



**Stratford City Council  
Special Council Open Session  
AGENDA**

**Meeting #:** 4674th  
**Date:** December 8, 2021  
**Time:** 5:30 P.M.  
**Location:** Electronic Meeting  
**Council Present:** Mayor Mathieson - Chair Presiding, Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos  
**Staff Present:** Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Kim McElroy - Director of Social Services, David St. Louis - Director of Community Services, Karmen Krueger - Acting Director of Corporate Services, John Paradis - Fire Chief, Anne Kircos - Acting Director of Human Resources, Taylor Crinklaw - Director of Infrastructure and Development Services, Chris Bantock - Deputy Clerk, Nancy Bridges - Recording Secretary, Alyssa Bridge - Manager of Planning, Jonathan DeWeerd - Chief Building Official, Jeff Bannon - Planner

To watch the Council meeting live, please click the following link: <https://stratford-ca.zoom.us/j/84705142238?pwd=TjdzN1FhQXduOEtVcGJWUGdyM0pRQT09>

A video recording of the meeting will also be available through a link on the City's website at <https://www.stratford.ca/en/index.aspx> following the meeting.

Pages

**1. Call to Order:**

Mayor Mathieson, Chair presiding, to call the Council meeting to order.

**2. Declarations of Pecuniary Interest and the General Nature Thereof:**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence

from the meeting, to disclose the interest at the first open meeting attended by the member of Council and to otherwise comply with the *Act*.

Name, Item and General Nature Thereof

**3. Adjournment to a Public Meeting under the Planning Act: 1 - 17**

Motion by \_\_\_\_\_

**THAT the Special Council Meeting adjourn to a Public Meeting under the Planning Act, to hear from members of the public with respect to the following planning matters:**

- Vacant Plan of Condominium 31CDM21-003 for 500 McCarthy Road West
- Draft Plan of Subdivision Application 31T21-002 and Zone Change Application Z07-21 for 525 O'Loane Avenue, Part Lot 5, Con 1 (Geographic Township of Downie) in the City of Stratford

to reconvene following the Public Meeting.

**4. Adjournment to a Public Meeting under the Building Code Act: 18 - 30**

Motion by \_\_\_\_\_

**THAT the Special Council Meeting adjourn to a Public Meeting under the Building Code Act, to hear all interested persons with respect to the Proposed Amendment to Building By-law #112-2005, including Fee Schedule 'A', under the Building Code Act, S.O. 1992, to reconvene following the Public Meeting.**

**5. Reading of the By-law: 31**

The following By-law requires First and Second Readings and Third and Final Readings:

**5.1 - Confirmatory By-law**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on December 8, 2021.

Motion by \_\_\_\_\_

**THAT By-law 5.1 be read a First and Second Time.**

Motion by \_\_\_\_\_

**THAT By-law 5.1 be read a Third Time and Finally Passed.**

**6. Adjournment:**

Motion by \_\_\_\_\_

**THAT the December 8, 2021 Special Council Meeting adjourn.**



## MANAGEMENT REPORT

**Date:** December 8, 2021  
**To:** Mayor and Council  
**From:** Alyssa Bridge, Manager of Planning  
**Report#:** COU21-124  
**Attachments:** None

**Title:** Vacant Plan of Condominium 31CDM21-003- 500 McCarthy Road West, Public Meeting Planning Report

**Objective:** The purpose of this report is to describe the application received November 2, 2021, from GSP Group on behalf of Northwest Stratford Developments (2016) Inc., for a draft plan of vacant land condominium on 500 McCarthy Road West. The proposed vacant land condominium plan contains a total of 193 residential townhouse units. The remainder of the plan is proposed to be common elements. The common element area includes a stormwater management pond, visitor parking spaces (including 7 accessible parking spaces), internal drive aisles, sidewalks and an amenity area.

### **Background:**

Subject Site: The subject lands are located on the north side of McCarthy Road West to the west of Bradshaw Drive, are legally described as Part Lot 4, Concession 2, Part 3 and 12 on 44R-5813 in the City of Stratford and have an area of approximately 5.44 ha.

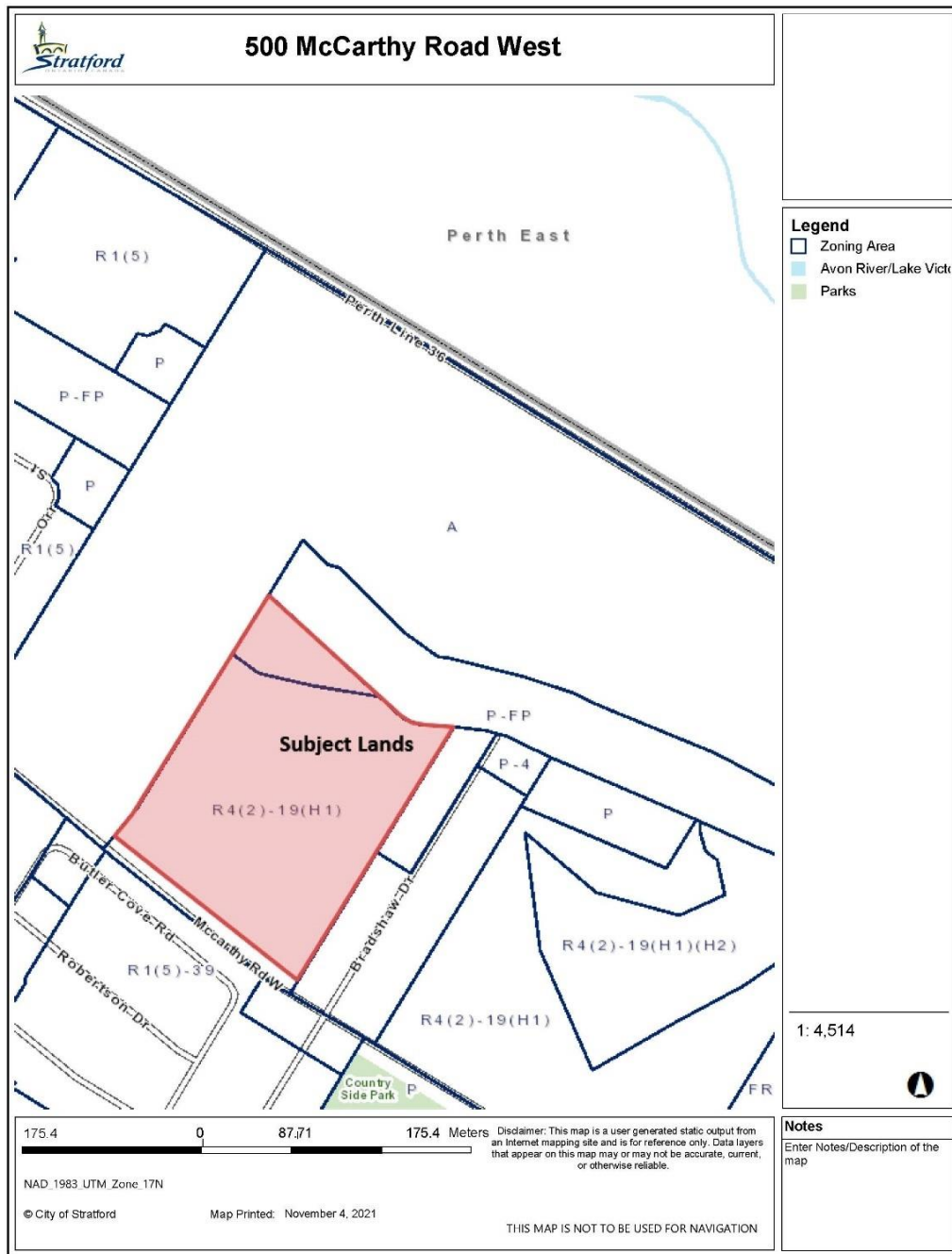
### Site Characteristics:

