



# Greater Toronto Area Municipal Benchmarking Study

3<sup>rd</sup> Edition



# **Greater Toronto Area Municipal Benchmarking Study**

Prepared for:

**BILD**

Prepared by:

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## EXECUTIVE SUMMARY

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Altus Group Economic Consulting was retained by Building Industry and Land Development Association (“BILD”) to undertake the 3rd edition of the Greater Toronto Area Municipal Benchmarking Study (“GTA MBS”). Previous editions were published in September 2020 (1st edition) and September 2022 (2nd edition).

This study looks at several planning policy related factors that may be contributing to housing affordability pressures in the region, including:

- Demographic and new residential development trends;
- Breakdown of municipal planning development application statistics;
- Review of municipal charges imposed on new development;
- Analysis of municipal features and tools used to facilitate more efficient and transparent development processes; and
- Overview of municipal achievements and commentary on noteworthy planning trends and issues.

### ***Changes in the policy environment since the 2022 GTA MBS***

The policy backdrop in the development sector has changed considerably since the prior two editions of this study. The COVID-19 pandemic was a highly disruptive event that affected the way and where people work. The 2022 GTA MBS concluded just before the end of the COVID pandemic lockdowns. This 3<sup>rd</sup> edition will help us understand how these structural changes have impacted, if at all, the development application process. This report represents a ‘return to a new normal’ examination.

The pandemic also shined light on the importance of dealing with the housing crisis in Ontario and policymakers at all levels of government are paying attention to it.

This has meant greater participation among municipalities in this study. The biggest change since the prior two editions of this study is access to municipal data. Previous studies have had to largely rely on an intensive search for a sample of development application data. This year, 13 of the 16 municipalities studied provided information to help support the research outlined in this report. Access to municipal owned data has allowed us to analyze all application submissions between 2022 and 2024 for the majority of study municipalities.

The Provincial Government has also put more effort into housing policy and there has been a string of provincial policy changes meant to speed up the development process since the 2022 MBS. These changes include:

- Bill 109: introduced refunds on application fees if municipalities failed to make a decision within legislated timelines;
- Bill 23: established new caps and rates on parkland dedication and instituted a 5-year phase in of development charges. The Bill also removed site plan control for developments with fewer than 10 units; and
- Bill 185: undid some of the previous changes introduced in Bills 109 and 23 by cancelling the application refund and removing the phase-in of DCs.

Meanwhile, municipalities have made some strides in introducing processes to help speed up the development application process and make it easier to navigate. Some key achievements include up-zoning to allow for more missing-middle typologies (e.g. multiplexes, town homes, accessory dwellings etc.) and simplified processes in the development application process.

This report demonstrates how some of these changes have impacted the development application process. What follows is some key highlights from the study.

***Key Finding #1: Housing Affordability has Worsened Since the First GTA MBS in 2020***

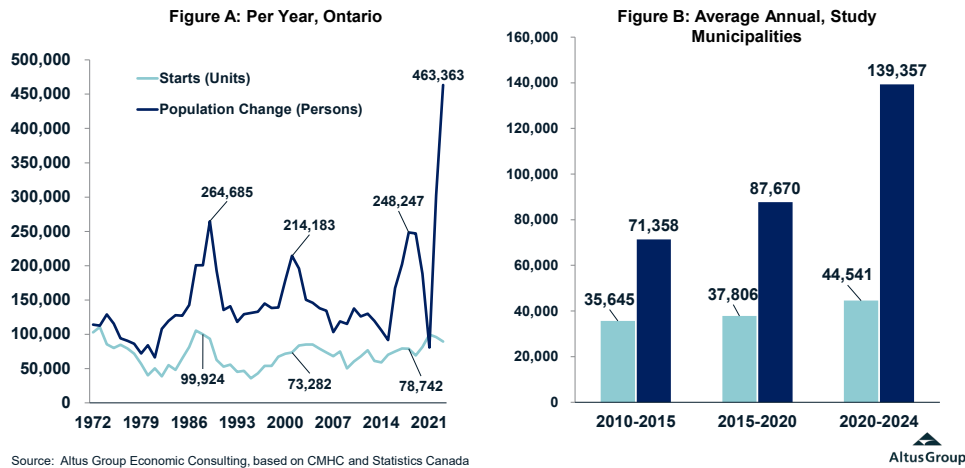
- Housing affordability continued to deteriorate since the time of the last report. Average rents reached \$1,830 in the GTA and \$1,550 in Barrie.
- To purchase a home, the average household would have to devote over 60% of their monthly income to servicing a mortgage in the GTA's highest cost areas.

**Key Finding #2: New Home Building Didn't Keep Up with Population Growth**

- Population growth is accelerating across Canada as immigration levels hit record levels;
- Increased outmigration from the GTA to other parts of Ontario and Canada means the GTA is growing less quickly on average than it was prior to the COVID pandemic; and
- New home construction has not kept pace with overall population growth in Ontario and the GTA. The number of new units started for every new person added to the population is the lowest it's been since the data began in 1972.

Figure ES- 1

**Average Annual Housing Starts and Change in the Population, Ontario and Study Municipalities, 1972-2023**

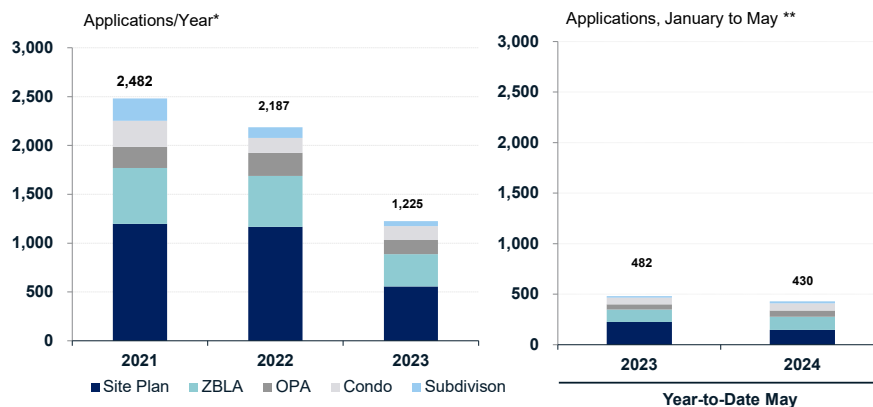


**Key Finding #3: Application Submissions Have Fallen Significantly Over the Last Two-Years Threatening Future Housing Supply**

- Application submissions have fallen significantly since peaking in 2021.
- Some of the fall in submissions can be explained by policy changes, such as the removal of site plan control from projects with less than 10-units done in 2023; and
- Economic conditions also remain a major factor.

**Total Application Submission, Study Municipalities**

**Figure ES- 2**



\* Municipalities included in annual data: Barrie, Brampton, Caledon, Clarington, Innisfil, Markham, Mississauga, Toronto, Whitby, Pickering, Milton, Oshawa, Richmond Hill, and Vaughan  
 \*\* Municipalities included in monthly data: Barrie, Brampton, Caledon, Clarington, Innisfil, Markham, Mississauga, Toronto, Whitby, and Pickering  
 Source: Altus Group Economic Consulting based on Municipally Provided Data



### Key findings #4: Timelines Are Improving but They Remain Excessively High

- 10 municipalities have better timelines than reported in the 2022 study, 3 have the same, and 3 are worse;
- Lower submission rates meant that municipalities had more resources (time and people) to focus on existing applications during the current period than in the past. Yet, the average months it takes an application to go through the approval process only improved by a marginal 2.4;
- While more municipalities are reporting better timelines, the overall average timeline of 20.3 months, per application type, is still excessively high;
- The municipality that saw the highest improvement in timelines was Vaughan with a decrease of 8.8 months, and the municipality that saw the worst deterioration in timelines was Milton with an increase of 13.1 months, however, Milton's timeline increases can be in part explained by their willingness to work with applicants as evident by their extremely low appeal rate;

Figure ES- 3

Average Timelines, All Application Types, by Municipality, 2022 & 2024

Rank	Municipality	2022 Study	2024 Study	Trend in Time	
		Months	Months	Difference	Change
1	Barrie <sup>1</sup>	13.1	11.2	(1.9)	Better
2	Whitby	12.6	12.4	(0.2)	Same
3	Oakville	13.9	14.1	0.2	Same
4	Brampton <sup>1</sup>	19.1	14.1	(5.0)	Better
5	Clarington	21.9	14.3	(7.6)	Better
6	Vaughan	26.9	18.1	(8.8)	Better
7	Innisfil	23.2	19.8	(3.4)	Better
8	Oshawa	26.1	20.7	(5.4)	Better
9	Markham	23.5	22.6	(0.9)	Same
10	Milton <sup>1</sup>	10.2	23.3	13.1	Worse
11	Bradford West Gwillimbury	20.4	23.5	3.1	Worse
12	Toronto	32.0	25.0	(7.0)	Better
13	Mississauga <sup>1</sup>	27.4	25.0	(2.4)	Better
14	Caledon	34.4	26.9	(7.5)	Better
15	Richmond Hill <sup>1</sup>	35.9	33.6	(2.3)	Better
<b>Average<sup>2</sup></b>		<b>22.7</b>	<b>20.3</b>	<b>(2.4)</b>	<b>Better</b>

	Municipalities	Percent
Municipalities with <b>Better</b> Timelines	10	67%
Municipalities with <b>Same</b> Timelines	3	20%
Municipalities with <b>Worse</b> Timelines	2	13%
<b>Total</b>	<b>15</b>	<b>100%</b>

1

2022 average timelines are based on municipally reported data found in Figure 4-37 of 2022 GTA Municipal Benchmarking Study

2 Total averages are based on average of all averages

Source: Altus Group Economic Consulting

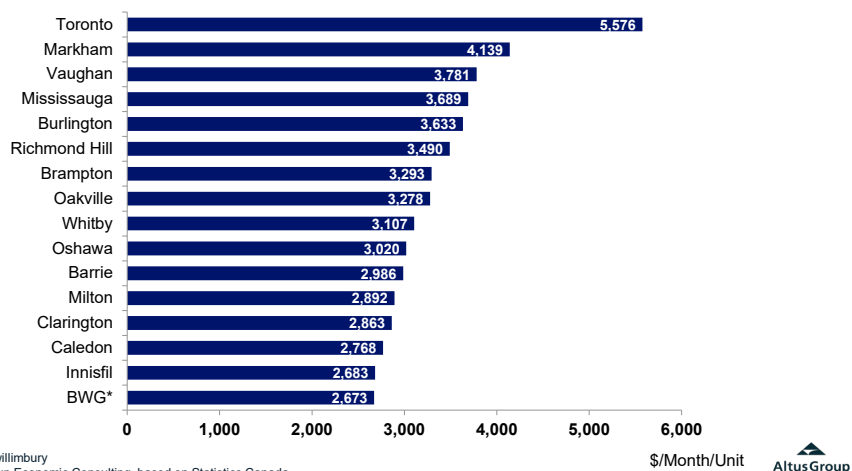
- The purpose of this study is to provide the best possible insights into ‘actual’ application timelines for a ‘typical’ residential project. *Bill 109 - More Homes for Everyone Act, 2022* introduced a refund policy that went into force on July 1st, 2023 and affected how applications were reviewed for those that were submitted after that date. In response, municipalities took various measures to avoid having to refund applications. To address this policy treatment, applications submitted after July 1st 2023 were analyzed separately and are not part of the reported average; and
- **Manipulating the timeline accounting system in response to the refund provisions of Bill 109 may make municipalities appear to be achieving greater strides on paper than in reality. Ultimately this does not result in a benefit to an applicant in terms of improved predictability, lower risk, or reduced costs that can be translated into more homes being built faster**

**Key Finding #5: Cost of Delay is Hefty**

- Accounting for annual property taxes paid on vacant land, cost escalation and opportunity cost of holding land vacant can add between \$2,673 and \$5,576 per month, per unit, to the cost of producing housing; and
- The total length of a single application can add cost of between \$43,000 to \$90,000 per unit, per application submission.

**Figure ES- 4**

**Costs Accumulated Every Month During the Application Process, Per Unit, by Study Municipality, 2022-2024**



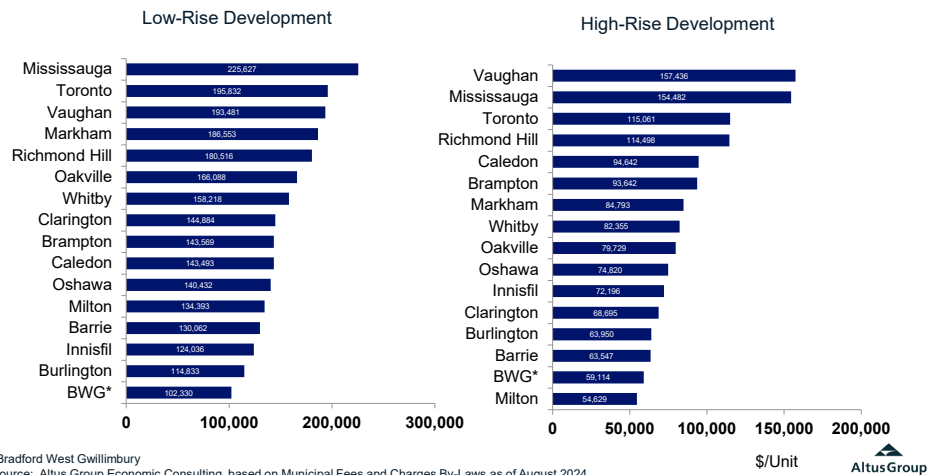


**Key Finding #6: Municipal Fees Rose by \$42,000 Per Unit on a Low-Rise Development, and \$32,000 on a Unit in a High-Rise Development Since the 2022 Study:**

- Caps introduced on parkland dedication were largely offset by increases in land values relative to the 2022 report and significant increases in development charges across all municipalities studied;
- Total municipal fees per unit ranged from approximately \$102,000 in Bradford West Gwillimbury to a high of just over \$195,000 in the City of Toronto (Toronto) on a low-rise development. The average fee charged on a unit in a low-rise development is almost \$165,000;
- Total municipal fees per unit ranged from roughly \$55,000 in Milton to a high of \$157,643 in Vaughan on a high-rise development. The average fee charged on a unit in a low-rise development is roughly \$122,000;
- Development charges (“DC”), parkland dedication and community benefit charges (“CBC) made up the lion’s share of these fees; and
- DCs rose by a low of 6%, to 74%, growing significantly faster than the cost of building infrastructure between 2022 and 2024.

Figure ES- 5

**Total Municipal Fees Per Unit, by Study Municipality, as of August 2024**



## Summary of Results

Figure ES- 6 shows the municipalities benchmarked against each other on municipal fees, approval timelines and planning features - combined.

The municipalities are ranked based on lowest (lower fees, approval timelines and needs less improvement on planning features) to highest (highest fees, approval timelines and needs most improvement in planning features).

Overall, Barrie, Oakville and Mississauga rank at the top, while Caledon, Oshawa and Richmond Hill benchmark behind all other 16 municipalities.

Figure ES- 6

Combined Ranking - 2024 Municipal Benchmarking Study - Study Municipalities												
Municipality	Municipal Fees			Approval Timelines			Planning Features				Combined Scoring	
	Total Value	Index	Rank	Average Timelines	Index	Rank	Score	Rebased	Indexed	Rank	Overall Index	Overall Rank
	Per Unit (\$), weighted average of development scenarios	Divided by series average	(Lowest to Highest)	Months	Divided by series average	(Lowest to Highest)	%	(for lower to equal better)	Divided by series average	(Lowest to Highest)	Weighted Average	(Lowest to Highest)
Barrie	105,029	0.86	5	11.2	0.55	1	0.92	0.08	0.22	2	0.57	1
Oakville	109,126	0.89	7	14.1	0.69	3	0.88	0.12	0.33	5	0.66	2
Mississauga	108,597	0.89	6	25.0	1.23	13	0.96	0.04	0.11	1	0.76	3
Brampton	117,796	0.96	9	14.1	0.70	4	0.75	0.25	0.72	7	0.81	4
Markham	152,390	1.24	14	22.6	1.11	9	0.92	0.08	0.22	2	0.90	5
Milton	96,441	0.79	3	23.3	1.15	10	0.71	0.29	0.83	8	0.91	6
Toronto	143,990	1.18	13	25.0	1.23	12	0.90	0.10	0.28	4	0.92	7
Vaughan	166,904	1.36	16	18.1	0.89	6	0.81	0.19	0.55	6	0.98	8
Clarington	102,567	0.84	4	14.3	0.70	5	0.42	0.58	1.66	13	1.04	9
Innisfil	112,281	0.92	8	19.8	0.98	7	0.52	0.48	1.38	11	1.07	10
Whitby	128,349	1.05	11	12.4	0.61	2	0.38	0.62	1.77	14	1.13	11
BWG*	94,606	0.77	2	23.5	1.16	11	0.38	0.62	1.77	15	1.19	12
Caledon	143,493	1.17	12	26.9	1.33	14	0.54	0.46	1.33	10	1.27	13
Oshawa	125,129	1.02	10	20.7	1.02	8	0.27	0.73	2.10	16	1.35	14
Richmond Hill	164,149	1.34	15	33.6	1.65	15	0.44	0.56	1.61	12	1.51	15
Burlington	87,776	0.72	1	--	--	--	0.62	0.38	1.11	9	--	--
<b>Weight (%)</b>		<b>0.40</b>			<b>0.30</b>				<b>0.30</b>			

Notes: \*Bradford West Gwillimbury  
 \*\*Burlington is removed from approval timelines due to low sample size of approvals  
 Source: Altus Group, based on Municipal Fee and Charges By-Laws, Municipal websites and data, as of August 2024

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# 1 INTRODUCTION

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## 1.1 BACKGROUND & SCOPE OF STUDY

Altus Group Economic Consulting was retained by Building Industry and Land Development Association (“BILD”) to undertake a Greater Toronto Area Municipal Benchmarking Study (“GTA MBS”) that considers several planning policy related factors that may be contributing to worsening housing affordability in the region. This report is the 3<sup>rd</sup> edition in series of reports, previously published in September 2020 (1<sup>st</sup> edition) and September 2022 (2<sup>nd</sup> edition).

As with the previous editions, the undertaking of the GTA MBS has been done in conjunction with a companion report sponsored with the Canadian Home Builders’ Association (“CHBA”) - the Canada Municipal Benchmarking Study (“Canadian MBS”) - which examines a wider set of municipalities across the country. This includes an overlap of five (5) jurisdictions covered in this report - Toronto, Brampton, Markham, Oakville, and Bradford West Gwillimbury.

This study looks at several planning related factors that influence the supply of housing, including the municipal approval processes, government charges on development applications, as well as compares approaches across the municipalities in the study for dealing with the approval and development of new housing. In addition, provincial and municipal planning trends are also examined to highlight areas that have seen policy improvements or need improvement, share knowledge of best practices to planning practitioners and elected officials, and focus on remaining gaps that all parties in the homebuilding process will need to work together to solve.

## 1.2 BENEFITS OF STUDY

The key benefit of this report is it provides one of the only peer-to-peer analysis of planning outcomes across multiple jurisdictions in the GTA, across time.

Since the release of the first edition of this study in 2020, many municipalities have adopted more regular internal and external self-reporting analysis of key performance indicators (“KPIs”) related to planning decision making.

This edition brings an additional element of tracking success. The first edition was completed in early 2020, just before the COVID-19 pandemic lockdowns began in March 2020. The 2<sup>nd</sup> edition reviewed the development process through the pandemic and resulting lockdowns (Spring 2020 to summer 2022), being completed at the time lock-downs were mostly lifted.

The pandemic was a highly disruptive event that affected the way and where people work. This 3<sup>rd</sup> edition will help us understand how these structural changes have impacted the development application process in the GTA. This report represents a ‘return to a new normal’ examination.

The pandemic did shine light on the importance of dealing with the housing crisis in Ontario. One important development has been a string of provincial policy changes that had a significant impact on the development process since the last edition of the study, including:

**Bill 109 - *More Homes for Everyone Act (2022)***

Created a policy treatment for concurrent Official Plan Amendments (“OPAs”)/ Zoning By-law Amendments (“ZBLA”), sole ZBLA, and Site Plan applications where an applicant would receive application fee refunds should a municipality fail to provide a decision within a specified timeline – 120 days for OPA/ZBLAs, 90 days for ZBLAs, and 60 days for Site Plans.

This refund policy was initially set to come into effect on January 1st, 2023, however, in June 2023, Bill 97 - *Helping Homebuyers, Protecting Tenants Act* received royal assent, pushed back the date that refunds would come into effect to July 1st, 2023. It also cancelled/transitioned refunds of any application submitted prior to this date.

**Bill 23 - *More Homes Built Faster Act (2022)***

Created section 41 (1.2) of the *Planning Act*, which removed the ability of municipalities to set site plan control over developments with fewer than 10 units.

Established new caps of 10% of land value for size smaller than 5 hectares and 15% for sites that are larger, and changes rates for parkland dedication to one hectare per 600 units for land and one hectare per 1,000 units in value for Cash in Lieu (“CIL”).

Instituted a 5-year phase-in of changes to development charges (“DCs”) where the first year of a development charge by-law would be set at 80% the established rate, 85% the second year, and so forth until the full rate was introduced at 100% in the 5<sup>th</sup> year.

**Bill 185 - *Cutting Red Tape to Build More Homes Act (2024)***

Removed the 5-year DC phase-in established in Bill 23, which caused development charges that were previously being phased-in to be fully established at 100% the rate.

Removed the application refund policy established in Bill 109, along with providing applicants the choice to undergo, or not, pre-application consultations (“PACs”) that municipalities had setup up to manage application timelines to avoid refunding applications

There has also been a wide-base sweep of municipalities studied who have introduced upzoning, especially for missing-middle housing typologies such as accessory dwelling units.

The impact of these policy changes are captured in this year's benchmarking results.

### 1.3 TOPICS COVERED

This report examines a brevity of issues related to supporting housing supply and housing affordability. Topics covered include:

- **Overview of Municipal Achievements and Commentary on Noteworthy Planning Trends and Issues** – to provide a record and analysis of municipal actions, as well as commentary on matters of provincial direction that impact the analysis done in this report;
- **Demographic and New Home Construction Trends-** To provide overview of trends in housing construction (tenure, form, prices), and shifts in population;
- **Breakdown of Municipal Planning Development Application Statistics** – To examine the number of application submissions and estimating the amount of time that development applications take to gain approval;
- **Review of Municipal Charges Imposed on New Development** – To estimate the direct costs that municipalities levy on new housing developments, costs which are ultimately passed on to new home buyers (or renters) through higher prices (or rents) using two hypothetical development scenarios; and
- **Analysis of Municipal Planning Approval Processes** – To review features and tools utilized by municipalities to facilitate more efficient and transparent development processes.

### 1.4 GEOGRAPHIC SCOPE

The study looks at the planning processes in a total of 16 municipalities in the Greater Toronto Area, which include:

Region	Area Municipality
Toronto	City of Toronto ("Toronto")
York Region	Vaughan, Markham, and Richmond Hill
Peel Region	Brampton, Mississauga, and Caledon
Halton Region	Oakville, Burlington, and Milton
Durham Region	Whitby, Oshawa, and Clarington

Simcoe Area	Barrie, Innisfil, and Bradford West Gwillimbury (or “BWG”)
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## 1.5 DISCLAIMER AND CAVETS

The municipalities that are included within the scope of this study are determined at the discretion of the sponsors of this report. However, all analysis, opinions, reflections, and recommendations throughout the body of this report represent the independent views of the authors of this report, and therefore may not reflect the policy positions or preferences of the sponsors.

This report looks at factors that may be contributing to housing affordability issues in the Greater Toronto Area, such as planning processes, demographic factors, government charges, timelines for gaining approvals for new housing, etc. However, while these factors all affect the timely and cost-effective delivery of housing supply, it is noted that these factors are not meant to represent an exhaustive list of issues that contribute towards the housing affordability crisis.

The information presented in this report is based on interpretation of various municipal policies, by-laws, rate schedules, etc. While every effort has been made to interpret these materials accurately, there can be no certainty that municipal stakeholders will apply their policies and rates in the same manner as interpreted in this study.

The models at the core of this report frequently rely upon inputs and assumptions, such as application dates and timelines, assumed land values, estimated housing prices, and development yields from hypothetical development sites. These inputs and assumptions are intended for the purposes contained herein, and should not be used for any other purposes, or relied upon in any manner other than how they are used within this report.

The data presented in this report is based on the latest data available as of the writing of the report (spring and summer of 2024). Given the types of data used, the most recent iteration of data may vary from one chart, table, or figure to the next. As well, it is likely that by the time of this reports publishing, factors that are were analyzed, such as municipal websites, rate sheets, housing construction statistics, etc. may have changed.

## 1.6 PARTNERSHIP ENGAGEMENT ACKNOWLEDGEMENT

All best efforts were made to contact each municipality within this study, including outreach to mayor’s offices, Chief Administration Officers (‘CAOs’), and other senior staff executives that were identified as potentially being responsible for planning approvals – Director of Planning, Commissioner or Chief Planner, etc. There was a 100% acknowledgement rate to the initial outreach, with 88% of municipalities in the study agreeing to provide some or all of a three-part request, which included:



- 1) Providing application-level data for decisions rendered between July 2022 to May 2024 for 'typical residential projects' (this is further explained in section 4 of the report that deals with application timelines);
- 2) Providing topline submission numbers for all applications between 2018 to year-to-date May 2024. Where possible the information was requested to be provided with a monthly breakdown, however, given the administrative burden that this represented for some organizations, yearly totals were also accepted; and
- 3) List of achievements that the municipality thought was worthy of being highlighted. This could include structural changes – e.g. zoning reform – or more process-oriented changes – setting up continuous improvement processes, re-structure teams or departments – etc. As well, changes could have either an on-going or completed status.

The vast majority of municipal organizations and their staff contacted had a generally positive to strong desire to engage with this study. There was a significantly noted improvement in both response rates and disposition towards engagement compared to previous outreach efforts that were undertaken for earlier editions of this study.

While most municipalities exhibited good will towards the development of this report, it is acknowledged that many had reasonable hinderances that affected their ability to fully participate. Cited reasons listed by frequency of occurrence included:

- Lack of available staff resources, with common reasoning around vacation schedules as the participation request was made during a period of common absences;
- Lack of sufficient notice for the data request - approximately 4 to 6 weeks of notice was provided before the established due date, with significant extensions provided to municipalities in many cases;
- Administrative burden from the complexity of the data request, which often required manual transformation of internal-system data to meet the requested data formatting requirements of this study;
- Lack of data availability; and
- Lack of remuneration of staff resources that would be used.<sup>1</sup>

Nevertheless, the vast majority of municipal organizations were able to overcome many of the mentioned obstacles to ultimately engage at a

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<sup>1</sup> Municipalities were not remunerated in any way for the data provided, which was only given through voluntary efforts

significance level with this study. The researchers of this report want to provide a note of appreciation to all the organizations and staff members that helped facilitate the data and information requests. It's our hope that planning practitioners in both the public and private sectors find beneficial uses from the analysis provided in this report.

## 2 DEMOGRAPHIC AND STATISTICAL ANALYSIS

### 2.1 MARKET CONDITIONS

Housing has become more unaffordable since the time of the first GTA MBS in 2020.

