



THE CORPORATION OF THE TOWN OF ERIN

By-Law # 25 – 06

A By-law to provide for the establishment of fees to be charged in the processing of applications made in respect of Planning and Development matters, and to repeal By-laws 01-28, 19-56, 22-35, and 23-31.

Whereas, pursuant to Section 69(1) of the *Planning Act*, R.S.O 1990, c. P. 13, as amended, the council of a municipality may by by-law prescribe a tariff of fees for services and the processing of applications made in respect of planning matters;

And Whereas, the Council of The Corporation of the Town of Erin deems it desirable and expedient to update the current fee system for planning application types and related services;

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

1. DEFINITIONS:

1.1 In this By-law:

“Act” means the *Planning Act*, R.S.O 1990, c. P. 13, as amended, or any successor thereto,

“Council” means the Council of the The Corporation of the Town of Erin.

“Town” means The Corporation of the Town of Erin.

2. TARIFF OF FEES AND PROCESSING COSTS:

2.1 A Tarriff of Fees and Processing Costs are hereby established for the processing of development applications made pursuant to the Act and are set out in Schedules “A” and “B” attached hereto and forming part of this By-law.

2.2 Payment of all fees is due at the time the applicable application is made or service request is submitted and shall be submitted in a form of payment acceptable to the Town.

2.3 The fees provided pursuant to this By-law in Schedules “A” and “B” shall be adjusted annually, without further amendment to this By-law, commencing on January 1st of each year, in accordance with the Statistics Canada Consumer Price Index.

3. DEPOSIT:

3.1 Every applicant shall pay the prescribed deposit relating to the application submitted as set out in Schedule "A" attached hereto.

3.2 All monies paid as deposits to the Town pursuant to Schedule "A" shall be held by the Town until final disposition of the planning application.

3.3 The deposit monies shall only be refunded upon final disposition of the planning application, including all appeals related thereto.

3.4 The Town from time to time shall submit invoices to the applicant for applicable costs as set out in Schedule "B" attached hereto. In the event that an applicant does not pay the amount of the invoice within (30) days of the date of such

invoice, the Town may pay the amount of such outstanding invoices from the said deposit monies and the Town shall not be obligated to further process the application until the applicant has paid sufficient funds to replenish the required deposit.

4. GENERAL:

- 4.1 This By-law may be referred to as the “Planning Services Rates and Fees By-law”.
- 4.2 Notwithstanding the Tarriff of Fees established under this By-law, Council may, at their discretion, reduce the amount of or waive the requirement for the payment of fees where Council is satisfied that it would be unreasonable to require payment in accordance with the approved Tarriff of Fees.
- 4.3 That where the provisions of this By-law may conflict with any other By-law, this By-law shall prevail.
- 4.4 That should any part of the By-law, including any part of the schedules attached hereto be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the schedules attached hereto, as applicable, shall continue to operate and to be in force and effect.
- 4.5 That By-law 01-28, as well as the amending By-laws 19-56, 22-35, and 23-31 are hereby repealed and replaced with this By-law.
- 4.6 And that this By-law shall come into force and take effect upon the day of its passing.

Passed in open Council on February 13, 2025.

Mayor, Michael Dehn

Town Clerk, Nina Lecic

Town of Erin

By-law 25-06 Schedule "A"

