



## **The Corporation of the Town of Orangeville**

### **By-law Number 2025-**

#### **A By-law to Adopt Amendment No. 132 to the Official Plan**

The Council of the Corporation of The Town of Orangeville, in accordance with the provisions of Section 26 of the Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, hereby enacts as follows:

1. Amendment No. 132 to the Official Plan for The Town of Orangeville, consisting of the attached explanatory text and maps is hereby adopted.

Read three times and finally passed this 27<sup>th</sup> day of January, 2025.

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Lisa Post, Mayor

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Raylene Martell, Town Clerk

**The Official Plan  
for the  
Town of Orangeville  
Amendment No. 132**

The attached explanatory text and map, constituting Amendment Number 132 to the Official Plan for the Town of Orangeville, was adopted by the Council of the Corporation of the Town of Orangeville, under the provisions of Section 26 of the Planning Act, R.S.O., 1999, C. P.13 on January 27, 2025.

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Lisa Post, Mayor

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Raylene Martell, Town Clerk

**The Official Plan  
for The Town of Orangeville  
Amendment No. 132**

**Part A – The Preamble**

**1. Purpose of the Amendment**

The purpose of this Amendment is to add policies for pre-application consultation, complete application requirements, and public consultation. This Amendment addresses recent amendments to the Planning Act and the Provincial Planning Statement 2024 and brings the Town of Orangeville Official Plan into conformity with Provincial legislation and policy. The Provincial Planning Statement 2024 came into effect on October 20, 2024, and is a streamlined province-wide land use planning policy framework that replaces both the Provincial Policy Statement 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2020.

This Amendment implements the Town’s Pre-application Consultation process and the requirements for a Complete Application, ensuring an expeditious and rigorous review while providing for high quality outcomes, consistent with the intent of the Town of Orangeville Official Plan; as well as identifies a contemporary list of reports, studies and other information that may be requested as part of a complete application. It describes alternative measures that may be implemented for public consultation in respect to certain planning applications and review processes.

**2. Location**

This amendment applies to all the lands within the Town of Orangeville.

**3. Basis of the Amendment**

In July 2020, the Town initiated its periodic review and update of its Official Plan. At that time, there were recent changes to provincial policy, including a new 2020 Provincial Policy Statement (PPS), and an updated Growth Plan (2019). The County of Dufferin was undertaking a Municipal Comprehensive Review (MCR) of its Official Plan to conform to newly updated provincial policies. Therefore, the Town’s review of its Official Plan was divided into phases. The first phase would focus on policies not directly related to growth management direction or land use allocation. The second phase would precede the conclusion of the County MCR amendments to its Official Plan and would focus on growth management updates to the Town’s Official Plan, which would bring it into conformity to the updated County Official Plan.

This Amendment seeks to add several policy amendments introduced as part of the Phase 1 review process. In support of this Amendment, a Public Open House was held on April 19, 2021, which presented several proposed policy updates to the Official Plan, including draft amendments to Public Notification policies, as well as new policies for Pre-Application Consultation and Complete Application requirements. A statutory public meeting was subsequently held in consideration of these, and other proposed amendments on October 4, 2021. The proposed amendments were also circulated to all prescribed public bodies and agencies for consultation.

The Planning Act enables municipalities to establish a policy framework in their official plans that enables pre-submission consultation and prescribes complete application submission requirements. This policy framework is imperative as it sets the foundation for information that a municipality can request as part of any planning application submission and review process.

The purpose of pre-consultation is to determine the information materials required to support an application submission. The identification of relevant reports, studies and other information through the pre-submission consultation process is fundamental to the overall development application review process. It helps an applicant by setting clear expectations for submission requirements early in the approval process, and assists the Town when evaluating application submissions for completeness. At the time the proposed amendments were drafted, the Planning Act enabled municipalities to make pre-consultation mandatory, whereby an official plan must contain enabling policies that provide direction for pre-consultation.

Since the proposed amendments were drafted, Bill 108 amended the Planning Act by significantly truncating the timelines for approval authorities to make a decision on applications for official plan amendments, zoning by-law amendments and draft plans of subdivision once the subject applications have been deemed complete, before they can be appealed to the Ontario Land Tribunal (OLT) on the basis of a non-decision.

Additionally, Bill 109 amended the Planning Act to extend the timelines for approval authorities to issue a decision on site plan applications from 30 to 60 days and introduced provisions for accepting and deeming site plan applications as complete submissions, similar to other application types. Changes were also made that required municipalities to refund up to 100 percent of certain application fees (official plan amendments, zoning by-law amendments and site plan approval) where decisions are not made within the statutory timeframes.

