

THE CORPORATION OF THE TOWN OF GEORGINA
IN THE
REGIONAL MUNICIPALITY OF YORK

Bylaw Number 2026-0059 (REG-1)

BEING A BYLAW TO PROVIDE FOR THE ADMINISTRATION OF
PLANNING APPLICATIONS

Whereas the Planning Act, R.S.O. 1990, c. P.13, as amended, establishes the legal framework and rules for land use planning in Ontario;

And Whereas municipalities are guided by the Planning Act, R.S.O. 1990, c. P.13, as amended, in the administration of planning applications and processes;

Now Therefore the Council of The Corporation of the Town of Georgina hereby enacts as follows:

This bylaw shall be composed of 22 parts containing the sections named below, namely:

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Contents

1. Citations

- 1.1. This bylaw may be cited as the "Planning Bylaw" or the "Planning Administration Bylaw".

2. Definitions

- 2.1. The following words in this bylaw shall have the meanings set out in this Section 2.1:

- (a) "Committee of Adjustment Applications" means applications for which Council has delegated decision-making authority to a Committee of Adjustment appointed under Section 44 of the Planning Act;
- (b) "Condominium Act" means the Condominium Act, 1998, S.O. 1998, c. 19, as amended;
- (c) "Concurrent Applications" means multiple related applications submitted at the same time for the same land parcel and may include any combination of Official Plan Amendment, Zoning Bylaw Amendment, Plan of Subdivision and/or Plan of Condominium;
- (d) "Deeming Bylaw" means a bylaw passed in accordance with Section 50(4) of the Planning Act. "Deeming Bylaw Application" means an application for the passage of a Deeming Bylaw, and "Repeal of Deeming Bylaw Application" means an application for the repeal of a Deeming Bylaw;
- (e) "Director" means the Director of Development Services of the Town of Georgina, or their designate;
- (f) "Fees and Charges Bylaw" refers to the bylaw which sets out the charges the Town imposes for services or activities provided or carried out by its Development Services Department;

- (g) "Holding or (H) Zone Provision" means a provision in a zoning bylaw providing that future land uses are determined in the said zoning bylaw, but development cannot occur until specific conditions in the zoning bylaw have been met and Council passes a bylaw to remove the (H) symbol;
- (h) "ICI" means Industrial, Commercial, or Institutional land uses, and is an acronym referring to non-residential land uses as opposed to residential uses;
- (i) "Official Plan Amendment" means a change to the Town's Official Plan or one of its Secondary Plans. These Plans serve as the basis for making land use decisions and managing growth in the Town while balancing the social, economic, and environmental interests of the community;
- (j) "Part Lot Control Exemption Bylaw" means a bylaw passed in accordance with Section 50(5) of the Planning Act, and "Part Lot Control Exemption Application" means an application for the passage of a Part Lot Control Exemption Bylaw;
- (k) "Planning Act" means the Planning Act, R.S.O. 1990, c. P.13, as amended. This legislation establishes the legal framework and procedures for land use planning across the province;
- (l) "Plan of Subdivision and/or Condominium" means the division of land into multiple lots or units for development, under the Planning Act and the Condominium Act;
- (m) "Pre-Consultation" means a meeting between a development applicant and the Town to identify application requirements and potential issues before a formal planning application is submitted;
- (n) "Radiocommunication Tower" means a structure used to transmit and receive signals for wireless communication, such as cellular, broadcasting, or emergency services. Radiocommunication Towers are subject to the Town's Antenna System Siting Protocol;
- (o) "Temporary Use Bylaw" means a bylaw passed by Council to allow land or structures to be used for a specific, short-term purpose that is not permitted under the zoning bylaw;
- (p) "Town" means The Corporation of the Town of Georgina; and,
- (q) "Zoning Bylaw Amendment" means an amending bylaw passed under Section 34 of the Planning Act, and "Zoning Bylaw Amendment Application" means an application for the passage of a Zoning Bylaw Amendment.

- 2.2. Any words or phrases used in this bylaw which are defined in the Planning Act shall be deemed to have an equivalent meaning in the context in which they are used.

Applications

3. Committee of Adjustment

- 3.1. Committee of Adjustment applications are subject to the fees set out in the Town's Fees and Charges Bylaw.

