle Driver	85	206	121	142.4%
Commercial Refreshment Vehicle Transfer/Change of Vehicle Fee	291	291	-	0.0%
Extended On-Street Parking Application Fee	41	41	-	0.0%
Grow Op / Drug Lab Inspection Fee	660	660	-	0.0%
Kennels	462	462	-	0.0%
Late Vehicle Inspection Fee	125	125	-	0.0%
Letter of Compliance	63	80	17	27.0%
Line Fences Act Application Fee	371	371	-	0.0%
Line Fences Act Fence viewer Attendance Fee (per Fence viewer)	101	101	-	0.0%
Lotteries/ Bingos	legislated at 3%	legislated at 3%	n/a	n/a
Municipal Clearance Letter (LLBO)	380	380	-	0.0%
Noise Exemption Application Fee	187	271	84	45.2%
Pay Duty Officer (per hour)	98	98	-	0.0%
Personal Service Business	389	415	26	6.7%
Personal Service Business with Body Rub	864	864	-	0.0%
Portable Signs (per 21 day period)	71	71	-	0.0%
Portable Signs Change Fee (date/time)	26	26	-	0.0%
Replacement Commercial Plates	103	103	-	0.0%
Request for Reopening Parking Matters (per Parking Infraction Notice)	35	35	-	0.0%
Salvage/Scrap Yard	557	557	-	0.0%
Sign Removal Fee (Town Storage) - illegally placed signs - per sign fee	87	87	-	0.0%
Signage on Town Road Allowances	354	354	-	0.0%
Special Vehicle Parking Exemption Application fee	20	20	-	0.0%



**Table 4-4  
Recommended Clerks/Licensing Fees (2022\$) – Cont'd**

CLERKS/ LICENSING Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Re-Site Inspection (By-Law/Licensing/Animal Control)	147	147	-	0.0%
Re-Site Inspection After-Hours (By-Law/Licensing/Animal Control)	265	265	-	0.0%
Taxi Driver Test	47	71	24	51.1%
Taxi Driver Study and Application Package	11	11	-	0.0%
Taxi Meter Seal Replacement	42	42	-	0.0%
Taxi Photo ID Card Replacement	15	36	21	136.8%
Taxi Plate Transfer/Change of Vehicle or Re-inspection Fee	207	207	-	0.0%
Taxi/Limo Broker License / ReMPlal	345	537	192	55.5%
Taxi/Limo Driver License / ReMPlal	143	292	149	104.2%
Taxi/Limo Owner License / ReMPlal	551	551	-	0.0%
Transient Trader Class 1 - Day Sales	273	381	108	39.7%
Transient Trader Class 2 - Seasonal Sales	273	381	108	39.7%
Transient Trader Class 3 -Door to Door Sales	530	530	-	0.0%
Transient Trader Class 4 - Antique / Collectible Sales	273	381	108	39.7%
Transient Trader Class 5 - Craft Show	273	381	108	39.7%
Transient Trader Class 6 - Manufacturing Show	273	381	108	39.7%
Transient Trader Class 7 - Flea Market	273	381	108	39.7%
Transient Trader Class 8 - General	273	381	108	39.7%
Commissioner of Oaths (1 - 5 pages)	31	31	-	0.0%
Commissioner of Oaths(6 - 10 pages)	50	50	-	0.0%
Commissioner of Oaths (11 - 20 pages)	73	73	-	0.0%
Commissioner of Oaths (21+ pages)	87	87	-	0.0%
Death Registration: In-Town	49	49	-	0.0%
Death Registration: Out-of-Town	75	75	-	0.0%
Discharge of an Order - Registered Order To Comply	437	437	-	0.0%
Expedited Service	10	10	-	0.0%
Freedom of Information Request - Application Fee	Per Legislation	Per Legislation	n/a	n/a
Freedom of Information Request	Actual Cost	Actual Cost	n/a	n/a
Heritage Property Check	15	15	-	0.0%
Marriage License	195	150	(45)	-23.1%
Online Parking Ticket Payment Service Charge	2	2	-	0.0%
Release of Agreement	290	290	-	0.0%
Replacement Marriage License	66	66	-	0.0%
Special Research/Information Request (per hour)	241	241	-	0.0%
Town Subdivision / Vacant Land Condo Agreement	6,063	8,433	2,370	39.1%
Nomination Filing Fee - Mayor	Per Legislation	Per Legislation	n/a	n/a
Nomination Filing Fee - All Other Positions	Per Legislation	Per Legislation	n/a	n/a
Election Sign Permit Fee for Council Candidate Running at Large, Provincial Candidates, Federal Candidates and Third Parties	300	300	-	0.0%
Election Sign Permit Fee for Others (Including School Trustee Candidates)	150	150	-	0.0%
Marriage Ceremony	85	166	81	95.0%
Short Term Rental Licensing Fee	315.10	315.10	-	0.0%
Certified Registered Owner Document	20	20	-	0.0%
Late Payment of an Administrative Penalty	30	30	-	0.0%
MTO Search Fee	10	10	-	0.0%
MTO Plate Denial	26	26	-	0.0%
Screening Fail to Appear	50	50	-	0.0%
Hearing Fail to Appear	100	100	-	0.0%



## 4.4 Milton Education Village Innovation Centre Fees

The costs of providing services through the Milton Education Village Innovation Centre (MEVIC) were analyzed as facility or program related costs. Summarized in Table 4-5 are the annual direct, indirect, and capital costs of providing services through the MEVIC and the associated cost recovery levels based on augmented historical average activity levels and 2022 fees. Average annual usage of the atrium has been revised to reflect anticipated increase in usage by with audio visual upgrades that will be undertaken.

**Table 4-5  
MEVIC Fees Full Cost Impacts by Fee Type (or Costing Category) (2022\$)**

MEVIC Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
<b>Co-Working Desk (Individual)</b>										
Drop In (per day)	4,047	16,288	20,335	936	30,876	52,148	200	(51,948)	200	(51,948)
One a week (per month)	8,094	32,577	40,670	1,872	61,753	104,295	400	(103,895)	400	(103,895)
<b>Co-Working Desk (Team)</b>										
Drop In (per day)	311	1,253	1,564	72	2,375	4,011	480	(3,531)	480	(3,531)
Business Meetings	n/a	n/a	n/a	n/a	n/a	n/a				
<b>MEVIC Membership</b>										
Per Month	n/a	n/a	n/a	n/a	n/a	n/a				
Per Year	n/a	n/a	n/a	n/a	n/a	n/a	21,000	21,000	21,000	21,000
<b>MEVIC Membership Upgrade - Joint Memberships</b>										
Per Month	n/a	n/a	n/a	n/a	n/a	n/a				
Per Year	n/a	n/a	n/a	n/a	n/a	n/a				
<b>MEVIC Membership Upgrade - Dedicated Desk</b>										
Per Month	n/a	n/a	n/a	n/a	n/a	n/a				
Per Year	n/a	n/a	n/a	n/a	n/a	n/a				
<b>Office Rental - per year</b>	5,390	21,694	27,083	1,247	41,122	69,452	67,200	(2,253)	80,298	10,845
<b>Board Room / Meeting Room Rental</b>										
Per Hour	n/a	n/a	n/a	n/a	n/a	n/a				
Per Day	2,169	8,729	10,898	502	16,547	27,946	24,000	(3,946)	24,000	(3,946)
<b>Atrium Rental</b>										
Per Hour	n/a	n/a	n/a	n/a	n/a	n/a				
Per Day	9,312	37,481	46,793	2,154	71,049	119,996	19,000	(100,996)	19,000	(100,996)
<b>Workshop Room Rental</b>										
Per Hour	n/a	n/a	n/a	n/a	n/a	n/a				
Per Day	2,690	10,827	13,517	622	20,523	34,662	9,600	(25,062)	9,600	(25,062)
<b>Project Office Rental</b>										
Per Day	n/a	n/a	n/a	n/a	n/a	n/a				
Per Month	1,144	4,603	5,747	265	8,726	14,737	15,600	863	15,600	863
<b>Wired Internet Connection</b>										
Per Day	n/a	n/a	n/a	n/a	n/a	n/a				
Per Month	n/a	n/a	n/a	n/a	n/a	n/a	3,635	3,635	3,635	3,635
<b>Server Room (per month)</b>	n/a	n/a	n/a	n/a	n/a	n/a				
<b>LCD/Laptop Rental (per use)</b>	n/a	n/a	n/a	n/a	n/a	n/a				
<b>Event Staff Service Fee (per hour: minimum of 3 hours) - High Profile Event</b>	n/a	n/a	n/a	n/a	n/a	n/a				
<b>Event Staff Service Fee (per hour: minimum of 3 hours) - Low Profile Event</b>	n/a	n/a	n/a	n/a	n/a	n/a				
<b>Business Advisory Package &amp; Programming</b>	63,224	63,180	126,404	21,089	11,125	158,618		(158,618)		(158,618)
<b>Grand Total</b>	<b>96,380</b>	<b>196,632</b>	<b>293,012</b>	<b>28,757</b>	<b>264,096</b>	<b>585,865</b>	<b>161,115</b>	<b>(424,750)</b>	<b>174,213</b>	<b>(411,652)</b>

Total costs of providing services are \$585,900 annually including direct costs of \$293,000 (50%), indirect costs of \$28,800 (5%), and capital costs of \$264,100 (45%). Estimated annual revenues recover \$161,100 or 28% of total costs. In discussions with Town staff the services offered through the MEVIC are perceived to have a community benefit and should not be designed to achieve full cost recovery levels. Furthermore, market comparator fees presented in Appendix A would suggest that moving to full cost



recovery fees would result in the cost of service being prohibitive. Recommended fees are presented in Table 4-6. Increases in fees (mainly associated with increased office rental fees) will increase cost recovery levels to approximately 30%, well below full cost recovery.

**Table 4-6  
Recommended MEVIC Fees (2022\$)**

MEVIC Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
<b>Co-Working Desk (Individual)</b>			-	n/a
Drop In (per day)	30	30	-	0.0%
One a week (per month)	60	60	-	0.0%
<b>Co-Working Desk (Team)</b>			-	n/a
Drop In (per day)	80	80	-	0.0%
Business Meetings	20	20	-	0.0%
<b>MEVIC Membership</b>			-	n/a
Per Month	250	250	-	0.0%
Per Year	1,400	1,400	-	0.0%
<b>MEVIC Membership Upgrade - Joint Memberships</b>			-	n/a
Per Month	100	100	-	0.0%
Per Year	600	600	-	0.0%
<b>MEVIC Membership Upgrade - Dedicated Desk</b>		-	-	n/a
Per Month	90	90	-	0.0%
Per Year	650	650	-	0.0%
<b>Office Rental - per year</b>	35.80/sq.ft	36.80/sq.ft	1.00	2.8%
<b>Board Room / Meeting Room Rental</b>			-	n/a
Per Hour	40	40	-	0.0%
Per Day	200	200	-	0.0%
<b>Atrium Rental</b>			-	n/a
Per Hour	150	150	-	0.0%
Per Day	1,000	1,000	-	0.0%
<b>Workshop Room Rental</b>			-	n/a
Per Hour	90	90	-	0.0%
Per Day	600	600	-	0.0%
<b>Project Office Rental</b>			-	n/a
Per Day	65	65	-	0.0%
Per Month	1,300	1,300	-	0.0%
<b>Wired Internet Connection</b>			-	n/a
Per Day	11	11	-	0.0%
Per Month	101	101	-	0.0%
<b>Server Room (per month)</b>		-	-	n/a
<b>LCD/Laptop Rental (per use)</b>	50	50	-	0.0%
<b>Event Staff Service Fee (per hour; minimum of 3 hours) - High Profile Event</b>	79.10	79.10	-	0.0%
<b>Event Staff Service Fee (per hour; minimum of 3 hours) - Low Profile Event</b>	51.51	79.10	28	53.6%
<b>Business Advisory Package &amp; Programming</b>	n/a	n/a	n/a	n/a





## 4.5 Corporate Services Fees

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The full cost of providing corporate services user fee activities is presented in Table 4-7. Corporate services fees include finance, purchasing, tax, and maps/GIS Data fees. Total annual direct, indirect, and capital costs are \$1.14 million. Of these costs, \$904,200 are direct, \$159,700 are indirect costs, and \$73,900 are capital costs. Historical average activity levels and 2022 user fees would suggest that corporate services fees are recovering \$612,900 or 54% of costs.

The under-recovery of costs can mostly be attributed to Mortgage Company Processing Fees, Overdue Tax Notices, and Tax Transfer of Funds. These three application types make up \$290,400 of the total annual shortfalls (or 55% of the total annual deficit). As these application type makes up the majority of the annual shortfalls and have large annual applications, recommendations have been made to move these fees closer to full cost recovery as they will have the largest impact. Most other corporate services fees are recommended to remain unchanged. However, specific fee recommendations to increase fees to full cost recovery levels are provided where existing fees significantly under recover costs and where appropriate within the context of the municipal comparators. As a result of these recommended user fees and underlying activity levels, it is anticipated that revenues from these user fees will increase by 19%, increasing cost recovery levels from 54% to 64%.



**Table 4-7  
Corporate Services Fees Full Cost Impacts by Fee Type (or Costing Category)  
(2022\$)**

Corporate Services Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
<b>Finance</b>										
Development Charge Inquiries	5	0	6	1	0	7	8	1	8	1
Finance Compliance Requests	891	756	1,647	333	74	2,054	1,312	(742)	1,504	(550)
Administration fee for Accounts Receivable Transfer to Tax	7,481	702	8,183	1,457	674	10,314	3,774	(6,540)	3,774	(6,540)
Administration fee Accounts Receivable Transfer to Collection Agency	3,028	287	3,315	596	276	4,187	1,734	(2,453)	1,734	(2,453)
<b>Purchasing</b>										
Bid Documents without Drawings	43,489	3,711	47,200	7,701	3,565	58,466	9,180	(49,286)	10,125	(48,341)
Bid Documents without Drawings - Proposals	90,324	6,873	97,196	14,261	6,602	118,060	15,250	(102,810)	15,625	(102,435)
Large Tender Documents with Extensive Drawings <sup>1</sup>	259	19	278	39	18	335	335	-	335	-
Tender Documents (with drawings)	84,341	7,216	91,558	14,974	6,932	113,464	30,000	(83,464)	37,500	(75,964)
Special Research/Information Request (per hour)	7	5	12	2	1	15	13	(2)	15	-
<b>Tax</b>										
Administration fee for Other Charges Added to Tax Roll	7,561	700	8,261	1,453	673	10,387	5,870	(4,517)	7,631	(2,756)
Ownership Change	98,971	10,339	109,310	21,455	9,932	140,696	129,325	(11,371)	141,449	753
Cheque Pull / Re-file	2	0	3	1	0	3	2	(1)	3	(1)
Processed Cheque Copy	1	0	2	0	0	2	2	(0)	2	(0)
Tax Certificates	43,575	4,334	47,909	8,994	4,163	61,066	82,056	20,990	82,056	20,990
Tax Transfer of Funds	79,509	7,365	86,875	15,284	7,075	109,234	24,692	(84,542)	37,038	(72,196)
Tax Statements/ Receipts/ Duplicate or Reprint Billings	19,611	1,992	21,603	4,134	1,914	27,651	35,590	7,939	35,590	7,939
Tax Sale Tender Package 3	77	5	82	10	5	97	7	(90)	7	(90)
Mortgage Company Processing Fee per roll number (each: interim and final)	188,645	16,723	205,368	34,701	16,064	256,132	138,000	(118,132)	138,000	(118,132)
Overdue Tax Notice	155,764	16,509	172,273	34,258	15,859	222,389	134,667	(87,722)	215,467	(6,922)
Tax Sale: Negotiation, preparation, execution and registration of an Extension Agreement	160	17	177	17	7	201	120	(81)	120	(81)
Application Review Fee for Older Adult Tax Deferral Program	193	18	211	37	17	265	50	(215)	50	(215)
Registration of Deferral Fee for Older Adult Tax Deferral Program	19	2	21	4	2	27	20	(7)	20	(7)
<b>Maps/GIS Data</b>										
Custom Maps	1,221	1,444	2,664	-	-	2,664	938	(1,726)	2,534	(130)
Pre-created maps - standard sized (letter, legal, ledger): ward maps, urban street directory, map imagery from council reports	0	0	0	-	-	0	0	(0)	0	(0)
Pre-created maps - oversized (larger than ledger): ward maps, urban street directory, map imagery from council reports	0	0	1	-	-	1	0	(0)	0	(0)
<b>Grand Total</b>	<b>825,134</b>	<b>79,018</b>	<b>904,152</b>	<b>159,712</b>	<b>73,852</b>	<b>1,137,717</b>	<b>612,945</b>	<b>(524,771)</b>	<b>730,587</b>	<b>(407,129)</b>

Through discussions with Town staff, recommended fees have been determined and are presented in Table 4-8.



**Table 4-8  
Recommended Corporate Services Fees (2022\$)**

Corporate Services Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
<b>Finance</b>				
Development Charge Inquiries	82	82	-	0.0%
Finance Compliance Requests	82	94	12	14.6%
Financial Publications - Hard Copy	Actual Cost	Actual Cost	n/a	n/a
Administration fee for Accounts Receivable Transfer to Tax				
\$0-\$499.99 including accrued interest	50	50	-	0.0%
\$500+ including accrued interest	170	250	80	47.1%
Administration fee Accounts Receivable Transfer to Collection Agency				
\$0-\$499.99 including accrued interest	\$50 + 25% of outstanding balance	\$50 + 25% of outstanding balance	-	0.0%
\$500+ including accrued interest	\$170 + 25% of outstanding balance	\$250 + 25% of outstanding balance	n/a	n/a
<b>Purchasing</b>				
Bid Documents without Drawings	68	75	7	10.3%
Bid Documents without Drawings - Proposals	122	125	3	2.5%
Large Tender Documents with Extensive Drawings	Actual Cost	Actual Cost	n/a	n/a
Tender Documents (with drawings)	100	125	25	25.0%
Special Research/Information Request (per hour)	131	149	18	13.5%
<b>Tax</b>				
Administration fee for Other Charges Added to Tax Roll	50	65	15	30.0%
Ownership Change	32	35	3	9.4%
Cheque Pull / Re-file	20	25	5	25.0%
Processed Cheque Copy	20	20	-	0.0%
Tax Certificates	65	65	-	0.0%
Tax Transfer of Funds	20	30	10	50.0%
Tax Statements/ Receipts/ Duplicate or Reprint Billings	25	25	-	0.0%
Tax Sale Tender Package 3	68	68	-	0.0%
Mortgage Company Processing Fee per roll number (each: interim and final)	10	10	-	0.0%
Overdue Tax Notice	5	8	3	60.0%
Tax Sale: Negotiation, preparation, execution and registration of an Extension Agreement	1,200	1,200	-	0.0%
Advertising/Conducting Tax Sale	Actual Cost	Actual Cost	n/a	n/a
Tax Sale Registration Recovery Service Fees External Agent – Actual costs to execute the Tax Sale Registrations and Tax Sales	Actual Cost	Actual Cost	n/a	n/a
Tax Sale Registration Recovery Service Fees Internal Staff	10% of Total External Agent Costs	10% of Total External Agent Costs	n/a	n/a
Application Review Fee for Older Adult Tax Deferral Program	50	50	-	0.0%
Registration of Deferral Fee for Older Adult Tax Deferral Program	200	200	-	0.0%
<b>Maps/GIS Data</b>				
Custom Maps	Calculation Map Specific (Hourly rate \$67 + materials)	Calculation Map Specific (Hourly rate \$181+ materials)	n/a	n/a
Pre-created maps - standard sized (letter, legal, ledger): ward maps, urban street directory, map imagery from council reports	10	25	15	150.0%
Pre-created maps - oversized (larger than ledger): ward maps, urban street directory, map imagery from council reports	20	35	15	75.0%



## 4.6 Fire Fees

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Summarized in Table 4-9 are the full cost of service results from the A.B.C. model for fire user fee services. In total, fire user fee activities account for approximately \$744,500 annually in service costs. Approximately 76% of these costs (i.e. \$568,600) reflect the annual direct costs of processing activities. Indirect and capital costs account for remaining 19% and 4% of annual costs, respectively. Annual revenues associated with fire user fee activities have been calculated at \$331,600, or 45% of the full cost of service. This level of cost recovery would result in \$412,900 of the full cost of service being funded from non-user fee sources. The majority of this shortfall (i.e. \$271,200) is attributed to the costs of responding to false alarms as the Town only begins charging for these responses after the 2<sup>nd</sup> false alarm response. New user fee categories have also been included for a variety of services related to the rental of training grounds and associated amenities.