To meet the expedited timeframes for application decisions and avoid refund penalties, the Town deployed a more comprehensive approach to pre-submission consultation. Having clear parameters for application submission requirements established early on

through more robust pre-consultations intends to streamline the review and approval process once an application is submitted.

Bill 185 later amended the Planning Act in June 2024 by making pre-consultation voluntary and repealed the sections that allowed a municipality to make such consultation mandatory.

To support more efficient application submission and review processes, this amendment proposes to add new policies to the Town of Orangeville Official Plan to provide direction for enabling applicants to pursue pre-submission consultation before making an application submission. This amendment also adds policies to provide direction on the types of materials and information that may be required in support of an application so that it may be considered as a complete submission.

In order to assist with providing a more streamlined application review process while improving public transparency and engagement, amendments are also proposed to the Public Notification policies of the Official Plan. Various sections of the Planning Act enable the use of alternative measures for public consultation in respect to applications for official plan amendments, zoning by-law amendments, plans of subdivisions and consent, provided that the Official Plan contains enabling policies describing such alternative measures. This Amendment therefore contains amendments to the Public Notification policies of the Plan, which describe more detailed measures for engaging the public on certain planning applications and approval processes.

## **Part B – The Amendment**

The Official Plan for the Town of Orangeville is amended as follows:

1. By adding the following policies to Section I of the Town of Orangeville Official Plan and renumbering all subsequent sections in numerical order:

### **“11 PRE-APPLICATION CONSULTATION**

- I1.1 The Planning Act enables Council to permit applicants to consult with the Town prior to the submission of a development application(s); and provide information, reports, studies and materials it may deem necessary to process an application(s). This is contingent on the Official Plan containing policies related to these requirements.
- I1.2 The pre-application consultation process is a critical first step in the application submission and review process. Its purpose is to ensure that development applications are complete and supported by information and materials that fulfill

the review requirements of the Town and other pertinent review agencies. The intention of pre-application consultation is to ensure each application contains sufficient and appropriate information to:

- a) be processed in a timely manner, as set out under the Planning Act;
- b) allow the decision-making authority to make a well-informed decision on the application, having thorough and reliable information made available with the submission; and
- c) facilitate quality development consistent with the policies of this Plan.

I1.3 Council strongly encourages applicants to pre-consult with the Town before submitting any application under the Planning Act, including applications for Official Plan amendments, Zoning By-law amendments, draft plans of subdivision, draft plans of condominium (standard, common element and vacant land) and site plan approval. Requests for pre-application consultation prior to the submission of an application to the Committee of Adjustment (minor variance and consent) will be at the discretion of Town staff.

I1.4 The purpose of pre-application consultation is to establish the requirements for a complete application submission by:

- a) Identifying the required information, reports, studies and materials and their substance of composition to be submitted with the application;
- b) determining any issues associated with the development proposal and associated information needed to address those issues; and
- c) identifying any potential policy conformity and technical issues that require resolution on the matter.

The comments resulting from pre-application consultation shall not constitute a Town approval and/or endorsement of an application. The comments provided by the Town are at the sole discretion of the Town and cannot be modified by the applicant.

I1.5 To support the submission of a complete application, the pre-application consultation process may consist of the following:

- a) Initial pre-consultation meeting(s) with Town staff and pertinent external public agencies, to allow an applicant to present their proposed application(s) and obtain feedback regarding application submission requirements;
- b) Discretionary detailed pre-consultation and collaboration, to allow an applicant to present proposed development concepts and supporting plans and/or reports for review and direction regarding their composition and information to be provided within; and

c) Complete Application Submission.

- 11.6 Engaging in the pre-consultation process supports collaboration between the Town and applicants. It helps set clear expectations for submission requirements, which leads to an efficient and effective development review process. Conversely, not engaging in pre-submission consultation may create uncertainty in the submission and review process, lack of appropriate supporting information and duplication of submission and review efforts, causing delays in approval timelines.
- 11.7 Before submitting any application requiring Planning Act approval, including amendments to the Official Plan, amendments to the Zoning By-law, Site Plan Approval, Plan of Subdivision, Plan of Condominium and Community Planning Permit System Applications, proponents are strongly encouraged to attend an initial pre-consultation meeting(s) with Town staff. Subsequent pre-application consultation meetings may be requested or recommended prior to an application submission where appropriate, to confirm submission information requirements and/or to address any issues to be resolved with respect to the development proposal.
- 11.8 A pre-consultation record identifying the specific plans and reports/studies that are required to be submitted to form a complete application will be prepared by Town staff and provided to the applicant after the Initial Pre-consultation Meeting.
- 11.9 Following an initial pre-consultation meeting, detailed pre-consultation and collaboration may be recommended by Town staff. This process is intended to facilitate a collaborative dialogue between the Town and the applicant in order to advance the planning for development proposals that are significant because of scale, location or other matters related to the development of an area. It requires submission(s) of materials identified in Initial Pre-consultation Meeting, such that Town staff can advise on the scope and substance of information in advance of the eventual application submission. Additional supporting studies and revisions to plans may be required as part of this process.
- 11.10 The form and extent of pre-submission consultation stages will vary based on the application type and context, which will be determined in consultation with Town staff and pertinent public agencies. To ensure that the Complete Application Requirements policies of this Plan are met, the satisfactory completion of all requested pre-application consultation should precede the filing of any formal planning application.

