



BY-LAW NO. 2025-0049

A By-law to amend Appendix A to User Fee By-law 2024-0087

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality may pass by-laws imposing fees or charges on any class or persons;

AND WHEREAS the Planning Act, R.S.O., 1990, c. P.13, as amended, provides that a municipality may pass by-laws imposing tariffs, fees and charges;

AND WHEREAS on November 18, 2024, Council for the Town of Halton Hills approved Report No. CS-2024-035, dated October 11, 2024, in which certain recommendations were made relating to the 2025 Rates and Fees;

AND WHEREAS on May 26, 2025, Council for the Town of Halton Hills approved Report No. PD-2025-023, dated April 15, 2025, in which certain recommendations were made relating to amending the Transportation & Public Works and Planning & Development Fees for 2025.

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:

1. THAT Appendix A to By-law 2024-0087, be amended to replace the Engineering – General and Engineering – Site Alteration Permit Fees tables of the Transportation & Public Works Fees with those outlined in Appendix A attached hereto and forming part of this by-law, and that the amended fees be implemented and take effect on July 1, 2025.
2. THAT Appendix A to By-law 2024-0087, be amended to replace the Planning & Development Fees with those outlined in Appendix A attached hereto and forming part of this by-law, and that the amended fees be implemented and take effect on July 1, 2025.
3. THAT such services and activities will not be provided until payment of the appropriate fee or charge has been received.
4. THAT payment of any fee or charge in this By-law shall be in Canadian currency.
5. THAT interest be added to rates, fees and charges including any collection costs, that are due and unpaid after 30 days at the rate of 1.25% per month.
6. THAT By-law 2024-0087 is hereby amended as it relates to the Transportation & Public Works and Planning & Development Fees, effective the date that the new fees are implemented as outlined in Appendix A of this By-law.

BY-LAW read and passed by the Council for the Town of Halton Hills this 26th day of May, 2025.

Originally Signed By:

MAYOR – ANN LAWLOR

Originally Signed By:

