

**Zoning By-law Amendments (Minor) - Instructions for Consultation and Processing  
(Lifting of a Holding Provision and Extension of Temporary Uses/Zones)**

County Of Brant - Planning Division of the Community and Development Services Department  
66 Grand River Street North, Paris, ON, N3L 2M2  
Telephone: (519) 442-6324 Fax: (519) 442-3461

1. This process pertains to the Zoning By-law Amendments.
2. There are different fees for each type of application (See County Fee Schedule).
3. Other related applications can be processed concurrently and within the process for Zoning By-law Amendments.
4. See other types of application forms and process if related application forms are not filed concurrently.
5. Detach and retain this page for future reference.

<b>STEPS IN THE CONSULTATION PROCESS</b>	
Step 1	As per Sections 36 and 39 of the Planning Act, applicants who are not familiar with the County process or who require input into the process are encouraged to meet with the County’s Planning Division member prior to submitting an application.
Step 2	Five (5) copies of the Application Form, five (5) full size (11x17) copies of the site plan or development concept, and three (3) copies of any technical studies or engineering reports in support of the proposal, are submitted to the County.
Step 3	A Pre-consultation Meeting, chaired by a member of the Planning Division and a member of Public Works, will be scheduled, if required and as time permits, within two weeks of submission.  The purpose of the pre-consultation meeting is to: <ol style="list-style-type: none"> <li>i) Review application and information submitted;</li> <li>ii) Identify key Departmental and Agency issues in processing;</li> <li>iii) Identify any concurrent applications required;</li> <li>iv) Identify matters of Provincial or Municipal Interest (see Pg. 2 &amp; Pg. 3);</li> <li>v) Identify any additional plans, reports and/or studies required to be completed prior to acceptance of an application; and,</li> <li>vi) Identify staff contact assigned to the file.</li> </ol>
Step 4	Application is deemed complete (30 Days) and accepted; meeting date is determined.
Step 5	Application circulated to Public, Agencies and Departments.
Step 6	Sixty (60) Day Status letter sent to Applicant/Owner/Agent, as needed.
Step 7	A Post Circulation Meeting, chaired by a member of the Planning Division and a member of Public Works, will be scheduled, if required and as time permits: <ul style="list-style-type: none"> <li>➤ To discuss agency or public issues raised during circulation</li> <li>➤ Review conditions of approval</li> <li>➤ Review municipal requirements for inclusion in an agreement.</li> </ul>
Step 8	Finalize Planning Report.
Step 9	Public Meeting of the Planning Advisory Committee.
Step 11	PAC Recommendation forwarded to Council. Council makes final Decision.
Step 12	Notice of Decision circulated within 15 days of Council meeting.
Step 13	Appeal Period (20 days following the Date of Notice).

Application complete - 30 Days. (120 Day - Decision Date: \_\_\_\_\_)

Application incomplete (missing information: \_\_\_\_\_)

\_\_\_\_\_ ) \_\_\_\_\_  
Planner Date Reviewed

\_\_\_\_\_  
Date Applicant/Owner/Agent

Informed  in person  by phone  by letter/email

**Matters of Provincial and Municipal Interest**

*Pursuant to Section 34(10.2) of the Planning Act and as pertains to Section 39 applications, Council may require other information and materials to assist in its Plan Review Function and the expeditious review of this application. Complete the following to assist the County in performing a complete review of the proposal. If an entry is made, an assessment of the proposal’s sensitivity to the identified feature is required.*

