

The Corporation of the Town of Minto By-law Number 2023-021

Being a By-law to Require Development Applicants to Consult with the Municipality Prior to Submission of Development Applications (“Pre-Consultation”).

WHEREAS, sections 22 (3.1), 34 (10.0.1), 41 (3.1) and 51 (16.1) of the Planning Act, R.S.O 1991, c.P.12, as amended provide that a municipality may, by bylaw, require applicants to consult with the municipality prior to submission of development applications;

AND WHEREAS, the County of Wellington Official Plan provides policy direction for pre-consultation;

NOW, THEREFORE, be it resolved that the Town of Minto enacts as follows:

DEFINITIONS

1. For the purposes of this By-law:

"pre-consultation" means a meeting(s) and detailed review of submission documents undertaken pursuant to this By-law satisfying the requirement as described in the Planning Act that applicants consult with the municipality prior to the acceptance and the deeming of development applications as complete, as specified.

"pre-consult" means the act of meeting to satisfy the pre-consultation requirements of this By-law.

PRE-CONSULTATION REQUIREMENTS

2. Applicants shall pre-consult with the Town prior to submission of the following development applications in order to identify the information and materials necessary to the processing of an application:

- 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 Director of Building and Planning Services or designate based on the application's complexity or relationship to the application types for which mandatory pre-consultation applies.

3. The Director of Building and Planning Services or designate are authorized to:

- a) conduct timely pre-consultation meetings; and
- b) identify the information and materials necessary for processing each application:
 - i. to be provided at the time of submission and acceptance of a development application under the Planning Act and the County of Wellington Official Plan; and,
 - ii. to be provided during the processing and review of a development application in cases where such information and materials cannot reasonably be provided at the time of the submission and acceptance of a development application in order to deem the application as complete.
- c) identify and recommend other applications referenced by the

Planning Act that, in the opinion of the Director of Building and Planning Services or designate, require pre-consultation based on the application's complexity or relationship to the application types for which mandatory pre-consultation applies.

- d) enter into a formal Pre-Consultation Agreement with the applicant, at the discretion of the Director of Building and Planning Services.

AUTHORITY

- 4. In the absence of a pre-consultation meeting and the submission of all required supporting information or materials, the Chief Building Official or designate may deem an application incomplete and refuse to accept the application.
- 5. The Director of Building and Planning Services shall have the discretion to deem an application as complete upon the submission and satisfactory review of the documents and upon deeming an application as complete, shall report to Council for information.
- 6. The Director of Building and Planning Services or designate shall have the discretion to waive the requirement for a pre-consultation meeting or holding of a public consultation meeting as part of a mandatory pre-consultation process.

This By-law shall come into force and takes effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 21st day of March 2023.



Dave Turton, Mayor



Quinn Foerter, Deputy Clerk