Characteristic	Information
Existing Use:	Vacant Land
Frontage:	217.8m (714.6 ft) on the north and south side of the Orr Street extension
Depth	154.23m (506 ft) on the north side of the Orr Street extension and 124.35m (407.97 ft) on the south side of the Orr Street extension
Area	Approximately 5.44 ha
Shape	Irregular

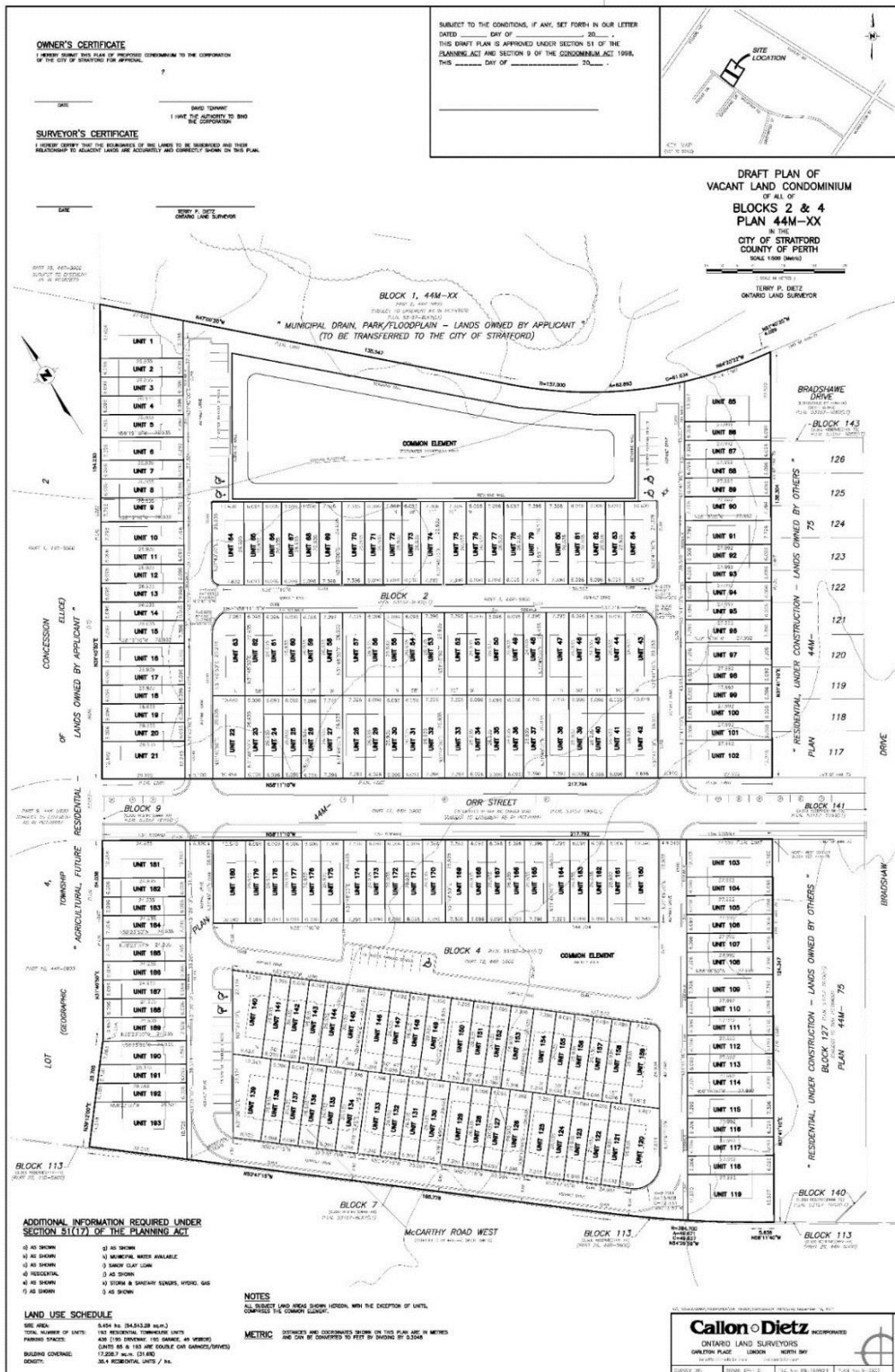
**Surrounding Land Uses:**

Direction	Use
North	McNamara Drain
East	Single Detached Dwellings & Townhouse Dwellings (under construction)
West	Agriculture
South	Single Detached Dwellings (under construction)

## Location and Zoning Map



## Vacant Land Condominium Plan



500 McCarthy Road West- picture taken November 19, 2021



### History

In 2018 the subject lands received draft plan of subdivision approval (City file 31T17-001). The plan of subdivision for these lands consisted of four multi residential blocks and the extension of Orr Street. On August 9, 2021 Council approved a minor change to the plan to combine the four multi residential blocks into two. This modification was requested because the applicants timing for registration and development of the blocks changed. The vacant plan of condominium plan is consistent with the modifications approved to the draft plan. The applicant is working through the draft plan of subdivision conditions to receive final plan of subdivision approval on the subject lands. In conjunction with this vacant plan of condominium application a site plan application was submitted (City file SP20-21).

### **Analysis:**

#### Official Plan Designation

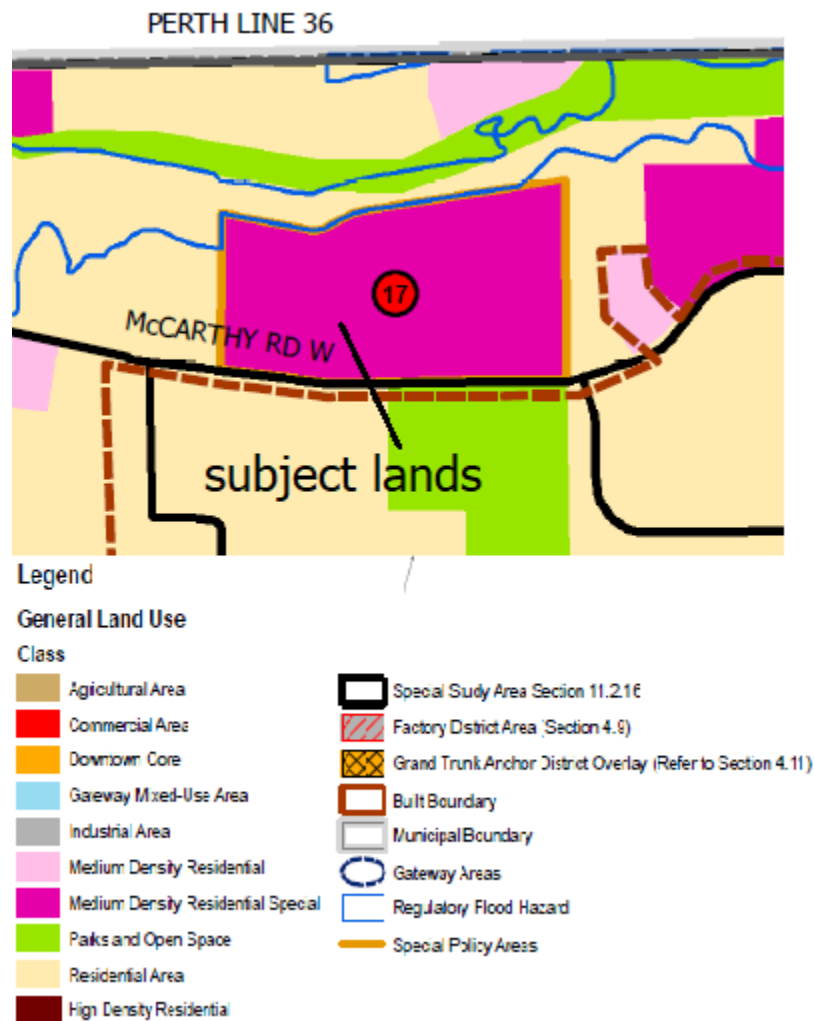
The property is designated 'Medium Density Residential Special Policy Area 17' in the Official Plan and was included as part of the Stratford West Secondary Plan. The Special Policy Area 17 permits a range of low, medium and high-density residential dwellings with a minimum density of 16 units per net hectare up to a maximum of 100 units per



