

CORPORATION OF THE COUNTY OF HURON

Planning and Development Department

To: Mayor/Reeve and Members of Council, All Municipalities in Huron County
From: Planning Fees Working Group (Report prepared by Sandra Weber, Director)
Date: July 14, 2021
Subject: **Planning Fees Review**

The following report outlines the process used to review the current Planning Fees and provides recommendations from the Planning Fees Review Working Group for consideration by local municipalities. Once all municipalities have had the opportunity to review and provide comments and a final report is taken to County Council, the finalized Fee Schedule will be provided to municipalities to be adopted by by-law to come into effect on January 1st, 2022.

BACKGROUND

Planning application fees have historically been reviewed every 5 years. The fees were last reviewed in 2016 and a co-ordinated fee schedule was passed which set the standardized fees across the County for 2017 to 2021. At that time, all Councils across the County approved a 2% increase each year over this 5-year period with the increase occurring on January 1st each year. Since planning is a shared service, there is a cost sharing that is built into the fee schedule and the fees are reconciled quarterly with the local municipalities. There is a need to review the fees this year to establish a new fee schedule to be effective January 1st, 2022.

Section 69 of the Planning Act allows municipalities to establish a tariff of fees to cover the anticipated costs of processing planning applications. The review was based on the guiding principles that planning fees should continue to be user-pay and cover the costs incurred by the local municipality and the County for staff time and disbursements. Costs are not charged for overhead (office space, computers, training, etc.). Additional costs are reimbursed by the applicant for the municipality's peer review of consultants' reports (e.g., engineering studies, environmental impact studies, nitrate studies, etc.).

In May, 2021, County Council approved a Terms of Reference which set out the process for reviewing the fees, and established a Planning Fees Working Group, in consultation with the Huron County Clerks and Treasurers Association. The Working Group includes from the Clerks and Treasurers Association - Brad Knight (Huron East), Trevor Hallam (Morris-Turnberry), Carson Lamb (North Huron), Florence Witherspoon (ACW), Rebecca Msuya-Collison (South Huron), Planning Co-ordinators – Arlene Parker (Bluewater), Vanessa Culbert (South Huron) and Planning and Development staff including Sandra Weber, Craig Metzger, Laura Simpson and Lisa Finch, Land Division Administrator.

The Working Group reviewed fees from comparator municipalities across the Province, reviewed the current fee for each type of planning application to determine recommended changes to cover staff time and disbursements, and discussed the need for additional fees for services that are not currently included in the Fee Schedule. The recommended changes were then reviewed with the Huron County Clerks and Treasurers Association and also sent out by e-mail for comment to all CAO's/Clerks across the County.

COMMENTS

The Working Group, after consultation with the Clerks and Treasurers Association, recommends the following changes to the Planning Fees Schedule for 2022-2026 (full Draft Fee Schedule attached for review):

- Maintain a 2% yearly increase for all planning fees;
- Consents (Severances) to be split into 2 categories:
 1. Technical Consents- such as Easements, Right of Ways, Correction of Title, Well Block, Validation Certificate, minor lot enlargement, re-creation of original farm lots would be set at the current rate +2% at \$2250
 2. Consents for New Lot Creation – such as Surplus and the creation of a new lots would be increased to \$3250. This reflects the increase in the amount of time spent by staff in responding to concerns of neighbours, reviewing studies, drafting conditions, etc. Note: it was agreed that a fee would not be charged for breaking an original severance (e.g. 1 sq. foot) if combined with a Consent application which is currently the practice in most municipalities;
- Plans of Subdivision/Condominium - Base fee increased from \$6623 to \$9000 +\$170/lot/block/unit over 10, with the maximum cap deleted. This increase reflects the complexity of the files and the increased staff time required to review;
- Increase fee for Draft Plan Extension to \$2000;
- Final Approval/Phased Final Approval - fee for each Phase for Approval \$1125 *Additional fee if new lots/blocks/units being created at final registration of \$170/lot/block/unit (can occur when processing Block Plans);
- Part Lot Control By-law - remove discount if following a related planning application. New fee proposed to be \$2250 plus \$170/additional conveyable Part over 2;
- New Fee of \$300 for a re-circulation of any type of application, if a result of a change made by applicant;
- Removal of Holding Symbol - no fee if combined with a planning application and imposed by Municipality (deleted words “following a related planning application”).

NEXT STEPS

Once all municipalities have had the opportunity to review and provide comments and a final report is taken to County Council, the finalized Fee Schedule will be provided to municipalities to be adopted by by-law to come into effect on January 1st, 2022.



