



Staff Report

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

A. Recommendations

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

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

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

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

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

N/A

G. Financial Impacts

N/A

H. In Consultation With

Corrina Giles, Town Clerk

I. Public Engagement

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

J. Attached

1. N/A

Respectfully submitted,

Adam Smith
Acting Chief Administrative Officer

For more information, please contact:
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