

The Corporation of The Town of The Blue Mountains

By-law Number 2025 – 61

Being a By-law for Fees related to Planning Matters and Engineering Services

Whereas in accordance with Section 69(1) of the Planning Act, the Council of The Corporation of the Town of The Blue Mountains considers it necessary to establish a tariff of fees made in respect of planning matters, with such tariff designed to meet only the anticipated cost to the municipality, or to a committee of adjustment, the cost of processing of each type of application provided for in the tariff;

Whereas in accordance with Section 391 of the Municipal Act, 2001, S.O. 2001, c. 25, the Council of The Corporation of the Town of The Blue Mountains considers it necessary to impose fees or charges on persons for services or activities rendered under these Acts;

And Whereas the Council of The Corporation of the Town of The Blue Mountains has held a Public Meeting before passing this By-law and has provided notice of the Public Meeting and its intention to pass this By-law and made available to members of the public information with respect to the Fees related to Planning Matters and Engineering Services;

And Whereas the Council of The Corporation of the Town of The Blue Mountains will phase in the full rate of Planning Fees and immediately implement the Engineering Fees;

Now therefore the Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. That the Planning Fees and Other Planning Fees identified under Schedule “A” and Schedule “B” shall be phased in accordance with the following:

Phase	Fee	Fee Schedule	Effective Date
Step 1	80% of Full Fee + CPI	Schedule A-1 Schedule B-1	January 1, 2026
Step 2	90% of Full Fee + CPI	Schedule A-2 Schedule B-2	January 1, 2027
Step 3	100% of Full Fee + CPI	Schedule A-3 Schedule B-3	January 1, 2028

*CPI = Consumer Price Index

2. That Schedule “A” Planning Fees attached hereto which is hereby declared to form part of this By-law.
3. That Schedule “B” Other Planning Fees attached hereto which is hereby declared to form part this By-law.
4. That Schedule “C” Engineering Fees attached hereto which is hereby declared to form part of this By-law.
5. That By-law 2022-14, being a By-law for Fees related to Planning Matters and Engineering Services all other By-laws is hereby repealed.

And Further, that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this 20 day of October, 2025.



2025-10-20 15:00

Andrea Matrosovs, Mayor



2025-10-20 15:00

Corrina Giles, Town Clerk

The Corporation of The Town of The Blue Mountains

By-law No. 2025 - 61

Schedule A – Planning Fees

Administration, Refunding, Other Fees, and Lapsing/Closing of Planning Applications

- A. Application Fees are phased in at 80%, 90% and 100% of the full rate, plus the cumulative increase of the Consumer Price Index (CPI) calculated annually, and effective as of the dates contained in this By-law.
- B. Application Fees are cumulative save and except where noted otherwise.
- C. 50% of the Planning Fee may be refunded at the sole discretion of the Director of Planning and Building Services if Public Notice, if applicable, has been provided and/or prior to the preparation of a Planning Staff Report related to the matter.
- D. The Director of Planning and Building Services may assign fees other than noted, provided s/he has regard to the services and related costs provided by the Town of The Blue Mountains.
- E. An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination of the Director of Planning and Building Services, be deemed to be abandoned and lapsed/closed.

Definitions

“Gross Floor Area” means the total floor area of a building or structure, including floor levels located above and below grade, measured to the outside face of all exterior walls;

“Individual Scale” means a proposal that contains less than or equal to 2 units;

“Large Scale” means a proposal that contains more than 50 units or, a proposal that contains a non-residential gross floor area exceeding 2,000 square metres or, a proposal that contains a mixture of units and non-residential uses exceeding 2,000 square metres of gross floor area;

“Mid-Scale” means a proposal that contains more than 10 units and less than or equal to 50 units or a proposal that contains a non-residential gross floor area exceeding 1,000 square metres and less than or equal to 2,000 square metres or, a proposal that contains a mixture of units and non-residential uses exceeding 1,000 square metres of gross floor area and less than or equal to 2,000 square metres of gross floor area;

“Mixed-use Building” means a building containing a mixture of units and non-residential uses;

