

# TRCA Administrative Fee Schedule for PLANNING SERVICES

## IMPLEMENTATION GUIDELINES

February 1, 2016

### Introduction

TRCA's Fee Schedule for Planning Services was approved by Resolution #A259/15 (as amended) of the Authority on January 29, 2016. The Fee Schedule adheres to the Ontario Ministry of Natural Resources and Forestry "Policies and Procedures for Charging of Conservation Authority Fees", TRCA's Fees Policy/Guideline 2010, and the range of planning services consistent with TRCA's Memorandums of Understanding with area municipalities.

The Fee Schedule includes a broad spectrum of fee categories within each application type to accurately cover the scale of work. The lower fees apply to minor and less complex applications, and modest scale efforts. Higher fees apply to more complex applications requiring a higher level of planning and technical review. This Fee Schedule provides a layered approach, in which base fees are presented in the categories in the front portion of the fee schedule, with additional fees for specialized work in the back portion. These additional fees, (e.g. additional technical review, site visits and meetings) beyond the base fees, may apply. Where possible, TRCA staff will identify as early as possible when additional fees are necessary. We recommend that applicants with more complex applications familiarize themselves with the additional fees that may apply. The Fee Schedule also includes fees for services that assist with streamlining processing and approval for the applicant, such as phased approvals, expedited review, red line revisions (where possible), and project management assistance.

### Administration of Applications and Fees (General Notes)

1. All applications must be deemed complete by TRCA, inclusive of fee submission, prior to commencement of the review process.
2. All planning application submissions and associated fees are administered through the Planning and Development Division of TRCA.
3. A pre-consultation meeting with the municipality and TRCA staff to determine the scope of issues for the planning application should be held. TRCA processing fees will be determined based on a predetermined scope of work. If the scope of the application changes throughout the review process, then fee adjustments will be determined.
4. General inquiries and applicability of fees will be directed through TRCA's planning Senior Managers or Associate Directors on issues of interpretation and scoping of work requirements.
5. Fee appeal process - Any dispute of fee calculations that cannot be resolved through consultation with TRCA's Senior Director, Planning and Development and/or CEO's office, can be appealed through the Budget/Audit Advisory Board and/or the Authority. Delegation format with justification of appeal request is recommended.
6. Any refunds, where applicable, will be approved by the Senior Director, Planning and Development.
7. The application fee will be paid at the time of filing an application to the municipality. The clearance fee will be paid directly to TRCA prior to a request for final clearance of an application. All payments must be made within 30 days of TRCA notification in writing. If application fees have not been paid at the time of submission of the application, fees will be assessed in accordance with the fee schedule in place at the time in which payment occurs. Interest will be charged and accumulated beyond 30 days.
8. Re-submission fees must be paid prior to final clearance of an application. Only one set of fees applies when processing and reviewing a combined application (e.g. a combined Official Plan Amendment, Zoning By-law Amendment and Subdivision application), however, **planning and permit fees are separate**. For combined planning applications, the highest rate of fees applies. Separate fees apply if the applications are received more than 3 months apart. For Minor concept development applications (only) that are immediately followed by associated permit applications, a credit of up to \$100 of the Minor Concept Development fee may be applied to the permit application, at the discretion of the TRCA Planner.
9. TRCA reserves the right to request additional fees or adjust fees should the review require a substantially greater level of effort or for development application scenarios not captured in the Fee Schedule. Custom fees will be negotiated for optional expedited review or unique circumstances for large scale or complex review efforts. Peer reviews may also be required for shoreline works, geotechnical and specialized modeling and may be charged to the applicant. TRCA reserves the right to re-assess fee requirements after one year of processing planning applications. Additional fees can be charged after one year and for excessive delays.
10. TRCA reserves the right to adjust fees to reflect new planning or regulatory legislative requirements.
11. Base geotechnical and hydrogeology review is included. Applications will be subject to an additional fee for complex reviews and advisory services. TRCA will inform applicants as early as possible in the process.
12. Any application that is inactive for 2 years or more is considered dormant by TRCA and a new application (or top-up) for processing and fee purposes is required.
13. Federal Fisheries Act changes:

Modifications have been made to the fee schedules to reflect amendments to the Fisheries and Oceans Canada's (DFO) Level III partnership agreement under the *Fisheries Act* for development review applicants. TRCA will continue to deliver services directed toward the protection, restoration and management of aquatic systems, including fish and fish habitat as an integral part of its watershed management and regulatory responsibilities as well as agreements with Ministry of Natural Resources and Forestry and our Memoranda of Understanding with municipalities. Fish habitat information and field data will be provided to applicants as needed for the new *Fisheries Act* self assessment process or any DFO authorizations.