3.2. Consents

- (a) An application for Consent is required to create a new lot;
- (b) An application for Consent is required to change a property boundary by transferring a portion of land to another property (Lot Addition/Lot Boundary Adjustment);
- (c) The application fee for a Consent includes the creation of a single lot, part lot, unit, or parcel;
- (d) A further application and fee is required for each subsequent lot creation or boundary adjustment within the same land holding; and,
- (e) Where a Consent application is required to return to the Committee of Adjustment, additional administrative fees are payable by the applicant for the additional circulation, staff report and hearing, in accordance with the Town's Fees and Charges Bylaw.

3.3. Cancellation of Consent

- (a) An application to cancel a previously registered consent may be approved by the Director;
- (b) A Certificate of Cancellation may be issued where approved by the Director; and,
- (c) An application to cancel a consent is required for each requested Certificate of Cancellation.

3.4. Certificate of Official for Retained Lands

- (a) An application for a Consent may be accompanied by a request for a Certificate of Official for the retained lands at the time the Consent application

is submitted; and,

- (b) An application is required for each requested Certificate of Official for the retained lands.

3.5. Change of Consent Conditions

- (a) An application for Change of Consent Conditions may be submitted to amend, delete or add conditions to a Consent application where the Committee of Adjustment has granted provisional consent, which has not lapsed; and,
- (b) Where a Change of Consent Conditions application is required to return to the Committee of Adjustment, additional administrative fees are payable by the applicant for the additional circulation, staff report, and hearing.

3.6. Validation of Title

- (a) An application for Validation of Title is required to correct an inadvertent breach of the Planning Act in a previous land transfer; and,
- (b) Where a Validation of Title application is required to return to the Committee of Adjustment, additional administrative fees are payable by the applicant for the additional circulation, staff report, and hearing.

3.7. Consent Agreement

- (a) Where a Consent Agreement is required as a condition of a provisional consent, a fee is payable by the applicant for the preparation of the Agreement;
- (b) Any financial security, administrative, legal, or other fee as set out in the agreement is payable by the applicant in addition to the Consent Agreement fee; and,
- (c) A Consent Agreement may be approved and executed by the Director.

3.8. Easement

- (a) An application for an Easement is required for each separate easement to be created; and,
- (b) Where an Easement application is required to return to the Committee of Adjustment additional administrative fees are payable by the applicant for the additional circulation, staff report, and hearing.

3.9. Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale, Partition Order, Land Lease

- (a) An application and fee are required for each Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale, Partition Order, or Land Lease to be heard by the Committee of Adjustment; and,
- (b) Where a Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale, Partition Order, or Land Lease application is required to return to the Committee of Adjustment additional administrative fees are payable by the applicant for the additional meeting, circulation, and staff report.

3.10. Minor Variance

- (a) An application for a Minor Variance is required for a requested variance to a zoning bylaw for a lot, unit, or parcel created by registration of a Consent, Plan of Subdivision, or Plan of Condominium, or for an existing lot of record which is not subject to a draft approved Plan of Subdivision or Plan of Condominium;
- (b) An application for a Minor Variance (for Subdivisions) is required for requested variances to a zoning bylaw for a lot, unit, or block contained within a Draft Approved Plan of Subdivision, Draft Approved Plan of Condominium, or within a Registered Plan of Subdivision or Registered Plan of Condominium, where the lot, unit, or block has not been individually conveyed by the developer to a purchaser, subject to the following:
 - (i) A base fee will be charged plus an additional fee for each lot, unit, or block; and,
 - (ii) The total fee payable will not exceed the fee payable for a Minor Zoning Bylaw Amendment application; and,
- (c) Where a Minor Variance application is required to return to the Committee of Adjustment, additional administrative fees are payable by the applicant for the additional circulation, staff report, and hearing.

3.11. Minor Variance Agreements

- (a) Where a Minor Variance Agreement is required as a condition of approval of a Minor Variance, a fee is payable by the applicant for the preparation of the Agreement;
- (b) Any financial security, administrative, legal, or other fee as set out in the agreement is payable by the applicant in addition to the Minor Variance

Agreement fee; and,

(c) A Minor Variance Agreement may be approved and executed by the Director.