<i>Land Use or Feature</i>	<i>Subject Lands</i>	<i>Within Specified Distance</i>
1. Active or Former Landfill Site	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
2. Sewage Treatment Plant	<input type="checkbox"/> yes <input type="checkbox"/> no	150 metres <input type="checkbox"/> yes <input type="checkbox"/> no
3. Sewage Lagoon / Pond	<input type="checkbox"/> yes <input type="checkbox"/> no	400 metres <input type="checkbox"/> yes <input type="checkbox"/> no
4. Storm Water Management Facility	<input type="checkbox"/> yes <input type="checkbox"/> no	15 metres <input type="checkbox"/> yes <input type="checkbox"/> no
5. Airport with NEF above 25	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
6. Active Rail Line	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
7. Rail Marshalling Yard	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no
8. Controlled Access Provincial Highway	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
9. County Collector/Arterial Road	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
10. Operating Mine, Quarry or Pit	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
11. Non-Operating Mine, Quarry or Pit	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
12. Mineral Aggregate Resource Area	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
13. Min. Aggregate Crushing/Asphalt Plant	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
14. Petroleum Resource Area	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
15. Contaminated & Hazardous Sites	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
16. Class 1 – light, rural & special industries	<input type="checkbox"/> yes <input type="checkbox"/> no	70 metres <input type="checkbox"/> yes <input type="checkbox"/> no
17. Class 2 – medium industries	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no
18. Class 3 – heavy industries	<input type="checkbox"/> yes <input type="checkbox"/> no	1000 metres <input type="checkbox"/> yes <input type="checkbox"/> no
19. Electric Transformer Station	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
20. High Voltage Electric Transmission Line	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
21. High Voltage Electric Wind Turbine	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
22. Pipeline and Utility Corridors or Facilities	<input type="checkbox"/> yes <input type="checkbox"/> no	20 metres <input type="checkbox"/> yes <input type="checkbox"/> no
23. Lands designated as Agricultural	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
24. Farms with Livestock	<input type="checkbox"/> yes <input type="checkbox"/> no	1000 metres <input type="checkbox"/> yes <input type="checkbox"/> no
25. Farms with on-site processing facilities	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
26. Lands designated as Natural Environment	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
27. Wetlands or Woodlands	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
28. Areas of Natural & Scientific Interest	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
29. Floodplains	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
30. Erosion & Steep Slope Hazards	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
31. Cold Water Stream	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
32. Warm Water Stream	<input type="checkbox"/> yes <input type="checkbox"/> no	15 metres <input type="checkbox"/> yes <input type="checkbox"/> no
33. Fish Habitat	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
34. Well Head Protection Area	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
35. Regional Aquifer	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
36. Heritage District, Site or Structure	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
37. Archaeological Resource Site	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no

1. Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

Studies to be completed: \_\_\_\_\_

\_\_\_\_\_  
Date Applicant/Owner/Agent

Informed  in person  by phone  by letter/email

**Technical Information and Studies Required by Brant County**

In the course of determining the merits of this application, the County may request that the following actions be taken to address the previously identified *Matters of Provincial and Municipal Interest*.

- ❖  Pre-consultation is required with Agencies, Building, Planning, Public Works staff
- ❖  Preliminary Site Meeting

Required Information	No. of copies	At Submission	During Review	Prior to Public Mtg.	Received
a. <input type="checkbox"/> Planning Impact Analysis Report					
b. <input type="checkbox"/> Storm Water Management Report					
c. <input type="checkbox"/> Functional Engineering & Servicing Report					
d. <input type="checkbox"/> Traffic Impact Analysis					
e. <input type="checkbox"/> Sight line analysis					
f. <input type="checkbox"/> Daylight triangles/road widening					
g. <input type="checkbox"/> Turn lanes					
h. <input type="checkbox"/> Hydrogeological Report (3 or more lots/units)					
i. <input type="checkbox"/> Well Driller's Log					
j. <input type="checkbox"/> Well Decommissioning Records					
k. <input type="checkbox"/> Floodplain Analysis					
l. <input type="checkbox"/> Geotechnical/Soils Report					
m. <input type="checkbox"/> Opportunity and Constraints Mapping					
n. <input type="checkbox"/> Top of Bank Demarcation Plan					
o. <input type="checkbox"/> Tree Inventory					
p. <input type="checkbox"/> Protection/Planting Plan					
q. <input type="checkbox"/> Environmental Impact Study					
r. <input type="checkbox"/> Phase 1 Environmental Audit					
s. <input type="checkbox"/> Land Use Impact Assessment (MoE D1 - D6 Guidelines)					
t. <input type="checkbox"/> Noise and Vibration Report					
u. <input type="checkbox"/> Shadow Analysis Report					
v. <input type="checkbox"/> Record of Site Condition					
w. <input type="checkbox"/> MDS calculations					
x. <input type="checkbox"/> Agricultural Impact Assessment Report					
y. <input type="checkbox"/> Archaeological Assessment					
z. <input type="checkbox"/> Heritage Impact Assessment					
aa. <input type="checkbox"/> Financial Impact Analysis					
bb. <input type="checkbox"/> Market Impact Study					
cc. <input type="checkbox"/> Homeowner Survey					
dd. <input type="checkbox"/> Draft Zoning By-law and Map Schedule					
ee. <input type="checkbox"/> Property Title Abstract					
ff. <input type="checkbox"/> Other information:					