net hectare. The policy limits the height to a maximum six storeys for apartment dwellings and four storeys for all other residential dwellings. The proposed 193 townhouse units would result in a density of 35.5 uph on the subject lands, which falls with the permitted density range of 16-65 uph in the special policy area.

The plan of condominium policies in section 9.4 outline plans of condominium shall only be approved where the development proposals are consistent with the Official Plan (including the plans of subdivision evaluation criteria and conditions of draft plan approval in section 9.3.4 and 9.3.5), and where adequate services are to be provided. The minimum number of units to be included in each condominium shall be seven, or a number which is appropriate to allow for the reasonable, independent operation of a condominium corporation.

#### Excerpt of Schedule "A" of the Official Plan



#### Zoning By-Law 201-2000

The subject lands are zoned Residential Fourth Density- Special- R4(2)-19(H1) and R4(2)-19(H1)(H2). The R4(2)-19 zone permits cluster housing in the form of single

detached dwellings, semi-detached dwellings, townhouse dwellings, back to back townhouse dwellings, stacked townhouse dwellings and apartment dwellings. The site specific provisions include setbacks, frontage, lot area, lot coverage, height, density parking and landscaped open space. The proposed 193 units would result in a density of 35.5 uph, which complies with the permitted density range of 16-65 uph in the zoning. The applicants have also submitted a site plan application. Through the site plan application, the applicant will be required to demonstrate that the site meets all of the zoning regulations.

The lands are subject to two holding provisions. The (H1) holding provision applies to all of the subject lands and it limits the dwelling units to a maximum of 707 on all of the lands zoned R4(2)-19(H1) which also includes lands to the east of Bradshaw Drive. The (H2) holding provision applies to a portion of the subject lands within the floodplain and the holding provision does not permit any buildings and structures on the subject lands until the floodplain works have been accepted and completed. The required works to the floodplain are in process.

#### Agency Comments

Circulation of the application to various agencies produced the following comments to date (November 22, 2021):

- City of Stratford Infrastructure and Development Services-Engineering Division:
  - No comments received.
- City of Stratford Infrastructure and Development Services Department – Building Services:
  - No comments received.
- Huron-Perth Catholic School Board
  - No concerns.
- Hydro One
  - No comments received.
- Union Gas
  - No comments received.
- Canada Post
  - Service type and location
    - Canada Post will provide mail delivery service to the subdivision through centralized Community Mail Boxes (CMBs).
    - Canada Post will provide mail delivery service to the Apartments through centralized Lock Box Assembly.
    - The development includes plans for (a) multi-unit building(s) with a common indoor entrance(s). The developer must supply, install and maintain the mail delivery equipment within these buildings to Canada Post's specifications.
  - Municipal requirements
    - Please update our office if the project description changes so that we may determine the impact (if any).

- Should this application be approved, please provide notification of the new civic addresses as soon as possible.
- Developer timeline and installation
  - Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the developer provided CMB pads.
- City of Stratford Fire Department
  - No comments at this time.
- Upper Thames River Conservation Authority
  - No comments received.
- Township of Perth East
  - No comments received.

#### Public Comments

Notice of this application was sent to 50 abutting property owners on November 15, 2021. Notice was also published in the Beacon Herald on November 13, 2021. To date, no comments have been received.

#### **Financial Impact:**

Development charges will apply at a rate of \$10,658.00 (2021) per townhouse dwelling unit.

#### **Alignment with Strategic Priorities:**

##### **Strengthening our Plans, Strategies and Partnerships**

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

##### **Widening our Economic Opportunities**

Strengthening Stratford's economy by developing, attracting and retaining a diversity of businesses and talent.

**Staff Recommendation: THAT Council hear all interested persons with respect to Vacant Plan of Condominium Application 31CDM21-003.**




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Alyssa Bridge, MCIP, RPP, Manager of Planning

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Taylor Crinklaw, Director of Infrastructure and Development Services

A handwritten signature in dark ink, appearing to read "Joan Thomson". The signature is cursive and compact.

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Joan Thomson, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** December 8, 2021  
**To:** Mayor and Council  
**From:** Alyssa Bridge, Manager of Planning  
**Report#:** COU21-123  
**Attachments:** None

**Title:** Statutory Public Meeting, Plan of Subdivision 31T21-002 and Zone Change Application Z07-21, 525 O'Loane Avenue

**Objective:** The purpose of this report is to describe the applications submitted by DLN Group Inc. for Plan of Subdivision 31T21-002 and Zone Change application Z07-21.

The applications were deemed complete on October 26, 2021.

### Plan of Subdivision

The proposed draft plan of subdivision contains 15 single detached dwelling lots, 10 semi-detached dwelling lots, 2 street townhouse blocks, 2 townhouse blocks, 1 walkway block and 2 open space blocks. The proposed draft plan of subdivision would be serviced by one new local road. The lands are proposed to accommodate up to 69 new residential units.