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### Administration of Master Environmental Servicing Plan (MESP) Applications

The Fee Schedule sets a base fee across the jurisdiction as follows:

Proposals 25ha or less:	\$ 7,875 Base Fee
Proposals greater than 25ha:	\$15,750 Base Fee

1. A baseline charge of \$475 per gross hectare is applied to each application. The gross area includes natural systems.
2. An additional project management fee will be added to cover meetings for committee and team coordination, as well as, general meeting sessions (Range \$25,000 - \$50,000).

The following apply to MESP applications:

1. The Fee Schedule assumes an average 2-year timeframe for MESP completion. TRCA reserves the right to re-evaluate the MESP scope of work and progress related to fee status after a 2-year process. Additional fees will be added for extended timeframes and associated multiple reviews. Payment is due for changes in scope and timeline at the 2-year review date.

#### Standard and Non-standard MESP/subwatershed Studies:

**Standard fee agreements** – all new fee calculations will follow the base guidelines set herein with associated meeting coordination allowances at the study outset. Timeline schedules and Terms of Reference set with the municipalities and landowners will assist in work flow and anticipated work program completion. All studies will be re-evaluated at the 2-year milestone (or as agreed in a Terms of Reference or upfront agreement) for changes in scope, extent of coordination, and anticipated cost to complete remaining stages of work. Extended project delays may need re-evaluation on an annual basis to fairly determine project progress and adjust work program scoping with the municipality and landowner group participation. All evaluations will be provided in writing. Fees are required to build capacity for complex reviews and to meet service delivery needs for all.

**Non-Standard fee agreements** – On occasion, study review requirements need to be adjusted to unique circumstances to assist the municipality and/or landowners meet new conditions or timing considerations. These adjustments need to be incorporated into a non-standard MESP/subwatershed fee agreement to address variables in scheduling, numbers of reviews or staggered submissions, phasing, additional unanticipated technical reviews, updates and transitional files, reasonable expedited requirements. Changes to the base standard costing agreements will be negotiated on a time allowance basis upfront in a new process (when known) or at key annual evaluation milestones in active processes as noted above.

2. A Terms of Reference for the MESP work tasks must be prepared and agreed to by all parties including the municipality, TRCA and the proponent.
3. All MESP fees are required at the initiation of the study or as negotiated through Terms of Reference and agreement.

The following alternative milestone payment structure still provides the minimum base payment schedule of older MESP agreements and can be adjusted through agreement.

#### MESP PHASE OF WORK

#### PAYABLE

- |   |                  |
|---|------------------|
| a. Preliminary Initiation (at Project start-up) (Scoping of MESP/Terms of Reference Initiation)                                   | Base Fee applies |
| b. Terms of Reference completion/MESP Initiation<br>(Includes existing conditions report/field work/First MESP Submission/Review) | 50% payable      |
| c. Prior to First Submission Comments   | 20% payable      |
| d. Prior to issuance of final MESP approval by TRCA (Maximum 3 review submissions)  | 30% payable      |
4. All official plan amendment, zoning and draft plans of subdivision fee requirements that evolve out of the Secondary/ Block Plan process and MESP process apply separately as per TRCA's approved Fee Schedule at the time of submission. No additional per lot charges will apply on draft plans of subdivision if an MESP is completed, approved and paid for.
  5. Plans of subdivision that have not been studied under the MESP process will be charged an additional fee of \$105 per unit, over and above the subdivision base and clearance fees (see schedule). Subdivisions not included as part of original MESP/Block Plan approval will be charged on a per unit basis for updated plans.
  6. Construction permits for works under TRCA's provincial regulation are charged separately at the time of detailed design and construction of draft plan components (such as stormwater management facilities, road/bridge crossings, pipe boring and drilling works, stream channel works, etc).