TOWN CLERK – VALERIE PETRYNIAK

APPENDIX A

Transportation & Public Works Fees

Engineering - General											
UPDATED	Annual Municipal Access Agreement	Each	Taxable	13%	\$ 5,547.46	\$ 721.17	\$ 6,268.64	\$ 5,714.00	\$ 742.82	\$ 6,456.82	3.00%
	Benchmark Manual (survey tech)	Each	Taxable	13%	\$ 24.73	\$ 3.21	\$ 27.93	\$ 25.47	\$ 3.31	\$ 28.77	3.00%
	Benchmark Tablet	Each	Taxable	13%	\$ 57.35	\$ 7.45	\$ 64.80	\$ 59.07	\$ 7.68	\$ 66.74	3.00%
	Benchmark; Cash in Lieu of Benchmark	Each	Taxable	13%	\$ 2,666.03	\$ 346.58	\$ 3,012.61	\$ 2,746.01	\$ 356.98	\$ 3,102.99	3.00%
UPDATED	Engineering Review fee of Planning Application after fourth submission	Per Submission	Taxable	13%	\$ 1,087.74	\$ 141.41	\$ 1,229.14	\$ 1,699.00	\$ 220.87	\$ 1,919.87	56.20%
UPDATED	Engineering Staff time during regular working hours. Other expenses may be applied	\$/hr + 15% Admin Charge	Taxable	13%	\$ 79.98	\$ 10.40	\$ 90.39	\$ 104.00	\$ 13.52	\$ 117.52	30.00%
UPDATED	Engineering Staff time before or after regular working hours. Other expenses may be applied	\$/hr + 15% Admin Charge	Taxable	13%	\$ 127.97	\$ 16.64	\$ 144.61	\$ 155.00	\$ 20.15	\$ 175.15	21.10%
NEW	Additional Review of submitted material after second submission	per submission	Taxable	13%	\$ -	\$ -	\$ -	\$ 619.00	\$ 80.47	\$ 699.47	
NEW	Additional Inspections after second inspection	per inspection	Taxable	13%	\$ -	\$ -	\$ -	\$ 426.00	\$ 55.38	\$ 481.38	
NEW	Entrance Permit - New driveway	Per driveway	Taxable	13%	\$ -	\$ -	\$ -	\$ 676.00	\$ 87.88	\$ 763.88	
NEW	Entrance Permit - Driveway widening	Per driveway	Taxable	13%	\$ -	\$ -	\$ -	\$ 310.00	\$ 40.30	\$ 350.30	
	Interim Security Reduction Processing Fee for Site Plan (includes 1 Inspection)	Per Request (non-refundable)	Exempt	0%	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	0.00%
	Interim Security Reduction Processing Fee for Subdivision (includes 1 Inspection)	Per Request (non-refundable)	Exempt	0%	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	0.00%
	License Agreement	Admin Fee + 15% of Est. Value of Works and/or Infrastructure	Taxable	13%	\$ 533.21	\$ 69.32	\$ 602.52	\$ 549.20	\$ 71.40	\$ 620.60	3.00%
	Lot Grading Resubmission	Per Resubmission	Exempt	0%	\$ 262.70	\$ -	\$ 262.70	\$ 270.58	\$ -	\$ 270.58	3.00%
	Lot Servicing Inquiry	Each	Exempt	0%	\$ 128.78	\$ -	\$ 128.78	\$ 132.65	\$ -	\$ 132.65	3.00%
UPDATED	Municipal Consent Application Review Fee	Per one road segment up to 500m in length	Taxable	13%	\$ 240.74	\$ 31.30	\$ 272.03	\$ 418.00	\$ 54.34	\$ 472.34	73.60%
	Request for Staged Assumption for Subdivision Plan	Per Request (non-refundable)	Exempt	0%	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	0.00%
NEW	Excavation Permit for single location and short duration. Includes occupying lane(s)	Admin Fee	Taxable	13%	\$ -	\$ -	\$ -	\$ 1,532.00	\$ 199.16	\$ 1,731.16	
NEW	Excavation Permit for Multiple locations or long duration. Includes occupying lane(s).	Admin Fee	Taxable	13%	\$ -	\$ -	\$ -	\$ 3,915.00	\$ 508.95	\$ 4,423.95	
NEW	Excavation Permit extension. Request to be made before expiration	Each request	Taxable	13%	\$ -	\$ -	\$ -	\$ 1,223.00	\$ 158.99	\$ 1,381.99	
NEW	Construction Administration Fee for Excavation Permit Agreement. Does not include agreement preparation Fee	Based on 3.5% construction value			\$ -	\$ -	\$ -				
	Road Needs Study	Each	Taxable	13%	\$ 106.75	\$ 13.88	\$ 120.62	\$ 109.95	\$ 14.29	\$ 124.24	3.00%

UPDATED	Storm Sewer Connection Permit not subject to a planning application	Per Connection	Exempt	0%	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	0.00%
	Stormwater Management Study	Each	Taxable	13%	\$ 65.30	\$ 8.49	\$ 73.79	\$ 67.26	\$ 8.74	\$ 76.00	3.00%
NEW	Engineering Administration Fee for Temporary Encroachment or Development Agreement within the Road Allowance with No Impact to existing infrastructure.	Base fee only. Agreement preparation Fee is separate.	Exempt	0%				\$ 1,000.00	\$ -	\$ 1,000.00	
NEW	Engineering Administration Fee for Temporary Encroachment or Development Agreement within the Road Allowance with New Infrastructure or Modifications to Existing Infrastructure	Base fee plus 15.0% of construction value. Agreement preparation Fee is separate.	Exempt	0%				\$ 1,000.00	\$ -	\$ 1,000.00	
NEW	Site Plan Construction Administration Fee for Commercial, Industrial or Institutional	Base fee plus \$0.44 per spare meter of building area	Exempt	0%				\$ 5,000.00	\$ -	\$ 5,000.00	
NEW	Site Plan Construction Administration Fee for Residential	Base fee plus \$509.00 per residential unit	Exempt	0%				\$ 5,000.00	\$ -	\$ 5,000.00	
NEW	Subdivision Construction Administration Fee	12.10% for the value of construction between \$0 to \$500,000	Exempt	0%					\$ -	\$ -	
		10.20% for the value of construction between \$500,001 to \$1,500,000	Exempt	0%					\$ -	\$ -	
		8.4% for the value of construction between \$1,500,001 to \$2,500,000	Exempt	0%					\$ -	\$ -	
		3.00% for the value of construction between \$2,500,001 and above.	Exempt	0%					\$ -	\$ -	