## **I2 COMPLETE APPLICATION REQUIREMENTS**

- I2.1 The purpose of a complete application submission is to ensure that all the relevant and required information pertaining to a development application is made available at the time of submission, to:
- a) assist planning staff in providing a recommendation on the application;
  - b) enable Council and its delegated approval authorities to make informed decisions within the prescribed period of time; and
  - c) ensure that the public and other stakeholders have access to all relevant information early in the planning process.
- I2.2 Supporting information, including detailed studies and plans, shall be required to be submitted with all applications requiring Planning Act approvals. The extent of information and materials required in support of any application shall be determined through pre-application consultation pursuant to the policies of this Plan. In determining the required supporting information, the Town shall consider the nature of the proposal, relationship to adjacent land uses, application type and the policies of this Plan, in consultation with the County of Dufferin, the Credit Valley Conservation Authority and other agencies where appropriate. Required supporting information will be based on what is pertinent and relevant to the development proposal, accounting for context, and achieving the goals and objectives of this plan.
- I2.3 Supporting studies and plans for minor variance and consent applications under the Planning Act, may include:
- a) A Conceptual Plan
  - b) Conceptual Elevations
  - c) Conceptual Floor Plans
  - d) Site Servicing and Grading Plans
  - e) Low-Impact Development Brief
  - f) Water Balance Brief
- I2.4 Supporting studies and plans for all other applications under the Planning Act, may include:
- a) Arborist Report
  - b) Archaeological Assessment
  - c) Architectural Elevations and Renderings
  - d) Conceptual Plan
  - e) Dewatering Plan
  - f) Elevations



- g) Employment Land Need Assessment
- h) Environmental Impact Assessment
- i) Environmental Site Assessment
- j) Excess Soil Management Plan
- k) Facility Fit Plan
- l) Financial Impact Assessment
- m) Floor Plans
- n) Functional Servicing Report
- o) Geotechnical Study
- p) Growth Management/Phasing Study
- q) Heritage Impact Assessment
- r) Homebuyers Information Plan
- s) Hydrogeological Assessment
- t) Hydrological Assessment
- u) Infiltration Management Plan
- v) Landscape Plan
- w) Lighting Plan
- x) Low Impact Development Brief
- y) Market Feasibility Report
- z) Material Sample Board
- aa) Noise and Vibration Study
- bb) Air Quality Study
- cc) Notice to Proceed in accordance with Section 59 of the Clean Water Act,  
2006
- dd) Phasing Plan
- ee) Planning Justification Report
- ff) Public Consultation Strategy and/or Summary Report
- gg) Public Utilities Plan (shadowed on the Landscape Plan)
- hh) Public Realm Plan/Streetscape Plan
- ii) Record of Site Condition
- jj) Risk Management Plan
- kk) Salt Management Plan
- ll) Sediment and Erosion Control Plan
- mm) SunShadow Study
- nn) Site Plan
- oo) Site Servicing and Grading Plans
- pp) Source Water Protection Disclosure Report
- qq) Stormwater Management Report
- rr) Sub-watershed Study Tertiary Concept Plan
- ss) Traffic Impact Study

- tt) Tree & Inventory and Preservation Plans
- uu) Transport Pathway Assessment
- vv) Transport Pathway Confirmation Statement
- ww) Urban Design Brief
- xx) Visual Impact Study
- yy) Water Balance Report
- zz) Water Resource Management Report

- 12.5 All required supporting information shall be prepared by professional consultants retained by and at the expense of the applicant. In order for any supporting information to be considered acceptable as part of a complete application submission, the Town shall be satisfied that such information has been prepared by professional consultants with appropriate qualifications and expertise related to the subject matter.
- 12.6 Where a study and/or plan has been submitted in support of a development application(s), and it is determined that a peer review is required, the peer review shall be coordinated by the Town and undertaken by a peer reviewer retained by the Town, but at the expense of the applicant. The Town may require that such peer review be engaged during pre-consultation, and/or undertaken prior to accepting an application submission, in order to determine the extent and composition of information to be provided with the application and its supporting materials.
- 12.7 For any application for an official plan amendment, zoning by-law amendment and/or draft plan of subdivision where the development or redevelopment proposal may cause impacts to surrounding neighbourhoods, the proponent(s), at the discretion of Town staff, may be required to host a public open house before submitting their application(s). The notification process and public open house meeting format shall be administered by the proponent and follow the Town's notification and meeting format requirements.
- 12.8 Where a development proponent is required to hold a public open house in accordance with the policies of this Plan, the proponent shall prepare a Public Consultation Summary Report following the public open house, which shall document;
- a) Key Messages from the Consultation Activity/Event;
  - b) Record of Notification;
  - c) Record of Consultation; and,
  - d) Response to Comments.