“Non-residential Gross Floor Area” means the total floor area of a non-residential building or structure, including floor levels located above and below grade, measured to the outside face of all exterior walls;

“Small Scale” means a proposal that contains more than 2 units and less than or equal to 10 units or, a proposal that contains a non-residential gross floor area less than or equal to 1,000 square metres or, a proposal that contains a mixture of units and non-residential uses less than or equal to 1,000 square metres of gross floor area and includes Short Term Accommodation premise as defined by the applicable Zoning By-law (2013-13);

“Unit” means a residential dwelling unit, commercial resort unit, a short term accommodation unit and/or any similar type of unit but does not include a unit within a nursing home or similar institutional facility.

See Schedule "B" for other planning fees.

The Corporation of The Town of The Blue Mountains

By-law No. 2025 - 61

Schedule A-1 – Planning Fees (continued) Effective Date January 1, 2026

Item	Application Type	Fee	Security Deposit
1.	Official Plan Amendment		
	Large Scale	\$31,982	\$5,000
	Mid-Scale	\$29,159	\$5,000
	Small Scale	\$27,336	\$2,500
	Individual Scale	\$25,252	\$0
2.	Zoning By-law Amendment		
	Large Scale	\$22,129	\$5,000
	Mid-Scale	\$19,955	\$5,000
	Small Scale	\$19,102	\$2,500
	Individual Scale	\$13,821	\$0
	Temporary Use	\$15,559	\$2,500
3.	Draft Plan of Subdivision/Condominium		
	Large Scale	\$47,139	\$5,000
	Mid-Scale	\$35,906	\$5,000
	Small Scale	\$28,693	\$2,500
4.	Site Plan Review		
	Large Scale	\$33,714	\$5,000
	Mid-Scale	\$29,555	\$5,000
	Small Scale	\$14,560	\$2,500
	Individual Scale	\$5,817	\$0
5.	Minor Variance¹		
	Minor Variance	\$2,363	\$0
	Minor Variance Incidental	\$839	\$0
6.	Consent		
	Lot Addition (Boundary Adjustment)	\$3,313 per property	\$0
	Validation of Title	\$1,764	\$0
	Lot Creation	\$5,296	\$0
	Easement	\$3,313	\$0
7.	Part Lot Control/Deeming By-law		
	Large Scale	\$2,924	\$0
	Mid-Scale	\$2,924	\$0
	Small Scale	\$2,278	\$0
	Individual Scale	\$2,278	\$0

¹ Including applications pursuant to Sections 45(1), (2) & (3) of the Planning Act.

The Corporation of The Town of The Blue Mountains

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Schedule A-2 – Planning Fees (continued) Effective Date January 1, 2027

Item	Application Type	Fee	Security Deposit
1.	Official Plan Amendment		
	Large Scale	\$35,980	\$5,000
	Mid-Scale	\$32,804	\$5,000
	Small Scale	\$30,753	\$2,500
	Individual Scale	\$28,408	\$0
2.	Zoning By-law Amendment		
	Large Scale	\$24,895	\$5,000
	Mid-Scale	\$22,449	\$5,000
	Small Scale	\$21,490	\$2,500
	Individual Scale	\$15,549	\$0
	Temporary Use	\$17,504	\$2,500
3.	Draft Plan of Subdivision/Condominium		
	Large Scale	\$53,031	\$5,000
	Mid-Scale	\$40,394	\$5,000
	Small Scale	\$32,280	\$2,500
4.	Site Plan Review		
	Large Scale	\$37,928	\$5,000
	Mid-Scale	\$33,249	\$5,000
	Small Scale	\$16,380	\$2,500
	Individual Scale	\$6,544	\$0
5.	Minor Variance¹		
	Minor Variance	\$2,658	\$0
	Minor Variance Incidental	\$944	\$0
6.	Consent		
	Lot Addition (Boundary Adjustment)	\$3,727 per property	\$0
	Validation of Title	\$1,985	\$0
	Lot Creation	\$5,958	\$0
	Easement	\$3,727	\$0
7.	Part Lot Control/Deeming By-law		
	Large Scale	\$3,289	\$0
	Mid-Scale	\$3,289	\$0
	Small Scale	\$2,563	\$0
	Individual Scale	\$2,563	\$0