4. Deeming Bylaw or Repeal of Deeming Bylaw

- 4.1. A Deeming Bylaw Application and a Repeal of Deeming Bylaw Application shall be subject to the fees set out in the Town's Fees and Charges Bylaw.
- 4.2. The decision to pass or repeal a Deeming Bylaw may be made by the Director.
- 4.3. The base fee for a Deeming Bylaw Application or a Repeal of Deeming Bylaw Application shall be payable for the first two lots or part lots that are or will be subject to the Deeming Bylaw.
- 4.4. Additional fees are payable for each subsequent lot or part lot in respect of which a Deeming Bylaw Application or a Repeal of Deeming Bylaw Application is made.

5. Official Plan Amendment

- 5.1. An Official Plan Amendment application to amend the Town's Official Plan or Secondary Plans may be considered as either a Major Official Plan Amendment or a Minor Official Plan Amendment application.
- 5.2. A Major Official Plan Amendment application is one which is significant in scale or scope and may have an impact or policy implications beyond the subject lands. Characteristics of a Major Official Plan Amendment application may include, but are not necessarily limited to, one or more of the following:
 - (a) Affecting a large geographic area or multiple properties;
 - (b) Having broader municipal implications;
 - (c) Significant change to text or policies or schedules of the Plan;
 - (d) Changing a land use designation, or the creation of a new land use designation;
 - (e) ICI development exceeding 1,000 m² in gross floor area;
 - (f) Residential development exceeding 10 lots/units; and/or,
 - (g) Any amendment determined to be Major by the Director.

5.3. A Minor Official Plan Amendment application is one which is relatively small in scale and is likely to have minimal impact beyond the subject lands. Characteristics of a Minor Official Plan Amendment application may include, but are not necessarily limited to, one or more of the following:

- (a) Affecting a small geographic area or single property;
- (b) Having little or no broader municipal planning implications;
- (c) A minor change to text or policies and/or schedules of the Plan;
- (d) ICI development up to 1,000 m² in gross floor area;
- (e) Residential development of 10 or fewer lots/units; and/or,
- (f) Any amendment determined to be Minor by the Director.

6. Part Lot Control Exemption Application or Extension

- 6.1. A Part Lot Control Exemption Application and an application for the Extension of the term of a Part Lot Control Exemption Bylaw shall be subject to the fees set out in the Town's Fees and Charges Bylaw.
- 6.2. A Part Lot Control Exemption Application is subject to the base fee provided for in the Town's Fees and Charges Bylaw plus the identified fees for each additional lot or unit.
- 6.3. An application for the extension of the term of a Part Lot Control Exemption Bylaw is subject to the base fee only.
- 6.4. The decision to pass or extend the term of a Part Lot Control Exemption Bylaw may be made by the Director.

7. Plan of Subdivision and/or Condominium

- 7.1. Applications for draft plan approval of Plans of Subdivision and/or Condominium are subject to the fees set out in the Town's Fees and Charges Bylaw.
- 7.2. Each Application for draft plan approval of a Plan of Subdivision or a Plan of Condominium is subject to the base application fee plus the identified fees per unit/lot/block.
- 7.3. A cap on the per unit/lot/block fee may be applicable.

7.4. The unit/lot/block fees set out in the Town's Fees and Charges Bylaw are to be charged only once upon the submission of concurrent applications for approval of a Plan of Subdivision and a Plan of Condominium.

7.5. Extension of Draft Plan Approval

- a) The decision to grant an extension of draft plan approval of a Plan of Subdivision or a Plan of Condominium may be made by the Director; and,
- b) An application for extension of draft plan approval must be submitted a minimum of three months prior to the lapsing date for any portion of the Plan of Subdivision or Plan of Condominium that will not be registered by the lapsing date.

7.6. Revise or Alter an Approved Draft Plan

- (a) An application is required for any revisions to an approved draft Plan of Subdivision and/or draft Plan of Condominium, including revisions to existing lots/units/blocks and the creation of new lots/units/blocks; and,
- (b) Where the requested revisions to an approved draft Plan of Subdivision and/or draft Plan of Condominium are considered by the Director not to be minor, the application for such revisions will be returned to Council for decision and additional administrative fees will be payable by the applicant for the circulation, staff report, and Council meeting.

7.7. Revise or Change Approved Conditions of Draft Plan Approval

- (a) An application is required for any changes to the approved conditions of draft plan approval of a Plan of Subdivision and/or Plan of Condominium;
- (b) Where the requested changes to the approved conditions of draft plan approval of a Plan of Subdivision and/or Plan of Condominium are considered by the Director not to be minor, the application for such changes will be returned to Council for decision and additional administrative fees will be payable by the applicant for the circulation, staff report, and Council meeting; and,
- (c) Application fees are exclusive of any financial security, administrative, or other fees set out in the subdivision or condominium agreement.

