

REPORT TO COUNTY COUNCIL

Updating the Implementation Policies

To: Warden and Members of County Council

From: Director of Community Planning

RECOMMENDATIONS

1. That Oxford County Council approve the proposed amendments to Chapter 10 (specifically Sections 10.3, 10.5 and 10.8), Chapter 5 (specifically Section 5.5, and Chapter 3 (specifically subsection 3.1.8.) of the County Official Plan, which will serve to update a number of the County's implementation policies and restore two site-specific policies;
2. And further, that Council approve the attached Amendment Number 351 to the County of Oxford Official Plan as well as the enacting By-Law 6802-2026.
3. And further, that Council endorses draft Amendment Number 352 for the purposes of planning staff's submission to the Ministry of Municipal Affairs and Housing (MMAH) for their review and 'approval';
4. And further, that Council direct planning staff to bring back Amendment Number 352, incorporating any necessary revisions, including from the decision of the Minister, for Council's further consideration at a future meeting.

REPORT HIGHLIGHTS

- This report includes two proposed amendments that serve to update the implementation policies in the Official Plan (i.e. Various policies in Chapter 10 and one in Chapter 5) and restore two site-specific policies that were inadvertently removed from Chapter 3.
- These amendments will serve to improve the policies and tools that the County and Area Municipalities may use when considering development applications, support increased consistency and efficiency when dealing with various matters under the Planning Act ("the Act"), and better reflect various legislative and regulatory requirements.
- The policies in the proposed amendments have been revised from the draft version included in report [CP 2025-236](#) (presented to Council in September 2025), based on feedback received through further consultation on the draft policies.

- Planning staff are recommending that Council adopt the proposed amendments, with the exception of the amendments to the complete application policies, for which staff are seeking Council direction to submit to the MMAH for their pre-‘approval’ prior to returning them to Council for adoption at a future date.

IMPLEMENTATION POINTS

The adoption of the recommendations contained in this report will amend the policies of the Oxford County Official Plan included in Attachment 1 (OPA 351) which includes updates to Chapter 10 and reinstates two site-specific policies in Section 3.1 (Agricultural Land Resource).

The recommendations also direct staff to submit Attachment 2 (OPA 352), which proposes to clarify existing complete application requirements, to the MMAH for their pre-‘approval’ before it can be brought back for a final decision (i.e. approval) by County Council at a later date, in accordance with the requirements of the *Planning Act*. As discussed in greater detail in the comments section of the report, the submission to the MMAH must include a letter that indicates support for the request from the Head of Council or Council for making the proposed change(s).

Financial Impact

The approval of the recommendations contained in this Report will have no financial impact beyond what has been approved in the current year’s budget.

Communications

Early and extensive consultation with area municipal and County staff and engagement with local area municipal Councils were part of a comprehensive approach to soliciting feedback on the draft policies released in County Report [CP 2025-236](#). The feedback received, as detailed further in this report below, informed the revised policies reflected in the amendments included as Attachments 1 and 2.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the [2023-2026 Strategic Plan](#) on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council’s vision of “Working together for a healthy, vibrant, and sustainable future.” These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
Goal 1.2 – Sustainable infrastructure and development		Goal 3.1 – Continuous improvement and results-driven solutions

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

The review of Official Plan implementation policies was prioritized to address numerous revisions to the *Planning Act* through multiple Bills (i.e. Bills 109, 23, 97, 185, and 17) that have impacted many facets of the development review process. Some of these changes have resulted in additional tools, or added flexibility, that may assist the County and Area Municipalities in further streamlining local development review processes and improving efficiency when dealing with matters under the *Planning Act*. Some of these tools must be enabled through official plan policy before they can be utilized by municipalities. Other changes have affected the authorities and/or responsibilities of municipalities when considering matters under the *Planning Act*, and as such, some of the proposed changes are more informative in nature and intended to provide enhanced clarity and predictability for users of the Official Plan and ensure consistency with provincial policy.

The proposed amendments to the implementation policies generally fall within three categories of updates, as follows:

1. **Clarifying major projects and studies, related requirements, and processes.** These updates serve to reflect existing, local practices for secondary plans, area studies, and issue-based studies and also address changes in Provincial legislation and policy;
2. **Enable additional optional planning tools to improve the efficiency of development approval processes** (e.g. delegation of approval authority, aspects of the public participation/consultation process, allocation of servicing capacity etc.); and,
3. **Make minor informative and clarifying amendments** to improve the Plan’s transparency and effectiveness. This includes recognizing existing delegated approval authorities (e.g. lapsing of approvals, red line revisions etc.) and minor revisions to the policies for the

consideration of certain planning application types (e.g. added cross-references, improving accuracy and/or consistency of language in development evaluation criteria etc.).

Additionally, planning staff are proposing to reinstate two site-specific amendments in subsection 3.1.8. that were adopted and approved by County Council subsequent to the adoption of OPA 269 (Agricultural Policy updates), but later inadvertently deleted by the Province through the Ministers decision on OPA 269. This deletion occurred despite County staff requesting at the time that the Province incorporate those two subsequent amendments into their decision on OPA 269. Provincial staff's position at that time was that the County would need to re-establish the two deleted policies through a subsequent amendment if they wanted them maintained. As such, the purpose of the proposed amendments to subsection 3.19 is simply to restore the policies originally approved by County Council (i.e. it will not result in any changes to those policies).

A more detailed discussion of the rationale for the all of proposed changes is also available in the previous report to County Council [CP 2025-236](#).

Comments

Navigating Legislative Change

The Bill 17 *Protect Ontario by Building Faster and Smarter Act, 2025* received Royal Assent on June 5, 2025 and amended the Planning Act to require any changes that add, amend or revoke Official Plan requirements for complete applications to be approved by the MMAH prior to adoption by County Council. Bill 17 also amended the Act to specify that future regulations may limit or specify the information and material (i.e. supporting studies or reports) that may be required by a municipality. This direction affects applications for official plan amendments, zoning by-law amendments, site plans, plans of subdivision/condominium, and consents.

As a result of the Bill 17 changes, the proposed changes to the Official Plan policies have been divided into two separate amendments, while still intended to achieve the same overall goal of improving the clarity, efficiency, and effectiveness of County and Area Municipal land use planning policies, tools, and processes.

- **Attachment 1 (OPA 351)** proposes changes to Chapter 10 (specifically sections 10.3, 10.5 and 10.8) and Chapter 5 (specifically section 5.5) to update the Official Plan implementation policies, as well as changes to Chapter 3 (specifically subsection 3.1.8.) to restore two site-specific policies that were inadvertently deleted by the Province.
- **Attachment 2 (OPA 352)** proposes changes to Chapter 10 to revise the complete application policies in Section 10.5. As noted above, this specific type of change to an official plan now requires 'approval' by the MMAH prior to a decision (i.e. adoption) by County Council.

This approach will allow the County to implement (i.e. through adoption by County Council) the majority of the planned implementation policy updates now, as originally intended, while also allowing for the changes related to 'complete applications' to be submitted to the Province for their written 'approval' (i.e. to comply with the previously noted changes to the *Planning Act*), so that those proposed policy updates can also be brought back to Council for final adoption as soon as

possible. To help with understanding the changes as set out in Attachments 1 and 2, Attachment 3 includes a version of the revised policies, for information purposes, showing how only the amended subsections of Chapter 10 will read once both amendments are in place. It should be understood that any future changes to Attachment 2 (e.g. as a result of a Provincial decision) may further revise the complete application policies as shown in Attachment 3.

Summary of Feedback Received on the Draft Policies

As part of the development of the recommended policy changes included as Attachments 1 and 2 to this report, staff undertook additional engagement and received feedback on the draft policies that were previously presented to County Council through report [CP 2025-236](#). This section provides an overview of the feedback received in response to the consultation on the proposed draft policies and how that feedback was considered and/or addressed.

Early engagement with all eight Councils and both Area Municipal and County staff on the draft policies was the primary focus of the consultation. Overall, there was strong support for continuing to improve service delivery and streamline development approval processes by using optional tools provided for under the *Planning Act*. There was also general support for allowing simple, administrative type applications (such as the removal of holding by-laws) to be approved faster (e.g. through delegated approval), provided certain safeguards can be established and maintained.

Staff also received feedback regarding the role and scope of updates regarding secondary planning policies with respect to the purpose and scope of such undertakings and how they relate to settlement area boundary expansions. Staff explained that the purpose of these updates is generally to:

- ensure that secondary planning exercises are appropriately designed and scoped to reflect each local context and the needs of both rural townships and the urban areas, regardless of who initiates the process; and
- are proposed in appropriate locations with appropriate levels of servicing.

Minor Zoning Amendments and Delegated Approval Authority

A common theme that emerged during consultation with the Area Municipalities was related to the process for delegation of approval authority. Various questions and comments were raised about what constitutes a minor zoning by-law amendment and how and whether Council decision-making power could be retained for contentious or unsupportable applications.

Regarding delegated approval authority for minor zoning by-law amendments, the Act directs that the Official Plan must list the type of minor zoning by-law amendments that are eligible for delegated approval authority and that a municipality must pass a by-law before approval authority can be delegated. The updates to the policies include establishing the required list and providing direction to help inform the development of delegation by-laws as well as alternative forms of notice and consultation that may be appropriate to consider for specific types of applications to create greater efficiencies and reduce approval timelines.

The delegation of approval authority is an optional tool that is intended for minor zoning by-law amendments that are simple and/or administrative in nature. These are generally application types that, over time, have been found to comply with applicable municipal policies/requirements

and apply to planning matters that are relatively straightforward, technical, and/or non-controversial. In keeping with this intent, the proposed list of minor zoning by-law amendments has been expanded to also include amendments which make clerical changes (e.g. fixing typos, adjusting formatting, update names of statutes or agencies where changed).

Similarly, Area Municipal Councils also had questions with respect to the legislative requirements for delegated approvals with respect to public process. For greater clarity, the proposed amendments to the Official Plan will serve to reflect and clarify some of the key *Planning Act* provisions that are intended to establish safeguards with respect to the delegation of authority (e.g. applications must still meet applicable notice requirements, the power to refuse an application cannot be delegated to staff). Area Municipal Councils will have the discretion to delegate approval authority for all, some, or none of the types of minor zoning by-law amendments listed in the proposed amendment and to evaluate the potential benefits and risks before formally delegating any such approval authority to staff through a by-law, and can also retract the delegated authority through by-law if deemed necessary.

For further clarity, if a particular minor zoning by-law amendment application does not meet the specific requirements set out in the applicable delegation by-law, or staff are unable to support such an application for other technical reasons, the approval process for that particular application would revert back to the normal Council (or Committee) process, as applicable.

Questions were also raised with respect to whether it would be possible to delegate approval authority for other types of planning applications (e.g. minor variances) to help further streamline approval processes and increase efficiency. Although the *Planning Act* does not currently permit the approval of minor variances to be delegated to staff, staff have suggested that the Province consider amending the Act to allow such delegation on multiple occasions (i.e. as part of comments submitted in response to various *Planning Act* related consultations) as it would an obvious and reasonable option to allow municipalities to further streamline planning approvals.

The following provides a general summary of the other feedback received on the draft policies:

Area Municipal Staff

Meetings with Area Municipal staff centred on both providing information about, and consulting on, proposed updates and legislative changes. The feedback and questions received generally focused on the technical aspects of implementing certain policies and tools once established in the Official Plan, such as:

- Potential approaches and considerations related to the initiation of any background studies and by-laws required to implement some of the new planning tools, such as the Community Planning Permit System;
- Applicable transitional considerations with respect to lapsing of approvals for site plan applications, particularly if considering adding lapsing requirements for existing approved site plans; and,
- Updates to by-laws and/or notices that would be required to ensure consistency with recent legislative changes for existing and/or optional additional planning tools.

To address this feedback, planning staff have provided various supplementary materials to Area Municipal staff on a number of the key topics discussed, to try to ensure a shared understanding

of legislative requirements and how various tools could potentially be used. Further, planning staff will continue to provide further implementation support to Area Municipal staff through the sharing of resources (e.g. sample by-laws, updates to notice language etc.) and identification of potential opportunities to further streamline development review processes and improve the overall delivery of planning services (e.g. delegation of approvals, coordination of application fees etc.) through the upcoming review of Planning Service Agreements.