1 Including applications pursuant to Sections 45(1), (2) & (3) of the Planning Act.

The Corporation of The Town of The Blue Mountains

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Schedule A-3 – Planning Fees (continued) Effective Date January 1, 2028

Item	Application Type	Fee	Security Deposit
1.	Official Plan Amendment		
	Large Scale	\$39,978	\$5,000
	Mid-Scale	\$36,449	\$5,000
	Small Scale	\$34,171	\$2,500
	Individual Scale	\$31,565	\$0
2.	Zoning By-law Amendment		
	Large Scale	\$27,662	\$5,000
	Mid-Scale	\$24,944	\$5,000
	Small Scale	\$23,878	\$2,500
	Individual Scale	\$17,277	\$0
	Temporary Use	\$19,449	\$2,500
3.	Draft Plan of Subdivision/Condominium		
	Large Scale	\$58,924	\$5,000
	Mid-Scale	\$44,883	\$5,000
	Small Scale	\$35,867	\$2,500
4.	Site Plan Review		
	Large Scale	\$42,143	\$5,000
	Mid-Scale	\$36,944	\$5,000
	Small Scale	\$18,201	\$2,500
	Individual Scale	\$7,272	\$0
5.	Minor Variance¹		
	Minor Variance	\$2,954	\$0
	Minor Variance Incidental	\$1,049	\$0
6.	Consent		
	Lot Addition (Boundary Adjustment)	\$4,142 per property	\$0
	Validation of Title	\$2,206	\$0
	Lot Creation	\$6,620	\$0
	Easement	\$4,142	\$0
7.	Part Lot Control/Deeming By-law		
	Large Scale	\$3,655	\$0
	Mid-Scale	\$3,655	\$0
	Small Scale	\$2,848	\$0
	Individual Scale	\$2,848	\$0

¹ Including applications pursuant to Sections 45(1), (2) & (3) of the Planning Act.

The Corporation of The Town of The Blue Mountains

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Schedule A – Planning Fees (continued)

Notes:

1. Application fees are cumulative except where noted otherwise.
2. The Security Deposit is a deposit which is for specialized peer review and/or legal services deemed required by the Town and for any other extraordinary expenses incurred by the Town as a result of the process. Such Security Deposit is to be maintained by the applicant at the rate required. For multiple applications only one security fee shall be required. In some instances, due to the complexity of a proposal, an additional Security Deposit may be determined to be required by the Director of Planning and Building Services.
3. Where a Zoning By-law Amendment proceeds in conjunction with an Official Plan Amendment, a 25% reduction in the Zoning By-law Amendment Fee applies.
4. Where a Site Plan Application proceeds in conjunction with another type of planning application, a 25% reduction in the Site Plan Review Fee applies.
5. In the instance of a Draft Plan of Condominium which is proceeding by way of a Site Plan Application, the greater fee found in Sections 3 or 4 above will apply.
6. If the proposal has received approval from the approval authority for more than 24 months and an agreement has not yet been executed, an additional fee of \$500 shall apply.
7. 50% of the Planning Fee may be refunded at the sole discretion of the Director of Planning and Building Services if Public Notice, if applicable, has been provided and/or prior to the preparation of a Planning Staff Report related to the matter.
8. An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination of the Director of Planning and Building Services, be deemed to be abandoned and lapsed/closed.
9. In the instance of an amendment or modification to an existing Agreement, including amendments so as to change the terms and/or conditions of the Agreement, 50% of the Standard Agreement Fee shall apply (see Schedule B).
10. The Director of Planning and Development Services may assign fees other than noted provided s/he has regard to the services and related costs provided by the Town of The Blue Mountains. This may include assignment of review to external parties in circumstances deemed unique, special or priority by the Director of Planning and Building Services and the Chief Administrative Officer, and in accordance with the appropriate Town purchasing policies.
11. The proponent must make a written request to the Director of Planning and Building Services for refunds and/or the release of securities held by the Town.
12. Interest is not paid on fees and/or security deposits.
13. All fees may be adjusted annually by an amount equal to the consumer price index (CPI) for Canada, as determined by Statistics Canada averaged over the preceding 12 months.

