

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. DCAO-2026-0003

**FOR THE CONSIDERATION OF
COUNCIL**

April 1, 2026

SUBJECT: 2026 DEVELOPMENT FEE STUDY AND BYLAW REVIEW

1. RECOMMENDATIONS:

- 1. That Council receive Report No. DCAO-2026-0003 prepared by the Financial Strategy and Planning Division, Office of the Deputy CAO dated April 1, 2026 respecting the 2026 Development Fee Study and Bylaw Review; and,**
- 2. That Council receive the presentation of Hemson Consulting Ltd. regarding the Draft Results for the 2026 Development Fee Study and Bylaw Review.**

2. PURPOSE:

The purpose of this report is to provide a summary and key project dates for the 2026 Development Fees Study and Bylaw Review.

3. BACKGROUND:

To ensure that the revenues collected by the Development Services Department accurately depict the full costs of service delivery, the Town of Georgina (Town) has commenced the 2026 Development Fee Study and Bylaw Review. This project was approved as part of the 2025 Budget under business case ID 25-CI-DS-01 and encompasses the Building Division, Development Engineering Division, and Development Planning Division. The 2026 Development Fees Study and Bylaw Review involves a comprehensive review, update and consolidation of applicable construction and development related fees for applications processed under the Planning Act, the Municipal Act and the Building Code Act. It is inclusive of planning applications, building permits, and site alteration and entrance permits.

In December 2025, the Town retained Hemson Consulting Ltd. (Hemson) to prepare the 2026 Development Fees Study and Bylaw Review. At a broad level, Hemson's work involves the review of existing fees, historical revenues and application activity, costs associated with service delivery, and the time spent by each Development Services staff member involved in each application type. A comprehensive analysis is conducted to ensure that all direct and indirect costs attributable to each division are fully incorporated, in order to determine the maximum potential fees which can be established for each fee type.

Furthermore, through the review of the Town's ten-year capital plan, Hemson ensures that any proposed fees changes take into consideration any future anticipated costs of the Town. To ensure parity amongst neighbouring municipalities, a benchmarking analysis, with a particular focus towards the Northern Six municipalities in York Region, will be conducted to ensure Council has the information necessary to make informed decisions about any fee adjustments. The in-depth review by Hemson will ensure the full cost of providing services is documented which can help inform an implementation plan for fee adjustments required.

The next section provides additional background information surrounding each division within the Development Services Department.

Building Division

a) Overview

A municipal Building Bylaw implements the authority and municipal obligation under Section 7 of the Building Code Act, S.O. 1992, c.23 (BCA), as amended. The BCA allows municipalities to prescribe classes of permits, require payment of fees, prescribe the use of various forms respecting building permits, conduct inspections, establish a program to inspect existing septic systems and various related matters.

As with other municipal bylaws, the Building Bylaw may also reference Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 to charge fees for services that are not set out in Section 7 of the BCA.

The last Building Bylaw review was carried out in 2021 and concluded with the current Building Bylaw No. 2021-0019, as amended, which came into effect on March 24, 2021. As part of the Bylaw Review undertaken, the existing bylaw to regulate enclosures around privately owned outdoor swimming pools (Bylaw No. 2008-0079 (BU-1), as amended), approved by Council on June 23, 2008, will be consolidated with the primary building bylaw. This is to ensure all bylaws administered by the Building Division can be easily referenced in one singular source.

b) Public Notice Requirements

As set out in the Ontario Building Code, where changes in fees are being proposed, 21 days notice must be given to the public and to all persons who, within the last 5 years, have requested the municipality to provide such notice to them.

The public information session will be held on May 6, 2026. In an effort to reach as many stakeholders as possible, the Town will include a notice in the local publication Georgina Post, advertise on the Town's website, and inform those whom had provided written request to be notified.

Development Engineering Division Overview

Fees charged under the Development Engineering Division are intended to recover expected costs correlated with post-planning application review, as well as the inspection of development projects. The Municipal Act (Part XII) gives municipalities the powers to impose fees through the passage of bylaws. Development Engineering fees included as part of this Fee Study and Bylaw Review fall under the scope of fees permitted to be charged by a municipality as outlined in the Municipal Act. To the extent that the Development Engineering Division is involved in planning applications, this time has been included in the calculation of planning fees in accordance with Section 69 of the Planning Act, reflecting the efforts associated with the planning process.

The Town's most recent Development Engineering Bylaw is Bylaw No. 2022-0038, as amended, which came into effect May 11, 2022. More recently, Hemson has also provided a review of the Town's Site Alteration Bylaw in 2024.

Development Planning Division Overview

In accordance with Section 69 of the Planning Act, the Council of a municipality, through passage of a bylaw, may establish fees for the processing of planning applications. The stipulation is that the development application fee must be attributable to the anticipated cost of each type of application. The purpose of the planning fee review is to ensure full cost recovery for each application and services pertaining to Development Planning and Committee of Adjustment applications.

The Town's last planning fee review was conducted by Hemson in 2018, and concluded with the current Planning Bylaw No. 2018-0074, as amended, which came into effect on September 19, 2018.

Additional Considerations

a) Administrative Portion of Bylaws

As part of the Fee Bylaw review, the administrative portion for each of the existing Building, Development Planning, and Development Engineering bylaws will be segregated from the fee sections. These three administrative bylaws (for each division) will be presented as part of the June 3, 2026 Council meeting for proposed passage, alongside the 2026 Development Fee Study Report and Fee Bylaw as described in this report.