Tariff of Fees and Applicable Deposits

Application Type	2025 Rates ¹	
	Administrative (Non-refundable)	Deposit ²
Draft Plan of Condominium	\$5,000.00	\$8,000.00
Plan of Condominium Exemption	\$3,000.00	N/A
Official Plan Amendment (Major)	\$10,000.00	\$5,000.00
Official Plan Amendment (Minor)	\$4,000.00	\$2,500.00
Zoning By-Law Amendment (Major)	\$8,000.00	2,000.00
Zoning By-Law Amendment (Minor)	\$2,500.00	\$1,000.00
Zoning By-law Amendment - Aggregate	\$5,150.00	\$2,000.00
Standard Site Plan Application	\$8,000.00	\$5,000.00
Partial Site Plan Application	\$4,000.00	\$2,500.00
Expedited Site Plan Approval	\$515.00	N/A
On-Farm Diversified Use Site Plan Application	\$1,500.00	\$500
Plan of Subdivision (Draft or Otherwise) Base Fee	\$7,500.00	\$10,000.00
Plan of Subdivision (Draft or Otherwise) Per Unit Fee	\$300.00	N/A
Subdivision Agreement Amendment	\$2,060.00	\$2,000.00
Committee of Adjustment/ Minor Variance	\$900.00	N/A
Part Lot Control and Part Lot Exemption By-law	\$1,500.00	\$2,000.00
Part Lot Control per unit fee for Residential	\$300.00	N/A
Temporary Use Extension	\$1,030.00	N/A
Major Recirculation re: Draft Approval Lapse	\$1,545.00	\$1,000.00
Major Recirculation re: Design Revision by Applicant	\$1,545.00	\$1,000.00
Holding Zone Removal By-law	\$515.00	\$1,000.00
Consent Review and Condition Clearances	515.00	N/A
Zoning Review Meeting	N/A	N/A
Pre-Consultation Meeting (Level 1)	\$1,000.00	\$500.00
Pre-Consultation Meeting (Level 2)	\$650	\$250.00
Deeming By-law	\$515.00	N/A
Additional Public Information Meeting	\$515.00	N/A
Grading Security (per residential lot) ³	-	\$5,000 .00 ³
Grading and Lot Siting Approval (per residential lot)	\$515.00	N/A
Request for Municipal Address Change	\$206.00	N/A
Development Agreement Creation ⁴	\$2,060.00	\$2,000.00
Disposal of Surplus Land	\$515.00	\$2,000.00
Encroachment Agreement	\$2,060.00	\$2,000.00
Property Information Report	\$77.25	N/A
Zoning Certificate/Letter	\$77.25	N/A
Request for Review of Property File (per address) ⁵	\$36.05	N/A
Creation of Neighbour Notification List	\$77.25	N/A
Heritage Property Review and Registration Coordination ⁶	\$515.00	\$1,000.00

Notes:

1. Most planning fees are exempt from HST. Fees which are not exempt are subject to 13% HST.
2. A deposit fee is collected to offset disbursements associated with application. The refundable amount will be reimbursed depending on the chargeable expenses incurred by the Town. All chargeable expenses incurred by the Town are payable by the applicant/owner if deposit funds are insufficient.
3. Deposits remaining, after chargeable expenses, are fully refundable upon completion of project and/or as per applicable agreement stipulations.
4. Development agreement creation includes, but not limited to, plan of subdivision agreements, development and site plan control agreements, service financing agreements, cash-in-lieu of parking agreements.
5. Request for **review** of physical or digital property file which does not require an application through the Municipal Freedom of Information and Protection of Privacy Act, R.S.O . 1990.
6. Fees for heritage property research, preparation of report, council presentation and administration of registration will be billed at cost to the applicant.
7. The Town may require pre-consultation for other development applications such as minor variance applications.

Any fees not included in Table 1 for planning applications and/or developments, post approval revisions, equivalents, inspections outside of normal working hours, additional meetings and all other expenses incurred that are authorized by the Chief Building Official will be charged at the rate of \$100.00 per staff member, per hour.

Town of Erin

**By-law 25-06
Schedule "B"**

Processing Costs

A) Fee payable for services provided by the Municipality's Planning Consultants with respect to the application	at cost
B) Fee payable for services provided by the Municipality's Solicitor	at cost
C) Fee payable for services provided by the Municipality's Consulting Engineers	at cost
D) Charge for publication in newspapers having local circulation	at cost
E) Mileage charges	\$0.70 cents per km.