Sandra Weber, Director

2022 FEES	Municipal	County	TOTAL
Official Plan Amendment (OPA), Local OPA, County OPA	\$1,126.00	\$2,815.00	\$3,941.00
Zoning By-law Amendment (ZBLA)	\$669.00	\$1,357.00	\$2,026.00
Minor Variance (1 or 2)	\$677.00	\$898.00	\$1,575.00
Minor Variance (3 or more)	\$901.00	\$1,125.00	\$2,026.00
Consent-Technical (e.g. lot additions, easements, ROW's, Validation Certificates, re- creation of original lots, etc.)	\$561.00	\$1,689.00	\$2,250.00
Consent-New Lot Creation (e.g. new lots, surplus farm severances)	\$813.00	\$2,437.00	\$3,250.00
Plan of Subdivision/Condominium	\$3,000.00	\$6,000.00	\$9,000.00
Lots/Blocks/Units over 10	add \$58 per lot/unit/ block	add \$112 per lot/unit/ block	add \$170 per lot/unit/ block
Draft approval extension	\$500.00	\$1,500.00	\$2,000.00
Phasing, Final Approval*	\$281.00	\$844.00	\$1125 per final approval/phase*
Changes to a Draft Approval Plan or Conditions*	\$140.00	\$422.00	\$562.00 *
*Note: Where Final Approval, Phasing or Changes to draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of \$170/lot/block/unit shall apply.			
Combined Local OPA & ZBL	\$1,387.00	\$3,567.00	\$4,954.00
Combined County & Local OPA	\$1,306.00	\$5,225.00	\$6,531.00
Combined County OPA, Local OPA & ZBL	\$1,748.00	\$5,853.00	\$7,601.00
Removal of Holding (H) Symbol	\$281.00	\$280.00	\$561.00
If combined with a planning application and when H is imposed by the Municipality	\$0.00	\$0.00	\$0.00
Renewal of Temporary Use Zoning By-law	\$502.00	\$1,018.00	\$1,520.00
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such By-law *	\$224.00	\$225.00	\$449.00
Where combined with any other planning application	\$112.00	\$112.00	\$224.00
Part Lot Control *	\$1,104.00	\$1,104.00	\$2,250.00
	add \$58 per additional conveyable Part over 2	add \$112 per additional conveyable Part over 2	plus \$170 per additional conveyable Part over 2
*in both cases, applicants cover all legal costs & by-law prep			
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	Fee to be paid to Municipality responsible for re- circulation.	Fee to be paid to Municipality responsible for re- circulation.	\$300.00
Agreements: site plan control, subdivision, condominium, development, lot grading & draining (Planning costs to be reimbursed like legal, and engineering). Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality
Natural Heritage Review by County Biologist (if development is proposed within 120m of a Natural Heritage feature) -comments on planning application -review terms of reference and EIS)		\$220 (\$45.50/hour)	\$220 Variable

2023 FEES	Municipal	County	TOTAL
Official Plan Amendment (OPA), Local OPA, County OPA	\$1,166.00	\$2,854.00	\$4,020.00
Zoning By-law Amendment (ZBLA)	\$683.00	\$1,384.00	\$2,067.00
Minor Variance (1 or 2)	\$691.00	\$916.00	\$1,607.00
Minor Variance (3 or more)	\$909.00	\$1,158.00	\$2,067.00
Consent-Technical (e.g. lot additions, easements, ROW's, Validation Certificates, re- creation of original lots, etc.)	\$574.00	\$1,721.00	\$2,295.00
Consent-New Lot Creation (e.g. new lots, surplus farm severances)	\$829.00	\$2,486.00	\$3,315.00
Plan of Subdivision/Condominium	\$3,060.00	\$6,120.00	\$9,180.00
Lots/Blocks/Units over 10	add \$59 per lot/unit/ block	add \$114 per lot/unit/ block	add \$173 per lot/unit/ block
Draft approval extension	\$510.00	\$1,530.00	\$2,040.00
Phasing, Final Approval*	\$287.00	\$861.00	\$1148 per final approval/phase*
Changes to a Draft Approval Plan or Conditions*	\$143.00	\$430.00	\$573*
*Note: Where Final Approval, Phasing or Changes to draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of \$173/lot/block/unit shall apply.			
Combined Local OPA & ZBL	\$1,415.00	\$3,638.00	\$5,053.00
Combined County & Local OPA	\$1,332.00	\$5,330.00	\$6,662.00
Combined County OPA, Local OPA & ZBL	\$1,783.00	\$5,970.00	\$7,753.00
Removal of Holding (H) Symbol	\$286.00	\$286.00	\$572.00
If combined with a planning application and when H is imposed by the Municipality	\$0.00	\$0.00	\$0.00
Renewal of Temporary Use Zoning By-law	\$512.00	\$1,039.00	\$1,550.00
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such By-law *	\$229.00	\$229.00	\$458.00
Where combined with any other planning application	\$114.00	\$114.00	\$228.00
Part Lot Control *	\$1,148.00	\$1,147.00	\$2,295.00
	add \$59 per additional conveyable Part over 2	add \$114 per additional conveyable Part over 2	plus \$173 per additional conveyable Part over 2
*in both cases, applicants cover all legal costs & by-law prep			
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	Fee to be paid to Municipality responsible for re- circulation.	Fee to be paid to Municipality responsible for re- circulation.	\$306.00
Agreements: site plan control, subdivision, condominium, development, lot grading & draining (Planning costs to be reimbursed like legal, and engineering). Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality
Natural Heritage Review by County Biologist (if development is proposed within 120m of a Natural Heritage feature) -comments on planning application -review terms of reference and EIS)		\$224 (\$46.00/hour)	\$224 Variable

