

**MEMORANDUM**

**To:** Mayor West and Members of Council  
**Copy:** Ms. Vicky Goertzen-Cooke, Clerk-Treasurer  
**From:** Chris Jones MCIP, RPP  
**Date:** October 7, 2022  
**Re:** Draft OPA – Pre-consultation and Complete Applications

---

**BACKGROUND**

Introduced on March 30, 2022, Ontario's More Homes for Everyone Act, 2022 ("Bill 109") received Royal Assent on April 14, 2022. Bill 109 made changes to the Planning Act regarding the administration of applications for Site Plan Agreement, Zoning By-Law Amendments, and Combined Zoning By-Law/Official Plan Amendments. These changes were intended to facilitate a more timely decision-making process predicated on pre-consultation, the submission of clear and concise supporting materials and definitive complete application requirements.

The attached draft OPA responds to these new Provincial requirements and will provide clarity with respect to the shared responsibility of applicants, staff and Council in the administration of timely and informed decision-making under the Planning Act.

The Township is the approval authority for official plan amendment and therefore in order to proceed with the consideration of the attached amendment, a statutory public meeting and circulation is required.

**RECOMMENDATION**

It is recommended Council authorize staff to schedule a public meeting in accordance with the Planning Act with respect to the proposed official plan amendment.

Respectfully Submitted,



---

Chris Jones MCIP, RPP

**AMENDMENT NO. xx  
TO THE TOWNSHIP OF PLUMMER ADDITIONAL  
OFFICIAL PLAN**

**This Amendment applies to:**

**all lands within the Township of Plummer Additional and incorporates a new policy section addressing pre-consultation and complete application requirements**

**CERTIFICATE  
OFFICIAL PLAN  
OF THE  
TOWNSHIP OF PLUMMER ADDITIONAL  
AMENDMENT NO. xx**

The explanatory text and attached schedule, constituting Amendment No. xx to the Official Plan of the Township of Plummer Additional was initiated by the Township of Plummer Additional, and was approved by the Corporation of the Township of Plummer Additional by By-law No. B2022-XXX in accordance with the provisions of Section 17 and 22 of The Planning Act, R.S.O. 1990 on the xx<sup>th</sup> day of November 2022.

\_\_\_\_\_  
MAYOR

CORPORATE SEAL  
OF TOWNSHIP

\_\_\_\_\_  
CLERK

**BY-LAW B2022-XXX**  
**A BY-LAW TO ADOPT**  
**OFFICIAL PLAN AMENDMENT NO. xx**  
**TOWNSHIP OF PLUMMER ADDITIONAL**

The Council of the Corporation of the Township of Plummer Additional in accordance with the provisions of Sections 17 and 22 of The Planning Act R.S.O. 1990 hereby enacts as follows:

1. Amendment No. xx to the Official Plan of the Township of Plummer Additional consisting of the attached explanatory text is hereby approved.
2. The Clerk is hereby authorized and directed to proceed with the giving notice under Sections 17 and 22 of The Planning Act.
3. This By-law shall come into force and take effect on the day of the final passing.

Read a FIRST, SECOND, and THIRD TIME and FINALLY passed this xx<sup>th</sup> day of November 2022 and given By-law No. B2022-XXX.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

CORPORATE SEAL  
OF TOWNSHIP

I, Vicky Goertzen-Cooke, Clerk of the Township of Plummer Additional do hereby certify that the above is a true copy of By-law No. B2022-XXX as enacted and passed by the Council of the Township of Plummer Additional on the xx day of November 2022.

\_\_\_\_\_  
CLERK

## **CONSTITUTIONAL STATEMENT**

The following Amendment to the Official Plan of the Township of Plummer Additional consists of three parts.

**Part A - The Preamble**, consisting of the purpose, location, and basis of the Amendment, does not constitute part of this Amendment.

**Part B - The Amendment** consisting of the noted text and constitutes Amendment No. xx to the Official Plan for the Township of Plummer Additional.

**Part C - The Appendices** which do not form part of this amendment.

## **PART A - THE PREAMBLE**

### **PURPOSE**

The purpose of the Official Plan Amendment is to add policies to the Official Plan that address pre-consultation and complete application requirements.

### **LOCATION**

The amendment applies to all lands within the Township of Plummer Additional and therefore there is no Schedule or amendment to Schedule 'A' of the Official Plan.

### **BASIS**

Introduced on March 30, 2022, Ontario's More Homes for Everyone Act, 2022 ("Bill 109") received Royal Assent on April 14, 2022. Bill 109 made changes to the Planning Act regarding the administration of applications for Site Plan Agreement, Zoning By-Law Amendments, and Combined Zoning By-Law/Official Plan Amendments. These changes were intended to facilitate a more timely decision-making process predicated on pre-consultation, the submission of clear and concise supporting materials and definitive complete application requirements.

The proposed OPA responds to these new Provincial requirements and will provide clarity with respect to the shared responsibility of applicants, staff and Council in the administration of timely and informed decision-making under the Planning Act.

This OPA is good planning and is in the public interest.

## **PART B – THE AMENDMENT**

The Amendment consists of the following text and constitutes Amendment No. xx to the Township of Plummer Additional Official Plan.

### **Details of the Amendment**

The Official Plan of the Township of Plummer Additional is hereby amended as follows:

1. Adding the following new Section 2.37, after Section 2.36, as follows:

#### **2.37 PRE-CONSULTATION AND COMPLETE APPLICATIONS**

In order to ensure that all the relevant and required supporting information pertaining to any application under the Planning Act is provided at the time of submission, Council may, by By-law, require a proponent to submit a pre-consultation proposal and/or require a proponent to attend a pre-consultation meeting with staff or Council prior to the submission of a Planning Act application. Council may also establish a fee under Section 69 of the Planning Act to accompany a pre-consultation proposal and/or a pre-consultation meeting.