**Table 4-9  
Fire User Fees Full Cost Impacts by Fee Type (or Costing Category) (2022\$)**

Fire Services Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Burning Permit By-law Violations (per hour/per truck, minimum hour charge)	28,542	2,269	30,811	7,864	1,783	40,458	36,831	(3,627)	36,831	(3,627)
Burning Permit Issuance (Container and Brush)	59,730	5,739	65,469	17,302	4,065	86,836	46,935	(39,901)	46,935	(39,901)
Large Burning Permit Issuance (Industrial/Commercial/Agricultural)	10,435	897	11,332	2,923	576	14,831	11,896	(2,936)	11,896	(2,936)
File Search	9	1	10	2	1	12	9	(3)	12	-
Fire Extinguisher Training (up to 20 Students)	15,241	1,159	16,401	4,127	652	21,179	22,400	1,221	22,400	1,221
Fire Extinguisher Training (up to 20 Students) - Additional Fee for each additional student	-	-	-	-	-	-	2	2	2	2
Fire Reports	1,425	149	1,573	461	102	2,136	2,111	(24)	2,136	-
Fireworks (Family) Discharge Permit	209	16	225	56	9	290	-	(290)	290	-
Fireworks (Family) Sale Permit	887	74	961	264	42	1,267	1,135	(131)	1,267	-
Fireworks (Exhibition) Discharge Permit	1,210	91	1,301	324	51	1,677	1,277	(400)	1,632	(45)
Carbon Monoxide Alarms	5,187	1,503	6,690	1,377	260	8,327	1,332	(6,996)	1,332	(6,996)
Signage	5	0	6	1	0	7	6	(1)	-	(7)
Smoke Alarms	8,176	1,083	9,259	2,171	410	11,841	412	(11,429)	1,135	(10,706)
Lock Box	1,446	1,529	2,975	392	76	3,443	1,086	(2,357)	3,443	-
All Other Incidents: Initial Response: each apparatus per hour	7,107	576	7,683	1,988	474	10,145	10,882	737	10,882	737
All Other Incidents: Additional Hours Apparatus Fee - charged per apparatus for each 1/2 hour (or part thereof) after initial response	391	32	422	109	26	557	314	(243)	314	(243)
All Other Incidents: Overtime Personnel (as applicable) 100% cost	57	3	60	11	3	73	73	-	73	-
All Other Incidents: Replacement of Equipment & resources used 100%	37	4	41	11	11	63	63	-	63	-
All Other Incidents: Administration cost (100%)	2	0	3	0	0	3	3	-	3	-
All Other Incidents: Pumper and Hazmat Trailer and appropriate personnel per hour	40	3	43	11	3	56	60	3	60	3
All Other Incidents: False Alarms (per hour/per truck, minimum hour charge)	212,442	16,496	228,938	57,352	12,503	298,794	14,134	(284,660)	14,134	(284,660)
Special Events - Request for Attendance (per hour/per truck)	38	3	41	10	2	54	60	6	60	6
Special Events - Request for Staff	38	3	41	10	2	53	-	(53)	-	(53)
Review and Approval of Risk and Safety Management Plans: Existing 5000 USWG or less	78	5	83	18	3	104	309	205	309	205
Review and Approval of Risk and Safety Management Plans: New/Modified 5000 USWG or less	207	14	221	49	8	278	621	343	621	343
Review and Approval of Risk and Safety Management Plans: Existing greater than 5000 USWG	104	7	111	25	4	139	2,791	2,652	2,791	2,652
Review and Approval of Risk and Safety Management Plans: New/Modified greater than 5000	207	14	221	49	8	278	3,102	2,824	3,102	2,824
Review and Approval of Risk and Safety Management Plans: If necessary to retain 3rd part engineer or other firm	-	-	-	-	-	-	-	-	-	-
Response to Motor Vehicle Collisions	169,723	13,589	183,312	47,397	10,386	241,095	173,771	(67,325)	173,771	(67,325)
Inspections per hour	9	1	10	2	0	13	14	1	14	1
Training Grounds Rental - Vehicle Compound	11	1	12	2	1	15	-	(15)	15	-
Training Grounds Rental - Search Tower	11	1	12	2	1	15	-	(15)	15	-
Training Grounds Rental - Pumping Station; Drafting, Hydrant, Sprinkler	11	1	12	2	1	15	-	(15)	15	-
Training Grounds Rental - Forcible Entry/Cutting Station	11	1	12	2	1	15	-	(15)	15	-
Training Grounds Rental - Classroom, A, B A&B	11	1	12	2	1	16	-	(16)	16	-
Training Grounds Rental - Low Profile Prop	11	1	12	2	1	15	-	(15)	15	-
Fire Route Application	26	2	28	7	1	36	-	(36)	36	-
Code Compliance Alternative Solution Review	195	12	207	48	9	265	-	(265)	265	-
Occupant Load Calculation	25	2	27	7	1	34	-	(34)	34	-
Print copies of documents	12	1	12	3	0	16	-	(16)	16	-
Boarding and Securing Properties	44	3	48	12	2	62	-	(62)	62	-
EVT Services	9	1	10	2	1	13	-	(13)	14	1
<b>Grand Total</b>	<b>523,358</b>	<b>45,287</b>	<b>568,645</b>	<b>144,403</b>	<b>31,480</b>	<b>744,527</b>	<b>331,627</b>	<b>(412,900)</b>	<b>336,023</b>	<b>(408,505)</b>



Recommended fire user fees have been discussed with Town staff and are presented in Table 4-10. Fees have been recommended based on a variety of factors including; provincially mandated fees (e.g. assistance on provincial highways), affordability concerns and policy objectives such as encouraging fire safety/prevention (e.g. smoke alarms), and full cost recovery levels (e.g. fire works permits).

Based on the recommended fees presented in Table 4-10 and average historical activity levels, cost-recovery of fire user fees is anticipated to remain relatively unchanged.



**Table 4-10  
Recommended Fire User Fees (2022\$)**

Fire Services Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Burning Permit By-law Violations (per hour/per truck, minimum hour charge)	598	598	-	0.0%
Burning Permit Issuance (Container and Brush)	52	52	-	0.0%
Large Burning Permit Issuance (Industrial/Commercial/Agricultural)	153	153	-	0.0%
File Search	93	125	32	34.8%
Fire Extinguisher Training (up to 20 Students)	400	400	-	0.0%
Fire Extinguisher Training (up to 20 Students) - Additional Fee for each additional student	15	15	-	0.0%
Fire Reports	107	108	1	1.2%
Fireworks (Family) Discharge Permit	-	32	32	n/a
Fireworks (Family) Sale Permit	132	147	15	11.6%
Fireworks (Exhibition) Discharge Permit	266	340	74	27.8%
Carbon Monoxide Alarms	46	46	-	0.0%
Signage	64	-	(64)	-100.0%
Smoke Alarms	9	25	16	175.6%
Lock Box	115	366	251	217.1%
All Other Incidents: Initial Response: each apparatus per hour	598	598	-	0.0%
All Other Incidents: Additional Hours Apparatus Fee - charged per apparatus for each 1/2 hour (or part thereof) after initial response	314	314	-	0.0%
All Other Incidents: Overtime Personnel (as applicable) 100% cost	100% of Cost	100% of Cost	n/a	n/a
All Other Incidents: Replacement of Equipment & resources used 100% cost	100% of Cost	100% of Cost	n/a	n/a
All Other Incidents: Administration cost (100%)	100% of Cost	100% of Cost	n/a	n/a
All Other Incidents: Pumper and Hazmat Trailer and appropriate personnel per hour	598	598	-	0.0%
All Other Incidents: False Alarms (per hour/per truck, minimum hour charge)	598	761	163	27.3%
Special Events - Request for Attendance (per hour/per truck)	598	598	-	0.0%
Special Events - Request for Staff	100% of Cost	100% of Cost	n/a	n/a
Review and Approval of Risk and Safety Management Plans: Existing 5000 USWG or less	309	309	-	0.0%
Review and Approval of Risk and Safety Management Plans: New/Modified 5000 USWG or less	621	621	-	0.0%
Review and Approval of Risk and Safety Management Plans: Existing greater than 5000 USWG	2,791	2,791	-	0.0%
Review and Approval of Risk and Safety Management Plans: New/Modified greater than 5000 USWG	3,102	3,102	-	0.0%
Review and Approval of Risk and Safety Management Plans: If necessary to retain 3rd part engineer or other firm	Calculated at Cost	Calculated at Cost	n/a	n/a
Response to Motor Vehicle Collisions	510	510	-	0.0%
Inspections per hour	135	135	(0)	-0.2%
Training Grounds Rental - Vehicle Compound	n/a	153	n/a	n/a
Training Grounds Rental - Search Tower	n/a	150	n/a	n/a
Training Grounds Rental - Pumping Station; Drafting, Hydrant, Sprinkler	n/a	150	n/a	n/a



**Table 4-10  
Recommended Fire User Fees (2022\$) – Cont'd**

Fire Services Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Training Grounds Rental - Forcible Entry/Cutting Station	n/a	150	n/a	n/a
Training Grounds Rental - Classroom, A, B A&B	n/a	157	n/a	n/a
Training Grounds Rental - Low Profile Prop	n/a	150	n/a	n/a
Fire Route Application	n/a	360	n/a	n/a
Code Compliance Alternative Solution Review	n/a	2,647	n/a	n/a
Occupant Load Calculation	n/a	345	n/a	n/a
Print copies of documents	n/a	160	n/a	n/a
Boarding and Securing Properties	n/a	618	n/a	n/a
EVT Services	n/a	135	n/a	n/a

## 4.7 Town-Wide User Fees

Within the Town's user fee by-law are Town-wide fees that could be charged by multiple departments. The full direct, indirect, and capital costs of these fees are \$83,000.

Table 4-11 presents annual service costs by user fee and the modelled annual revenue for current and proposed 2022 fees based on average annual historical user fee volumes.

**Table 4-11  
Town-Wide User Fees Full Cost Impacts by Fee Type (or Costing Category)  
(2022\$)**

Townwide Services Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Chargeback Administration Fee	22,558	16,973	39,531	4,915	1,995	46,440	2,000	(44,440)	2,000	(44,440)
Payment Issuance Fee	5,366	530	5,896	1,099	509	7,504	2,820	(4,684)	3,760	(3,744)
Dishonoured Payment	5,701	548	6,249	1,137	526	7,912	8,700	788	8,700	788
Preparation of Agreements (related to real property, tax rolls and subdivisions)	7	5	12	2	1	15	51	36	51	36
Request from off-site storage	4,317	891	5,208	928	322	6,457	-	(6,457)	-	(6,457)
Road Closures for Special Events	2,218	9,951	12,170	2,461	712	15,342	-	(15,342)	5,840	(9,502)
<b>Grand Total</b>	<b>40,168</b>	<b>28,897</b>	<b>69,065</b>	<b>10,542</b>	<b>4,064</b>	<b>83,671</b>	<b>13,773</b>	<b>(69,899)</b>	<b>20,553</b>	<b>(63,119)</b>

Current user fees are recovering approximately 16% of the costs of service.

Recommendations have been made to increase fees that are below full cost recovery levels to the top of market to have regard for the competitiveness and affordability of the fees. Recommended fees are presented in Table 4-12. Based on the proposed





recommendations, user fee revenues would increase by 49%, increasing annual cost recovery levels from 16% to 25%.

**Table 4-12  
Recommended Town-Wide User Fees (2022\$)**

Townwide Services Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Chargeback Administration Fee	10% of chargeback	10% of chargeback	-	n/a
Payment Issuance Fee	30	40	10	33.3%
Documents (courier cost and retrieval)	Actual cost	Actual cost	n/a	n/a
Dishonoured Payment	50	50	-	0.0%
Photocopies (per page)	0.57	0.57	-	0.0%
Preparation of Agreements (related to real property, tax rolls and subdivisions)	506	506	-	0.0%
Preparation of Non-Standard Agreements (e.g. servicing agreement to put to road, construction of public infrastructure that fall outside the subdivision process and cost sharing of municipal servicing, advancing capital works etc.)	4,709	8,218	3,509	74.5%
Request from off-site storage	Actual cost + \$72.00	Actual cost + \$72.00	n/a	n/a
Subpoena Fee (per hour) - related to tax sale, property deeds, subdivisions	100% of Cost	100% of Cost	n/a	n/a
Road Closures for Special Events		365	365	n/a

## 4.8 Municipal Act User Fees Summary

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

Summarized in Table 4-13 below are the full costs of providing services related to user fees by service area, which was presented in detail in this chapter. Furthermore, anticipated cost recovery levels have been presented based on the recommended fees and modeled average annual volumes. In total, the *Municipal Act* user fee recommendations presented in this chapter, would increase annual user fee revenue by \$259,400, or 12%, thereby decreasing the burden of the municipal tax levy to fund these services being provided by the Town.



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

**Table 4-13  
Consolidated Municipal Act User Fees Impacts of Recommended Fees (2022\$)**

Service Area	Total Costs	Modelled Revenue at Current Fees			Recommended Fees		
		Annual Revenue	Surplus/ (Deficit)	Cost Recovery %	Annual Revenue	Surplus/ (Deficit)	Cost Recovery %
<b>Non-Development Fees</b>							
Clerks/ Licensing Fees	<b>913,323</b>	908,820	(4,503)	100%	919,700	6,376	101%
MEVIC	<b>585,865</b>	161,115	(424,750)	28%	174,213	(411,652)	30%
Corporate Services	<b>1,137,717</b>	612,945	(524,771)	54%	730,587	(407,129)	64%
Fire	<b>744,527</b>	331,627	(412,900)	45%	336,023	(408,505)	45%
Town-Wide	<b>83,671</b>	13,773	(69,899)	16%	20,553	(63,119)	25%
Other Engineering Fees	<b>608,017</b>	170,770	(437,248)	28%	277,342	(330,676)	46%
<b>Total - Non-Development</b>	<b>4,073,121</b>	<b>2,199,049</b>	<b>(1,874,071)</b>	<b>54%</b>	<b>2,458,417</b>	<b>(1,284,028)</b>	<b>60%</b>