The combination of higher interest rates and a ban on foreign purchases in Canada has taken some steam out of housing demand since the time of the last 2022 MBS. However, housing is still getting more expensive in the municipalities studied in this report.

While home prices for Ontario overall have stalled – they are still up compared to the last GTA MBS in all the municipalities studied, reaching over \$1 million in the GTA. Meanwhile, higher mortgage interest rates have more than offset softer demand and the resulting weaker pace of home price growth.

During this study period, homeownership was the most expensive (and out of reach) it's been in the last 33 years. As of 2024, a new homeowner would have to dedicate over 60% of their income to the paying the mortgage on the purchase of a home, up from 40% at the time of the inaugural GTA MBS in 2020.

Figure 1

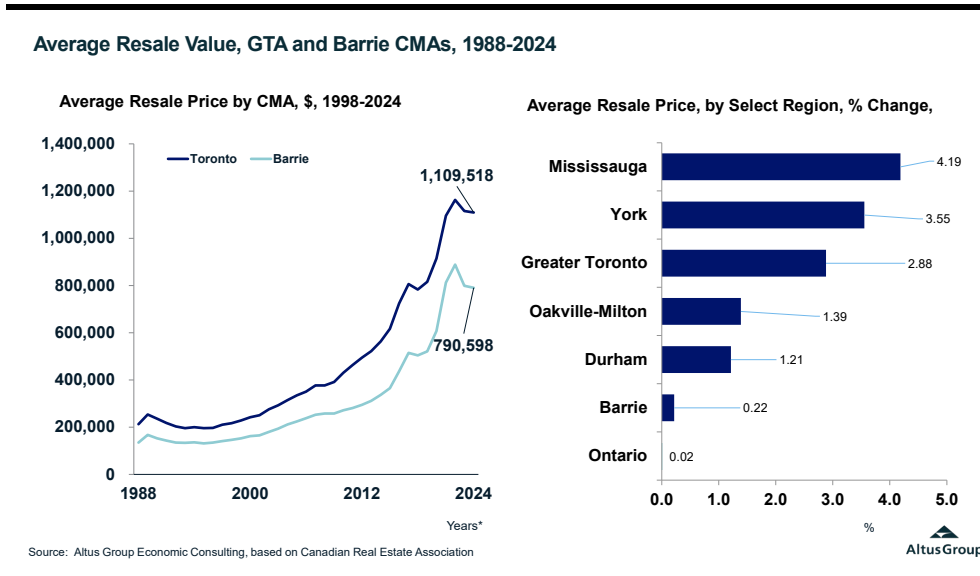
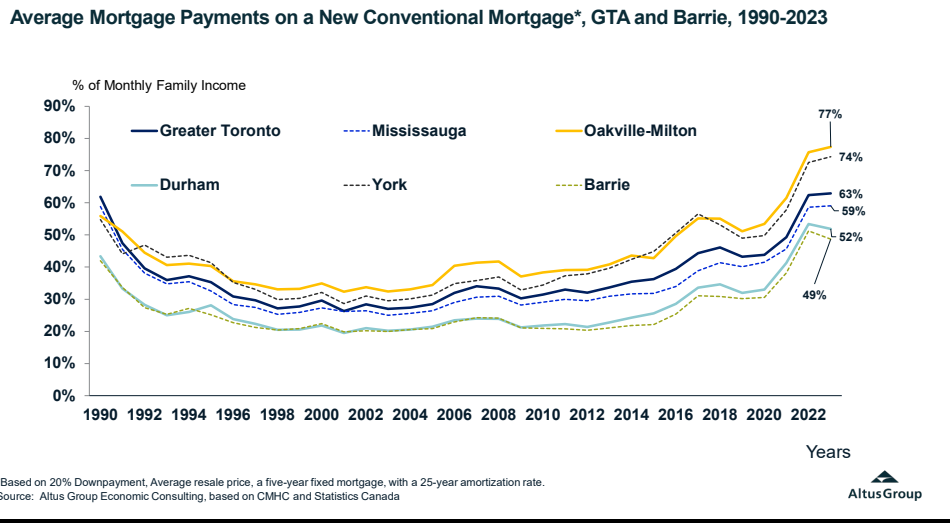


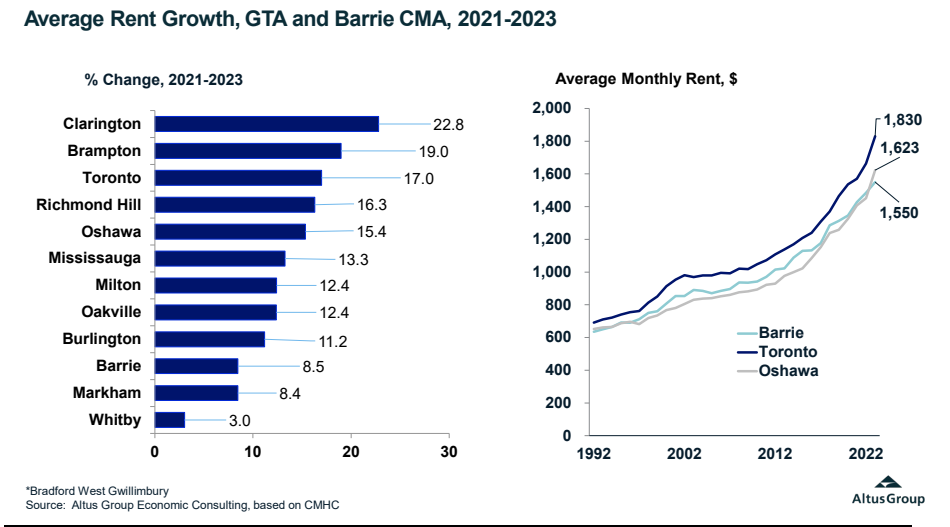
Figure 2



The rental market has also continued to become more expensive, with rents rising to \$1,830 per month in the GTA, \$1,623 in Oshawa and \$1,550 per month in the Barrie CMA.

Rents rose the fastest in Clarington (+22.8%), Brampton (+20%) and Toronto (+17%) in the two years since the last GTA MBS. Rents were still up considerably, even in the slowest growing markets, including Whitby (+3.0%), Markham (+8.4%) and Barrie (+8.5%).

Figure 3



## 2.2 POPULATION TRENDS IN THE GREATER TORONTO AREA AND SIMCOE AREA

On the demographic front, population growth has rebounded from the lull experienced during the pandemic but is overall still lower than it was from the time of the 2020 GTA MBS.

Recent population growth has taken centre stage in the housing market discussion. Canada received 1.9 million immigrants in the 2021-2023 period, net of those who emigrated. Of this, the GTA and Simcoe accommodated 538,000 new persons through net immigration.

Figure 4 shows average annual population growth for three periods – the two years before the pandemic, during the pandemic, and the two years following the pandemic.

Yes, average annual population growth spiked during the 2021-2023 period. However, that largely reflects a rebound from a sharp decline during the early months of the pandemic, as immigration shut down. On an annual average basis, population growth between 2019 and 2023 for the areas studied in this report was lower than before the pandemic, overall.

While immigration levels were through the roof in the regions covered in this report, it was offset by a doubling in persons leaving to live in other parts of Ontario and Canada, relative to pre-pandemic years.

The exception is for the demographic that drives new housing demand – those aged 25-44. This age group has grown by an average of 64,000 persons per year between 2019 and 2023, 10,000 persons more per year than pre-pandemic days.

Figure 4

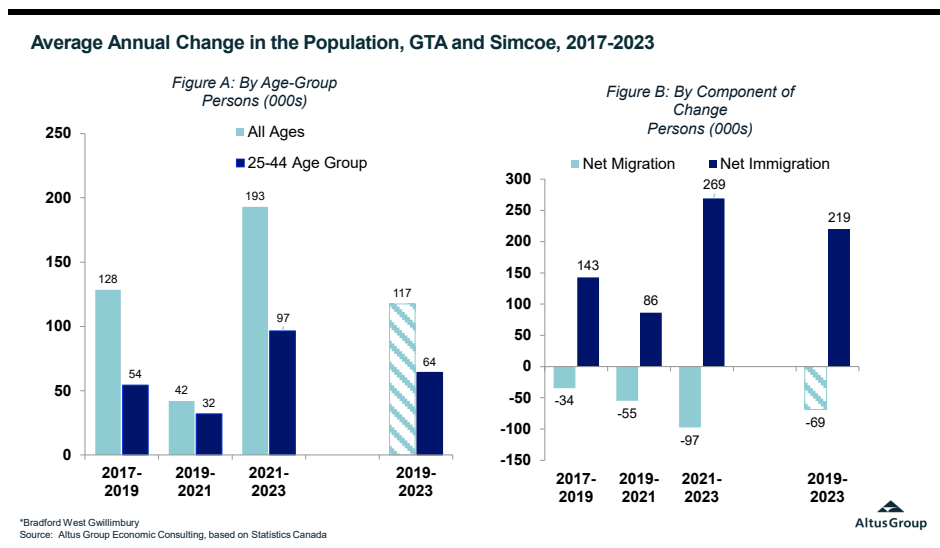


Figure 5 breaks the change in the population down by its components and by municipality for the 2021-2023 period. Population grows through:

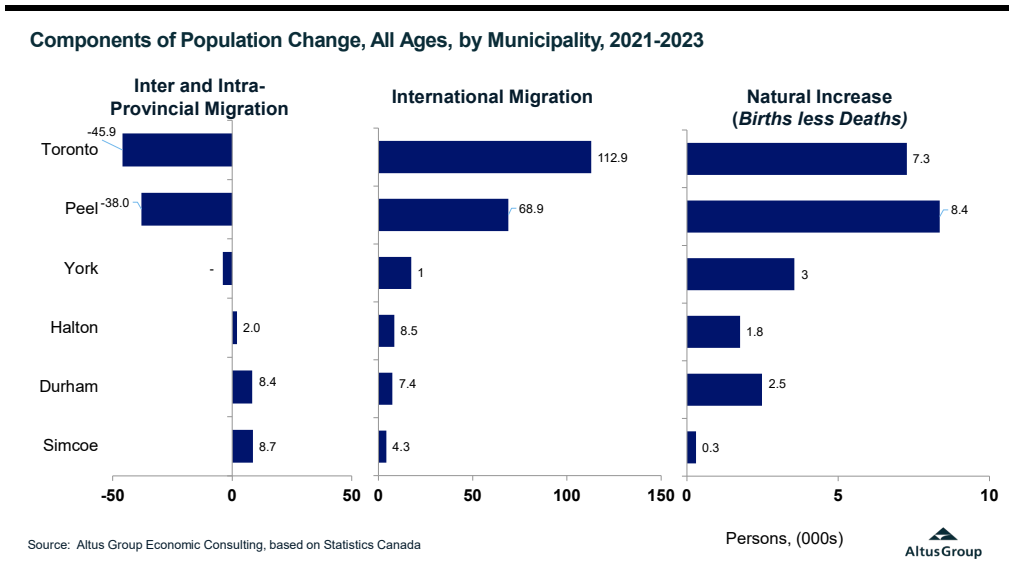
- Births, net of deaths
- Net immigration – persons coming to Canada both on a temporary and permanent basis, net of those leaving Canada; and
- Persons leaving for other cities in Ontario (net intra-provincial migration) or Canada (net inter-provincial migration).

Between the 2021-2023 period, the city of Toronto (Toronto) and Peel Region (Peel) accounted for all the outflows of persons moving from the region to other cities in Canada. The more affordable Durham and Simcoe attracted population from other parts of Canada.

In contrast, majority of net immigration flowed to Toronto and Peel.

Growing families (births) account for a very small share of overall population growth in all regions studied in this report.

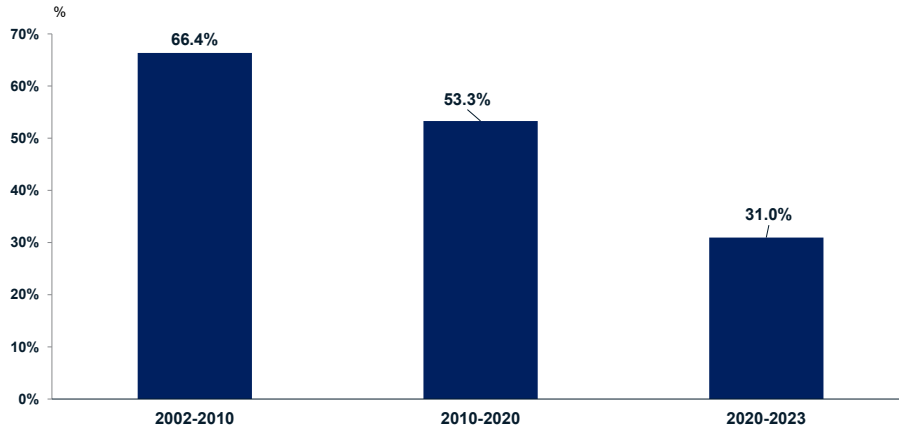
Figure 5



Overall, the study municipalities are still growing strongly, but they are losing share of overall population growth in Ontario to other parts of the province. The study municipalities combined accounted for just 31% of Ontario's overall population growth between 2020 and 2023, down from 53% in the prior decade.

Figure 6

Share of Ontario Population Growth, Study Municipalities, 2002-2024



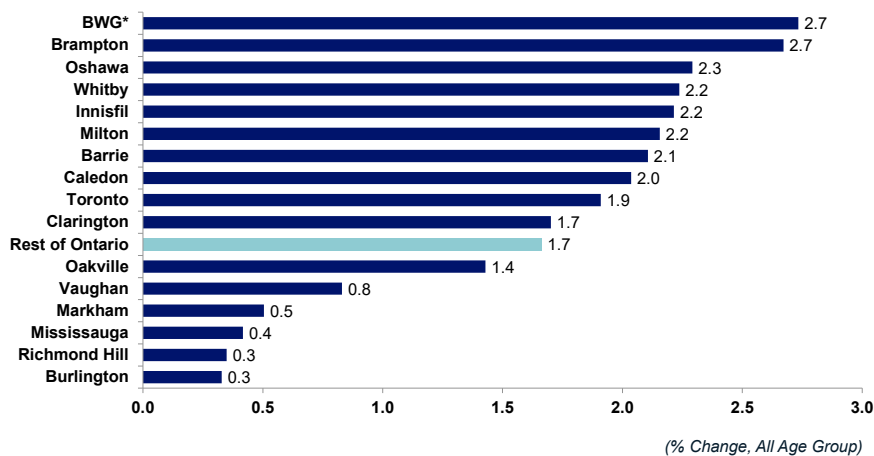
Source: Altus Group Economic Consulting, based on Statistics Canada



The strongest population growth was experienced in the most affordable markets covered in this report. Bradford West Gwillimbury and Brampton grew by almost 3.0% per year. In contrast, markets that are more expensive had the slowest population growth per year and grew significantly slower than the rest of Ontario, including Burlington (+0.3%), Richmond Hill (+0.3%), Mississauga (+0.4%) and Markham (+0.5%).

Figure 7

Average Annual % Change in the Population, by Municipality, 2021-2023



\*Bradford West Gwillimbury  
Source: Altus Group Economic Consulting, based on Statistics Canada



## 2.3 NEW HOME BUILDING AND POPULATION GROWTH

Figure 8 (A) looks at housing starts in Ontario versus population growth. Turning to Ontario allows us to look at trends going back to 1972. New home construction has not kept pace with overall population growth in Ontario. The number of new units started for every new person added to the population is the lowest it's been since the data began in 1972. **Put another way, Ontario is building fewer homes to accommodate population growth than it has in over 50 years.**

Figure 8 (B) shows that new home construction for the study municipalities combined from 2010-2023. The figure shows that housing starts have picked up since the time of each of the last two studies. Construction started on almost 45,000 new homes per year in between 2020-2024 in the municipalities studied in this report, combined, up from 38,000 in the prior five-year period, and 36,000 in the 2010-2015 period. However, the figure shows that the gap between population growth and housing starts has widened over this period.

Figure 8

Average Annual Housing Starts and Change in the Population, Ontario and Study Municipalities, 1972-2023

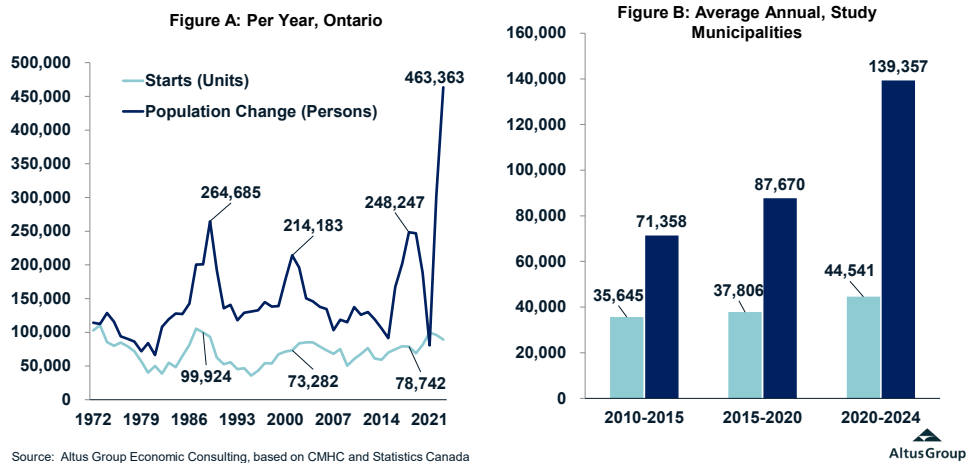


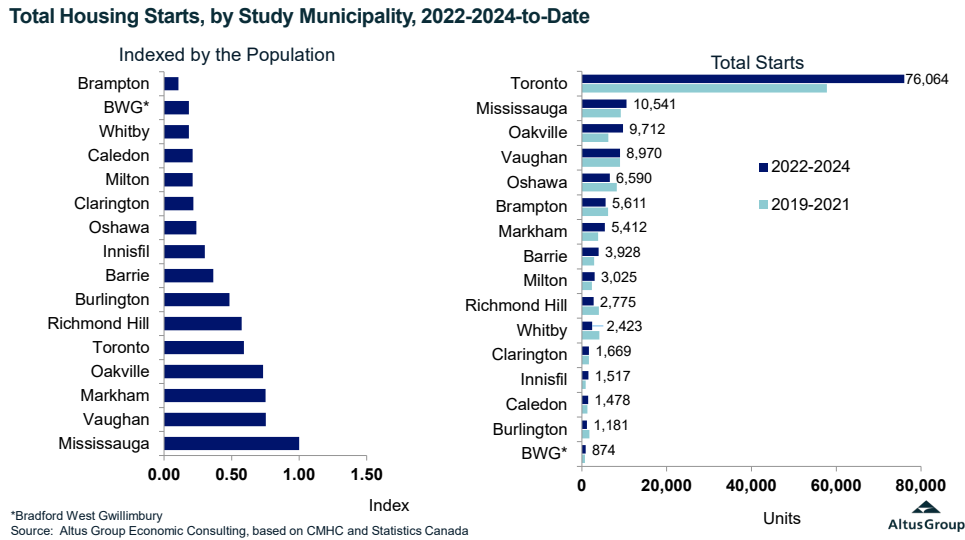
Figure 9 benchmarks growth in housing starts by municipality relative to population growth and relative to prior growth. The figure demonstrates that:

- Most of the increase in housing starts in the region has been in Toronto, Mississauga, and Oakville since the time of the last GTA MBS. Most other cities have seen a drop in total housing starts, or no change;
- The figure also shows that the cities/towns with the highest ratio of new housing starts to new population are Mississauga, Vaughan and Markham; and



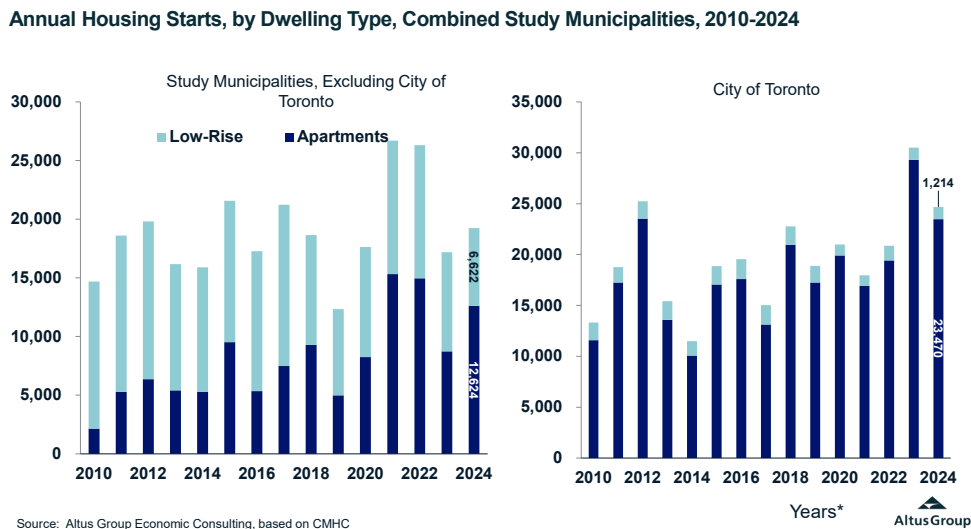
- The municipalities struggling the most to keep up with population growth are the fastest growing ones, namely Brampton, Bradford West Gwillimbury and Whitby.

Figure 9



Low-rise developments also continued to decline as a share of overall housing starts. Low rise starts accounted for just 25% of total residential development between 2022 and 2024, compared to 28% between 2019 and 2021, and 42% between 2016 and 2018. The shift to more high-rise development has been driven by market and policy factors.

Figure 10



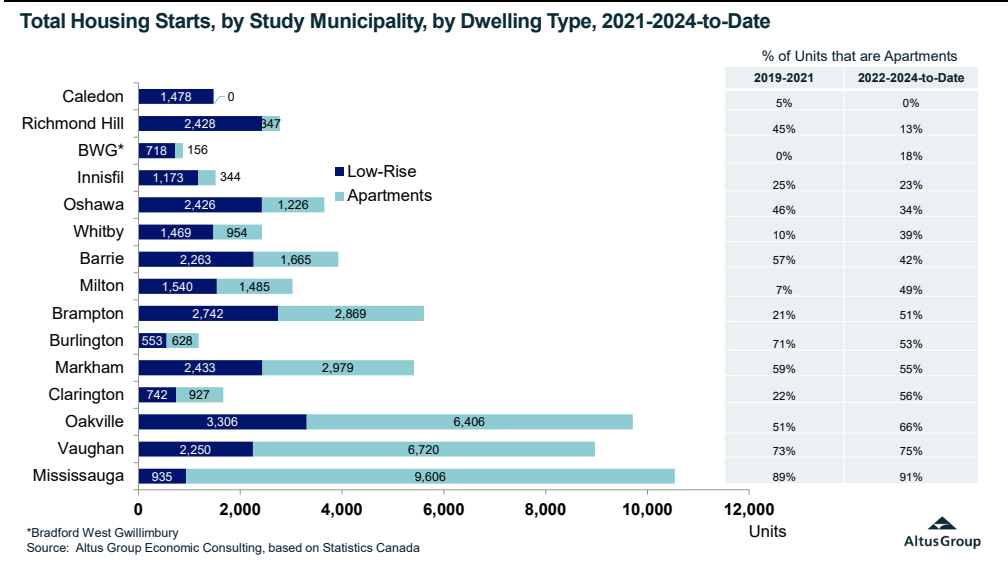
Majority of new homes built in Toronto are apartments (95%). Outside of Toronto, the municipalities with the highest share of new homes built being in apartments are

the next most expensive markets – Mississauga, Vaughan and Oakville. Housing construction is more balanced in the rest of the municipalities studied.

The 2022 GTA MBS noted that the rising share of apartments in total housing starts was a concern for supply and affordability for the following reasons:

- Apartments take longer to build and make it more difficult to accommodate current population growth;
- Cities with a high share of apartment construction also tend to have higher prices per square foot, driven by land values and cost of construction; and
- Net migration out of cities is highest for those that have a high share of apartment construction.

Figure 11



### 3 MUNICIPAL APPLICATION ANALYSIS

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This section reviews findings from research into application submissions between Jan 2018-May 2024 and approvals from July 2022 (first month of review after the last edition ended) to May 2024.

For the first time in the GTA MBS series, the data on the number of application submissions has been provided by most municipalities in the study. This enables the production of several unique insights that have never previously been provided in other planning research in Canada to date.

#### 3.1 APPROACH

By having both submission and approval data, both ends of the development application process can now be analysed.

Application submissions are analogous, although not perfectly so, to housing 'starts', which is a moniker in construction data for when a development has begun. Submissions are generally where a development proposal formally begins within the planning process, however, policy changes related to Bills 109, 97, and 185 add additional contextual considerations.

An approval is analogous, although not perfectly so, to housing 'completions', which is a moniker in construction data when a development has been finalized and ready for occupation. An application approval does not necessarily mean a development is 'shovel ready' as the approval in question may simply be for a single step in a multi-step/application process before a building permit can be granted – a certification required immediately before construction can commence. Nevertheless, an approval is the positive culmination point of an application submission as a housing completion is to a start.

In some instances, a municipality may reject an application, but the applicant may still receive an approval through a quasi-judicial path (e.g. Ontario Land Tribunal – "OLT", or Toronto Local Appeal Body – "TLAB"). As well, municipalities are not the only authority that may grant an approval from the outset, with planning boards<sup>2</sup> and the province having development approval granting powers. As this is a study of municipal planning outcomes, the focus will be solely on municipalities within this section.

Much of the data used in the proceeding examinations were granted to Altus Group Economic Consulting by the municipalities within the scope of the study. This allowed for all applications that met the review criteria for the study period to be reviewed, while prior editions had relied on a sample of development applications.

<sup>2</sup> No municipalities within this study are subject to the jurisdiction of a planning board

Only Burlington, Oakville, and Bradford West Gwillimbury (“BWG”) did not provide any application related data. Replicating the methods used in previous editions of the study of searching public records<sup>3</sup>, Altus Group Economic Consulting was able to create a subsample dataset for planning application approval timelines for the missing municipalities. As a complete dataset cannot be created for these three municipalities, they are not included in any of the submission examinations, which are also not part of any final ranking.

Otherwise, all data presented in this section is as reported by municipalities themselves. Augmentations were made to the datasets provided generally for data hygiene and integrity reasons, with more explanation on this provided in Appendix A

Given the variation in the data provided, readers should pay attention to notes made in figures that outline both what municipalities are included in any regional aggregate overviews and the source of the data (Altus/Municipal). Notes will also be provided within the body of the text explaining variations in the data between figures to better provide clarity.

Any references to ‘GTA’ in figures that provide a regional overview include any and all data available based on the municipalities within this study, in addition to Pickering, which is part of the municipalities covered in the companion Canadian MBS.

## 3.2 APPLICATION SUBMISSIONS

The data provided for submission total includes both residential and non-residential applications. Although the purpose of this study is to focus on residential development, municipalities were asked to provide a single total for both types of development for two main reasons:

1. To minimize the administrative burden of the request; and
2. To better understand the sum total of development application activity that is occurring.

As the analysis in this study is examining total in-take, solely looking at residential submission totals would understate the amount of work that municipal planning departments deal with and therefore overstate any potential processing capacity.