The purpose of pre-consultation is to ensure a prospective applicant is provided with a basic understanding of the local planning policy and regulation that may be applicable to a planning approval. Prior to attending any pre-consultation application, Council places a responsibility on the proponent to have reviewed applicable Provincial policy, regulation and legislation, local official plan policies and zone regulations that may impact a planning application. Council also requires a proponent to provide a pre-consultation proposal with clear and concise information, operational plans, business plans, concept sketches, site plans, mapping and/or reference plans to assist in effectively communicating a proposal. The intent of pre-consultation communication and discussion is not to provide an approval, nor certainty of approval.

Subsequent to a pre-consultation submission and/or meeting, Council or staff will determine what supporting information (i.e. reports and studies) is required for a complete application in accordance with the requirements of the Planning Act and inform the proponent of these requirements.

The following information, at a minimum, shall be required as part of a complete application:

- a) Prescribed application fee;
- b) Completed pre-consultation application form together with requisite authorizations;

- c) Prescribed information and material as required by Planning Act Regulation;
- d) Covering letter, which outlines the nature of the application and details of the pre-consultation meeting (if applicable);
- e) Site plans, concept plans and/or drawings necessary to illustrate a proposal; and,
- f) Any technical studies as identified as necessary through pre-consultation which may be subject to peer review and/or site visit and field evaluation.

Section 2.37.1 list a range of supporting information that may be required as part of a complete application, to be determined through pre-application consultation with staff.

### **2.37.1 STUDIES THAT MAY BE REQUIRED AS PART OF A COMPLETE APPLICATION**

Further to Section 2.37 (f), the following are examples of the types of studies and materials that may be required to accompany a planning application.

- 1) Current Reference Plan and/or Real Property Report;
- 2) Parcel Abstract and/or Transfer Documents;
- 3) Traffic Impact Study;
- 4) Road Condition or Road Impact Assessments;
- 5) Functional Servicing Report and/or Confirmation of Septic Servicing Report and/or historic permits for septic system installation;
- 6) Stormwater Management Plan;
- 7) Tree Preservation Report and Plan;
- 8) Hydrogeological Assessment;
- 9) Watershed or Subwatershed Study;
- 10) Floodline or Hazard Lands Report;
- 11) Architectural/Urban Design Study;
- 12) Environmental Site Assessment and/or Record of Site Condition;
- 13) Planning Justification Report;
- 14) Contaminant Management Plan;
- 15) Environmental Impact Study;
- 16) Lake Impact Study Shoreline Restoration Report;
- 17) Site Evaluation Report;
- 18) Archaeological Assessment;
- 19) Record of Consultation with Indigenous communities;
- 20) Heritage Impact Assessment;
- 21) Wind Study;
- 22) Noise Study;
- 23) Vibration Study;
- 24) Geotechnical Study;
- 25) Slope Stability Study;
- 26) Minimum Distance Separation Assessment;
- 27) Abandoned Mine Site Assessment and/or Rehabilitation Plan;
- 28) Market/Retail Impact Study or Analysis;

- 29) Viewscape or Shadow Impact Assessment;
- 30) Conceptual Site Plan and Building Elevations;
- 31) Erosion and Sediment Control Plans; or
- 32) Any other technical study, report or clearance necessary to support an application.

### **2.37.2 TECHNICAL STUDIES, PEER REVIEWS, AGENCY COMMENTS AND SITE VISITS**

Where a pre-consultation review requires the submission of technical studies, materials or documentation, such studies, materials or documentation must be prepared at the applicant's expense by a qualified professional. The review of technical studies, materials and documentation may also require the Township to engage a qualified professional to peer review such studies at the applicant's expense and/or obtain advice or direction from government or public agencies and/or conduct field evaluation or site visits and such peer review, consultation or site visit shall be undertaken prior to any declaration of a complete application.

### **2.37.3 ADDITIONAL REQUIREMENTS FOR SITE PLAN AGREEMENTS**

In addition to the above requirements, the following additional complete application requirements may apply to applications for site plan agreements as authorized by Section 2.32 for any residential, seasonal residential or recreational use including tourist recreational uses, additional dwelling units and short-term accommodation uses:

- a) Plans certified by an Ontario Land Surveyor showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required under Section 41(7)(a) of the Planning Act, including facilities designed to have regard for accessibility for persons with disabilities.
- b) Drawings certified by an engineer and/or architect showing plan, elevation and cross-section views for each building to be erected, which drawings are sufficient to display:
  - Massing and conceptual design.
  - Relationship of the buildings to adjacent buildings, streets and exterior public areas.
  - Provision of interior walkways, stairs and elevators, to which the public has access.
  - Matters relating to exterior design, including character, scale, appearance and design features of buildings, and their sustainable design, if required by the Site Plan Control By-Law.
  - sustainable design elements on any adjoining roadway under a Township's jurisdiction, including trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities, if required by the Site Plan Control By-Law.
  - Facilities designed to have regard for accessibility for persons with disabilities.

- c) Where a Site Plan Control By-Law has been passed, Township Council shall appoint an officer, employee or agent of the Township as an authorized person for the purposes of reviewing plans and drawings as described in subsections (iv) and (v) above.
- d) As a condition of Site Plan approval, Township Council may require the execution of an agreement between the landowner and the Township to ensure that all buildings, structures, works or matters described above, are constructed and maintained.

Draft

**PART C - THE APPENDICES**

There are no appendices at this time.

Draft

**Appendix No. 1 – Correspondence**