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### Definitions

The following definitions apply to applications to determine fee review category:

- a) **Screening Letter – projects that do not affect the program or policy interests of TRCA and for which a clearance letter is being requested. Clearance may be provided in an e-mail.** Site visits, meetings and technical or policy review are not included; one submission of screening information is included. If the submission materials are updated or amended, a new fee will be applied.
- b) **Screening Assessment** – projects for which a letter is required from TRCA (i.e. is located adjacent to a natural feature or natural hazard area) but the proposal does not affect the program or policy interests of TRCA and technical review comments are not required. One submission is included. If the submission materials are updated or amended, a new fee will be applied. Site visits and meetings are not included. If a site visit or meeting is required, the application will be considered to be Minor, Standard or Major.
- c) **Minor** – projects for which a letter/response is required from TRCA (for properties located adjacent to a natural feature or natural hazard area) which may affect the program or policy interests of TRCA, and for which comments from TRCA may be provided. Minor projects may require technical review related to only **one** technical discipline. Up to one site visit or meeting with a TRCA Planner is included. Up to two submissions (initial and final) are included. **Minor Subdivisions (less than 5ha)** are those with ten or fewer lots, for which a technical review is not required by TRCA, however, TRCA's participation is necessary.
- d) **Standard** – projects that meet TRCA policies, and require scoped technical analysis in up to two technical disciplines (i.e. scoped EIS review and/or water management screening and assessment, or standard geotechnical review). Up to one meeting and one site visit with a TRCA Planner and one TRCA technical staff member is included. Up to three submissions are included.
- e) **Major** – projects which are significant in geographic area, and/or for which submission of multi-disciplinary technical studies are required to demonstrate that TRCA or partner municipality program or complex policy interests can be met (e.g. ORM, Rouge Park, NEC). Major projects generally require more complex ecological, geotechnical, water resource engineering, hydrogeological, or fluvial geomorphic studies and assessment. Major projects may require a site visit and up to two technical team or planning meetings. Up to three submissions are included.
- f) **Complex** – projects for which a full suite of applicable technical studies are required to demonstrate consistency with TRCA or partner municipality program or complex policy interests (e.g. ORM, Rouge Park, NEC). Complex projects typically involve extensive modifications to the landscape. Complex projects may also be characterized by one or more of the following:
- i. The need for up to three working meetings and up to three submissions;
  - ii. The need for additional TRCA technical assessments (i.e. technical modeling refinements);
  - iii. Extensive technical study review in one or more of the following: including complex hydrogeological, fluvial geomorphology, natural channel design, wetland interference, environmental impact studies; or,
  - iv. Require more than one day of TRCA fieldwork.
- g) **Additional Site Visit Charges** - Unless otherwise stated, site visits are not included in the fees assessed for all screening letters and screening assessments, "Minor" applications in all categories, and Solicitor-Realtor enquiries. Should site visits be required, or be requested for applications in these categories, additional site visit fees will apply, in accordance with the site visit fees prescribed in this Fee Schedule.
- h) **Incomplete/unconsolidated Submissions** - A submission for review is deemed to be "incomplete" where TRCA has identified requirements, and the application has not met all requirements. The following scenarios are examples of situations in which an application may be deemed incomplete or unconsolidated: 1. Where all technical or supporting studies that are required to meet TRCA's submission requirements have not been provided with the application; 2. Where component studies are submitted in a piecemeal fashion; 3. Where the findings and analysis in component reports are not integrated in a multi-discipline submission (e.g. where an Environmental Impact Study, Functional Servicing Report, and Hydrogeological report are packaged together and each report has not considered the findings of the others).
- i) **Applicant Driven Formal Modification** - A fee for an "applicant driven formal modification" will be charged where plans are submitted for review after the application has been formally circulated by, or received planning approval from the municipality, and TRCA review is still in progress/on-going.
- j) **File Continuation** - Applicable to files that continue beyond two years from the date of submission of the application. At two years, and two year intervals thereafter, if the applications are still in the review or approval process, application fees will need to be topped-up to current fees in the applicable fee schedule at that time. This is to be completed through a re-evaluation of the status of the application and scope of the review remaining, to review the need for any additional fee requirements.
- k) **Major and Complex Files without Prior MESP (non-subdivision)** – Where Major or Complex files, (Rezoning Applications, Official Plan Amendments, Site Plans – not including subdivisions which are addressed separately) are submitted without an MESP, and an MESP has not been completed for the area within the past 10 years, may be subject to additional review fees. At the time of application, where possible, TRCA staff will identify whether additional fees are applicable.

Note: Additional charges will apply for additional meetings or site visits. Additional meetings will be assessed the same fee as additional site visits, inclusive of travel and preparation time, in accordance with the site visit fees identified herein.