### Zoning By-Law Amendment

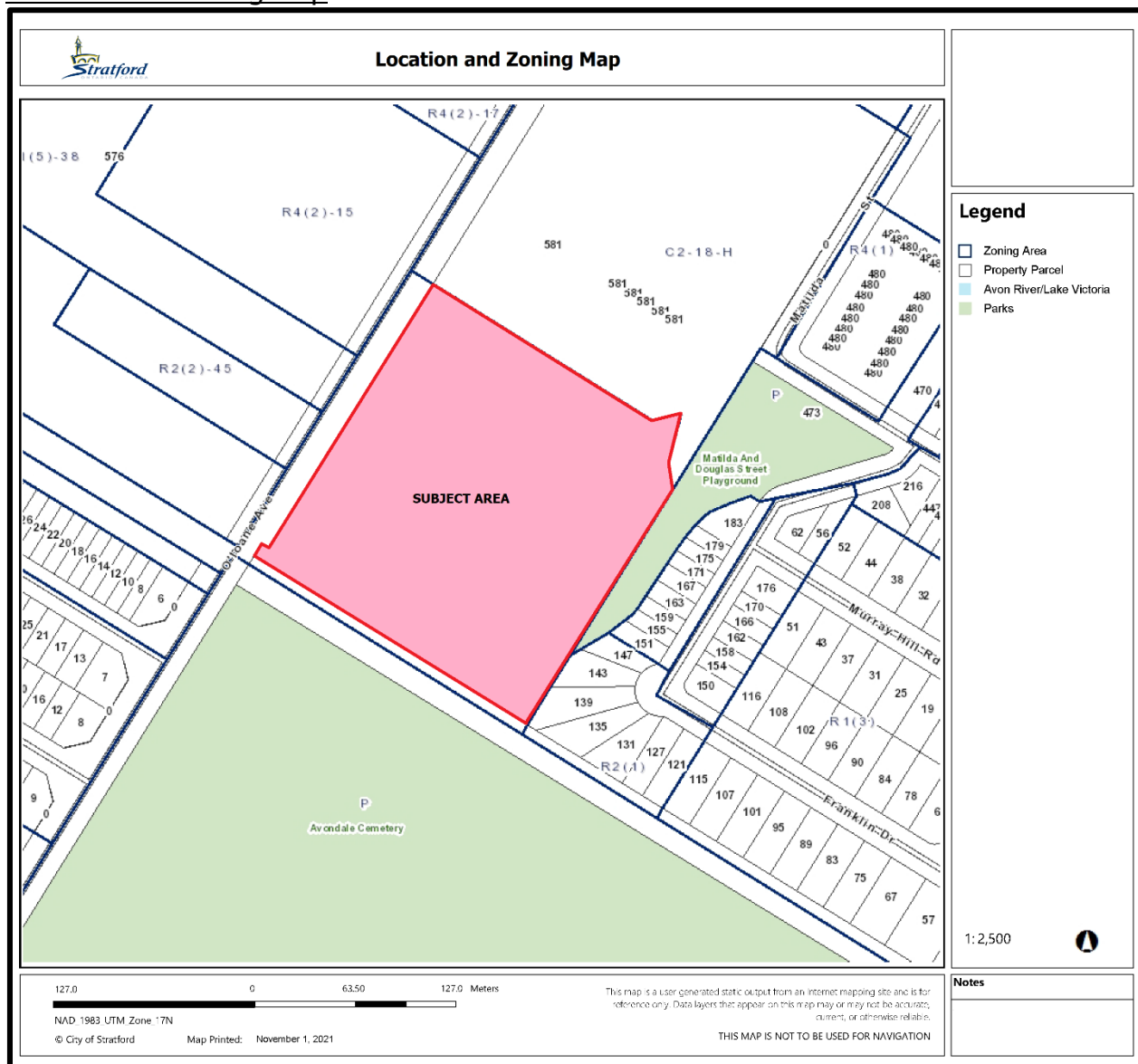
The requested Zoning By-law amendment is to rezone the lands from Future Residential (FR) to a Residential Second Density R2(2) – special zone, a Residential Fourth Density R4(2) zone, a split Residential Fourth Density R4(2)- special zone / Residential Fifth Density R5(1) – special Zone and a Park (P) zone. The requested R2(2) special zone would permit single detached dwellings with a minimum lot area of 284 m<sup>2</sup> and semi-detached dwellings with a minimum corner lot frontage of 12.5m. The requested split R4(2) zone would permit a minimum lot area for a street townhouse dwelling of 266m<sup>2</sup> and a R5(1) zone with a minimum front yard setback of 6.6m for street townhouse dwellings.

The following reports were submitted in support of the applications:

- Planning Justification Report
- Geotechnical Investigation

- Servicing Feasibility Study
- Storm Water Management Brief
- Flood Plan Mapping
- Existing Soil Report
- Environmental Site Assessment
- Traffic Report
- Vibration Report
- Noise Report
- Archaeological Assessment

### Location and Zoning Map



**Background:** The subject lands are located on the east side of O’Loane Avenue between the GEXR Railway and Huron Street, having an area of approximately 4.02ha (9.9ac). The subject lands are legally described as Part Lot 5, Concession 1, (Geographic Township of Downie) in the City of Stratford.

Site Characteristics:

Characteristic	Information
Existing Use:	Vacant Commercial Plaza
Frontage:	195.9m (642.8ft)
Depth	203.5m (667.6ft)
Area	4.02ha (9.9ac)
Shape	Irregular

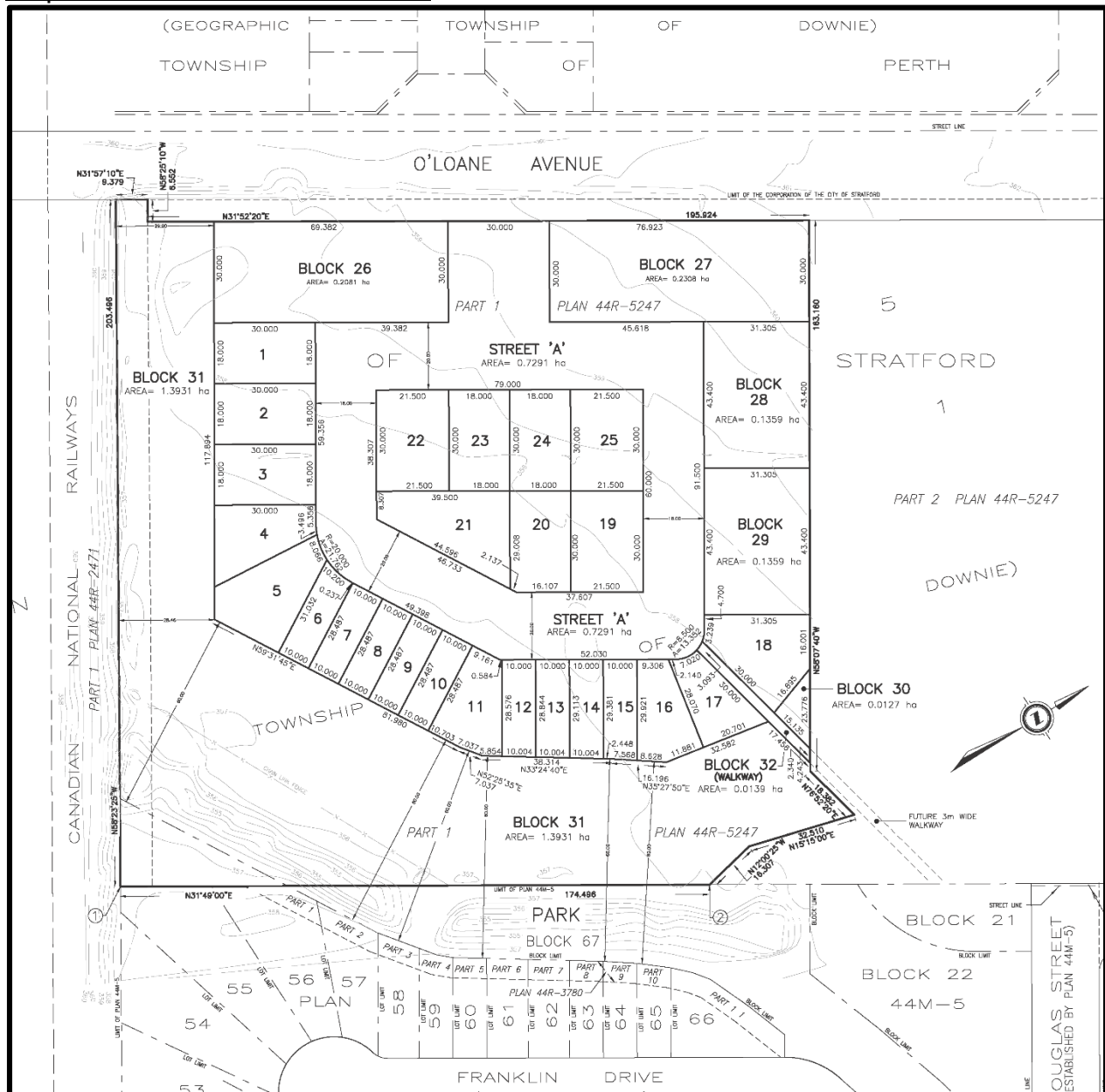
Surrounding Land Uses:

Direction	Use
North	Commercial Plaza (Commercial)
East	Park and Single Detached Dwellings (Park and Residential)
West	Residential Subdivision - under construction (Residential)
South	Rail Line and Cemetery (Park)

Subject Lands



## Proposed Draft Plan of Subdivision

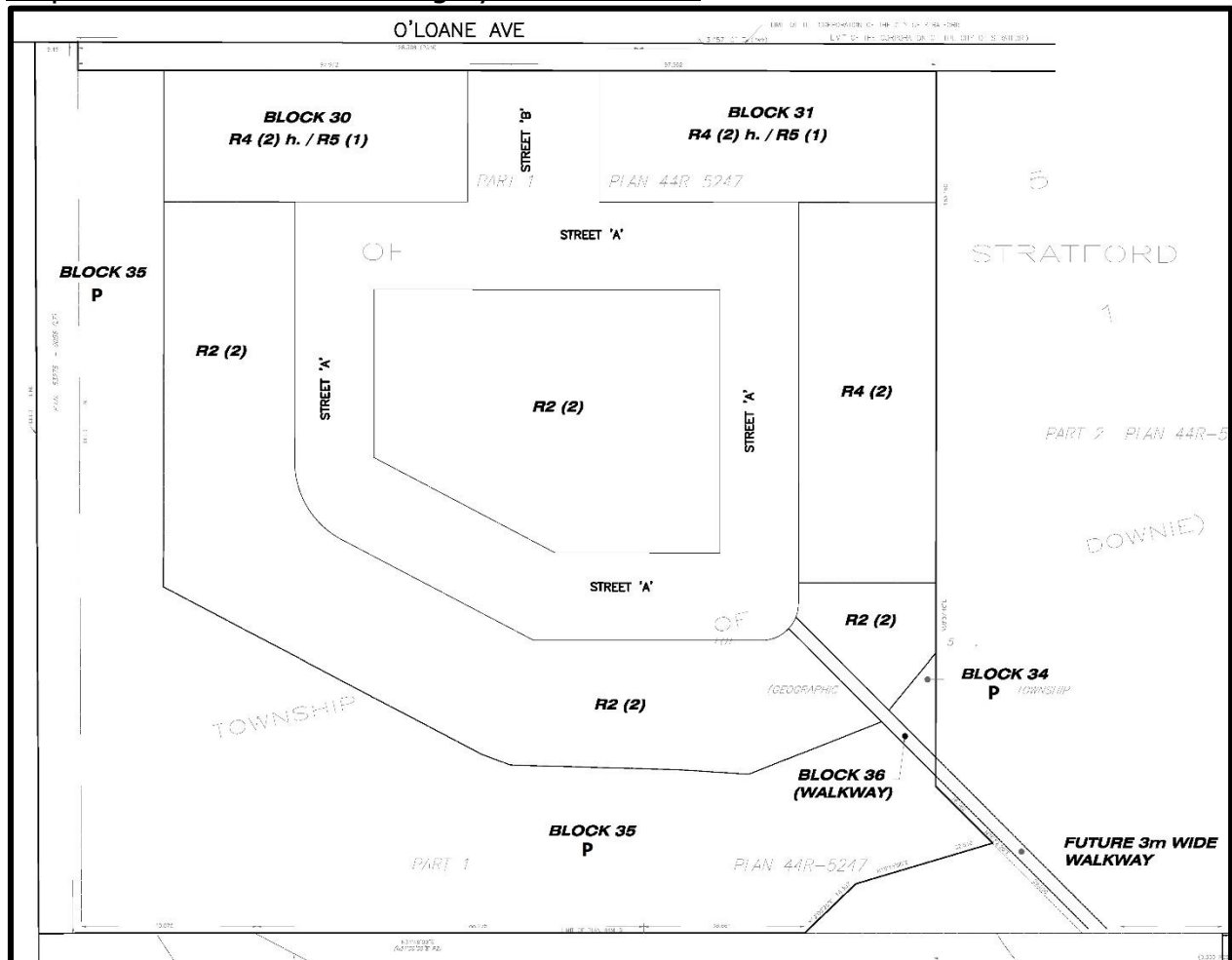


## Zoning By-Law

The lands are zoned Future Residential (FR) Zone which permits existing single detached dwellings, group homes and home occupations. The rezoning of the lands will allow for a range of residential uses and park and floodplain zones.



## Proposed Amendment to Zoning By-Law 201-2000



### Agency Comments

Circulation of the application to various agencies produced the following comments to date (November 22, 2021):

- Clerk's Office
  - Sufficient parking is to be provided on the subject site
- Canada Post
  - Service type and location
    - Canada Post will provide mail delivery service to the subdivision through centralized Community Mail Boxes (CMBs).
    - Canada Post will provide mail delivery service to the Apartments through centralized Lock Box Assembly.
    - The development includes plans for (a) multi-unit building(s) with a common indoor entrance(s). The developer must supply, install and maintain the mail delivery equipment within these buildings to Canada Post's specifications.

- Fire Department
  - No comments
- Hydro One
  - No concerns
- Community Services
  - No concerns
- Transit
  - No concerns
- Engineering Services
  - General Notes
    - The Roadhouse Municipal Drain and the Finnegan Drain are subject to the requirements of the *Drainage Act R.S.O 1990*. No changes to the drains (location, capacity, cross-section etc) are allowed except in accordance with the Act. All adjustments or impacts to the Municipal drains are the sole responsibility of the developer and must conform to the Act.
  - Draft Plan of Subdivision Comments
    - The Street A entrance at O'Loane Avenue must be directly opposite the draft approved street on the west side of O'Loane.
    - A 0.3m reserve is required along the west and north limits of Block 26, the west and south limits of Block 27.
    - The SWM facility must be in its own block.
    - Block 32 must be a minimum of 6.0m wide in order to be utilized as the maintenance access road to the SWM facility, and should terminate at the swm block. There is no point extending a walkway block to the limit of the subdivision as shown, unless the developer obtains an easement from the abutting private property owner in order to extend the sidewalk to the city park lands.
    - Show all existing trees within the draft plan limits.
  - Geotechnical Investigation, September 24, 2019
    - All pavement specifications are to be updated to meet current City standards.
    - Further reporting may be required for design of the Stormwater Management Facility.
  - Environmental Subsurface Investigation, Exp Services Inc., Nov. 14, 2019; Environmental Site Assessment Phase 1, March 5, 2020; Environmental Site Assessment Phase 2, November 5, 2020
    - The recommendations contained in the ESA Phase 2 report, including the Record of Site Condition, are to be implemented.
    - All excess soil management is to be implemented in accordance with O.Reg. 406/19.
  - Vibration Impact Study, Lea Consulting Ltd., October 2019; Traffic Brief, Lea Consulting Ltd., December 2019
    - No concerns
  - Servicing Feasibility Study, October 28, 2019