Studies to be completed: \_\_\_\_\_

\_\_\_\_\_  
Date Applicant/Owner/Agent

Informed  in person  by phone  by letter/email



Application for Rezoning (S2017)  
Lifting of a Holding Provision  
Extensions of Temporary Uses/Zones  
Application No. \_\_\_\_\_

**To: Clerk or Chief Planning Official, County of Brant**

Pursuant to Sections 36 or 39 of the Planning Act, R.S.O. 1990, an application to amend the Brant County Zoning By-law 110-01, as amended, is hereby submitted, and enclosed is the Prescribed Information (in metric), as per Ontario Regulations 199/96, 261/00 & 545-06, and the Fee of **\$1,750.00**. Application for Surplus Farm Dwellings/Garden Suites Fee of **\$1,750.00**.

1) Application Date Receipt \_\_\_\_\_ Planning Clerk Initials \_\_\_\_\_

2) a. Name of Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

b. Name of Authorized Agent \_\_\_\_\_ Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

c. Name of Owner \_\_\_\_\_ Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

3) Legal description of subject lands:

Civic Address (No., Unit & Street Name) \_\_\_\_\_

Township Lot \_\_\_\_\_ Subdivision Lot \_\_\_\_\_

Concession/Range/Tract \_\_\_\_\_ Former Municipality \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part No. \_\_\_\_\_

Roll Number(s) \_ 2920 - \_\_\_\_\_

4) If known, the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject lands: \_\_\_\_\_

\_\_\_\_\_

5) Identify the Official Plan designation(s): \_\_\_\_\_

\_\_\_\_\_

6) Identify the current Zoning: \_\_\_\_\_

\_\_\_\_\_

7) Identify the nature and extent of the proposed amendment request: \_\_\_\_\_

\_\_\_\_\_

8) Identify the reasons for requesting proposed amendment: \_\_\_\_\_  
\_\_\_\_\_.

9) If the subject land is within an area where the County of Brant has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, a statement of these requirements: \_\_\_\_\_  
\_\_\_\_\_.

10) Identify if the requested amendment alters all or any part of the boundary of an area of settlement in the County of Brant or establishes a new area of settlement in the County of Brant. Also, identify the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement (*see Schedule 1-Item 11 of OReg 545/06*).

(  yes or  no) and explain the extent of the alterations \_\_\_\_\_  
\_\_\_\_\_.

Date/Author of the Report \_\_\_\_\_.

11) If the requested amendment removes the subject land from an area of employment, the current official plan policies, if any, dealing with the removal of land from an area of employment (*see Schedule 1-Item 12 of OReg 545/06*)

(  yes or  no) and explain the extent of the alterations \_\_\_\_\_

Date/Author of the Report \_\_\_\_\_.

12) If the subject land is within an area where zoning with conditions may apply, an explanation of how the application conforms to the official plan policies relating to zoning with conditions (*see Schedule 1-Item 13 of OReg 545/06*).

(  yes or  no) and explain the extent of the restrictions \_\_\_\_\_

Date/Author of the Report \_\_\_\_\_.

13) Dimensions of subject lands:

Frontage (m) \_\_\_\_\_ Depth (m) \_\_\_\_\_

Area (ha) \_\_\_\_\_ Street Width (m) \_\_\_\_\_.

14) Access to subject lands:

Provincial Highway \_\_\_\_\_  Municipal Road \_\_\_\_\_

Right-of-Way \_\_\_\_\_  Private Lane \_\_\_\_\_

Water Access \_\_\_\_\_.

15) If access is via a water access, describe the nature and location of:

on-shore parking \_\_\_\_\_, docking facilities \_\_\_\_\_

and distance to the public roadway \_\_\_\_\_.

16) Existing uses of the subject lands: \_\_\_\_\_  
\_\_\_\_\_.