# Appendix A

## Municipal User Fee Comparison



**Table A-1  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>Licenses / Enforcement</b>													
Business Licence Transfer Fee	Flat Rate \$	\$62.00											
Licensing Committee Hearing Fee	Flat Rate \$		\$429.00	\$200.00		\$369 - \$393							
Replacement License Fee	Flat Rate \$		\$46.92			\$12.00							
Administrative Fee - External Contract Order / Emergency Veterinary Care													
Adult Entertain - Entertainer License / Renewal	Flat Rate \$	\$483.00	\$208.08	\$270.00	\$311.00		\$496.00	\$340.00	\$309 - \$289		\$459 / \$104		
Adult Entertain - Operator License / Renewal	Flat Rate \$	\$4,238.00	\$884.34	\$270.00	\$942.00		\$12,888.81	\$1,248.00	\$238 - \$227		\$5,191 / \$5,090		\$3,473.00
Adult Entertain - Owner License / Renewal	Flat Rate \$	\$4,238.00	\$4,161.60	\$667.00	\$4,488.00	\$5,627.50 / \$5,605.50	\$12,888.81	\$5,670.00	\$7,313 - \$6,822	\$235 - \$342			\$5,147.00
Adult Magazines - Sale	Flat Rate \$		\$193.80			\$242 / \$234.75							
Adult Video Class License / Renewal	Flat Rate \$	\$918.00	\$1,040.00	\$191.00	\$673.00				\$1,185 / \$1,273	\$235 - \$324			
Adult Video Class A - Attendant License / Renewal	Flat Rate \$		\$78.03		\$214.00	\$365-\$270.25							
Adult Video Class B License / Renewal	Flat Rate \$	\$739.00	\$156.06	\$191.00		\$242 / \$234.75							
Amusement (Place of) - Class A	Flat Rate \$					\$336.75		\$312.00	\$275.00	\$206 - \$332			
Class A - per machine	per Machine								\$9.00				
Amusement (Place of) - Class B	Flat Rate \$					\$336.75	\$217.00		\$448.00		\$184.00		
Amusement (Place of) - Class C	Flat Rate \$						\$217.00		\$448.00		\$184.00		
Animal Control - Spayed / Neutered Licence / Renewal	Flat Rate \$	\$44.00	\$26.52	\$20 - \$30	\$10 - \$150	\$25.00	\$33.99	\$26.00	\$12 - \$25	\$45.90	\$51.27	\$55.14	\$40.00
Animal Control - Non-spayed/unneutered Licence / Renewal	Flat Rate \$	\$86.00	\$54.10	\$30 - \$60	\$10 - \$150	\$50.00		\$51.00	\$12 - \$25	\$66.30	\$102.58	\$72.83	\$40.00
Animal Control - with Microchip (Spayed/Neutered) / Renewal	Flat Rate \$	\$37.00		\$10.00	\$20 - \$150					\$35.70			
Animal Control - with Microchip (Non-Spayed/Non-Neutered) / Renewal	Flat Rate \$	\$64.00			\$20 - \$150								
Animal Control -Licence/Renewal	Flat Rate \$												
Animal Control - Licence/Renewal Senior Rate	Flat Rate \$												
Animal Control - Replacement Tag	Flat Rate \$	\$15.00		\$5.00		\$5.25	\$7.21	\$5.00	\$13.00	\$5.10	\$7.81	\$10.40	\$17.00
Animal Control - Appeal of Muzzle Order	Flat Rate \$	\$804.00						\$250.00					
Animal Control - Late Payment	Flat Rate \$	\$10.00											\$40.00
Appeal Fee (Licensing / Muzzle Orders / Property Standards)	Flat Rate \$	\$621.00		\$200.00	\$125.00								
Animal Control - Vicious or Aggressive Dog License	Flat Rate \$								\$54.00				
Animal Use for Entertainment	per Day			\$316.00								\$140.00	
Arcade License/ Renewal	Flat Rate \$		\$261.12		\$272.00	\$336.75 / \$325.50	\$217.00	\$312.00	\$275 / \$258				\$274.00
Auctioneer	Flat Rate \$			\$185.00		\$238 / \$230.75	\$141.89		\$578.00		\$102.00	\$140.00	
Dog Return fee - per repeat occurrence	Flat Rate \$	\$117.00 + Applicable Shelter Fees						\$100 - \$38, + \$49 per day of impoundment	\$38 - \$100		\$45.70		
Discharge of an order - Registered Order to Comply	Flat Rate \$												
Late Licensing fee (formerly Administrative Penalty - Licensing)	Flat Rate \$	10% of fee	\$73.44										
Licensing Appointment - Fail to Attend	Flat Rate \$	\$17.00											
Automotive	Flat Rate \$		\$262.12			\$238 / \$230.75							
Banquet Facilities - Public Hall License/ Renewal	Flat Rate \$		\$261.12	\$353.00	\$280.00	\$238 / \$230.75	\$217.00		\$578 / \$328				
Beauty Salon / Barber Shop	Flat Rate \$						\$217.00				\$220 / \$128	\$172.00	
Bed and Breakfast Establishment	Flat Rate \$								\$206 - \$242			\$172 - \$313	
Bill Distributor	Flat Rate \$												
Billiard/Pool Hall License/ Renewal	Flat Rate \$		\$261.12	\$195.00	\$235.00	\$336.75 / \$325.50	\$217.00	\$340.00	\$328 / \$162		\$184.00		
Bingo / Lotteries	Flat Rate \$ and %	3%	\$102.00 for bingo; 3% of prize value for lottery;	3% of Prize value	Raffles (\$1 - \$500) \$15 per event (over - \$500) 3% of payout, Bingos \$45 per event	3% of the prize	3% of the prize	3% of the prize	3% of the prize	3% of the prize	\$130.00 for Bingo Licenses, 3% of prize value for all other lotteries		3% for Lotteries
Body Rub Parlour - Attendant License/ Renewal	Flat Rate \$	\$399.00	\$208.08	\$255.00	\$311.00			\$340.00	\$297 / \$279				
Body Rub Parlour - Operator License/ Renewal	Flat Rate \$	\$441.00	\$884.34	\$260.00	\$923.00			\$1,248.00	\$215 / \$202		\$426 / \$151		\$1,815.00
Body Rub Parlour - Owner License/ Renewal	Flat Rate \$	\$1,001.00	\$4,161.80	\$260.00	\$9,025.00	\$7,217 / \$7,055	\$12,888.81	\$5,670.00	\$7,431 / \$6,800				\$2,829.00
Bowling Alley Establishment License/ Renewal	Flat Rate \$		\$261.12	\$195.00	\$235.00		\$217.00	\$453.00			\$184.00		
Building Renovator	Flat Rate \$			\$559.00	\$221.00	\$226.75 / \$195.50						\$140.00	
Catering Food Service	Flat Rate \$												
Charitable Clothing Donation Drop Box Organization Registration	Flat Rate \$											\$140.00	
Charitable Clothing Donation Drop Box	per Box								\$76.00		\$84.00		
Commercial Refreshment Vehicle - A	Flat Rate \$	\$528.00	\$392.70	\$273.00	\$312.00	\$293.00	\$434.20	\$336.00	\$494.00	\$206 - \$292	\$230.00	\$313.00	\$274.00
Commercial Refreshment Vehicle - B	Flat Rate \$	\$373.00	\$193.80	\$203.00	\$252.00		\$434.20		\$494.00	\$206 - \$292	\$168.00		
Commercial Refreshment Vehicle - C	Flat Rate \$	\$229.00	\$287.64	\$203.00	\$252.00		\$434.20		\$475.00	\$206 - \$292	\$189.00	\$69.00	
Commercial Refreshment Vehicle - D	Flat Rate \$	\$373.00	\$1,416.78		\$312.00		\$434.20	\$85.00		\$206 - \$292		\$313.00	
Commercial Refreshment Vehicle Driver	Flat Rate \$	\$85.00		\$194.00	\$103-\$206	\$176.25		\$112.00	\$135.00				
Commercial Refreshment Vehicle Transfer / Change of Vehicle	Flat Rate \$	\$291.00											
Extended On-Street Parking Application Fee	Flat Rate \$	\$41.00											
Convenience Store - Sale of Foodstuffs or Tobacco	Flat Rate \$		\$193.80	\$260.00				\$379.00	\$387 / \$406				
Convenience Store - Sale of Foodstuffs and Tobacco	Flat Rate \$		\$193.80						\$793.00				
Convenience Store - Sale of Foodstuffs, Tobacco and Lunch Counter	Flat Rate \$		\$515.10										
Convenience Store - Sale of Food and Full Service Gas Stn w/ Wash	Flat Rate \$						\$217.00						



**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Convenience Store - Sale of Food and Gas Station	Flat Rate \$												
Day Nursery	Flat Rate \$												
Drain Laying Contractor	Flat Rate \$			\$202.00	\$194.00	\$226.75							\$121.00
Driveway Paving Contractor	Flat Rate \$			\$561.00	\$194.00	\$226.75	\$144.73						
Driving School	Flat Rate \$			\$195.00		\$175.25	\$217.00		\$224.00		\$138.00		
Driving School Instructor / Vehicle	Flat Rate \$			\$366.00	\$103-\$206	\$217.06 / \$171.25; \$241.75 / \$231.75	\$217.00		\$220.00				
Dry Cleaner / Laundromat	Flat Rate \$			\$306.00					\$401.00		\$230.00		
Festivals / Carnival / Exhibition	Flat Rate \$		700.74 / 693.6	\$195.00	\$248.00	\$268.00	\$217.00						
Fence Installation Contractor	Flat Rate \$			\$560.00									
Food Sellers / Foodstuffs Establishment	Flat Rate \$		\$193.80	\$371.00	\$150-\$900		\$217.00		\$387.00		\$281.00	\$172.00	
Golf Courses and Country Clubs	Flat Rate \$						\$361.83						
Golf Driving Range / Mini-Golf	Flat Rate \$						\$217.00						
Group Home Registration	Flat Rate \$	\$352.00							\$61.20	\$288.66	\$172 - \$313	\$130.00	
Grow Op / Drug Lab Inspection Fee	Flat Rate \$	\$660.00			\$500.00	\$670.00			\$300.00				
Heating, Ventilating and Air Conditioning Contractor	Flat Rate \$			\$203.00	\$194.00	\$226.75							
Horse Riding Stable	Flat Rate \$				\$163.00		\$217.00						
Hotel / Motel	Flat Rate \$												
Full Service Hotel	Flat Rate \$												
Kennels	Flat Rate \$	\$462.00		\$415.00	\$100.00	\$200.50	\$217.00	\$101.00	\$155.00	\$81.60 - \$132.60			\$103.00
Late Vehicle Inspection Fee	Flat Rate \$	\$125.00											
Letter of Compliance	Flat Rate \$	\$63.00									\$80.27		
Late Payment Fee for Renewal of Licence	Flat Rate \$			\$50.00									
Line Fences Act Application Fee	Flat Rate \$	\$371.00											
Line Fences Act Fenceviewer Attendance Fee (per Fenceviewer)	Flat Rate \$	\$101.00											
Lodging Home (Initial / Renewal)	Flat Rate \$			\$495.00	\$407.00						\$1,121 / \$910		
Mobile Sign Lessor	Flat Rate \$			\$391.00					\$809.00				
Motor Vehicle Dealership (incl. Used Car) License / Renewal	Flat Rate \$		\$262.12	\$331.00									
Motor Vehicle Repair Garage (incl. Body Shop) License / Renewal	Flat Rate \$		\$262.12	\$331.00									
Motorized Vehicle Raceway	Flat Rate \$												
Newspaper Boxes	per Box		\$53.04					\$85.16 - \$529.34					
Night Club License/ Renewal	Flat Rate \$		\$1,278.06	\$556.00		\$3,498 / \$3,493						\$172 - \$313	
Noise Exemption Application Fee	Flat Rate \$	\$187.00		\$180.00		\$261.60	\$200.00	\$305.00	\$350.00	\$755.00		\$340.00	
Pawn Brokers (Initial / Renewal)	Flat Rate \$		\$262.12		\$245.00	\$238 / \$230.75	\$217.00			\$208 / \$142			
Pay Duty Officer (per hour)	Flat Rate \$	\$98.00											
Personal Service Business	Flat Rate \$	\$389.00	\$262.12	\$235.00	\$217.00	\$226.75	\$108.22		\$415.00	\$206 / \$393			\$274.00
Personal Service Business with Body Rub	Flat Rate \$	\$864.00											
Pet Shop	Flat Rate \$			\$415.00	\$239.00	\$263.00	\$108.55		\$155.00		\$133.00		
Plumbing Contractor	Flat Rate \$			\$203.00	\$212.00	\$226.75							
Pool Installation Contractor	Flat Rate \$			\$567.00	\$285.00								
Private Property Parking - Licence New Officer Fee	Flat Rate \$	\$50.00											
Private Property Parking - Ticket Cancellation Fee	Flat Rate \$	\$10.00											
Racetrack Operation (Horses and Dogs)	Flat Rate \$				\$163.00								
Replacement Tag	Flat Rate \$	\$15.00			\$5.50	\$5.25							
Replacement of Commercial Plates	Flat Rate \$	\$103.00	\$99.96					\$30.00					
Request for Appeal	Flat Rate \$												
Request for Reopening Parking Matters	Flat Rate \$	\$35.00											
Restaurant / Take Out / Lunch Counter	Flat Rate \$		\$287.64			\$200.50	\$144 - \$217		\$437.00	\$206 / \$238			
Retail - Exhibition	Flat Rate \$												
Sale of Fireworks (incl. Canada Day and Victoria Day)	Flat Rate \$		\$262.12	\$340.00		\$226.75	\$240.00		\$982.00		\$233 / \$466 / \$576		
Sale of Tobacco License/ Renewal	Flat Rate \$		\$262.12	\$195.00	\$321.00	\$318.50 / \$230.75			\$406 / \$262			\$172.00	
Salvage/Scrap Yard	Flat Rate \$	\$557.00	\$262.12	\$244.00	\$282.00	\$200.50	\$438.46			\$203.00			
Sign Removal Fee - illegally placed signs - per sign fee	Flat Rate \$	\$87.00		\$50.00	\$50.00								
Signage on Town Road Allowances	Flat Rate \$	\$354.00											
Special Vehicle Parking Exemption Application fee	Flat Rate \$	\$20.00											
Site Inspection (Bylaw /Licensing / Animal Control)	Flat Rate \$	\$147.00											
Site Inspection After-hours (Bylaw /Licensing / Animal Control)	Flat Rate \$	\$265.00											
Signs	Flat Rate \$												
Sign Distributor	Flat Rate \$												
Second-Hand Dealers	Flat Rate \$			\$195.00		\$238.00		\$453.00	\$401.00				
Specialty Food (Baked Goods, Confectionary & Nut, Fruit & Vegetable Market, Health, Ice Cream Parlour, Meat Market)	Flat Rate \$										\$230.00		
Storage of Motor Vehicles License / Renewal	Flat Rate \$		\$262.12										
Street Vendor	Flat Rate \$										\$128.00		
Supermarket/Grocery Store	Flat Rate \$												
Taxi - Driver Test	Flat Rate \$	\$47.00				\$67.00	\$34.45	\$30.00					
Taxi - Driver Study and Application Package	Flat Rate \$	\$11.00											
Taxi Meter Seal Replacement	Flat Rate \$	\$42.00											
Taxi Photo ID Card Replacement	Flat Rate \$	\$15.00		\$76.84		\$12.00	\$5.00	\$16.00	\$5.00				
Taxi - Annual Maintenance on Taxi Priority List	Flat Rate \$					\$279.11							
Taxi - Plate Transfer / Change of Vehicle Fee	Flat Rate \$	\$207.00					\$71.87						



**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Taxi - Driver Transfer / Change of Vehicle Fee	Flat Rate \$												
Taxi - Placement on Taxi Priority List	Flat Rate \$												
Taxi / Limo Broker License / Renewal	Flat Rate \$	\$345.00	\$1140 / \$856	\$193.00			\$283.79	\$223.00	\$504 / \$308				
Taxi / Limo Owner License / Renewal	Flat Rate \$	\$551.00	\$3,451 / \$716	\$370.00	\$4,091-\$468	\$481 / \$482 , \$484.75 / 408.25	\$71.83 / \$283.79	\$5,498 / \$309	\$634 / \$392	\$276 / 200			Administered by Region of Waterloo
Taxi/ Limo Driver License / Renewal	Flat Rate \$	\$143.00	\$292 / \$219	\$347.00	\$206-\$103	\$194.50 / \$176.25	\$71.87	\$86.00	\$220 / \$207	\$155 / \$130			
Limo (Livery Cab) - Broker - License / Renewal	Flat Rate \$		\$3,451 / \$716										
Limo (Livery Cab) - Owner - License / Renewal	Flat Rate \$		\$3,451 / \$716										
Limo (Livery Cab) - Driver - License / Renewal	Flat Rate \$		\$292 / \$219		\$206-\$103								
Limo - Plate	Flat Rate \$				\$287.00								
Livery Cab - Special Occasion	Flat Rate \$					\$38.25 - \$50.25							
Temporary Sale (per location)	Flat Rate \$												
Theatres License/ Renewal	Flat Rate \$						\$217.00						
Tourist/Trailer Camp License/ Renewal	Flat Rate \$		\$262.12										
Tow Truck Driver	Flat Rate \$				\$103-\$412	\$789.84	\$72.37		\$213.00				
Tow Truck Owner	Flat Rate \$				\$379.00	Not currently being issued	\$289.47		\$337.00				
Tow Truck Brokerage	Flat Rate \$								\$504.00				
Tow Truck Company with Storage Compound	Flat Rate \$												
Towing Storage Compound	Flat Rate \$						\$217.00						
Transient Trader	Flat Rate \$											\$35 - \$140	
Transient Trader Class 1 - Day Sales	Flat Rate \$	\$273.00	\$104 per day; \$297 monthly; \$710 per quarter; \$1264 annually										
Transient Trader Class 2 - Seasonal Sales	Flat Rate \$	\$273.00	\$104 per day; \$297 monthly; \$710 per quarter; \$1264 annually										
Transient Trader Class 3 - Door to Door Sales	Flat Rate \$	\$530.00	\$104 per day; \$297 monthly; \$710 per quarter; \$1264 annually										
Transient Trader Class 4 - Antique / Collectible Sales	Flat Rate \$	\$273.00											
Transient Trader Class 5 - Craft Show	Flat Rate \$	\$273.00											
Transient Trader Class 6 - Manufacturing Show	Flat Rate \$	\$273.00											
Transient Trader Class 7 - Flea Market	Flat Rate \$	\$273.00	\$104 per day; \$297 monthly; \$710 per quarter; \$1264 annually										
Transient Trader Class 8 - General	Flat Rate \$	\$273.00											
Warehouse Clubs and Superstores	Flat Rate \$												
Short Term Rental Homes	Flat Rate \$	\$447.00			\$150.00	\$250.00			\$332.00				
Administrative Penalty System fees													
Certified Registered Owner Document	Flat Rate \$	\$20.00						\$30.00					\$5.00
Late Payment of an Administrative Penalty	Flat Rate \$	\$30.00	\$26.00	\$16.00	\$50.00	\$25.00		\$26.00	\$50.00				
MTO Search Fee	Flat Rate \$	\$10.00	\$16.00	\$10.00	\$10.00	\$10.00		\$10.00	\$10.00			\$10.00	
MTO Plate Denial	Flat Rate \$	\$26.00	\$26.00	\$20.00	\$22.00	\$20.00			Current MTO Rate			\$25.00	
Screening Fail to Appear	Flat Rate \$	\$50.00	\$52.00	\$50.00	\$50.00	\$50.00		\$51.00	\$100.00				
Hearing Fail to Appear	Flat Rate \$	\$100.00	\$52.00	\$100.00	\$100.00	\$50.00		\$102.00				\$50.00	
<b>Clerks/CAO</b>													
American Sign Language (ASL) Interpreters	Flat Rate \$												
Birth Registration	Flat Rate \$				\$25.00								
Burial Permit	Flat Rate \$			\$55 - \$85	\$30.00		\$26.52	\$41.00	\$41.99				
Certification of Documents	Flat Rate \$			\$15.00	\$35.00	\$15.00		\$6.10 - \$38.70					
Commissioner of Oaths	Flat Rate \$	\$31.00 - \$87.00	\$20.83 - \$30.62	\$40.00	\$35.00 for up to 3 documents and \$5.00 for each additional document over 3	\$35.00	\$30.00		\$35.08 + \$21.79 Per each additional document	\$35 - \$90	\$13.27 for first document , \$4.42 / additional document	\$30.00	
Council Agendas	Flat Rate \$		Free - Online										
Council Agendas and Minutes - Annual (Mailed / Pickup)	Flat Rate \$										\$0.35		
Council Agendas Full Package - Annual (Mailed / Pickup)	Flat Rate \$												
Council Minutes (Mailed / Pickup)	Flat Rate \$		Free - Online										
Council Meeting - CD/DVD	Flat Rate \$					\$22.00							
Death Registration In-Town	Flat Rate \$	\$49.00			\$30.00					\$35.00	\$28.00		\$42.00
Death Registration Out-of-Town	Flat Rate \$	\$75.00			\$30.00		\$31.83			\$35.00	\$28.00		\$50.00
Discharge of an Order - Registered Order To Comply	Flat Rate \$	\$437.00											
Expedited Service	Flat Rate \$	10% of fee (Min \$10 Charge)											
Documents Search	per hour			\$30.00	\$7.50				\$27.11 Per File				
Freedom of Information Request (legislated)	Flat Rate \$	Per Legislation	\$5.00	\$5.00			\$5.00			\$5.00	\$5.00	\$5.00	\$5.00
Freedom of Information Search Fee (legislated)	Flat Rate \$	Actual Cost		\$7.50						\$7.50	\$30 Per hour		\$7.50
Heritage Property Check	Flat Rate \$	\$15.00											



