



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Jeff Markowiak, Director of Development Review

DATE: April 2, 2026

REPORT NO.: PD-2026-036

SUBJECT: Request to waive Consent application fees for 13068 Sixth Line and 13205 Sixth Line (Esquensing)

RECOMMENDATION:

THAT Report PD-2026-0036, dated April 2, 2026, regarding a "Request to waive Consent application fees for 13068 Sixth Line and 13205 Sixth Line (Esquensing)", be received;

AND FURTHER THAT Council select one of the following three options regarding the disposition of this matter:

A. That Council waive the Consent application fee of \$14,143.00 for 13068 Sixth Line, Town of Halton Hills (Esquensing), owned by Joan Matheson and the Consent application fee of \$6,603.00 for 13205 Sixth Line, Town of Halton Hills (Esquensing), owned by James Lindsay;

OR

B. That Council waive 50% of the Consent application fee of \$14,143.00 for 13068 Sixth Line, Town of Halton Hills (Esquensing), owned by Joan Matheson and 50% of the Consent application fee of \$6,603.00 for 13205 Sixth Line, Town of Halton Hills (Esquensing), owned by James Lindsay;

OR

C. That the request for a waiver of the Consent application fees for 13068 Sixth Line, Town of Halton Hills (Esquensing), owned by Joan Matheson and 13205 Sixth Line, Town of Halton Hills (Esquensing), owned by James Lindsay be refused;

AND FURTHER THAT, if Council chooses Option “A” or Option “B”, the Consent application fees be refunded and an offsetting transfer be made from the Tax Rate Stabilization reserve to the operating budget.

KEY POINTS:

The following are key points for consideration with respect to this report:

- Two Consent applications were submitted in 2025 for 13068 Sixth Line and 13205 Sixth Line (see SCHEDULE 1 – LOCATION MAP) seeking to sever a portion of each lot in order to convey the parcels to the Bruce Trail Conservancy for the purposes of protecting the lands as part of the Bruce Trail conservation corridor.
- The Bruce Trail Conservancy is requesting that the Consent application fees of \$14,143.00 and \$6,603.00 be waived. The two fees are different because one application resulted in the creation of a new lot and one served as a lot line adjustment, both intending to convey parcels to the Bruce Trail. As per the Town’s Fee By-law (provision 3 (c) of the Planning & Development section), planning application fees may be appealed to Council.
- In the fee waiver request letters submitted with each application the Bruce Trail Conservancy has noted that they are a charitable organization advancing the objectives of ‘healthy and active communities’ and that the costs the Bruce Trail Conservancy has incurred to secure the Trail in a permanently protected, publicly accessible corridor are significant.
- The required application fees have already been paid by the Bruce Trail Conservancy so the applications could be processed; therefore, should Council waive the fees they would be provided as a refund.

BACKGROUND AND DISCUSSION:

On September 15, 2025, the Town received the following two Consent applications submitted for properties on Sixth Line located across the street from each other:

- An application from the Owner of 13068 Sixth Line seeking to sever a \pm 15.3 hectare (37.8 acre) piece of land (Parcel B on the severance sketch attached as SCHEDULE 2) in order for the Bruce Trail Conservancy to secure the parcel for the purposes of protecting the lands as part of the Bruce Trail conservation corridor; and
- An application from the Owner of 13205 Sixth Line seeking to sever a \pm 9.1 hectare (22.5 acre) piece of land (Parcel B on the severance sketch attached as SCHEDULE 3) in order to convey it to the adjacent parcel owned by the Bruce Trail Conservancy (Parcel C) for the purposes of protecting the lands as part of the Bruce Trail conservation corridor.

In order for the applications to be processed immediately the Bruce Trail paid the required Consent application fees of \$14,143.00 and \$6,603.00. However, as part of

the applications the Bruce Trail Conservancy submitted letters (see SCHEDULE 4 – BRUCE TRAIL LETTERS) requesting the waiver of application fees, citing that they are a charitable organization advancing the objectives of ‘healthy and active communities’ and that the costs the Bruce Trail has incurred to secure the Trail in a permanently protected, publicly accessible corridor are significant. As per the Town’s Fee By-law (provision 3(c) of the Planning & Development section), planning application fees may be appealed to Council. It should be noted that the two fee amounts are different because one application resulted in the creation of a new lot and the other application sought a lot line adjustment.

If Council chooses to waive all, or a portion of, the application fees, they would be funded from the Tax Rate Stabilization reserve and a refund would be provided to the Bruce Trail Conservancy given they already paid the \$14,143.00 and \$6,603.00 fees. If Council chooses to refuse the request, no refund will be provided to the Bruce Trail Conservancy.

Both Consent applications have since been approved by the Secretary-Treasurer, Committee of Adjustment & Consent Official and the Bruce Trail Conservancy is working to clear the conditions of approval in order to legally convey both parcels.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town’s Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

Planning staff has consulted with Corporate Services in the preparation of this report.

FINANCIAL IMPLICATIONS:

This report has an immediate financial impact and requires a funding source.

Should Council choose Option A to waive the Consent application fees, the amounts of \$14,143.00 and \$6,603.00 (total of \$20,746.00) will be refunded to the Applicant and an offsetting transfer to the operating budget will be funded from the Town’s Tax Rate Stabilization (TRS) reserve.

Should Council choose Option B to waive 50% of the Consent application fees, the amounts of \$7,071.50 and \$3,301.50 (total of \$10,373.00) will be refunded to the Applicant and an offsetting transfer to the operating budget will be funded from the Town's Tax Rate Stabilization (TRS) reserve.

This process ensures that there is no impact on the operating budget. The balance of the TRS reserve is monitored by the Finance department and will be reported to Council through the Reserve Funds Status report.

Reviewed and approved by,

John Linhardt, Commissioner of Planning & Development

Joseph Vandermeer, Treasurer

Chris Mills, Chief Administrative Officer