2024 FEES	Municipal	County	TOTAL
Official Plan Amendment (OPA), Local OPA, County OPA	\$1,189.00	\$2,911.00	\$4,100.00
Zoning By-law Amendment (ZBLA)	\$696.00	\$1,412.00	\$2,108.00
Minor Variance (1 or 2)	\$675.00	\$934.00	\$1,639.00
Minor Variance (3 or more)	\$924.00	\$1,176.00	\$2,100.00
Consent-Technical (e.g. lot additions, easements, ROW's, Validation Certificates, re- creation of original lots, etc.)	\$585.00	\$1,756.00	\$2,341.00
Consent-New Lot Creation (e.g. new lots, surplus farm severances)	\$845.00	\$2,536.00	\$3,381.00
Plan of Subdivision/Condominium	\$3,122.00	\$6,242.00	\$9,364.00
Lots/Blocks/Units over 10	add \$60 per lot/unit/ block	add \$116 per lot/unit/ block	add \$176 per lot/unit/ block
Draft approval extension	\$520.00	\$1,561.00	\$2,081.00
Phasing, Final Approval*	\$293.00	\$878.00	\$1171 per final approval/phase*
Changes to a Draft Approval Plan or Conditions*	\$143.00	\$438.00	\$584*
*Note: Where Final Approval, Phasing or Changes to draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of \$176/lot/block/unit shall apply.			
Combined Local OPA & ZBL	\$1,443.00	\$3,711.00	\$5,154.00
Combined County & Local OPA	\$1,359.00	\$5,436.00	\$6,795.00
Combined County OPA, Local OPA & ZBL	\$1,819.00	\$6,089.00	\$7,908.00
Removal of Holding (H) Symbol	\$286.00	\$286.00	\$583.00
If combined with a planning application and when H is imposed by the Municipality	\$0.00	\$0.00	\$0.00
Renewal of Temporary Use Zoning By-law	\$522.00	\$1,059.00	\$1,581.00
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such By-law *	\$234.00	\$233.00	\$467.00
Where combined with any other planning application	\$116.00	\$117.00	\$233.00
Part Lot Control *	\$1,171.00	\$1,170.00	\$2,341.00
	add \$60 per additional conveyable Part over 2	add \$116 per additional conveyable Part over 2	plus \$176 per additional conveyable Part over 2
*in both cases, applicants cover all legal costs & by-law prep			
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	Fee to be paid to Municipality responsible for re- circulation.	Fee to be paid to Municipality responsible for re- circulation.	\$312.00
Agreements: site plan control, subdivision, condominium, development, lot grading & draining (Planning costs to be reimbursed like legal, and engineering). Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality
Natural Heritage Review by County Biologist (if development is proposed within 120m of a Natural Heritage feature) -comments on planning application -review terms of reference and EIS)		\$228 (\$46.50/hour)	\$228 Variable