The Corporation of The Town of The Blue Mountains

By-law No. 2025 - 61

Schedule B-1

Effective Date January 1, 2026

Other Planning Fees

Item	Application Type	Fee
1.	Standard Agreement Fee (for agreements not included in other processes outlined in Schedule A)	\$7,748
2.	Reactivating an application that has not been acted on in 12 months ⁴	50% of the current applicable fee(s)
3.	Re-notification Fee ⁵	50% of the application fee
4.	Information Meeting Request Form	\$200
5.	Pre-Consultation Fee	\$400
6.	Telecommunication Towers	\$6,204
7.	Minor Red Line Revision comments to the County of Grey or Local Planning Appeals Tribunal – Red Line Revision or Minor Change to Conditions	\$4,860
8.	Changes to Draft Plan/Draft Plan Conditions	50% of the current applicable fee(s) \$4,860
9.	Draft Plan Extension comments to the County of Grey or Local Planning Appeals Tribunal – Extension of Draft Plan Approval	\$1,704
10.	Removal of the Holding “-h” symbol	\$2,748
11.	Local Planning Appeals Tribunal Attendance ⁶	\$1,476 for the first day or portion thereof + \$704 for each additional day or portion thereof ⁷
12.	Draft Plan Approval Clearance Letter to the County of Grey or Local Planning Appeals Tribunal	\$2,276
13.	Red Line Revision to a Site Plan Agreement	\$4,225
14.	Change to a Condition of Consent	\$1,305
15.	Condominium Exemption comments to the County of Grey	\$4,223
16.	Renewable Energy Projects ⁸	\$1,476
17.	Provision of comments to the Niagara Escarpment Commission on Development Control Permits	\$486
18.	Provision of comments to the Niagara Escarpment Commission on Niagara Escarpment Commission Amendments or to the County of Grey on County Official Plan Amendments	\$933
19.	Processing of inquiries related to acquisition of Town owned land	\$5,568

In addition to the payment of any application fee and security deposits, all costs incurred by the municipality to advertise a Notice of Public Meeting regarding an application in a local newspaper shall also be borne by the applicant.

4 An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination of the Director of Planning and Building Services, be deemed to be abandoned and subsequently lapsed/closed.

5 In the instance where an advertised Public Open House/Meeting is deferred and/or rescheduled at the request of the proponent.

6 For each Town employee where same attends a Local Planning Appeals Tribunal Hearing in support of an application that has been “approved” by the Council of the Town of The Blue Mountains.

7 Plus \$880 for each additional day or portion thereof.

8 Including those within the Niagara Escarpment Development Control Area.

The Corporation of The Town of The Blue Mountains

By-law No. 2025 - 61

Schedule B-2

Effective Date January 1, 2027

Other Planning Fees

Item	Application Type	Fee
1.	Standard Agreement Fee (for agreements not included in other processes outlined in Schedule A)	\$8,716
2.	Reactivating an application that has not been acted on in 12 months ⁴	50% of the current applicable fee(s)
3.	Re-notification Fee ⁵	50% of the application fee
4.	Information Meeting Request Form	\$225
5.	Pre-Consultation Fee	\$450
6.	Telecommunication Towers	\$6,980
7.	Minor Red Line Revision comments to the County of Grey or Local Planning Appeals Tribunal – Red Line Revision or Minor Change to Conditions	\$5,468
8.	Changes to Draft Plan/Draft Plan Conditions	50% of the current applicable fee(s) \$5,468
9.	Draft Plan Extension comments to the County of Grey or Local Planning Appeals Tribunal – Extension of Draft Plan Approval	\$1,917
10.	Removal of the Holding “-h” symbol	\$3,091
11.	Local Planning Appeals Tribunal Attendance ⁶	\$1,660 for the first day or portion thereof + \$792 for each additional day or portion thereof ⁷
12.	Draft Plan Approval Clearance Letter to the County of Grey or Local Planning Appeals Tribunal	\$2,561
13.	Red Line Revision to a Site Plan Agreement	\$4,753
14.	Change to a Condition of Consent	\$1,468
15.	Condominium Exemption comments to the County of Grey	\$4,751
16.	Renewable Energy Projects ⁸	\$1,660
17.	Provision of comments to the Niagara Escarpment Commission on Development Control Permits	\$547
18.	Provision of comments to the Niagara Escarpment Commission on Niagara Escarpment Commission Amendments or to the County of Grey on County Official Plan Amendments	\$1,050
19.	Processing of inquiries related to acquisition of Town owned land	\$6,264