**Table A-1 – cont'd**  
**Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Marriage License	Flat Rate \$	\$195.00	\$150.00		\$160.00	\$150.00	\$163.91	\$163.00	\$180.70	\$150.00	\$154.00	\$149.00	\$165.00
Release of Agreement	Flat Rate \$	\$289.94 + Applicable Registration/ Teraview Fee(s)											
Replacement Marriage License	Flat Rate \$	\$66.00											
Special Research/Information Request	per Hour	\$241.00											
Marriage Consultation & Service	Flat Rate \$			\$367.25				\$336.00	\$395.00				
Marriage Facility Fee	Flat Rate \$			\$125.43 - \$250.86									
Marriage - Offsite	Flat Rate \$			\$28 - \$56						\$400.00			
Municipal Clearance Letter (LLBO)	Flat Rate \$	\$380.00				\$229.18	\$120.20			\$50.00			
Municipal Information Approval	Flat Rate \$			\$100.00									
Nomination Filing Fee - Mayor	Flat Rate \$	Per Legislation				\$200.00							
Nomination Filing Fee - All Other Positions	Flat Rate \$	Per Legislation				\$100.00							
Election Sign Permit Fee for Council Candidate Running at Large, Provincial Candidates, Federal Candidates and Third	Flat Rate \$	\$300.00											
Election Sign Permit Fee for Others (Including School Trustee Candidates)	Flat Rate \$	\$150.00											
NSF Cheques	Flat Rate \$		\$40.00	\$45.00	subject to an administration fee	\$40.00	\$45.00	\$46.50	\$48.00	\$41.60	\$35.00	\$35.35	
Photocopy	per Page			\$0.50	\$0.50	\$0.50		\$0.64	\$0.69	\$0.25	\$0.18	\$0.20	\$1 + \$0.25 per page after page 3
Records Retrieval (Normal / Rush)	Flat Rate \$			\$55 / \$77									
Town Subdivision / Vacant Land Condo Agreement (Legal Only)	Flat Rate \$	\$6,063.00									\$1,330.08	\$11,965.00	\$9,000.00
<b>Corporate Services Department</b>													
<b>Finance</b>													
Development Charges Inquiries	Flat Rate \$	\$82.00					\$25.00	\$32.00	\$60.00				\$280.00
Finance Compliance Requests	Flat Rate \$	\$82.00		\$94.00	\$75.00								
Financial Publications - Hard Copy	Flat Rate \$	Actual Cost											
Financial Publications - CD	Flat Rate \$	Discontinued											
Administration fee for Accounts Receivable Transfer to Tax (\$0-\$499.99)	Flat Rate \$	\$50.00	\$50.00	First Order - \$80 Second and Subsequent Orders - \$150	\$50.00	\$50.00	\$50.00	\$42.50			\$39.55	\$35.35	\$50.00
Administration fee for Accounts Receivable Transfer to Tax (\$500.00 and greater)	Flat Rate \$	\$170.00											
Administration fee for Accounts Receivable Transfer to Collection Agency (\$0-\$499.99)	Flat Rate \$	\$50.00 + 25% of Outstanding Balance			Actual Cost		30% of Outstanding Balance	Actual Cost Billed to Debtor					
Administration fee for Accounts Receivable Transfer to Collection Agency (\$500.00 and greater)	Flat Rate \$	\$170.00 + 25% of Outstanding Balance											
Administration fee for Other Charges Added to Tax Roll	Flat Rate \$	\$50.00		\$40 to \$80	\$75.00					\$50 or 5% whichever is greater			\$50.00
<b>Purchasing</b>													
Bid Documents without Drawings	Flat Rate \$	\$68.00	Varies based on bid; available with bidding and in person pickup (cost varies per purchase method)										
Bid Documents without Drawings - Proposals	Flat Rate \$	\$122.00											
Large Tender Documents with Extensive Drawings	Flat Rate \$	Actual Cost		\$200.00	\$22.12 - \$88.50	\$10 - \$250	up to \$290	Available with bidding	\$10 to \$750	No Charge			
Tender Documents (with drawings)	Flat Rate \$	\$100.00	\$40.00									varies based on project size (\$75 to \$100)	
Special Research/Information Request	per Hour	\$131.00				\$30.00							
<b>Taxation</b>													
Ownership Change	Flat Rate \$	\$32.00	\$35.00	\$50.00	\$40.00	\$35.00	\$35.00	\$42.50	\$35.00		\$40.00		\$40.00
Cheque Pull / Re-file	Flat Rate \$	\$20.00				\$20.00	\$5.50		\$16.00	\$25.00			
Processed Cheque Copy	Flat Rate \$	\$20.00				\$10.00							
New Tax Account Set-up (per property)	Flat Rate \$		\$60.00	\$50.00		\$60.00		\$42.50	\$55.00	\$35.00		\$67.25	
Tax Certificates	Flat Rate \$	\$65.00	\$66.00	\$68.00	\$70.00	\$55 - \$80	\$60 - \$75	\$91.00	\$95.00	\$70 - \$75	\$60 - \$80	\$84.25 - \$64.00	\$61.00
Tax Transfer of Funds	Flat Rate \$	\$20.00											
Tax Statements/Receipts / Duplicate or Reprint Billings	Flat Rate \$	\$25.00	\$25.00	\$25-\$30	\$20.00	\$25.00	\$40.00	\$19.00	\$46.00	\$25.00		\$5.10	\$5.00
Tax Sale Tender Package	Flat Rate \$	\$68.00										Actual Cost	
Mortgage Company Status Request	per Roll Number Requested	\$10.00	\$12.00	\$5.00		\$11.00	\$5.00		\$16.00	\$10.00	\$16.00	\$25.25	\$14.00
Overdue Tax Notices	Flat Rate \$	\$5.00			\$9.00	\$7.00	\$5.00		\$11.00	\$10.00			\$5.00
Preparation & Creation of Tax Sale File	Flat Rate \$	Discontinued				\$1,100.00				\$150.00			
Preparation of Farm Debt Mediation Notice	Flat Rate \$	Discontinued											
Preparation & Registration of a Tax Arrears Certificate	Flat Rate \$	Discontinued						\$233.00	Actual Costs				
Negotiation, Preparation, Execution and Registration of an Extension Agreement	Flat Rate \$	\$1,200.00				\$1,100.00	\$350.00	\$884.00	\$480.00			Actual Cost	\$40.00
Preparation and Registration of a Tax Arrears Cancellation Certificate	Flat Rate \$	Discontinued						\$91.00				Actual Cost	\$500.00
Preparation and Mailing of Final Notice of Sale	Flat Rate \$	Discontinued				\$1,900.00		actual cost + 20%	\$220.00			Actual Cost	
Property Title Search	Flat Rate \$			\$315.00	\$130.00	\$125.00				\$75.00			
Conducting the Sale	Flat Rate \$	Discontinued				7800 plus actual advertising				Actual Costs			Actual Cost
Tax Sale Proceeding	Flat Rate \$			\$1,550.00				\$2,356.00					



**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Extraordinary Costs	Flat Rate \$	Actual Cost											
Advertising/Conducting Tax Sale	Flat Rate \$	Actual Cost (\$1,000 Minimum)									\$1,350 - \$675		
Tax Sale Registration Recovery Service Fees External Agent – Actual Actual Cost E Oct 1, 2021 Cash, Cheque, Debit costs to execute the Tax Sale Registrations and Tax Sales	Flat Rate \$	Actual Cost											
Tax Sale Registration Recovery Service Fees Internal Staff	% of Cost	10% of Total External Agent Cost											
Application Review Fee for Older Adult Tax Deferral Program	Flat Rate \$	\$50.00											
Registration of Deferral Fee for Older Adult Tax Deferral Program	Flat Rate \$	\$200.00											
<b>GIS Data Fees</b>													
Road Centreline Graphics and Attributes	per km2			Provides a map program online for some of this items			\$56.50			Provides a map program online for some of this items			
For Entire Road Network	Flat Rate \$					\$5,750.00	\$141.25	\$95.00					
Address Points	per address point												
For Entire Town of Milton (>20,000 points)	Flat Rate \$												
Parks, Trails, Points of Interest (for entire Town)	Flat Rate \$												
Digital Orthoimagery (1:6250 scale)	per km2 tile		\$126.00			\$120.00	\$56.50						\$75.00
Digital Topographic Mapping (1:2000 scale, DXF Format)	Flat Rate \$		\$120 - \$761			\$125.00							
<b>Maps</b>													
Custom Maps	Flat Rate \$	Calculation Map Specific (Hourly rate \$67 + materials)	\$13 - \$120		\$300 - \$1,500						\$68.28 / hr		
Pre-created maps - standard sized (letter, legal, ledger): ward maps, urban street directory, map imagery from council reports	Flat Rate \$	\$10.00					\$16.95	\$10.00				\$15.85	\$25.00
Pre-created maps - oversized (larger than ledger): ward maps, urban street directory, map imagery from council reports	Flat Rate \$	\$20.00			\$6.00		\$33.90	\$22.00			\$6.77		\$35.00
<b>Fire Department</b>													
Fire Inspection - Initial	Flat Rate \$		\$380.57	\$276.85	\$223.00			\$203.04	\$242.00	\$160.22	\$221.54	\$83.89	\$166.00
Fire Inspection - Each Additional Hour	per hour									\$160.22	\$82.52	\$83.89	\$83.00
Fire Inspection - Re-Inspection	Flat Rate \$		\$153.20		\$136.00		\$214.00		\$135.00		\$82.52	\$83.89	\$166.00
Fire Inspection - After Hours Inspection	per hour		1.5 x pay	\$276.85									\$83.00
Fire Inspection - (Licensed) Group Home	Flat Rate \$		\$395.66	\$395.50		\$163.95							
Fire Inspection - (Licensed) Liquor (LLBO)	Flat Rate \$		\$330.50	\$395.50			\$214.00	\$242.00			\$250.36		\$166.00
Fire Inspection - (Licensed) Occupant Load Determination	Flat Rate \$		\$213.70	\$395.50			\$214.00						
Fire Inspection - (Licensed) Town Licensing Purpose	Flat Rate \$			\$395.50									
Fire Inspection - (Licensed) Institutional (50,000 sq.ft +)	Flat Rate \$			\$2,765.00									
Fire Inspection - Industrial/Mercantile/Commercial	Flat Rate \$												
Fire Inspection - (Requested) Commercial (Group A, D and E)	Flat Rate \$					\$210.79					\$319.26		
Fire Inspection - (Requested) Commercial (Group F)	Flat Rate \$					\$305.33					\$319.26		
Fire Inspection - (Requested) Accessory Apartment	Flat Rate \$												
Fire Inspection - (Requested) Multiple Occupancy - CI	Flat Rate \$						\$214.00						
Fire Inspection - (Requested) Multiple Occupancy - CI	per Unit												
Fire Inspection - (Requested) Multi-Storey - Residential	Flat Rate \$		\$395.66	\$601 - \$1033		\$406 - \$533					\$1,386 - \$959.82		
Fire Inspection - (Requested) Multi-Storey - Res - Subsidiary Unit	per unit			\$101.00									
Fire Inspection - (Requested) Multi-Storey - Office	Flat Rate \$		\$395.66	\$493 - \$691									
Fire Inspection - (Requested) Multi-Storey - Office - Subsidiary Unit	per unit			\$127.69									
Fire Inspection - Two Unit Residential Occupancy	Flat Rate \$		\$394.61										
Fire Inspection - (Requested) Single Family Home	Flat Rate \$			\$276.85		\$163.00					\$212.98		
Fire Inspection - (Requested) Single Occupancy - ICI	Flat Rate \$		\$369.77	\$384.20									
Fire Inspection - After Hours	per Hour			\$276.85									
Fire Inspection - Private Home Daycare	Flat Rate \$		\$169.36	\$196.62		\$210.00	\$214.00		\$78.00				
Fire Inspection - Daycare <5 Children	Flat Rate \$		\$332.14	\$438.44		\$163.00	\$214.00		\$161.00				
Fire Inspection - Daycare >=5 Children	Flat Rate \$		\$332.14	\$438.44		\$163.00	\$214.00		\$161.00				
Fire Inspection - Fire Code	Flat Rate \$												
Fire Route Application	Flat Rate \$			\$292.00	\$250.00	\$226.00	\$214.00						
Fire Services - Approval Letter - LLBO	Flat Rate \$			\$174.00									
Fire Services - Clearance Letters	Flat Rate \$												
Fire Services - Fire Book	Flat Rate \$												
Fire Services - Smoke Alarm Installation	per hour			Cost of Alarm									
Fire Services - Theatrical & Motion Picture Standby & Rentals	Per Hour						\$323 - \$645						
Fire Watch	Per Hour		\$477.20										
HAZMAT Assist. Req'd. - Ea. apparatus	per 1 hour		\$410.00		Actual Cost			Current MTO rate			MTO rate		
HAZMAT Assist. Req'd. - Initial Response	each apparatus per hour		\$410.00		\$495.00			Current MTO rate / 2	\$559.00		MTO rate		
HAZMAT Assist. Req'd. - O/T Personnel (as applicable)	% of Cost			1.5 X salary /hr							MTO rate		





**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
HAZMAT Assist. Req'd. - Staff Resources	per hour										MTO rate		
HAZMAT Assist. Req'd. - Replacement of equip & resources used	% of Cost		100%					Actual Cost	at cost		MTO rate		
HAZMAT No Assist. Req'd. (Standby) - Pumper, Hazmat Trailer & staff	per hour		\$410.00								MTO rate		
HAZMAT. Assist. Req'd. - Administration	%												
Open Air Burning - Unauthorized (per truck response)	Flat Rate \$							Current MTO Rate			\$556.92/unit first hour, \$278.41/unit per 1/2 hour after	\$172.95 per hour, per firefighter	
Burning Permit Violations (per truck response)	Flat Rate \$	\$597.90	\$422.30										\$242.50
False Alarms (per hour/per truck, minimum hour charge)	Flat Rate \$	\$597.90		\$448.40							MTO rate		\$1,000.00
Initial Response: each apparatus per hour		\$597.90		\$448.40							MTO rate		
Pumper and Hazmat Trailer and appropriate personnel per hour		\$597.90		\$448.40								\$203.95 per hour, per firefighter	
Additional Hours Apparatu Fee - Charged per apparatus for each 1/2 hour after initial response		\$314.26											
Burning Permit Issuance	Flat Rate \$	\$52.00	\$0 - \$371.40	\$245.00	\$29-\$183	\$26 / \$107 / \$188	\$25.00	\$39.23	\$43 / \$970		\$90.00	\$69.96	\$70.00
Large Burning Permit Issuance (Industrial/Commercial/Agricultural)	Flat Rate \$	\$153.00				\$26 / \$107 / \$188	\$245.00		\$970.00				
File Search	Flat Rate \$	\$92.70				\$93.68 - \$154.57	\$100.00	\$264 - \$135	\$135.00		\$139.08	\$38.00	\$166.00
Fire Extinguisher Training (Up to 20 Students)	Flat Rate \$	\$400.00				\$639.37 - 960.23		\$275.00		\$18.36 per Person		\$121.18 per hour	
Additional Fee for each additional student	Flat Rate \$	\$15.00											
Fire Reports	Flat Rate \$	\$106.64	\$123.99 - \$238.36	\$147.00	\$141.00		\$95 - \$100	\$129.92 - \$214.50	\$150.00	\$81.15	\$90.00		\$70.00
Firefighter Applicant Fee	Flat Rate \$	\$85.00						\$106.25	\$150.00				
Fireworks (Family) Discharge Permit	Flat Rate \$	No Charge	\$316.78	\$340.00		\$271.68 - \$251.23	\$240.00	\$84.58	\$218.00		\$90.00	\$150.89	
Fireworks (Family) Sale Permit	Flat Rate \$	\$132.00		\$340.00	\$255.00	\$163.95	\$240.00	\$500 - \$2,813.71	\$183.00		\$218 / \$466 / \$576		\$125.00
Fireworks (Exhibition) Discharge Permit	Flat Rate \$	\$266.00	\$316.78	\$340.00	\$255.00	\$271.68 - \$251.23	\$240.00	\$338.05	\$248.00				
Inspections - Per Hour	per hour	\$135.22											
Carbon Monoxide Detectors	Flat Rate \$	\$46.24			\$25.00								Variable
Signage	Flat Rate \$	\$64.16											
Smoke Alarms	Flat Rate \$	\$9.07			\$25.00					\$25.00			Variable
Supra Lock Boxed	Flat Rate \$	\$115.48											
Permit - Special Occasion	Flat Rate \$		\$422.30	\$303.00									\$90.00
Preventable False Alarms	per truck response		\$418.20	\$450.00	\$1,010 Per Alarm	\$976.79	\$450 - \$600	Current MTO rate	\$559.00	MTO rate		\$172.95 per hour, per firefighter	
Registration - Fire Alarm	Flat Rate \$									\$122.40			
Response to False Life/Health Emergency (beyond 3 per calendar yr - same person)	Flat Rate \$		\$410.00	\$450.00				Current MTO rate		MTO rate			
Review and Approval of Risk and Safety Management Plan (Propane)	Flat Rate \$		\$274.05			\$251.77		\$315 - \$3,039		\$255.00	\$227.97 + specialist consulting fees	\$67.00	
Standby Only	per Hour		\$477.20										
Special Events - Request for Attendance	per hour/ per truck	\$597.90								\$1,747.00			\$485.00
Special Events - Request for Staff Assistance Required	% of Cost	100% of Cost								\$436.97			\$125.00
Initial Response	per hour/ per truck												
Each additional apparatus per hour, or part thereof / Each apparatus, every half hour or part thereof is 1/2 the price of one hour rate	per hour/ per truck	MTO Prescribed Rate											
Overtime Personnel (as applicable)	% of Cost												
Replacement of equipments and resources used	% of Cost	100%											
Administration cost	% of Cost	100%											
Vehicle Accidents (per apparatus)	per Hour		\$410.00	\$450.00		\$503.50 + \$251.75 per additional on-half hour	Full Cost	Current MTO rate	\$1,120.00				
Review and Approval of Risk and Safety Management Plan						\$57.17		Current MTO rate			\$227.97 + specialist consulting fees		
Existing 5000 USWG or less	Flat Rate \$	\$309.00	\$274.05					Current MTO rate	\$305.00			\$67.00 per hour, per Officer	
New/ Modified 5000 USWG or less	Flat Rate \$	\$621.00						Current MTO rate	\$608.00				
Existing greater than 5000 USWG	Flat Rate \$	\$2,791.00							\$2,735.00				
New/ Modified greater than 5000 USWG	Flat Rate \$	\$3,102.00							\$3,039.00				
If necessary to retain 3rd party engineer or other firm	Flat Rate \$	Calculated at Cost							Calculated at cost				
<b>Engineering Services</b>													
Banner Program: Banner Permit	Flat Rate \$	\$108.00		\$144.00				\$237.46					
Banner Program: Reimbursement of banner installation costs	Flat Rate \$	\$93.00		\$708.00									
Chargeback Administration Fee	Flat Rate \$												
Compliance Letters	Flat Rate \$	\$396.00		\$117.00	\$100.00	\$103.53			\$171.00		\$80.27		\$200.00
Curb Cut	% Rate	cost plus 40%				\$33 per m, minimum \$164		\$64 per Meter	at cost (varies with size)	Varies	\$188.03 / Linear meter	\$136 per metre	\$235 + \$41/metre
Decorative Street Name Signs	Flat Rate \$	\$397.00										\$348.00	
Emergency Works	% Rate	cost plus 40%											
Municipal Address Change	Flat Rate \$			\$1,072.00									