For context, based on the data from a small number of municipalities that included both residential and non-residential information in their application specific data submissions, non-residential applications may make-up between a quarter to a third of all applications some municipalities receive. However, in the future, data distinguishing between residential and non-residential submissions

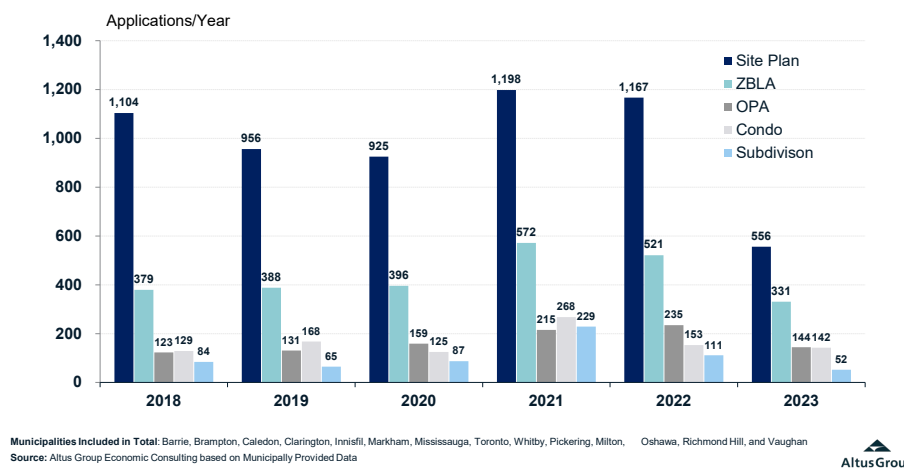
<sup>3</sup> Meeting minutes, staff reports, open data, etc. See 2022 Municipal Benchmarking Study for more information on subsample dataset creation.

should be gathered separately to better understand the nuances of municipal planning organizational activity.

Figure 12 shows the application submission totals for municipalities within the GTA for Official Plan Amendments (“OPAs”), Zoning By-law Amendments (“ZBLAs”) also sometimes referred to as ‘rezonings’, Plans of Subdivision (“Subdivision”), Plans of Condominium (“Condo”) and Site Plans between 2018-2023. Mirroring overall economic activity in the new home sector, application submissions generally have increased or decreased in parallel to overall market conditions that have trended over the 6-year period being examined.

**Figure 12**

**Total Application Submission, By Application Type, Study Municipalities, 2018 - 2023**



The drastic reduction in Site Plan applications seen between 2022 and 2023 may not solely represent a reflection of decreasing economic activity due to increasing interest rates. Bill 23 - *More Homes Built Faster*, which received royal assent in late November 2022, created section 41 (1.2) of the *Planning Act* that removed the ability of municipalities to set site plan control over developments with fewer than 10 units.

As this analysis only uses aggregate ‘topline’ data, it’s not possible to specifically attribute the amount of the decrease in activity between economic and policy factors without application specific data. As well, a ‘quality adjustment’ cannot be done to account for the number of units or gross floor area (“GFA”) of proposed developments.

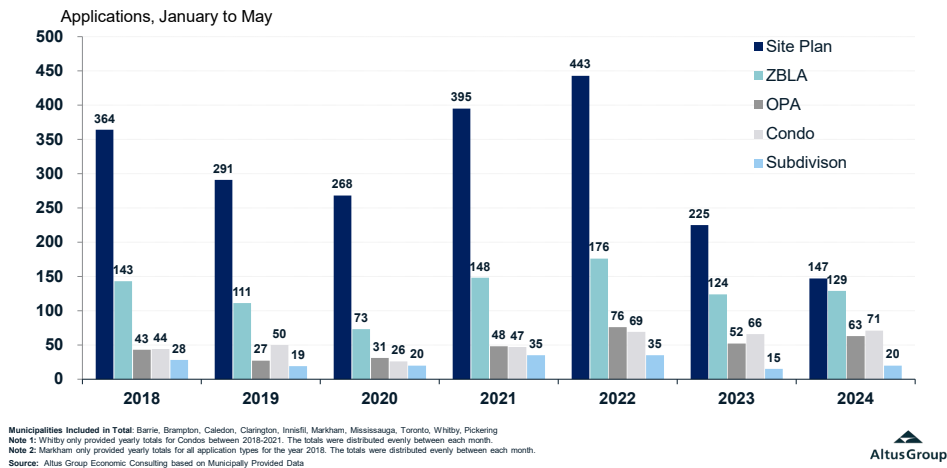
These additional observations would help to better understand the dynamic between total applications submitted and the amount of housing or non-residential space being proposed. It’s unlikely that the average type of proposed project for either residential or non-residential type developments changes radically year to year, however, for examinations that uses a longer time-series, it’s important to be able to account for this.

Figure 13 provides the cumulative submission totals<sup>4</sup> as of May of each year between 2018 to 2024 for all municipalities from the previous figure except for Milton, Oshawa, Richmond Hill, and Vaughan, which only submitted yearly totals. Augmentations were made to the dataset where the yearly total was divided for each month for Whitby for Condo applications between 2018 to 2021 and for Markham for all application types in the year 2018 as these municipalities did not provide monthly data for these years/application types but otherwise did for all other periods in the dataset.

Generally, the May cumulative totals reflect what was observed in the previous figure for between 2018 to 2023. However, Figure 13 provides insights into the current 2024 developing trends that was not possible to do with the data used for the last chart.

Figure 13

**Total Application Submissions, Year-to-Date as of May, By Application Type, Select Study Municipalities, 2018 - 2024**



Site Plan applications continue to see major declines in 2024. All other application types<sup>5</sup> have stabilized. Site Plans generally have the greatest amount of volatility of any application type, which intuitively makes sense as within the planning process this application type is closest to building permits and therefore more exposed to short-term interactions between supply and demand.

Reductions in Site Plans between 2023 to 2024 may reflect more of an influence from economic factors rather than the previously mentioned policy changes to section 41 (site plan control) of the *Planning Act*, which would be already accounted for by the mid-2024 period.

These results may reflect a duality in outlook currently taking place with the homebuilding sector as firms continue to invest, albeit at a depressed level, in

<sup>4</sup> All months between January to May are summed together.

<sup>5</sup> i.e. OPAs, ZBLAs, Condo, and Subdivision

the early-stage application regulatory processes - i.e. OPAs, ZBLAs, and Subdivisions applications - but are pairing back on a late-stage applications (i.e. Site Plans) reflecting the currently depressed new home sales environment.

Given the large lead times involved in moving projects from early-stage applications (i.e. OPAs and ZBLAs) to being shovel-ready, decisions around making applications for this stage of the process typically considers longer-term outlooks versus short-term swings in demand. The monthly submission overview results show that homebuilders continue to attempt to move projects forward through the early stages likely to avoid scenarios where market absorption increases in the future, but approvals aren't on-hand to meet the growing demand.

With prohibition of mandatory pre-application consultations ("PACs") in Bill 185 - *Cutting Red Tape to Build More Homes Act*, which received royal assent in June 2024, data for the rest of 2024 may show a pronounced bump in submission totals as pre-applications are converted into actual application submissions. The submission totals for the last two-years may be understating the actual level of interest of homebuilders to carry-forward through the planning application process, which could have been inadvertently suppressed by municipalities in their reactions to the Bill 109 refund policy.

As this study's examination period ends in May 2024, the extent to which applications were suppressed and how significant the increase in submissions from this policy change are unobservable.

### 3.3 APPROVAL TIMELINE ANALYSIS

For this iteration of the GTA MBS, the timeline analysis primarily relies on municipally provided application data given to Altus Group by 13 of the 16 municipalities within the scope of the study.

For the remaining three municipalities - Bradford West Gwillimbury, Burlington, and Oakville, datasets were created using public records as discussed in the previous *Approach* subsection. Unfortunately, in the case of Burlington a sample-set that met satisfactory robustness was not possible to produce and therefore this municipality was excluded from a timeline analysis. A small sample was found for Bradford West Gwillimbury, however, given the size of the dataset, caution should be taken when considering reported timeline accuracy for this municipality.

Overall, this iteration of the study has a total of 1,244 applications, which is approximately double the number of observations that were available for the timeline analysis in the 2020 and 2022 iteration of the GTA MBS<sup>6</sup>.

<sup>6</sup> The 2020 GTA MBS had 688 applications and the 2022 had 616 applications used in their timeline analysis.

More information on data management procedures is available for curious readers in Appendix A, however, there are two important notes that should be considered for readers that don't delve into the appendix.

First, as with previous studies, only residential applications are considered. Some municipalities, such as Milton, would have lower timelines if both residential and non-residential applications were considered.

Second, applications submitted after July 1<sup>st</sup>, 2023 (approximately 78 applications out of the 1,244 or 6% of the total) were placed into a 'Bill 109' bucket. Note, applications that were approved after July 1<sup>st</sup>, 2023 but submitted before this date were still used in the final average.

As previously mentioned, Bill 109 refund policy resulted in municipalities reacting by creating mandatory PAC process stage in the development application process that previously was voluntary. This formed a treatment differential to these applications compared to ones not affected by the refund policy, which needed to be accounted for within the examination.

Given that Bill 185 removed both the ability of municipalities to require PACs and the requirement to provide application fee refunds for failing to provide a decision within legislated timelines, going through the minutiae of every specific municipal response to the Bill 109 refund policy would not provide additional actionable insights. However, it is still necessary to acknowledge that municipalities largely responded by moving parts of the review process that used to be formally part of the complete application decision timeline period into PACs. This change in process was also acknowledged in interviews by a number of staff members from a variety of municipalities in their explanation of the drastically lower timelines.

The purpose of this study is to provide the best possible insights into 'actual' application timelines for a 'typical' residential project. Manipulating the timeline accounting system may make municipalities appear to be achieving greater strides than in reality, and avoid having to provide refunds, but ultimately this does not result in a benefit to an applicant in terms of improved predictability, lower risk, or reduced costs that can be translated into more homes being built faster.

This study is also not the first timeline analysis to create a distinction between applications affected by Bill 109. In its analysis of application timelines, Toronto has separated out applications timelines between those submitted pre and post July 1<sup>st</sup>, 2023 for its quarterly *Development Review Timeline Metrics*. To be consistent with the precedent set by the City's analysis, this study has also adopted this practice.

Figure 14 provides the estimated average approval timelines by submission period separating applications affected by Bill 109 and those that weren't, by



municipality and planning application type between summer 2022 to spring 2024.

The average timeline for all application types in all municipalities within this study is 20.3 months based on 1,173 applications out of the 1,244 sample<sup>7</sup>. The remaining 78 applications are used to calculate the Bill 109 timelines, which are not provided a total average as there are only a few municipalities with statistically significant observable timelines.

Figure 14

Estimated Average Approval Timelines, by Submission Period, by Study Municipality and Planning Application Type, 2022-2024

Rank	Municipality	Official Plan Amendment		Zoning By-law Amendment		Site Plan		Plan of Condominium	Plan of Subdivision	Averages	Total Sample
		Before July 1st 2023	After July 1st 2023 (Bill 109)	Before July 1st 2023	After July 1st 2023 (Bill 109)	Before July 1st 2023	After July 1st 2023 (Bill 109)				
		<i>Months</i>									<i>Observations<sup>2</sup></i>
1	Barrie	13.4	**	12.8	3.67	9.7	**	2.1	14.9	11.2	n=72
2	Whitby	15.8	**	14.8	4.07	12.2	**	3.3	20.8	12.4	n=31
3	Oakville <sup>A</sup>	6.0	4.31	17.8	**	**	**	5.2	18.3	14.1	n=25
4	Brampton	14.2	**	13.1	**	21.4	**	9.4	12.6	14.1	n=46
5	Clarington	**	**	16.4	**	21.8	**	5.5	15.9	14.3	n=25
6	Vaughan	18.2	**	19.4	**	21.9	**	8.2	23.9	18.1	n=44
7	Innisfil	13.2	**	18.7	**	22.9	**	**	19.9	19.8	n=15
8	Oshawa	23.0	**	26.4	**	13.6	1.74	7.3	64.4	20.7	n=61
9	Markham	32.1	3.26	28.0	2.88	20.0	1.85	8.0	20.8	22.6	n=125
10	Milton	24.8	**	21.9	**	26.0	**	**	21.3	23.3	n=23
11	BWG <sup>A</sup>	**	**	23.5	**	**	**	**	**	23.5	n=2
12	Toronto	21.1	3.97	22.9	3.65	30.2	2.83	18.7	87.3	25.0	n=632
13	Mississauga	20.1	**	30.8	**	34.3	**	7.8	45.2	25.0	n=57
14	Caledon	23.6	**	23.6	2.81	28.7	**	22.4	30.4	26.9	n=26
15	Richmond Hill	28.4	**	30.7	**	38.8	**	34.7	36.6	33.6	n=60
<b>Average of All Municipalities</b>		<b>19.5</b>		<b>21.4</b>		<b>23.2</b>		<b>11.0</b>	<b>30.9</b>	<b>20.3</b>	<b>n=1,244</b>

<sup>1</sup> Excludes applications submitted after July 1st, 2023 (Bill 109) from average

<sup>2</sup> Includes 78 applications submitted after July 1st, 2023 (Bill 109) in observation totals

<sup>A</sup> Uses data collected by Altus Group Economic Consulting through a public record search as no municipal data was provided

\*\* No data or insufficient data to produce robust sample

Source: Altus Group Economic Consulting

Figure 15 provides a timeline comparison between the 2022 and 2024 studies. There are two important notes to be aware of regarding this figure. First, where the timeline difference was less than a month a municipality is rated as being the 'same' as the margin is too low to be considered statistically significant. Second, timelines for Barrie, Brampton, Milton, Mississauga, and Richmond Hill were replaced with data provided by the municipality for that study period. The purpose of this is to provide greater consistency between data sources used between the two studies.

<sup>7</sup> Total sample was composed of 13% OPAs, 31% ZBAs, 33% Site Plans, 17% Plans of Condominiums, and 7% Plans of Subdivision

Figure 15

Average Timelines, All Application Types, by Study Municipality, 2022 & 2024					
Rank	Municipality	2022 Study	2024 Study	Trend in Time	
		Months	Months	Difference	Change
1	Barrie <sup>1</sup>	13.1	11.2	(1.9)	Better
2	Whitby	12.6	12.4	(0.2)	Same
3	Oakville	13.9	14.1	0.2	Same
4	Brampton <sup>1</sup>	19.1	14.1	(5.0)	Better
5	Clarington	21.9	14.3	(7.6)	Better
6	Vaughan	26.9	18.1	(8.8)	Better
7	Innisfil	23.2	19.8	(3.4)	Better
8	Oshawa	26.1	20.7	(5.4)	Better
9	Markham	23.5	22.6	(0.9)	Same
10	Milton <sup>1</sup>	10.2	23.3	13.1	Worse
11	Bradford West Gwillimbury	20.4	23.5	3.1	Worse
12	Toronto	32.0	25.0	(7.0)	Better
13	Mississauga <sup>1</sup>	27.4	25.0	(2.4)	Better
14	Caledon	34.4	26.9	(7.5)	Better
15	Richmond Hill <sup>1</sup>	35.9	33.6	(2.3)	Better
<b>Average<sup>2</sup></b>		<b>22.7</b>	<b>20.3</b>	<b>(2.4)</b>	<b>Better</b>

	Municipalities	Percent
Municipalities with <b>Better</b> Timelines	10	67%
Municipalities with <b>Same</b> Timelines	3	20%
Municipalities with <b>Worse</b> Timelines	2	13%
<b>Total</b>	<b>15</b>	<b>100%</b>

1

2022 average timelines are based on municipally reported data found in Figure 4-37 of 2022 GTA Municipal Benchmarking Study

2 Total averages are based on average of all averages

Source: Altus Group Economic Consulting

The 2022 study found that averages that used application data gathered by Altus Group showed a lower timeline of 3.4 months when compared with municipal data. The total average timeline for the 2022 study was also recalculated<sup>8</sup> to make it comparable to this study.

10 municipalities (63%) have a better average timeline in the 2024 study than was reported in 2022, three (3) municipalities (19%) have the same timelines, and three (2) municipalities (19%) have worse timelines. As it was not possible to produce a timeline sample for Burlington they are not listed with any change.

The municipality that saw the highest improvement in timelines was Vaughan with a decrease of 8.8 months, and the municipality that saw the worst deterioration in timelines was Milton with a 13.1 month increase in its average application timeline, which is based on data the municipality provided both in 2022 and 2024.

In certain circumstances, consideration should be given to additional factors with application timelines. For example, in Milton, part of the increase in timelines can be explained in part by the municipality's efforts to work with applicants to avoid refusals, as evident by their low-appeal rate<sup>9</sup> and the high

<sup>8</sup> Total average is based on an average of averages.

<sup>9</sup> According to staff appeals make up less than 1% of all applications in Milton.

regard homebuilders have had when commenting on their experiences working with staff through the planning application process. As more data becomes available, a broader set of contexts can be added, such as the appeal rate and the refusal rate to develop a more vivid picture into the reasoning for changes in planning outcomes.

Most municipalities showing improvement is not unexpected. Given that the last study examined a time period during where there was both a heavy intake of new application submissions and extensive disruption to the work environment owing to the pandemic, municipal staff and councils have had a greater opportunity to focus on existing applications during the period this study examined compared to the last.

While it's important to acknowledge improvements, an overall benchmarking of 20.3 months, per application type, is still an excessively high regional average. Using primarily Altus Group data, the previous 2022 study reported a 20.4 month overall average, which was considered exceptionally high when that report was released. Likewise, the average timeline this study reports, which uses primarily municipalities own data, shows timelines remain an issue in addressing the housing crisis.

Although there are extensive challenges to overcome with decision timelines, there are also significant opportunities to be taken advantage of as many municipalities still have extensive room to make improvements. The current period slower construction and application activity is an ideal time to make advancements in processes amid the reduction in new submissions.

Organizational or process changes can create disruptions that have short-term negative impacts but provide positive returns on investments well into the future. As the application system is currently not being extensively stressed-tested with new submissions, this is an ideal time to make disruptive changes that can create results into the future.

Finally, it should be acknowledged that while municipalities are typically the primary approval authority, they are not the sole party involved in review of development applications. Both provincial and federal ministries, agencies, and regulated industries like utilities, airport authorities, and railroad operators, all have commenting roles that can affect timelines. Working in municipal and homebuilder stakeholders, these entities and organizations also need to begin to provide both more transparency in their commenting timelines, as well as develop plans to address any identifiable issues.

### 3.4 COST OF DELAY

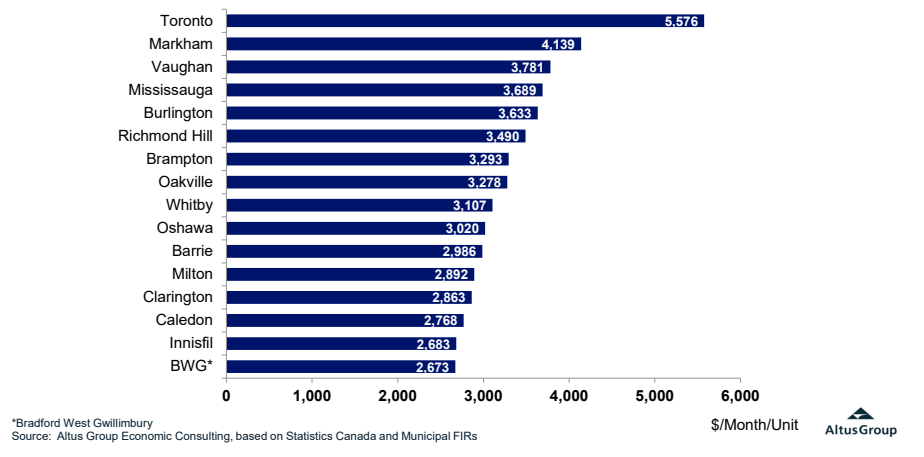
Every month a development remains in the development application process, new costs are added to the development. These include:

- **Financing/opportunity costs.** The average business loan had an interest rate of 7.2% in 2023. This also reflects what could be earned on money tied up in vacant land.
- **Annual property taxes.** Property taxes on vacant commercial land ranged from 1.4% to 2.0% in 2023 among the municipalities studied in this report.
- **Cost escalation.** According to Statistics Canada, the cost of construction rose 8% from 2022 to 2023, an increase of 0.6% per month.
- **Development charge escalation.** Development charges are indexed every quarter, by the same pace of construction cost escalation.

It is estimated that these costs range from \$2,673 per month to \$5,576 per month.

Figure 16

Costs During the Application Process, Per Month, Per Unit, by Study Municipality, 2022-2024



## 4 MUNICIPAL FEES ON DEVELOPMENT

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This section reviews municipal fees charged by both lower and upper tier municipalities on development. These fees include:

- **Development Charges (DCs):** Fees collected on each new unit of housing to pay for growth-related infrastructure, including parks, libraries, water and wastewater infrastructure, roads, transit and so on.
- **Education Development Charges (EDCs):** Fees collected on each unit to fund education related infrastructure by the school boards.
- **Community Benefits Charges (“CBCs”) and Parkland Dedication/cash-in-lieu:** Additional fees imposed on new developments to fund parks and other community amenities. Cash-in lieu is capped at 5% of the value of land if a municipality does not have a by-law in place allowing for an alternative rate, and at the value of 1 hectare for every 1000 units, or 10% of the total value of land. CBCs are only applied to high rise developments and are capped at 4% of the value of land.
- **Planning Application Fees:** Fees related to the review of design, engineering and construction drawings, as well as building permits. These fees are charged on a per application, per unit, or per square meter basis. Engineering fees are normally charged at a cost per value of construction works.

We review these fees based on two hypothetical scenarios:

### Low-rise development:

- 50 single-detached units (2,500 sq. ft. each) and 75 townhouses (1,800 sq. ft. each).
- 6.9 hectares of development combined.
- Engineering costs account for 10% of overall construction costs.

### High-rise development:

- 75 bachelor and 1-bedroom apartments (average sq ft. of 650) and 75 2-bedrooms (750 sq. ft.).
- 0.5 hectares of development combined.
- Engineering costs account for 10% of overall construction costs.

### 4.1 HIGHLIGHT OF CHANGES SINCE THE 2022 GTA MBS

- Development charge rates have gone up considerably across all municipalities studied in this report. Average development charges and planning fees have gone up by \$42,000 per unit for the low-rise development scenario and \$32,000 per unit for the high-rise development scenario.
- Some municipalities have yet to replace their parkland dedication by-law following Bill 109 changes to caps. Others have introduced new a by-law to take which has resulted in higher parkland dedication rates for low-rise developments, relative to the prior GTA MBS.
- The majority of municipalities studied here have now enacted a CBC by-law with the exception of Milton, Caledon, Whitby and Clarington.

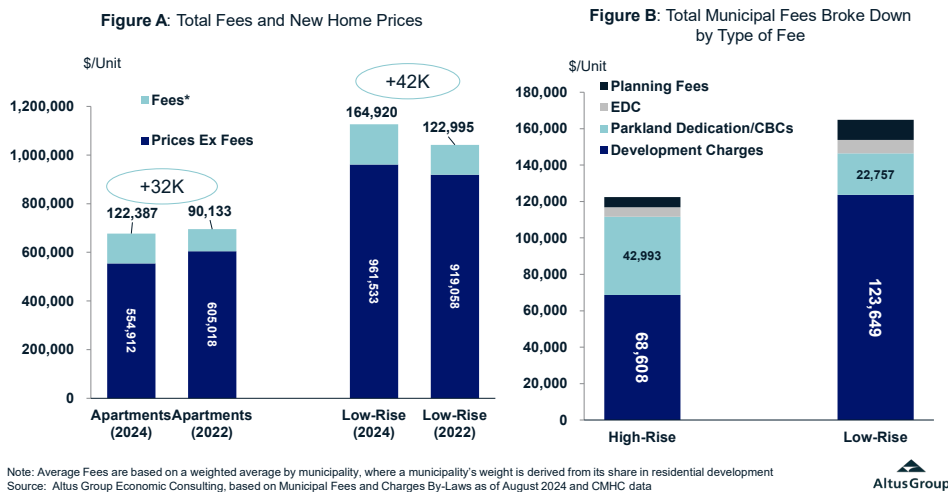
### 4.2 MUNICIPAL FEES AND THE PRICE OF A NEW HOME

Figure 17 shows the total municipal fees paid on an average unit in the study municipalities throughout the development application process, compared to the average price of a new home. The figure shows that fees went up by an average of almost \$32,000 per apartment unit since the time of the last GTA MBS. Fees can add up to an average of \$122,000 on the average unit built, based on current fee structures.

Fees went up by an average of almost \$42,000 per unit in a low-rise unit since the time of the last GTA MBS. Fees can add up to an average of \$165,000 on the average unit built, based on current fee structures.

Figure 17

Total Municipal Fees and New Home Prices, Average of Study Municipalities, 2022 and 2024



Development charges, parkland dedication and community benefit charges account for a lion's share of the overall total fees paid on new residential developments (Figure 17).

### 4.3 CHANGES IN DEVELOPMENT CHARGES DRIVE HIGHER FEES

Current development charge rates applied by upper tier and lower tier municipalities on single-dwelling units and 2-bedroom apartments are shown in Figure 18. The figure is meant to be illustrative of the change in development charges for a range of unit types. For the rest of the study, we analyse fees for a hypothetical low-rise development which includes town homes and a hypothetical high-rise development, which includes 1-bedroom apartments. These unit types have different rates than what are presented here.