In addition to the payment of any application fee and security deposits, all costs incurred by the municipality to advertise a Notice of Public Meeting regarding an application in a local newspaper shall also be borne by the applicant.

4 An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination of the Director of Planning and Building Services, be deemed to be abandoned and subsequently lapsed/closed.

5 In the instance where an advertised Public Open House/Meeting is deferred and/or rescheduled at the request of the proponent.

6 For each Town employee where same attends a Local Planning Appeals Tribunal Hearing in support of an application that has been “approved” by the Council of the Town of The Blue Mountains.

7 Plus \$880 for each additional day or portion thereof.

8 Including those within the Niagara Escarpment Development Control Area.

The Corporation of The Town of The Blue Mountains

By-law No. 2025 - 61

Schedule B-3

Effective Date January 1, 2028

Other Planning Fees

Item	Application Type	Fee
1.	Standard Agreement Fee (for agreements not included in other processes outlined in Schedule A)	\$9,685
2.	Reactivating an application that has not been acted on in 12 months ⁴	50% of the current applicable fee(s)
3.	Re-notification Fee ⁵	50% of the application fee
4.	Information Meeting Request Form	\$250
5.	Pre-Consultation Fee	\$500
6.	Telecommunication Towers	\$7,756
7.	Minor Red Line Revision comments to the County of Grey or Local Planning Appeals Tribunal – Red Line Revision or Minor Change to Conditions	\$6,076
8.	Changes to Draft Plan/Draft Plan Conditions	50% of the current applicable fee(s) \$6,076
9.	Draft Plan Extension comments to the County of Grey or Local Planning Appeals Tribunal – Extension of Draft Plan Approval	\$2,130
10.	Removal of the Holding “-h” symbol	\$3,435
11.	Local Planning Appeals Tribunal Attendance ⁶	\$1,845 for the first day or portion thereof + \$880 for each additional day or portion thereof ⁷
12.	Draft Plan Approval Clearance Letter to the County of Grey or Local Planning Appeals Tribunal	\$2,846
13.	Red Line Revision to a Site Plan Agreement	\$5,282
14.	Change to a Condition of Consent	\$1,632
15.	Condominium Exemption comments to the County of Grey	\$5,279
16.	Renewable Energy Projects ⁸	\$1,845
17.	Provision of comments to the Niagara Escarpment Commission on Development Control Permits	\$608
18.	Provision of comments to the Niagara Escarpment Commission on Niagara Escarpment Commission Amendments or to the County of Grey on County Official Plan Amendments	\$1,167
19.	Processing of inquiries related to acquisition of Town owned land	\$6,960

In addition to the payment of any application fee and security deposits, all costs incurred by the municipality to advertise a Notice of Public Meeting regarding an application in a local newspaper shall also be borne by the applicant.

4 An application, save for one that has received Draft Plan Approval, that has not been acted on in 12 months may, at the sole determination of the Director of Planning and Building Services, be deemed to be abandoned and subsequently lapsed/closed.

5 In the instance where an advertised Public Open House/Meeting is deferred and/or rescheduled at the request of the proponent.

6 For each Town employee where same attends a Local Planning Appeals Tribunal Hearing in support of an application that has been “approved” by the Council of the Town of The Blue Mountains.

