



## Staff Report

---

**Report To:** Dan Best, Chief Administrative Officer  
**From:** **Vanessa Culbert, Planning Coordinator**  
**Rebekah Msuya-Collison, Clerk/Director of Legislative Services**  
**Date:** December 6 2021  
**Report:** PL 04.2021  
**Subject:** 2022-2026 Planning Fees Report

---

### **Recommendations:**

**That** South Huron Council receives the report of V. Culbert, Planning Coordinator and R. Msuya-Collison, Clerk/Director of Legislative Services re 2022-2026 Planning Fees; and

**That** South Huron Council authorize the Fees and Charges By-law #34-2015 be amended to increase the current 2022-2026 Planning Fees effective January 1, 2022; and

**That** the necessary by-law be forwarded to Council for the required three readings.

### **Purpose:**

To provide South Huron Council with Huron County's approved changes to the Planning Fees Schedule for 2022 – 2026.

### **Background and Analysis:**

#### **Legislative Authority**

The *Planning Act* allows municipalities to impose fees through by-law for the purposes of processing planning applications. In determining the associated

fees, Section 69 of the *Planning Act* requires that: "The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff."

### **Methodology for Review of Fees**

Planning services are a shared service for lower-tier municipalities in Huron County. The planning fees were last reviewed in 2016 and Huron County and lower-tier Councils approved a 2% increase each year over the 5-year period, with the increase occurring on January 1st of each year.

Staff took part in the planning fees working group that was established this year to review the fees, based on the broad framework to maintain the 2% yearly increase. Huron County Council received and approved the Planning Fees Review recommendation at their October 6, 2021 meeting.

### **Highlights**

Increases to the fees were reflective of the complexity and increase in the amount of staff time for certain types of applications. For example applications such as for consents for new lot creation, plans of subdivision/condominium and draft plan extension are more complex and require larger amounts of staff time and those fees were increased over and above the 2%. There are also new fees added, such as one for a re-circulation, if as a result of a change made by the applicant.

The County report outlines the process undertaken in the fee review together with a summary of the results and justification for the changes. This report is attached as Appendix 1 of this report.

### **Future Review - Municipal Portion of Planning Fees**

The municipal portion of the planning fees were left largely as they were previously, except for the baseline overall increase of 2%. Municipally led planning applications such as Site Plan Control applications are also not captured in the proposed planning fees.

As part of 2022 Budget process discussions, it was noted that planning and development fees are to be reviewed in 2022 as part of the overall review of municipal fees and charges. Staff will be looking in 2022 to explore the

option of moving towards a full cost recovery model for the planning and development fee structure related to the approval of new development applications and develop appropriate fee structures. It is hoped that staff will be able to make recommendations to Council after the review regarding the potential of moving towards a full cost recovery financial model to eliminate or reduce taxpayer subsidies.

### **Next Steps:**

Should Council approve the five-year Planning Fees as presented, staff will prepare a By-law for approval and adoption by Council.

### **Operational Considerations:**

The new fees, if adopted, will come into effect on January 1, 2022.

### **South Huron's Strategic Plan:**

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies Strategic Objectives. The following elements are supported by the actions outlined in this report:

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Transparent, Accountable, and Collaborative Governance

### **Financial Impact:**

Revenues and expenses will vary depending on the number of the applications received and the services required. The proposed changes reflect the recommendations from Huron County and the lower-tier working group.

### **Legal Impact:**

No legal implications as result of the recommendation in the report.

### **Staffing Impact:**

No staffing implications as result of the recommendation in the report.

### **Communication Actions:**

The fees will be updated on all applications and website links.

## **Policies/Legislation:**

*Planning Act*

## **Consultation:**

R. Msuya-Collison, Clerk/Director of Legislative Services  
Huron County Fee working group

## **Related Documents:**

Appendix 1 - Huron County Planning Report - 2022-2026 Planning Fees  
Appendix 2 - 2017- 2021 Planning Fees

Respectfully submitted,

**Vanessa Culbert, Planning Coordinator**

**Rebekah Msuya-Collison, Clerk/Director of Legislative Services**