Site Plan Application (SPA)	2025 Rates (Base Fee)	2025 Rates (Effective July 1, 2025)									
		Base Fee	Variable Fee								
			Per Residential Unit				Per Non-Residential Sq. M. GFA				
			0-25	26-100	101-200	201-1,000+	0-5,000	5,001 - 20,000	20,001 - 45,000	45,001 - 100,000	
<u>SPA Fee</u>											
Standard	\$ 14,039	\$ 40,000	\$ 550	\$ 300	\$ 250	\$ 200	\$ 3.00	\$ 2.50	\$ 2.00	\$ 1.00	
Secondary	-	\$ 20,000	\$ 550	\$ 300	\$ 250	\$ 200	\$ 3.00	\$ 2.50	\$ 2.00	\$ 1.00	
Minor and/or Technical	\$ 10,232	\$ 10,500									
SPA Revision Fee	20% of full fee (\$5,522 minimum)	35% of full fee (\$5,522 minimum)									
SPA Extension Fee	\$ 1,281	\$ 1,399									
SPA Agreement	\$ 5,843	\$ 5,843									

Subdivision (SUB)	2025 Rates (Base Fee)	2025 Rates (Effective July 1, 2025)									
		Base Fee	Variable Fee								
			Per Residential Unit				Per Non-Residential Hectare				
			0-25	26-100	101-200	201-1,000+	0-1	1-10	10-20	20-40	
<u>SUB Application Fee</u>											
Standard	\$ 27,682	\$ 65,000	\$ 800	\$ 700	\$ 600	\$ 204	\$ 5,713	\$ 5,083	\$ 3,999	\$ 3,428	
Minor and/or Technical, Administrative	\$ 27,682	\$ 28,200									
<u>SUB Final Approval Fee</u>											
Standard	\$ 19,418	\$ 20,000									
Minor and/or Technical, Administrative	\$ 3,280	\$ 3,500									
SUB Revision Fee	23% of full fee (\$2,720 minimum)	21% of full fee (\$7,542 minimum)									
<u>SUB Extension of Draft Approval Fee</u>											
Council	\$ 4,194	\$ 4,194									
Staff (Maximum 1 Year Extension)	\$ 1,048	\$ 1,048									
SUB Agreement	\$ 7,215	\$ 7,215									

Condominium (CDM)	2025 Rates	2025 Rates July 1, 2025
		Base Fee
CDM Application Fee	\$ 32,056	\$ 40,816
<u>CDM Final Approval Fee</u>		
Primary	\$ 20,466	\$ 26,059
Secondary	\$ 6,559	\$ 8,351
CDM Revision Fee	35% of full fee (\$7,542 minimum)	35% of full fee (\$7,542 minimum)
<u>CDM Extension of Draft Approval Fee</u>		
Council	\$ 3,729	\$ 4,748
Staff (Maximum 1 Year Extension)	\$ 829	\$ 1,056
CDM Conversion or Exemption Fee	\$ 31,274	\$ 39,820
CDM Agreement	\$ 7,215	\$ 9,187

Part Lot Control Exemption (PLC)	2025 Rates	2025 Rates July 1, 2025	
		Base Fee	
PLC Application Fee	\$ 7,615	\$	7,615
PLC Extension Application Fee	\$ 1,531	\$	1,531
PLC By-Law Preparation and Registration Fee	\$ 2,057	\$	2,057
PLC Extension of By-Law Fee	\$ 2,057	\$	2,057