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**Fee Schedule for Planning Services**

Application Type	Application Fee	Clearance Fee	Notes
Screening letter (Residential/Minor projects)	\$100	\$0	Generally, this fee does not apply to major developments.
Screening letter – other agencies or parties	Minor \$100 Major \$250 Complex \$1,000	\$0 \$0 \$0	
Vulnerable Areas Screening Fees (Source Water Protection)	\$90	\$0	
Source Water Protection – new services	Please contact Planning and Development staff		
Solicitor/Realtor Screening Service	\$325	n/a	
Concept Development/ Property Inquiry –  Residential	Minor \$350 Standard \$790 Major \$3,215 Complex \$6,065  Additional technical review \$1,050 Expedited real estate review \$3,150	\$0 \$0 \$0	This is not a mandatory fee. This is a guidance tool at the request of the applicant.
Concept Development/ Property Inquiry –  Commercial, Industrial, Institutional	Minor \$750 Standard \$2,625 Major \$5,775 Complex Application specific fee	\$0 \$0 \$0	
Variance - residential	Minor \$550	See notes	Where a site visit and/or extended review is required for a variance application, a clearance fee of \$145 is applicable
Variance - Industrial/Commercial/ Subdivision/Institutional	Minor \$1,050 Major \$1,765		
Consent/Severance/Land Division (per lot)	Screening assessment \$550 Minor \$1,325 Major \$5,345	\$0 \$0 \$0	Refer to General Notes #9.
Single Residential Site Plan	Minor (outside of hazard) \$790 Standard \$1,250 Major \$3,215 Complex \$5,775	\$0 \$250 \$700 \$1,675	Refer to General Notes #9.
Site Plan	Minor \$2,050 Standard \$6,050 Major \$20,000 Complex \$29,050	\$1,050 \$1,675 \$4,150 \$4,150	Refer to General Notes #9 and #11.

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Application Type	Application Fee	Clearance Fee	Notes
Multi-Unit Building Site Plan (Rental, Condominium, Mixed Use)	Standard \$16,700 Major \$43,000 Complex \$50,000	\$5,750 \$15,800 \$15,800	Refer to General Notes #9 and #11.
Official Plan Amendment (OPA)	Screening assessment \$490 Minor \$2,200 Standard \$8,200 Major \$12,000 Complex \$20,000	\$0 \$0 \$0 \$0 \$0	Refer to General Notes #9 and #11.
Zoning By-law Amendment/ Rezoning (ZBA/RZ)	Screening assessment \$490 Minor \$2,200 Standard \$8,200 Major \$12,000 Complex \$20,000	\$0 \$0 \$0 \$0 \$0	Refer to General Notes #9 and #11.
Condominium Agreement Clearance – Admin/Registration	\$5,250		
Draft Plan of Subdivision (Residential/Industrial/ Commercial Subdivision)	<b>less than 5ha</b> Minor \$6,000 Standard \$20,000 Major \$35,000 Complex \$48,000  <b>5ha to 10ha</b> Standard \$28,655 Major \$48,250 Complex \$56,500  <b>10ha to 25ha</b> Standard \$38,600 Major \$49,800 Complex \$56,500  <b>25ha and greater</b> Standard \$48,250 Major \$54,990 Complex \$59,900  Per unit (if applicable) \$105/unit Per ha (if applicable) \$475/ha	\$2,625 \$5,735 \$15,800 \$15,800  \$15,800 \$15,800 \$15,800  \$15,800 \$15,800 \$15,800  \$15,800 \$15,800 \$15,800	<ol style="list-style-type: none"> <li>Refer to Definitions for application category criteria.</li> <li>For subdivisions with no MESP produced within the last 10 years, the subdivisions will be considered to be Major or Complex.</li> <li>Complex subdivisions without a current MESP will be subject to an additional per unit fee of \$105. Industrial subdivisions without prior comprehensive MESP review will be charged an additional \$475 per hectare. See General Note #9 and #11.</li> <li>As the file review progresses, should the issues and review become more complex than originally anticipated, then the fee will correspondingly increase as per scope of work.</li> <li>For sites greater than 50 ha, there will be a site specific discussion on scope of review depending on size and complexity of the specific application.</li> </ol>
Clearance fee for Additional Subdivision Phases	Standard – within one year \$2,760  Standard \$5,250  With new technical information Initial clearance fee		“Within one year” means within one year of original subdivision clearance