**Development Charges by Dwelling Type, by Study Municipality, 2022 and 2024**

**Development Charge, Rates, Single Family Dwellings**

Municipality	Lower Tier Rates			Upper Tier			Total			
	2022	2024	Change 2022-2024	2022	2024	Change 2022-2024	2022	2024	Change 2022-2024	
	\$/Unit	%		\$/Unit	%		\$/Unit	%	\$	
BWG*	52,004	82,883	59	14,444	13,913	(4)	66,448	96,796	46	30,348
Burlington	18,641	20,595	10	44,589	75,550	69	63,230	96,145	52	32,915
Innisfil	74,686	101,231	36	14,444	13,913	(4)	89,130	115,144	29	26,014
Barrie	76,581	92,968	21	-	13,913	-	76,581	106,881	40	30,300
Milton	24,397	29,013	19	44,589	75,550	69	68,986	104,563	52	35,577
Caledon	49,324	59,200	20	72,427	73,810	2	121,751	133,010	9	11,259
Brampton	46,854	53,803	15	73,220	73,810	1	120,074	127,613	6	7,539
Clarington	25,954	30,486	17	41,689	86,095	107	67,643	116,581	72	48,938
Oshawa	30,994	35,591	15	41,689	86,095	107	72,683	121,686	67	49,003
Mississauga	48,239	84,191	75	73,220	73,810	1	121,459	158,001	30	36,542
Whitby	39,970	49,254	23	41,689	86,095	107	81,659	135,349	66	53,690
Oakville	45,311	54,807	21	44,589	75,550	69	89,900	130,357	45	40,457
Richmond Hill	25,922	47,534	83	78,157	89,855	15	104,079	137,389	32	33,310
Markham	58,228	73,465	26	78,157	89,855	15	136,385	163,320	20	26,935
Vaughan	65,622	94,466	44	78,157	89,855	15	143,779	184,321	28	40,542
Toronto	93,978	137,846	47	-	-	-	93,978	137,846	47	43,868

**Development Charge, Rates, 2-Bedroom Dwellings**

Municipality	Lower Tier Rates			Upper Tier			Total			
	2022	2024	Change 2022-2024	2022	2024	% Change	2022	2024	Change 2022-2024	
	\$/Unit	%		\$/Unit			\$/Unit	%	\$	
BWG*	26,560	45,070	70	7,745	7,459	(4)	34,305	52,529	53	18,224
Barrie	42,886	58,182	36	-	-	-	42,886	58,182	36	15,296
Burlington	9,480	10,974	16	17,278	25,489	48	26,758	36,463	36	9,705
Clarington	13,818	16,230	17	24,211	50,107	107	38,029	66,337	74	28,308
Innisfil	44,075	60,268	37	7,745	7,459	(4)	51,820	67,727	31	15,907
Milton	11,290	13,390	19	17,278	25,489	48	28,568	38,879	36	10,311
Oshawa	19,506	22,398	15	24,211	50,107	107	43,717	72,505	66	28,788
Brampton	28,169	32,347	15	53,111	54,132	2	81,280	86,479	6	5,199
Caledon	28,656	40,702	42	52,536	54,132	3	81,192	94,834	17	13,642
Richmond Hill	17,679	30,020	70	50,435	57,745	14	68,114	87,765	29	19,651
Oakville	22,752	27,508	21	17,278	25,489	48	40,030	52,997	32	12,967
Whitby	16,780	20,678	23	24,211	50,107	107	40,991	70,785	73	29,794
Markham	35,524	44,821	26	50,435	57,745	14	85,959	102,566	19	16,607
Vaughan	40,021	58,702	47	50,435	57,745	14	90,456	116,447	29	25,991
Mississauga	32,879	38,316	17	53,111	54,132	2	85,990	92,448	8	6,458
Toronto	55,012	80,690	47	-	-	-	55,012	80,690	47	25,678

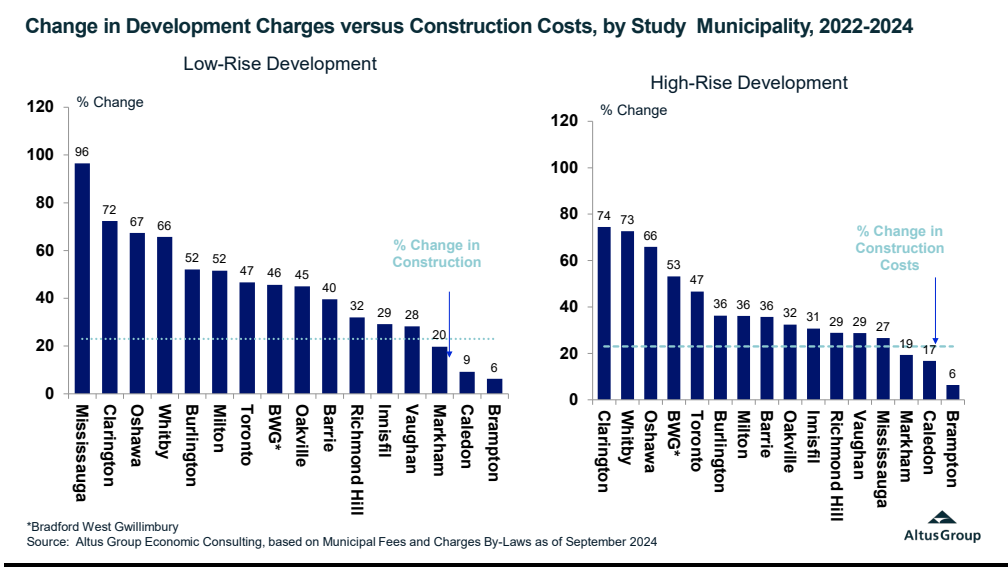
Notes: \*Bradford West Gwillimbury  
Source: Altus Group, based on Municipal Fee and Charges By-Laws as of September 2024

The figure shows that:

- Total development charges on both unit types rose by a range of 6% to a high of 74% between 2022 and 2024.
- On a single-family unit, development charges range from almost \$97,000 to a high of \$184,000.
- On a 2-bedroom apartment unit, development charges range from \$36,463, to a high of \$116,00.

The percent increase in development charges per unit was benchmarked against the cost of non-residential construction costs, a measure of how quickly the costs to deliver infrastructure has risen (Figure 19). The figure shows that development charges have risen significantly faster than the construction costs on the services they fund between 2022 and 2024.

Figure 19





#### 4.4 CHANGES IN DEVELOPMENT CHARGES RESULTS IN HIGHER RESERVE FUNDS FOR MOST MUNICIPALITIES

Figure 20 shows how development charge reserve funds have changed since the first GTA MBS was released. The figure separates out the Toronto from the rest of the Municipalities studied. Toronto has had the largest increase in its development charge reserve fund since 2019.

Figure 20

Development Reserve Fund, by Study Municipality, Year-Ending December 31, 2019-2023

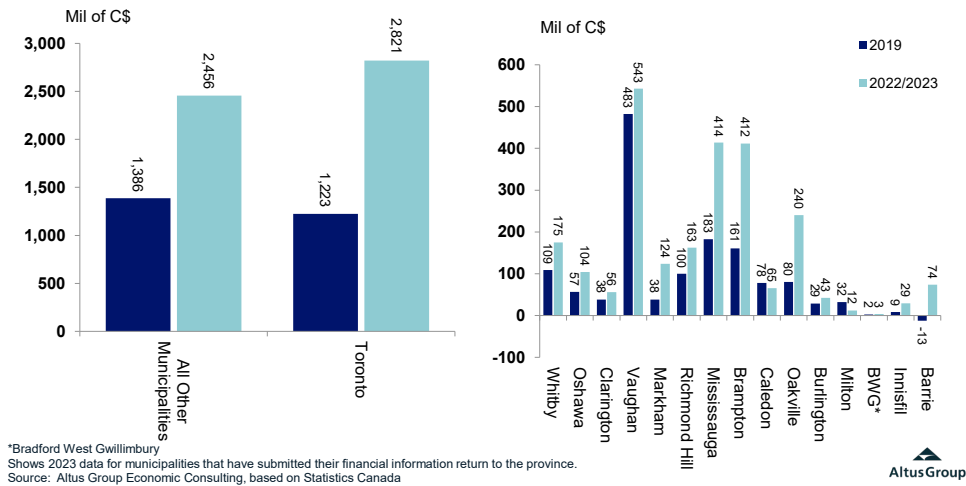
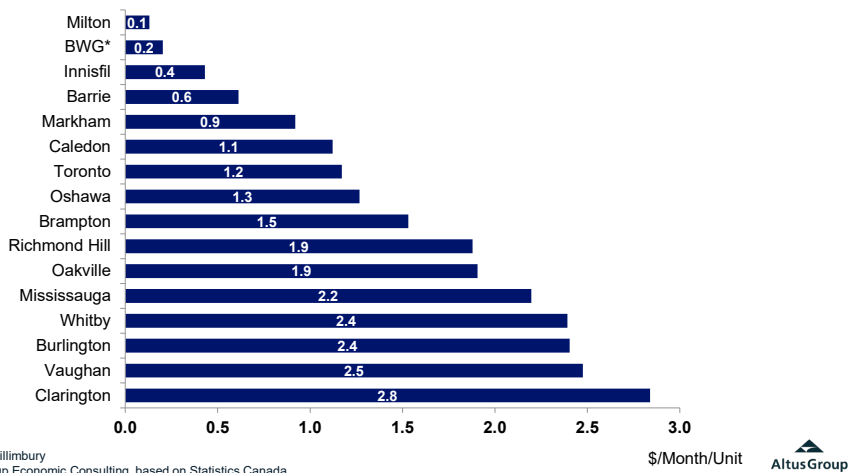


Figure 21 shows the number of years of development the reserve fund by study municipality would fund. For example, the DC fund in Toronto is equivalent to the development charges on more than 35,000 units – or more than a year of development activity. This measure ranges from a high of 2.8 years to a low of zero years. Note, DC reserve funds may rise as municipalities accumulate funds for large infrastructure projects.

Figure 21

DC Reserve Fund, Rebased as Number of Years of Development, by Study Municipality, 2022-2024



## 4.5 TOTAL MUNICIPAL FEE RESULTS

The combined estimate of municipal fees by study municipality and development scenario are shown in Figure 22.

The figure shows that:

- The average total fee on a low-rise unit is currently roughly \$165,000, up almost \$42,000 from 2022.
- Total fees on a unit in a low-rise development range from \$102,000 to \$195,000.
- The average total fee on a high-rise unit is currently roughly \$122,000, up almost \$42,000 from 2022.
- Total fees on a unit in a high-rise development range from roughly \$56,000 to \$158,000.

Figure 22

Development Charges and Planning Application Fees, by Development Scenario, by Study Municipality, 2022 and 2024

Municipality	Low-Rise Development				High-Rise Development				
	2024	2022	Difference in Fees, 2022-2024		2024	2022	Difference in Fees, 2022-2024		
	Total Fee (\$, Unit)	Total Fee (\$, Unit)	Difference	%	Total Fee (\$, Unit)	Total Fee (\$, Unit)	Difference	%	
BWG*	102,330	77,527	24,803	32	Milton	55,834	54,570	1,263	2
Burlington	114,833	90,596	24,237	27	BWG*	59,055	53,845	5,210	10
Innisfil	124,036	103,078	20,958	20	Burlington	63,950	60,382	3,568	6
Barrie	130,062	89,057	41,005	46	Clarington	68,695	58,202	10,492	18
Milton	135,598	88,856	46,742	53	Barrie	71,006	60,464	10,542	17
Caledon	143,493	126,552	16,941	13	Innisfil	72,196	70,648	1,548	2
Brampton	143,569	126,907	16,662	13	Oshawa	74,820	46,412	28,408	61
Clarington	144,884	80,315	64,569	80	Oakville	79,729	74,636	5,093	7
Oshawa	150,553	84,966	65,586	77	Whitby	82,355	57,683	24,672	43
Mississauga	151,197	124,873	26,324	21	Brampton	93,164	79,645	13,519	17
Whitby	158,218	95,485	62,733	66	Caledon	94,164	87,280	6,884	8
Oakville	166,088	113,635	52,454	46	Mississauga	104,450	85,845	18,606	22
Richmond Hill	171,215	129,459	41,756	32	Richmond Hill	114,705	101,349	13,356	13
Markham	186,553	137,348	49,205	36	Markham	124,488	103,892	20,595	20
Vaughan	194,561	168,375	26,186	16	Toronto	134,073	92,894	41,179	44
Toronto	195,832	164,325	31,508	19	Vaughan	157,643	121,562	36,081	30
<b>Weighted Average</b>	<b>164,920</b>	<b>122,995</b>	<b>41,925</b>		<b>Weighted Average</b>	<b>122,387</b>	<b>90,133</b>	<b>32,254</b>	

Notes:  
 \*The 2024 Study reviews development charges only, therefore Municipal Land Transfer Fees are removed from 2022 results for City of Toronto.  
 Source: Altus Group, based on Municipal fee and charges by-laws as of August 2024

## 4.6 MUNICIPAL FEES PER SQ. FT

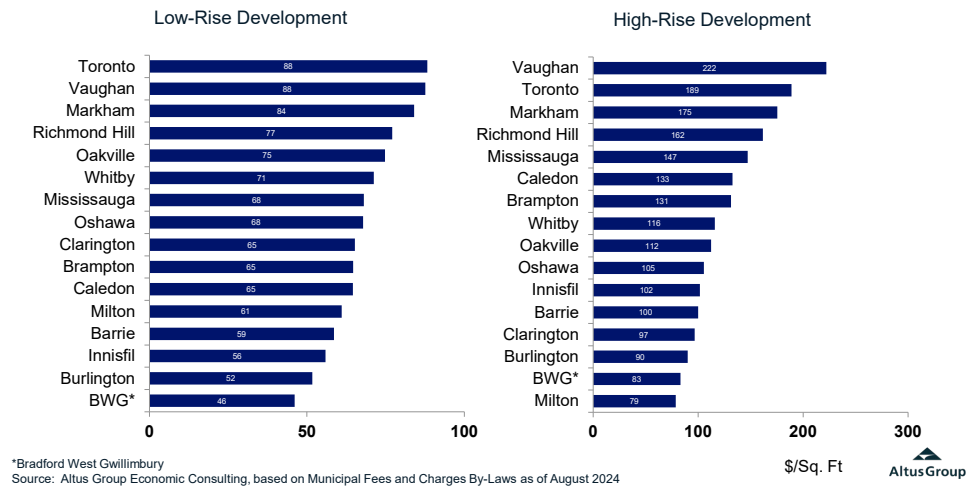
While the average municipal fee per unit in a low-rise development is significantly higher than an apartment, the fees per square foot (sq. ft.) are higher for high-rise developments.

Fees on sq. ft. basis, can be twice as high for high-rise developments as they are for low-rise developments:

- Total fees range from \$46/sq. ft. to \$88/sq. ft. for low-rise developments; and
- Total fees range from \$79/sq. ft. to \$222/sq. ft. for high-rise developments.

Figure 23

Total Municipal Fees Per Sq. Ft, by Dwelling Type, by Study Municipality, as of August 2024



#### 4.7 CONCLUDING REMARKS AND OVERALL RESULTS

Municipal fees on new residential developments have gone up considerably since the time of the GTA MBS in 2022, largely driven by development charges and parkland dedication.

The average fee on a new low-rise development has risen by more than \$42,000 per unit, reaching \$165,000. The average fee on a new high-rise development has risen by \$32,000 per unit, reaching an average fee of \$122,000 per unit.

The final results on municipal fees, for low-rise and high-rise developments combined are in shown in Figure 24 where the total fees were indexed by the average of the study municipalities. The figure shows that Toronto, Vaughan and Markham rank last, with the highest weighted average of fees. Bradford West Gwillimbury, Burlington, and Innisfil rank among the top 3, with per unit fees that are almost 20-30% below the average in the region.

**Figure 24 Final Scoring, Municipal Fees, By Study Municipality, 2024**

Municipality	Low-Rise	Index	Ranking	High-Rise	Index	Ranking	Overall Index	Overall Ranking
	Total Fee (\$, Unit)	Indexed by Series Average	Lowest to Highest	Total Fee (\$, Unit)	Indexed by Series Average	Lowest to Highest	Equally weighted	Lowest to Highest
BWG*	102,330	0.68	1	59,055	0.65	2	0.67	1
Burlington	114,833	0.75	2	63,950	0.71	3	0.73	2
Milton	135,598	0.86	3	55,834	0.62	1	0.74	3
Innisfil	124,036	0.78	4	72,196	0.80	6	0.79	4
Barrie	130,062	0.80	5	71,006	0.78	5	0.79	5
Clarington	144,884	0.87	6	68,695	0.76	4	0.81	6
Oshawa	150,553	0.92	7	74,820	0.83	7	0.87	7
Whitby	158,218	0.96	8	82,355	0.91	9	0.94	8
Brampton	143,569	0.87	9	93,164	1.03	10	0.95	9
Oakville	166,088	0.99	10	79,729	0.88	8	0.94	10
Caledon	143,493	0.86	11	94,164	1.04	11	0.95	11
Mississauga	151,197	0.89	12	104,450	1.15	12	1.02	12
Richmond Hill	171,215	0.99	13	114,705	1.27	13	1.13	13
Markham	186,553	1.08	14	124,488	1.37	14	1.22	14
Toronto	195,832	1.16	15	134,073	1.48	15	1.32	15
Vaughan	194,561	1.23	16	157,643	1.74	16	1.48	16
<b>Weighted Average</b>	<b>164,920</b>			<b>122,387</b>				

Source: Altus Group, based on Municipal fees and charges by-law s as of August 2024

## 5 MUNICIPAL PLANNING FEATURES

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This section of the report reviews municipal planning features that are available to assist both staff in reviewing development applications that are submitted, and homebuilder applicants navigate the process requirements for their submissions.

The general purpose of this section is to help highlight best practices among planning organizational peers to aid in the adoption of methods to improve the application process for both applicants and municipal staff/councils.

While there are many workflow processes that can affect the timely review of development applications, this overview is limited to publicly available sources of information. It provides an external review of municipal development application processes.

### 5.1 SCORECARD ON PLANNING SYSTEM FEATURES

#### 5.1.1 Approach and Changes from Previous Edition

This edition of the GTA MBS makes some modification to the review of features from the previous study. After an internal review and feedback of our scoring process from the previous study, the number of themes that include features within them has been reduced from five (5) to three (3). As well, the total number of features being reviewed has been reduced from 16 to 13. The following features have been removed that were present in the previous study:

- Development Guidance Information
- Availability of Municipal Official Plans and Secondary Plans
- Availability of Meeting Minutes, Agendas, and Agenda items

All the features that were removed from the previous study had very high average scoring rates and therefore did not assist in distinguishing between leading municipalities and those that required improvement. As well, the rationalization of themes allows for a more focused discussion around areas of improvement so that details are more readily digestible to the reader.

The scoring methodology for all remaining features are unchanged from the previous edition except for application support materials and staff contact information, which have had their scoring simplified. Therefore, the reconstructed themes can still be largely compared with the previous edition. The new planning themes, with corresponding features, for this report are as follows:

Case studies on 'best-in-class' implementation of features can be found in Appendix B for readers interested in specific examples. In addition to the features listed in the section, case studies on features found outside those that were scored are also provided.

Theme	Feature
Application Preparation	(1) Application Support Materials (2) Zoning By-law in Interactive Map (3) Zoning By-law in Machine Readable Format (4) Staff Contact Information
Application Submission	(1) Planning Application Submission Options (2) Planning Application Payment Options (3) Building Permit Submission Options (4) Building Permit Payment Options
Application Tracking	(1) Active Application Information Website (2) Status Indicator for Applications (3) Historical Planning Data Availability (4) Interactive Map of Planning Applications (5) Availability of Application Submission Documents

Specifics on the scoring methodology can be found in Appendix B, which all readers are highly encouraged to review to better understand what is being accounted for in terms of presence, or lack thereof, of a feature.

### 5.1.2 Caveat

While this exercise provides insights into the level of sophistication of the municipal planning administrations being examined, the ratings do not necessarily reflect individual experiences an applicant may have when they submit a development application.

There are many aspects in the planning process that cannot be given a score but still influence the overall application experience. These can include the disposition of councils towards agreeing to new development, staff members rigidity or interpretation of policy, community temperament towards new housing, etc.

As an example, a municipality can have an outstanding development application system that makes submissions relatively frictionless, and/or staff that provide recommendations in a timely manner. However, without Council and/or public support for more housing units getting approved and ultimately built, the development application processes and systems alone cannot make up for issues related to obstructionism or overall planning policy deficiencies.

Finally, an important caveat to acknowledge is the review of municipal websites occurred during Spring to Summer of 2024. Some municipalities may have added or changed the availability of planning features by the time of this report's publishing.

## **5.2 THEME-BY-THEME SCORING OVERVIEW**

### **5.2.1 Application Preparation**

The purpose of this theme is to test how well municipalities assist applicants with the preparation of their submissions by making necessary information and staff available.

While municipalities cannot directly control the quality of application packages they receive, but they can help to improve the average quality of submissions by making resources available on their websites to help applicants with their preparation process.

By improving the quality of submissions, less staff time can be spent on non-review activities and more time spent on the actual reviewing applications ensuring they are all processed in a timelier manner. In engagements conducted between municipal staff and the researchers of this report, this point was either acknowledged or brought up by staff themselves.

Conversely for applicants, the application preparation process can be an arduous journey that requires the production of many different types of documents, the retaining of many specialized consultants to produce plans, reports, forms, and drafts (see study requirements in section 5.4 for more on this), and the organization of communications and interactions between the applicant's consultancy team and municipal staff.

Like municipal staff, consultants and others preparing submission documents on behalf of an applicant can often spend non-value-added time because requirements for a report are not clearly articulated, or they must do re-work because the first draft of a study was not prepared correctly due to a misunderstanding brought about by a communication failure.

Breakdowns in information exchanges are a major point of failure in the preparation and early submission process that can result in additional work for all participants involved – municipal staff, applicants, consultants, etc. - that's raises costs and extends out timelines, which the purpose this theme is centered around addressing.

Figure 25 provides a summary of scores for the four features in the Application Preparation theme, as well as provide a generalized final aggregate scoring for each municipality.

**Figure 25 Scoring Summary - Application Preparation**

Feature	Average Score 2022	Average Score 2024	Change 2022-2024
(1) Application Support Materials	n.a	53%	n.a
(2) Zoning By-law in Interactive Map	84%	94%	9%
(3) Zoning By-law in Machine Readable Format	44%	44%	0%
(4) Staff Contact Information	n.a	63%	n.a
<b>Overall Score</b>	<b>n.a</b>	<b>63%</b>	<b>n.a</b>

Score by Municipality	Significant Improvement 0% to 59%	Moderate Improvement 60% to 79%	Minor Improvement 80% to 99%	Best in Class
Toronto				X
Brampton		X		
Markham		X		
Oakville			X	
Mississauga			X	
Caledon	X			
Barrie			X	
Milton		X		
Clarington	X			
Whitby	X			
Richmond Hill	X			
Burlington		X		
Bradford West Gwillimbury	X			
Innisfil	X			
Oshawa		X		
Vaughan	X			

Source: Altus Group Economic Consulting

12 out of 16 municipalities provide some form of dedicated webpage that features a list of required studies with accompanying terms of reference for an application submission. Most municipal websites provide either basic information, partial information, or only terms of reference for specific categories of studies – e.g. urban design.

- In discussions with municipal planning leaders and some elected officials, it was acknowledged that there are cases where studies have been requested by staff in order to just ‘check the box on a list’. Some municipalities indicated that they were reviewing their study requirements to identify opportunities to lower the burden on either specific applicants (e.g. affordable housing providers, etc.) or types of development scenarios (e.g. below X storeys, etc.) to better guide their staff on when it is or isn’t appropriate to request a study.
- Municipal staff in a number of jurisdictions mention that having developed terms of references for listed study requirements also helps with issues such as staff onboarding. Newer staff, as well as more tenured planners, are better able to understand what to request, why, when, and how to avoid incomplete submissions after circulation has begun. This was identified as a productive and proactive step in helping



applications avoid becoming stalled during the later phases of circulation process as deficiencies in documentation can be found earlier when there are more opportunities to readily address issues.

Superfluously requiring studies or other documentation represents additional financial and time burdens for applicants and increases the need for staff resources to process and analyze the reporting in-take. Providing a more fulsome study requirement list that both addresses when a study is required and when it should be exempt, in addition to the criteria necessary to fulfill the reporting requirement, can be helpful to both applicants and municipal staff alike.

All municipalities within the study now offer the public the ability to review zoning schedules, with the vast majority (14/16) offering this through interactive maps. Only Richmond Hill and Caledon still offer parcel level zoning reviews through a static file where a member of the public has to go through the zoning bylaw document until they find the applicable schedule map. However, only seven of the 14 municipalities that have interactive maps also provide access to the 'machine readable' GIS ('geographic information system') data behind them.

- In discussion with municipal staff, it was acknowledged that making self-service tools available to the public like interactive zoning maps helps to lower the number of call-in inquires, which can take up staff time and focus away from higher value tasks.

All municipalities regardless of score are encouraged to periodically review their maps for technical issues as a standard operating procedure within a set review cycle even if there are no reported issues.

15 out of 16 municipalities in this study provide contact information in the form of an email, phone number, or both for their planning department, business units within the department, or directly for staff.

- The ability to follow up with other members of a planning department or business unit can help to provide applicants with a sense of assurance, which can make dialog between all parties run more smoothly.

Only Innisfil restricts contact through a generalized customer service phoneline and email based on information on their development application webpage. While Mississauga only provides a departmental email on their planning department webpage, it's acknowledged that the municipality does offer staff level contact information for active applications on its development tracker website, as do some other cities.

Common Issues	Best Practices
<ul style="list-style-type: none"> <li>• The discrepancy between the study requirement listing in a municipality’s official plan and the lack of it’s listing on their website;</li> <li>• Incomplete terms of references for all study requirements that are listed;</li> <li>• Putting study requirements in unintuitive places (e.g. applications forms instead of a dedicate webpage that follows best practices)</li> <li>• Municipalities not making all of their in-effect zoning by-law information available online (see the 2023 City of Toronto Committee of Adjustment Benchmarking Study section 3.4 for more details);</li> <li>• Maps only displaying the zoning code and not providing links to the applicable zoning by-law section with policy text when selecting a parcel or zoning district, or this feature having broken links;</li> <li>• Maps lacking colour coding making it difficult to at a glance understand the zoning structure of a municipality with no options to turn this feature on or off;</li> <li>• Maps only working with certain internet browsers but not others (2 different computers on 2 different networks were tested using Microsoft Edge and Google Chrome);</li> <li>• Maps with poor or unintuitive UX/UI (user experience design/user interface design);</li> <li>• Municipalities only providing only email or phone numbers for staff contacts (note this no longer affects final scoring);</li> <li>• Municipalities not providing staff directories; and</li> <li>• Providing departmental contact information and not specific staff information.</li> </ul>	<ul style="list-style-type: none"> <li>• Having a dedicated webpage for application support materials (a minimum to be scored)</li> <li>• Making sure that terms of references include statements for when a study is required and when it is exempt to aid both staff and applicant in understanding when a study is needed.</li> <li>• Providing both in-force and historic zoning data;</li> <li>• Linking zoning interactive maps to text of zoning by-law;</li> <li>• Providing a search directory for staff contact information; and</li> <li>• Providing staff contact information on development application web tracker.</li> </ul>

## 5.2.2 Application Submission

The purpose of this theme is to explore the level of digitization municipalities have adopted in their application submission process by allow for electronic submission and payment of applications and building permits. Providing applicants with online submission choices and a wider array of payments options creates a smoother process for both applicants and staff members charged with intake and managing circulation.

The digitization of application intake can enable automation of various tasks previously done by staff manually, which can help lower a municipality's own internal process burden and associated errors. As well, by implementing a base-level digital platform for handling applications, further tools can be built upon it to help real-time collaboration between applicants and staff for speedy restitution of issues.

Furthermore, having a digitally enabled workflow process allows planning managers to review KPIs ('key performance indicators') to help identify and improve upon processes that can increase productivity while enabling staff to more readily spot applications that have stalled or gone off track. In addition, it also enables greater collaboration between jurisdictions as it can facilitate the sharing of information and data on planning outcomes.

Figure 26 provides a summary of scores for the four features in the Application Submission theme, as well as provide a generalized final aggregate scoring for each municipality. The overall score for this theme has increased from 47% in 2022 to 59% in 2024, a 12% increase.

Note, four amendments to scoring from the 2022 study were made based on issues of over and under scoring. The changes caused the 2022 aggregate score for Planning Application Payment Options to increase from 14% to 19% and Building Permit Payment Options to increase from 41% to 44%. The more details on the changes can be found in Appendix B.