- No general concerns.
- Developer will be required to pay for a Watermain Hydraulic Assessment of the proposed subdivision using the City's water model, which is to be completed consultant retained by the City.
- Stormwater management is required – see comments for SWM Brief.
- Noise Impact Study, Lea Consulting Ltd., November 2019
  - Engineering is in agreement that noise mitigation measures will be required as recommended in the study.
- Preliminary Civil Drawings, SBM, October 22, 2021 (Erosion, Sediment Control & Interim Conditions Plan, Preliminary Subdivision Grading Plan, Flood Plain Volume Plan, Flood Plain Ponding Sections); Stormwater Management Brief (SWM), SBM, October 22, 2021
  - The Roadhouse Municipal Drain must be maintained with its designed cross-section (2.4m bottom, 3:1 side slopes) and capacity – the 100yr storm (23.7cm/s) as shown in the latest Municipal Drain Report. The changes shown on the civil drawings will require a Report completed under the provisions of the *Drainage Act R.S.O. 1990*. In addition, the existing 250yr 24hr flows must be maintained across and through the property (36.5cm/s). Hydraulic modelling will be required.
  - The City does not support the location of the proposed SWM facility within the floodplain.
  - The SWM report must be revised to include all required components as detailed in the City's Infrastructure Standards and Specifications manual, in particular the pre and post development catchment area figures.
  - The Preliminary Subdivision Grading Plan shows the proposed post-development catchment areas. The areas are delineated improperly.
  - Major technical revisions are required to support the location and function of the proposed SWM facility.

#### Public Comments

Notice of the application was sent to 67 surrounding property owners on November 8, 2021. Notice was also published in the Beacon Herald on November 13, 2021. No public comments have been received to date (November 22, 2021).

The remaining agency comments will be provided in a future Planning report.

**Analysis:** To be reported in a future planning report.

**Financial Impact:** To be reported in a future planning report.

## **Alignment with Strategic Priorities**

### **Strengthening our Plans, Strategies and Partnerships**

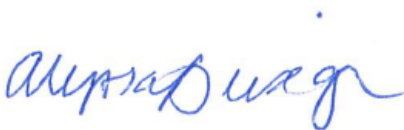
Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

**Staff Recommendation: THAT Council hear all interested persons with respect to Plan of Subdivision 31T21-002 and Zone Change Application Z07-21.**




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Jeff Bannon, MCIP, RPP, Planner




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Alyssa Bridge, MCIP, RPP, Manager of Planning




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Joan Thomson, Chief Administrative Officer




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## MANAGEMENT REPORT

**Date:** December 8, 2021  
**To:** Mayor and Council  
**From:** Jonathan DeWeerd, Chief Building Official  
**Report#:** COU21-118  
**Attachments:** Building Permit Fee Analysis; Proposed Amendments to Building By-law: #112-2005

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**Title:** Proposed Amendment to Building By-law #112-2005 including fee Schedule 'A'

**Objective:** To have a Public Meeting to hear from members of the public regarding a proposed building permit fee increase on all permit fees with an effective date for new fees of January 1, 2022.

**Background:** This is in accordance with clause 7(1)(c) of the Ontario Building Code Act S.O. 1992, c23 as amended. Notice of the Public Meeting regarding the review of potential changes to the Building By-law fees as noted in Schedule 'A' of the Building By-law #112 2005, was posted on the City of Stratford website and posted in the Town Crier section of the local newspaper.

**Analysis:** The Building Code Act requires that Municipalities recover the reasonable costs of enforcing and administering the Ontario Building Code through the charging of fees. Both the direct and indirect costs are eligible. To manage fluctuations in building activity, the Act allows for reserve funds. The fees are contained within Schedule 'A' of the City of Stratford Building By-law #112-2005.

The last Building permit fee review and increase within the City of Stratford took place in 2020.

Council has previously targeted a Building Reserve fund of 100% of the total operating costs of the department for a single year. In 2020, building permit revenue was \$485,308.23, up slightly from the same period in 2019. The Building Reserve Fund as of December 31, 2020 had a balance of \$29,022.06. We are anticipating a surplus balance by the end of 2021 which will be transferred to the Building Permit reserve fund.

Staff are recommending a fee structure designed to recoup the increasing operational costs and to continue to rebuild the depleted reserve fund to a point which will meet the target of 100% of the annual operating costs. According to the Bank of Canada, construction inflation has risen between 4-6% from September of 2020 to 2021. The increase in permit fees for a Single Detached dwelling would go from \$1.30 per square foot to \$1.35 per square foot or approximately a 4.0% increase in the fees, which is in line with the increased cost of construction inflation over the period since the last fee review. The increase in a building permit for a 1,500 square foot bungalow with an unfinished basement and an attached garage would be an additional \$75.00 in permit fees (from \$1,950 to \$2,025).

Staff have advised the Stratford and Area Builders Association of the proposed fee increase.

**Financial Impact:** Permit fees pay for all direct and indirect costs related to the delivery of building permit services. Approving this fee increase will reduce the risk of Building Services running a deficit and future reliance on tax levy support.

#### **Alignment with Strategic Priorities:**

##### **Strengthening our Plans, Strategies and Partnerships**

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

##### **Widening our Economic Opportunities**

Strengthening Stratford's economy by developing, attracting and retaining a diversity of businesses and talent.

**Staff Recommendation: THAT Council hear all interested persons with respect to the proposed amendment to Building By-law #112-2005 to increase permit fees for all types of building permits as of January 1, 2022.**




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Jonathan DeWeerd, Chief Building Official

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Taylor Crinklaw, Director of Infrastructure and Development Services

A handwritten signature in dark ink, appearing to read "Joan Thomson". The signature is cursive and compact, with a small loop at the end.

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Joan Thomson, Chief Administrative Officer

## **Building Permit Fee Analysis**

The following is information in accordance with the requirements of Division C, Part 1, Clause 1.9.1.2.(1)(d) of the Building Code regarding the proposed amendment to Building By-law No. 112-2005 to establish new increased permit fees for all types of building permits.

### **2020 Operational Costs:**

## **Annual Budget**

<b><u>Budget Item</u></b>	<b><u>2020 Budget</u></b>	<b><u>2021 Budget</u></b>
Salaries (Note: 1)	\$ 415,056.00	\$ 424,250.00
Benefits	\$ 130,950.00	\$ 124,849.00
Salaries - Part-time	\$ 17,470.00	\$ 12,113.00
Benefits - Part-time	\$ 1,460.00	\$ 2,315.00
Operating Equipment, Materials, & Supplies	\$ 9,700.00	\$ 9,700.00
Telephone	\$ 10,280.00	\$ 8,240.00
Fuel & Oil	\$ 1,800.00	\$ 1,800.00
Maintenance & Repairs of Vehicles	\$ 2,800.00	\$ 2,800.00
Memberships	\$ 4,600.00	\$ 4,600.00
Advertising & Notices	\$ 1,600.00	\$ 2,000.00
Training / Education	\$ 22,000.00	\$ 22,000.00
Misc. Expenses (Credit)	\$ 1,500.00	\$ 2,000.00
Professional Services - Legal	\$ 45,000.00	\$ 45,000.00
Subscriptions - Permitting Software	\$ 45,000.00	\$ 15,000.00
Contracted Services	\$ 41,500.00	\$ 76,500.00
Transfer to Reserves	\$ 0.00	\$ 0.00
<b>Subtotal (Direct Costs)</b>	<b>\$ 750,716.00</b>	<b>\$ 753,167.00</b>
Transfer to General Revenue (Note: 2)	\$ 95,250.00	\$ 95,250.00
<b>Sub-total (Indirect Costs)</b>	<b>\$ 95,250.00</b>	<b>\$ 95,250.00</b>
<b>Total (All Recoverable Costs)</b>	<b>\$ 845,966.00</b>	<b>\$ 848,417.00</b>

### **Notes to Table:**

Note: 1 - Salaries noted above do not include the co-op contract position.