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Multi-Unit Building Site Plan (Rental, Condominium, Mixed Use)	Standard \$16,700 Major \$43,000 Complex \$50,000	\$5,750 \$15,800 \$15,800	Refer to General Notes #9 and #11.
Golf Courses, Aggregate Pits or Large-scale Fill Operations	\$22,050 (base fee) \$42,000 (base fee)	\$0 \$0	The 'base fee' is subject to additional technical review and project management services fees, as applicable. Refer to General Notes #9 and #11.
Block and Tertiary Plans and Master Environmental Servicing Plan (MESP)(Residential & Industrial/Commercial)	Base fee 25ha or less \$7,875 Base fee > 25ha \$15,750  Comprehensive \$475/ha & Project Management Fee \$25,000-\$50,000	\$0 \$0	Additional charge of \$475 per hectare for comprehensive MESP. Refer to Notes related to Master Environmental Servicing Plan (MESP) Application.
Urban MESP & subwatershed study	Negotiated in a Terms of Reference Agreement.		
Optional Expedited Review per review	\$5,000-\$20,000		
Optional Expedited Review for MESP subwatershed or major file	Negotiated based upon scope of work and availability.		
Optional Expedited Clearance (2 weeks)	Additional 75% premium of applicable fee.		Optional Expedited Clearance within 1 week or 2 weeks is subject to availability of staff, and subject to Senior Director approval, as workload allows.
Optional Expedited Clearance (1 week)	Additional 150% premium of applicable fee.		

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**Other Applicable Fees**

Description	Fee	Notes
Pre-consultation – meeting (Planner only)	no charge	
Pre-consultation technical team site visit	\$2,870	This is not a mandatory fee. This is a guidance tool at the request of the applicant.
Pre-consultation Technical Team Meeting Up to ½ day (including travel time) Up to 1 day (including travel time)	\$1,550 \$2,870	
Additional Site Visit Charges: *Scoped staff *Scoped staff Team staff	up to ½ day \$775 up to 1 day \$1,550 per day \$2,870	Includes travel time. Multiple field assessments, stakings and negotiations are charged separately. This is not a mandatory fee. This is a guidance tool at the request of the applicant. *Scoped staff - includes the planner and up to one more discipline.
Incomplete submission/ unconsolidated submission coordination – per submission.	Minor \$1,000 All Others \$5,000 - \$10,000	See Definition h) on page 3.
Applicant Driven Formal Modification (requiring re-circulation)	Minor \$1,500 Major \$5,000	See Definition i) on page 3.
Additional Submissions – each submission beyond the third submission	Minor \$1,000 All Others \$2,500 - \$10,000	
All applications located in a Special Policy Area (will be charged an additional percentage of premium on the applicable fee)	Minor 50% Major 100%	
File Continuation (All Files)	Top-up to current cost in fee schedule	Applicable to files that continue beyond two years from the date of submission of the application. See Definition j) on page 3.
File Reactivation	Standard files \$550 Large files/OMB \$1,050	To reactivate files that have been inactive for 2 years or more.
Waterfront Development additional charge for shoreline engineering peer review	\$1,655 - \$2,765	To be determined based on scope.

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Description	Fee	Notes
GIS Fee	<ul style="list-style-type: none"> <li>- \$50/hour + HST data preparation</li> <li>- \$30 + HST per .pdf or hard copy digital floodline map sheet (CAD)</li> <li>- \$125 + HST per digital floodline map sheet (CAD)</li> </ul>	
Engineering Data Request	<ul style="list-style-type: none"> <li>- \$100 + HST for HEC-RAS modelling files associated with each floodline map sheet</li> <li>- \$225 + HST per map sheet (Combined hydraulic and modelling files)</li> </ul>	
Optional Terms of Reference Review (EIS, Provincial Plan conformity, Master Plan – not related to an MESP) technical advisory	Minor                    \$250 Major                    \$500- \$1,000	Fee scoped as per application issue. Not a mandatory fee.
Archaeological screening (on TRCA-owned lands only)	\$525+ HST	Works on TRCA-owned lands require an archaeological screening by a TRCA Archaeologist. Through the screening process, the archaeologist will determine if further investigation is required. Additional fees will be charged for archaeological investigations, where required.
Collaborative meetings and technical review related to settlement, when applicable	\$5,000 - \$20,000	Not a mandatory fee. Dependent upon number of TRCA staff involved, number of meetings and submissions.
TRCA Project Management Fee (to assist with coordinating TRCA's reviews and project timelines associated with TRCA reviews)	\$5,000- \$20,000	Not a mandatory fee. Dependent upon number of TRCA staff involved, number of meetings and submissions.
Additional Geotechnical and Hydrogeology Review	Standard:            \$2,100 Major:                \$3,150 - \$4,725	See General Note #11.