

## Department 50 – Planning

---

### Overview

This department includes revenues and expenditures relating to the processing of planning applications, committee of adjustment applications and customer information requests.

### Revenues

Revenue in this department comes from taxation and the Planning Act application fees for Zoning By-law amendments, site plan approval, minor variances, etc.

The budget includes increases to a small number of specific application fees as well as a general CPI increase on the remaining fees. These increases were approved by Council on December 11, 2025. The fee model is intended to collect an appropriate amount of the cost to provide planning services from the applicants using the service rather than by the general taxpayer. While there has been a phased in increase of fees over the past 4 years, Council's established cost-recovery ratio of 66% has not been achieved. The 2026 budget anticipates a cost recovery of approximately 48%. The fees are to be reviewed again in the 1st Quarter of 2027 after another year of activity and it has been recommended that Council reconsider at that time whether the 66% target is appropriate and achievable.

### Expenditures

The budget includes direct staffing and administrative costs associated with the planning services provided by the Township.

There is an annual provision in the budget for consulting services of \$10,000.00, and the budgeted amount for legal costs is \$10,000.00. These figures are required to account for expenditures related to potential Ontario Land Tribunal appeals.

This Department and the Building Department share a one-third portion of the general government overhead to ensure that proper cost allocations are presented in the budget.

Council considered the recommendation to establish a Manager of Development Services position at the December 11, 2025 meeting. This position would oversee both planning and economic development services with a strong focus on planning services. Council directed staff to outline a proposed financial plan to implement this position for its consideration as part of the budget process. ~~To phase in the taxation impact, it is proposed that the position commence in May of 2026 and that the position be funded from Planning Department 50 (65%) and~~



## Department 50 – Planning

---

~~Economic Development Department 7 (35%).~~ *Resolution 2026-020 removed the proposed position from the 2026 budget*

### **Activity Update – Beyond Budget Dollars & Cents**

The new County Official Plan has been submitted to the Province for approval. County staff are currently in discussion with the Ministry staff regarding required revisions and it is anticipated that approval will be granted in 2026.

An RFP has been issued to engage a consultant to prepare and modernize a new comprehensive Zoning Bylaw for the Township in anticipation that the Official Plan is approved.

The proposed project timing considers the 2026 Municipal Election process (Municipal Election October 26, 2026).

- Stage 1 to 2 – Background research/best practices review, background report/initial recommendations and key issues, initial public/stakeholder feedback, draft Zoning By-law and 2nd round of public/stakeholder feedback (March 2026 to May 2027).
- Stage 3 to 4 – Refining Zoning By-law, 3rd round public/stakeholder feedback and statutory meeting and final approval (June 2027 to February 2028).