7.8. Draft Plan of Condominium Requesting Exemption

- (a) An application is required for any draft Plan of Condominium in respect of which an exemption from the processing requirements of Section 51 of the

Planning Act is sought pursuant to Section 9(7) of the Condominium Act; and,

- (b) Each Application for exemption in respect of a Plan of Condominium is subject to the base application fee set out in the Town's Fees and Charges Bylaw.

7.9. Preparation of Subdivision and/or Condominium Agreement

- (a) A request for the preparation of a Subdivision and/or Condominium Agreement must be accompanied by the required fees;
- (b) The preparation of the Agreement shall include its review, coordination, and execution, including all associated schedules, engineering and servicing requirements, securities, and conditions of approval;
- (c) Fees are payable for each Agreement and phase executed (e.g. earthworks, pre-servicing);
- (d) Fees are exclusive of any peer review, legal, financial security, registration, administrative, or external agency costs incurred by the Town; and,
- (e) A Subdivision and/or Condominium Agreement may be approved and executed by the Director.

7.10. Amendment to Subdivision and/or Condominium Agreement

- (a) A request for an amendment to a Subdivision and/or Condominium Agreement where no new lots, units, or blocks are created must be accompanied by the required fees;
- (b) The preparation of the amendment shall include its review, coordination, and execution; and,
- (c) Fees are exclusive of any peer review, legal, financial security, registration, administrative, or external agency costs incurred by the Town.

7.11. Amendment or Revisions to Agreement for Each Phase Subsequent to 1st Phase

- (a) A request for amendments to a Subdivision/Condominium Agreement beyond the first phase must be accompanied by the required fees;
- (b) The preparation of the amendments to the Agreement shall include the review, coordination, and execution of amendments, revisions, updates, or of additional Subdivision and/or Condominium Agreements associated with phased development beyond the initial phase of registration; and,

- (c) Fees are exclusive of any financial security, legal, administrative, peer review, or external agency costs incurred by the Town.

7.12. Compliance Certificate for Clearance of Conditions and Final Approval and Registration

- (a) A request for the second and each subsequent phase must be accompanied by the required fees.

7.13. Engineering Submission Review

- (a) Services provided include the review and processing of engineering submissions and supporting technical reports associated with subdivision and/or condominium applications, including but not limited to grading plans, servicing plans, stormwater management reports, transportation studies, functional servicing reports, erosion and sediment control plans, and related revisions/resubmissions;
- (b) Fees are exclusive of any peer review, third-party consulting, legal, financial security, administrative, or external agency costs incurred by the Town;
- (c) Engineering submission review fees are a percentage of the internal and external construction costs;
- (d) The fee payable at the time of the first submission is 1% of the estimated construction costs and the balance of the submission review fee is payable at the time of the third submission; and,
- (e) Each engineering submission beyond the third submission is subject to additional fees payable at the time of submission.

7.14. Engineering Plot Plan Review

- (a) Engineering plot plan review fees for single or semi-detached residential units apply to each lot/unit; and,
- (b) Engineering plot plan review fees for townhouses apply to each lot/unit.

8. Pre-consultation

- 8.1. Pre-consultation applications are subject to the fees set out in the Town's Fees and Charges Bylaw and may be considered as either Major Pre-consultation applications or Minor Pre-consultation applications.

8.2. Characteristics of a Major Pre-consultation application may include, but are not necessarily limited to, one or more of the following development proposals:

- (a) ICI;
- (b) Mixed-Use;
- (c) Residential development exceeding 4 units on a single lot; and,
- (d) Multiple lot development.

8.3. Minor Pre-consultation applications may include, but are not necessarily limited to, residential development of 4 units or fewer on a single lot.

8.4. Submission of a pre-consultation application is recommended to identify application requirements, supporting studies and potential issues early in the process.

9. Removal of Holding or "H" Zone Provision

9.1. Applications for removal of Holding or "H" Zone Provisions are subject to the fees set out in the Town's Fees and Charges Bylaw.

9.2. The decision to remove a Holding or "H" Zone Provision may be made by the Director.

9.3. Where the Director has referred the decision to remove a Holding or "H" Zone Provision back to Council, the difference in fees payable between an application decided by the Director and an application decided by Council shall be paid by the applicant prior to further processing of the application.

