

The Corporation of the Township of Centre Wellington

By-law 2023-47

A By-law to Implement a Mandatory Pre-Consultation Process for Planning Act Applications

Whereas sections 22, 34, 41 and 51 of the *Planning Act, R.S.O 1991, c.P.12*, as amended, provide that a municipality may, by By-law, require applicants to consult with the municipality prior to submission of development applications (“mandatory preconsultation”);

Whereas the Township deems it desirable to require mandatory pre-consultation prior to the submission of development applications in order to effectively process development applications within the legislated timeframes set out in the Planning Act;

Now Therefore the Council of the Corporation of the Township of Centre Wellington hereby enacts as follows:

1. Applicants shall be required to undergo a mandatory two-phase pre-consultation process with the Township prior to submission of the following development applications in order to identify the information and materials necessary for the processing of an application and to undertake a preliminary review of the submission materials.
 - a) Official Plan Amendment
 - b) Zoning By-law Amendment
 - c) Draft Plan of Subdivision
 - d) Draft Plan of Condominium
 - e) Site Plan
 - f) Other applications referenced by the *Planning Act* as may be determined by the Township based on the application’s complexity or relationship to other application types for which a mandatory pre-consultation applies.
2. The mandatory pre-consultation process shall occur in two (2) phases:
 - a) Phase one (1) is to include a Pre-consultation Meeting between the applicant, municipality, and other designated authorities, as deemed necessary by the Planning and Development Department, for the evaluation of an Application.
 - b) Phase two (2) is to include a Pre-Submission Review of the information and materials required to constitute a Complete Application, as identified in the *Planning Act* and Record of Pre-consultation.
3. Prior to the commencement of the mandatory pre-consultation process, an applicant shall submit to the Planning and Development Department a completed Request for Pre-consultation form, which shall include:
 - a) The general location and physical address of the property;
 - b) The current use of the property;
 - c) A concise summary of the proposal and proposed application(s);
 - d) The following, where applicable:
 - i. The proposed land use including dwelling unit types;
 - ii. Detailed concept plan;
 - iii. Population and employment densities, if required;
 - iv. Environmental, servicing, and transportation information and issues as known to the Applicant; and other information as may be required by the Planning and Development Department or other designated authority for the evaluation of an application.
4. Upon receiving a completed Request for Pre-consultation form that includes the required information, as set out in Article 3 of this By-law, the Planning and Development Department shall review the Request for Pre-consultation and set corresponding dates for the Pre-consultation Meeting.

5. The Managing Director of Planning and Development or designate is authorized to:
 - a) Conduct timely Pre-consultation Meetings; and
 - b) Identify the information and materials necessary for deeming an Application to be a Complete Application; and
 - c) Identify and require other applications referenced by the *Planning Act* that, in the opinion of the Planning and Development Department, require one (1) or more Pre-consultation Meeting(s) based on the application's complexity or relationship to the application types for which mandatory pre-consultation applies.
 - d) Require that, prior to submission of a Zoning By-law amendment application, including those filed in conjunction with an Official Plan Amendment or Draft Plan of Subdivision, applicants hold a public consultation meeting in accordance with direction provided by the Managing Director of Planning and Development or designate.
6. Upon completion of each Pre-consultation Meeting, the Township shall prepare and deliver a Record of Pre-consultation to the applicant.
7. Following the first stage Pre-consultation Meeting, and prior to the submission of a formal application, the applicant is to provide to the Planning and Development Department a digital copy of the application, site plan and all technical studies/reports identified within the Record of Pre-consultation for preliminary review and circulation by applicable designated authorities.
8. A preliminary review of the required materials identified in the Record of Pre-consultation will be completed prior to the acceptance of an Application and deeming an application complete under the *Planning Act*.
9. In the absence of mandatory Pre-consultations between the applicant and municipality, as prescribed within this By-law, and the submission of all required supporting information or materials, the Managing Director of Planning and Development or designate may deem an application incomplete and refuse to accept the application.
10. The Managing Director of Planning and Development or designate shall have the discretion to waive the requirement for a Pre-consultation Meeting and/or preliminary review, or the holding of a public consultation meeting as part of a mandatory Pre-consultation process.
11. Schedule "E" to the Township Fees and Charges By-law is hereby amended by adding the following fee – Preconsultation Mandatory Stage 2 in the amount of \$4,151.
12. This By-law comes into effect upon enactment and passage hereof.

Read a first, second and third time and finally passed this 26th day of June, 2023.



Mayor – Shawn Watters



Clerk – Kerri O'Kane