Consent (CON)	2025 Rates	2025 Rates July 1, 2025	
		Base Fee	
CON Application Fee	\$ 11,428	\$	14,143
Fee Per Additional Lot	-	\$	1,500
CON Minor App. Fee (Lot Line Adjustment, Easement)	\$ 5,336	\$	6,603
CON Revision Fee	\$ 3,120	\$	3,861
CON Post Approval (Certification) Fee	\$ 3,148	\$	3,896
Consent Agreement	\$ 7,215	\$	8,929
Common Ownership Agreement	\$ 2,230	\$	2,760

Minor Variance (MV)	2025 Rates	2025 Rates July 1, 2025	
		Base Fee	
MV Application Fee	\$ 6,571	\$	6,571
MV Minor Residential Application Fee	\$ 3,280	\$	3,280

Legal Fees	2025 Rates	2025 Rates July 1, 2025		
		Base Fee	13% HST	Fee Incl. HST
Development Charges Deferral Agreement	\$ 849.75	\$ 849.75	\$ 110.47	\$ 960.22
Conditional Building Permit Agreement	\$ 2,689	\$ 2,689		
Conditional Building Permit Agreement Amendment	\$ 1,232	\$ 1,232		
Development Agreement Misc				
Precedent	\$ 5,379	\$ 7,282		
No Precedent	\$ 16,005	\$ 17,908		
Encroachment Agreement	\$ 3,936	\$ 3,936		
License or Lease Agreement	\$ 5,116	\$ 5,116		
License or Lease Renewal or Extension	\$ 3,936	\$ 3,936		
Model Home Agreement	\$ 2,689	\$ 2,689		
Non-Development Agreement Misc	\$ 3,936	\$ 3,936		
Pre-Servicing Agreement	\$ 5,379	\$ 7,176		
Compliance Letter	\$ 310	\$ 310		
Compliance Statement, Release or Deletion of Registered Instruments	\$ 290	\$ 290		
1 Instrument				
Each Additional Instrument	\$ 84	\$ 84		
Coordination of Disposition of Town Lands	\$ 1,177	\$ 1,177		
Dedication By-Laws - Reserves or Assumptions	\$ 2,624	\$ 2,624		
Deeming By-Law Fee	\$ 4,584	\$ 4,584		

Other Applications	2025 Rates	2025 Rates July 1, 2025	
		Base Fee	
NEC Plan Amendment / Major Dev. Permit Review Fee	\$ 22,830	\$	22,830
MOECC or MNRF Permit or License Review Fee			
Major (Fee Per Hectare)	\$ 6,298	\$	6,298
Minor	\$ 6,298	\$	6,298

Other Fees	2025 Rates	2025 Rates (Effective July 1, 2025)		
		Base Fee	13% HST	Fee Incl. HST
Archived File Retrieval	\$ 42.00	\$ 37.17	\$ 4.83	\$ 42.00
Newspaper Public Meeting Notice	\$ 509.00	\$ 509.00	\$ 66.17	\$ 575.00
Research Request - Staff Time x 1.5 Hourly Rate	\$ 35.40	\$ 35.40	\$ 4.60	\$ 40.00
Administration Fee	\$ 1,080	\$ 1,080		
Council Special Consideration	\$ 1,729	\$ 1,729		
Heritage Compliance Letter	\$ 150	\$ 150		
Validation of Title	\$ 2,769	\$ 2,769		

Photocopying, Printing & Mapping Request	2025 Rates	2025 Rates (Effective July 1, 2025)		
		Base Fee	13% HST	Fee Incl. HST
Base Maps 11" x 17" (Each)	\$ 17.00	\$ 15.04	\$ 1.96	\$ 17.00
Base Maps 24" x 36" (Each)	\$ 24.00	\$ 21.24	\$ 2.76	\$ 24.00
Custom Map or Maps/ Documents USB (Each)	\$ 50.00	\$ 44.25	\$ 5.75	\$ 50.00
Miscellaneous Maps	\$ 16.00	\$ 14.16	\$ 1.84	\$ 16.00
Official Plan or Zoning Maps 11" x 17" (Each)	\$ 16.00	\$ 14.16	\$ 1.84	\$ 16.00
Photocopy & Printing Documents (Per Page)	\$ 0.50	\$ 0.44	\$ 0.06	\$ 0.50

