

Council Information Memo

To: Mayor and Members of Council

From: Chantal Giurlanda, Strategic Business Advisor, Strategic Business Services

CC: Ralph Kaminski, Director and Chief Building Official, Building Services
Gabe Charles, Director, Planning and Development
Michael Mizzi, Commissioner, Community Development
Jane Clohecy, Chief Administrative Officer

Date: August 26, 2025

Subject: New 2025 Pool Permit Types and Fees

In 2024, the Town embarked on a project to streamline end-to-end processes and improve outcomes related to the Town's pool permit service delivery model.

Currently, a pool installation is a site alteration activity, regulated by the Town's Site Alteration By-law, and requires a Site Alteration Permit of \$2,051. This fee does not allow for the installation of a simple pool without complex site alteration activities.

Over the past several months, the project team has developed two new permit types to improve resident choice, reduce fees, and simplify the application process. **These two new permit types and corresponding fees are detailed in the table below and represent substantial savings to residents.** These new fees will be listed under the 2025 Planning and Development Rates and Fees table beginning September 1, 2025.

	New Pool Permits and Fees		Existing Pool Permit
	Simple Pool with Enclosure	Site Alteration Pool	Site Alteration for teardown or rebuild
What pool type does this cover?	<ul style="list-style-type: none"> Pool with a pool enclosure Grading alterations are <0.3m in height 	<ul style="list-style-type: none"> Pool with a pool enclosure, plus additional site alteration/hardscaping Grading alterations may impact drainage 	<ul style="list-style-type: none"> Pool with a pool enclosure with a full property teardown or rebuild or addition.
2025 Fees	<ul style="list-style-type: none"> \$651.62 Fees cover pool enclosure fee (submission, processing, review, first inspection) and second inspection 	<ul style="list-style-type: none"> \$1,616.64 Fees cover pool enclosure fee (submission, processing, review), a first inspection, a second inspection, and a detailed grading review including a Stormwater Management (SWM) Report 	<ul style="list-style-type: none"> \$2,051

For questions, please contact Kristina Parker, Manager, Development Services
(kristina.parker@oakville.ca).