Oxford County Public Works

Feedback received from the County Public Works department re-iterated the importance of connecting implementation policies to County requirements for roads and other services.

Planning staff have reviewed the proposed amendment with respect to this feedback and are of the opinion that these considerations have been addressed and strengthened through the addition of subsection 5.5.5 (which highlights that the allocation, reallocation and withdrawal of servicing capacity shall be in accordance with a County Water and Wastewater Capacity Allocation Policy By-law) and added cross-references to the policies of subsection 5.1 (County Transportation Policy), where those requirements are applicable.

MMAH Staff

Recognizing the changes made to the *Planning Act* through Bill 17, planning staff initiated early communications with MMAH staff (in July 2025) to try to identify the Provincial expectations for municipalities proposing to update the complete application requirements in their Official Plans.

Subsequently, planning staff requested MMAH input on early draft complete application policies to try to:

- Determine if the Province had any objections or requirements for specific studies being required as part of complete applications (this includes for official plan amendments, zoning by-law amendments, consents, plans of subdivision and site plan applications);
- Obtain clarification on the submission process which now requires the Minister's approval on draft policies prior to adoption of an amendment which adds, amends, or revokes complete application policies by a Council.

With respect to the content of complete application requirements, as of the writing of this report and based on multiple discussions and correspondence with Ministry staff, it is the understanding of planning staff that:

- Regulations that prescribe what studies or reports may, or may not, be included in an Official Plan's complete application policies have not yet been released by the Province.
- Ministry staff are unable to confirm, or provide any additional advice on, which specific studies or reports can, or cannot, be included in the proposed OPA 352 (Attachment 2).

However, Ministry staff did refer back to the relevant [ERO posting 025-0462](#) released in May 2025 which sought the public's feedback on sun/shadow studies, wind studies, urban design reports, and lighting studies as proposed information that could not be required for a planning application to be deemed 'complete'. That said, all of these studies are still included in the list of potential

studies in Attachment 2, as they represent important information that may be appropriate for the County and/or Area Municipalities to request as part of a complete application in various circumstances to ensure the compatibility of the development and the achievement of complete, liveable communities.

Regarding requirements for submission to the MMAH, Ministry staff have clarified that in order to submit Attachment 2 to the Province for approval, it should include a letter from the Warden or senior municipal official (for example, the CAO or Clerk) to the Assistant Deputy Minister of the Municipal and Housing Operations Division that, at minimum:

- Indicates support from the Head of Council or Council for the request to MMAH for a decision on the proposed change(s);
- Explains the purpose of the additions, amendments, or revocations and provides rationale for the change(s);
- Explains how the change(s) aligns with provincial policy and growth objectives;
- Provides a cost/benefit analysis for the change(s) and details the impact of changes on timelines and costs to developers, businesses, organizations/corporations, and homeowners; and
- Includes information on any consultation with, and input from, stakeholders and Indigenous communities related to the change(s).

Ministry staff subsequently clarified that a summary of the purpose, intent, and benefits of the proposed complete application updates may be sufficient in lieu of the detailed 'cost benefit analysis', as identified above.

It is noted that these submission requirements are entirely unique and are not based on the legislative requirements that apply to other types of amendments for which the Province is the approval authority (which do not apply in this instance). Planning staff will prepared a draft of the required submission letter and would suggest that it clearly indicate that the proposed amendments to the County's complete application policies are technical in nature (as described in this report) and simply re-affirm and clarify the existing Official Plan policies, supporting criteria, and Area Municipal practices and, further, that no additional or new costs to development are anticipated to arise as a result of the proposed revisions.

Overall, the proposed changes to the Official Plan will serve to reflect recent updates to the *Planning Act*, enable additional planning tools and provide clearer direction with respect to various County and Area Municipal planning processes, and provide for improved consistency and efficiency when dealing with various matters under the *Planning Act*.

So, in summary, it is the opinion of planning staff's that the proposed policy updates, as contained in Attachments 1 and 2 of this report:

- Conform, or do not conflict, with any applicable provincial plan or plans;
- Have regard to matters of provincial interest; and
- Are consistent with the applicable policies of the Provincial Planning Statement, 2024.

CONCLUSIONS

The purpose of this report is to present Council with the recommended updates to the implementation policies in the Official Plan. The primary intent of these policy updates is to improve the efficiency, consistency, clarity, and flexibility of the various planning implementation measures and tools set out in the Official Plan, which are primarily contained in Chapter 10.

Recent amendments to the *Planning Act* through Bill 17 *Protect Ontario by Building Faster and Smarter Act, 2025* require 'any new or revised' Official Plan requirements for complete applications to be 'approved' by the MMAH prior to adoption by County Council. As such, the proposed policy updates have been split into two separate Official Plan amendments. Planning staff are recommending that OPA 351 (Attachment 1) pertaining to the implementation policy updates be adopted by Council and that Council direct staff to send OPA 352 (Attachment 2) pertaining to proposed updates to complete application requirements to the MMAH for their 'approval' before returning to Council for decision at a future date.

The recommended policy amendments were based on extensive background research, consideration of applicable provincial legislation, and ongoing consultation and engagement with Area Municipal and County staff. Further, it is the opinion of planning staff that the proposed policies as attached to this report are consistent with current Provincial legislation, plans, policies, and guidelines; will serve to improve the overall intent, clarity, and implementation of the policies; and ensure the policies continue to reflect and support local planning goals and objectives.

SIGNATURES

Report author:

Original signed by _____
Hanne Yager, MCIP, RPP
Policy Planner

Reviewed by:

Original signed by _____
April Nix, MCIP, RPP
Manager of Planning Policy

Departmental approval:

Original signed by _____
Paul Michiels
Director of Community Planning

Approved for submission:

Original signed by _____
Benjamin R. Addley
Chief Administrative Officer

ATTACHMENTS

- Attachment 1 – Official Plan Amendment, OPA 351
- Attachment 2 – Official Plan Amendment, OPA 352, for Provincial Submission
- Attachment 3 – Amended Chapter 10 Policies

COUNTY OF OXFORD

BY-LAW **6802-2026**

BEING a By-Law to adopt Amendment Number 351 to the County of Oxford Official Plan.

WHEREAS, the County of Oxford has held a public meeting and has recommended the Amendment Number 351 to the County of Oxford Official Plan for adoption, and,

NOW THEREFORE, the County of Oxford pursuant to the provision of the Planning Act, R.S.O. 1990, as amended, enacts as follows:

1. That Amendment Number 351 to the County of Oxford Official Plan, being the attached explanatory text, is hereby adopted.
2. This By-Law shall come into force and take effect on the day of the final passing thereof.

READ a first and second time this 25th day of February, 2026.

READ a third time and finally passed this 25th day of February, 2026.

MARCUS RYAN, WARDEN

LINDSEY MANSBRIDGE, CLERK

AMENDMENT NUMBER 351
TO THE COUNTY OF OXFORD OFFICIAL PLAN

the following Plan attached hereto as explanatory text, constitutes
Amendment Number 351 to the County of Oxford Official Plan.

1.0 PURPOSE OF THE AMENDMENT

The purpose of the Amendment is to update Section 3.1.8 (Agricultural Area – Site-Specific Policies), 5.5 (County Servicing Policy), and Chapter 10 (Implementation Measures), as contained in the Official Plan, to clarify requirements and processes for major projects and studies; improve and streamline the development approval processes; reflect changes to municipal responsibilities under the Planning Act; and restore two site-specific policies in the Agricultural Land Resource Section of the Plan.

2.0 LOCATION OF LANDS AFFECTED

This Amendment generally applies to all lands within the County, with the exception of the updates to Chapter 3 which concern site-specific development permissions that only apply to lands described in Section 3.1.8.11 and 3.1.8.12 of this Amendment.

3.0 BASIS FOR THE AMENDMENT

3.1 *SUMMARY OF CHANGES TO THE PLAN*

This Amendment revises the existing policies within the Official Plan to reflect ongoing revisions to the Planning Act through Bills 109, 23, 51, 97, 185, and 17 that have impacted the development review process as well as the updated Provincial Planning Statement, 2024.

The proposed changes will give the municipalities in Oxford County added flexibility when processing development applications by enabling the use of optional tools, such as delegated approval authority and alternative measures of notice, that help to streamline local planning approvals at both the County and at the Area Municipal level. This Amendment will also change existing policies related to current implementation tools, public participation and the broader development approval process, to enhance clarity for users of the Official Plan when dealing with matters under the Planning Act and to overall support greater consistency with provincial legislation and regulation.

As a clerical update two site specific provisions (3.1.8.11 and 3.1.8.12) are being re-added to the Plan to reflect previous County Council decisions. These two site-specific amendments were approved by Oxford County Council following the adoption and submission of Official Plan Amendment 269 (Agricultural Policy updates) to the province for approval following it's adoption by County Council on May 25, 2022. These site-specific amendments were deleted in error by the Minister's decision of OPA 269 on February 8, 2024. This Amendment therefore restores the site-specific policies as previously approved by County Council.

3.2 PUBLIC PARTICIPATION AND INPUT

ENGAGEMENT ON A CONSULTATION DRAFT

A draft of the policy updates was released by County Council on September 10, 2025. This draft was released for public review and input and was considered by County Council as part of their meeting on the same date. All materials were also made available on the County's website.

Staff also attended an additional meeting of Council at each of the 8 Area Municipalities (Townships of Blandford-Blenheim and East Zorra-Tavistock on November 5, 2025, City of Woodstock on November 6, 2025, Town of Ingersoll, November 10, 2025, Township of South-West Oxford on November 18, 2025, Township of Zorra on November 19, 2025, Town of Tillsonburg on November 24, 2025, and Township of Norwich on December 9, 2025)), to provide an overview and discuss the draft policy updates. These meetings were also open to the public.

STATUTORY PUBLIC MEETING

A statutory public meeting was held on February 25, 2026, pursuant to the requirements of Section 17 of the Planning Act. A revised set of policies was considered at the public meeting which incorporated changes based on earlier feedback from the consultation draft.

4.0 DETAILS OF THE AMENDMENT

- 4.1 That Chapter 3 - Natural Resource Management Policies, Section 3.1 'Agricultural Land Resource', Subsection 3.1.8. – 'Special Agricultural Policies' is amended by adding the following new subsections after Subsection 3.1.8.10:

3.1.8.11 Part Lots 10 & 11, Concession 4 (Dereham),
Township of South-West Oxford

LOCATION

The lands to which this subsection applies comprise approximately 40 ha (98 acres) with frontage on Ebenezer Road and are described as Part Lots 10 & 11, Concession 4 (Dereham) in the Township of South-West Oxford. The lands are located near the southeast corner Plank Line and Ebenezer Road, and are municipally known as 344154 Ebenezer Road.

POLICIES

Notwithstanding any policies of the Official Plan to the contrary, an area of land consisting of approximately 2.3 ha (5.8 ac) along the easterly boundary of the subject lands may be utilized as a trucking operation. The specific extent of the lands to be used for the trucking operation shall be delineated in the Township of South-West Oxford Zoning By-law.

3.1.8.12 Part Lots 17 & 18, Concession 7 (Blenheim),
Township of Blandford-Blenheim

LOCATION

The lands to which this Section applies are described as Part Lots 17 & 18, Concession 7 (Blenheim) in the Township of Blandford-Blenheim. The lands are located on the north side of Oxford Road 29, immediately east of the Hwy 401 interchange and comprise approximately 27.9 ha (69 acres) with frontage and direct access to Oxford Road 29. The remaining 13.4 ha (33.2 acres) located east of the subject lands and forming part of the larger land holding are not included in this amendment.

POLICIES

Notwithstanding Section 3.1.4.1, *Permitted Uses*, or any other relevant policies of the Official Plan to the contrary, a non-agricultural use consisting of a warehouse operation with a gross floor area of up to 92,900 m² (1,000,000 ft²) may be permitted on the subject lands. The extent of the lands to be used for the warehouse purposes will be delineated in the Township of Blandford-Blenheim Zoning By-law.