The Public Consultation Summary Report shall be included among the supporting materials required to form a complete application submission.

- I2.9 Proponents are strongly encouraged to submit their application(s) only following the completion of all pre-application consultation as outlined by the policies of this Plan and to the satisfaction of the Town. An application review fee is payable at the time of application submission. The legislated decision-making timelines in the Planning Act will begin once all applicable application review fees are paid and all required supporting information, as determined through pre-application consultation, is received by the Town in a satisfactory form.
- I2.10 An application for an Official Plan amendment, Zoning By-law amendment, draft plan of subdivision, draft plan of condominium and site plan approval shall be considered complete, under the Planning Act, when the following has been provided to the Town:
- a) the prescribed application fees;
  - b) completed application form(s); and,
  - c) all required studies and plans, as determined through pre-application consultation undertaken in accordance with the policies of this Plan.
- I2.11 Prior to accepting an application for a draft plan of subdivision, draft plan of condominium, consent or site plan approval, the Town shall be satisfied that all necessary land use permissions will be in place to facilitate the application. In circumstances where an Official Plan amendment, Zoning By-law amendment and/or minor variance approval are required, the Town shall be satisfied that such approvals will be in place and in full force before a related planning application may be accepted.
- I2.12 Prior to accepting an application for an Official Plan amendment involving a re-designation or change of use in respect to an Employment Area designation, the Town shall be satisfied that the pertinent policies of the Provincial Planning Statement or any other relevant provincial planning document and County of Dufferin Official Plan concerning the conversion or removal of lands within an Employment Area, have been satisfied.”
2. By deleting Section I11. “PUBLIC NOTIFICATION” in its entirety and replacing it with the following:

**“I11 PUBLIC CONSULTATION**

- I11.1 The Town recognizes the importance and value of community engagement to the planning process. The policies of this Plan seek to support opportunities for meaningful and inclusive community engagement, while balancing the need to process development applications with efficiency and within the timelines prescribed by the Planning Act.
- I11.2 The objectives for community engagement on planning matters are:
- a) to seek input from residents, agencies and other stakeholders on planning matters; and,
  - b) to provide equitable opportunities for a wide demographic to be informed and involved on planning matters.
- I11.3 Community engagement on planning matters will be conducted in accordance with the Planning Act, and in formats consistent with the Accessibility for Ontarians with Disabilities Act and other applicable legislation, policies and regulations.
- I11.4. The Town will utilize a variety of communication and engagement methods to seek public consultation and input on land use planning matters. Depending on the relevancy and scope of the matter in question, the Town shall choose the most appropriate method(s) of communication, which may include but is not limited to:
- a) direct notice mail-outs to nearby affected properties;
  - b) newspaper notice
  - c) notice signs erected on subject lands
  - d) public information open houses/neighbourhood meetings, which may be held in virtual, in-person and/or hybrid format(s)
  - e) statutory public meetings, which may be held in virtual, in-person and/or hybrid format(s)
  - f) Town website postings; and/or
  - g) social media
- I11.5 Depending on the complexity, scale, type or potential for impact of a development proposal, the Town may require an expanded public consultation process, including additional community engagement methods in addition to the statutory requirements of the Planning Act.

- I11.6 For development proposals that require an expanded public consultation process, the proponent shall develop a public consultation strategy, which is to include at a minimum, the following elements:
- a) the methods of consultation to be used;
  - b) the scope and objectives of the consultation approach(es);
  - c) how public comments will be reviewed, considered and documented; and,
  - d) a communication strategy.
- I11.7 Council may forego notice to the public and holding a public meeting for an amendment to this Plan, or to the zoning by-law, which has the following effect:
- a) changes the number or reference to a section(s) or the order of sections, but does not add or delete a section(s);
  - b) consolidation of approved amendments into a new document;
  - c) corrections of a grammatical or topographical error, stylistic formatting, or any similar editorial error which does not affect the intent of any policies or map;
  - d) rewords policies or re-illustrates mapping to clarify the purpose, intent and/or interpretation of the Plan, or to make it easier to read, without affecting the intent or purpose of such policies or maps; or,
  - e) changes to measurement unit references, or references to legislation or other external documents where the titles to such have changed.”