Note: 2 - Transfers include Indirect costs such as Rent, It support, & Corporate Services.



**Current fees in other Jurisdictions:**

Centre Wellington:	2020 fee for housing \$1.22 per sq. ft.
Cambridge:	2020 fee for housing \$1.46 per sq. ft.
Orillia:	2020 fee for housing \$1.15 per sq. ft.
Guelph:	2020 fee for housing \$1.42 per sq. ft.
Wilmot Township:	2020 fee for housing \$1.40 per sq. ft.
Guelph Eramosa:	2020 fee for housing \$1.28 per sq. ft.

Below is a comparison of permit fees in Perth County for a 1,500 sq. ft. bungalow with 12 plumbing fixtures, an unfinished basement and a 600 sq. ft. attached garage in 2020. Since several Perth County municipalities use a combination of flat fee, fee per sq. ft., and fixture fee, comparing based on sq. ft. alone will not give a true comparison of permit fees.

Perth East:	\$1696.00
North Perth:	\$1507.00
West Perth:	\$1556.00
South Perth:	\$1596.00
<b>Stratford:</b>	<b>\$1950.00 (2021)</b>
<b>Stratford:</b>	<b>\$2025.00 (Proposed increase for 2022)</b>
St Mary's:	\$1760.00

**Proposed 2021 Fee Increase:**

The fee increase as of January 1, 2021 will result in a fee of \$1.35 per sq. ft., up from \$1.30 per sq. ft. For a 1,500 sq. ft. bungalow with 12 plumbing fixtures, an unfinished basement and a 600 sq. ft. attached garage the fee increase will be an additional \$75.00 in permit fees (from \$1,950 to \$2,025).

### **Historical Permit Fee Increases:**

- 1975 fees: \$4.00/\$1000 of construction value
- 1981 fees: \$5.00/\$1000 of construction value
- 1995 fees: \$6.00/\$1000 of construction value
- 2001 fees: 3% increase from 1995 fees and also switched to a cost per square foot basis for housing the amount was \$.54per sq. ft.
- 2002 fees: 3% increase in the spring and 2% in the fall for housing the total amount was \$.57/sq. ft.
- 2004 fees: 3.5% increase in the spring for housing the total amount was \$.59 per sq. ft. and 2% increase October 1, 2004 for housing the total amount was \$.60 per sq. ft.
- 2005 fees: 20% increase June 27<sup>th</sup> 2005. This resulted in a fee of \$.72 per sq. ft. for housing.
- 2006 fees: 10% increase June 1<sup>st</sup> 2006. This resulted in a fee of \$.79 per sq. ft. for housing. Fee cap of \$25,000.00 for industrial permits was instituted for 2006. This cap resulted in an overall reduction in permit fee revenue for 2006 of \$60,595.00.
- 2007 fees: 10% increase January 1<sup>st</sup> 2007. This resulted in a fee of \$.87 per sq. ft. for housing. Industrial fee cap has resulted in an overall reduction in permit fee revenue in the amount of \$130,408.00 as of October 1, 2007.
- 2008 fees: Graduated industrial fee instituted June 9, 2008. 5% increase July 7, 2008. This resulted in a fee of \$.91 per sq. ft. for housing.
- 2009 fees: 5% increase January 1, 2009 resulted in a fee of \$.96 per sq. ft. for housing and 5% increase July 7, 2009 resulted in a fee of \$1.01 per sq. ft. for housing.
- 2010 fees: 5% increase January 1, 2010 resulted in a fee of \$1.06 per sq. ft. for housing.
- 2012 fees: 2% fee increase January 1, 2012 resulted in a fee of \$1.08 per sq. ft. for housing.
- 2013 fees: 2% fee increase January 1, 2013 resulted in a fee of \$1.10 per sq. ft. for housing.
- 2015 fees: 2% fee increase January 1, 2015 resulted in a fee of \$1.12 per sq. ft. for housing.
- 2020 fees were revised to reflect a cost of delivery with approximately 16% increase in the cost of a single detached dwelling permit. Fees came into effect on January 1, 2020 and resulted in a fee of \$1.30 per sq. ft. for housing.

## Permit Fee Schedule 'A' to By-law #112-2005

Type of Permit: Group Type	Type of Permit: Sub-Type	Permit Fee: Fee per Area (Sq. Ft.)	Permit Fee: Fee per Unit
<b><u>Group 'B' - Institutional</u></b>	All Institutional classifications	\$ 2.55	N/A
<b><u>Group 'C' – Residential</u></b>	Dwelling (Single, Semi, Duplex, Rowhouse, Stacked Rowhouse)	\$ 1.35	N/A
	Garage / Carport (per bay)	N/A	\$ 185.00
	Shed, Deck, Porch	N/A	\$ 185.00
	Apartment Building	\$ 1.55	N/A
	Hotels / Motels	\$ 2.00	N/A
	Residential Care Facility	\$ 1.35	N/A
<b><u>Group 'D' - Business &amp; Personal Services</u></b>	Finished	\$ 1.75	N/A
	Shell Only	\$ 1.45	N/A
	Finishing of Existing Shell	\$ 0.45	N/A
<b><u>Group 'E' - Mercantile</u></b>	Finished	\$ 1.75	N/A
	Shell Only	\$ 1.45	N/A
	Finishing of Existing Shell	\$ 0.45	N/A
<b><u>Group 'F' - Industrial</u></b>	Finished	\$ 1.05	N/A
	Shell Only	\$ 0.80	N/A
	Finishing of Existing Shell	\$ 0.45	N/A
	Parking Garage	\$ 0.80	N/A

<b><u>Agricultural</u></b>	All Agricultural classifications	\$ 0.65	N/A
<b><u>Stand Alone &amp; Miscellaneous Work</u></b>	Air supported structures	\$ 0.78	N/A
	Alternative Solution: Part 9 (each)	N/A	\$ 525.00
	Alternative Solution: All other Building/system (each)	N/A	\$ 1,050.00
	Balcony guard (replace per linear foot) - excluding low rise Residential	\$ 0.65	N/A
	Balcony repair (per balcony)	N/A	\$ 26.00
	Ceiling (new or replace per square foot)	\$ 0.26	N/A
	Change of Use (with no renovations) - All Classifications (min. fee \$260.00)	\$ 0.21	N/A
	Demolition (If P.Eng. review required min. fee of \$525.00)	\$ 0.16	N/A
	Designated Structures - Including Solar Panels, but excluding retaining walls, public pools, & signs)	N/A	\$ 465.00
	Elevator, escalator, lift	N/A	\$ 465.00
	Engineering review – Where, at the discretion of the CBO, third-party review is required for Part 4 designs submitted by a designer as part of an application. Fee is in addition to applicable fees for building permit application.	N/A	\$ 2,080.00
	Exterior ramps (excluding low rise Residential)	N/A	\$ 260.00
	Fireplace/Woodstove (each)	N/A	\$ 125.00
	Foundation or Conditional Permit - In addition to Building Permit Fee (Min. \$525.00)	\$ 0.21	N/A
	Interior Finishes - All Classifications not specified elsewhere	\$ 0.47	N/A