- 4.2 That Chapter 5 - Functional Support Elements, Section 5.5. – County Servicing Policy, is amended by adding the following after Subsection 5.5.4:

5.5.5 Servicing Allocation By-law

SERVICING
ALLOCATION

Recognizing that *centralized water and/or wastewater facilities* have finite/limited capacity available to accommodate growth and *development*, the County may consider adopting a by-law and policy, pursuant to the applicable requirements of the Municipal Act, that provides for the allocation of sewage treatment and/or water supply system capacity and establishes criteria for determining the circumstances under which:

- the allocation of such servicing capacity will be assigned to development approved under the Planning Act; and
- the allocation of servicing capacity may be withdrawn, or reallocated.

Where the County has enacted such a by-law, the allocation reallocation, and withdrawal of servicing capacity shall be in accordance with that by-law.

- 4.3 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsections 10.3.2 - Secondary Plans, Area Studies and Issue Based Studies and 10.3.6 - Minor Variances as amended, is amended by replacing all references to 'Area Council' or 'Area Councils' with the term 'Area Municipal Council' or 'Area Municipal Councils'.
- 4.4 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, and including Subsections 10.3.3 - Plans of Subdivision and Condominium, 10.3.5 - Zoning By-Laws and Non-Conforming Uses, 10.3.9 - Temporary Use, and 10.5 - Planning and Development Approval Process as amended, is amended by replacing all references to 'Area Council' or 'Area Councils' with the term 'Area Municipality' or 'Area Municipalities' and all references to 'County Council' to 'the County', with the exception of the paragraph that corresponds to side bar title 'EXEMPTION FROM PART LOT CONTROL' in Section 10.3.3 which shall remain 'County Council'.
- 4.5 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.7 - Holding Zones as amended, is amended by replacing in the paragraph that corresponds to side bar title 'REMOVAL OF THE (H) SYMBOL' all references to 'County Council' with the term 'The County' and replacing in Subsection 10.3.7 – Holding Zones replacing all references to 'Area Council' or 'Area Councils' with the term 'Area Municipal Council', with the exception of the paragraph that corresponds with side bar title "REMOVAL OF THE (H) SYMBOL" which shall change to 'Area Municipality'.
- 4.6 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.11 - Site Plan Control as amended, is amended by replacing all references to 'County Council' to 'the County' and replacing all references to 'Area Council' or 'Area Councils' with 'Area Municipal Council', with the exception of the paragraph that corresponds to side bar title 'DESIGN POLICIES' which is replaced with 'Area Municipality'.
- 4.7 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.8 - Public Participation Measures , is amended by replacing all references to 'County Council' with the term 'the County', with the exception of the paragraphs corresponding with the following sidebar titles: 'FORMS OF PUBLIC PARTICIPATION', 'CONSIDERATION OF PUBLIC SUBMISSIONS and 'CONFLICT RESOLUTION', which shall remain 'County Council'.
- 4.8 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.8 - Public Participation Measures is amended by replacing all references to 'Area Council' or 'Area Councils' with the term 'Area Municipality' or

'Area Municipalities', with the exception of the paragraphs that correspond with side bar titles: 'CONSIDERATION OF PUBLIC SUBMISSIONS' and 'CONFLICT RESOLUTION' which is replaced with 'Area Municipal Council'

- 4.9 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.2 'Secondary Plans, Area Plans and Issue Based Studies, is amended by deleting the first paragraph and replacing it with the following:

This Plan establishes the principle that detailed planning for communities, neighbourhoods, and other key planning areas is required prior to development. Such planning will be undertaken by the Area Municipality and/or the County as part of an approved planning program, unless otherwise approved by the County and/or Area Municipality, as applicable.

- 4.10 That Chapter 10 - Implementation Measures, Section 10.3 'Implementation Tools', Subsection 10.3.2 'Secondary Plans, Area Plans and Issue Based Studies, is amended by inserting the following text after the first paragraph and preceding the last paragraph:

In certain limited circumstances, the County and/or Area Municipality, as applicable and at their sole discretion, may consider accepting studies (i.e. secondary plans, area studies, or topic based studies) conducted by proponents to support detailed planning for a particular area and/or purpose. Such privately initiated studies, and any related planning applications, will not be considered by the County and/or Area Municipality, or deemed to be complete, unless the following criteria have been addressed in addition to all other applicable policies of this plan:

- Through the process identified in 10.5.2 the County and/or Area Municipality, as applicable, has provided written confirmation that they are willing to consider privately initiated studies and/or planning applications for the specified area and purpose, and identified any other applicable requirements, conditions, or limitations for such consideration;
- the boundaries and scope of all such studies has been agreed to through a detailed terms of reference approved by the Area Municipality and the County, prior to study commencement in keeping with section 10.5.3; and,
- for privately initiated studies and applications for new or expanded *settlements*, the County has also provided written confirmation that there is sufficient land need for that particular settlement within the current planning period to warrant potential inclusion of the subject lands, based on current Council approved growth forecasts and land needs assessment.

This Plan identifies areas and situations where further detailed planning will be required and establishes the parameters and criteria upon which such detailed planning will take place.

- 4.11 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.2 – Secondary Plans, Area Plans and Issue Based Studies, and more specifically the secondary plan policies which correspond to the side bar title SECONDARY PLANS – CIRCUMSTANCES WHERE REQUIRED is amended by deleting the bulleted list and replacing it with the following:
- Prior to redesignating lands designated Future Urban Growth or Residential Reserve, and that are fully contained within an existing settlement, for development purposes;
 - Prior to the installation, or significant expansion of municipal water and sewage services and stormwater management facilities within Serviced Villages which facilitate additional growth capacity; and
 - Prior to the expansion of a settlement boundary.

- 4.12 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.2 – Secondary Plans, Area Plans and Issue Based Studies, and more specifically the secondary plan policies which correspond to the side bar title REGARD FOR CLASS EA STUDIES is amended by deleting the words ‘the County shall coordinate’ and adding at the end of the sentence ‘shall be integrated to the satisfaction of the County and/or Area Municipality, responsible for the *infrastructure*.’ so it reads:

The secondary planning process may also be used to implement the conclusions and recommendations of Class Environmental Assessment proceedings. Where this is the case, the Class Environmental Assessment and Planning Act processes shall be integrated to the satisfaction of the County and/or Area Municipality, responsible for the *infrastructure*.

- 4.13 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.2 – Secondary Plans, Area Plans and Issue Based Studies, and more specifically the secondary plan policies which correspond to the side bar title AMENDMENT REQUIRED, is amended by adding to the paragraph the words ‘the policy and schedule updates it deems necessary to effectively implement adopted’ so it reads:

AMENDMENT
REQUIRED

The County shall incorporate the policy and schedule updates it deems necessary to effectively implement adopted Secondary Plans within the Official Plan by amendment after public consultation as set out in Section 10.8.

- 4.14 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.2 – Secondary Plans, Area Plans and Issue Based Studies, and more specifically the secondary plan policies which correspond to the side bar title, CRITERIA is amended by deleting it and replacing it with the following:

CRITERIA

The criteria for Secondary Plans are established in Sections 4.2.2.4, 4.2.2.6, 7.2.3.2, 7.2.7, 8.5.3.3 and 9.4.3.3 as applicable.

For greater clarity, where secondary plans are proposing the expansion of a *settlement* boundary they shall also be subject to the requirements of 4.2.2.6.1

- 4.15 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.2 – Secondary Plans, Area Plans and Issue Based Studies, and more specifically the Area Studies policies which correspond to the side bar title AREA STUDIES is amended by deleting it and replacing it with the following:

AREA STUDIES

Area Studies may be used to assist in the implementation and refinement of this Plan. Area Studies allow the analysis and conceptual planning of a specific geographic area at a level of detail which may not require the same range of studies or may have a more focused scope/purpose than that of a secondary plan. Area Studies may incorporate guideline documents to elaborate upon the implementation of policies that have general application in the control of *development*.

- 4.16 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.2 – Secondary Plans, Area Plans and Issue Based Studies, and more specifically the Area Studies policies which correspond to the side bar title CIRCUMSTANCES WHERE REQUIRED is amended by deleting the fifth bullet point and replacing it with the following two bullets:

- Areas with a high concentration of cultural *heritage resources*;
- Areas that have a high concentration of community amenities and services, such as main streets and commercial areas, health or education facilities, transit hubs, major parks or recreation facilities; or has been identified by the County and/or Area Municipalities to be key target areas for *intensification*, interconnection, stabilization, or enhancement;

4.17 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.2 – Secondary Plans, Area Plans and Issue Based Studies, and more specifically the Area Studies policies which correspond to the side bar title CIRCUMSTANCES WHERE REQUIRED is amended by adding to the sixth bullet point the words ‘or community design’ so it reads:

- Areas proposed to be the subject of urban or community design guidelines;

4.18 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.2 – Secondary Plans, Area Plans and Issue Based Studies, and more specifically the Area Studies policies which correspond to the side bar title CIRCUMSTANCES WHERE REQUIRED is amended by deleting the seventh and eighth bullet points and replacing them with the following three bullets:

- Areas intended for improvement to facilitate recreational or public use, including trails.
- Areas where additional study or management plans may be required to provide more specific direction with respect to the restoration and enhancement of natural heritage features and areas as set out in Section 3.2.6;
- Areas where a study may be required for the identification or refinement of natural hazards as set out in Section 3.2.8; and,

4.19 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.2 – Secondary Plans, Area Plans and Issue Based Studies, and more specifically the Area Studies policies which correspond to the side bar title STATUS is amended by adding at the end of the paragraph ‘or warranted.’ so it reads:

STATUS

An Area Study will be adopted by a resolution of the Area Municipal Council and will be used as a guideline for the review of *development* applications and the planning of public facilities and services for the area. It may also provide the basis for an amendment to the Official Plan and/or Zoning By-Law if the recommendations of the study suggest that a change or refinement in policies, land use designations or zoning regulations is appropriate or warranted.

4.20 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, subsection 10.3.2 - Secondary Plans, Area Plans and Issue Based Studies and more specifically the policies which correspond to the side bar title ISSUE BASED STUDIES is amended by deleting and replacing the paragraph with the following:

ISSUE BASED STUDIES

Issue based studies will generally be used in situations where a specific theme or topic relates to an issue rather than a geographic area. Issue based studies will be approved by a resolution of County Council and/or Area Municipal Council, as applicable, and may provide the basis for an amendment to the Official Plan and/or Zoning By-Law. Issue based studies may be subject to the public notification procedures as outlined in Section 10.8.

- 4.21 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.3 – Plans of Subdivision and Condominium, and more specifically the side bar title that corresponds to side bar title WHERE REQUIRED is amended by deleting from the paragraph the words: ‘is made, including the remnant parcel’ and replacing them with ‘(including the retained parcel) is made’, and replacing the remaining reference to the word ‘remnant’ with ‘retained’ so that the paragraph reads:

WHERE REQUIRED

Where a proposal to divide land for more than five lots (including the retained parcel) is made, such *development* shall be by a plan of subdivision or condominium. Proposals to divide land into five lots or less, including the retained parcel, may take place by consent to sever as set out in Section 10.3.4.

- 4.22 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.3 – Plans of Subdivision and Condominium, after the paragraph with the side bar title WHERE REQUIRED, and preceding the paragraph and side bar title SUBDIVISION REVIEW CRITERIA is amended by adding the following new paragraph and side bar title:

PUBLIC PARTICIPATION

The County shall consider measures for informing and obtaining the views of the public, prescribed persons and public bodies in respect of proposed plans of subdivision, in accordance with Section 10.8 Public Participation measures.

- 4.23 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools , Subsection 10.3.3 – Plans of Subdivision and Condominium, with the side bar title SUBDIVISION REVIEW CRITERIA is amended by deleting from the sentence ‘on the basis of’ and replacing it with ‘based on’.
- 4.24 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.3 – Plans of Subdivision and Condominium, with the bullet with the side bar title CONFORMITY TO THE OFFICIAL PLAN is amended by deleting it and replacing it with the following:

CONFORMITY TO
THE OFFICIAL PLAN

- The plan is consistent with the policies of the Provincial Planning Statement and objectives and policies of the Official Plan and any applicable Secondary Plan and/or Area Plan.