**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
HAZMAT Assist. Req'd. - Staff Resources	per hour									MTO rate			
Private Tree Protection	Flat Rate \$			\$178 - \$765									
Private Tree Protection - Appeals	Flat Rate \$			\$230.00									
Tree Protection Permit	Flat Rate \$												
Sale of Reports	Flat Rate \$												
<b>Encroachment Agreement</b>													
Encroachment Agreement: Processing Fee	Flat Rate \$	\$1,350.00	\$700.00	\$669.00	\$600.00	\$269.00	\$3,655.00	\$971.00	\$217.00	\$2,220.00	\$222.85 plus disbursements	\$535.85	
Encroachment Agreement: Renewal Fee	Flat Rate \$	\$270.00								\$330 or \$14.25 per sq.m. whichever is greater	Market Value of Land x Area of Land x 10% (min \$295.88)		
Encroachment Agreement: Rental Fee	Flat Rate \$	\$207.00											
Encroachment Agreement	Flat Rate \$			\$1,720.00		\$1,000.00		\$971.00	\$1,450.00	\$165.00			\$275.00
Entrance Culvert Installation Rates (\$/metre)	per metre	\$871.00				\$250 per m			at cost (varies with size)	\$25 + actual cost			
Entrance Permit - Non-Residential	Flat Rate \$	\$878.00											
Entrance Permit - Residential	Flat Rate \$	\$457.00											
<b>Filming Fees</b>													
Filming Permit Fee	Flat Rate \$	\$356.00		\$238 - \$448		\$410.10	\$638.53	\$369.79					\$100.00
<b>Other Engineering Fees</b>													
Inspection fees (Access, holdback, construction damage deposit)	Flat Rate \$	\$213.00		\$2,734.00					\$490.00		\$47 per metre of frontage, to max of \$469		
MECP Transfer of Review (Stormwater Management Environmental Compliance Approval application)		Per Legislation											
Online Parking Ticket Payment Service Charge	Flat Rate \$	\$2.00											
Picnic Table Rentals (requires \$250 deposit)	Flat Rate \$	\$713.00		\$449.74	\$24.21 per table					\$265.30		\$450.00	
Piling and Shoring Agreement Fee	Flat Rate \$	\$890.81 + Actual Legal Cost		\$558.00		\$13.00 per Linear Metre					\$3.04 Per linear foot		
Publication Distribution Box - New Location Permit Fee (Per Box)	Flat Rate \$	\$252.00											
Publication Distribution Box - Test Location Permit Fee (Per Box)	Flat Rate \$	\$115.00											
Publication Distribution Box - Renewal Location Permit Fee (Per Box)	Flat Rate \$	\$56.00											
Road Cut Permit	% Rate	cost plus 40%			\$50.00	\$380 - \$600					\$232.87 + \$100.62 - \$132.75/ sq m		
Road Occupancy Permit - General	Flat Rate \$	\$797.00			\$450.00			\$250 each - \$62,449 annually	\$157 / \$1,935	\$100.00			\$125.00
Road occupancy permit - Storage	Flat Rate \$	\$91.00											
Road Cut Permit - Private Servicing - Local Residential Streets	per cut deposit			\$533.00									
Road Cut Permit - Private Servicing - All Other Streets - Base	Flat Rate \$			\$533.00									
Road Cut Permit - Private Servicing - All Other Streets - Variable	per Lane			\$134.00									
Road Cut Permit - Boreholes - Base	Flat Rate \$												
Road Cut Permit - Boreholes - Variable	per Borehole												
Road Cut Permit - Telecommunications	Flat Rate \$			\$439.00									
Road Cut Permit - Public Utilites/Servicing (W/WW) - Base	Flat Rate \$			\$439.00									
Road Cut Permit - Public Utilites/Servicing (W/WW) - Variable	Repairs												
Rural House Numbering	Flat Rate \$	\$237.00							actual cost				
Signal Timing Plan	Flat Rate \$	\$163.00							\$63 per Intersection	\$69.71			
Site Alteration Permit	Flat Rate \$	\$412.00		\$2,132.00		\$1,505.99 - \$3,183.62	\$81 - \$1,378	\$570.00	\$300.00	\$295.80	\$134.00		
Site Alteration Per Hectare Fee	per ha	\$354.00		\$357.00		\$50 - \$125			\$50.00		\$459 for first hectare		
Site Alteration Per Hectare Fee- First 10 ha	per ha												
Site Alteration Per Hectare Fee- Each additional ha	per ha										\$75.00		
Site Alteration - Inground / Above Ground Pools	Flat Rate \$			\$1,131.00									
Site Alteration - Infill Lot - Residential Construction	per sq.m.												



**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Site Alteration - Inspections	Flat Rate \$												
Special Event Permit Fees (Non-Charitable Events)	Flat Rate \$	\$309.00		\$70.34 - \$528.84	\$10.57-\$24.59	\$56.50			\$59 - \$465			Labour, Material, Equipment/Rental & Admin Fee	
Special Traffic Data or Analysis Request (per hour)	Flat Rate \$	\$385.00											\$126.00
Spillage or Tracking Cleanup (per event)	Flat Rate \$	cost plus 40%					\$218.06 per hour per vehicle						
Temporary Stop Sign Rental (per day)	per day	\$314.00											
Traffic Count Data - ATR or TMC (per location)	per location	\$163.00						\$48 - \$116					
Access to Private Property via Town Owned Lands - Application Fee	Flat Rate \$	\$958.00											
Access to Private Property via Town Owned Lands - Daily Rate	Flat Rate \$	\$45.00											
Access to private property via Town owned lands - Base Permit Fee	Flat Rate \$	\$1,105.00											
Access to Private Property via Town Owned Lands - Security Deposit	Flat Rate \$	\$5,000 Minimum											
Application for Communications Tower (on Town owned property)		\$8,206.00											
Application for Communications Tower (on other property)		\$6,779.00											
Wide Load Permit	Flat Rate \$	\$241.00				\$378.50		\$278.29					
Windrow Program	Flat Rate \$	\$63.00	\$51.00			\$200.00							
Engineering Plan Request (digital or printed)	Flat Rate \$	\$37.00											
Agreement Registration - Pre-Servicing	Flat Rate \$	Actual Cost											
Road Occupancy Permit (ROP) fee (annual blanket fee)	Flat Rate \$												
<b>Municipal Access Agreement with Telecom Companies</b>													
Road Occupancy Permit fee	Annual Blanket Fee	\$6,200.00									\$117.86		
Plus ROP Application fee (Annual - based on number of applications in prior year) 0 to 100 Applications (covered by the blanket fee)	Flat Rate \$	\$0.00											
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 101 to 500 Applications	Flat Rate \$	\$4,869.00											
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 501 to 1,000 Applications	Flat Rate \$	\$9,737.00											
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 1,001 to 2,000 Applications	Flat Rate \$	\$12,171.00											
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) Over 2,000 Applications	Flat Rate \$	\$18,255.00											
Municipal Consent Permit application fee (per street - including a wrap-around to a side street of no more than 20 metres)	per street	\$524.00		\$309-\$383			\$260.19						
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 years or less	per sq metre	\$32.00											
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 to 4 years	per sq metre	\$27.00											
Pavement Degradation fees (per metre squared based on age of pavement cut) 4 to 7 years	per sq metre	\$17.00											
Pavement Degradation fees (per metre squared based on age of pavement cut) 7 to 10 years	per sq metre	\$11.00											
Pavement Degradation fees (per metre squared based on age of pavement cut) 10 or more years	per sq metre	\$5.00											
Municipal Access Agreement	Flat Rate \$						\$5,995.83						
<b>Studies</b>													
Review and Approval of Large Scale Major Studies - New	Flat Rate \$												
Review and Approval of Large Scale Major Studies - Update or Amendment to Existing Study	Flat Rate \$												
Review of Studies using a Peer Review Consultant	Flat Rate \$			actual cost		actual costs up to \$4000 + 15% of costs for administration							
<b>Planning &amp; Development Department</b>													
Advertising Fee (per required notice)	Flat Rate \$	\$2,202.07			\$573.65-\$919.98								
Agreement Registration - Condominium	Flat Rate \$	\$348.00											
Agreement Registration - Subdivision	Flat Rate \$	\$348.00	7% of the cost of the subdivision works										
Agreement Release & Discharge	Flat Rate \$	\$985.00											
Annual processing fee for any planning application	Flat Rate \$	\$3,100.00	n/a	5% of application fee			\$1,059		\$589				
Application for Communications Tower (on Town owned property)	Flat Rate \$	\$8,206.00	\$7,600										



**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Application for Communications Tower (on other property)	Flat Rate \$	\$6,779.00	\$7,600										
Cash in Lieu of Parking Agreement	Flat Rate \$	\$2,851.00											
<b>Condominium Application</b>													
Vacant Land Condo / Subdivision Review - Base fee plus per unit fee	Flat Rate \$	\$48,969.00	\$21,225 plus variable fee (max \$277,400 for residential, \$60,300 non-residential)									\$22,965.00	
Units 0-25	per Unit	\$397.00	\$557.00										
Units 26-100	per Unit	\$236.00	\$420.00										
Units 100+	per Unit	\$110.00	\$143.00										
Minor Revision	% of Application	15%										\$1,235.00	
Major Revision	% of Application	50%	\$2,236.00										
Subsequent D.P.A. review (Phasing)	Flat Rate \$	\$29,481.00											
Condominium (Vacant Land) - fee plus Per Unit	Flat Rate \$										\$9,246 + \$194 per ha		
Condominium (Vacant Land) - Subsequent Phase Review of DPA or Registration	Flat Rate \$	\$29,481.00											
Condominium (Vacant Land) - Request for Extension to Draft Plan Approval	Flat Rate \$	\$4,795.00											
Condominium (Vacant Land) - Request for Extension - Emergency Fee	Flat Rate \$	\$2,194.00											
Condominium - Conversion / Exemption	Flat Rate \$		\$6,351.00				\$29,768.00				\$7,537 + \$114 per unit		
Condominium - Review	Flat Rate \$	\$13,320.00											
Condominium - Base Fee (Major)	Flat Rate \$			\$19,163.00	\$6,445.00	\$13,992.00	\$29,768.00	\$6,115.00	\$29,235.00	\$4,991.85	\$22,965.00	\$9,000.00	
Condominium - Application Fee - Minor	Flat Rate \$												
Condominium - Conversion	Flat Rate \$	\$9,115.00	\$21,946.00										\$9,000.00
<b>Residential</b>													
per unit fee	per unit			\$989.00	\$224 - \$446, \$917	\$37.40 - \$92.38		\$1,822.00		\$121.25			
<b>Non-Residential</b>													
applications based on proposed GFA	\$ / 100 m <sup>2</sup> of GFA												
applications based on proposed Site Area	\$ / 100 m <sup>2</sup> of site area												
per net hectare	\$ per ha.				\$9,197 to a Maximum Fee of \$485,852	\$182.65		\$23,106.00					
Condominium - Major Revision	Flat Rate \$		\$2,236.00	\$5,316.00	\$3,640.00		35% of full application fees (\$7,003 minimum)		\$8,991.00		\$6,723.00		\$1,550.00
Condominium - Minor Revision	Flat Rate \$				\$3,640.00						\$3,488.00		
Condominium - Redline Revision Fee	Flat Rate \$												
Condominium - Annual Processing Fee	Flat Rate \$												
Condominium - Exemption	Flat Rate \$		\$6,351.00					\$5,763.00					
Request for Extension of Draft Plan Approval	Flat Rate \$		\$960.00	\$8,673.00	\$3,640.00			\$1,656.00					
Re-circulation due to lapsing of draft approval	Flat Rate \$					50% of Application Fee							
Common Element Condominium Fee	Flat Rate \$		\$5,785.00			\$21,668.00							
Condominium Amalgamation Fee	Flat Rate \$					\$759.00							
Condominium - Registration	Flat Rate \$									\$1,212.50	\$4,630 - \$1,905		
Condominium - Final Approval	Flat Rate \$			\$8,673.00			\$6,091 - \$19,005	\$971.00					
<b>Consent</b>													
Consent to Sever - Type 1	Flat Rate \$	\$5,660.00											\$1,600.00
Consent to Sever - Type 2	Flat Rate \$	\$4,203.00											
Minor Revision	% of Application	15%	\$1,249.00										
Major Revision	% of Application	50%	\$2,840.00										
Consent to Sever - Annual Processing Fee	Flat Rate \$												
Consent to Sever - Major Revision	Flat Rate \$												
Consent to Sever - Minor Revision	Flat Rate \$												
Consent - Major Applications (multiple lots)	Flat Rate \$		\$10,404.00			\$2,560.00							
Consent - Major Applications (multiple lots)	per lot		\$2,705.00			\$50 per lot after first 10 applications	\$10,612.00						
Consent - Minor Applications	Flat Rate \$		\$8,083.00				\$4,995.00						
Consent - Base Fee	Flat Rate \$			\$8,914.00	\$4,119.00			\$5,829.00	\$3,875.00	\$2,507.00	\$1,553.00	\$1,550.00	
Plus Residential Fee	per Unit												
Plus Non-Residential Fee	per half ha												
Consent - Major Revisions	plus base fee		\$2,840.00	\$2,060.00			\$2,897.00	\$3,324.00	\$291.00				\$570.00
Consent - Inspection Fee	Flat Rate \$												
Application incomplete or withdrawn prior to circulation or substantial processing	Flat Rate \$												
Request for deferral by applicant	Flat Rate \$		\$631.00	\$365.00		\$1915 - 206							



**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Validation of Title	Flat Rate \$		\$1,494.00	\$3,433.00	\$3,357.00	\$2,046.00				\$1,922.00			
Consent - Preparation of Agreement	Flat Rate \$			\$1,842.00			\$6,700.00						
Other Consent Fees	Flat Rate \$												
Consent - Provisional	Flat Rate \$				\$3,357.00								
Consent - Post Approval Certification	Flat Rate \$												
Consent Certificate	Flat Rate \$			\$436.00	\$1,727.00	\$383.00		\$1,451 - \$5,829	\$285.00				\$260.00
<b>Official Plan Amendment</b>													
Local Official Plan Amendment - Incomplete Application	Flat Rate \$	\$194.00											
Local Official Plan Amendment - Base Fee plus per unit fee	Flat Rate \$	\$20,465.00	\$114,592.00	\$27,830.00	\$8,659.00	\$26,250.00	\$24,244.00	\$56,290 - \$33,951	\$44,349.00	\$17,378.00	\$8,909 + public notice fee + notification sign	\$25,490.00	\$25,000.00
Local Official Plan Amendment - Base Fee plus per unit fee Units 0 - 25	per unit	\$347.00					\$126.00						
Local Official Plan Amendment - Base Fee plus per unit fee Units 26 - 100	per unit	\$207.00					\$106.00						
Local Official Plan Amendment - Base Fee plus per unit fee Units 100+	per unit	\$125.00					\$73 - \$86						
Local Official Plan Amendment - Base Fee plus per unit fee Per square metre of GFA	Per sq metre of GFA	\$1.42					\$796 - \$6,367 per ha						
Regional Official Plan Amendment - Base Fee	Flat Rate \$	\$20,465.00					\$3,571.00						
Regional Official Plan Amendment - Base Fee plus per unit fee Units 0 - 25	per unit	\$347.00											
Regional Official Plan Amendment - Base Fee plus per unit fee Units 26 - 100	per unit	\$207.00											
Regional Official Plan Amendment - Base Fee plus per unit fee Units 100+	per unit	\$125.00											
Regional Official Plan Amendment - Base Fee plus per unit fee Per square metre of GFA	Per sq metre of GFA	\$1.42											
Major revision to planning application	Flat Rate \$		\$38,951.00										
Minor revision to planning application	Flat Rate \$		\$26,310.00										
Official Plan Amendment - Minor Residential	Flat Rate \$							\$13,645.00	\$27,513.00	\$14,307.00			
per unit fee	per unit												
<b>Non-Residential</b>													
applications based on proposed GFA	\$ / 100 m <sup>2</sup> of GFA												
applications based on proposed Site Area	\$ / 100 m <sup>2</sup> of site area												
per net hectare	per net ha.												
OPA - Major Revision	Flat Rate \$		\$38,951.00	% of application fees				37% of full application fees (\$8,959 minimum)	\$5,336.00				
OPA - Minor Revision	Flat Rate \$		\$26,310.00	% of application fees									
OPA - Annual Processing Fee	Flat Rate \$							\$4,995.00					
OPA - Deferral Removal Fee	Flat Rate \$												
Processing Fee - Due at Approval	Flat Rate \$								\$11,185 - \$8,267				
<b>Minor Variance</b>													
Minor Variance - Type 1	Flat Rate \$	\$7,544.00											
Minor Variance - Type 2	Flat Rate \$	\$2,015.00											\$1,240.00
Minor Variance - Annual Processing Fee	Flat Rate \$												
Minor Variance - Major Revision	Flat Rate \$			50% of application fees									
Minor Variance - Minor Revision	Flat Rate \$			15% of application fees									
Minor Variance – Base fee - Residential	Flat Rate \$		\$1,000 - \$5,982	\$3,809.00	\$656.00	\$1210 - \$706	\$3,046.00	\$4,327.00	\$3,155.00	\$1,257.00		\$1,325.00	
Minor Variance – Base fee - Commercial, Industrial and Multi-Residential	Flat Rate \$		\$7,011.00		\$2,662.00	\$1,537.00	\$6,102.00	\$3,880.00	\$3,671.00	\$1,257.00		\$1,325.00	
Minor Variance - Special Meeting Requested by Applicant	Flat Rate \$			\$9,233.00								\$1,680.00	
Minor Variance - Inspection Fee	Flat Rate \$												
Minor Variance - Preparation of Agreement	Flat Rate \$			\$2,062.00									
Fast Track Application (plus base fee) - Residential	Flat Rate \$												
Fast Track Application (plus base fee) - Non-Residential	Flat Rate \$												
Revisions to Application - Residential	Flat Rate \$		\$3,452.00					\$2,166.00					
Revisions to Application - Non-Residential and Multi-Unit Res.	Flat Rate \$		\$3,452.00					\$2,166.00					
Revisions to Approved Plans	Flat Rate \$												
Request for Deferral by Applicant	Flat Rate \$		\$631.00	\$725.00						\$393.00			