9.4. Where the Director has referred the decision to remove a Holding or "H" Zone Provision back to Council, the statutory timelines and procedures for the removal of a Holding or "H" Zone Provision will apply, and such timelines will commence on the date the additional fee has been received by the Town.

10. Site Plan Control

10.1. Applications for Site Plan Control are subject to the fees set out in the Town's Fees and Charges Bylaw.

10.2. Site Plan Control applications may be considered as either Major, Mid-Range, or Minor applications:

(a) Major Site Plan Control applications include:

- (i) Developments affecting multiple properties;
- (ii) ICI or mixed-use developments exceeding 1,000 m² of gross floor area;

- (iii) Re-development or expansion of an existing building exceeding 200 m² of gross floor area;
 - (iv) Residential buildings or developments exceeding 25 lots/units;
 - (v) Large scale recreational/commercial uses (e.g.: golf course, marina, resort, casino, etc.); and,
 - (vi) Any application determined to be Major by the Director.
- (b) Mid-Range Site Plan Control applications include:
 - (i) ICI or mixed-use developments exceeding 500 m², but not exceeding 1,000 m² of gross floor area;
 - (ii) Residential buildings or developments of more than 10 lots/units, but not exceeding 25 lots/units; and,
 - (iii) Any application determined to be Mid-Range by the Director.
- (c) Minor Site Plan Control applications include:
 - (i) Re-development or expansion of an existing building not exceeding 200 m² of gross floor area;
 - (ii) ICI or mixed-use developments with up to 500 m² of gross floor area; and,
 - (iii) Any application determined to be Minor by the Director.

10.3. Site Plan Control applications requiring technical review by the Town beyond the third submission are subject to additional fees for each subsequent submission.

10.4. A request to prepare a Site Plan Agreement shall be accompanied by the applicable fee payable.

10.5. A Site Plan Inspection fee is required and payable prior to execution of the Site Plan Agreement:

- (a) The Site Plan Inspection fee is based upon construction costs with a minimum fee of \$1,000.00; and,
- (b) The Site Plan Inspection fee is not subject to annual indexing based on the Consumer Price Index (C.P.I.).

10.6. A request to amend a Site Plan Agreement prior to registration shall be accompanied by a formal written request and the applicable fee payable.

10.7. Applications to amend a registered Site Plan Agreement may be considered as either Major, Mid-Range, or Minor Site Plan Amendments:

- (a) Characteristics of a Major Site Plan Amendment application include:

- (i) An expansion 60% or greater of the existing gross floor area; and,
 - (ii) Any amendment determined to be Major by the Director.
- (b) Characteristics of a Mid-Range Site Plan Amendment application include:
 - (i) An expansion 40% or greater but less than 60% of the existing gross floor area; and,
 - (ii) Any amendment determined to be Mid-Range by the Director.
- (c) Characteristics of a Minor Site Plan Amendment application include:
 - (i) An expansion greater than 20% but less than 40% of the existing gross floor area;
 - (ii) An extension to the duration of Site Plan Approval; and,
 - (iii) Any amendment determined to be Minor by the Director.

10.8.A request for a Minor/Temporary Use Agreement shall be accompanied by the applicable fee payable.

10.9 A Minor/Temporary Use Agreement is required for activities which do not require a registered Site Plan Agreement, which may include:

- (a) A model home agreement;
- (b) A sales office for a plan of subdivision / condominium; and,
- (c) Any activity determined to require an agreement by the Director.

10.10 A request to amend a Minor/Temporary Use Agreement shall be accompanied by a formal written request and the applicable fee payable.

11. Radiocommunication Tower Siting

11.1. Radiocommunication Tower Siting applications are subject to the fees set out in the Town's Fees and Charges Bylaw.

11.2. Applications for Radiocommunication Tower Siting must follow the Town's Antenna and Tower Siting Protocol, as amended, and applicants must formally request a Letter of Concurrence from Council.

12. Surplus Farm Dwelling Zoning Amendment

12.1. Surplus Farm Dwelling Zoning Amendment applications are subject to the fees set out in the Town's Fees and Charges Bylaw.

12.2. The decision on a Zoning Bylaw Amendment application for a surplus farm dwelling may be made by the Director.

12.3. Where the Director has referred the decision on a surplus farm dwelling application back to Council, the difference in fees payable between an application decided by the Director and an application decided by Council shall be paid by the applicant prior to further processing of the application.