4.25 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.3 – Plans of Subdivision and Condominium, following the bullet with the side bar title CONFORMITY TO THE OFFICIAL PLAN and preceding the bullet with the side bar title COMMUNITY SERVICES AVAILABILITY is amended by adding the following bulleted paragraph and side bar title:

SERVICING
CAPACITY

- There is capacity available in the centralized water and/or wastewater facilities. Capacity availability should be confirmed with the County at the time of pre-consultation.

The allocation of capacity shall be in accordance with County procedures and standards and Section 5.5. of this Plan. In order to demonstrate and address servicing capacity, the proposed *development* shall be required to prepare a servicing strategy in accordance with servicing strategy criteria of Section 4.2.2.6.1

4.26 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.3 – Plans of Subdivision and Condominium, with side bar title COMMUNITY SERVICES AVAILABLE is amended by deleting the existing bulleted paragraph and replacing it with the following:

COMMUNITY
SERVICES
AVAILABILITY

- There is suitable provision for roads, water, storm and sanitary sewers, waste disposal and collection, public utilities, fire and police protection, parks, schools, and other community facilities and further, that the provision of these services will be financially viable over their lifecycle.

4.27 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.3 – Plans of Subdivision and Condominium, with the side bar title NEGATIVE EFFECTS by removing the italics from the words '*negative effect*'.

4.28 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.3 – Plans of Subdivision and Condominium, following the bullet with side bar title NEGATIVE EFFECTS is amended by adding the following bulleted paragraph and side bar title:

ACCESS

- The plan is designed to ensure adequate and safe vehicle access is provided, including emergency vehicle access. No shared easements which traverse multiple lots shall be permitted as a primary means of obtaining access to a public road, unless otherwise required by the authority having jurisdiction over the road.

4.29 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools Subsection 10.3.3 – Plans of Subdivision and Condominium, with side bar title TOPOGRAPHY is amended by deleting the existing bulleted paragraph that corresponds and replacing it with the following:

TOPOGRAPHY

- The plan is designed to be compatible with the natural features and topography of the site and adjacent lands. Subdivisions proposing extensive areas of cut and fill will be discouraged and the preparation and submission of detailed grading plans and sediment and erosion control plans will generally be required as part of the plan of subdivision or condominium application.

4.30 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools Subsection 10.3.3 – Plans of Subdivision and Condominium, following the bulleted paragraph with side bar title RENTAL HOUSING CONVERSION is amended by adding the following paragraphs and side bar titles:

RETAINED
PARCEL

- The number and configuration of proposed lots and overall design of the subdivision does not compromise the long-term use, future development, or planned function including future access of the retained parcel, or other surrounding lands.

OTHER
APPLICABLE
POLICIES

- Proposals shall also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Chapter 5 Functional Support Elements.

4.31 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools Subsection 10.3.3 – Plans of Subdivision and Condominium, following the paragraphs with the side bar title DRAFT PLAN APPROVAL, is amended by adding the following paragraphs and side bar titles:

LAPSING

The County shall require that plans of subdivision, or parts thereof, that have been approved for 3 years or as prescribed by the Planning Act which have had no construction occur or *infrastructure* installed on-site, and do not meet the growth management objectives of this Plan, to no longer be a registered plan of subdivision, unless an extension is granted by the County in accordance with the following policies.

EXTENSION

The County may consider requests to extend the lapsing date for a draft approved plan of subdivision for an additional period, not generally exceeding 2 years, provided that:

- The applicable Area Municipality has been consulted and is in support of the proposed extension;
- It has been demonstrated that a concerted effort and progress has been made toward satisfying the existing conditions of approval, or exceptional circumstances beyond the applicant's control have prevented them from registering the draft approved plan, or phase thereof; and,
- The draft plan is consistent with applicable federal and provincial legislation, matters of provincial interest, and the policies of the Provincial Planning Statement and this Plan, including growth management objectives, in effect at the time of such request.

**REVIEW SUBDIVISION
CONDITIONS**

The County may, in consultation with the Province, Area Municipalities and other external agencies, review draft approved plans of subdivision to determine if the draft approval should be maintained, and if required, modify the conditions of draft approval or extend draft plan approval.

- 4.32 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.3 – Plans of Subdivision and Condominium, following the paragraph that corresponds with side bar title EXEMPTION FROM PART LOT CONTROL, is amended by adding the following paragraph and side bar title:

DEEMING

In accordance with the provisions of the Planning Act, the County and/or an Area Municipality may pass a by-law to deem any plan of subdivision, or part thereof, that has been registered for eight years or more, to no longer be a registered plan of subdivision.

- 4.33 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.3 – Plans of Subdivision and Condominium, the paragraph that corresponds to side bar title CONDOMINIUM EXEMPTION is amended by deleting the words 'be considered' and replacing them with 'only be considered' so it reads:

**CONDOMINIUM
EXEMPTION**

The County may exempt a plan of condominium from review under the Planning Act. Such exemption will only be considered if the Area Municipality is satisfied that that no further conditions for *development* are required.

- 4.34 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.3 – Plans of Subdivision and Condominium, following the paragraph that corresponds with side bar title CONDOMINIUM EXEMPTION, is amended by adding the following:

**DELEGATED
APPROVAL
AUTHORITY**

Delegated approval authority shall be in accordance with the Planning Act and the requirements of Section 10.5.1

- 4.35 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.4 – Consents (Severance), for the paragraph that corresponds with the side bar title REVIEW CRITERIA is amended by deleting the words ‘, but also on the basis of’ and replacing them with ‘and’ so it reads:

REVIEW CRITERIA

The Oxford County Land Division Committee will evaluate applications for consents in accordance with the requirements of the Planning Act and the following criteria:

- 4.36 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.4 – Consents (Severance), for the paragraph that corresponds with side bar title OFFICIAL PLAN AND ZONING BY-LAW CONFORMITY by adding the words ‘Provincial Planning Statement and’ before ‘Official Plan’.
- 4.37 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.4 – Consents (Severance), as amended, for the bulleted paragraph that corresponds with the side bar title FUTURE DEVELOPMENT, is amended by deleting it and replacing it with the following:

FUTURE DEVELOPMENT

- The granting of the consent application will not negatively impact or limit the planned use and/or future development potential of the retained lands, other adjacent lands, or the surrounding area.

- 4.38 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.4 – Consents (Severance), for the bulleted paragraph that corresponds with side bar title is ACCESS, is amended by deleting the list and replacing it with the following:

ACCESS

- The proposed lots shall have direct frontage on a permanent public road maintained year-round at a reasonable standard of construction.
- New vehicular access to any road shall be in accordance with the requirements of the authority having jurisdiction over the road and the applicable policies of Section 5.1 County Transportation Policy. The authority having jurisdiction over the road from which vehicular access is to be obtained shall be satisfied that there are no traffic safety concerns.
- Access requirements for backyard infill shall be in accordance with the policies as set out in Chapters 6, 7, 8, and 9 of this Plan.

- 4.39 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.4 – Consents (Severance), which corresponds side bar title SERVICING AVAILABILITY, is amended by deleting the paragraph and replacing it with the following:

*SERVICING
AVAILABILITY*

- Existing or proposed individual on-site water services and individual on-site sewage services are demonstrated to be adequate to serve the proposed lot and shall be in accordance with the applicable policies of Sections 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

4.40 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.4 – Consents (Severance), which corresponds with the side bar title TRAFFIC HAZARDS is amended by deleting the paragraph and sidebar.

4.41 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.4 – Consents (Severance), which corresponds with the side bar title PUBLIC NOTICE is amended by deleting the words ‘and any submissions from such parties are to be considered’ so it reads:

PUBLIC NOTICE

- Property owners and residents in the vicinity of the proposed lot(s) are to receive sufficient notification of the application, pursuant to Section 10.8 of the Plan.

4.42 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.4 – Consents (Severance), which corresponds with side bar title LAND USE DESIGNATION, is amended by deleting the words ‘designations apply to the lands’ and replace it with ‘designations that apply to the lands have been addressed’ so it reads:

*LAND USE
DESIGNATION*

- Any criteria outlined in the policies associated with the land use designations that apply to the lands have been addressed.

4.43 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.4 – Consents (Severance), following the paragraph with side bar title LAND USE DESIGNATION, is amended by adding the following new paragraphs and side bar titles:

*OTHER
APPLICABLE
POLICIES*

- Proposals shall also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Chapter 5 Functional Support Elements.

LOT ADJUSTMENTS

The County Land Division Committee may consider permitting minor lot adjustments, provided that it:

- is for a demonstrable legal or technical reason;
- does not result in the creation of a new lot;
- meets applicable policies and review criteria of this Plan; and,

Consideration shall also be given to any legal non-complying characteristics of the lands which may be aggravated or addressed through a proposed lot line adjustment.

CERTIFICATES OF CANCELLATION

Upon receipt of a request by an owner of a parcel of land that has been previously conveyed, the County Land Division Committee has the authority to approve or refuse the issuance of a certificate of cancellation which, if approved, will have the effect of the parcel no longer to have been conveyed.

- 4.44 That Chapter 10 - Implementation Measures, Section 10.3 Implementation, Subsection 10.3.4 – Consents (Severance), with side bar title CONDITIONS, is amended by deleting the words ‘prior to the stamping of deeds’ and replacing it with ‘, within the timeline prescribed under the Planning Act, prior to the issuance of the Certificate(s) of Official’, and deleting ‘and where necessary,’ and replacing it with ‘and/or’ so it reads:

CONDITIONS

In granting a consent, the County Land Division Committee shall require applicants to satisfy conditions, within the timeline prescribed under the Planning Act, prior to the issuance of the Certificate(s) of Official for registration purposes. To provide for the fulfillment of conditions, the applicant may be required to enter into a severance agreement with the Area Municipality and/or the County.

- 4.45 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, is amended by deleting, from first sentence of the introductory paragraph, the words ‘is the primary’ and replacing it with ‘is one of the primary’ so it reads:

The zoning by-law is one of the primary means of implementing the policies of this Plan. The zoning by-law defines the uses permitted in specific locations within a municipality and the specific *development* standards relating to those uses. Non-conforming uses are legally established uses that do not conform to the current land use designations, policies, requirements, or zones of the Official Plan and/or zoning by-law.

- 4.46 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, and that corresponds with the side bar title LONG-TERM CONFORMITY, the second sentence of the paragraph is amended by adding the words ‘, and any subsequent amendments thereto,’ following the words ‘Upon adoption of this Plan’ so it reads:

**LONG-TERM
CONFORMITY**

It is the intent of this Plan that the long-term use of land conform with the objectives and policies of this Plan. Upon adoption of this Plan, and any subsequent amendments thereto, the zoning by-laws of the Area Municipalities shall be brought into conformity with the policies of this Plan. It is the intent of this Plan that non-conforming uses will convert, relocate, or redevelop over time so that the subject land may be used in conformity with the policies of this Plan.

- 4.47 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, and that corresponds with the side bar title RECGONITION OF NON_CONFORMING USES IN ZONING BY-LAW, is amended by adding the words ‘County and/or’ before the words ‘Area Municipality’.
- 4.48 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, and that corresponds with the side bar title HAZARDOUS SUBSTANCES is amended by adding at the end of the sentence the following words: ‘, which would constitute a danger to surrounding uses and/or persons by virtue of their hazardous nature.’
- 4.49 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, and that corresponds with the side bar title POLLUTION, and also the side bar title AMENDMENTS are both amended by deleting the words ‘use or existing zoning’ and replacing it with ‘legally established or permitted use’.
- 4.50 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, and that corresponds with the side bar title – COMPATIBILITY, is amended by deleting from sentence that corresponds with the words ‘use or existing zoning, can’ and replacing them with ‘legally established or permitted use, can achieve,’.
- 4.51 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, and that corresponds with the side bar title with MAINTENANCE OF EXISTING ROLE, is amended by adding at the end of the sentence the words ‘for the long-term use of the lands.’.