17) Are there existing buildings or structures on the subject lands:  yes or  no

18) If there are existing buildings or structures on the subject lands, describe and illustrate the number and type of buildings or structures:

a) Principal Building/Structure: \_\_\_\_\_

ground floor area (sq.m)\_\_\_\_\_, gross floor area (sq.m)\_\_\_\_\_, no. of storeys\_\_\_\_\_,  
width (m)\_\_\_\_\_, length (m)\_\_\_\_\_, height (m)\_\_\_\_\_.

b) Accessory Building/Structure: \_\_\_\_\_

ground floor area (sq.m)\_\_\_\_\_, gross floor area (sq.m)\_\_\_\_\_, no. of storeys\_\_\_\_\_,  
width (m)\_\_\_\_\_, length (m)\_\_\_\_\_, height (m)\_\_\_\_\_.

19) Describe the proposed land uses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

20) Are there any new additions, buildings or structures proposed for the site?  yes or  no

21) If there are new additions, buildings and structures proposed on the subject lands, describe and illustrate the number and type of new additions, buildings and structures:

a) New Addition to a Building/Structure: \_\_\_\_\_

Proposed ground floor area (sq.m)\_\_\_\_\_, proposed gross floor area (sq.m)\_\_\_\_\_,  
proposed no. of storeys\_\_\_\_\_, width (m)\_\_\_\_\_, length (m)\_\_\_\_\_, height (m)\_\_\_\_\_

b) New Building/Structure: \_\_\_\_\_

ground floor area (sq.m)\_\_\_\_\_, gross floor area (sq.m)\_\_\_\_\_, no. of storeys\_\_\_\_\_,  
width (m)\_\_\_\_\_, length (m)\_\_\_\_\_, height (m)\_\_\_\_\_.

22) Date of acquisition/ownership of subject lands: \_\_\_\_\_.

23) Date of construction of all the buildings and structures on the subject lands (if known):

a) Principal Building/Structure: \_\_\_\_\_.

b) Accessory Building/Structure: \_\_\_\_\_.

24) Date of establishment/length of time the existing uses have continued on the lands, if known:

\_\_\_\_\_.

25) Type of Water Supply:

- a. a publicly owned and operated piped water system  yes or  no ;  
b. a privately owned and operated individual or communal well  yes or  no ;  
c. a lake or other water body  yes or  no ;  
d. an other means, please explain \_\_\_\_\_  yes or  no ;

26) Type of Sewage Disposal System:

- a. a publicly owned and operated piped sanitary sewage system  yes or  no ;  
b. a privately owned or operated individual or communal septic system  yes or  no ;  
c. a privy  yes or  no ;  
d. an other means, please explain \_\_\_\_\_  yes or  no.

27) Identify if the proposed amendment would allow development on a privately owned and operated individual or communal septic system where more than 4,500 litres of effluent would be produced per day (  yes or  no) as a result of the development being completed (see Schedule 1-25 of OReg 545/06). If yes, answer Subsections 'a' and 'b':

a. Indicate whether a servicing options report has been submitted with the application:

(  yes or  no) List Title of Report/Author/Date \_\_\_\_\_  
\_\_\_\_\_.

b. Indicate whether a hydrogeological report has been submitted with the application.

(  yes or  no) List Title of Report/Author/Date \_\_\_\_\_  
\_\_\_\_\_.

28) Type of Storm Water Drainage System:

municipal sewer  municipal ditch  overland swale  infiltration gallery  
 dry well or by  other \_\_\_\_\_.

29) Are these lands the subject of a current application under the Planning Act (e.g. Consent, Plan of Subdivision, Official Plan Amendment)?

yes or  no

30) If yes to Entry No. 29 and known, list File No. \_\_\_\_\_ and

Status (e.g. in process, approved) \_\_\_\_\_

31) Have the lands been the subject of other Zoning By-law Amendment applications?

yes (list File No. \_\_\_\_\_, if known) or  no

32) In association with Entry No. 13 and Entry No. 16 of this application, please also include a detailed plan accurately illustrating the following:

- ❖  boundaries and  dimensions of subject lands
- ❖  location,  size and  type of all **existing** buildings and structures and their setbacks from  front lot lines  rear lot lines  side lot lines  existing accesses,  driveways,  parking and  loading spaces,  existing wells,  septic systems, and  utilities.
- ❖  location,  size and  type of all **proposed** buildings and structures and their setbacks from  front lot lines  rear lot lines  side lot lines  proposed accesses,  driveways,  parking and  loading spaces,  proposed wells,  septic systems, and  utilities.
- ❖  location of natural & artificial features on subject lot & abutting lands (e.g. buildings, roads, wells, septic systems, signage, utilities, watercourses, trees and shrubs, valleys, wetlands, woodlands, landscaping, buffering, fences, etc.)
- ❖  existing uses on adjacent lands (e.g. residential, agricultural, commercial, industrial, aggregate, institutional, etc.)
- ❖  location,  width and  name of roads whether private, open, unopened
- ❖  water access (  dock and  parking area)
- ❖  location and description of easements

33) Identify whether the proposed amendment is consistent with the policy statements issued under subsection 3 (1) of the Act (see Schedule 1-29 of OReg 545/06).

(  yes or  no) and explain why or why not \_\_\_\_\_

\_\_\_\_\_

Date/Author of the Report \_\_\_\_\_.

34) Identify whether the subject land is within an area of land designated under any provincial plan or plans (see Schedule 1-30 of OReg 545/06). Note: The Growth Plan for the Greater Golden Horseshoe applies to the County of Brant.

(  yes or  no)

35) If the answer to paragraph 34 is yes, whether the proposed amendment conforms to or does not conflict with the provincial plan or plans (see Schedule 1-31 of OReg 545/06).

(  yes or  no) and explain why or why not \_\_\_\_\_

\_\_\_\_\_

Date/Author of the Report \_\_\_\_\_.

36) An affidavit or sworn declaration, that the above described Prescribed Information has been provided and is complete and true.  yes or  no

37) I/we hereby authorize representatives of the County of Brant and those persons identified under the Planning act R.S.O., 1990 c. P13 to enter upon or above the subject lands to this application for the purpose of conducting any site inspections and take pictures/video as may be necessary for the evaluation of this application.

\_\_\_\_\_  
Signature of Owner (s)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner (s)

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Signature of Owner (s)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Sworn Declaration as per Entry No. 36 of the Zoning By-law Amendment application

I, \_\_\_\_\_ of the \_\_\_\_\_

of \_\_\_\_\_ in the Province of Ontario, solemnly declare that all

the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Sworn before me at the

\_\_\_\_\_ of \_\_\_\_\_) in the Province of Ontario

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_)

\_\_\_\_\_ Signature of Owner or Authorized Agent

\_\_\_\_\_ a Commissioner, etc.

Stamp



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NOTE:

All correspondence, notices, etc. in regard to this application will be directed to the Applicant, Owner and Agent as noted.

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**Grand River Conservation Authority (GRCA) Planning Fees**  
**County of Brant Fact Sheet**

**Information Contact**

Any questions regarding GRCA fees should be directed to the **GRCA, Resource Planning Section** at **(519) 621-2761**. The GRCA will respond to inquiries regarding the fee, and can provide advice on proposals being considered.

**Background Information**

The Province of Ontario has encouraged conservation authorities to make programs and services more self-sufficient by applying the user-pay principle. The Grand River Conservation Authority is one of the last Conservation Authorities in Ontario to charge plan review fees.

Service fees will allow the Conservation Authority to improve the efficiency and effectiveness of the delivery of our service. A user fee principle will ensure that the individual using the service is the person paying for the service. This will ensure that the broader tax base does not incur an increase in their taxes to cover these costs. The GRCA will continue to provide Plan Input services to our municipal partners to implement the objectives of watershed planning.

The major & minor fees have been established in order to provide fair cost for the review time for complex applications vs. applications with minimal impact on the environment.

**Authority to charge fees**

The Province has amended the Conservation Authorities Act to give a conservation authority power to “charge fees for services approved by the Minister” (Section 21.m.1) The Ministry of Natural Resources Policies and Procedures for the Charging of Conservation Authority Fees identifies “Plan Review” as an approved service for charging fees.

**Process**

When a landowner discusses or submits a Planning Act application, municipal staff will screen the application to determine whether it is within an area of interest to the conservation authority. If the site or land holdings are within an area of concern to the conservation authority it is suggested that the GRCA participate in a pre-consultation discussion and/or meeting with the applicant and the municipality before the application is formally submitted.

**Implementation Date**

The Grand River Conservation Authority Planning Fees have been implemented for the County of Brant. Payment of fees should accompany the application when submitted to the County if the application falls within an area of interest of the Conservation Authority.