



# Staff Report

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## Planning & Building Services – Planning Division

**Report To:** COW - Operations, Planning and Building Services  
**Meeting Date:** February 4, 2025  
**Report Number:** PBS.25.003  
**Title:** Request for Public Meeting – Planning and Building Services Fees  
**Prepared by:** Adam Smith, Acting Chief Administrative Officer

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### A. Recommendations

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THAT Council receive Staff Report PBS.25.003, entitled “Request for Public Meeting – Planning and Development Services Fees”;

AND THAT Council direct staff to proceed with a Public Meeting to receive comments on prospective amendments to By-law 2014-18 Being a By-law under the Building Code Act, S.O. 1992, c.23, respecting Permits and Related Matters and By-law 2024-19 - Fees and Charges By-law

### B. Overview

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Since 2023, Watson and Associates has been conducting a comprehensive review of fees and charges related to services provide in the Planning and Building Services department. Staff are seeking Council direction to proceed with a public meeting related to a new fee structure in the department.

### C. Background

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The Planning and Building Services Fees Review has been on-going since the Corporate Organizational Review understanding the impacts of the review on a future fee structure for the department. The scope of the project has included all fees in Development Engineering, Planning Services and Building Services. Recommendations are being crafted with a lens to the time and resources dedicated towards development review, ensuring the principle of cost-recovery is reflected in the review of development files and an assessment of municipal comparators.

### D. Analysis

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At this stage in the project, staff are seeking Council direction to proceed with a public meeting on a new fee structure for the department reflected in By-law 2014-18 Being a By-law under the Building Code Act, S.O. 1992, c.23, respecting Permits and Related Matters and By-law

2024-19 - Fees and Charges By-law. The public meeting is not only Town policy but for Building Services; a statutory requirement set forth in the Ontario Building Code Act. Some fees are also subject to appeal to the Ontario Land Tribunal necessitating a methodical approach to creating a new fee structure.

Following the public meeting, a recommended fee structure will be presented at Committee of the Whole for approval at a subsequent Council meeting. Upon approval, the new fees will come into immediate effect.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

### **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

### **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

## **F. Environmental Impacts**

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N/A

## **G. Financial Impacts**

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N/A

## **H. In Consultation With**

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Corrina Giles, Town Clerk

## **I. Public Engagement**

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The topic of this Staff Report will be the subject of a Public Meeting and/or a Public Information Centre in accordance with the following schedule:

- February 4, 2025 Committee of the Whole – Initial staff report with recommendation to proceed to public consultation;
- February 18, 2025 Council – recommendation from Committee of the Whole considered by Council
- February 19, 2025 Public Meeting Notice posted
- March 11, 2025 Public Meeting
- April 8, 2025 Committee of the Whole – Followup report to the Public Meeting, attaching comments received in response to the Public Meeting;
- April 22, 2025 Council – recommendation from Committee of the Whole considered by Council, and related By-law, if any

Any comments regarding this report should be submitted to Adam Smith,  
[cao@thebluemountains.ca](mailto:cao@thebluemountains.ca)

## **J. Attached**

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1. N/A

Respectfully submitted,

Adam Smith  
Acting Chief Administrative Officer

For more information, please contact:  
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