- 4.52 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, and that corresponds with the side bar title EXPANSION OR MINOR CHANGE IN USE OF EXISTING RECOGNIZED USES, is amended by deleting ‘Area Councils’ and replacing it with ‘the County and/or Area Municipalities’, deleting the word ‘readjustment’ and replacing it with ‘adjustment’ and italicizing the words ‘existing uses’, so it reads:

**EXPANSION OR
MINOR CHANGE IN
USE OF EXISTING
RECOGNIZED USES**

For uses recognized by existing zoning, but that do not conform to this Plan, the County and/or Area Municipalities may permit minor expansion or minor change in use and the Land Division Committee may consider the granting of consents for *existing uses* to permit the expansion of the use or adjustment of property boundaries provided that:

- 4.53 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, and that corresponds with the side bar title SERVICES, is amended by deleting the second paragraph and replacing it with the following:

Individual on-site sewage services and individual on-site water facilities are demonstrated to be adequate for the proposed development and shall be in accordance with the applicable policies of Section 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

- 4.54 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, and that corresponds with the side bar title COMPATIBILITY, is amended by deleting the existing paragraph and replacing it with the following:

COMPATIBILITY

The proposed use, scale and location shall be reviewed to ensure that potential compatibility issues with respect to traffic, vibration, lighting, visual intrusions, noise, dust, odour and other potential off-site impacts can be prevented or effectively mitigated.

Further, the proposed use shall be appropriately designed, buffered and/or separated from nearby residential and other sensitive land uses to prevent, or acceptably mitigate, potential impacts and to minimize risk to public health and safety.

All applicable provincial and municipal requirements regarding, emissions, noise, odour, nuisance, compatibility, Minimum Distance Separation Formulae, public health and safety, water

and wastewater standards shall be addressed, including receipt of all applicable environmental approvals.

Proposals may be subject to site-specific zoning provisions and site plan approval that incorporate any restrictions or requirements necessary to implement this policy.

4.55 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, and that corresponds with the side bar title EXTENSION, ENLARGEMENT, CHANGE OF USE FOR LEGAL NON-CONFORMING USES, is amended by deleting from the third bullet the words ‘aggravate those’ and replacing it with ‘create new, or intensify existing,’ so it reads:

- Permission for the extension, enlargement or change in the non-conforming use is in keeping with the general intent of the Official Plan and will not create new, or intensify existing, aspects of the use that do not conform to the Official Plan and Zoning By-Law;

4.56 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, and that corresponds with the side bar title EXTENSION, ENLARGEMENT, CHANGE OF USE FOR LEGAL NON-CONFORMING USES is amended by deleting the eighth bullet point and replacing it with the following:

- That the extension, enlargement or change in use is necessary to avoid undue hardship to the applicant, provided that all other criteria have been met, there are no negative effects on environmental resources identified in Section 3.2 and the proposed extension, enlargement, or change in use is more compatible than the *existing use* relative to the planned use of the property and surrounding lands as set out in the Official Plan.

4.57 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.5 – Zoning By-Laws and Non-Conforming Uses, following the paragraph that corresponds with the side bar title COUNTY ZONING BY-LAWS, is amended by adding the following new paragraph and side bar title:

DELEGATED
APPROVAL
AUTHORITY

Delegated approval authority shall be in accordance with the Planning Act and the requirements of Section 10.5.1

4.58 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.6 – Minor Variances, with side bar title CRITERIA FOR REVIEWING APPLICATIONS is amended by deleting from the first paragraph the words ‘the provisions of the Planning Act and’.

4.59 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.6 – Minor Variances, with side bar title CRITERIA FOR REVIEWING APPLICATIONS is amended by deleting the first bullet point and replacing it with the following:

- The general intent and purpose of the Official Plan would be maintained;

4.60 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.6 – Minor Variances, that corresponds with side bar title CRITERIA FOR REVIEWING APPLICATIONS is amended by adding to the third bullet point the following words ‘would be maintained;’ before the word ‘,and’ at the end of the sentence.

4.61 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.6 – Minor Variances, that corresponds with side bar title CRITERIA FOR REVIEWING APPLICATIONS is amended by deleting from the fourth bullet point the words ‘*development* of the land’ and replacing them with ‘*development* of the use of the land, building or structure.’.

4.62 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.6 – Minor Variances, that corresponds with side bar title DETERMINING DESIRABILITY, is deleted and replaced with the following:

**DETERMINING
DESIRABILITY**

In determining whether the variance is desirable for the appropriate development of the land, the Committee of Adjustment shall take into account the following:

- Whether physical or inherent conditions of the site make compliance with the provisions of the zoning by-law unreasonable to satisfy;
- Whether alternative designs of the proposal which would comply with the relevant by-law are clearly not feasible or appropriate for the site, or would create additional impacts on adjacent land uses;
- The potential impacts on adjacent and/or nearby land uses and the community in general have been considered and deemed acceptable or appropriately mitigated;
- The approval of the minor variance is based on the specific proposal and/or site conditions and would not create the expectation of, or assumed precedent for, a similar variance being appropriate and supportable for a different proposal and/or site;

- that compliance with the standards of the relevant by-law would be unreasonable or impossible and would impose undue hardship on the applicant.

4.63 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.6 – Minor Variances, following the paragraph and bulleted list with correspond with side bar title DETERMINING DESIRABILITY, is amended by adding the following paragraphs and side bar titles:

EXTENSION OR
ENLARGEMENT
FOR LEGAL NON-
CONFORMING
USES

For greater clarity, where the variance is to facilitate the extension or enlargement of a legal non-conforming use the applicable criteria under 10.3.5. shall apply.

OTHER
APPLICABLE
CRITERIA

Proposals shall also comply with any other applicable criteria established by the County and/or Area Municipality through a by-law enacted in accordance with Section 45 of the Planning Act.

4.64 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.7 – Holding Zones, that correspond with the side bar title SUPPORT STUDIES, is amended by adding 'ING' to the sidebar and deleting the words 'support studies' from the bulleted paragraph and replacing them with 'other supporting studies' so the paragraph and side bar title reads:

SUPPORTING
STUDIES

- Where the submission and acceptance of secondary plans, area plans or issue-based studies as required by this Plan is required prior to *development*, or where other supporting studies such as traffic impact analysis or market analysis are required.

4.65 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.7 – Holding Zones, following the bullet paragraph with side bar title HAZARDS, is amended by adding the following new bullet point and side bar title:

CONTAMINATION

- To ensure that potential environmental contamination is effectively assessed and mitigated, as required by policies of Section 3.3, prior to development.

4.66 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.7 – Holding Zones, that corresponds with side bar title PHASING, is amended by deleting the words 'orderly land use' and replacing them with 'orderly development, use of land and/or *infrastructure*' so it reads:

PHASING

- Where it is necessary to require the phasing of an overall *development* or extraction activity in order to ensure logical and orderly development, use of land and/or *infrastructure*, to mitigate impacts, or to secure commitments consistent with the policies of this Plan.

4.67 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.7 – Holding Zones, that corresponds with side bar title AFFORDABLE HOUSING is amended by italicizing the words ‘affordable housing’ in the paragraph.

4.68 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.7 – Holding Zones, following the paragraph with side bar title AFFORDABLE HOUSING, is amended by adding the following new bullet points and side bar titles:

DEVELOPMENT
AGREEMENTS

- In order to ensure that development agreements are executed to the satisfaction of the County and/or Area Municipality for plans of subdivision or condominium.

OTHER MATTERS

- For any other purpose deemed necessary or appropriate by the County and/or Area Municipality.

4.69 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.7 – Holding Zones, that corresponds with side bar title REMOVAL OF THE (H) SYMBOL, is amended by deleting and replacing the paragraphs with the following:

REMOVAL OF THE
(H) SYMBOL

Conditions that must be satisfied prior to the removal of the holding (H) symbol may include, but are not limited to, appropriate financial and servicing requirements of the municipality, completion and approval of studies, and the signing of necessary agreements including, but not limited to, those under the provisions of the Planning Act.

The zoning by-law will be amended to remove the holding (H) symbol when the County or the Area Municipality determines that the conditions as set out in this Plan and the Holding Zone By-Law have been met.

4.70 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.7 – Holding Zones, following side bar title REMOVAL OF (H) SYMBOL, is amended by adding following new paragraph and side bar title:

DELEGATED
APPROVAL
AUTHORITY

Delegated approval authority shall be in accordance with the Planning Act and the requirements of Section 10.5.1

4.71 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.7 – Holding Zones, that corresponds to side bar title INTERIM USES, is amended by deleting all existing policies and replacing it with the following:

INTERIM USES

The By-Law may specify interim uses that are permitted while the holding provision is in place, which may include:

- *Existing uses*, including minor additions and accessory buildings; and
- Other uses deemed appropriate by County Council or the Area Municipal Council which are in conformity with the Official Plan and which do not adversely affect the future *development* potential of the lands.

4.72 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.9 – Temporary Use, that corresponds to side bar title TEMPORARY USE PROVISIONS is amended by adding the words 'County and/or' before the words 'Area Municipality' in all three instances this occurs in the two paragraphs.

4.73 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.9 – Temporary Use, that corresponds to side bar title CRITERIA is amended by deleting the word 'and' from the fifth bullet points, and by adding following two bulleted paragraphs to the end of the existing list:

- whether major construction or investment is proposed to facilitate proposed *development* and/or *site alteration* which would cause undue hardship to revert the site back to the previous use or state upon the termination of temporary use provisions; and,
- potential to establish a precedent for what constitutes an appropriate use on different lots which share some comparable qualities.

4.74 That Chapter 10 – Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.9 – Temporary Use, following the paragraph with the sidebar title EXTENSION, is amended by adding the words 'County and/or' before the words 'Area Municipal' and inserting the following new paragraphs and side bar titles below the existing paragraph:

EXPIRY

Upon the expiry of the temporary use by-law, uses which may have been permitted by that temporary use by-law shall cease to exist, shall not be considered as legal non-conforming uses, and therefore shall be removed.

DELEGATED APPROVAL AUTHORITY

Delegated approval authority shall be in accordance with the Planning Act and the requirements of Section 10.5.1.

- 4.75 That Chapter 10 – Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.9 – Temporary Use, that corresponds to the side bar title GARDEN SUITS, is amended by adding the words ‘County and/or’ before the words Area Municipalities.
- 4.76 That Chapter 10 – Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.9 – Temporary Use, that corresponds to the side bar title OCCUPANTS, is amended by deleting the following paragraph and bullet points and sidebars in their entirety :

OCCUPANTS

Garden Suites are intended to provide temporary housing for specified occupant(s), which shall be limited to:

AMENDMENT No. 285

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- the parents or grandparents of a property owner or their spouse, or the child or grandchild of the property owner;

AMENDMENT No. 285

- a property owner provided that the principal dwelling is occupied by their parents, grandparents, child or grandchild.

- 4.77 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.9 – Temporary Use, that corresponds to the side bar title ZONING AMENDMENT REQUIRED, is amended by deleting “39” and replacing it with “39.1” and adding the word ‘County and/or’ before the words ‘Area Municipality’.
- 4.78 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.9 – Temporary Use, that corresponds to the sidebar title SERVICING, is amended by deleting “3.3” and replacing it with “3.2.7.2”.
- 4.79 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.9 – Temporary Use, that corresponds to the sidebar title LOCATION is amended and adding the word ‘County and/or’ before the words ‘Area Municipality’.,
- 4.80 That Chapter 10 – Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.9 – Temporary Use, that corresponds to the side bar title AGREEMENT, is amended by deleting the words ‘shall be required’ and replacing them with ‘may be required’ and add the words ‘County and/or’ before ‘Area Municipality’ in both instances it occurs.

- 4.81 That Chapter 10 - Implementation Measures, Section 10.3 – Implementation Tools, is amended by deleting the entirety of the existing Subsection 10.3.10 – Bonus Zoning, and replacing it with the following new Subsection 10.3.10 – Community Planning Permits:

10.3.10 Community Planning Permits

PROVISIONS
FOR COMMUNITY
PLANNING PERMIT
AREA(S)

As an alternative to traditional Zoning By-Law provisions, the County and/or Area Municipalities may consider implementing the objectives of the Official Plan through a Community Planning Permit System.

A Community Planning Permit System can potentially help to facilitate, streamline, and/or expedite *development* to support the achievement of certain policy goals or objectives (e.g. *residential intensification*). Such a system could be established for the entire County or Area Municipality, or for specific area(s) within the County or Area Municipality, as deemed appropriate.