All three divisions' fee sections will be consolidated into a single fee bylaw, which eventually will serve as the basis for all fees charged by the Town. The intention is to have a singular user fee bylaw, thereby allowing for inflationary indexing, fee amendments (i.e.: additions, changes, and deletions) to be applied consistently and accurately within one document. This fee bylaw will include references to the respective administrative bylaws for each of the three Development Services divisions to ensure ease of use by the end user.

The administrative portion of the bylaws will continue to include information and guidance surrounding how fees are administered. For example, policies surrounding deposits, refunds, and discounts will continue to be included in the administrative bylaws. However, the dollar values pertaining to deposits, refunds, and discounts will be included in the fee bylaw.

b) Delegated Authority

On April 16, 2025, Council approved the Comprehensive Delegation Bylaw (Bylaw No. 2025-0031 (AD-3)). The purpose of this Bylaw is to enable Town staff to make routine decisions by offering a transparent, consistent legal framework for staff to operate within. This allows staff to respond promptly to evolving circumstances and legislation, thereby enabling Council to prioritize on strategic policy matters rather than routine administrative tasks.

As part of Schedule “A” in Bylaw No. 2025-0031 (AD-3), there have been various matters delegated under each Development Services division. Below is a sample of delegated authorities by division.

In Development Planning, the Director of Development Services had been delegated approval for several Planning Act processes, which are generally administrative in nature. These delegated processes include:

- Certificates of cancellation;
- Deeming bylaws;
- Extensions of draft plan approval; and,
- Part lot control exemptions.

In Development Engineering, the Delegation Bylaw enables the Director of Development Services to approve SAEPs, site plans, subdivision/condo agreements including earthworks and pre-servicing agreements.

Under the Building Division, the Manager of Building/Chief Building Official and Deputy Chief Building Official have been delegated processes surrounding the following matters:

- Limiting distance agreements; and,
- Pool enclosure permits.

The efficiencies resulting from delegated authority are in alignment with the Town’s Corporate Strategic Plan’s pillar of Delivering Service Excellence. The time-savings resulting from the aforementioned delegated authority processes have been incorporated into the Fee Study, and reflect the Town’s commitment to empowering staff to make sensible decisions in their day-to-day work, while upkeeping the appropriate level of oversight and accountability necessary for sound municipal operations.

c) Efficiencies through Streamlining Processes

The Town is committed to continuous improvement and providing a high degree of customer service excellence. There are various initiatives in place to enhance service delivery and provide a more seamless experience both internally and for applicants. For instance, the Development Services Department has established a dedicated front service desk devoted to handling development application inquiries. Moreover, management continually reviews its staff complement within each of the Building, Development Planning, and Development Engineering divisions, to ensure that each area has the appropriate number of employees and skillset to align with the volume and complexity of development applications which the Town receives. Lastly, the Town is working to implement a process to fast-track development and building permit reviews for targeted developments.

d) Development Tracking System

In March 2026, The Town launched its Development Tracking System (DTS), an end-to-end digital solution to help staff manage its development applications and streamline internal processes. DTS also provides enhanced customer service experience for residents and developers as it allows end users to use an online portal to submit documents, track application status in real time, and to manage their projects with greater efficiency. With this platform, Town staff are poised to be able to manage workflows more efficiently and in turn, lead to more rapid processing times for applicants. The time efficiencies realized from streamlined workflows, minimized redundancies, and greater inter-departmental collaboration have been incorporated into the Fee Study.

4. RELATIONSHIP TO STRATEGIC PLAN:

Delivering Service Excellence

The Town's Strategic Plan represents its commitment to promote a high quality of life for residents through exceptional service delivery. The review of the Development Services Fees and Bylaw helps ensure continual financial sustainability and accountability.

5. FINANCIAL AND BUDGETARY IMPACT:

There are no direct financial or budgetary impacts associated with the recommendations contained in this report.

6. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

As indicated in Section 3, in order to adjust the fees related to the Building Division, a statutory public meeting is required as stipulated under the Building Code Act. This meeting will take place on May 6, 2026. While there are no public notice requirements for changes pertaining to Development Planning or Development Engineering Divisions' fees, Town staff intends to use this meeting as an opportunity to consult on all Development Services fees as part of the public meeting process.

The timeline for the 2026 Development Fees Study and Bylaw Review is outlined below:

- Council Meeting: Presentation of Preliminary Study Results by Hemson
Wednesday, April 1, 2026
- Release of Draft Development Fee Study
Mid-April 2026
- Council Meeting: Development Fee Study Public Meeting
Wednesday, May 6, 2026
- Council Meeting: Proposed Passage of the Development Fee Study and Bylaw
Wednesday, June 3, 2026

In addition to these meetings, Town staff organized and met with members of the development community on February 2, 2026, to introduce the fee study process, study methodology and project timelines. The Town intends to host an additional stakeholder consultation in April 2026 with the development community to gather their feedback on the Draft Development Fee Study to be released mid-April 2026.

7. CONCLUSION:

This report provides information regarding the 2026 Development Fee Study and Bylaw Review and seeks direction from Council regarding any specific concerns.

The direction received from this report will be included into the preparation of the draft 2026 Development Fee Study which will be made public in mid-April 2026, and will be used to support a new fee bylaw and final report that will be presented to Council for proposed passage on June 3, 2026.

APPROVALS

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Recommended By:	Rob Wheeler, CPA, CA, Deputy Chief Administrative Officer and Treasurer
Approved By:	Ryan Cronsberry, Chief Administrative Officer