7 Plus \$880 for each additional day or portion thereof.

8 Including those within the Niagara Escarpment Development Control Area.

The Corporation of The Town of The Blue Mountains

By-law No. 2025 -61

Schedule C

Engineering Fees

Item	Application Type	Fee	Minimum Fee
1.	Technical Review Fee - Plan of Subdivision/ Condominium/Site Plan Submissions ^{9,10,11,12}		
	Large Scale	\$16,395	\$0
	Mid-Scale	\$8,200	\$0
	Small Scale	\$3,825	\$0
	Individual Scale	\$2,185	\$0
	Additional Submission (4 th Submission or more)	\$50 per lot/block/unit	
2.	Work Fees for Subdivision/Condominium/ Site Plan ¹³		
	Large Scale	6.10%	\$5,630
	Mid-Scale	6.10%	\$3,900
	Small Scale	6.10%	\$2,785
	Individual Scale	6.10%	\$1,115
	Pre-Servicing ¹⁴	3.56%	\$2,225
3.	Re-Inspection ^{7 15 15}		
	Large Scale	\$3,380	\$0
	Mid-Scale	\$1,685	\$0
	Small Scale	\$1,015	\$0

Where an Official Plan Amendment and/or Zoning By-law Amendment and/or Draft Plan are processed concurrently, the greatest single fee shall apply.

Interest is not paid on fees and/or prepayment deposits.

The Director of Planning and Building Services may assign certain matters to external parties in circumstances jointly deemed unique, special or priority by the Director of Planning and Building Services and the Chief Administrative Officer, and in accordance with the appropriate Town purchasing policies.

- 9 The Technical Review Fee is a one-time non-refundable payment and is intended as a partial payment of the technical review, Agreement administration and/or similar expenses incurred by the Town prior to execution of an Agreement. This fee is required upon 1st submission of required Engineering & Technical information and prior to provision of comments by the Town.
- 10 The Technical Review Fee is a portion of the Works Fees. The remainder of Works Fees are paid. If the proponent elects not to proceed with the project and the Town has NOT commenced a review, the Technical Review Fee may be returned upon request and at the discretion of the Director of Planning and Building Services. If the proponent elects not to proceed with the project and the Town has commenced a review, but no comments have been provided in writing, 50% of the Technical Review Fee may be returned upon request. If the proponent elects not to proceed with the project and the Town has both reviewed the submission and provided comments, no amount of the Technical Review Fee will be returned.
- 11 In the instance of a fourth or subsequent engineering/technical submission, an additional fee of \$50 per lot and/or block for within the Plan of Subdivision or Condominium will apply as determined by the Director of Planning and Building Services and is not refundable.
- 12 In the instance of a fourth or subsequent engineering/technical submission, an additional fee of \$50 per equivalent unit within a Site Plan will apply as determined by the Director of Planning and Building Services and is not refundable. The Works Fee is due at the time of execution of the applicable Agreement. Should the Technical Review Fee exceed the required Works Fee, the Technical Review Fee will be refunded to the greater of the required Works Fee or the minimum fee amount. In the event that the project does not proceed by cancellation of the Agreement, the Works Fee may be refunded to an amount determined by the Director of Planning and Building Services.
- 13 The Works Fee is due at the time of execution of the applicable Agreement. Should the Technical Review Fee exceed the required Works Fee, the Technical Review Fee will be refunded to the greater of the required Works Fee or the minimum fee amount. In the event that the project does not proceed by cancellation of the Agreement, the Works Fee may be refunded to an amount determined by the Director of Planning and Development Services.
- 14 The Pre-Servicing Fee is a 3.56% charge that is to be credited against the Works Fee. In the event that the project does not proceed by cancellation of the Agreement, the Pre-Servicing Fee may be refunded to an amount determined by the Director of Planning and Building Services.
- 15 In the event that a second or subsequent site inspection is required by the Town in response to a request for a Certificate of Preliminary Acceptance of Basic Services, Completion, or Final Acceptance, an additional site re-inspection fee will be required prior to the re-inspection taking place.
- 15 In the event that a site inspection is required for the purpose of enforcing an order under the terms of the applicable Agreement an additional site re-inspection fee will be required.