12.4. Where the Director has referred the decision on a surplus farm dwelling application back to Council, the statutory timelines and procedures for a Zoning Bylaw Application will apply, and such timelines will commence on the date the additional fee has been received by the Town.

13. Temporary Use Bylaw Application or Extension

13.1. Temporary Use Bylaw applications or extension applications related to temporary uses are subject to the fees set out in the Town's Fees and Charges Bylaw.

13.2. The decision on a Temporary Use Bylaw or an application to extend a Temporary Use Bylaw may be made by the Director.

13.3. Where the Director has referred the decision on a Temporary Use Bylaw application back to Council, the difference in fees payable between an application decided by the Director and an application decided by Council shall be paid by the applicant prior to further processing of the application.

13.4. Where the Director has referred the decision on a Temporary Use Bylaw back to Council, the statutory timelines and procedures for a Zoning Bylaw Application will apply, and such timelines will commence on the date the additional fee has been received by the Town.

13.5. An application for an extension to a Temporary Use Bylaw shall be submitted three months prior to the lapsing date of the Temporary Use Bylaw.

14. Zoning Bylaw Amendment

14.1. Zoning Bylaw Amendment applications are subject to the fees set out in the Town's Fees and Charges Bylaw.

14.2. A Zoning Bylaw Amendment application may be considered as either a Major Zoning Bylaw Amendment or a Minor Zoning Bylaw Amendment.

14.3. A Major Zoning Bylaw Amendment is one which is considered to be significant in scale or scope, and which may have an impact beyond the subject lands. Characteristics of a Major Zoning Bylaw Amendment application may include, but are not necessarily limited to, one or more of the following:

- (a) Affecting a broad geographic area or multiple properties;

- (b) Broader municipal planning implications;
- (c) ICI development exceeding 1,000 m² in gross floor area;
- (d) Residential development exceeding ten (10) lots/units;
- (e) The creation of a new zone category;
- (f) A brownfield redevelopment site;
- (g) A site within an influence area/separation distance for an industrial use, mineral aggregate use, waste management facility, or communal/municipal sewage disposal facility;
- (h) Mixed-use zoning; and/or,
- (i) Any amendment determined to be Major by the Director.

14.4.A Minor Zoning Bylaw Amendment application is one which is considered to be small in scale and likely to have minimal or no impact beyond the subject lands. Characteristics of a Minor Zoning Bylaw Amendment application may include, but are not necessarily limited to, one or more of the following:

- (a) Affecting a small geographic area or individual site, or a property-specific change to one or more zone standards;
- (b) Addition of one or more permitted uses with no significant impact on existing development standards;
- (c) ICI development up to 1,000 m² in gross floor area;
- (d) A rezoning or change of standards for up to ten (10) residential lots/units;
- (e) Resulting from a lot addition or zone boundary adjustment; and/or,
- (f) Any amendment determined to be Minor by the Director.

14.5. Where an application is required to return to Council for consideration after two reports regarding the application have already been before Council, additional administrative fees are payable by the applicant for the additional meeting, circulation, and staff report.

General Provisions

15. Appeal fees

- 15.1. Appellants appealing the disposition of their planning applications shall pay to the Town the administrative referral fees, plus HST, as set out in the Town's Fees and Charges Bylaw.
- 15.2. Where an approval authority's decision on a planning application is appealed by a specified person or public body and the applicant seeks the Town's participation in the appeal, the applicant shall provide to the Town the appeal deposit provided for in the Town's Fees and Charges Bylaw, plus HST.
- 15.3. Appeal Deposits are specific to the type of application under appeal, being:
- (a) Major applications, including major Official Plan Amendments, major Zoning Bylaw Amendments, and Plans of Subdivision or Plans of Condominium; and,
 - (b) All other appeals.
- 15.4. Appeal Deposits shall be provided to the Town by an applicant whose application is under appeal by a specified person or public body upon receipt of a request seeking the Town's participation in an appeal, and shall be used to pay the Town's Consultant and Legal Costs related to the appeal, subject to the following:
- (a) Consultant and Legal Costs incurred by the Town above and beyond the amount of the deposit required will be invoiced to and payable by the applicant and are subject to an Administrative Fee of 15% plus HST; and,
 - (b) Should the fees incurred be less than the amount of deposit paid, the appropriate refund will be issued to the applicant.
- 15.5. Failure to pay the required Appeal Deposit, or to maintain the Deposit as required, may result in the Town's refusal to provide services in support of the appeal.