Prior to the passing of a Community Planning Permit System by-law by County Council, or an Area Municipal Council, an amendment to this Plan is required to:

- Identify the proposed community planning permit system area(s);
- Set out the scope of any authority that may be delegated and any limitations on the delegation;
- Contain a statement of the goals, objectives and policies for the community planning permit system proposed for the area;
- Set out the types of criteria that may be included in the community planning permit by-law for determining whether a *development* or use of land may be permitted; and,
- Set out the types of conditions that may be included in the Community Planning Permit by-law, in accordance with the applicable provisions of the Planning Act.

- 4.82 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.11 – Site Plan Control, that corresponds to side bar title APPLICATION, is amended by deleting the last two paragraphs and replacing them with the following:

The above noted definition of development shall not include the placement of a portable classroom on a school site of a district school board and any other uses that may be prescribed under the Planning Act as being exempted from the definition of 'development'.

The County or Area Municipal Council may exempt additional classes of development from site plan control through the site plan control by-law passed in accordance with the Planning Act.

- 4.83 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.11 – Site Plan Control, for the following paragraphs which correspond to the side bar titles: APPROVAL OF SITE PLANS, DESIGN POLICIES, and ROAD WIDENINGS are amended by removing the italics from the word '*development*'.
- 4.84 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.11 – Site Plan Control, following the paragraph that corresponds to side bar title APPLICATION, is amended by adding the following new paragraph and side bar title:

DELEGATED
APPROVAL
AUTHORITY

Delegated approval authority shall be in accordance with the Planning Act and the requirements of Section 10.5.1.

- 4.85 That Chapter 10 – Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.11 – Site Plan Control, that corresponds to side bar title APPROVAL OF SITE PLANS, is amended by deleting the words 'regardless of the number of units from the last sentence in the first paragraph' and replacing them with the following: 'in accordance with the Planning Act,'.
- 4.86 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.11 – Site Plan Control, that corresponds to side bar title APPROVAL OF SITE PLANS, is amended by deleting the entirety of the first bullet point that reads, 'matters relating to urban design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design;'.
- 4.87 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Subsection 10.3.11 – Site Plan Control, that corresponds to side bar title DESIGN POLICIES, is amended by adding the words 'County or' before the words 'Area Municipality' in the first paragraph and to the end of the second paragraph the following words: 'or Area Municipal Zoning By-Law'.
- 4.88 That Chapter 10 - Implementation Measures, Section 10.3 Implementation Tools, Section 10.3.11 – Site Plan Control, with the side bar title PUBLIC NOTIFICATION is amended by deleting the paragraph, list and side bar title in their entirety and replacing it with the following new paragraphs and side bar titles:

**SERVICING
CAPACITY**

Development proponents are strongly advised to confirm potential availability of servicing capacity for a proposed *development* with the County at the pre-consultation stage.

The formal allocation of capacity shall be in accordance with applicable County procedures and standards and Section 5.5.5 of this Plan.

**OTHER
APPLICABLE
POLICIES**

Proposals should also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Section 5.5, Functional Support Elements.

LAPSING

Where the County and/or Area Municipality have authorized an officer, employee or agent of the municipality to approve site plans, those persons may also identify a time period beyond which the approval of such plans and drawings will lapse and no longer be approved. The time period identified shall be in accordance with the Planning Act.

EXEMPTIONS

The approval shall not lapse if, before it has lapsed, a permit is issued under section 8 of the Building Code Act, 1992 to implement the site plan approval or as class of development as regulated by the Planning Act.

- 4.89 That Chapter 10 - Implementation Measures, Section 10.5 – Planning and Development Approval Process, that corresponds to the side bar title INTRODUCTION is amended by deleting the paragraph and replacing it with the following:

INTRODUCTION

The County is responsible for conducting county-wide planning and for ensuring that land use decisions are in conformity with this Plan. In addition to this role, the County has the authority to approve Official Plan and/or zoning by-law amendments, plans of subdivision and condominium, consents and site plan approval. Similarly, the Area Municipalities are the approval authority for their respective zoning by-laws and related applications for minor variance and site plan approval. In these roles, the County and Area Municipalities will endeavour to make the *development* approval process efficient and timely through the following measures, where appropriate.

- 4.90 That Chapter 10 - Implementation Policies, Section 10.5 – Planning and Development Approval Process, with the corresponding side bar COUNTY DELEGATION is amended by moving the existing paragraph and corresponding side bar to a new subsection entitled 10.5.1 - Delegation of Approval Authority, and amending the paragraph to delete the words ‘authority for planning’ and replace them with ‘authority for the following planning’ so that it reads as follows:

10.5.1 Delegation of Approval Authority

COUNTY DELEGATION

County Council, in accordance with the regulations of the Planning Act, may delegate by By-law its approval authority for the following planning matters to a standing committee or County officials:

- 4.91 That Chapter 10 Implementation Policies, Section 10.5 – Planning and Development Approval Process is further amended by deleting the existing paragraph and corresponding sidebar title LOCAL DELEGATION.
- 4.92 That Chapter 10 Implementation Policies, Section 10.5 Planning and Development Approval Process is amended so that the existing paragraph and corresponding sidebar ‘REVIEW SUBDIVISION CONDITIONS’ is moved to from to Section 10.3.3 – Plans of Subdivision and Condominium, following the paragraph with sidebar title LAPSING and preceding the paragraph with sidebar title EXTENSION.
- 4.93 That Chapter 10 Implementation Policies, Section 10.5 – Planning and Development Approval Process, is amended so that the existing paragraph and corresponding sidebar ‘REQUIREMENTS FOR COMPLETE APPLICATIONS’ is moved to a new Subsection 10.5.3 titled “Complete Submission Requirements”.
- 4.94 That Chapter 10 Implementation Policies, Section 10.5 – Planning and Development Approval Process is amended by deleting the existing entire paragraph and corresponding side bar title ‘DEVELOPMENT REQUIREMENTS AND CONDITIONS’.
- 4.95 That Chapter 10 Implementation Policies, Subsection 10.5.1 – Delegation of Approval Authority, following the paragraph which corresponds to side bar title COUNTY DELEGATION, is amended by adding the following paragraphs and side bar titles:

PLANS OF SUBDIVISIONS APPROVALS AND CONSENTS

- The County’s authority to approve draft plans of subdivision and condominium (including Vacant Land Condominium), or any aspect thereof, may be delegated to a County official. Such delegated approval authority may include, but is not limited to, red line revisions, extension of approval, exemption from condominium approvals, and changes to the conditions of draft plan approval, in accordance with Section 10.3.3. of this Plan.

As set out in Section 10.3.4, the Oxford County Land Division Committee has the delegated authority for the approval of consents.

LOCAL DELEGATION

The County shall encourage Area Municipalities to consider delegating local approval authority for planning matters to County or Area Municipal officials, in accordance the Planning Act, where appropriate.

SITE PLAN CONTROL	As required by the Planning Act, Area Municipalities shall delegate their approval authority with respect to Site Plan Control to County or Area Municipal officials.
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MINOR ZONING
AMENDMENTS

The County and/or Area Municipalities may delegate their approval authority for Minor Zoning By-law Amendments to County and/or Area Municipal officials.

A Minor Zoning By-law Amendment may include any or all of the following circumstances:

- To correct minor technical errors or omissions contained in an amendment that has undergone full public review;
- To change format or punctuation errors, or correct clerical, typographical or grammatical errors which do not change the intent of the original by-law;
- To remove an existing holding provision where the conditions have been satisfied, subject to the policies of Section 10.3.7;
- To authorize a temporary use or grant an extension to an existing temporary use, including extension of the time period that a *garden suite* is permitted to remain on the lot; To remove existing site-specific zoning provisions where the effect would be to revert to the parent zoning in force and effect; and,
- To implement zoning as a result of an approved consent for a *residence surplus to a farm operation*, in accordance with the policies of 3.1.5.3 and including:
 - a. To prohibit any new dwelling, including *additional residential units*, on the resulting agricultural parcel, and
 - b. To recognize the proposed residential use of the retained lot, where the proposed retained lot meets the provisions of the applicable rural residential zone.

NOTICE

County and/or Area Municipal officials who have been delegated the authority to approve minor zoning by-law amendments shall follow the applicable notice and public meeting requirements of the Planning Act and section 10.8 of this Plan.

LIMITATIONS TO
DELEGATED
AUTHORITY

Where authority to approve an application under the Planning Act has been delegated by County and/or Area Municipality to a County and/or Area Municipal officials, as applicable, that shall not include the authority to refuse an application.

4.96 That Chapter 10 Implementation Policies, Section 10.5 – Planning and Development Approval Process is amended by adding the following new Subsection 10.5.2 entitled Pre-Consultation and adding the following paragraphs and side bar titles:

10.5.2 Pre-Consultation

PRE-CONSULTATION

It is recommended that proponents consult with the applicable approval authority prior to submitting a formal application for *development* to, at minimum, confirm the application(s), fees, and accompanying studies and other information that will be required by the County and/or Area Municipality to be considered a complete application(s), in accordance with Section 10.5.3 of this Plan.

PURPOSE OF PRE-CONSULTATION

The purpose of pre-consultation is to provide an opportunity for the municipality and proponent to review and discuss a draft *development* proposal in advance of the submission of formal application(s). Although optional, pre-consultation can be critical for identifying the need for, and scope of, other information and materials (i.e. beyond just the planning application and applicable fee) that will be required by the County and/or Area Municipality to allow for comprehensive and timely review and consideration of the formal *development* application(s), when they are submitted.

Pre-consultation can also assist in:

- Providing proponents with clarity and greater certainty with respect to what applications, supporting studies/documents, and applicable fees will be required for the County/Area Municipality and review agencies to consider the proposed development and for the required application(s) to be deemed complete;
- Providing proponents with initial feedback and suggestions on the proposed development concept and planning approach and help to identify and address potential issues and/or concerns in advance (i.e. to avoid costly delays and changes to the design and supporting technical studies later in the process); and
- Streamlining the review process and submission requirements, while still ensuring approval authorities and review agencies have the information necessary to make timely and informed land use planning decisions.

- 4.97 That Chapter 10 Implementation Policies, Section 10.5 – Planning and Development Approval Process is amended by adding the following new Subsection 10.5.4 – Advisory Committees and adding the following paragraphs and side bar titles:

10.5.4 Advisory Committees

**ADVISORY
COMMITTEES**

The County and/or Area Municipalities may establish and consult with advisory committees on various land use related matters, where they deem it to be necessary or advisable to do so, or as required under the Planning Act.

**COMMITTEE
MANDATE**

The land use planning and other matters for which a particular Committee’s input may be solicited shall be established by the County and/or Area Municipalities, as applicable, through the approval of a Terms of Reference for each Committee.

- 4.98 That Chapter 10 Implementation Policies, Section 10.8 – Public Participation Measures with the corresponding side bar FORMS OF PUBLIC PARTICIPATION, is amended by deleting the words “Measures to facilitate public participation may include:” from and replacing it with the following: ‘The County and Area Municipalities may use a range of Tools to facilitate public participation. These measures may include.’

- 4.99 That Chapter 10 Implementation Policies, Section 10.8 – Public Participation Measures that corresponds to the side bar title FORMS OF PUBLIC PARTICIPATION as amended, is amended by deleting the word ‘and’ from the seventh bullet point, and deleting the last bullet point and replacing it with the following four additional bullets:

- Posting information on the County of Oxford and/or Area Municipal website and/or social media channels;
- Providing information and notice of opportunities to provide feedback through mail or e-mail;
- Using interactive virtual/online engagement Tools or platforms, such as online surveys, community-based mapping, and message boards; and,
- Hosting virtual meetings, webinars, moderated conferences, and/or sharing of pre-recorded sessions or videos to share information and obtain feedback.

4.100 That Chapter 10 Implementation Policies, Section 10.8 – Public Participation Measures is amended by adding after the paragraphs that correspond to the side bar title FORMS OF PUBLIC PARTICIPATION and preceding the paragraph that corresponds to side bar title PUBLIC NOTICE – MAJOR PLANNING INITIATIVES the following new paragraph and side bar title:

**ENGAGEMENT
PLAN**

The consideration of the combination of measures and types of notice to facilitate public participation for major planning initiatives shall be informed by the preparation of an engagement plan, to the satisfaction of the County and/or Area Municipality(s).