Documents For Sale	2025 Rates	2025 Rates (Effective July 1, 2025)		
		Base Fee	13% HST	Fee Incl. HST
Town of Halton Hills Official Plan (April 2024)	\$ 142.00	\$ 125.70	\$ 16.30	\$ 142.00
Policy Planning Study	\$ 40.00	\$ 35.40	\$ 4.60	\$ 40.00
Scoped Subwatershed Studies	\$ 108.00	\$ 95.58	\$ 12.42	\$ 108.00
Zoning By-Law 2010-0050 (December 2020)	\$ 145.00	\$ 128.35	\$ 16.65	\$ 145.00

PROVISIONS:

1. The Commissioner of Planning & Development shall:
 - a) be responsible for the administration of the Planning & Development Fees;
 - b) determine the appropriate application of any Planning & Development fees described or set out in the Town's Rates and Service Charges By-law or Schedules to the By-law; and
 - c) ensure compliance with provincial legislative requirements, including but not limited to, completing and submitting any required filings and documentations to satisfy approval and requirements under the Planning Act.

 2. The Commissioner of Planning & Development may:
 - a) make regulations and impose conditions deemed necessary for any submitted application;
 - b) define and determine the appropriate category upon which any application is submitted; and
 - c) vary or reduce any Planning & Development fee in accordance with the provisions of this By-law.

 3. The following rules apply to the reduction of Planning & Development fees:
 - a) The Commissioner of Planning & Development may, in the interest of economic development, reduce any Planning & Development fees up to 50% (fifty percent) for:
 - i. federal, provincial, regional and local governments; and
 - ii. medical offices, special needs housing or not-for-profit low or moderate income/affordable housing projects.
 - b) The Commissioner of Planning & Development shall reduce any Planning & Development fees by 50% (fifty percent) for:
 - i. industrial, commercial and office uses in the designated General Employment Areas of Acton or Georgetown, excluding any retail uses otherwise not permitted in the Town's Official Plan.
 - c) Any Planning & Development fees may be appealed to Council.

 4. Every person applying for a planning application or services as outlined in the Planning Act shall:
 - a) Complete and submit the application form(s) as may be provided from time to time by the Commissioner of Planning & Development;
 - b) Submit the fees as set out in the Town of Halton Hills Rates and Services By-law or varied by Schedules to the By-law; and
 - c) Provide all documentation as required under the Planning Act and this By-law.
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- A. Planning Act means the Planning Act, R.S.O. 1990, c. P.13, as amended, including all Regulations enacted thereto;
 - B. Applicant means any owner of land or their authorized representative applying for a planning application, or person requesting a service as outlined in this By-law;
 - C. Town means the Corporation of the Town of Halton Hills;
 - D. Council means the Council of the Corporation of the Town of Halton Hills; and
 - E. Commissioner of Planning & Development means the Commissioner of Planning & Development or designate, and the Directors of Development Review and Planning Policy.

NOTES:

1. Payment of Fees: All fees shall be paid at the time the application or request is made, unless otherwise noted, as determined by the Commissioner of Planning & Development.
2. Combined Application Fees: Alternate combined application fee calculations may be applied by the Commissioner of Planning & Development, where deemed appropriate, based on the scale of the development project. Examples of alternate combined fee calculations may include:
 - Where a Subdivision (SUB) application is filed concurrently with an Official Plan Amendment (OPA) and/or Zoning By-law Amendment (ZBA) application, but the SUB is secondary to the approvals sought through the OPA and/or ZBA, the fee will be calculated based upon the OPA and/or ZBA being the primary applications and only the SUB Base Fee will be required.
 - Where Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) applications are filed concurrently, but the OPA is seeking modest amendments to the Official Plan or is secondary to the approvals sought through the ZBA, the fee will be calculated based upon the ZBA being the primary application and only the OPA Base Fee will be required.
3. Variable Fees: The Variable Fee Per Residential Unit shall be applied to any dwelling unit. For residential uses that propose other types of units not defined as “dwelling units” under the applicable Zoning By-law (e.g. residential care facility suites or rooms), the Variable Fee Per Residential Unit shall still apply.