16. Consultant and legal costs

- 16.1 The Town may engage consultants to conduct reviews (e.g. peer reviews) and evaluate studies, in which case the costs incurred, together with a 15% administrative fee plus HST, will be charged back to the applicant.
- 16.2 All Town-incurred legal costs associated with the processing of any application at any stage, including, but not necessarily limited to, the review and/or preparation of any related documents, agreements, etc. shall be paid in full by the applicant. A

15% administrative fee plus HST will also be applied.

17. Discount for concurrent applications

- 17.1 A 10% discount on each base application fee shall be applied to concurrent applications for Official Plan Amendment, Zoning Bylaw Amendment, Plan of Subdivision, Plan of Condominium, and/or Plan of Condominium requesting Exemption.

18. File maintenance fee

- 18.1 Where an application has been dormant for a period of twelve (12) months from the date of the last transaction by the applicant or by the Town, a file maintenance fee shall be required to keep the application open.
- 18.2 The applicant will be invoiced for the file maintenance fee. Failure to pay the file maintenance fee will result in the application being administratively closed.
- 18.3 Where an applicant wishes to re-activate an application after it has been administratively closed, the file maintenance fee shall be required in addition to any fee increases applicable at the time of payment.

19. Refunds

- 19.1 Should an applicant who withdraws an application submitted pursuant to this bylaw desire a refund of the application fee paid for that application, such applicant must submit a refund request in writing to the Director or designate, which request may be considered in accordance with the following:
- (a) Up to 90% of the application fee may be refunded where the application is withdrawn by the applicant within ten (10) days of the application being deemed complete and prior to circulation to commenting departments and agencies;
 - (b) Up to 50% of the application fee may be refunded where the application is withdrawn by the applicant after circulation but prior to the preparation of staff reports, agreements, and/or bylaws; and,
 - (c) No refund shall be provided after staff reports or bylaws have been prepared or after a public meeting has been held, or a decision on the application has been given.
- 19.2 Notwithstanding the above, the Director or designate may vary or refuse a refund having regard to the status of the application, the amount of work completed by the Town, costs incurred, and any other relevant considerations.

20. Interpretation and implementation

20.1 No application or service in respect to planning matters will be acknowledged or considered complete or undertaken until the person submitting the application or requiring the service has paid the necessary fee or deposit.

20.2 Any planning application submitted prior to the passing of this bylaw for which the processing has been held in abeyance by the Town or at the request of the applicant as a result of the lack of availability of servicing allocation and/or any other reason making it premature for the application to be processed, shall be required to pay the difference between the fee previously submitted and the current fee required under the Town's Fees and Charges Bylaw. In addition, a File Maintenance Fee shall be required to re-activate an application which has been held in abeyance for a period of twelve (12) months or greater.

20.3 The Director may:

- (a) Define and determine the appropriate category upon which any application is submitted;
- (b) Reduce or waive any fee normally required in the Town's Fees and Charges Bylaw due to extenuating circumstances or as a result of errors or omissions in the administration of this bylaw and/or Planning Act processes; and,
- (c) Reduce any fee normally required in the Town's Fees and Charges Bylaw due to review efficiencies achieved in the case of a development proposal with 10 or fewer units/lots requiring two or more applications including a Plan of Subdivision or Condominium (e.g., Official Plan Amendment, Zoning Bylaw Amendment).

21. Severability and conflict

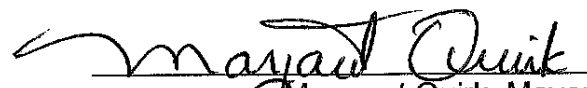
21.1 Should a court of competent jurisdiction declare any provision of this bylaw to be invalid or of no force and effect, such provision shall be deemed severable from this bylaw, and it is the intention of the Council of the Town that the remainder of this bylaw shall survive and be applied and enforced in accordance with its terms to the extent possible under the law.

21.2 Where the provisions of this bylaw conflict with the provisions of any other bylaw or statute, the more restrictive provisions shall apply.

22. Coming into force

22.1 This bylaw comes into full force and effect on the 1st day of July, 2026.

READ AND ENACTED this 17th day of June, 2026.


Margaret Quirk, Mayor


Rachel Dillabough, Town Clerk