4.101 That Chapter 10 Implementation Policies, Section 10.8 – Public Participation Measures, that corresponds to side bar title SITE SPECIFIC PROPOSAL, is amended by deleting the words ‘Official Plan or Zoning By-Law amendment’ from the last sentence of the paragraph and replacing them with the following: ‘Official Plan amendment, Zoning By-law amendments, draft plans of subdivision, consents and minor variance applications’.

4.102 That Chapter 10 Implementation Policies, Section 10.8 – Public Participation Measures, is amended by adding after the paragraphs that correspond to side bar title PUBLIC NOTICE - SPECIAL CASES and preceding the paragraph that corresponds to side bar title CONSIDERATION OF PUBLIC SUBMISSIONS the following new paragraphs and side bar titles:

**ALTERNATIVE
CONSULTATION
MEASURES**

County Council or Area Municipal Councils, may pass a by-law to establish alternative measures for informing and obtaining the views of the public with respect to applications for Official Plan Amendment, Zoning By-Law Amendment , Draft Plan of Subdivision and/or Consents .

Such alternative measures may include, but are not necessarily limited to:

- Workshops, open houses and displays;
- Advertising and information releases;
- Consultation with community, neighbourhood, or special interest organizations
- Posting information on the County of Oxford and/or Area Municipal website and/or social media channels
- Providing information and notice of opportunities for feedback through mail or e-mail
- Using interactive virtual/online engagement tools or platforms, such as online surveys community-based mapping, and message boards.
- Hosting virtual meetings, webinars, moderated conferences and/or posting of pre-recorded sessions or videos to share information and obtain feedback

CONTENT OF BY-LAW

Where County or Area Municipal Council passes a by-law to identify requirements for the use of alternative measures of consultation, this by-law should identify:

- the required recipients of the notice and the date that feedback is due to the approval authority.

CONTENT OF NOTICE

- that the notice should, at minimum, contain the following required content:
 - a. the date on which comments must be submitted and method(s) of submission;
 - b. a key plan showing the location of the site or area to which the proposed amendment would apply;
 - c. The proposed amendment, or an explanation of the proposed amendment, sufficient to enable an understanding of its nature and general effect;
 - d. how information and materials will be made available; and
 - e. rights of appeal

*ZONING BY-LAW AS A
CONDITION OF CONSENT*

- Where an application for consent to sever will require a zoning by-law amendment as a condition of approval, the notice for the application for consent may also include the notice information for the application for zoning by-law amendment, to satisfy the alternative consultation measures.

4.103 That Chapter 10 Implementation Policies, Section 10.8 – Public Participation Measures that corresponds to side bar title PUBLIC NOTIFICATION AND MEETINGS NOT REQUIRED is amended by deleting the words ‘changes in the following’ from the paragraph and replacing them with ‘changes to this Plan and Municipal Zoning By-Laws in the following’

4.104 That Chapter 10 Implementation Policies, Section 10.8 – Public Participation Measures following the paragraph and list correspond to the side bar title PUBLIC NOTIFICATION AND MEETINGS NOT REQUIRED , is amended by adding the following new paragraphs and side bar titles:

MEETINGS NOT REQUIRED

Notwithstanding the public meeting requirements for Zoning By-Law amendment applications, the County and/or Area Municipalities may forego a public meeting if the following requirements have been met:

- Approval authority has been delegated, through by-law, to a County and/or Area Municipal official in accordance with Section 10.5.1;
- Official Plan and implementing by-law requirements for the use of an alternative measures of consultation are in effect and any identified

measures have been met; and,

- No concerns have been identified through written submission during the commenting period identified in the notice.

**OPEN HOUSE NOT
REQUIRED**

The County and/or Area Municipalities may forego a public open house and instead use alternative measures of consultation for municipally-initiated updates to the Official Plan and Zoning By-law.

4.105 That all other Chapters, Sections or Subsections of the Official Plan which include cross references to Section 10.3 entitled, 'Implementation Tools' (including all subsections) are amended by deleting and replacing them with the revised cross reference and numbering as included within this amendment.

4.106 That all other Chapters, Sections or Subsections of the Official Plan which include cross references to Section 10.5 entitled, 'Planning and Development Process' are amended by deleting and replacing them with the revised cross reference and numbering as included within this amendment.

5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policy of the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policy of the Official Plan.

AMENDMENT NUMBER 352
TO THE COUNTY OF OXFORD OFFICIAL PLAN

the following Plan attached hereto as explanatory text, constitutes
Amendment Number 352 to the County of Oxford Official Plan.

1.0 PURPOSE OF THE AMENDMENT

The purpose of the Amendment is to update Section 10.5.3 (Complete Submission Requirements) of Chapter 10 (Implementation Policies) as contained in the Official Plan, to clarify existing Official Plan and update the requirements and studies to deem an application made under the Planning Act (“the Act”) complete.

2.0 LOCATION OF LANDS AFFECTED

This Amendment generally applies to all lands within the County.

3.0 BASIS FOR THE AMENDMENT

3.1 *SUMMARY OF CHANGES TO THE PLAN*

The Planning Act (“the Act”) establishes the requirements for, and abilities of, municipalities when evaluating whether a development application is complete. Once an application is deemed complete certain responsibilities and powers are activated such as statutory deadlines for when a decision on the application must be made and appeal rights for specified persons.

The Act permits municipalities to require any other information or material that a Council considers it needs (in addition to any information that is prescribed through regulation), but only if an official plan contains provisions relating to requirements. The County of Oxford Official Plan identifies studies and necessary outcomes for development applications throughout the Plan and contains policy which enables these to be used for the purposes of deeming an application complete. However, it does not, at present, have these requirements consolidated in a single section recognizing the effect of diverse land use planning contexts, the various types of development applications and/or the integration of other provincial and federal legislation where applicable. Proposed amendments to complete applications will therefore better reflect other municipal official plans’ structures and recognize improving consistency and clarity for users of the Official Plan as a best practice.

Bill 17 *Protect Ontario by Building Faster and Smarter Act, 2025* received Royal Assent on June 5, 2023 and amended the Act to require ‘any amendments which add, amend or revoke Official Plan policies for complete application requirements to be approved by the Ministry of Municipal Affairs and Housing (MMAH) prior to adoption by County Council. Bill 17 also amended the Act to specify that future regulations may limit or specify the information and material that may be required by a municipality. Lastly, Bill 17 requires that municipalities accept information or material submitted in support of a complete application if it is submitted by a member of a profession prescribed through future, outstanding regulations. This direction affects applications made under Section 22 (Official Plan Amendments), 34 (Zoning By-laws), 41 (Site Plans), 51 (Plans of Subdivision), and 53 (Consents) of the Act.

Proposed amendments to complete application requirements (subsection 10.5.3 of the Official Plan), as contained in this amendment, are proposed concurrently with other technical updates to Chapter 10 (Implementation Measures) through Official Plan Amendment (OPA) 351, that similarly result in improved clarity, efficiency and effectiveness for other land use planning tools. This Amendment clarifies the benefits of having relevant information for a proposal; responsibilities of the municipality with respect to providing information to the public; potential information, studies or reports that may be required for a complete application; and the role of Terms of Reference and third-party review.

The policy amendment generally applies to all lands within the County, where they are the subject of Planning Act applications.

3.2 *PUBLIC PARTICIPATION AND INPUT*

ENGAGEMENT ON A CONSULTATION DRAFT

A draft of the policy updates was released by County Council on September 10, 2025. This draft was released for public review and input and was considered by County Council as part of their meeting on the same date. All materials were also made available on the County's website.

Staff also attended an additional meeting of Council at each of the 8 Area Municipalities (Townships of Blandford-Blenheim and East Zorra-Tavistock on November 5, 2025, City of Woodstock on November 6, 2025, Town of Ingersoll, November 10, 2025, Township of South-West Oxford on November 18, 2025, Township of Zorra on November 19, 2025, Town of Tillsonburg on November 24, 2025, and Township of Norwich on December 9, 2025), to provide an overview and discuss the draft policy updates. These meetings were also open to the public.

STATUTORY PUBLIC MEETING

A statutory public meeting was held on February 25, 2026, pursuant to the requirements of Section 17 of the Planning Act. A revised set of policies was considered at the public meeting which incorporated changes based on earlier feedback from the consultation draft.

4.0 DETAILS OF THE AMENDMENT

- 4.1 That Chapter 10 Implementation Policies, Section 10.3 Implementation Tools, Subsection 10.5.3 – Complete Submission Requirements, with the corresponding side bar title REQUIREMENTS FOR COMPLETE APPLICATION is amended by deleting the existing paragraph.

4.2 That Chapter 10 Implementation Policies, Section 10.3 Implementation Tools, Subsection 10.5.3 – Complete Submission Requirements, is amended by adding the following:

**SUPPORT
EFFICIENT
PROCESS**

Timely and effective land use planning processes and decisions require having all relevant information pertaining to a particular planning application available as early as possible in the application process.

In practice, a planning application may require multiple reports, studies and plans to allow for appropriate consideration and assessment of its planning merits. Therefore, requiring all relevant information and material to be provided at the time a planning application is submitted is essential for:

- Enabling the County and/or Area Municipalities to make well-informed decisions in a timely manner,
- Providing transparency by ensuring the public and other stakeholders have access to key information early in the process; and
- Avoiding unnecessary delays and identifying and resolving potential issues and concerns early in the process.

**REQUIREMENTS
FOR COMPLETE
APPLICATIONS**

The County and/or Area Municipality, as applicable, shall only accept and process applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Condominium and Site Plan Approval, if they have deemed them to be complete.

Such applications shall not be deemed complete and the period in which the County and/or Area Municipality is required to make a decision under the Planning Act shall not commence, unless the County and/or Area Municipality is satisfied that it includes:

- a) it satisfies all applicable requirements of the Planning Act, including the applicable regulations, and any other provincial requirements;
- b) it satisfies all requirements set out in this Plan;
- c) it includes a completed Application Form;
- d) a draft of the proposed plan, including the proposed text and all proposed schedules where applicable;
- e) the applicable application fee(s) have been received; and

f) it is accompanied by any other information and materials identified by the County and/or Area Municipality as being required, in accordance with 10.5.3.1. below.

**INFORMATION
AVAILABLE FOR
PUBLIC REVIEW**

All information provided in support of an application for development submitted under the Planning Act is generally considered public and is available for public review, as deemed appropriate by the Area Municipality or County.

NOTICE

Notice of a Complete Application recognizes that the required information has been provided by the applicant for submission initial review, however, it shall not preclude requests for additional studies and/or information that may be identified through the review process. Further, a Notice of Complete Application, does not infer support of the application by the Area Municipality or County, or that an application will be approved.

10.5.3.1: Reports and Studies

In addition to where the policies of this Plan identify studies, information and/or material which may be required to evaluate a *development* proposal, the County or Area Municipality may require other studies, information and/or material to be submitted as part of a complete application, in accordance with the Planning Act and any applicable regulations.

The studies, information and/or materials that may be required as part of a complete application shall generally include, but are not limited to, the reports/studies listed in Table 7 below. These reports/studies have simply been grouped by theme for convenience and are not limited to any specific type of application.

**TERMS OF
REFERENCE**

The review and approval of a Terms of Reference may be required by the County for certain reports or studies to confirm the scope and level of detail required, on a case-by-case basis. Submission and review of the terms of reference shall occur prior to the commencement of studies, and such studies shall incorporate feedback provided by the County and/or Area Municipality, following acceptance of the Terms of Reference.

**THIRD PARTY
REVIEW**

Further, the County and/or Area Municipality may, depending on the scope and complexity of the application, require third party review of any information, materials or documentation required by the County and/or Area Municipality. The applicant will be responsible for the costs of the third party review as well as for the costs associated with any additional review resulting from revisions to any original materials that may be required as a result of the third party review.

Submission of costs associated with any third party review must be received prior to consideration of the development application by the County or Area Municipality as applicable.