### Scoring Summary - Application Submission

Figure 26

Feature	Average Score 2022	Average Score 2024	Change 2022-2024
(1) Planning Application Submission Option	53%	56%	3%
(2) Planning Application Payment Options	19%	36%	17%
(3) Building Permit Submission Options	72%	86%	14%
(4) Building Payment Options	44%	58%	14%
<b>Overall Score</b>	<b>47%</b>	<b>59%</b>	<b>12%</b>

Score by Municipality	Significant Improvement 0% to 59%	Moderate Improvement 60% to 79%	Minor Improvement 80% to 99%	Best in Class
Toronto		X		
Brampton		X		
Markham				X
Oakville		X		
Mississauga				X
Caledon	X			
Barrie			X	
Milton	X			
Clarington	X			
Whitby	X			
Richmond Hill	X			
Burlington	X			
Bradford West Gwillimbury	X			
Innisfil	X			
Oshawa	X			
Vaughan			X	

Source: Altus Group Economic Consulting

11 out of 16 municipalities offer some form of electronic submission options for planning applications. However, this can range from allowing e-mails of forms, to having applicants use digital drop boxes or FTP ('File Transfer Protocol') websites that can handle large amounts of data transfers, to fully fledged e-planning portals that both guide applicants through the submission process and help municipal staff with the organization and review of applications.

Eight of the 16 municipalities within the study have detectable e-plan portals - where applicants are required to create accounts and there is an organized submission process. The remaining 3 municipalities electronic submission capabilities are centered around e-mails and digital forms.

Eight of 16 municipalities provide indication that applications can be paid for through a method other than a cheque. However, a number of municipalities that have e-planning system either do not incorporate electronic payments or do not provide documentation that demonstrates that capability (a potential source of under-scoring).

For example, Caledon does not provide any information on the possibility of electronic payment on their website. In conversations with staff, it was acknowledged that the capability existed, however, it was agreed that evidence of such capability was not present on their website at the time of its review. To be fair to other municipalities around grading based only on publicly available information, Caledon will continue to be scored a 0 until such time as they adopt better communication practices of their payment capabilities.

All 16 municipalities now allow some form of digital submission of building permit applications. However, the depth of innovation adoption still varies. 12 municipalities have formal e-permit systems in place, but some municipalities don't yet fully allow all building permits for every type of residential development to be applied for online.

12 of 16 municipalities allow some form of payment other than cheques, but many of the same issues that were identified for planning payments are present for building permits – low limits for the amount that can be processed online, having to pay with cheques when over the limit, having to fill out forms to request a wire transfer, timing payments with application submissions, etc.

Municipalities were found to have a lopsided adoption of technology innovation in the digitization of building permits compared to planning applications. While more research needs to be undertaken to better understand this dichotomy, some potential reasons include:

- Fewer departments or people involved in the review process for permits and therefore a less complex circulation requirement has to be facilitated;
- The application requirements for submissions are simpler (e.g. fewer documents are necessary to upload) and so it's easier to handle from an in-take administration and/or IT implementation perspective;
- Building permit office staff are more comfortable with implementing technology solutions than planning staff; and/or
- There are more 'off-the-shelf' software solutions available that are not as burdensome to implement.

Common Issues	Best Practices
<ul style="list-style-type: none"> <li>• E-planning or permitting systems not covering all application types;</li> <li>• Only allowing a single account to be associated with any given application;</li> <li>• Continuing to have manual processes in place tied to operations of the digital system, such as when a new account is created a staff member must first reach out to applicants before it's fully activated;</li> <li>• Staff members having to manually create digital links and share it with applicants;</li> <li>• Not clearly providing full description of capabilities or applications that can be applied through the system (a source of potential over-scoring);</li> </ul>	<ul style="list-style-type: none"> <li>• Providing instructional videos;</li> <li>• Listing specific types of applications that can be applied for;</li> <li>• Providing clear information about payments;</li> <li>• Having FAQ ('frequently asked questions') webpages available to answer common questions;</li> <li>• Allowing multiple accounts to be associated with the same application; and</li> <li>• Having dedicated help contacts.</li> </ul>

<ul style="list-style-type: none"> <li>• Having conflicting statements in documentation on webpages about the development application process compared to those made in manuals about application submissions or payment options;</li> <li>• Having cap limits on payments that can easily be exceeded for many development scenarios where applicants then have to: <ul style="list-style-type: none"> <li>○ Submit a cheque;</li> <li>○ Fill out additional forms to arrange alternative payments with staff;</li> <li>○ Call-in to a customer service line;</li> <li>○ Enter multiple 'shopping cart' entries in the e-planning system to add up to the total;</li> </ul> </li> <li>• Not tying payments through the formal e-planning/permit system; and</li> <li>• Requiring a wire transfer for larger sums on the same date as an application is submitted to avoid errors;</li> </ul>	
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### 5.2.3 Application Tracking

The purpose of this theme is to better understand what information applicants and the public can access about the status of a development proposal. While In discussions with municipal staff, it was noted that having a public facing tracking system provided a multitude of benefits, including reducing the number of direct inquires about applications that can distract staff from focusing on application reviews.

As well, the features in this theme, combined with the previous Application Submission theme, can be used as a way to understand the level of administration technological capability that a municipality poses. Municipal staff have generally concurred that approximations about their back-end administrative abilities based on observations and insights developed for features in these two themes does represent a fairly accurate, although not perfect, reflection of their operating processes and technological sophistication - or lack thereof.

Figure 27 provides a summary of scores for the five features in the Application Tracking theme, as well as provide a generalized final aggregate scoring for each municipality. The overall score for this theme has increased from 61% in 2022 to 72% in 2024, an 11% increase.

### Summary of Scoring - Application Tracking

Figure 27

Feature	Average Score 2022	Average Score 2024	Change 2022-2024
(1) Active Application Information Website	84%	94%	9%
(2) Status Indicator for Applications	72%	78%	6%
(3) Historical Planning Data Availability	44%	56%	13%
(4) Interactive Map of Planning Applications	56%	66%	9%
(5) Availability Application Submission Document	47%	66%	19%
<b>Overall Score</b>	<b>61%</b>	<b>72%</b>	<b>11%</b>

Score by Municipality	Significant Improvement 0% to 59%	Moderate Improvement 60% to 79%	Minor Improvement 80% to 99%	Best in Class
Toronto				X
Brampton			X	
Markham				X
Oakville				X
Mississauga				X
Caledon			X	
Barrie				X
Milton			X	
Clarington	X			
Whitby	X			
Richmond Hill	X			
Burlington			X	
Bradford West Gwillimbury	X			
Innisfil		X		
Oshawa	X			
Vaughan				X

Source: Altus Group Economic Consulting

All municipalities in the study except Oshawa offer some method to find information on active applications.

There are generally 6 variations in the way active applications information is provided to the public, including:

1. A webpage that provides active applications by some geographic preset, typically by ward, that then allows the user to select a dedicated webpage created for the specific application they are seeking more information on;
2. Through an interactive map, often requiring the user to filter for active applications or applications within a preset geography such as neighbourhood or ward boundary;
3. A webpage that provides a scroll-through list of applications arranged by date along with other major public engagements going-on in the municipality;
4. A search portal where information such as street address or application number must be inputted to find further information;
5. A rudimentary text-box list of all applications in municipality with basic information such as a status;
6. Uploaded PDF files with active application information listed in a formatted chart;

Most municipalities now provide satisfactory development tracker interactive maps for the most typical-use case that they're meant to address. Interactive maps are highly useful for members of the public without significant technical expertise in helping them understand development activity data. However, more advanced users may find it limiting if the background data that supports the mapping is not provided in an open format available for download.

13 of 16 municipalities in the study provide some form of status indicator. Of the 13 municipalities that received a score, only one received half-marks. This is because their application information webpage only provides for the date of a public meeting, which only gives a basic insight into the status of an application.

10 out of the 16 municipalities in the study provide some historical planning data, however, two of these municipalities only provided very high-level information. While municipalities are providing more historical development information than in the past, the way in which much of this data is displayed or disseminated highly limits its potential uses for researchers or other members of the public trying to better understand housing activity and planning decision-making. Some municipalities have started to create interactive websites that allow for some time-series examinations to be displayed for particular topics, however, this only allows for highly curated overviews.

The ability to independently use data records of municipal planning decision making still does not exist – a common complaint in the research (both private sector and governmental), journalism, and housing advocacy fields. This severely hinders the ability to develop deeper sets of analysis, including examinations that may present concerning aspects of decision-making that are appropriate to discuss in a society that has transparent and accountable governance.

11 out of 16 municipalities allow for documents that were submitted as part of an application to be viewed by members of the public. In discussions with staff, it was noted that there were 3 potential benefits to providing documentation online, such as:

1. It lowered the number of inquiries from members of the public for documents associated with an application;
2. It allowed applicants to better understand what they may potentially required to submit; and
3. It can help applicants identify consulting firms or other technical experts that could help them fulfill reporting requirements.



Common Issues	Best Practices
<ul style="list-style-type: none"> <li>• Providing status or important dates on either an interactive map with development applications or and dedicated webpages for each development but not both;</li> <li>• Not having dedicated webpages for active applications;</li> <li>• Having a status indicator that doesn't provide meaningful information;</li> <li>• Listing studies that were submitted but not providing copies that can be downloaded;</li> <li>• Not providing open access to historical development application data, or only providing very limited data that did not include attributes that could allow the information to be used in a productive manner;</li> <li>• Providing only points for development applications;</li> <li>• Not providing filtering options for development application maps, or at least very limited options;</li> <li>• Not providing the option to download records being displayed in either a development application map or curated frame for planning application analysis;</li> </ul>	<ul style="list-style-type: none"> <li>• Providing both a dedicated webpage and an interactive map for active application information;</li> <li>• Supplying links in mapping information to dedicated application webpages;</li> <li>• Including on dedicated webpages for active applications important dates, staff contact information, submitted studies, and current status.</li> <li>• Explaining what a status indicator means;</li> <li>• Having a status indicator that provides meaningful information e.g. 'Waiting for 3rd submission', 'Application Refused', etc.</li> <li>• Providing the status of any related applications in a convenient format beside each other.</li> <li>• Providing copies of studies that were submitted;</li> <li>• Providing aggregate historical development application data with attributes such as date of submission, date of decision, description, etc.</li> <li>• Giving additional complementary map views such as population growth forecasts, land use designations, and other information along side development applications;</li> <li>• Offering polygons (borders) for applications instead of just points;</li> <li>• Displaying related applications in a way that was easily searchable;</li> <li>• Presenting filtering options like geographic area (typically ward boundaries), application submission date, application status, active application or all applications, etc;</li> <li>• Connecting mapping data to downloadable records such as documents that were submitted; and</li> </ul>

### 5.3 COMBINED SCORE

Figure 28 provides the final tally for every municipality for each theme and their total score ranked by highest to lowest. Each feature that makes up the three themes provides equal weighting to the total score. Eight municipalities have scores 70% or higher and eight have them below this threshold. The overall score for all features is 63%.

**Municipal Scoring, All Planning Tools and Features**

Municipality	Application Preparation	Application Submission	Application Tracking	Total Score	Rank
Mississauga	88%	100%	100%	96%	1
Markham	75%	100%	100%	92%	2
Barrie	88%	88%	100%	92%	2
Toronto	100%	69%	100%	90%	4
Oakville	88%	75%	100%	88%	5
Vaughan	50%	88%	100%	81%	6
Brampton	75%	69%	80%	75%	7
Milton	75%	44%	90%	71%	8
Burlington	75%	25%	80%	62%	9
Caledon	38%	38%	80%	54%	10
Innisfil	25%	56%	70%	52%	11
Richmond Hill	38%	44%	50%	44%	12
Clarington	50%	50%	30%	42%	13
Whitby	50%	50%	20%	38%	14
Bradford West Gwillimbury	38%	25%	50%	38%	15
Oshawa	63%	25%	0%	27%	16
<b>Overall</b>	<b>63%</b>	<b>59%</b>	<b>72%</b>	<b>63%</b>	<b>n.a</b>

Source: Altus Group Economic Consulting

### 5.4 STUDY REQUIREMENTS

Since the previous edition of this study, more municipalities have embedded clearer application submission requirements into their official plans, which allows for a more comprehensive overview. For this study, submission requirements have been bucketed into four categories – ‘plans’, ‘reports’, ‘forms’, and ‘drafts’ using the naming conventions of each document title. The categories are based on the following descriptions of documentation requirements:

- **Plans** are visual and/or graphical documents (e.g. maps, concepts, etc.);
- **Reports** are in-depth statements of analysis that provide overviews on topical areas of planning (e.g. traffic, employment conversion, housing needs assessment, etc.);
- **Forms** are documents that transfer high-level information about a development proposal (e.g. data sheet, comments, etc.); and
- **Drafts** are legal text write-ups of a municipality’s planning policies that applicants are sometimes required to provide– e.g. draft zoning by-laws, etc.

Figure 29 provides an outline of the generally bucketing between the four (4) categories used for both the GTA and Canadian MBS. While best efforts were made to correctly identify and bucket application requirements, there may be incidents where a municipality may use the naming convention ‘study’ to mean plans/drawings, or vice versa.

Figure 29

Planning Application Submission Requirements Bucket List				
Plan	Report	Forms	Drafts	Omitted Documents
Drawings, Maps	Multi Page Analysis	Basic Certification Information	Drafts of Bylaws or Plans	Application Form
Document Header				
Boundary / Limits	Analysis	Access Approval	Draft Subdivision	Application Form
Building / Site Details	Assessment	Acknowledgement	Draft Condo	Fees
Concept	Assistance Plan	Agreement	Draft OPA	Signage Requirements
Demarcation	Audit	Application (Separate Form To Be Submitted To An External Board Or Committee, Or Upper-Tier Cit Draft ZBLA		Pre-Consultation Forms
Design	Board	Calulation		
Diagram	Brief	Certification		
Digital Versions/Plans	Classification Study	Checklist		
Drawings	Compliance Statement	Comments		
Elevations	Conformity With Policy/Plan	Compliance Approval		
Flyover / Flythroughs	Conservation Plan	Data (Sheet / Matrix)		
Illustration	Containment Plan	Declaration		
Image	Development Standard	Deed		
Inventory	Distance Separation	Document		
Map	Documents	Estimate		
Model	Energy Plan	General Development Application Forms		
Photograph	Evaluation	Information Sheet / Form		
Plotting	Financing Plan	Inventory (Form)		
Renderings	Green Standard	Letter		
Samples	Guidelines	List		
Sketch	Impact (Statement)	Ministerial Consent		
Survey	Implementation Plan	Parcel Abstract		
	Management Plan	Questionnaire		
	Memo	Response To Comments		
	Options Statement	Summary		
	Phosphorus Budget	Title Search / Sheets		
	Principles	Zoning Letters		
	Profile	Permit		
	Proposal	Pin		
	Rationale	Matrix		
	Rehabilitation Plan	Correspondence		
	Restoration Plan	Record / Confirmation Of Consultation		
	Restrictions			
	Review			
	Services Demand Table			
	Servicing Plan			
	Site Record			
	Standards			
	Strategy			
	Street/Right-Of-Way Requireme			
	Study			
	Water Budget			

Source Altus Group Economic Consulting based on various municipal official plans

Figure 30 provides an overview of the total application submission requirements by document type by municipality as of August 2024. It’s important to note that the count is inclusive only of what is outlined in municipal official plans and does not reflect any online materials that may provide for additional requirements.

The purpose of only using official plan listing is to use a single consistent source of information between municipalities since many do not post their full requirements online. Only adopted or in-effect official plans were used, as well as only the most recent consolidated version were referenced, which in some cases may be a few years old. This may result in an understatement of potential requirements in some municipalities where a municipality is currently undergoing a draft process for a new official plan.

A deviation of between 10 to 20 total requirements between municipalities should be considered within the margin of error of each other. In some jurisdiction’s requirements are explicitly listed out individually, while in other

instances they are presented in aggregate form – e.g. “Appropriate Plans and Drawings”, “Engineering Drawings”, etc. There may be instances where individual plans may appear collectively within a particular study in one municipality or listed out in another, for example, tree preservation plans within arborist reports, etc.

Caledon, Milton, and Vaughan have the three highest application submission requirements respectively, with Milton and Vaughan having over 70 documents outlined and Caledon over 120.

On average, municipalities requirement lists have approximately 30 reports and 20 plan, however, not every plan or report may be required for every residential application.

### Total Application Submission Requirements, by Document Type, by Study Municipality, August 2024

Figure 30

Municipality	Requirement Type				Total
	Plan	Report	Form	Draft	
	<i>Number of Documents</i>				
Barrie	8	38	1	0	47
Bradford West Gwillimbury	12	37	2	1	52
Brampton	8	17	2	0	27
Burlington	14	32	3	0	49
Caledon	50	55	14	5	124
Innisfil	11	39	1	0	51
Markham	11	23	2	0	36
Milton	41	28	1	5	75
Mississauga	14	25	6	4	49
Oakville	16	28	2	4	50
Vaughan	33	32	3	4	72
Whitby	13	51	0	0	64
Toronto	9	25	2	1	37
<b>Average</b>	<b>18</b>	<b>33</b>	<b>3</b>	<b>2</b>	<b>56</b>

Note: Listed requirements that were excluded include planning application forms, related fees, and signage requirements.

Source: Altus Group Economic Consulting, based on Municipal Official Plans

In many instances, despite listing application requirements, municipalities fail to provide accompanying terms of reference documentation. This can result in an over application of submission requirements by staff who have little to no guidance to help them identify the appropriate scenarios where a study should or should be asked for. As well, this can complicate the work of consultants who are retained by homebuilders to fulfill application submission requirements as they similarly lack guidance materials, resulting in document submissions that need future revisions that could have been avoided through the proactive step of providing terms of reference.

The most common report requirements are an Archaeological Assessment, Environmental Site Assessment, Functional Servicing Report, Fiscal/Economic Impact Report, Housing Needs Assessments, Geotechnical and/or Hydrogeological Study, Noise Study, Planning Justification Report, Sun/Shadow Study, Wind Study. The most common plans include Building Elevations, Erosion and Sediment Control Plan, Floor Plan, Grading and Drainage Plan, Site and/or Survey Plan, Tree Inventory and Preservation Plan, and Urban Design Brief.

Given the large amount of commonality in application requirements between jurisdictions, municipalities and the province should consider creating working-groups to potentially produce terms of reference materials that can be used collectively to save on unnecessary duplicative work. Care should be given to ensure that any terms of reference material adopt best practices previously identified in the Application Support Materials subsection that incorporates outlines for both when studies are required and should be exempt.

## 6 PLANNING ACHIEVEMENTS

This section has been amended from its previous iteration as ‘Planning Trends’ to refocus more on municipally driven actions towards ‘Planning Achievements’. This reconfigured section of the study is meant to act as a platform to more directly facilitate the sharing of ideas between jurisdictions. To fulfil this mission, municipalities were asked to provide a list of achievements they’ve made or currently undertaking since July 2022.

This request was generally an open-ended where any type of achievement - process, policy, etc. and complete or still underway – could be listed so long as it was within the last two-years. Every municipality except for Oakville provided achievements, which totalled 114 overall. Given the wide range of achievements provided, an organized thematic presentation of will be provided of notable accomplishments.

### 6.1.1 Nascent Forays into Artificial Intelligence

While one of the grouping categories with the smallest number of achievements, and considered separately from other technological adoptions and improvements, its important to note that municipalities have begun tentative steps in exploring the use of artificial intelligence (“AI”) in assisting them with their planning and building application processes.

According to Burlington staff they are using AI to improve completeness and accuracy of plan submissions for zoning and building permits to reduce the need for resubmissions, which they expect will lead to more process efficiencies. On the website that staff referenced for this achievement, its stated that:

The AI-powered technology’s ability to review designs quickly and efficiently provides value to the City, customers, and staff, including:

- Saved time, by reducing the number of manual exchanges between applicants and City staff
- Allowing applicants to have immediate feedback on proposals and allowing for modifications prior to submission
- Faster approvals and turnaround time on issuing building permits
- Shortened design time
- Higher quality of design submissions
- Financial savings on the cost of multiple design revisions
- Enhanced transparency about the City of Burlington’s development review process.<sup>10</sup>

<sup>10</sup> <https://www.burlington.ca/en/news/burlington-launches-technology-pilot-to-accelerate-permitting-process-for-commercial-buildings.aspx>

In addition, Mississauga also listed efforts into adopting AI technologies to assist with the review process by partnering with Burlington on procurement efforts. However, according to their description of this achievement the pilot project has been geared towards garden suites and commercial building permits to date.

Applications of AI in the consumer and business markets is still in its infancy. It's therefore unsurprising that municipalities have by-in-large not jumped onto this development en masse. However, as more vendors providing digital solutions geared to municipal clients become available incorporating 'AI' technology, this may become a larger trend in the future.

What is most notable about efforts within this trend is the partnering between Burlington and Mississauga on procurement. To mitigate risk, more municipalities should consider working with peers when purchasing novel solutions.

### 6.1.2 Other Technological Adoptions and Advancements

Many municipalities listed new technological tools and improvements for their achievements. Those related to website advancements include:

- **Barrie** –Planning applications are now handled through online submissions and digital management. This improvement was also funded by grants from the provincial government's Streamline Development Approvals Fund ("SDAF")<sup>11</sup>;
- **Brampton** - Created a 'Business and Building Portal' that provides a one stop online service for building permits, including making payments, requesting property records and surveys, receiving compliance requests, and other services. Homebuilders will also be able to apply for certified models and repeat residential homes, as well as book inspections for their permits.
- **Bradford West Gwillimbury** - Working on streamlining, digitizing and modernizing its approach to managing and issuing building permits. The public facing aspect will be a limited roll out of e-permitting for building permits in October 2024. The planning applications are expected to be available online in Q2 2025.
- **Caledon** – Now allows for online payments of planning applications and development permits, added a site plan approval information package to their website instead of applicants having to request it, and updated their overall website design to provide a better customer experience.
- **Milton** – Launched an online portal allows for the submission, tracking, and processing of building permit applications for residential, demolition, septic, sign & pool enclosure permits.

<sup>11</sup> <https://www.barrie.ca/media/11514>

Beyond website improvements, municipalities have adopted or advanced digital tools to assist in operations and workflow management, including:

- **Vaughan** - Implementing AMANDA - a new development application tracking system, that will help to facilitate online development application submissions and increase departmental flexibility to incorporate process changes. As well, the City has adopted tools to allow for the 3D visualization of mid and high-rise development applications to assist staff with the review process.
- **Richmond Hill** – Adopted Docusign for Site Plan Agreements to allow for digital signatures, which provides more convenience for applicants and improved workflow management for staff.
- **Markham** - Implemented ePLAN software upgrade 9.2 that has migrated data to cloud servers and improved functionality around the applicant experience, updated web portal for application submissions, adopted a mobile app for permit inspections, implemented electronic 3D modelling software for Markham Centre and Markham Road Mont Joy Secondary Plan Areas, and executed MappiT an online development application viewer and status tool.

Corresponding to grading improvements in the Application Submission subsection of the Municipal Planning Features section, municipalities are embracing both front-end applicants facing and back-end staff facing software solutions. While it may take years to see the full benefits, municipalities being more capable to track and trace applications will help them in the long-term find opportunities for further productivity enhancement.

### 6.1.3 Delegation of Approval Authority

Since 2018, the province has given councils more opportunities to delegate various kinds of approvals to staff, which many have begun to take advantage of. Municipal achievements related to staff delegation included:

- **Barrie** - validation of title & certificate of cancelation for consents, removal of zoning holds, and plans of condominium draft approval<sup>12 13</sup>;
- **Brampton** - removal of zoning holding provision and minor zoning by-law amendments<sup>14</sup>;
- **Caledon** - grading agreements, removal of zoning holds, and draft plan of condominium approval;
- **Oshawa** - removal of zoning holds<sup>15</sup>; and

<sup>12</sup> <https://barrie.legistar.com/View.ashx?M=M&ID=1134160&GUID=5D89A7D7-DAF4-49F7-BAC4-5108DC68511E>

<sup>13</sup> <https://barrie.ca.legistar.com/View.ashx?M=F&ID=12098818&GUID=A548DEBE-34E7-4805-8F94-5F98AF67ADEF>

<sup>14</sup> <https://pub-brampton.escribemeetings.com/filestream.ashx?DocumentId=50236>

<sup>15</sup> <https://pub-oshawa.escribemeetings.com/filestream.ashx?DocumentId=7199>



- **Toronto** –site plan approval, draft plans of condominium approval, minor zoning by-law amendments, and removal of zoning holds<sup>16 17</sup>

As municipalities continue to seek ways to streamline application reviews by delegating various approvals to staff, the province should continue its efforts at facilitating this. One such possible opportunity was outlined in the recent *Toronto Committee of Adjustment Benchmarking Report (2023)* regarding minor variances delegation, which would give municipal councils the power to delegate to staff as an alternative instead of a committee of adjustment (“COA”).

#### 6.1.4 Updates and Changes to Zoning By-laws

Many municipalities have made a plethora of zoning changes, however, it is soon to see what effect this may have on housing development. Nevertheless, it should still be acknowledged that municipalities are making strides in this area with notable changes including:

- **Barrie** – Approved 4 units as of right on residential lots zoned for low-rise housing.<sup>18</sup> Currently undertaking a comprehensive zoning by-law update that seeks to modernize parking standards, facilitate development that appropriately transitions to lower-scale neighbourhoods, encourage compact communities, among other goals<sup>19</sup>.
- **Bradford West Gwillimbury** – In conjunction with official plan updates that seek to promote and better support a range of housing options, the Town is looking to also update its zoning by-law to reduce the need for site specific zoning bylaw amendments and shorten the overall planning timelines for projects are aligned with the future official plan.
- **Markham** – Completed a comprehensive zoning by-law update that applies to approximately 82% of the City.<sup>20 21</sup> This update also facilitated the City making its zoning by-law maps available online for the first time, which reduces the need for applicants to ask city staff for zoning information for their property.
- **Oshawa** – Implemented amendments to the City’s zoning bylaw between 2022 to 2024 that enabled accessory dwelling units (“ADUs”), garden suites, seasonal worker housing, upzoned various sites, and improved missing middle zoning regulations.<sup>22</sup> The City is also in the

<sup>16</sup> <https://www.toronto.ca/legdocs/mmis/2023/ph/bgrd/backgroundfile-234496.pdf>

<sup>17</sup> <https://secure.toronto.ca/council/agenda-item.do?item=2023.PH5.1>

<sup>18</sup> <https://barrie.ca.legistar.com/gateway.aspx?M=F&ID=8d2fc266-296d-4005-a3ab-8bff415eb681.pdf>

<sup>19</sup> <https://barrie.ca.legistar.com/gateway.aspx?M=F&ID=8d2fc266-296d-4005-a3ab-8bff415eb681.pdf>

<sup>20</sup> <https://pub-markham.escribemeetings.com/Meeting.aspx?Id=2216c24f-480f-4fa1-8af9-7786fa4f37c3&Agenda=Merged&lang=English&Item=26&Tab=attachments>

<sup>21</sup> <https://pub-markham.escribemeetings.com/Meeting.aspx?Id=2216c24f-480f-4fa1-8af9-7786fa4f37c3&Agenda=Merged&lang=English&Item=57&Tab=attachments>

<sup>22</sup> <https://pub-oshawa.escribemeetings.com/filestream.ashx?DocumentId=15755>

process of upzoning and reducing parking requirements in its downtown area.<sup>23</sup>

Other municipalities also provided notable zoning initiative as well, however, they repeated the themes of allowing more low-rise multi-family housing options, reducing or elimination parking reform, etc.