	Alterations/Renovations to previously finished areas - All Classifications not specified elsewhere	\$ 0.42	N/A
	Rack storage systems (per lin. ft.)	\$ 0.47	N/A
	Reclad exterior wall (per lin. ft.)	\$ 0.16	N/A
	Retaining Wall (per lin. ft.)	\$ 3.25	N/A
	Shoring & Underpinning (per lin. ft.)	\$ 3.55	N/A
	Signs	N/A	\$ 125.00
	Storefront replacement	N/A	\$ 260.00
	Temporary Buildings (each)	N/A	\$ 260.00
	Temporary Tents (each)	N/A	\$ 185.00
<b><u>Mechanical Work (independent of Building Permit)</u></b>	HVAC Permit (non-residential)	\$ 0.16	N/A
	Fire Sprinkler System, Standpipe, etc. (Min. \$260.00)	\$ 0.10	N/A
	Commercial Kitchen, Spray Booth, Dust Collector (each)	N/A	\$ 260.00
<b><u>Electrical Work (independent of Building Permit)</u></b>	Fire Alarm System & Electrical Work (Min. \$260.00)	\$ 0.10	N/A
	Electromagnetic locks & Hold open devices (each)	N/A	\$ 125.00
	Emergency Lighting (per storey)	N/A	\$ 125.00
<b><u>Plumbing Work (independent of Building Permit)</u></b>	Plumbing Permit (per fixture, min. fee \$125.00)	N/A	\$ 17.25
	Catchbasin, maintenance holes, roofdrains (each)	N/A	\$ 26.00
	Building / Site Services (per lin. ft.)	\$ 0.80	N/A
	Backflow Prevention Device (per device)	N/A	\$ 125.00
<b><u>On-Site Sewage System</u></b>	New or Replacement system	N/A	\$ 625.00

	Alterations / Repair	N/A	\$ 470.00
<b><u>Other Fees</u></b>	Minimum Permit Fee: Low rise residential (SDD, Semi-detached, Triplex)	N/A	\$ 125.00
	Minimum Permit Fee: All Classifications (Unless noted otherwise)	N/A	\$ 260.00
	Revision to Permit Fee - Applicable to square footage of area where plan examination required due to submission of revisions after permit issued. (Min. \$125.00)	\$ 0.10	N/A
	Permit to Occupy unfinished building	N/A	\$ 260.00
	Transfer Permit (change of permit ownership)	N/A	\$ 260.00
	Special Inspection Fee after hours (per hour)	N/A	\$ 260.00
	Special research requests of Building Division (per hour or part thereof and includes requests for written information)	N/A	\$ 62.25
	Property Surveys - Records FOI	N/A	\$ 26.00
	Staff Time / 15 min.	N/A	\$ 7.80
	Photocopies (Black & White, Letter, Legal, Tabloid) - per copy	N/A	\$ 0.21
	Photocopies (Colour, Letter, Legal, Tabloid) - per copy	N/A	\$ 0.78
	Plotter copies (Large format) - per sheet	N/A	\$ 20.80

## Classes of Permits

Class of Permit shall include:

1. Building permit BCA 8(1) (includes a farm building)
2. Partial Permit BCA 8(1)
3. Special Building Permit BCA 7(1)(a)
4. Demolition Permit BCA 8(1)
5. Conditional Permit BCA 8(3)
6. Occupancy Permit BCA 11
7. Change Of Use Permit BCA 10(1)
8. Plumbing Permit BCA 8(1) (specific types noted)
9. Mechanical Permit (H.V.A.C.) BCA 8(1) (specific types noted)
10. Structural Sign Permit OBC DIV. B 3.15
11. Transfer Permit BCA 7(h)
12. Sewage System Permit BCA 8(1)

Notes:      BCA refers to the Ontario Building Code Act S.O. 1992, Chapter 23 as amended,  
              OBC refers to the Ontario Building Code O.Reg. 332/12 as amended.

### **SPECIAL BUILDING PERMIT FEE:**

A special permit fee with respect to construction, change of use, demolition, heating, ventilation, air conditioning, electrical, plumbing or drainage work shall be paid by the owner where any work was commenced prior to the issuance of a permit.

The special permit fee shall be the regular permit fee plus an additional fee equal to 100% of the amount calculated as the regular permit fee, but in no case shall the additional fee exceed \$7250.00 in order to compensate the City for the additional work performed as a result of commencing work prior to permit issuance.

Payment of the special permit fee does not allow construction, change of use, demolition, heating, ventilation, air conditioning, electrical, plumbing or drainage work to continue without a permit.

### **INFILL SECURITY DEPOSIT FEE:**

An Infill Security Deposit Fee in the amount of \$1,000.00 for each building permit application for a new single family dwelling, semi-detached dwelling or a building containing duplex or triplex dwellings except when said permit application is subject to a Construction Deposit as required in a Subdivision Agreement under the Planning Act.

### **Return of Infill Security Deposit Fee:**

Upon the completion of a final inspection including final inspection of the individual lot grading by the inspector, the construction deposit without interest (or such portion as remains unused) for that lot shall be returned by the CITY to the party that paid the construction deposit.

### **FEES UNDEFINED IN TABLE:**

Fee for classes of permits/type of work not described or included in the calculation of permit fee table shall be determined by the Chief Building Official.

### **INTERPRETATION:**

### **The following guidelines are to be applied in the calculation of permit fees:**

Floor area of the proposed work is to be measured to the outer face of exterior walls and to the center line of party walls or demising walls.



1. In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
2. Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
3. Except for interconnected floor spaces, no deduction is made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).
4. Unfinished basements for single detached dwellings, semi-detached dwellings, duplexes and townhouses are not included in the floor area.
5. Finished basements for single detached dwellings (including semis, duplexes and townhouses, etc.) may at the discretion of the Chief Building Official be charged the interior finishing fee in Schedule 'A'.
6. Fireplaces, HVAC, electrical, woodstoves, plumbing, site services are included in the permit fee for single family dwellings if included in original application. Square footage for garage is charged at the residential rates per square foot.
7. Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
8. Where demolition of partitions or alterations to existing ceilings and walls is a part of an alteration or renovation permit, no additional charge is applicable.
9. Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.
10. The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor area, the Permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
11. Temporary building is a building that will be erected for not more than one year.
12. When conditional/partial permits are issued, fees shall be charged according to the type of work proposed for each partial permit and shall have a cumulative effect.
13. When a conditional/partial permit is issued to construct a building shell a partial permit to construct an interior finish must also be issued.
14. Site Service works when applied for with a building permit for a Structure, will be charged as per fees set out in Schedule 'A' except for Single detached dwellings.
15. For classes of Permits not described in this Schedule, the Chief Building Official shall determine a reasonable permit fee.



**BY-LAW NUMBER XXX-2021  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on December 8, 2021.

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**WHEREAS** subsection 5(1) of the *Municipal Act, 2001, S.O. 2001 c.25* as amended, provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** subsection 5(3) of the *Act* provides that the powers of council are to be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the City of Stratford at this meeting be confirmed and adopted by By-law;

**NOW THEREFORE BE IT ENACTED** by the Council of The Corporation of the City of Stratford as follows:

1. That the action of the Council at its meeting held on December 8, 2021, in respect of each report, motion, resolution, recommendation or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Council and the proper officers of the City are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary in that behalf in accordance with the by-laws of the Council relating thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of December, 2021.

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Mayor – Daniel B. Mathieson

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Clerk – Tatiana Dafoe