**Table A-1 – cont'd**  
**Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>Part Lot Control</b>													
Part Lot Control Exemption- Base fee plus per unit	Flat Rate \$	\$1,523.00	\$1,195.00	\$4,536.00	\$1,809.00	\$1,828.00	\$7,071.00	\$2,538.00	\$4,411.00	\$2,302.53	\$3,146.00		
Part Lot Control - per unit fee	Per Unit	\$109.00	\$25.00 per residential lot or block or \$5.00 per	\$232.00	\$144.00							\$5,300.00	\$570.00
Part Lot Control - Subsequent or Extension by-law fee (inc. registration)	Flat Rate \$	\$1,117.00		\$2,260.00		\$311.00							
2022 by-law registration fee	Flat Rate \$	\$348.00					\$1,910.00						
Part Lot Control - Minor and/or Technical	Flat Rate \$												
Part Lot Control - Variable - Residential	\$ / lot or block			\$232.00	\$144.00	\$63.00			\$667.00				
Part Lot Control - Variable - Non-Residential	\$ / 100 m <sup>2</sup> of site area												
Part Lot Control - Extension	Flat Rate \$			\$2,260.00		\$311.00	\$1,422.00						
Part Lot Control - Annual Processing Fee	Flat Rate \$												
Part Lot Control - Major Revision	Flat Rate \$			50% of application fees									
Part Lot Control - Minor Revision	Flat Rate \$			15% of application fees									
Part Lot Control - per single	Flat Rate \$				\$999.00								
Part Lot Control - By-law Preparation and Registration	Flat Rate \$												
Part Lot Control - By-law Preparation and Registration - Extension	Flat Rate \$												
Portable Signs (per 21 day period)	Flat Rate \$	\$71.00		\$93.00		\$110.00			\$154.00				
Portable Signs Change Fee (date/time)	Flat Rate \$	\$26.00											
Sign Retrieval Fee (Town Storage) - illegally place signs	Flat Rate \$												
Property Information Request - Planning	Flat Rate \$	\$641.00											
Sign Variance	Flat Rate \$	\$4,555.00	\$1,277.00	\$880 /\$2,250		\$1,226 - \$1,500	\$692.62	\$2,052.00	\$1,273.00	\$1,100.00	\$918.00	\$1,325.00	\$1,700.00
Sign Variance - Variable Fee	Flat Rate \$		\$1,012.00										
<b>Site Plan Applications</b>													
Site Plan Agreement Fee	Flat Rate \$	\$2,289.00								\$1,212.50			
Site Plan Application - Property Title Search Fee	Flat Rate \$	\$200.00											
Site Plan Application - Legal Fees	Flat Rate \$	Actual Cost											
Site Plan Inspection Fee	Flat Rate \$	\$816.00											
Site Plan - Annual Processing Fee (Major)	Flat Rate \$						\$9,502				\$4,219		\$16,800
Site Plan - Minor Applications Fee	Flat Rate \$												\$8,400
<b>Residential</b>													
Site Plan Approval - Residential Base Fee	Flat Rate \$	\$6,200	\$10,633	\$12,556.00	\$5,384.00	\$10,793.00	\$13,037.00	\$1,588 - \$2,749	\$11,579.00	\$6,901.52	\$4,938.00	\$5,830.00	
Site Plan Approval - Residential fee per unit Units 2 - 25	per unit	\$126.00	\$385	\$626.00	\$446.00	\$635.00	\$424.00			Base fee of \$6,901.52 (includes up to 20 residential units) plus \$160.04 per residential unit in excess of 20 units to a maximum fee of \$17,253.81 plus Site Plan Agreement fee.			
Site Plan Approval - Residential fee per unit Units 26 - 100	per unit	\$43.00	\$297	\$167.00	\$357.00	\$290.00	\$208.00						
Site Plan Approval - Residential fee per unit Units 100+	per unit	\$35.00	\$192.00	\$127-\$75	\$224 - \$271,\$917	\$66.13	\$135 - \$96	\$599 Processing Fee	\$193 - \$924		\$98.00		
Site Plan Approval - Residential Base Fee (heritage detached dwelling)	Flat Rate \$	\$6,200.00											
Site Plan Approval - Extension	Flat Rate \$	\$1,420.00					\$1,190.00						
<b>Non-Residential</b>													
Site Plan - Non-Residential Base Fee	Flat Rate \$	\$6,200.00	\$10,633.00	\$12,556.00	\$5,384.00	\$10,793.00	\$13,037.00	\$2,749.00	\$11,579.00		\$4,938.00		
Site Plan - Non-Residential Fee per ha.	per ha.	\$4,202.00											
Site Plan - Non-Residential Fee	\$ / m <sup>2</sup> of gfa		\$225.00 per 100m <sup>2</sup> of new gross floor area for non-residential development	\$674.00	\$2.16 per sq Metre of GFA	\$66.13 - \$1.33 per Square Meter	\$2.85 - \$0.70	\$1,114 Processing Fee	\$339 - \$1,130	Base fee of \$6,901.52 (includes up to 500m <sup>2</sup> of GFA) plus \$3.06 - \$1.90/m <sup>2</sup> of GFA in excess of 500m <sup>2</sup> to a maximum fee of \$17,253.81 plus Site Plan Agreement fee.	\$2.05 - \$0.47		
Site Plan - Major Revision	Flat Rate \$		\$3,074.00	% of application fees		50% of Application							\$4,600.00
Site Plan - Minor Revision	Flat Rate \$		\$2,886.00	% of application fees					\$4,991 - \$5,336			\$1,170.00	\$1,400.00
Site Plan - Minor Amendments to Application	Flat Rate \$												
Site Plan - Extension	Flat Rate \$		\$1,118.00	\$3,618.00									
Site Plan - Preconsultation	Flat Rate \$		\$2,000.00		\$491.00								
Site Plan - Re-Submission (after 3rd and all subsequent)	Flat Rate \$			15% of Application						\$3,031.00			



**Table A-1 – cont'd**  
**Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>Part Lot Control</b>													
Part Lot Control Exemption- Base fee plus per unit	Flat Rate \$	\$1,523.00	\$1,195.00	\$4,536.00	\$1,809.00	\$1,828.00	\$7,071.00	\$2,538.00	\$4,411.00	\$2,302.53	\$3,146.00		
Site Plan - Telecommunications Tower	flat Rate \$							\$1,840.00					
Site Plan - Express Approval	Flat Rate \$					\$491.00							
Site Plan - Site Inspections	Flat Rate \$								\$516.00				
Initial Inspection Fee	per inspection												
Additional inspections for release - return of securities	per inspection												
Major Outdoor Patios (over 20 seats)	Flat Rate \$		\$1,685.00										
Minor Outdoor Patios (under 20 seats)	Flat Rate \$		\$1,685.00										
Report to Council on any Site Plan Application	per report												
Site Plan Approval - Mixed Use Applications (Residential/Commercial)			Refer to Site Plan Approval Fee for Predominant Land Use										
Minor Site Plan Approval Application	%		15% of Current Application Fees										
Partial Site Plan Approval Application	%		15% of Current Application Fees										
<b>Subdivision Application</b>													
Subdivision Application - Base Fee	Flat Rate \$	\$48,969.00		\$22,055.00	\$9,101.00	\$9,310.00	\$25,706.00	\$2,454.00	\$52,710.00	\$41,397.00	\$8,246.00	\$46,065.00	\$10,600.00
Subdivision Fee - Major	Flat Rate \$		\$30,815.00								\$6,723.00		
Subdivision Fee - Minor	Flat Rate \$		\$21,225.00								\$3,488.00		
<b>Residential</b>													
per unit fee	per unit	\$397 - \$110	Units 0 to 25 - \$557.00/unit Units 26 to 100 - \$420.00/unit Units 101 plus - \$143.00/unit	\$684 - \$272	\$446 - \$224	\$605.00	\$318 - \$530	\$599.00	\$1,360 - \$61				\$200.00
per m <sup>2</sup> fee (conditional on size of building)	\$ / m <sup>2</sup>	\$1.31				\$3.00 if > 500 m <sup>2</sup>							
Multiple Unit Blocks	per unit												
per hectare	per ha.						\$3,183 - 5,306				\$194.00		\$200.00
<b>Non-Residential</b>													
applications based on proposed GFA	\$ / 100 m <sup>2</sup> of GFA												
applications based on proposed Site Area	\$ / 100 m <sup>2</sup> of site area		\$60.00 per 100m <sup>2</sup> of net site area to a maximum of \$60,300.00	\$64.00									
per m <sup>2</sup> fee (conditional on size of building) - with Max.	\$ / m <sup>2</sup>					\$3.00 if > 500 m <sup>2</sup>							
per hectare	per ha.				\$9,197.00	\$5,117.00	\$3,183 - 5,306	\$7,663.00	\$14,266.00				
Subdivision - Review	Flat Rate \$												
Subdivision - Subsequent Phase Review	Flat Rate \$												
Subdivision - Request for Ext. to Draft Plan Appr.	Flat Rate \$		\$3,014.00	\$8,673.00	\$3,640.00		\$3,895.00	\$1,656.00	\$2,664.00	\$2,302.53			
Subdivision - Emergency Request for Ext. to Draft Plan	Flat Rate \$												
Subdivision - Annual Processing Fee	Flat Rate \$												
Subdivision - Major Revision	Flat Rate \$	50% of Base Application Fees		50% of application fees		50% of Application Fee			\$9,035.00				
Subdivision - Base Revision	Flat Rate \$		\$17,518.00					23% of full application fees (\$2,526 Minimum)					
Subdivision - Minor Revision	Flat Rate \$	15% of Base Application Fees		15% of application fees					\$5,336.00				
Subdivision - Redline Revision	Flat Rate \$			\$5,316.00									
Subdivision - Deeming	Flat Rate \$						\$4,257.00						
Subdivision - Re-Advertisement	Flat Rate \$	\$2,202.00											
Subdivision - Final Approval	Flat Rate \$			\$8,673.00				\$1,335.00		\$17,378.00			
Amendments to Agreement Conditions	Flat Rate \$												
<b>Zoning Application</b>													
Zoning By-law Amendment- Incomplete Application	Flat Rate \$	\$194.00											
Zoning By-Law Amendment	Flat Rate \$	\$14,651.00			\$13,041.00		\$20,955.00						
Units 0-25	Per unit	\$347.00			\$446.00		\$530.00						
Units 26-100	Per unit	\$207.00			\$357.00		\$318.00						
Units 100+	Per unit	\$125.00			\$271-\$224		\$106 - \$212						
Per square metre of GFA	Per sq metre of GFA	\$1.42					\$530 - \$5,306 per ha						
Zoning By-Law Amendment - Type 1	Flat Rate \$ + per unit fee												
Zoning By-Law Amendment - Type 2	Flat Rate \$ + per unit fee												
Zoning By-Law Amendment - Type 3	Flat Rate \$												
Zoning By-Law Amendment - Base (Major)	Flat Rate \$		\$22,690.00	\$27,830.00		\$34,381.00		\$15,469.00	\$10,046.00	\$17,378.00	\$11,850.00	\$26,350.00	\$18,000.00
Zoning By-Law Amendment - Minor	Flat Rate \$		\$16,230.00				\$12,060.00	\$9,818.00		\$14,307.00		\$13,160.00	\$5,000 - \$12,000
<b>Residential</b>													
Per Unit	per unit		\$436 - \$329 - \$215	\$124 - \$50		\$1,265 - \$167			\$34 - \$757				
Multiple Unit Blocks	per block												



**Table A-1 – cont'd**  
**Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>Non-Residential</b>													
applications based on proposed GFA	\$ / 100 m <sup>2</sup> of GFA			\$64.00									
applications based on proposed GFA	\$ / m <sup>2</sup> of GFA		\$68 per 100m <sup>2</sup> to a maximum of \$45,700			\$19.41							
applications based on proposed Site Area	\$ / 100 m <sup>2</sup> of site area			\$26.00									
per net hectare	per net ha.				\$9,197.00				\$6,270.00				
per gross hectare	per gross ha.					\$11,459.00							
Certificate of Zoning	Flat Rate \$	\$132.00											
Zoning By-Law Amendment - Annual Processing Fee	Flat Rate \$												
Zoning By-Law Amendment - Major Revision	Flat Rate \$		\$25,403.00	% of application fees		50% of Application Fee	40% of full application fees (\$7,807 minimum)		\$5,336.00				
Zoning By-Law Amendment - Minor Revision	Flat Rate \$		\$23,843.00	% of application fees			40% of full application fees (\$7,807 minimum)					\$2,735.00	
Request for Extension of Rezoning Approval	Flat Rate \$												
Preparation of Agreement	Flat Rate \$												
Surcharge if approved	Flat Rate \$								\$4,229.00	\$963.93			
Private Open Space	per ha.								\$3,969.00				
Zoning Verification Letter (Standard / Fast Track)	Flat Rate \$												
<b>Temporary Use</b>													
Temporary Use By-Law Amendment	Flat Rate \$	\$12,709.00		\$26,830.00		\$5,370.00	\$20,955.00	\$15,469.00			\$5,574.00		
Temporary Use By-Law Amendment - Minor (Type 2)	Flat Rate \$	\$9,982.00											
Temporary Use By-Law - Preparation of Agreement	Flat Rate \$												
Temporary Use By-Law - Extension	Flat Rate \$	\$6,316.00		\$8,065.00		\$4,178.00				\$2,895.00			
<b>Remove "H"</b>													
Remove Holdings	Flat Rate \$	\$3,433.00	\$2,260.00	\$5,634.00	\$13,041.00	\$2,144.00	\$3,046 - \$5,836	\$3,618.00	\$5,806.00	\$2,302.00	\$1,292.00	\$11,965.00	\$1,700.00
Remove Holdings - Variable Fee - Residential	per Unit												
Remove Holdings - Variable Fee - Non-Residential	per 100 m <sup>2</sup>												
<b>Zoning/Grading/Drainage Clearance Applications</b>													
Infill Grading Plan	Flat Rate \$							\$561.00					
Infill Grading Plan Exemption	Flat Rate \$												
Consent Grading Plan	Flat Rate \$												
Grading / Servicing Agreement	Flat Rate \$							\$561.00					
<b>Other Planning Application Fees</b>													
Admin fee for non-planning staff reviews	Flat Rate \$	\$522.00											
Per Unit Processing	per Unit	\$522.00											
Additional Notification Fees	Flat Rate \$			\$3,321.00		\$1,000.00							
Advertising Fee (per required notice)	Flat Rate \$					\$2,000.00		\$1,340 - \$682			\$1,350 - \$675		
Annual Processing Fee for any planning application	Flat Rate \$												
Agreement Registration	Flat Rate \$												
Agreement Release and Discharge	Flat Rate \$												
Aggregate Extraction Applications	Flat Rate \$	\$67,134.00											
Application for Communications Tower (on Town owned property)	Flat Rate \$												
Application for Communications Tower (on other property)	Flat Rate \$												
Cash in Lieu of Parking Agreement	Flat Rate \$			\$6,460.00		\$900 plus		Cost plus 20%					
Cemetery Consent	Flat Rate \$		\$795.00										
Compliance Letters	Flat Rate \$												
Dead Storage File Retrieval	Flat Rate \$			\$58.00									
MOE/MNR Permit Application Bordering Municipality	Flat Rate \$	\$24,016.00											
MOE or MNR Permit or Licence Review Fee - Major	per ha												
MOE or MNR Permit or Licence Review Fee - Minor	Flat Rate \$												
Municipal House Number Change	Flat Rate \$	\$1,273.00						\$559.00					\$112.00
Niagara Escarpment Plan Amend or Development Permit - Major	Flat Rate \$												
Non-Standard Agreements	Flat Rate \$	\$4,709.00											
Parkway Belt Amendment (O.Reg 482/73) - Minor	Flat Rate \$		\$1,173.00										
Parkway Belt Amendment (O.Reg 482/73) - Major	Flat Rate \$		\$4,124.00										
Planning Fee Staff Time (Applications)	per Hour			\$117.52									
Preparation of Mailing List for public notifications	Flat Rate \$												
Quarry (Aggregate Extraction)	Flat Rate \$		\$191,499.00										
Special Committee of Adjustment Meeting	Flat Rate \$	\$1,354.00				\$710 plus disbursement							
Special Council Consideration Fee	Flat Rate \$												
Special Research / Information Request (per hour)	per Hour	\$243.00				\$100.00	\$112.25						
Standard Administration Fee	Flat Rate \$												
Street Name Change	Flat Rate \$		Actual Costs			\$1,719.00							
Tertiary Plan Fee	Flat Rate \$	\$62,452.00			\$10,651 plus \$958/gross ha.				\$633 per ha				
Per square metre of GFA	Per sq metre of GFA	\$1.31											