Several municipal staff remarked that previous or soon-to-be updated legacy zoning codes made it difficult to operationalize zoning changes as they often had contradictory definitions and other issues owing to the age and structure of the codes. Owing to the challenge, many municipal zoning by-laws are also amalgamations of older codes from previous municipal entities that were incorporated into the current jurisdiction over time.

As well, at a practical level, older zoning by-laws made facilitating basic information like zoning maps to the public difficult if not impossible to do. Zoning by-laws are required under the *Planning Act* to be updated 3-years after official plan update, however, there are no comprehensive update requirement under the Act, or a requirement to provide the public the ability to view schedules (maps) or texts. This means that municipal by-laws can go decades without notice that a systematic review is necessary, which can cause compounding problems over the long-term.

As municipalities continue with zoning reform efforts, its more imperative than ever that they couple this with making zoning data more readily available. Without this information it won't be possible to systematically track, trace, and assess the impact of current efforts to assist future decision-making.

### 6.1.5 Process Improvements

Municipalities have been very active over the last two-years making a wide-range of process improvements to the development application process. Some notable improvements include:

- **Toronto** – Removed the need for 'Preliminary Reports'. Previously, staff prepared lengthy Preliminary Reports to Community Council for complete Official Plan Amendment ("OPA") and Zoning By-law Amendment ("ZBLA") applications. The average time from application submission to a Preliminary Report given to Community Council was approximately 120 days (sometimes longer). This would lengthen when a community consultation meeting would occur, which happened on average approximately 200 days following application submission. Removing a non-legislated process like the Preliminary Report helped the City significantly reduce the time from application submission to consultation, which they now target at 45 days. As an alternative to the

<sup>23</sup> <https://pub-oshawa.escribemeetings.com/filestream.ashx?DocumentId=16146>

Preliminary Report, the city posts initial information about an application to its Application Information Centre (“AIC”) in a condensed template that is much easier to navigate and understand. One of the key takeaways from this work has been the importance of re-evaluating processes that are longstanding and where assumptions have built up over time around their requirement. Often, they are just the result of practice over many years, with more effective ways to deliver the same or better outcomes possible if/when assumptions are challenged.

- **Brampton** - Removed an official plan policy that required a recommendation report be brought forward only after a minimum of 30 days have passed from the public meeting. With this change to the City’s Official Plan, recommendation reports can be brought forward more quickly, speeding up the approval process.<sup>24</sup>
- **Innisfil** – Adopted the NOAC – Notice of Approval Conditions – process for Site Plans and Community Planning Permit System (“CPPS”) applications. This follows the adoption in other jurisdictions that allows for a two-stage approval process beginning with conditional approvals. This helps to speed up an applicant’s ability to apply for a building permit and get shovels in the ground faster.
- **Markham** – Undertaken a ‘Lean’ review, which was designed to identify process steps that add value, remove unnecessary steps or waste, to create more efficient and streamlined processes, enhance existing process capacity and capability to improve development application processing times, while maintaining legislated requirements and excellence in customer service. Changes that have been instituted to date include but not limited to:
  - Zoning no longer circulated on Minor Variance and Consent applications as zoning comments will be provided through separate process (primarily through Zoning Preliminary Review or Building Permit applications);
  - Pilot the sharing of draft agreements to enable developers to begin understanding the financial and site-specific implications, and have necessary discussions with staff, prior to the finalization of the agreement;
  - Planning Application forms (for OPA, ZBA, SU, MNV, CNST, etc.) have been converted into online fillable PDF forms;
  - Updated / standardized site plan agreement template;
  - For minor variance and severance applications, Urban Designers are not required to provide Planners with written comments. Comments will be discussed at team meetings and the Planner assigned to the file will prepare the comments and

<sup>24</sup> <https://pub-brampton.escribemeetings.com/filestream.ashx?DocumentId=72265>

approval conditions. The tree preservation matters will be handled by Operations. This can potentially reduce the circulation time and help Urban Design staff to focus their efforts on more complex applications;

- To help streamline the report approval process, staff are using eScribe the online report review and approval platform. Staff have updated its process to keep track of the status of upcoming staff reports through milestones and dates by updating a reports list more frequently and updating senior staff in the organization regularly;
- Releasing of development applications comments mid-review cycle as long as the comment does not affect other commenting partners;
- Closing communication loops such that staff have asked to be notified when applications have reached approval and can be added to the distribution list; and
- Review and clarify roles between Urban Designer, Streetscape Coordinator and Landscape Inspector in review of development applications to ensure consistency and comprehensive review;<sup>25</sup>

Like Markham, several municipalities have undergone development application process reviews. The public facing reports for these development process reviews often provide high level outlines for identifying areas of improvement, along with suggestions on organizational structural and cultural changes.

Through conversation with staff, it is evident that many municipalities have instituted 'continuous improvement processes' where all team members can contribute to identifying incremental and significant changes that have the potential to improve delivery service standards. A continuous improvement process allows any team-member to contribute ideas, whereas organizations without this philosophy often leave it to managers to make improvement suggestions which can limit the flow of ideas and actions.

As the listed examples demonstrate, often policy and corporate operations changes are required to happen hand in hand. Ultimately success around instituting changes comes from a culture that accepts inefficiencies happen but does not accept their continuation.

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<sup>25</sup> <https://pub-markham.escribemeetings.com/Meeting.aspx?Id=8a5eabd4-5ff8-4e95-8881-e77eaf198b4a&Agenda=PostMinutes&lang=English&Item=22&Tab=attachments>

# 7 OVERALL RESULTS & CONCLUSION

## 7.1 STUDY RESULTS

The overall benchmark ranking by municipality is shown in Figure 31

The results show that:

- For the majority of municipalities, it is rare to rank high in all categories.
- The exception is **Barrie**, which benchmarks best against the other municipalities for a second study in a row. It has among the lowest municipal fees (though they are still high), an easy to navigate planning system, and the lowest application timelines.
- **Burlington** is removed from the final rankings due to data limitations on application approvals.
- **Richmond Hill** ranks last (15<sup>th</sup> place) overall, due to its high municipal fees and approval timelines, ranking low for all categories.
- **Oshawa** and **Caledon** are in second and third place, because they both earn average markets across all three categories.

Figure 31

Combined Ranking - 2024 Municipal Benchmarking Study - Study Municipalities													
Municipality	Municipal Fees			Approval Timelines			Planning Features				Combined Scoring		
	Total Value	Index	Rank	Average Timelines	Index	Rank	Score	Rebased	Indexed	Rank	Overall Index	Overall Rank	
	Per Unit (\$), weighted average of development scenarios	Divided by series average	(Lowest to Highest)	Months	Divided by series average	(Lowest to Highest)	%	(for lower to equal better)	Divided by series average	(Lowest to Highest)	Weighted Average	(Lowest to Highest)	
Barrie	105,029	0.86	5	11.2	0.55	1	0.92	0.08	0.22	2	0.57	1	
Oakville	109,126	0.89	7	14.1	0.69	3	0.88	0.12	0.33	5	0.66	2	
Mississauga	108,597	0.89	6	25.0	1.23	13	0.96	0.04	0.11	1	0.76	3	
Brampton	117,796	0.96	9	14.1	0.70	4	0.75	0.25	0.72	7	0.81	4	
Markham	152,390	1.24	14	22.6	1.11	9	0.92	0.08	0.22	2	0.90	5	
Milton	96,441	0.79	3	23.3	1.15	10	0.71	0.29	0.83	8	0.91	6	
Toronto	143,990	1.18	13	25.0	1.23	12	0.90	0.10	0.28	4	0.92	7	
Vaughan	166,904	1.36	16	18.1	0.89	6	0.81	0.19	0.55	6	0.98	8	
Clarington	102,567	0.84	4	14.3	0.70	5	0.42	0.58	1.66	13	1.04	9	
Innisfil	112,281	0.92	8	19.8	0.98	7	0.52	0.48	1.38	11	1.07	10	
Whitby	128,349	1.05	11	12.4	0.61	2	0.38	0.62	1.77	14	1.13	11	
BWG*	94,606	0.77	2	23.5	1.16	11	0.38	0.62	1.77	15	1.19	12	
Caledon	143,493	1.17	12	26.9	1.33	14	0.54	0.46	1.33	10	1.27	13	
Oshawa	125,129	1.02	10	20.7	1.02	8	0.27	0.73	2.10	16	1.35	14	
Richmond Hill	164,149	1.34	15	33.6	1.65	15	0.44	0.56	1.61	12	1.51	15	
Burlington	87,776	0.72	1	--	--	--	0.62	0.38	1.11	9	--	--	
<b>Weight (%)</b>		<b>0.40</b>			<b>0.30</b>				<b>0.30</b>				

Notes: \*Bradford West Gwillimbury  
 \*\*Burlington is removed from approval timelines due to low sample size of approvals  
 Source: Altus Group, based on Municipal Fee and Charges By-Laws, Municipal websites and data, as of August 2024

## 7.2 CONCLUSION

This report benchmarks municipalities based on key development features, including:

- Municipal fees charged on new residential development;
- How long it takes an application to move through the development application process; and
- The features in place to help navigate the development application process.

Key findings of this report include:

- Construction activity is not able to keep pace with population growth in the municipalities studied.
- Immigration remains the key driver of population growth of the GTA.
- Increased outmigration is limiting population growth and the study municipalities are growing slower than they were before the pandemic.
- Housing Affordability has worsened since the inaugural GTA MBS, with rents and home prices at lofty levels.
- Average municipal fees have risen since the last GTA MBS in 2022 by:
  - An average of \$42,000 per unit on low-rise developments; and
  - An average of \$32,000 per unit on high-rise developments.
- The average municipal fee on a low-rise dwelling is \$165,000, and range from \$92,000 to \$195,000.
- The average municipal fee on a high-rise dwelling was \$122,000, and ranked from roughly \$55,000 to \$157,000.
- Total municipal fees on a unit in a high-rise development are significantly higher on a per sq. ft. basis than for those in a low-rise development. Municipal fees range from \$79 to \$222 per sq. ft on a unit in a high-rise development, compared to \$46 to \$88 on a unit in a low-rise development.
- Total application submissions have fallen from peaks reached in 2021, due to a combination of policy changes and economic factors.
- As municipalities have made some efforts to reduce application time lines, the length of time any one application takes to reach approval has gone down by 2.4 months overall.
- Still, it takes each application upwards of 20.3 months to move through the application process. This ranges from 11.2 months in Barrie, to 33.6 months.

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## APPENDIX A – DATA MANAGEMENT AND APPLICATION SUBMISSION ANALYSIS

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### Data Management

Before providing details on data management, it should be noted that the background data provided by municipalities will not be made available in any form for those seeking it. The reason for this is twofold:

1. Consent has not been granted by municipalities to provide their data to any other person or entity for any purpose other than the analysis conducted in this report;
2. The purpose of this report is not to be a source of baselevel background information but to provide analysis built from the expertise of the researchers involved in this report.

Similar to the process used in previous editions, the data collected was cleaned through a two-stage process. In the first stage, applications that were not relevant to the analysis like non-residential development, atypical residential projects such as long-term care/senior's homes, affordable housing projects, student dorms, etc., and non-major residential projects such as those with less than 3 units<sup>26</sup>, additions, accessory dwelling units ("ADUs"), replacements, etc. were removed. As well, applications that were refused or where a decision was made by the Ontario Land Tribunal ("OLT") or the province were taken out as the stated timelines are for applications only approved by a municipal council or by the delegated authority of staff.

Applications that had a negative number of days for PAC or approval timelines, or where one or more critical dates (i.e. submission or decision date) was missing were removed at the end of the first stage cleaning process.

Municipalities are encouraged to adopt more regular reviews of their timeline data to ensure their validity by producing datasets similar to the ones created for this study where dates can easily be compared at scale to help identify errors for correction.

As well, municipalities should consider implementing logic tests for timeline entries in their application tracking software as a proactive step to reduce errors from being created in the first place. This would involve providing prompting alerts to staff that are entering dates to double check that submission dates are coming before a decision dates and not entered in as coming after, or dates that are more than 20 years into the future/past are truly valid.

Upfront logic tests and prompts could be used as a simple method help to reduce the number of initial record keeping errors, which dates seem to be

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<sup>26</sup> Where the number of units could be determined.

prone to. However, it's acknowledged that implementing such a feature may be technically complex depending on the software being used.

In the second data clean-up stage, OPA, ZBLA, Site Plan, and Subdivision<sup>27</sup> applications that were concurrent with either of the previously mentioned application types and were submitted after July 1<sup>st</sup>, 2023 – commonly referred to as 'Bill 109 applications' – were separated into their own bucket for analysis.

Bill 109 – *More Homes for Everyone Act*, which received royal assent in April 2022, created a policy treatment for concurrent OPA/ZBLA, sole ZBLA, and Site Plan applications where an applicant would receive application fee refunds should a municipality fail to provide decision within the specified timeline – 120 days for OPA/ZBLAs, 90 days for ZBLAs, and 60 days for Site Plans.

This refund policy was initially set to come into effect on January 1<sup>st</sup>, 2023, and as a result many municipalities created mandatory PAC processes in reaction to the new policy. In June 2023, Bill 97 - *Helping Homebuyers, Protecting Tenants Act* received royal assent, which pushed back the date that refunds would come into effect to July 1<sup>st</sup>, 2023. It also cancelled/transitioned refunds of any application submitted prior to this date.

Given the small sample size of the post July 1<sup>st</sup> Bill 109 applications, 97 applications in total, no further alterations were made to this data beyond bucketing it separately. However, results were suppressed in municipalities where the total number of applications of Bill 109 applications was too small to produce a robust sample. In total, 78 out of the 97 applications were used where there were a sufficient number of applications to produce a final timeline average for each application type per municipality.

Applications that were submitted before July 1<sup>st</sup>, 2023 (non-Bill 109), underwent a second stage distribution analysis to identify and remove outliers. As a result, 58 applications were removed from the final analysis for being identified as statistical outliers. These applications had an average timeline of 2,085 days (69.5 months), with 56 applications (96%) having a decision timeline greater than 2 years.

Where there were too few data points to produce a robust sample for a particular type of application, the all observations were also removed so as not to influence the total averages.

<sup>27</sup> A total of 5 Subdivision applications were concurrent with OPAs, ZBLA,s or Site Plans where the submission and decision data were the same as the other applications.



## Application Submission Analysis

With the additional data provided by municipalities, novel forms of analysis can be conducted to provide potentially new insights. Consideration should be given to the fact that much of the analysis being done around submissions is still very nascent and relies on sources without extensive data depth. While some observations of planning outcomes can be made, there are limitations to the conclusions that can be derived, which will be outlined throughout the analysis.

Having submission totals for a wide set of municipalities allows for more than just regional overviews. Comparisons of submission trends between municipalities can also provide insights into planning regulatory trends to reveal potential sources of best practices and also concern.

The concept of 'as-of-right' is a term that is progressively becoming more common to hear in discussions around planning policy reforms, however, rarely is its definition examined in-depth. Typically, what is meant about making development more 'as-of-right' means facilitating proposals that require either no major planning application approvals or only very minor ones (i.e. consents/severances or minor variances) in order for a building permit to be granted for a project to move onto construction.

To achieve a state where the planning framework facilitates as-of-right development widely, the regulatory approval work, or 'planning', must be done upfront by governmental authorities like municipalities and/or provinces through area or city-wide 'upzoning' rather than on a site-specific basis by homebuilders through 'spot zoning'. The regulatory changes need to provide sufficient land use and development envelope permissions to allow housing to be built both in an economically feasible and practical manner.

However, a working definition of as-of-right development that restricts its conception to a narrow view of just the absolute avoidance of any major planning applications results in an outlook that may miss potential areas for improvements in some cases.

If instead the definition is revised to a more nuance understanding that accounts for a decrease in the need for major applications rather than the absolute avoidance, which should still be considered the highest standard to realise, than a spectrum of possibility for targeted changes emerges.

When there is insufficient land use or development envelope permission to allow a project to be built, various applications can be triggered. Some proposals may require both an OPA, which deals with higher order municipal planning policies, and a ZBLA, which deals with technical implementation matters of the official plan designation – e.g. setbacks, lot sizes, etc.

Typically, most applications that trigger an OPA will also trigger an ZBLA at some point in the regulatory process as the zoning must be changed to match

the new official plan designation. However, not all ZBLAs necessarily trigger an OPA as the zoning change may in many instances still match the land use designation outlined in the official plan.

From this understanding, a ratio can be constructed to better understand how much a municipality's official plan is structured to facilitate, or not, the development pattern that most commonly occurs within its jurisdiction. Figure 32 provides the number of aggregated total applications submitted between 2018 to 2023 of ZBLAs to OPAs for 14 municipalities in the GTA ranked highest to lowest.

Most municipalities have a ratio clustered between 2 to 5, however, Barrie is within a grouping of its own. It sees 8 ZBLAs for every OPA, which may signal that its official plan requires amendments much more rarely compared to its peers. This may mean that Barrie's official plan is structured in such a way that much of the type of development happening in the city occurs as-of-right in terms of not triggering amendments to its official plan, although it may still require a rezoning.

Figure 32

**Number of ZBLA to OPA Applications,  
Greater Toronto Area Municipalities,  
Ratio, 2018-2023**

Municipality	Ratio	Rank
Barrie	8.0	1
Clarington	4.7	2
Whitby	4.1	3
Milton	3.6	4
Pickering	3.3	5
Innisfil	3.2	6
Richmond Hill	2.8	7
Toronto	2.5	8
Brampton	2.4	9
Vaughan	2.1	10
Oshawa	2.0	11
Mississauga	2.0	12
Markham	2.0	13
Caledon	1.9	14
<b>Average</b>	<b>3.2</b>	

Source: Altus Group Economic Consulting based on Municipal Provided Data

However, before making any final conclusions, its important to analyze trends within Barrie's ratio by individually comparing its numerator (ZBLAs) and denominator (OPAs) to its peers.

Between 2018 to 2023, the total number of ZBLA applications Barrie had was 22% more than Pickering, a city almost three-quarters it's size, 76% of Whitby and 92% of Milton, cities of comparable population sizes, and 66% of Markham, a city a bit more than twice it's size. There are no discernible pattern to indicate

that Barrie is experiencing an abnormally high number of ZBLAs relative to its near peers.

Between 2018 to 2023, the total number of OPAs Barrie had was 50% of Pickering, 40% of Milton and Whitby, and 16% of Markham. This analysis reveals a clear trend that compared to its peers Barrie does experience a much smaller number of OPAs to facilitate development within its jurisdiction. Therefore, its high ratio status is validated as a positive indicator to the city's success in structuring its official plan to minimize the needs for official plan amendments.

Figure 33 provides the ratio of the total applications submitted between 2018 to 2023 of Site Plan to ZBLAs for 14 municipalities in the GTA ranked highest to lowest. Mississauga has the highest ratio at 9.7 Site Plan applications for every ZBLA, an amount that sets it uniquely apart from other municipal peers.

Site plan control is a requirement where development must undergo an additional review process when the impact of a proposed structure is deemed to be significant enough that a municipality, working with an applicant, seeks to approve where external structural elements such as driveways, windows, doors and others external facets of a building will end up once constructed.

Having a high ratio of Site Plan applications to ZBLAs does not necessarily mean that a municipality is facilitating more as-of-right development as was the previous case for ZBLAs to OPAs. In fact, a higher rank may signal that a municipality has a significantly restrictive site plan control by-law in place.

**Figure 33**

**Number of Site Plan to Zoning Bylaw Amendments, Greater Toronto Area Municipalities, Ratio, 2018-2023**

Municipality	Ratio	Rank
Mississauga	9.7	1
Caledon	6.4	2
Oshawa	3.2	3
Innisfil	3.1	4
Richmond Hill	2.6	5
Markham	2.0	6
Vaughan	1.9	7
Milton	1.6	8
Pickering	1.6	9
Clarington	1.6	10
Toronto	1.5	11
Brampton	1.3	12
Barrie	1.1	13
Whitby	1.0	14
<b>Average</b>	<b>2.8</b>	

Source: Altus Group Economic Consulting based on Municipal Provided Data

Conducting a similar numerator (Site Plan) and denominator (ZBLA) test as was done for Barrie's shows that Mississauga approximately 550% the number of Sit

Plan applications Brampton had, it's Peel Region peer and closest municipality in population size in this study, 320% the applications Vaughan had and 520% of Markham's applications, cities approximately half its size, as well as roughly the same number of applications as Toronto, the largest city in Canada with the most development activity.

With ZBLAs, Mississauga had almost 75% the amount Brampton had, 110% Markham, 62% Vaughan, and 16% Toronto. For rezonings, Mississauga does have a lower-than-expected amount compared to other peers. However, it's lower number of ZBLA is not the largest driving factor for its high ratio, rather the excessive amount of Site Plan applications is the dominate issue at play.

The 'correct' or 'ideal' ratio for either ZBLAs to OPAs or Site Plans to ZBLAs is not necessarily possible to determine at this stage as the analysis presented is entirely novel within planning practice for both Ontario and Canada. While regional averages are provided in each ratio analysis, being above or below these averages does not necessarily mean a municipality has a well implemented or poorly adjusted planning framework.

Consideration needs to be given to the context of each municipality's situation. However, for this to be accomplished, more regular data reporting with accompanying analysis must occur.

Without application specific data its not possible to make decisive conclusions about why Mississauga's site plan control by-law in particular results in an abnormally large number of applications compared to its peers, or why Barrie's official plan is structured in such as ways as to avoid OPAs. This lack of conclusiveness can potentially be rectified in separate studies dedicated to examining either these particular planning facets, such as just official plan or site plan control by-laws structures, or a municipal specific study.

What this report demonstrates is the potential that benchmarking can have by focusing attention towards areas that could yield lessons for both generating successes and avoiding issues in the future.

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## APPENDIX B – PLANNING FEATURES

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### Case Studies

#### (1) Cheque Payment Information

Larger development proposals can easily trigger planning application or building permit fees that reaches the hundreds-of-thousands to millions of dollars range. Being able to process financial transactions of this size can be incredibly difficult outside of traditional banking methods, and it's therefore unsurprising that many municipalities continue to struggle with providing digitized services that can both facilitate and track payments of this magnitude.

Beyond the difficulty of dealing with large transactions, another issue with receiving payments is understanding who is writing the cheque. Many applicants use project-specific numbered corporations (e.g. 45689 Ontario Inc.) to deal with financial transactions related to their development proposal, including the payment of municipal fees. The information provided on cheques from their numbered companies can sometimes not match the applicants name that a municipality's tracking system has on file.

Applicants sometimes erroneously believe that the staff member they are speaking with about an application fee is the same person that will receive a cheque sent in the mail, when in reality it's often an alternative staff member assigned to in-take duties that first handles the payments. The lack of direct communication between the person requesting the payment, the person making the payment, and the person receiving the payment can result in errors and misidentification or non-identification issues.

As a result of both external and internal miscommunication, municipalities that receive cheques can end up in situations where they do not know what application to apply a payment to. In interviews with municipal staff, they did acknowledge various standard operating procedures ("SOPs") to deal with cases of unidentifiable cheques, with the most typical being to mail them back to the sender. This can be a source of frustration for applicants and a delay that can easily be prevented by incorporating two (2) simple best practices.

Figure 34 provides a screenshot of Barrie's application system ('APLI') "How Do I" webpage, which instructs applicants to "...ensure that the record number and project address are noted in the subject line on the cheque" (emphasis added).

Figure 34

## Cheque Submission Requirements, City of Barrie

If a payment is required at the time of application, you will be directed to do so.

APLI accepts payments:

- One application at a time
- Under \$5,000

There will be a confirmation in your application record in APLI upon a successful online payment.

If you are experiencing difficulties processing your payment, please contact Service Barrie.

Payments \$5,000 and above can be made through Service Barrie (cash, cheque, or debit).

- Payment by cheque: make your cheque payable to the City of Barrie and ensure that the record number and project address are noted in the subject line on the cheque.

Source: Altus Group Economic Consulting based on City of Barrie APLI Webpage (emphasis added)

While Barrie was graded as needing improvement based on the scoring criteria for digital payments, the information they provide applicants about mailing-in cheques is an identified best-practice that most other municipal websites are found to be lacking.

In discussions with Barrie's planning leadership, it was revealed that staff are also instructed to ensure that any communications with applicants (e.g. emails) about payment emphasize the need to include record numbers and project address on payment documents. This is a second best-practice that municipalities should consider adopting as part of their SOP around payment discussions with applicants in conjunction with having clear instructions on their websites.

By making clear to applicants to include identifying information on cheques, simple proactive steps can be taken to eliminate a source frustration for both applicants and in-take staff. While these best practices are not equivalent to having a fully implemented digitized payment tracking system, in the interlude to the adoption of such a system, these practices can still help with lowering processing errors that can significantly delay an application's review.

### (2) Building Permit Self-Service

As more municipalities have adopted e-permitting systems that allow applicants to apply for building permits online, this provides new additional service opportunities. Figure 35 provides a screen shot of the Municipality of Clarington building permit search portal, a feature that any member of the public can access, even those without a dedicated account.

Figure 35

## Building Permit Public Search Portal, Municipality of Clarington

Home Registered User Public Search

Search By:

Property Application/Permit/Licence Advanced

Search for a Licence or Permit by property. E.g. 40 Temperance ST, Bowmanville, ON, L1C 3A6.  
Note: The map may not show the accurate location of the address.  
Search by property

40 Temperance ST

Back Search

Select Address

40 TEMPERANCE STREET, BOWMANVILLE, ON, L1C 3M6, P1N: T0C2G0R1S3

Property Map  
Selected Property on the map

Permit Number	Type	Status	Application Date	PIN	Actions
BLD0-2023-0312	Building Permit - Government - Alteration/Repair	Issued	May 01, 23	280200083	<a href="#">Detail</a>
BLD0-2023-0412	Building Permit	Cancelled	Jul 10, 23	280200083	<a href="#">Detail</a>
BLD0-2023-0428	Building Permit	Cancelled	Jul 12, 23	280200083	<a href="#">Detail</a>
BLD0-2023-0438	Building Permit	Cancelled	Sep 13, 23	280200083	<a href="#">Detail</a>

Source: Altus Group Economic Consulting based on Municipality of Clarington Building Permit Webpage

Providing public search functionality provides three identified benefits:

1. It allows other employees of a homebuilder to find permit information in cases where they don't have immediate access to the company's municipal service account (e.g. staff turnover, people away on vacation, etc.);
2. It provides clients of renovators the ability to see the status for building permits associated with their home improvement projects; and
3. It allows other members of the public to search for building permit details in cases where they may want that information.

By providing self-service opportunities in conjunction with an applicants' only portal, municipalities can reduce the number of inquiries to staff from applicants or other members of the public. Having a search portal helps to satisfy many different types of use-cases with a solution that demonstrates the capabilities and flexibility of the permitting software being used.

### (3) Zoning Data Availability

While many municipalities provide interactive zoning maps, few provide the data necessary to independently construct maps. As well, municipalities that still have multiple zoning by-laws in effect, such as Toronto, often do not provide publicly accessible information for either schedules (maps) or even the text of the by-laws in some cases - an issue that the province should consider rectifying.

