



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Robin Prentice, MCIP, RPP  
**Position:** Director of Development Services  
**Title / Subject:** Planning Fees By-law Update  
**Date of Report:** January 30, 2025  
**Date of Meeting:** February 24, 2025  
**Report No:** 2025-DS-001

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#### 1.0 Issue / Origin

The purpose of this report is to bring forward a new Planning Fees By-law for Council adoption.

#### 2.0 Background

The Planning Act permits the Council of a municipality to establish a tariff of fees for the processing of applications of planning matters, which shall be designed to meet only the anticipated cost to the municipality. The Planning Fees By-law allows fees to be set to recover the Township's costs associated with processing planning applications under the Planning Act (i.e. Official Plan Amendment, Zoning By-law Amendment, Site Plan Control, Minor Variance, Consent, Subdivision, etc.).

The Township's current Planning Fees By-law No. 3000-2021 has been in place since March 2021. Since that time, the structure of the Development Services Department has evolved and there have been numerous legislative changes to planning policies and processes, including the removal of the Region of Durham's planning approval and downloading of responsibility to the area municipalities. A review of the Township's fees was necessary and timely for implementing legislative and responsibility changes.

The purpose of the report is to provide an analysis of existing planning fees compared to surrounding area municipalities and propose a new Planning Fees By-law to better reflect a cost-recovery model of planning costs within the Township.

### **3.0 Analysis**

The proposed by-law (see Attachment 1) includes important changes, such as, but not limited to, new and/or expanded fees for applications/approvals that have been downloaded from the Region, such as Draft Plans of Subdivision and amendments to the Regional Official Plan. As a result of the removal of the Region of Durham's planning responsibilities, additional work will be required at the Township level to process and approve these types of applications and the application fees have been revised accordingly.

A municipal fee review was conducted, which included municipalities within the Region of Durham and municipalities that border the Township of Brock, such as Ramara, Georgina and Kawartha Lakes. Attachment 2 outlines a comparison of Brock's planning fees (both current and proposed) as they relate to fees in other area municipalities. Not all municipalities charge the same fees, and the terminology can be different. Brock's planning fees are lower than other area municipal planning fees. Of the 10 municipalities that are included within this review, Brock was amongst the lowest in nearly all categories.

The recommended fees will allow Brock to bring the Township's Planning fees more in line with other comparable municipalities and to come closer to a cost-recovery model of budgeting for planning services. The proposed fees are by majority still below the average of the comparable municipalities and are adequate to ensure the costs for Planning staff to process planning applications are covered by applicants and will assist in aiding to provide a balanced budget.

Indexing provisions have been included in the Planning Fees By-law to enable fees to be adjusted on an annual basis to account for inflation. The fee schedule in Attachment 3 shows costs through 2028 based on a 2% annual indexing to help provide transparency to those looking to move forward with a planning application.

The general intent is for planning fees to represent a cost-recovery for the time and work spent on processing applications, but not all planning functions can be paid for through application fees. While the majority of planning staff's time is dedicated to processing applications, there is other work, such as policy work, legislative review, economic development support and general inquiries, that cannot be recovered through application fees.

### **4.0 Related Policies / Procedures**

Planning Act, R.S.O. 1990, c. P.13

Planning Fees By-law No. 3000-2021, as amended

### **5.0 Financial / Budget Assessment**

The proposed new planning fees are based on the principle of cost recovery, meaning fees should cover staff related and other Township costs associated with the review of Planning Act applications. Putting fees in place that help to cover the costs associated

with processing planning applications will help to reduce the potential impact on the general property tax levy.

The increase will allow Brock to have fees that more accurately match costs while still maintaining Brock's competitiveness for encouraging new development.

## **5.1 Asset Management**

N/A

## **6.0 Climate Change Impacts**

N/A

## **7.0 Communications**

There is no statutory public meeting required by the Planning Act to adjust the planning fees. However, any fee required by the by-law can be appealed to the Ontario Land Tribunal (OLT) against the levying of the fee or the amount of the fee within 30 days of payment of the fee.

## **8.0 Conclusion**

Brock's Planning fees are too low based on comparable municipal fees and planning department expenditures. The recommended fees will increase planning fee revenues that are more in line with a cost-recovery model for associated planning expenses.

## **9.0 Recommendation**

Be it resolved that Report 2025-DS-001 regarding the Planning Fees By-law Update, be received; and

That the new Planning Fees By-law (Attachment 1) be approved by Council.

### **Attachments:**

Attachment 1 – Draft Planning Fees By-law

Attachment 2 – Municipal Planning Fees Comparison

Attachment 3 – Proposed Fees for 2025-2028