For each Variable Fee the appropriate rate shall apply to each range of dwelling units or non-residential hectare/sq.m. of GFA (eg. \$550 for each unit between 0-25; \$300 for each unit between 26-100, etc.)

4. Minor and/or Technical Fee: The Commissioner of Planning & Development may apply the Minor and/or Technical Fee to any Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA), Subdivision (SUB) or Site Plan (SPA) applications where cost savings are identified due to:
 - consolidated application processing not currently identified in this By-law;
 - no technical studies are required to be submitted; and/or
 - other circumstances that could result in reduced staff effort in processing an application.

Applicants must attend a pre-consultation meeting with Town staff and/or must prove that the processing cost of a complete application for Town staff will be significantly less than that required to process a Standard application.

5. Official Plan Amendment Urban Boundary Expansion: The fee for an Official Plan Amendment (OPA) seeking to expand the Town of Halton Hills Urban Boundary shall include any peer review consultant costs to review materials submitted in support of the application when the proposal is for 50 hectares or less. Any Official Plan Amendment application for lands greater than 50 hectares may require additional fees to cover any peer review consultant costs.
6. Administrative Zoning By-law Amendment Fee: The Administrative Zoning By-law Amendment (ZBA) fee shall be applied, where deemed appropriate by the Commissioner of Planning & Development, in circumstances where no land use change is being proposed but a Minor Variance (MV) application is not considered the appropriate process to consider the proposal.
7. Holding Removal Fees: Major, Standard and Minor Holding Removal Application Fees are distinguished by the scale of the development project and/or the complexity of the conditions of the Holding Provision that must be satisfied, as determined by the Commissioner of Planning & Development.

Special Holding Removal Application Fees apply where the Town Official Plan Policies require the implementation of a development control (ie. floodplain areas), as determined by the Commissioner of Planning & Development.
8. Site Plan Standard vs. Secondary Fees: The Secondary Site Plan (SPA) Fee applies to a Site Plan application filed:
 - concurrently with Official Plan Amendment (OPA) and/or Zoning By-law Amendment (ZBA) applications;
 - within 1 year of the date of a development project having obtained approval for an Official Plan Amendment (OPA) and/or Zoning By-law Amendment (ZBA); or
 - Commercial or retail uses under 2,500 m² located outside of the Premier Gateway Employment Area.

The Standard Site Plan (SPA) Fee applies to all other Site Plan applications where the primary review of the development proposal occurs through the Site Plan Control process.

9. Subdivision Administrative Fee: The Administrative Subdivision (SUB) Fee applies where the Subdivision application is required to enable the creation of lots or dwelling units through other applications such as Condominium or Part Lot Control.
10. Condominium Final Approval Secondary Fee: The Secondary Condominium (CDM) Final Approval Fee applies where the Condominium application is secondary to other planning applications, and therefore less work is required to finalize the condominium approval, as determined by the Commissioner of Planning & Development.
11. Peer Review: The Town of Halton Hills may require the review of reports, drawings or other materials relating to an application by an outside peer review consultant. The Applicant will be responsible for the payment of any fees required to complete the peer review, as determined by the Commissioner of Planning & Development.
12. Legal Fees: Additional legal fees, where required, will be borne by the Applicant unless otherwise specified.
13. Administration Fee: The Administration Fee (Other Fees Section) is calculated annually on files that have been inactive over the preceding 12 months. Application activity is defined as the exchange of documentation such as required plans and/or studies that address and satisfy municipal standards and review comments for the purposes of advancing an application to a decision point or approval. Failure to submit the applicable Administration Fee within 30 days of written notice may result in the closure of the application, as determined by the Commissioner of Planning & Development.
14. Refund Policy: Refunds for withdrawn applications are at the discretion of the Commissioner of Planning & Development. All requests for refunds must be made in writing to the Commissioner of Planning & Development. Refund requests will be evaluated on the following criteria:
 - Withdrawal of an application prior to circulation to commenting departments and agencies;
 - Withdrawal of an application during or after circulation but prior to any statutory public meeting, preparation of staff reports or drafting of agreements or by-law; and
 - Where an application is appealed to the Ontario Land Tribunal (OLT), at any point in the application process, no refund of fees shall be provided.