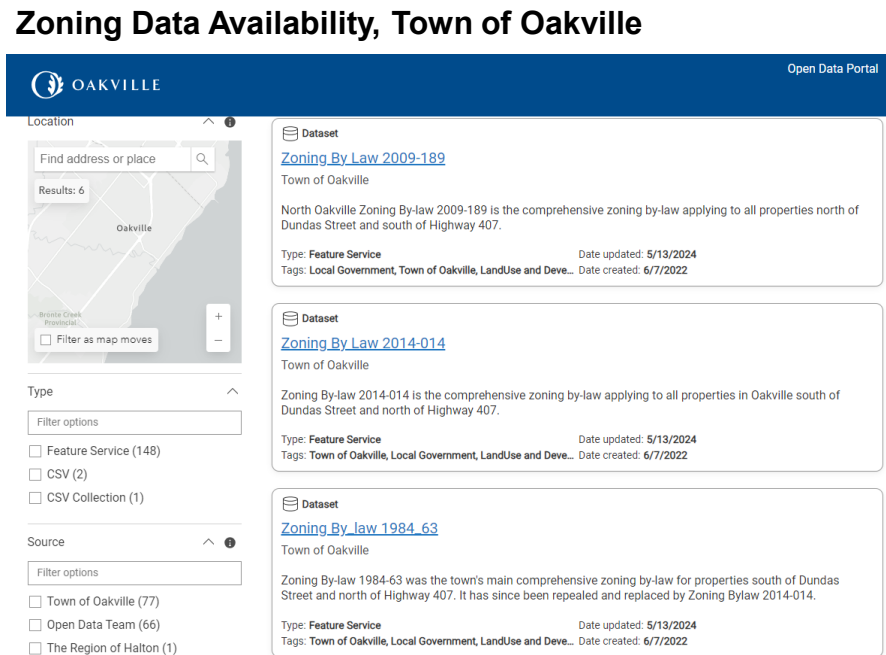
In situations where zoning bylaws are unavailable for review through a municipal website, it can be typical to require members of the public to pay fees and/or in some cases appear in-person to receive either paper copies or digital copies burned to a CD or transferred onto a USB device. For example, the City of Toronto states for properties that are not included its current comprehensive Zoning By-law 569-2013 that:

Zoning information for the bylaws of the former municipalities can be found at Toronto Building customer service counter.<sup>28</sup>

This lack of accessibility in modern formatting can seriously hamper both researchers looking into issues related to zoning, as well as homebuilders and renovators looking to build new homes or reconstruct dilapidated older ones.

Figure 36 provides a screenshot of the Town of Oakville’s open data catalogue for all the zoning by-laws that are available in machine readable GIS files. The town provides its in-effect zoning by-laws 2014-14 and 2009-189 covering the northern and southern portions of the municipality. As well, the Town’s data catalogue provides data on its older repealed Zoning By-law 1984-63.

Figure 36



Source: Altus Group Economic Consulting based on Town of Oakville Open Data Catalogue

Oakville has invested in making its zoning records, both old and new, publicly available. A feature that more municipalities need to begin implementing. While

<sup>28</sup> City of Toronto. Former Municipal Zoning By-law Webpage. <https://www.toronto.ca/city-government/planning-development/zoning-by-law-preliminary-zoning-reviews/zoning-bylaws/>



many municipalities have made investments in digitizing their zoning maps, there are still issues related to the restrictive dissemination policies for that data.

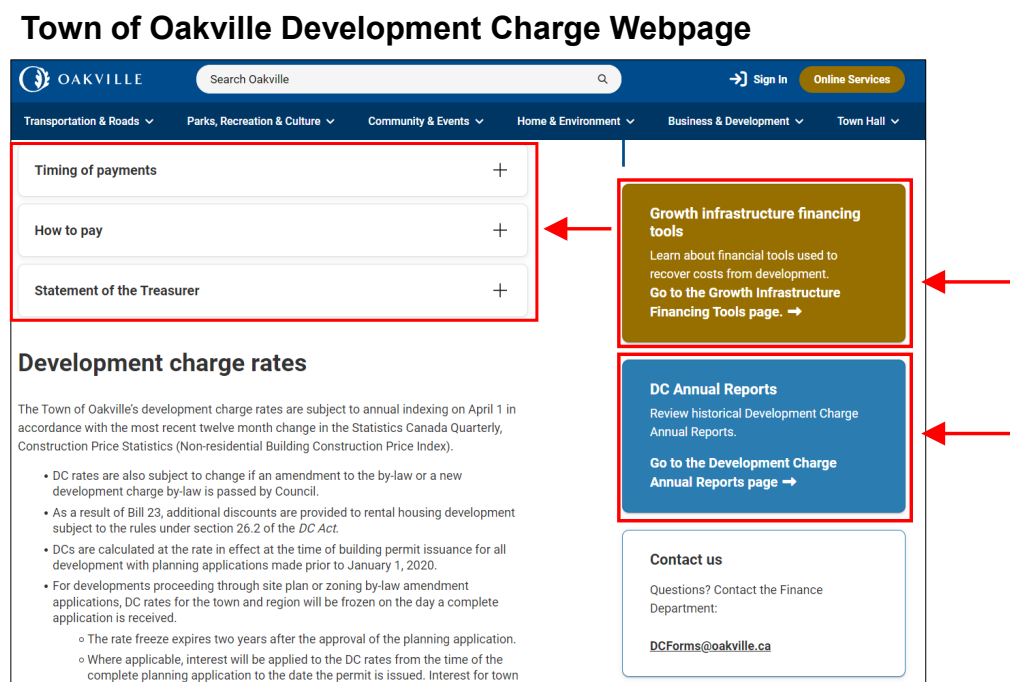
It's incumbent on the government to provide access to laws affecting people and their property in a modern and accessible way. As interest has grown among various stakeholder groups, including other orders of government, to better understand zoning and other land-use planning changes being undertaken by municipalities, it's critical that the most basic of planning information be made available in manner that is accessible in modern formats that are useful.

#### (4) Development Charge Information

While development charge transparency was not a planning feature that was highlighted in this edition of the GTA MBS, the Town of Oakville's (the "Town") website provides many examples for other municipalities to learn from to help applicants better understand the DC rates that are applicable to their projects.

The Town of Oakville (the "Town") has made some considerable improvements to its website since the last edition of this study, particularly around providing information on development charges and other growth funding tools. Figure 37 provides a screen capture of the Town's webpage for development charge information.

Figure 37



Source: Altus Group Economic Consulting based on Town of Oakville Website

In addition to providing a friendly user interface, the Town's website also provides a number of unique quality-of-life features that other municipalities should consider emulating.

One such feature is a development charge calendar, which is shown in Figure 38. This allows a member of the public to see what the effective rate was on a particular date back to January 1, 2020 (the town has another archive for rate information further into the past beyond this date).

This is a particularly useful tool in light of the recent introduction of section 26.2 of the Development Charges Act, which freezes the date of the effective rate for determining the amount payable to the day a rezoning or site plan application was made within an 18-month window.

Figure 38

### Town of Oakville Development Charge Calendar

#### Select a date to review charges

For current rates, please enter today's date.

Please note: The download charges request will not download content unless you enable pop-ups on your browser. Please ensure pop-ups are not being blocked for this application.

May 2024

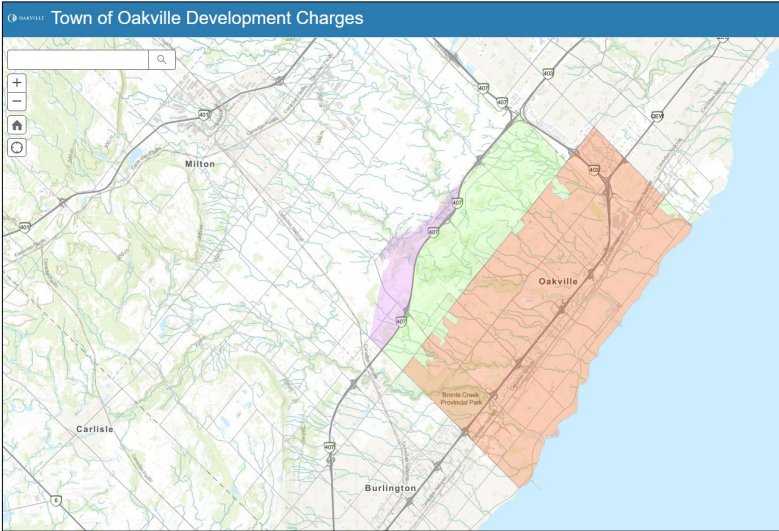
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Download Charges As Of 2024-05-31

Source: Altus Group Economic Consulting based on Town of Oakville Website

As in many other municipalities, the Town's DC policies apply different rates based on geographic location. Some municipalities provide maps within their DC pamphlets to help applicants determine which geographic based rate applies, however, these are often provided as low-resolution drawings that can be very difficult to read. In contrast, the Town provides applicants an interactive map to help them easily assess which differing geographic rate applies as exemplified by Figure 39.

**Figure 39** **Town of Oakville Development Charge Map**

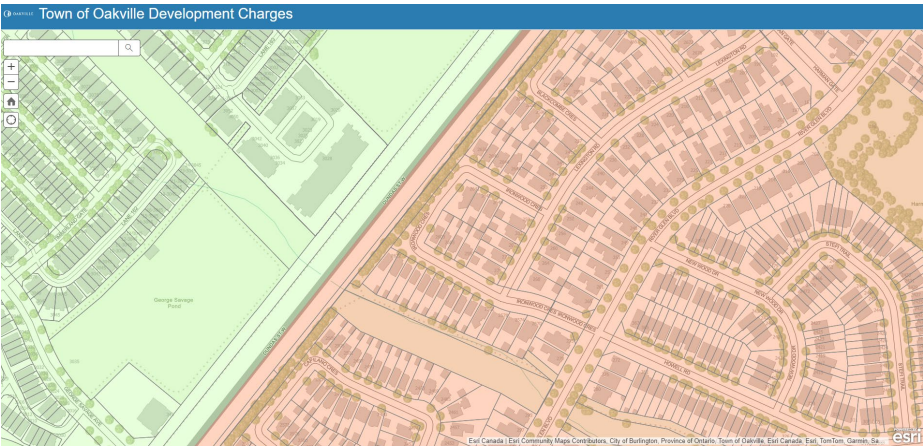


Source: Altus Group Economic Consulting based on Town of Oakville Website

The interactive map also provide functionality that allows a user to zoom down to the parcel level in order to see what development charge geographic policy applies for site, making determining the correct applicable policy extremely easy to do as exemplified by Figure 40

**Town of Oakville Development Charge Map – Parcel Level Zoom**

**Figure 40**



Source: Altus Group Economic Consulting based on Town of Oakville Website

## 2022 Scoring Re-evaluation

Based on a review of past scoring and presently available information four (4) amendments have been made for features in this theme scores from the 2022 study, including:

- Innisfil was over-scored for building permit fee payments. According to their current website payments over \$5,000 should be made in-person and therefore their previous score has been amended to (1.5/2);
- Richmond Hill was over-scored for building permit fee payments. Their current website indicates that payments over \$100,000 should be paid by cash or cheque and therefore their previous score has been amended to (1.5/2);
- Brampton was under-scored for planning payments, applications under \$100,000 can be paid for electronically but over this limit is by cheque, therefore their previous score has been amended to (1.5/2).
- Mississauga was under-scored for building permit fee payments. It was possible to submit building permits during the time period of the last review, therefore their score has been amended to (2/2).

In total, the adjustments to 2022 scores resulted in:

- Planning Application Payment Options aggregate score increasing from 14% to 19%; and
- Building Permit Payment Options aggregate score increasing from 41% to 44%.

## Municipal Planning Features Scoring Methodology

### Application Preparation

#### (1) Application Support Materials

**No Marks (0/2)** are awarded if there are no study requirements listed on a dedicated webpage.

**Half Marks (1/2)** if there is a dedicated webpage that lists some study requirement information and accompanying terms of reference.

**Bonus Marks (1.5/2)** if there is a dedicated webpage that lists most but not all required studies with accompanying terms of reference.

**Full Marks (2/2)** are awarded if there is a dedicated webpage that provides a largely complete list of study requirements with accompanying terms of reference.

Note: Despite the *Planning Act* requirement to have all required studies listed in municipal plans for municipalities in Ontario, they only received marks for what was available on their webpages. Many applicants are not familiar with this policy and scoring municipalities on this basis would not accurately capture the review of their development guidance.

## (2) Dedicated Interactive Zoning Map

- **No Marks (0/2)** are awarded if it is not possible to get property zoning information online. Online requests that take several business days or that cost money fall into this marking scheme.
- **Half Marks (1/2)** are awarded if it is possible to get property zoning information, but it is in a static format such as a schedule in a PDF file or as part of a written property record.
- **Full Marks (2/2)** are awarded if there is a dedicated online zoning map using GIS data with polygons that provide zoning boundaries and information in an interactive manner.

## (3) Availability of GIS Zoning Open Data

- **No Marks (0/2)** are awarded if it is not possible to download zoning information in an open data format, such as Shapefile, GEOJson, CSV, etc.
- **Full Marks (2/2)** are awarded if it is possible to download zoning information in an open data format, such as Shapefile, GEOJson, CSV, etc.

## (4) Availability of Municipal Staff Phone Number and Emails

- **No Marks (0/2)** are awarded if the only way to contact the planning or building department is through a service hub email or phone number (e.g. 311).
- **Half Marks (1/2)** are awarded if there is a dedicated email or phone number to contact the planning department or business unit but not for individual staff.
- **Full Marks (2/2)** are awarded if you can contact individual staff members in the planning or building department by either email, phone, or both.

Application Submission

## (1) Planning Application Submission

- **No Marks (0/2)** are awarded if there was no way to transmit documentation through the internet. Applications that have to be submitted through a digital format, such as CD or USB, but physically mailed in were included in this marking scheme.
- **Half Marks (1/2)** are awarded if application documents can be sent by email or by a digital drop box created by the applicant.
- **Bonus Marks (1.5/2)** are awarded if a municipality had an e-planning portal but this system only covered a limited number of application types (e.g. only subdivision or site plans but not official plan amendments or zoning bylaw amendments)

- **Full Marks (2/2)** are awarded if a municipality had a dedicated planning portal for most or all application types or digital drop box service an applicant could use operated by the municipality for all application types.

#### (2) Planning Application Payment

- **No Marks (0/2)** are awarded if it isn't possible to pay fees other than through cheque.
- **Partial Marks (0.5/2)** are awarded if there were additional methods of payment other than cheque but not online (e.g. credit card payment at a service desk)
- **Half Marks (1/2)** are awarded if payment could be made over the phone or by email through wire transfer.
- **Bonus Marks (1.5/2)** are awarded if some applications can be paid for online or if there is a limit on how large a fee can be paid (e.g. \$10,000 cap).
  - For clarity, if any excess payment requires a cheque to be written then only award 'bonus marks' (1.5), if excess payments can be made though other forms of electronic payment - e.g. wire transfer - as part of an electronic submission system then award full-marks. For further clarity, if only some applications can be paid by an electronic system but not all, award only 1.5 marks.
- **Full Marks (2/2)** are awarded if you can fully pay all fees online without limit.

#### (3) Building Permit Submission

- **No Marks (0/2)** are awarded if there was no way to transmit documentation through the internet. Applications that have to be submitted through a digital format, such as CD or USB, but physically mailed in were included in this marking scheme.
- **Half Marks (1/2)** are awarded if application documents can be sent by email or by a digital drop box created by the applicant.
- **Bonus Marks (1.5/2)** are awarded if a municipality had an e-planning portal but this system only covered a limited number of application types (e.g. only subdivision or site plans but not official plan amendments or zoning bylaw amendments)
- **Full Marks (2/2)** are awarded if a municipality had a dedicated planning portal for most or all application types or digital drop box service an applicant could use operated by the municipality for all application types.

#### (4) Building Permit Payment

- **No Marks (0/2)** are awarded if it isn't possible to pay fees other than through cheque.

- **Partial Marks (0.5/2)** are awarded if there were additional methods of payment other than cheque but not online (e.g. credit card payment at a service desk)
- **Half Marks (1/2)** are awarded if payment could be made over the phone or by email through wire transfer.
- **Bonus Marks (1.5/2)** are awarded if some applications can be paid for online or if there is a limit on how large a fee can be paid (e.g. \$10,000 cap).
  - For clarity, if any excess payment requires a cheque to be written then only award 'bonus marks' (1.5), if excess payments can be made through other forms of electronic payment - e.g. wire transfer - as part of an electronic submission system then award full-marks. For further clarity, if only some applications can be paid by an electronic system but not all, award only 1.5 marks.
- **Full Marks (2/2)** are awarded if you can fully pay all fees online without limit.

## Application Tracking

### (1) Active Application Information Website

- **No Marks (0/2)** are awarded if no active development application information is displayed anywhere, this includes open data portals.
- **Full Marks (2/2)** are awarded for displaying active applications of major applications.

### (2) Status Indicator for Applications

- **No Marks (0/2)** are awarded if there is no status information for active applications
- **Half Marks (1/2)** are awarded if some status information is provided (e.g. if public notices have been issued or a council decision has been issued).
- **Full Marks (2/2)** are awarded for full status information on applications.

### (3) Historic Planning Data Availability

- **No Marks (0/2)** are awarded if there is no historical application data
- **Half Marks (1/2)** are awarded if there is historical data but only with very limited information. For example, data does not go back beyond a year or the data that is present is only high-level information like application number and address.
- **Full Marks (2/2)** are provided for historical data that goes back beyond a year and provides several points of data, e.g. description, application number, address, number of units, polygon of development site on a map, etc.

#### (4) Interactive Map of Planning Applications

- **No Marks (0/2)** are awarded if there is no map of development applications, or the only geographical information is pins on google maps of individual applications as it defeats the purpose of being able to see at a glance where development is happening.
- **Half Marks (1/2)** are awarded if the map of development applications is a static PDF file. This system depends on planning staff to regularly update both the data, create a map, and post it to the municipality's website, which can become erratic as either personnel turnover or organization priorities for staff time and resources shift.
- **Full Marks (2/2)** are awarded if there is an interactive geographic information system ("GIS") map of active and/or historical information. No marks are deducted if only active and not historical application information is displayed, or the mapping is part of an open data portal that produces maps with various datasets including active applications that is regularly updated.

#### (4) Availability Application Submission Documents

- **No Marks (0/2)** are awarded if there is no supporting file information available.
- **Half Marks (1/2)** are awarded if there is only drawings and staff report information available or additional reports and documents are available by request only.
- **Full Marks (2/2)** are awarded if most documents associated with an active application are available online for the public to view.

### Development Charge Transparency

#### (1) Information Pamphlet with Services Breakdown

- **No Marks (0/2)** are awarded if there is no pamphlet available.
- **Half Marks (1/2)** are awarded if there is a pamphlet, but it doesn't provide a list of the services to which the development charges relate to.
- **Full Marks (2/2)** are awarded if there is a pamphlet and it lists the services to which the development charges relate to.

#### (2) Rental and/or Affordable Housing DC Rates

- **No Marks (0/2)** are awarded if there is no information available.
- **Half Marks (1/2)** if it mentions applicable exemptions but does not provide a breakdown.
- **Bonus Marks (1/2)** if rates are provided but only for rental or affordable housing.



- **Full Marks (2/2)** are awarded if there is full rate information on both affordable housing and rental development charges.

(3) Development Charge Calculator

- **No Marks (0/2)** are awarded if there is no calculator is available.
- **Half Marks (1/2)** are awarded if there is a calculator but not for residential development charges.
- **Full Marks (2/2)** are awarded if there is a calculator for residential development charges.

(4) Availability of Historical Rates

- **No Marks (0/2)** are awarded if there is no more than one year of development charge rate information.
- **Full Marks (2/2)** are awarded if there is more than one year of development charge rate information.

(5) Availability of Development Charge Reserve Fund Statements

- **No Marks (0/2)** are awarded if there is no dedicated page or portion of webpage to find reserve fund statements. Being forced to search agenda meeting meetings to find information does not count towards marks.
- **Half Marks (1/2)** are awarded if there is a dedicated page or portion of webpage to find reserve fund statements but it has less than 2 years worth of statements.
- **Full Marks (2/2)** are awarded if there is a dedicated page or portion of webpage to find reserve fund statements and it has more than 2 years worth of statements.

## APPENDIX C – APPLICATION STUDY REQUIREMENTS

### Application Submission Requirement Lists and Bucketing

Figure 41

Development Application Submission Requirements, City of Barrie	
Studies	Type
Affordable Housing Report	Report
Aggregate Potential Assessment And/Or Aggregate License Compatibility Assessment	Report
Agricultural Capability Assessment	Report
Archaeological Assessment	Report
Coastal Engineering Studies	Report
Community Facilities Impact Study	Report
Cultural Heritage Evaluation Report	Report
Cultural Heritage Resource Evaluation Report	Report
Digital Plans According To City Specifications	Plan
Edge Management Plan	Plan
Energy Conservation And Efficiency Evaluation	Report
Environmental Assessment Study	Report
Environmental Impact Study	Report
Fiscal Evaluation And Staging Of Development	Report
Fisheries Impact Study	Report
Foundation Design Plan	Plan
Functional Servicing Report	Report
Geotechnical Report	Report
Hazard Lands/Slope And Soil Stability Report	Report
Heritage Impact Assessment	Report
Historic Character Impact Evaluation (Hcie)	Report
Illumination Study	Report
Interim Growth Assessment	Report
Landscape Plan	Plan
Marine Archaeological Assessment	Report
Market Study	Report
Master Environmental Servicing Plans	Plan
Noise/Vibration Impact Analysis	Report
Odour/Dust/Nuisance Impact Analysis	Report
Pedestrian Wind Study	Report
Phosphorus Budget	Report
Placemaking Brief	Report
Planning Justification Report, Except For Applications For New Aggregate Operations	Report
Record Of Site Condition	Report
Risk Assessment And Mitigation Plan	Plan
Shadow/Shading Study	Report
Site Context And Block Plan	Plan
Source Protection Disclosure Report	Report
Source Water Information Form	Form
Stormwater Management Report	Report
Sub-Watershed Impact Study/Sub-Watershed Impact Statement Conformity Report	Report
Traffic Impact Study	Report
Trail Impact Study	Report
Tree Protection Plan	Plan
Urban Design Brief	Report
Wellhead Protection Area – Risk Assessment Report	Report
Wind Study	Report

Source: Altus Group Economic Consulting based on the City of Barrie Official Plan 2051 (effective May 2024)

Figure 42

### Development Application Submission Requirements, Town of Bradford West Gwillimbury

Studies	Type
Aerial Photograph	Plan
Agricultural Impact Assessment	Report
Archaeological Assessment	Report
Building Elevations	Plan
Built Heritage Impact Assessment	Report
Crime Prevention Through Environmental Design Analysis	Report
D-4 Landfill Study	Report
Functional Classification Of Roads	Report
Design Report	Report
Draft Amendment Text	Draft
Draft Plot Or Concept Plan	Plan
Environmental Impact Study	Report
Environmental Site Screening/Environmental Protection Act Assessments	Report
Erosion And Sediment Control Plan	Plan
Financial Impact Study And Capital Impact Assessment	Report
Financing Plan	Report
Fire Safety Plan	Plan
Fish Habitat Assessment	Report
Functional Servicing Study	Report
Groundwater Impact Assessment	Report
Hydraulic Analysis For Flood Plain Delineation	Report
Hydrogeology/Soils/Geotechnical Study	Report
Illumination Study	Report
Landscape Plan	Plan
Lighting Study	Report
Master Environmental Servicing Plan (MESP)	Report
Natural Heritage Evaluation And System Demarcation	Report
Noise And Vibration Study.	Report
Nutrient Management Plans	Report
Odour/Dust/Nuisance Impact Analysis	Report
Odour/Ventilation Plan	Plan
On-Street Parking Plan	Plan
Parking Study	Report
Pedestrian Circulation Plan	Plan
Phase I Environmental Site Assessment (ESA)	Report
Planning Justification Report	Report
Record Of Site Condition (RSC)	Report
Retail Market Impact Study	Report
Shadow Study	Report
Site And Proposal	Report
Site Grading And Drainage Plan	Plan
Site Screening Questionnaire	Form
Site Servicing Plan	Plan
Source Water Protection Screening Checklist	Form
Spills Containment Plans	Report
Survey Plan	Plan
Threats And Issues Assessment	Report
Transportation Demand Management (TDM) Strategy	Report
Transportation Impact Analysis	Report
Tree Vegetation Study And Tree Protection Plan	Report
Waste Management Plan	Report
Wind Study	Report

Source: Altus Group Economic Consulting based on the Town of Bradford West Gwillimbury Official Plan (Consolidated September 2022)

Figure 43

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**Development Application Submission Requirements, City of Brampton**

Studies	Type
Archaeological Study	Report
Community Infrastructure Impact Study	Report
Concept Site Plan	Plan
Environmental Impact Report/Environmental Impact Study including sustainable design	Report
Environmental Implementation Report or Master Environmental Servicing Plan	Report
Facility Fit Plan	Plan
Financial Impact Study	Report
Functional Servicing Report	Report
Grading and Drainage Plan	Plan
Health Impact Study	Report
Heritage Building Protection Plan	Plan
Heritage Impact Assessment	Report
Hydrogeological Report	Report
Market Impact/ Planned Function Study	Report
Noise/Vibration Study	Report
Phase I Environmental Site Assessment	Report
Phase II Environmental Site Assessment - Record of Site Condition	Report
Planning Justification Report	Report
Sediment/Erosion Control Plan	Plan
Shadow Study	Report
Sustainability Score	Form
Sustainability Summary	Form
Tertiary Plan	Plan
Top of Bank Demarcation	Plan
Traffic Impact Study	Report
Tree Inventory and Preservation Study	Report
Urban/Civic Design Brief	Plan

Source: Altus Group Economic Consulting based on the City of Brampton Official Plan 2006 (September 2020 Consolidation)

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Figure 44

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**Development Application Submission Requirements, City of Burlington**

Studies	Type
3-D Model Of Proposed Buildings	Plan
Agricultural Impact Assessment (AIA)	Report
Angular Plane Study	Report
Arborist Report	Report
Archaeological Report	Report
Architectural Plans	Plan
Burlington Urban Design Advisory Panel Comments	Form
Comprehensive Block Plan	Plan
Conceptual Site Plan Layout	Plan
Cultural Heritage Landscape Impact Assessment	Report
Environmental Impact Assessment (EIA)	Report
Financial Impact Study	Report
Geotechnical Report	Report
Height Survey Of Adjacent Buildings	Report
Heritage Impact Study	Report
Housing Impact Statement	Report
Hydrogeology Study/Water Budget & Hydrology Study	Report
Land Assembly Documents	Form
Land Use Compatibility Study	Report
Landfill Assessment	Report
Landscaping Plan	Plan
Noise Feasibility Study/Vibration Study	Report
Park Concept Plan	Plan
Parking Justification Report	Report
Phase I Environmental Assessment	Report
Phase II Environmental Assessment/Record Of Site Condition	Report
Phasing Strategy For Development Of Retail And Service Commercial Uses	Plan
Planning Justification Report	Report
Public Consultation Strategy	Report
Retail And Service Commercial Needs Assessment	Report
Shadow Analysis Plan	Plan
Shoreline Hazardous Lands Studies	Report
Social Impact Assessment	Report
Source Protection Disclosure Report	Report
Storm Water Management Report	Report
Functional Drainage Report	Report
Storm Services Plan	Plan
Flooding Hazard Delineation	Plan
Grading And Drainage Plans	Plan
Survey And Severance Sketch, Prepared By An Ontario Land Surveyor	Plan
Sustainable Building And Development Guidelines Checklist	Form
Tenant Relocation And Assistance Plan	Report
Top-Of-Bank Demarcation/ Slope Stability Assessment/ Creek Erosion Assessment/ Geomorphic Study	Report
Transportation Demand Management Plan And Implementation Strategy	Report
Transportation Impact Study	Report
Tree Inventory And Preservation Plan	Plan
Urban Design Brief	Plan
Water & Waste Water Functional Servicing Report	Report
Wind Impact Study	Report