2025 FEES	Municipal	County	TOTAL
Official Plan Amendment (OPA), Local OPA, County OPA	\$1,213.00	\$2,969.00	\$4,182.00
Zoning By-law Amendment (ZBLA)	\$709.00	\$1,441.00	\$2,150.00
Minor Variance (1 or 2)	\$719.00	\$953.00	\$1,672.00
Minor Variance (3 or more)	\$942.00	\$1,200.00	\$2,142.00
Consent-Technical (e.g. lot additions, easements, ROW’s, Validation Certificates, re-creation of original lots, etc.)	\$597.00	\$1,791.00	\$2,388.00
Consent-New Lot Creation (e.g. new lots, surplus farm severances)	\$862.00	\$2,587.00	\$3,449.00
Plan of Subdivision/Condominium	\$3,184.00	\$6,367.00	\$9,551.00
Lots/Blocks/Units over 10	add \$61 per lot/unit/ block	add \$119 per lot/unit/ block	add \$180 per lot/unit/ block
Draft approval extension	\$531.00	\$1,592.00	\$2,123.00
Phasing, Final Approval*	\$298.00	\$896.00	\$1194 per final approval/phase*
Changes to a Draft Approval Plan or Conditions*	\$149.00	\$447.00	\$596*
*Note: Where Final Approval, Phasing or Changes to draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of \$180/lot/block/unit shall apply.			
Combined Local OPA & ZBL	\$1,472.00	\$3,785.00	\$5,257.00
Combined County & Local OPA	\$1,386.00	\$5,545.00	\$6,931.00
Combined County OPA, Local OPA & ZBL	\$1,855.00	\$6,211.00	\$8,066.00
Removal of Holding (H) Symbol	\$298.00	\$297.00	\$595.00
If combined with a planning application and when H is imposed by the Municipality	\$0.00	\$0.00	\$0.00
Renewal of Temporary Use Zoning By-law	\$532.00	\$1,081.00	\$1,613.00
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such By-law *	\$238.00	\$238.00	\$476.00
Where combined with any other planning application	\$119.00	\$119.00	\$238.00
Part Lot Control *	\$1,194.00	\$1,194.00	\$2,388.00
	add \$61 per additional conveyable Part over 2	add \$119 per additional conveyable Part over 2	plus \$180 per additional conveyable Part over 2
*in both cases, applicants cover all legal costs & by-law prep			
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	Fee to be paid to Municipality responsible for re- circulation.	Fee to be paid to Municipality responsible for re-circulation.	\$318.00
Agreements: site plan control, subdivision, condominium, development, lot grading & draining (Planning costs to be reimbursed like legal, and engineering). Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality
Natural Heritage Review by County Biologist (if development is proposed within 120m of a Natural Heritage feature) -comments on planning application -review terms of reference and EIS)		\$233 (\$47.00/hour)	\$233 Variable

2026 FEES	Municipal	County	TOTAL
Official Plan Amendment (OPA), Local OPA, County OPA	\$1,237.00	\$3,029.00	\$4,266.00
Zoning By-law Amendment (ZBLA)	\$724.00	\$1,469.00	\$2,193.00
Minor Variance (1 or 2)	\$733.00	\$972.00	\$1,705.00
Minor Variance (3 or more)	\$961.00	\$1,224.00	\$2,185.00
Consent-Technical (e.g. lot additions, easements, ROW's, Validation Certificates, re- creation of original lots, etc.)	\$609.00	\$1,827.00	\$2,436.00
Consent-New Lot Creation (e.g. new lots, surplus farm severances)	\$879.00	\$2,639.00	\$3,518.00
Plan of Subdivision/Condominium	\$3,248.00	\$6,494.00	\$9,742.00
Lots/Blocks/Units over 10	add \$63 per lot/unit/ block	add \$121 per lot/unit/ block	add \$184 per lot/unit/ block
Draft approval extension	\$541.00	\$1,624.00	\$2,165.00
Phasing, Final Approval*	\$304.00	\$914.00	\$1218 per final approval/phase*
Changes to a Draft Approval Plan or Conditions*	\$152.00	\$456.00	\$608*
*Note: Where Final Approval, Phasing or Changes to draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of \$184/lot/block/unit shall apply.			
Combined Local OPA & ZBL	\$1,501.00	\$3,861.00	\$5,362.00
Combined County & Local OPA	\$1,414.00	\$5,656.00	\$7,070.00
Combined County OPA, Local OPA & ZBL	\$1,892.00	\$6,335.00	\$8,227.00
Removal of Holding (H) Symbol	\$303.00	\$304.00	\$607.00
If combined with or a planning application and when H is imposed by the Municipality	\$0.00	\$0.00	\$0.00
Renewal of Temporary Use Zoning By-law	\$543.00	\$1,102.00	\$1,645.00
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such By-law *	\$243.00	\$243.00	\$486.00
Where combined with any other planning application	\$122.00	\$121.00	\$243.00
Part Lot Control *	\$1,218.00	\$1,218.00	\$2,436.00
	add \$63 per additional conveyable Part over 2	add \$121 per additional conveyable Part over 2	plus \$184 per additional conveyable Part over 2
*in both cases, applicants cover all legal costs & by-law prep			
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	Fee to be paid to Municipality responsible for re- circulation.	Fee to be paid to Municipality responsible for re- circulation.	\$324.00
Agreements: site plan control, subdivision, condominium, development, lot grading & draining (Planning costs to be reimbursed like legal, and engineering). Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality
Natural Heritage Review by County Biologist (if development is proposed within 120m of a Natural Heritage feature) -comments on planning application -review terms of reference and EIS)		\$238 (\$47.50/hour)	\$238 Variable