**Table A-1 – cont'd**  
**Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Vacant Land Condo / Subdivision Review - Subsequent Phase of D.P.A.	Flat Rate \$	\$29,481.00											
Vacant Land Condo / Subdivision Review - Request for Extension to Draft	Flat Rate \$	\$4,795.00											
Vacant Land Rev-Emergency Extension fee	Flat Rate \$	\$2,194.00											
Zoning By-law Amendment- Incomplete Application	Flat Rate \$	\$194.00											
<b>Maps and Studies</b>													
<b>Corporate Services Schedule</b>													
Custom Aerial Photos - 8 1/2" x 11"	Flat Rate \$									\$20 for first half hour; \$10 per 1/4 hour thereafter			
Custom Aerial Photos - 11" x 17"	Flat Rate \$												
Custom Aerial Photos and Plots - 24" x 36"	Flat Rate \$												
Urban Street Directory - 24" x 36"	Flat Rate \$									\$5.00			
Maps - 24" x 36"	Flat Rate \$												
Map - Street	Flat Rate \$		\$12.18					\$10 (posted online)			A number of maps are posted online for no charge	\$16 - \$26	\$25 - \$35
Street Index Map Book	Flat Rate \$		\$12.18										
Map - Ward	Flat Rate \$		\$12.18								\$6.77		
<b>Planning Schedule</b>													
Building Plans (structural only)	Flat Rate \$	\$102.30 + Actual Cost											
Building Plans (incl. heating and trusses)	Flat Rate \$												
CD Copy of Plan or Study	Flat Rate \$	Actual Cost									\$22.12	\$19.20	
Draft Watershed Update Study	Flat Rate \$	Actual Cost											
Official Plan	Flat Rate \$	Actual Cost		\$58.00	\$155.00	\$226.00	\$142.00		\$79.17	\$125.00		\$120.00	\$101.00
Colour Schedule and Maps (11" x 17")	Flat Rate \$	Actual Cost		\$10.00									
Colour Schedule and Maps (24" x 36")	Flat Rate \$	Actual Cost		\$22.00									
Maps - House Numbering - Rural	Flat Rate \$												
Maps - House Numbering - Urban	Flat Rate \$												
Photocopying	Flat Rate \$			\$0.50			\$0.50	\$0.64		\$0.25		\$0.20	
Retail Commercial Strategy Study	Flat Rate \$	Actual Cost											
Secondary Plan	Flat Rate \$	Actual Cost					\$40.00		\$32.00				
Secondary Plan - Schedules (11"x 17")	Flat Rate \$	Actual Cost											
Secondary Plan - Schedules (letter)	Flat Rate \$	Actual Cost											
Zoning By-law	Flat Rate \$	Actual Cost			\$57.50				\$24.50 - \$117	\$100.00	22.12 on CD		\$98.00
Zoning Maps	Flat Rate \$				\$5.00				\$34.00			\$15.85 - \$38.00	
<b>Building</b>													
<b>Group A (Assembly Uses)</b>													
All Recreation Facilities	\$ / m <sup>2</sup>	\$25.28	\$28.58	\$38.90	\$17.91	\$25.98		\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft <sup>2</sup>	\$1.82 - \$2.07 \$/ft <sup>2</sup>	\$16.90 - 19.27	\$26.37 - \$29.92
Schools, Libraries	\$ / m <sup>2</sup>	\$25.28	\$28.58	\$30.70	\$17.91	\$25.98	\$22.17	\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft <sup>2</sup>	\$1.82 - \$2.07 \$/ft <sup>2</sup>	\$16.90 - 19.27	\$26.37 - \$29.92
Places of Worship, Banks	\$ / m <sup>2</sup>	\$25.28	\$28.58	\$23.25	\$17.91	\$25.98	\$22.17	\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft <sup>2</sup>	\$1.82 - \$2.07 \$/ft <sup>2</sup>	\$16.90 - 19.27	\$26.37 - \$29.92
Restaurants (finished)	\$ / m <sup>2</sup>	\$25.28	\$28.58	\$10.40	\$17.91	\$25.98	\$24.08	\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft <sup>2</sup>	\$1.82 - \$2.07 \$/ft <sup>2</sup>	\$16.90 - 19.27	\$29.92
Restaurants (Shell)	\$ / m <sup>2</sup>	\$25.28	\$28.58	\$26.70	\$17.91	\$23.10	\$24.08	\$20.95 - \$35.65	\$20.21	\$2.45 - \$2.81 \$/ft <sup>2</sup>	\$1.82 - \$2.07 \$/ft <sup>2</sup>	\$16.90 - 19.27	\$26.37
Theatres, Arenas, Gymnasias, Indoor Pools	\$ / m <sup>2</sup>	\$25.28	\$28.58	\$37.85	\$17.91	\$25.98	\$23.51	\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft <sup>2</sup>	\$1.82 - \$2.07 \$/ft <sup>2</sup>	\$16.90 - 19.27	\$26.37 - \$29.92
Other	\$ / m <sup>2</sup>	\$25.28		\$14.94	\$17.91	\$25.98	\$24.09	\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft <sup>2</sup>	\$1.82 - \$2.07 \$/ft <sup>2</sup>	\$16.90 - 19.27	\$26.37 - \$29.92
Portable Classrooms	Flat Rate \$	\$249.38	\$329.00	\$448.80	\$291.83 - \$424.48	\$594.00	\$499.37	\$380.36	\$246.00	\$230.00	\$163.00	\$112.00	\$218.00
Outdoor Public Pool	Flat Rate \$			\$38.90						\$920.00	\$711.00	\$616.00	\$964.00
Outdoor Patio	Flat Rate \$		\$8.65 / Sq M							\$230.00	\$162.00	\$140.00	\$212.00
Alterations - Group A (Assembly Uses)	\$ / m <sup>2</sup>	\$6.05	\$11.17	\$11.60	\$4.77	\$6.64	\$11.07	\$5.44 - \$8.46	\$6.50	\$4.63		\$4.20	\$5.06
<b>Group B (Care or Detention Uses)</b>													
All Group B Buildings	\$ / m <sup>2</sup>	\$27.92	\$32.39		\$22.72	\$28.87		\$23.53 - \$27.30	\$34.42	\$2.65 - \$3.04 \$/ft <sup>2</sup>	\$1.94 - \$2.21 \$/ft <sup>2</sup>	\$18.08 - \$20.45	\$28.31 - \$33.91
Institutional	\$ / m <sup>2</sup>						\$27.70						
Hospital	\$ / m <sup>2</sup>			\$34.30			\$27.70						
Nursing Home	\$ / m <sup>2</sup>			\$23.25			\$22.18						
Other	\$ / m <sup>2</sup>						\$27.70						
Alteration - Group B (Care or Detention Uses)	\$ / m <sup>2</sup>	\$6.05	\$14.00	\$10.80 / \$18.9	\$4.77	\$6.64	\$13.85	\$5.44	\$6.50	\$4.63		\$4.20	\$5.06
<b>Group C (Residential Uses)</b>													
Single/Semi-detached Dwellings, Townhouses and Duplexes	\$ / m <sup>2</sup>	\$16.67	\$20.19 - \$26.04	\$17.80	\$15.92	\$18.44	\$18.14	\$16.75	\$19.41	\$1.50 \$/ft <sup>2</sup>	\$11.52	\$9.69	\$16.15
Apartments and Townhouses	\$ / m <sup>2</sup>	\$16.67	\$18.59 - \$26.37	\$23.25	\$15.92	\$18.44	\$18.02	\$16.75	\$21.20	\$1.95 \$/ft <sup>2</sup>	\$11.52	\$9.69	\$16.58
Repeats (Single, Semi-detached & Townhouses)	\$ / m <sup>2</sup>	Discontinued				\$17.09							
Hotels, Motels	\$ / m <sup>2</sup>	\$16.67	\$18.59 - \$26.37	\$27.75	\$17.91	\$20.79	\$24.64	\$26.12	\$19.41	\$1.95 \$/ft <sup>2</sup>	\$18.94	\$16.25	\$25.19
Apartment buildings	\$ / m <sup>2</sup>	\$16.67	\$18.59 - \$26.37	\$23.25	\$15.92				\$18.00	\$1.95 \$/ft <sup>2</sup>	\$11.52	\$9.69	\$16.58
All other Multiple Unit Buildings	\$ / m <sup>2</sup>	\$16.67	\$20.19 - \$26.04	\$17.80	\$15.92	\$19.93	\$18.02	\$21.97				\$9.69	\$16.58
Unfinished Basement/Foundation to accommodate a Building moved from elsewhere	\$ / m <sup>2</sup>	\$5.08					\$8.69	\$5.22					
Detached garage or other Accessory Structure (over 27.9 m <sup>2</sup> or 300 ft <sup>2</sup> )	\$ / m <sup>2</sup>	\$8.72		\$7.15	\$12.56	\$6.24	\$8.60	\$427.90 - Flat Rate					\$4.84
Detached garage or other Accessory Structure (up to 27.9 m <sup>2</sup> or 300 ft <sup>2</sup> )	Flat Rate \$	\$150.69			\$12.56			\$285.27			\$95.00		
Unenclosed deck, porch or carport attached to Detached/ Semi-detached or Townhouse dwellings	Flat Rate \$	\$150.69				\$172.00	\$260.06			\$115.00	\$95.00	\$84.00	
Detached garage/Shed/Carport (accessory building)	Flat Rate \$		\$329.00		\$291.83					\$115.00		\$84.00	\$4.84



**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Basement Walkout	Flat Rate \$		\$329.00		\$291.83	\$172.00							
Deck / Porch	Flat Rate \$		\$329.00		\$291.83	\$172.00		\$148.56	\$249.00	\$115.00	\$95.00	\$84.00	
Additions (<20 m <sup>2</sup> )	Flat Rate \$		\$329.00		\$8.36-\$10.76								
Additions	\$ / m <sup>2</sup>			\$16.70	\$8.36-\$10.76	\$13.55 - \$11.89							
Basement Apartment	\$ / m <sup>2</sup>					\$11.00							
Basement Finish	\$ / m <sup>2</sup>	\$6.05			\$291.83 Flat Rate		\$8.69	\$3.77	\$6.50	\$5.06	\$3.98		
Attached garage or carport	Flat Rate \$		\$329.00							\$115.00		\$84.00	
Excavating basement or crawlspace	Flat Rate \$		\$329.00										
Exterior Stairs	Flat Rate \$		\$329.00							\$115.00			
Attached or detached deck	\$ / m <sup>2</sup>												
Alterations - Group C (Residential Uses)	\$ / m <sup>2</sup>	\$6.05	\$7.18		\$4.77	\$6.64	\$9.39	\$6.19	\$6.50	\$4.63		\$4.20	
Alterations - Basement walkouts, exterior stairs, attached decks	Flat Rate \$												\$5.06
Alterations - Finished Basement and/or Accessory Apartment	\$ / m <sup>2</sup>			\$4.90		\$5.48						\$224 Flat Fee	\$5.06
<b>Group D (Business and Personal Services Uses)</b>													
Shell Only	\$ / m <sup>2</sup>	\$17.00	\$21.13 - \$23.08		\$13.15	\$19.06	\$12.75	\$15.08	\$15.66	\$1.66 \$/ft <sup>2</sup>	\$16.04	\$13.89	\$22.07
Partitioned and/or Finished	\$ / m <sup>2</sup>	\$20.62	\$28.08 - \$30.03		\$17.32	\$23.15	\$20.82	\$22.94	\$20.40	\$1.95 \$/ft <sup>2</sup>	\$18.94	\$16.25	\$25.19
Interior finish/alteration/partitioning for offices	\$ / m <sup>2</sup>			\$5.50									
Other business and personal services	\$ / m <sup>2</sup>		\$28.40			\$23.15							
Alterations - Group D (Business & Personal Services Uses)	\$ / m <sup>2</sup>	\$6.05	\$11.17	\$6.10 - \$18.90	\$4.19	\$6.64	\$10.47	\$5.44	\$6.50	\$4.63			\$5.06
<b>Group E (Mercantile Uses)</b>													
Shell Only	\$ / m <sup>2</sup>	\$15.09	\$19.66	\$17.35	\$13.15	\$14.51	\$13.12	\$14.11	\$13.46	\$1.66 \$/ft <sup>2</sup>	\$10.55	\$9.04	\$14.75
Partitioned and/or Finished	\$ / m <sup>2</sup>	\$18.61	\$28.08	\$9.60	\$17.32	\$19.32	\$17.17	\$17.94	\$17.68	\$1.95 \$/ft <sup>2</sup>	\$13.24	\$11.41	\$17.87
Finishing Only (with shell permit)	\$ / m <sup>2</sup>												
Temporary Real Estate Sales Pavilion	\$ / m <sup>2</sup>	\$18.61						\$15.46	\$9.21				
Alteration - Group E (Mercantile Uses)	\$ / m <sup>2</sup>	\$6.05	\$11.17	\$9.60	\$4.19	\$6.64	\$4.30 - \$8.59	\$4.15	\$6.50	\$4.63		\$4.20	\$5.06
<b>Group F (Industrial Uses)</b>													
Shell Only	\$ / m <sup>2</sup>	\$12.55			\$7.77	\$12.41 - \$9.81	\$6.71 - \$12.11	\$9.75	\$8.65		\$6.35	\$5.38	\$14.75
Partitioned and/or Finished	\$ / m <sup>2</sup>	\$13.53			\$11.36 - \$11.95	\$14.44 - \$13.86	\$9.26 - \$15.10	\$16.42	\$12.49		\$7.53	\$6.67	\$17.87
Warehouse / Factory based on size of building	\$ / m <sup>2</sup>		\$10.66 - \$15.62	\$13.10 - \$9.10						\$11.30			
Interior Office Finish (with application for shell)	\$ / m <sup>2</sup>			\$6.10			\$4.17						
Interior Office Finish (separate from application for shell)	\$ / m <sup>2</sup>												
Gas Station, Car Wash	\$ / m <sup>2</sup>	\$13.53		\$22.85	\$10.76	\$13.08	\$14.22	\$11.63					
Canopy over pump island, outside storage, etc	Flat Rate \$	\$540.42			\$5.35 Per m <sup>2</sup>	\$5.48	\$5.88						
Parking Garage - New	\$ / m <sup>2</sup>	\$6.82	\$8.26	\$7.15	\$5.38	\$6.89	\$7.47	\$5.92	\$8.47	\$9.58	\$7.00	\$6.03	\$9.58
Parking Garage - Above Ground	\$ / m <sup>2</sup>			\$7.15									
Parking Garage - Underground	\$ / m <sup>2</sup>			\$11.20									
Alterations - Parking Garage Repair	\$ / m <sup>2</sup>	\$1.38	\$3.43	\$7.15 / \$11.20			\$3.73		\$3.84		\$0.86		
Greenhouse/Storage	\$ / m <sup>2</sup>	\$4.06											
Poly Hoop	\$ / m <sup>2</sup>	\$2.11											
Alterations - Group F (Industrial Uses)	\$ / m <sup>2</sup>	\$6.05	\$7.62	\$6.10	\$3.59 - \$4.18	\$6.64 - \$3.45	\$6.29	\$4.15	\$6.50	\$4.63			\$5.06
<b>Mechanical Work</b>													
Group A (Assembly Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$1.03		\$1.72			
Group A (Assembly Uses)	Flat Rate \$								\$180.00				
Group B (Care or Detention Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$1.03		\$1.72			
Group B (Care or Detention Uses)	Flat Rate \$				\$0.91				\$180.00				
Group C (Residential Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$0.74					
Group C (Residential Uses)	Flat Rate \$				\$0.91				\$50.00	\$115.00			
Group D (Business and Personal Services Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$1.03		\$1.72			
Group D (Business and Personal Services Uses)	Flat Rate \$								\$180.00				
Group E (Mercantile Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$0.74		\$1.72			
Group E (Mercantile Uses)	Flat Rate \$				\$0.91				\$180.00				
Group F (Industrial Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$0.74		\$1.72			
Group F (Industrial Uses)	Flat Rate \$				\$0.91				\$180.00				
Sprinkler System	\$ / m <sup>2</sup>	\$0.92	\$1.23	\$0.45		\$0.63	\$0.58	\$0.42	\$0.53	\$0.86	\$0.54, Min \$163	\$112.00	\$0.97
Sprinklers	Flat Rate \$				\$397.95								
Fire Alarm	Flat Rate \$	\$631.42			\$397.95	\$774.00	\$468.62 - \$937.34	\$208 - \$416	\$235.00				
Fire Alarm	\$ / m <sup>2</sup>		\$1.23							\$0.86	\$0.54, Min \$163		\$0.97
Electromagnetic Locks	Flat Rate \$	\$131.59	\$329.00		\$397.95	\$309.00		\$41.63, Min. \$208	\$235.00	\$55.00	\$39.00		\$52.00
Fireplace, Woodstove	Flat Rate \$	\$244.08	\$329.00	\$224.00	\$291.83	\$172.00	\$343.09	\$103.43	\$180.00	\$115.00	\$95.00		\$126.00
Special Systems (Commercial Exhausts, Spray Booths, Dust Collectors, CO Detection, etc.)	Flat Rate \$	\$477.54	\$648.00		\$397.95	\$416.00	\$699.89			\$345.00	\$163.00		\$194.00
Furnace Replacement	Flat Rate \$		\$329.00			\$237.00		\$208.00					
New Air Conditioning Unit	Flat Rate \$		\$329.00			\$237.00							
New Duct Work	Flat Rate \$		\$329.00										
<b>Plumbing</b>													
Plumbing Work	Flat Rate \$												
New/replacement drainage system, water supply system or parts thereof	Flat Rate \$	\$244.08			\$291.83					\$115.00			
Site Servicing (sanitary, storm, water)	\$ / lin. M.	\$3.46	\$5.27		\$2.63	\$4.59 - \$1.65				\$0.90 \$/ft <sup>2</sup> , Min \$345	\$6.35	\$84 Flat Rate	\$9.69
Private Water Lines	Flat Rate \$												
Water Service Inspection - Private Side (20 mm)	Flat Rate \$			\$86.70									
Backflow Prevention Devices / Backwater Valves	Flat Rate \$		\$378.00	\$306.00		\$416 - \$249	\$336.97	\$13.08 - \$54.64		\$115.00	\$96.45		\$82.00



**Table A-1 – cont'd**  
**Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>PRIVATE SANITARY SEWAGE DISPOSAL SYSTEMS</b>													
Provincially Mandated Septic System Assessment/Inspection	Flat Rate \$	\$100.81	\$329.00	\$215.00			\$227.06						
Evaluation of a Blding Addition or Change of Use	Flat Rate \$	\$189.96											
Evaluation and Inspection re Replacement / Repair of a Tank or Leaching Bed	Flat Rate \$	\$382.03					\$462.17						
Septic System New / Replacement	Flat Rate \$	\$764.07	\$1,345.00	\$1,188.00	\$597.62	\$714.00	\$810.87	\$689.44	\$637.00	\$690 / \$345	\$462.00	\$448 / \$140	\$613.00
Septic System Repair	Flat Rate \$	\$616.00				\$357.00		\$273.38					
Sewer Conversions	Flat Rate \$		\$329.00		\$291.83								
<b>Miscellaneous - Building Services</b>													
Minimum Building Permit Fee - Residential	Flat Rate \$				\$291.83			\$130.74		\$115.00			
Minimum Building Permit Fee - Non-Residential	Flat Rate \$				\$397.95			\$332.82		\$115.00			
Alternate Solution Application	Flat Rate \$	\$756.00	\$1,789.00	\$1,575.00		\$1,189.00		\$392.26 up to 3 hours, \$128.36 each additional hour or part thereafter		\$500 - \$1000		\$200 - \$1,500	
Alterations - Farm Building	\$ / m <sup>2</sup>	\$2.36											\$3.01
Balcony Repairs	Flat Rate \$		\$126.00		\$291.83					\$345.00			
Balcony Repairs	\$ / m					\$17.00			\$0.59				
Certificate of Occupancy / Zoning	Flat Rate \$	\$114.00											
Change of Use - Construction Involved	\$ / m <sup>2</sup>												
Change of Use – No Construction Required	Flat Rate \$		\$809.00			\$227 per hr. Min \$345			\$352.00			\$84.00	\$194.00
Change of Use	Flat Rate \$			\$714 + \$168/ hr	\$430.36	\$155 per hour				\$230.00			
Communications Tower	Flat Rate \$				\$397.95	\$416.00		\$368.51					
Compliance Letters - Building (Regular / Express)	Flat Rate \$			\$117 / \$173	\$239.06				\$177.00	\$140.75			
Conditional Permit	% of Permit Fee	25.00%	20.00%		10.00%	20.00%			10.00%				
Conditional Permit	Flat Rate \$			\$1,000.00				\$6,395.11					
Construction without Permit	Flat Rate \$		100% of permit fee		50% of permit fee								
Crane Runway	Flat Rate \$						\$804.19						
Crane Runway	\$ / m <sup>2</sup>					\$4.17							
Deferral of Revocation of Permit	Flat Rate \$		\$329.00		\$239.06								
Demolition - All Occupancies (by area)	\$ / m <sup>2</sup>									\$0.43			\$1.72
Demolition - All Occupancies (flat rate)	Flat Rate \$	\$124.00	\$329 - \$924	\$438.00	\$397.95 - \$597.62	\$22 per 100 sq metres. Min \$292. Accessory residential structure \$174 each	\$236.28 - 469.05	\$261.52 - \$416.06	\$325 - \$1050	\$0.43 / \$345-min	\$0.32, Min \$163	\$84 - \$300	\$188 Min
Demolition - Implosion	Flat Rate \$				\$1,792.85								
Designated Structures	Flat Rate \$		\$561.00		\$397.95					\$460.00			
Farm Building / Accessory Building / Greenhouse	\$ / m <sup>2</sup>		\$5.14				\$4.21	\$4.63	\$6.34				\$5.81
Fast Track Service	Flat Rate \$		Various										
Ground Mounted Solar Application Screening	Flat Rate \$	\$886.00											
Limiting Distance Agreement	Flat Rate \$	\$350.00	\$809.00	\$700.00	\$530.60	\$1430 plus disbursements	\$519.94					\$1,500 - \$2,000 Plus disbursements	\$450.00
Mezzanines - Open Storage	\$ / m <sup>2</sup>		\$9.06		\$5.38	\$6.89			\$8.91				
Mezzanines - Other than Storage	\$ / m <sup>2</sup>					\$6.89			\$8.91				
Model Changes - Before Permit Issue	Flat Rate \$		\$329.00										
Model Changes - After Permit Issue	Flat Rate \$		\$648.00										
Move or Relocate a Building to an existing foundation (except portable classrooms)	Flat Rate \$		\$561.00			\$304.00							
Occupancy Permit	per dwelling / per 300 m <sup>2</sup>												
Occupancy Permit for Dwelling Units (SFD, Semi, Townhouse)	Per dwelling		\$166.00			\$137.00							
Occupancy Permit for New Buildings, Additions and Renovations	Flat Rate \$		\$329.00										
Occupancy Permit for Other Residential	Flat Rate \$		\$301.00										
Occupancy Prior to Completion	Flat Rate \$					\$226 or \$22 per 100m <sup>2</sup>		\$546.79			\$95.00		
Order to Comply	Flat Rate \$	\$295.00			\$636.72			\$113.08					
Partial Building Permit	Flat Rate \$	\$124.00		\$714.00		\$440.00			\$291.00				
Pedestrian Bridge	Flat Rate \$						\$830.68						
Pedestrian Bridge	\$ / m <sup>2</sup>					\$4.17							
Permanent Tent, Air-Supported Structure	\$ / m <sup>2</sup>				\$4.19	\$5.48		\$6.14	\$6.80	\$4.63			
Permanent Tent, Air Supported Structure	Flat Rate \$				\$397.95		\$251.19 - \$416.11						
Permanent Tent, Air Supported Structure - Alterations	\$ / m <sup>2</sup>												
Permit Extension - no revisions required	Flat Rate \$			\$117.00									
Retaining Wall	Flat Rate \$						\$505.69		\$645.00				
Retaining Wall	per lin.m.				\$9.76	\$11.00		\$10.72		\$1.32			