Source: Altus Group Economic Consulting based on the Town of Burlington Official Plan 2020 (Consolidated February 2021)

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Figure 45

Development Application Submission Requirements, Town of Caledon	
Studies	Type
3D Flyovers And Flythroughs	Plan
Accessibility Plan	Plan
Aggregate Resource Impact Study	Report
Agricultural Impact Assessment	Report
Air Photo Enlargement	Plan
Air Quality Assessment	Report
Arborist Report	Report
Archaeological Assessments	Report
Architectural/Community Design Guidelines	Plan
Built Heritage Resources And Cultural Heritage Landscape Evaluation	Report
Coloured Renderings	Plan
Commercial Impact Study	Report
Comprehensive Environmental Study	Report
Construction Management Plan	Report
Cover Letter	Form
Cultural Heritage Assessment Report	Report
Demarcation Of Areas Regulated By A Conservation Authority	Plan
Demarcation/Staking Of Stable Top-Of-Bank	Plan
Draft Official Plan Amendment	Draft
Draft Plan Of Condominium	Draft
Draft Plan Of Subdivision	Draft
Draft Reference Plan	Draft
Draft Zoning By-Law Amendment And Schedule	Draft
Drainage Area Plan	Plan
Ecological Land Use Classification Study	Report
Elevation Drawings	Plan
Engineering Cost Estimate	Form
Engineering Non-Standard/Alternative Design Memo	Report
Environmental And Engineering Summary Report	Report
Environmental Impact Study/Assessment	Report
Environmental Inventories And Assessment Documents	Plan
Environmental Management Plan/Reforestation Plan	Plan
Environmental Management Report/Reforestation Report	Report
Environmental Site Assessment – Phase 1	Report
Environmental Site Assessment – Phase 2	Report
Environmental Summary Map	Plan
Erosion And Sediment Control Plans	Plan
Erosion And Sediment Control Report	Report
Facility Fit Plan	Plan
Fiscal Impact Study	Report
Floodplain Analysis	Report
Floor Plan Drawings	Plan
Forest Management Plan	Report
Functional Servicing Report	Report
Geotechnical Report	Report
Grading Plan(s)	Plan
Green Development Standards Checklist/Materials	Form
Healthy Development Assessment	Report
Heritage Conservation Plan	Plan
Heritage Impact Assessment	Report
Heritage Protection Plan	Plan
Housing Distribution Analysis	Report
Hydraulic Analysis Report For Structures (I.E., Culverts, Watercourses)	Report
Hydrogeological Study	Report
Hydrological Evaluation	Plan
Indigenous Engagement Summary/Form	Form
Landform Conservation Plan	Plan
Landscape Cost Estimate	Form
Landscape Letter Of Conformance	Form
Landscape Plans	Plan
Landscape Restoration Plans	Plan
Loading Study	Report
Local Subwatershed Study	Report
Master Plan And/Or Detailed Site Plan	Plan
Microclimate Study	Report
Mobility Plan	Plan
Natural Heritage Evaluation	Report
Neighbourhood Concept Plan	Plan
Niagara Escarpment Commission Development Permit	Form
Noise (And Vibration) Study	Report
Oak Ridges Moraine Conservation Plan Conformity Statement	Form
On-Street Parking Plan	Plan
Ontario Building Code Data Matrix	Form
Parking Study	Report
Pedestrian Circulation Plan/Trails Plan	Plan
Pedestrian Level Wind Study	Report
Photometrics Plan	Plan
Planning Justification Report	Report
Plotting Of Floodplain	Plan
Preliminary Dewater Plans/Environmental Management Plan	Report
Preliminary Engineering Report	Report
Property Identification Numbers (Pin), Abstract/Parcel Register (Onland Property Search),	Form
Easements, Ownership	Form
Public Engagement Summary	Form
Record Of Site Condition	Report
Reforestation Report And Plan	Report
Rehabilitation Plan	Plan
Response Matrix, Responding To All Comments Provided	Form
Scalable Concept Plan	Plan
Servicing Drawings	Plan
Servicing Options And Feasibility Report	Report
Signage Plan	Plan
Single/Multi-Use Demand Table (Water And Wastewater)	Form
Site Plan	Plan
Slope Map	Plan
Slope Stability Assessment	Report
Soil Classification Map	Plan
Source Water Disclosure Report	Report
Storm Sewer Design Sheet	Plan
Stormwater Design Brief	Plan
Stormwater Management Report	Report
Streetlight Plan	Plan
Streetscape Plan	Plan
Sun And Shadow Study	Report
Surface Hydrology Map	Plan
Survey Plan	Plan
Sustainable Community Brief	Report
Tertiary Plan	Plan
Topographic Map	Plan
Topographic Survey	Plan
Traffic Operations Assessment	Report
Transportation Demand Management Plan	Report
Transportation Impact Study	Report
Tree Preservation Plan	Plan
Urban Design And Cultural Heritage Brief	Plan
Urban Design Brief	Plan
Vegetation And Wildlife Ecology Map	Plan
Visual Impact Report	Report
Waste Management Plan	Report
Water Balance Assessment	Report
Water Balance Study	Report
Wetland Water Balance Risk Evaluation	Report
Wildland Fire Assessment	Report
Wildlife Survey	Plan
Zoning By-Law Matrix	Form

Source: Altus Group Economic Consulting based on Town of Caledon Official Plan (Council Adopted March 2024)

Figure 46

### Development Application Submission Requirements, Town of Innisfil

Studies	Type
Active Transportation Study	Report
Agricultural Impact Assessment	Report
Archaeological Assessment	Report
Bonusing Justification Report	Report
Coastal Engineering Study Or Technical Report	Report
Community Facility Analysis	Report
Community Needs Analysis	Report
Completed Sustainability Checklist	Form
Concept Plan	Plan
Containment And Spill Management Plan	Plan
Cultural Heritage Resource Study	Report
Dust And/Or Odour Study	Report
Environmental Impact Assessment	Report
Erosion And Sedimentation Control Plan	Plan
Extractive Industrial Site Development Plan And Rehabilitation Plan	Plan
Fish Habitat Impact Assessment	Report
Four Season Hydrogeology And Water Budget Study	Report
Functional Servicing Study	Report
Geotechnical Study	Report
Golf Ball Spray Analysis	Plan
Guideline D-4 Landfill Impact Study	Report
Health Impact Assessment	Report
Hydrology Study	Report
Illumination Study	Report
Marina Impact Study	Report
Massing Model	Plan
Master Drainage Plan	Plan
Methane Gas Migration Study	Report
Municipal Water And Wastewater Servicing Study	Report
Natural Hazards Study	Report
Natural Heritage Evaluation	Report
Noise Study	Report
Phase 1 Environmental Site Assessment	Report
Phase II Environmental Site Assessment	Report
Record Of Site Condition	Report
Place Making Brief Including Activity Mapping	Report
Planning Rationale Report	Report
Public Engagement And Consultation Strategy	Report
Retail Impact Study	Report
Salt Management Plan	Plan
Shadow Study	Report
Stormwater Management Study	Report
Surface Water Quality Analysis	Report
Topographical Survey	Plan
Traffic Impact Study	Report
Tree Inventory And Preservation Plan	Plan
Urban Design Study	Report
Vibration Study	Report
Visual Impact Study	Report
Water Conservation Plan	Plan
Wind Study	Report

Source: Altus Group Economic Consulting based on the Town of Innisfil Official Plan  
(Consolidated August 2020)

Figure 47

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**Development Application Submission Requirements, Town of Milton**

Studies	Type
Accessibility Considerations Audit	Report
Accessibility Plan And Details	Plan
Acoustic Buffer, Fencing And Structure Details	Plan
Aerial Photographs And/Or Context Plan	Plan
Agricultural Impact Assessment	Plan
Secondary Plan And/Or Tertiary Plan	Plan
Subwatershed Impact Study	Report
Urban Design Guidelines	Plan
Archaeological Assessment	Report
Architectural Control Guidelines	Report
Architectural Drawings	Plan
Building Elevations	Plan
Capital Impact Assessment	Report
Community Service Plan	Plan
Construction Management Plan	Plan
Cultural Heritage Impact Assessment	Report
Conservation Plan	Plan
Demarcation Of Physical Stable Top Of Bank	Plan
Demarcation Of The Limit Of Wetlands	Plan
Demarcation Of The Limits Of Natural Hazards	Plan
Draft Official Plan Amendment	Draft
Draft Plan Of Condominium	Draft
Draft Plan Of Subdivision	Draft
Draft Plot Or Concept Plan	Draft
Draft Zoning By-Law Amendment	Draft
Endangered Species Assessment	Report
Environmental Impact Study	Report
Environmental Site Screening Questionnaire	Form
Erosion And Sediment Control Plan And Details	Plan
Existing Conditions And Removals Plan	Plan
Existing Conditions And/Or Opportunities And Constraints Mapping	Plan
Financial Impact Study	Report
Fish Habitat Assessment	Report
Functional Servicing Report	Report
Garbage Enclosure Details	Plan
Grading And Drainage Plan	Plan
Hydraulic Analysis For Flood Plain Delineation	Plan
Hydrogeological, Soils And/Or Geotechnical Study	Report
Landscape Plan And Details	Plan
Lighting Assessment	Report
Market Impact Assessment	Report
Natural Hazards Stable Slope / Erosion Assessment	Report
Natural Heritage Area Enhancement Plan	Plan
Neighbouring Concept Plan	Plan
Noise And Vibration Study	Report
Park And Open Space Concept Plan	Plan
Parking Justification Study	Report
Pavement Marking And Signage Plan	Plan
Pedestrian And Cycling Circulation Plans	Plan
Pedestrian Level Wind Study	Report
Phase I Environmental Site Assessment	Report
Phase II Environmental Site Assessment	Report
Photometric Plan And Exterior Light Fixture Details	Plan
Planning Justification Report	Report
Railway Crash Wall Assessment	Report
Record Of Site Condition	Report
Reference Plan For Land Dedication Or Easements	Plan
Retaining Wall / Structure Plan And Details	Plan
Shoring And Excavation Plans And Details	Plan
Site Grading Plan And Details	Plan
Site Plan And Details	Plan
Site Servicing Plan And Details	Plan
Stormwater Management Plan And Details	Plan
Stormwater Management Report Including Plans/Sediment And Erosion Controls	Plan
Streetscape Design Plan	Plan
Streetscape Design Study	Report
Sun Shadow Analysis	Report
Survey Plan	Plan
Topographical Survey And Real Property Survey	Plan
Traffic Impact Study	Report
Tree Inventory And Preservation Plan Including Tree Protection Details	Plan
Tree Inventory, Analysis And Preservation Study	Report
Urban Design Brief	Plan
Vehicle Maneuvering And Turning Plans	Plan
Woodlot Inventory, Analysis And Assessment	Report

Source: Altus Group Economic Consulting based on Town of Milton Official Plan (Consolidated January 2024)

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Figure 48

## Development Application Submission Requirements, City of Markham

Studies	Type
Air Quality Impact Study	Report
Angular Plane Study	Report
Archaeological Assessment	Report
Community And Architectural Design Plan	Plan
Community Infrastructure Impact Statement	Form
Computer Generated Building Mass Model	Plan
Contaminant Management Plan	Plan
Demarcation Of The Limits Of Natural Heritage Features	Plan
Environmental Impact Study	Report
Environmental Site Assessment	Report
Financial Impact Assessment	Report
Functional Servicing Report And Brief	Report
Functional Traffic Design Study	Report
Geotechnical Report	Report
Heritage Conservation Plan	Plan
Heritage Impact Assessment	Report
Housing Impact Statement	Report
Hydrological Evaluation	Report
Master Environmental Servicing Plan	Plan
Master Streetscape Plan	Plan
Natural Heritage Evaluation	Plan
Noise And Vibration Study	Report
Parks And Open Space Plan	Plan
Record Of Site Condition	Report
Retail And Service Needs Study	Report
Retail Impact Study	Report
Scoped Master Environmental Servicing Plan For Intensification	Plan
Sensitive Land Use Compatibility Study	Report
Stormwater Management Report And/Or Design Brief	Report
Streets And Block Plan	Plan
Sun And Shadow Analysis	Report
Sustainable Development Assessment Checklist	Form
Transportation Demand Management Strategy	Report
Transportation Impact Assessment	Report
Tree And Vegetation Study	Report
Wind Impact Study	Report

Source: Altus Group Economic Consulting based on City of Markham Official Plan 2014 (April 2018 Office Consolidation)

Figure 49

Development Application Submission Requirements, Town of Milton	
Studies	Type
Accessibility Considerations Audit	Report
Accessibility Plan And Details	Plan
Acoustic Buffer, Fencing And Structure Details	Plan
Aerial Photographs And/Or Context Plan	Plan
Agricultural Impact Assessment	Plan
Secondary Plan And/Or Tertiary Plan	Plan
Subwatershed Impact Study	Report
Urban Design Guidelines	Plan
Archaeological Assessment	Report
Architectural Control Guidelines	Report
Architectural Drawings	Plan
Building Elevations	Plan
Capital Impact Assessment	Report
Community Service Plan	Plan
Construction Management Plan	Plan
Cultural Heritage Impact Assessment	Report
Conservation Plan	Plan
Demarcation Of Physical Stable Top Of Bank	Plan
Demarcation Of The Limit Of Wetlands	Plan
Demarcation Of The Limits Of Natural Hazards	Plan
Draft Official Plan Amendment	Draft
Draft Plan Of Condominium	Draft
Draft Plan Of Subdivision	Draft
Draft Plot Or Concept Plan	Draft
Draft Zoning By-Law Amendment	Draft
Endangered Species Assessment	Report
Environmental Impact Study	Report
Environmental Site Screening Questionnaire	Form
Erosion And Sediment Control Plan And Details	Plan
Existing Conditions And Removals Plan	Plan
Existing Conditions And/Or Opportunities And Constraints Mapping	Plan
Financial Impact Study	Report
Fish Habitat Assessment	Report
Functional Servicing Report	Report
Garbage Enclosure Details	Plan
Grading And Drainage Plan	Plan
Hydraulic Analysis For Flood Plain Delineation	Plan
Hydrogeological, Soils And/Or Geotechnical Study	Report
Landscape Plan And Details	Plan
Lighting Assessment	Report
Market Impact Assessment	Report
Natural Hazards Stable Slope / Erosion Assessment	Report
Natural Heritage Area Enhancement Plan	Plan
Neighbouring Concept Plan	Plan
Noise And Vibration Study	Report
Park And Open Space Concept Plan	Plan
Parking Justification Study	Report
Pavement Marking And Signage Plan	Plan
Pedestrian And Cycling Circulation Plans	Plan
Pedestrian Level Wind Study	Report
Phase I Environmental Site Assessment	Report
Phase II Environmental Site Assessment	Report
Photometric Plan And Exterior Light Fixture Details	Plan
Planning Justification Report	Report
Railway Crash Wall Assessment	Report
Record Of Site Condition	Report
Reference Plan For Land Dedication Or Easements	Plan
Retaining Wall / Structure Plan And Details	Plan
Shoring And Excavation Plans And Details	Plan
Site Grading Plan And Details	Plan
Site Plan And Details	Plan
Site Servicing Plan And Details	Plan
Stormwater Management Plan And Details	Plan
Stormwater Management Report Including Plans/Sediment And Erosion Controls	Plan
Streetscape Design Plan	Plan
Streetscape Design Study	Report
Sun Shadow Analysis	Report
Survey Plan	Plan
Topographical Survey And Real Property Survey	Plan
Traffic Impact Study	Report
Tree Inventory And Preservation Plan Including Tree Protection Details	Plan
Tree Inventory, Analysis And Preservation Study	Report
Urban Design Brief	Plan
Vehicle Maneuvering And Turning Plans	Plan
Woodlot Inventory, Analysis And Assessment	Report

Source: Altus Group Economic Consulting based on Town of Milton Official Plan (Consolidated January 2024)

Figure 50

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**Development Application Submission Requirements, City of Mississauga**

Studies	Type
Above And Below Ground Utility Plans	Plan
Air Quality Study	Report
Arborist's Report	Report
Archaeological Assessment	Report
Community Uses Needs Assessment	Report
Condominium Declaration	Form
Development Application Review Checklist	Form
Development Master Plan	Plan
Downstream Erosion Impact Report/ Investigation	Report
Draft Official Plan Amendment	Draft
Draft Plan Of Condominium	Draft
Draft Plan Of Subdivision	Draft
Draft Zoning By-Law Amendment	Draft
Elevation Plan	Plan
Environmental Impact Study	Report
Environmental Site Screening Questionnaire And Declaration	Form
Fire Code Compliance Letter	Form
Floor Plan	Plan
Functional Storm Drainage Report	Report
Geotechnical Report	Report
Grading Plan	Plan
Health Impact Study	Report
Heritage Conservation Management Plan	Plan
Heritage Impact Assessment	Report
Implementation Study For Two Zone Floodplain Policies	Report
Landscape Plan	Plan
Noise Impact Study	Report
On Street Parking Analysis	Report
Park Concept Plan	Plan
Parking Utilization Study	Report
Phase I Environmental Site Assessment	Report
Phase II Environmental Site Assessment	Report
Planning Justification Report	Report
Property Evaluation Report	Report
Property Standards Compliance Letter	Form
Restrictions On Title	Form
Servicing Plan	Plan
Site Plan	Plan
Slope Stability Study/Top Of Bank Survey	Plan
Stormwater Management Study	Report
Stream Erosion Assessment	Report
Sun/Shadow/Wind Study	Report
Sustainability Design	Plan
Traffic Safety Impact Study	Report
Transportation Demand Management (RDM)	Report
Transportation Impact Study	Report
Tree Survey/Tree Preservation Plan	Plan
Urban Design Study	Plan
Vibration Analysis	Report

Source: Altus Group Economic Consulting based on the City of Mississauga Official Plan (Consolidated March 2024)

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Figure 51

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**Development Application Submission Requirements, City of Oakville**

Studies	Type
3-D Computer Model	Plan
Aerial Photograph	Plan
Air Quality Report	Report
Archaeological Assessment	Report
Building Elevations	Plan
Capital Impact Assessment	Report
Character Impact Analysis	Report
Coastal Engineering Report	Report
Cooling Tower Plume Report	Report
Demarcation Natural Heritage Systems, Wetlands, Natural Hazards	Plan
Draft Official Plan Amendment	Draft
Draft Plan Of Condominium	Draft
Draft Plan Of Subdivision	Plan
Draft Plot Or Concept Plan	Draft
Draft Zoning By-Law Amendment	Draft
Environmental Impact Statement/Study	Report
Environmental Site Screening And Environmental Protection Act Assessments	Report
Environmental Site Screening Checklist	Form
Erosion And Sediment Control Plan	Plan
Financial Impact Study	Report
Fish Habitat Assessment	Report
Functional Servicing Study	Report
Heritage Impact Assessment	Report
Hydraulic Analysis For Floodplain Delineation	Report
Hydrogeology, Soils And/Or Geotechnical Study	Report
Landscape Plan	Plan
Lighting Study	Report
Market Impact Study	Report
Migratory Bird Study	Report
Natural Features Restoration Plan	Plan
Neighbourhood/Area Concept Plan	Plan
Noise And Vibration Study	Report
Park/Open Space Concept Plan	Plan
Parking Study	Report
Pedestrian Circulation Plan	Plan
Planning Justification Report	Report
Proposed Watermain And Sanitary Sewer Services Servicing Drawings	Plan
Risk Assessment	Report
Shadow Analysis	Report
Site Servicing, Grading And Drainage Plan	Plan
Stormwater Management Study/Report	Report
Streetscape Design Study	Report
Survey Plan	Plan
Sustainability Checklist	Form
Transportation Demand Management (TDM) Strategy	Report
Transportation Impact Analysis	Report
Tree Inventory And Preservation Study	Report
Tree Vegetation Study And Tree Protection Plan	Plan
Urban Design Brief	Plan
Wind Study	Report

Source: Altus Group Economic Consulting based on the City of Mississauga Official Plan (Consolidated March 2024)

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Figure 52

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**Development Application Submission Requirements, City of Vaughan**

Studies	Type
Appraisal Report	Report
Arborist Report	Report
Archaeological Assessment	Report
Architectural Control Architect Approved Drawings	Plan
Architectural Guidelines	Plan
Architectural Site Plan	Plan
Building Elevations	Plan
Colour Aerial Photograph(s)	Plan
Commercial Impact Statement	Report
Community Energy Plan	Report
Comprehensive Development Plan	Plan
Computer Generated Building Mass Model	Plan
Concept Plan	Plan
Cultural Heritage Impact Assessment	Report
Cultural Heritage Management Plan	Report
Cultural Heritage Survey	Plan
Demarcation Of Physical And Stable Top Of Bank Areas	Plan
Development Concept Report And Phasing Plan	Report
Draft Official Plan Amendment	Draft
Draft Plan Of Condominium	Draft
Draft Plan Of Subdivision	Draft
Draft Zoning By-Law Amendment	Draft
Edge Management And/Or Restoration Plans	Plan
Employment Area Compatibility Assessment Report	Report
Environmental Impact Study	Report
Environmental Site Screening Checklist	Form
Erosion And Sediment Control Plan	Plan
Flood Risk Assessment Plan.	Plan
Functional Servicing Report	Report
Geotechnical And Soils Report	Report
Greenbelt Conformity Report	Report
Heritage Conservation District Conformity Report	Report
Housing Options Statement	Report
Internal Floor Plans	Plan
Landform Conservation Plan	Plan
Landscape Master Plan	Plan
Landscape Costs Estimate	Form
Building Elevations Related To The Public Realm	Plan
Market Impact Study	Report
Master Environment And Servicing Plan	Plan
Mobility Plan	Plan
Natural Heritage And/Or Hydrologic Evaluation	Report
Noise And Vibration Report	Report
Oak Ridges Moraine Conformity Report	Report
Parcel Abstract	Form
Parking Study	Report
Parks And Open Space Plan	Plan
Pedestrian And Cycling Circulation Plan	Plan
Phase 1 Environmental Site Assessment	Report
Phasing Plan	Plan
Photometric Lighting Plan	Plan
Planning Justification Report	Report
Public Realm Plan	Plan
Roof Top Screening Details And/Or Cross Section	Plan
Site Servicing And Grading Plan	Plan
Special Policy Areas Study	Report
Stormwater Management Report	Report
Streetscape Plan	Plan
Sun/Shadow Study	Report
Survey Plan	Plan
Sustainable Development Report	Report
Transit Facilities Plan	Plan
Transportation Demand Management Plan	Plan
Transportation Master Plan	Plan
Transportation Study And Impact Report	Report
Tree Inventory And Preservation Study	Report
Urban Design Brief	Plan
Waste Collection Design Standards	Plan
Water Supply Analysis Report	Report
Wellhead Protection Area Risk Assessment	Report
Wellhead Protection Area Risk Management Plan	Report
Wind Study	Report

Source: Altus Group Economic Consulting based on City of Vaughan Official Plan (2020 Office Consolidation)

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Figure 53

Development Application Submission Requirements, Town of Whitby	
Studies	Type
Active Transportation Plan	Plan
Agricultural Impact Assessment	Report
Air Quality Study	Report
Archaeological Assessment	Report
Bird Mitigation Study	Report
Building Elevations	Plan
Coastal Engineering Study	Report
Comprehensive Block Plan	Plan
Conservation Plan For Water Use	Report
Construction Management Plan	Report
Contaminant Management Plan	Report
Cultural Heritage Impact Assessment	Report
Edge Management And Restoration Plan	Report
Environmental Impact Study	Report
Fiscal Impact Analysis	Report
Functional Servicing Report	Report
Geotechnical Report	Report
Grading And Drainage Plan	Plan
Haul Route Plan	Plan
Health Impact Assessment	Report
Housing Market Study	Report
Hydrogeological Report	Report
Hydrological Evaluation	Report
Impact Assessment For Lands Within 500 Metres Of Former Waste Sites	Report
Land Use Compatibility Analysis	Report
Landscape Plans/Analysis	Plan
Lighting Plan	Plan
Mineral Aggregate Extraction Study	Report
Municipal Financial Impact Study	Report
Natural Hazard Study	Report
Natural Heritage Evaluation	Report
Noise Study	Report
Odour Report	Report
On-Site Traffic Management Plan	Report
Open Space And Parks Plan	Plan
Parking Management Plan	Report
Parking Study	Report
Phase 1 Environmental Site Assessment Report	Report
Phase 2 Environmental Site Assessment Report	Report
Phasing Plan	Plan
Planning Rationale Report	Report
Record Of Site Condition	Report
Refuse/Recyclable Storage And Pick-Up Plan	Plan
Rental Housing Study	Report
Retail Market Capacity Study	Report
Retail Market Impact Study	Report
Servicing Options Report	Report
Site Plan	Plan
Soils And Slope Stability Report(S)	Report
Statement Of Conformity With Minimum Distance Separation Formulae	Report
Stormwater Management Plan	Report
Subwatershed Study	Report
Sun/Shadow Study	Report
Traffic Impact Study	Report
Transit Study	Report
Transportation Demand Management Strategy	Report
Tree Inventory And Preservation Study	Report
Urban Design Plan	Plan
Urban Design Study	Report
Vegetation Enhancement Plan	Plan
Vibration Study	Report
View/Vista Study	Report
Well Impact Study	Report
Wind Study	Report

Source: Altus Group Economic Consulting based on the Town of Whitby Official Plan (Feb 2024 Office Consolidation)

Figure 54

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**Development Application Submission Requirements, City of Toronto**

Studies	Type
Accessibility Design Standards Checklist	Form
Air Quality Study	Report
Appropriate Plans and Drawings	Plan
Arborist Report	Report
Archaeological Assessment	Report
Architectural Control Guidelines	Plan
Avenue Segment Review	Report
Block Context Plan	Plan
Boundary Survey	Plan
Building Mass Model	Plan
Community Services/Facilities Study	Report
Compatibility/Mitigation Study	Report
Contaminated Site Assessment	Report
Draft Amendments	Draft
Energy Strategy	Report
Environmental Impact Study	Report
Geotechnical Study	Report
Green Development Standards Checklist	Form
Heritage Impact Assessment/Conservation Strategy	Report
Housing Issues Report	Report
Loading Study	Report
Natural Heritage Impact Study	Report
Noise Impact Study	Report
Odour Study	Report
Parking Study	REport
Pedestrian Level Wind Study	Report
Planning Rationale	Report
Rail Safety and Risk Mitigation Report	Report
Servicing and Stormwater Management Report(s)	Report
Soil Volume Plan	Plan
Sun/Shadow Study	Report
Topographical Survey	Plan
Traffic Operations Assessment	Report
Transportation Impact Study	Report
Tree Protection Plan	Plan
Urban Design Guidelines	Plan
Vibration Study	Report

Source: Altus Group Economic Consulting based on City of Toronto Official Plan (June 2024 Consolidation)

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