**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Revision of Permit - Before Permit Issue	Flat Rate \$			\$438.00									
Revision of Permit - After Permit Issue	Flat Rate \$		\$561.00	\$438.00		\$226 - \$155 per hour							
Shelf and Rack Storage Systems			\$4.91			\$5.48							
Signs	of prescribed value	1.60%				\$36 per m <sup>2</sup>	\$373.44						
Special Inspections	Flat Rate \$	\$91.00			\$107.59 Per hour, min 3 hours								
Stop Work Order	Flat Rate \$	\$598.00											
Subsequent Re-Inspection	Flat Rate \$	\$91.00	\$329.00										
Swimming Pool Fence Enclosure	Flat Rate \$	\$187.00							\$277.96			\$168.84	
Temporary Building (trailer or buildings on construction site for office purposes, etc.)	Flat Rate \$												
Temporary Tent	Flat Rate \$	\$124.00	\$329 - \$471	\$423.30	\$397.95	\$220.00	\$246.26 - \$407.95	\$368.51	\$180.00	\$230.00	\$163.00	\$140.00	\$177.00
Temporary Building (trailer or buildings on construction site for office purposes, etc.)	\$ / m <sup>2</sup>				\$5.99 - \$11.95	\$12.48					\$163.00		
Transfer of Permit	Flat Rate \$	\$127.00	\$329.00	\$46.00	\$239.06	\$201.00	\$120.21	\$130.74	\$180.00				10% of original permit fee
Property Information Request - Building	Flat Rate \$	\$116.00				\$100.00	\$112.25						
Rack Storage Systems	\$ / m <sup>2</sup>		\$4.91				\$8.19						\$4.95
Shoring (per linear metre)	NEW					\$13.00			\$10.97		\$3.04 per lin. Foot		
Racking (no platforms/mezzanine) (per linear metre)	NEW												
<b>Development Agreements</b>													
<b>Subdivision Agreements</b>													
Subdivision - Engineering Drawing Review - Base	Flat Rate \$			\$29,835.00									
Subdivision - Engineering Drawing Review - Residential	per Unit			\$109.00									
Subdivision - Engineering Drawing Review - Industrial	per 1,000 m <sup>2</sup>			\$109.00									
Subdivision - Engineering Drawing Review - add'l submissions after 3	Flat Rate \$			\$1,632.00									
Subdivision - Pre-servicing Agreement - Base	Flat Rate \$			\$3,478.00									
Subdivision - Pre-servicing Agreement - Residential	per Unit			\$32.00									
Subdivision - Pre-servicing Agreement - Industrial	per 1,000 m <sup>2</sup>			\$32.00									
Subdivision - Agreement Preparation - Base	Flat Rate \$			\$21,201.00		\$4,779.00							
Subdivision - Agreement Preparation - Residential	per Unit			\$98.00									
Subdivision - Agreement Preparation - Industrial	per 1,000 m <sup>2</sup>			\$98.00									
Subdivision - Agreement Preparation - Council Approval	Flat Rate \$			\$1,632.00									
Subdivision - Agreement Preparation - Registration	Flat Rate \$			\$1,632.00									
Subdivision - Assumption - Base	Flat Rate \$			\$8,048-\$24,648									
Subdivision - Assumption - Residential	per Unit			\$97.00-\$59.00									
Subdivision - Assumption - Industrial	per 1,000 m <sup>2</sup>			\$59.00									
Subdivision - Assumption - Council Approval	Flat Rate \$			\$1,632.00									
Subdivision - Assumption - Registration	Flat Rate \$			\$1,632.00									
Subdivision - Supervision Fees	% of Est. Construction Value			6.0%									
<b>Condominium Agreements</b>													
Condominium - Pre-Servicing Agreement - Base	Flat Rate \$			\$3,478.00									
Condominium - Pre-Servicing Agreement - Residential	per Unit			\$16.00									
Condominium - Pre-Servicing Agreement - Industrial	per 1,000 m <sup>2</sup>			\$16.00									
Condominium - Agreement Preparation - Base	Flat Rate \$			\$11,960.00									
Condominium - Agreement Preparation - Residential	per Unit			\$95.00									
Condominium - Agreement Preparation - Industrial	per 1,000 m <sup>2</sup>			\$95.00									
Condominium - Agreement Preparation - Council Approval	Flat Rate \$			\$1,632.00									
Condominium - Agreement Preparation - Registration	Flat Rate \$			\$1,632.00									
Condominium - Supervision Fees	% of Est. Construction Value			6.0%									
<b>Site Plan Agreements</b>													
Site Plan - Agreement Preparation - Base	Flat Rate \$	\$1,209.00			\$2,000.00	\$1,950.00				\$1,212.50	\$583.23 plus disbursements	\$1,000 - \$4,000 Plus disbursements	\$1,200.00
<b>Parking</b>													
Parking - Cash in Lieu of Parking	per Space	\$9,579.94		\$6,460.00		\$1,776 - \$20,191					\$41,367 (Downtown Area)		\$10,000.00
<b>Damage and Debris Securities</b>													
Inground Pools or garages on residential lot	Flat Rate \$	\$300.00											
Damage/Debris Deposit - units within an unassumed development	Per 100 Units	\$1,000.00											
Lot Grading Security - units within an unassumed development	Per Unit	\$100.00											
Units in Dev. Agreements not assumed by the Town	per 100 units												
Residential Development	per m of Frontage												
Industrial or Commercial Development	per m of Frontage												
Additions with Foundation onto Existing Res. Development	per m of Frontage												
Inground Pools or Garages on Residential Lot	Flat Rate \$												
Road Damage Deposit	Flat Rate \$	\$10,000.00											



**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Administration Fee	% of unclaimed deposit	10% of unclaimed deposit after six years											
<b>Engineering and Inspection Fees (based on total estimated costs of infrastructure)</b>													
up to \$249,000	%	13% or \$6,000 whichever is greater				<100K: 10% of servicing cost							
\$250,000 to \$499,999	%	9.00%				\$100-\$250K: 8% min. \$10,000							
\$500,000 to \$1,499,999	%	7.00%				\$250-\$500K: 6% min \$20,000							
\$1,500,000 to \$4,999,999	%	7.00%				\$500-\$750K: 5% min \$30,000							
\$5,000,000 and greater	%	4.00%				\$750-\$1.5M: 4.5% min \$37,500							
Condominium Developments	%	2.5% or \$6,000 Whichever is greater		6.0 % of estimated construction value of ALL: 1) required EXTERNAL municipal site works AND 2) municiply required INTERNAL private site works		>\$1.5M: 3.5% min \$67,500							
Site Plan or Other Municipal Infrastructure - Base	%		7% of the cost of external site plan works										
Site Plan or Other Municipal Infrastructure - Variable	per Unit												
Plan of Subdivision	%		5.00%	6% of estimated construction values of public work				4.20%	7.50%				
Cost of Project - Less than \$100,000	% of actual cost		3% of the cost of the subdivision works for first million, 2% on the second million and 1% on the excess over \$2M										
Cost of Project - \$100,000 to \$500,000	% of actual cost												
Cost of Project - \$500,000 to \$1,000,000	% of actual cost												
Cost of Project - \$1,000,000 to \$5,000,000	% of actual cost												
Cost of Project - \$5,000,000 to \$10,000,000	% of actual cost												
Cost of Project - \$10,000,000 to \$15,000,000	% of actual cost												
Cost of Project - over \$15,000,000	% of actual cost												
Residential Service Connection	%												
Servicing Costs - Less than \$100,000	% of servicing costs												
Servicing Costs - \$100,000 to \$250,000	% of servicing costs												
Servicing Costs - \$250,000 to \$500,000	% of servicing costs												
Servicing Costs - \$500,000 to \$750,000	% of servicing costs												
Servicing Costs - \$750,000 to \$1,500,000	% of servicing costs												
Servicing Costs - greater than \$1,500,000	% of servicing costs												
Interim Servicing Submission - 0 to 20 ha	Flat Rate \$												
Interim Servicing Submission - 20 to 40 ha	Flat Rate \$												
Interim Servicing Submission - over 40 ha	Flat Rate \$												
Phasing of Developments (after initial submissions have been Reviewed)													
0 to 20 ha	Flat Rate \$												
20 to 40 ha	Flat Rate \$												
Over 40 ha	Flat Rate \$												
Pre-Servicing Submission Processing - 0 to 20 ha	Flat Rate \$												
Pre-Servicing Submission Processing - 20 to 40 ha	Flat Rate \$												
Pre-Servicing Submission Processing - Over 40 ha	Flat Rate \$												
<b>Legal and Administrative</b>													
Agreement Legal Fees - Per Agreement (prev. Legal & Administration)	Flat Rate \$	\$9,000 or Actual cost if greater				\$5,075 - \$1,000	\$717 - \$14,863				\$173.55 - \$2,451.43 plus	\$500 - \$7,000 Plus disbursements	\$450 - \$1,600
<b>Model Homes</b>													
Deposit per model home	Flat Rate \$	\$10,000.00	\$2,045.00										
<b>Parkland Dedication</b>													
Single Lot Developments	Flat Rate \$	Varies	Varies	Varies									
Residential - Greater than Single Lot	% of Land Value	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		5.00%	5.00%	5.00%	5.00%
Non-Residential - Greater than Single Lot	% of Land Value	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%		2.00%	2.00%	2.00%	2.00%
<b>Perpetual Maintenance Fees</b>													
Determined prior to subdivision agreement	Varies	100% of Construction Costs											



**Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>Plan Review and Submissions</b>													
Pre-draft Plan Review	Flat Rate \$	\$6,840.00									\$173.55 to \$818.41 plus disbursements		
Additional Engineering Submissions	Flat Rate \$	\$2,730.00											
Additional Landscape Submissions	Flat Rate \$	\$1,390.00											
<b>Security Deposit</b>													
Roads, Sidewalks, Sitework/ Storm Sewers/ Street Lighting/ Drainage and Erosion Control/ Landscaping/ Grading	% of Construction	100.00%											
Site Plan Agreement	% of Construction	100.00%											
Pre-servicing Agreements	% of Value of Works	10.00%											
<b>Street Lights (prior to subdivision assumption)</b>													
Hydro Power	per streetlight	\$133.44											
Hydro Power - Year 2	per streetlight												
Hydro Power - Year 3	per streetlight												
Maintenance	per streetlight	\$17.62											
Maintenance - Year 2	per streetlight												
Maintenance - Year 3	per streetlight												
<b>Traffic Lights</b>													
Traffic Lights - Annual	per Signal	\$5,431.48											
<b>Parkland Maintenance (prior to subdivision assumption)</b>													
Parkland Maintenance	Flat Rate \$	Actual Costs plus 10%											
<b>Winter Maintenance (prior to subdivision agreement)</b>													
Roadway - Per lane km	per lane km	\$3,174.00											
Sidewalk - Per km	per km	\$1,061.89											
Roadway Winter Maintenance - Year 1	per lane km												
Roadway Winter Maintenance - Year 2	per lane km												
Roadway Winter Maintenance - Year 3 to assumption	per lane km												
Sidewalk Winter Maintenance - Year 1	per km												
Sidewalk Winter Maintenance - Year 2	per km												
Sidewalk Winter Maintenance - Year 3 to assumption	per km												
<b>Miscellaneous - Agreements</b>													
Common Ownership Agreement	Flat Rate \$												
Licence or Lease Agreements	Flat Rate \$												
Licence or Lease Agreements - Renewal or Extension	Flat Rate \$												
Misc. Development Agreement - No Precedent	Flat Rate \$												
Misc. Development Agreement - Precedent	Flat Rate \$												
Misc. Non-Development Agreement	Flat Rate \$												
<b>Training Grounds Rental Fees:</b>													
Vehicle Compound	Flat Rate \$	New Fee			\$247.50-\$495.00						At Cost		
Search Tower	Flat Rate \$	New Fee			\$970 - \$1941						At Cost		\$310.00
Pumping Station; Drafting, Hydrant, Sprinkler	Flat Rate \$	New Fee			\$323 - \$680					\$520.20	At Cost		
Forcible Entry/Cutting Station	Flat Rate \$	New Fee									At Cost		
Classroom, A, B A&B	Flat Rate \$	New Fee			\$162.72 - \$646			\$110.31 - \$330.92			At Cost		
Low Profile Prop	Flat Rate \$	New Fee						\$391.55			At Cost		
Fire Route Application	Flat Rate \$	New Fee			\$292.00	\$250.00	\$226.01	\$214.00	\$391.55	\$245.75		\$221.54	
Code Compliance Alternative Solution Review	Flat Rate \$	New Fee				\$133.00		\$214.00		\$180.00			
Occupant Load Calculation	Flat Rate \$	New Fee			\$438.44	\$560.00		\$214.00					
Boarding and Securing Properties	Flat Rate \$	New Fee			Varies based on contracted services								
EVT Services (this is for emergency vehicle repairs)	Flat Rate \$	New Fee											
<b>Town-Wide</b>													
Chargeback Administration Fee	%	10% of chargeback				40.00%							
Payment and Cheque Issuance	Flat Rate \$	\$30.00	\$40.00	\$11.30	\$10.00	\$30.00				\$40.00			\$35.00
Documents (courier cost and retrieval)	Flat Rate \$	Actual cost				\$30.00							
Dishonoured Payment (formerly NSF Cheque)	Flat Rate \$	\$50.00		\$45.00	\$35.00	\$40.00	\$45.00	\$46.50		\$0.40	\$35.00	\$35.35	35.00%
Photocopies (per page)	per page	\$0.57		\$0.50	\$0.44	0.50%	0.50%	0.64%		\$0.25		\$0.20	\$1.00 each page for the first 3 copies, then \$0.25 per page thereafter
Preparation of Agreements	Flat Rate \$	\$506.00		\$835 - \$8,527									
Request from off-site storage	Flat Rate \$	Actual cost + \$72.00											
Subpoena Fee (per hour)	%	100.00%											
NEW: Road Closures for Special Events	Flat Rate \$	New Fee				\$365.90		\$95.72 - \$256.98	\$290 Min	\$16.06			
NEW: Administration Fee for Capital Projects	%	New Fee				10% of Direct Costs	Varies	6%			11%		

**Table A-1 – cont'd**  
**Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2016)	Centre of Social Innovation - Toronto	Markham Convergence Centre	Halton Hive	Innovation Guelph	
<b>Milton Education Village Innovation Centre</b>							
Co-Working Desk - Drop In (Individual)	per day	\$30.00			\$30.00	\$100 per month	
Co-Working Desk - Once a Week (Individual)	per month	\$60.00					
Co-Working Desk (Team - Drop in)	per day	\$80.00	\$1210 per month				
Co-Working Desk (Team - Business Meeting)	per day	\$20.00					
MEVIC Membership	per month	\$250.00			\$119.00	\$100 - \$650	
MEVIC Membership (year)	per year	\$1,400.00			\$1,428.00		
MEVIC Membership Upgrade - MEVIC/Burlington Hive	per month	\$100.00					
MEVIC Membership Upgrade - MEVIC/Burlington Hive (year)	per year	\$600.00					
MEVIC Membership Upgrade - Dedicated Desk	per month	\$90.00	\$550.00				
MEVIC Membership Upgrade - Dedicated Desk (year)	per year	\$650.00					
Office Rental	per sq foot	35.80/sq.ft	\$1210 per month		\$42-\$54		
Board Room / Meeting Room Rental	per hour	\$40.00	\$50 - \$160				
Board Room / Meeting Room Rental (day)	per day	\$200.00				\$100-\$150	
Atrium Rental	per hour	\$150.00		Permanently Closed			
Atrium Rental (day)	per day	\$1,000.00				\$500.00	
Workshop Room Rental	per hour	\$90.00	\$100.00				
Workshop Room Rental (day)	per day	\$600.00	\$700.00				
Project Office Rental (day)	per day	\$65.00	\$54.00				
Project Office Rental	per month	\$1,300.00	\$378.00				
Wired Internet Connection	per day	\$11.23	Free				Free
Wired Internet Connection (month)	per month	\$100.97	Free				Free
Server Room	per month	\$75.00					
Mail Box Service	per month	\$20.00					
LCD Laptop Rental	per use	\$50.00					
Insurance Fees	%	100% of Actual cost					
Event Staff Service Fee - High Profile Event	per hour, min of 3 hours	\$79.10					
Event Staff Service Fee - Low Profile Event	per hour, min of 3 hours	\$51.51					