Table 7: Reports and Studies

Planning Matters	
Planning Justification Report	Secondary Plan
Drawings and Design	
Elevations/Materials Matrix	Landscape Plan
Neighbourhood Design Plan	Phasing Plan
Streetscape Analysis	Survey (completed no earlier than 5 years before application date)
Topographic Plan of Survey	
Urban Design Report	
Agriculture	
Agricultural Impact Assessment	MDS I/MDS II Formulae Calculation/Compliance
Environment	
Environmental Compliance Approval	Disclosure Report
Fluvial Geomorphology Study	Floodplain Analysis and/or Slope Stability Report
Environmental Impact Study	Hydrogeological Study
Park Concept Plan	Phase I and/or II Environmental Site Assessment
Risk Management Plan	Record of Site Condition / Certificate of Property Use
Remedial Action Plan	Restoration/Enhancement Plan
Site Screening Questionnaire, where a Phase 1 ESA is not required	Soil Study
Tree Inventory/Tree Preservation Plan	Watershed or Sub-watershed Study

Cultural Heritage	
Archaeological Assessment	Cultural Heritage Impact Assessment/Conservation Plan
Cumulative Impact Assessment	
Mineral Aggregate Resource Analysis (ARA License Application and materials)	Rehabilitation Plan
Resource Management Report	Traffic Plan (Haul Route Assessment)
Servicing, Infrastructure and Engineering	
Functional Servicing Report	Geotechnical Report
Grading Plan (Cut and Fill Plan)	Engineer's Report (Building Condition Survey)
Master Drainage Plan	Oil and Gas Well Decommissioning
Permit to Take Water	Environmental Compliance Approval/ Environmental Activity and Sector Registry confirmation
Right-of-Way Infrastructure Connection and Works Plan	Erosion and Sediment Control Plan
Servicing Plan	Servicing Capacity Confirmation
Stormwater Management Report and/or Plan	
Compatibility and Nuisance	
Air Quality Study	Dust, Odour and/or Emissions Study
Emergency and Spills Management Plan	Feasibility Assessment
Hazardous Waste Plan, Disclosure Report	Landfill Impact and Remediation Study
Lighting Plan	Methane Gas Study
Noise and/or Vibration (Acoustic) Study	Sensitive Land Use Report
Sun/Shadow and/or Wind Analysis	Community Risk Assessment
Transportation	
Traffic/Transportation Impact Study	Transportation Design Study
Growth Planning and Housing	
Land Appraisal Report	Land Needs Justification Study

Municipal Financial Impact Assessment	Regional or Rental Housing Market Analysis
Rental Housing Conversion Study	Residential Market Justification Study
Site Area Analysis	
Commercial	
Commercial Location Needs Assessment	Retail or Market Impact Study
Employment Land Need Assessment	
Administrative Requirements	
Articles of Incorporation	Deed and/or Agreement of Purchase and Sale
Parcel Register	

5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policy of the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policy of the Official Plan.

County of Oxford Official Plan**10.0****Implementation Measures****10.3 Implementation Tools****10.3.2 Secondary Plans, Area Studies and Issue Based Studies**

This Plan establishes the principle that detailed planning for communities, neighbourhoods, and other key planning areas is required prior to development. Such planning will be undertaken by the Area Municipality and/or the County as part of an approved planning program, unless otherwise approved by the County and/or Area Municipality, as applicable.

In certain limited circumstances, the County and/or Area Municipality, as applicable and at their sole discretion, may consider accepting studies (i.e. secondary plans, area studies, or topic based studies) conducted by proponents to support detailed planning for a particular area and/or purpose. Such privately initiated studies, and any related planning applications, will not be considered by the County and/or Area Municipality, or deemed to be complete, unless the following criteria have been addressed in addition to all other applicable policies of this plan:

- Through the process identified in 10.5.2 the County and/or Area Municipality, as applicable, has provided written confirmation that they are willing to consider privately initiated studies and/or planning applications for the specified area and purpose, and identified any other applicable requirements, conditions, or limitations for such consideration;
- the boundaries and scope of all such studies has been agreed to through a detailed terms of reference approved by the Area Municipality and the County, prior to study commencement in keeping with section 10.5.3; and,
- for privately initiated studies and applications for new or expanded *settlements*, the County has also provided written confirmation that there is sufficient land need for that particular settlement within the current planning period to warrant potential inclusion of the subject lands, based on current Council approved growth forecasts and land needs assessment.

This Plan identifies areas and situations where further detailed planning will be required and establishes the parameters and criteria upon which such detailed planning will take place.

County of Oxford Official Plan

SECONDARY PLANS

Secondary plans provide detailed policy direction for the *development* of a geographic area consistent with principles established in this Plan. Secondary plans are generally required in the following circumstances:

CIRCUMSTANCES WHERE REQUIRED

- Prior to redesignating lands designated Future Urban Growth or Residential Reserve, and that are fully contained within an existing *settlement*, for *development* purposes;
- Prior to the installation, or significant expansion, of municipal water and sewage services and stormwater management facilities within Serviced Villages which facilitate substantial additional growth capacity; and
- Prior to the expansion of a *settlement* boundary.

REGARD FOR CLASS EA STUDIES

The secondary planning process may also be used to implement the conclusions and recommendations of Class Environmental Assessment proceedings. Where this is the case, the Class Environmental Assessment and Planning Act processes shall be integrated to the satisfaction of the County and/or Area Municipality, responsible for the *infrastructure*.

AMENDMENT REQUIRED

The County shall incorporate the policy and schedule updates it deems necessary to effectively implement adopted Secondary Plans within the Official Plan by amendment after public consultation as set out in Section 10.8.

CRITERIA

The criteria for Secondary Plans are established in Sections 4.2.2.4, 4.2.2.6, 7.2.3.2, 7.2.7, 8.5.3.3 and 9.4.3.3 as applicable.

For greater clarity, where secondary plans are proposing the expansion of a *settlement* boundary they shall also be subject to the requirements of 4.2.2.6.1

AREA STUDIES

Area Studies may be used to assist in the implementation and refinement of this Plan. Area Studies allow the analysis and conceptual planning of a specific geographic area at a level of detail which may not require the same range of studies or may have a more focused scope/purpose than that of a secondary plan. Area Studies may incorporate guideline documents to elaborate upon the implementation of policies that have general application in the control of *development*.

CIRCUMSTANCES WHERE REQUIRED

Examples of areas that may warrant an area study include:

- Industrial and commercial areas that are subject to pressures for transition to other types of land use;

County of Oxford Official Plan

- Residential neighbourhoods that are experiencing pressure for *development* to a higher density residential land use or to other types of land use;
- Areas subject to the preparation of Community Improvement Plans as set out in Section 10.4;
- Areas that may be subject to substantial change as a result of a proposed major *development*;
- Areas with a high concentration of cultural *heritage resources*;
- Areas that have a high concentration of community amenities and services, such as main streets and commercial areas, health or education facilities, transit hubs, major parks or recreation facilities; or has been identified by the County and/or Area Municipalities to be key target areas for *intensification*, interconnection, stabilization, or enhancement;
- Areas proposed to be the subject of urban or community design guidelines;
- Areas intended for improvement to facilitate recreational or public use, including trails.
- Areas where additional study or management plans may be required to provide more specific direction with respect to the restoration and enhancement of *natural heritage features and areas* as set out in Section 3.2.6;
- Areas where a study may be required for the identification or refinement of natural hazards as set out in Section 3.2.8; and,
- Areas proposed for sub-watershed studies in accordance with Section 3.2.7.2.1.

STATUS

An Area Study will be adopted by a resolution of the Area Municipal Council and will be used as a guideline for the review of *development* applications and the planning of public facilities and services for the area. It may also provide the basis for an amendment to the Official Plan and/or Zoning By-Law if the recommendations of the study suggest that a change or refinement in policies, land use designations or zoning regulations is appropriate or warranted.

PUBLIC PARTICIPATION

Area Studies may be subject to the public notification procedures as outlined in Section 10.8.

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ISSUE BASED STUDIES

Issue based studies will generally be used in situations where a specific theme or topic relates to an issue rather than a geographic area. Issue based studies will be approved by a resolution of County Council and/or Area Municipal Council, as applicable, and may provide the basis for an amendment to the Official Plan and/or Zoning By-Law. Issue based studies may be subject to the public notification procedures as outlined in Section 10.8.

10.3.3 Plans of Subdivision and Condominium

The process of subdividing land into lots and blocks for various land uses is governed by the Planning Act. Oxford County Council is the approval authority for plans of subdivision and condominium.

WHERE REQUIRED

Where a proposal to divide land for more than five lots (including the retained parcel) is made, such *development* shall be by a plan of subdivision or condominium. Proposals to divide land into five lots or less, including the retained parcel, may take place by consent to sever as set out in Section 10.3.4.

PUBLIC PARTICIPATION

The County shall consider measures for informing and obtaining the views of the public, prescribed persons, and public bodies in respect of proposed plans of subdivision, in accordance with Section 10.8 Public Participation measures.

SUBDIVISION REVIEW CRITERIA

The County and Area Municipalities will evaluate applications for plans of subdivision or condominium based on the requirements of the Planning Act as well as criteria including, but not limited to, the following:

CONFORMITY TO THE OFFICIAL PLAN

- The plan is consistent with the policies of the Provincial Planning Statement and objectives and policies of the Official Plan and any applicable Secondary Plan and/or Area Plan.

SERVICING CAPACITY

- There is capacity available in the *centralized water and/or wastewater facilities*. The potential availability of capacity should be confirmed with the County at the time of pre-consultation.

The allocation of capacity shall be in accordance with County procedures and standards and Section 5.5. of this Plan. In order to demonstrate and address servicing capacity, the proposed *development* shall be required to prepare a servicing strategy in accordance with servicing strategy criteria of Section 4.2.2.6.1

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COMMUNITY SERVICES AVAILABILITY

- There is suitable provision for roads, water, storm and sanitary sewers, waste disposal and collection, public utilities, fire and police protection, parks, schools, and other community facilities and further, that the provision of these services will be financially viable over their lifecycle.

ENVIRONMENTAL CONSTRAINTS

- The plan is designed to effectively accommodate Environmental Resources and mitigate environmental constraints in accordance with Section 3.2 and human-made constraints in accordance with Section 3.3.

NEGATIVE EFFECTS

- The plan is designed to reduce any negative effect on surrounding land uses, the transportation network, or significant natural features.

ACCESS

- The plan is designed to ensure adequate and safe vehicular access is provided, including emergency vehicle access. No shared easements which traverse multiple lots shall be permitted as a primary means of obtaining access to a public road, unless otherwise required by the authority having jurisdiction over the road.

INTEGRATION

- The plan is designed to be integrated with adjacent developments.

TOPOGRAPHY

- The plan is designed to be compatible with the natural features and topography of the site and adjacent lands. Subdivisions proposing extensive areas of cut and fill will be discouraged and the preparation and submission of detailed grading plans and sediment and erosion control plans will generally be required as part of the plan of subdivision or condominium application.

RENTAL HOUSING CONVERSION

- Proposals to convert rental housing units to condominium ownership will be reviewed by the criteria set out Sections 7.2.2.2., 8.2.2.2, or 9.2.2.2.

RETAINED PARCEL

- The number and configuration of proposed lots and overall design of the subdivision does not compromise the long-term use, future development, access to, or planned function of the retained parcel, or other surrounding lands.

OTHER APPLICABLE POLICIES

- Proposals shall also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Chapter 5 Functional Support Elements

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DRAFT PLAN APPROVAL

As a condition of draft plan approval, the County will require an applicant to satisfy conditions prior to final approval and registration of the plan of subdivision or condominium. The applicant will be required to meet conditions of draft approval within the specified time period, failing which, draft plan approval may lapse.

To provide for the fulfilment of these conditions and for the installation of services according to municipal standards, the County shall require an applicant to enter into a subdivision agreement with the Area Municipality and, where necessary, the County, prior to final approval of the plan.

LAPSING

The County shall require that plans of subdivision, or parts thereof, that have been approved for 3 years or as prescribed by the Planning Act which have had no construction occur or *infrastructure* installed on-site, and do not meet the growth management objectives of this Plan, to no longer be a registered plan of subdivision, unless an extension is granted by the County in accordance with the following policies.

EXTENSION

The County may consider requests to extend the lapsing date for a draft approved plan of subdivision for an additional period, not generally exceeding 2 years, provided that:

- The applicable Area Municipality has been consulted and is in support of the proposed extension;
- It has been demonstrated that a concerted effort and progress has been made toward satisfying the existing conditions of approval, or exceptional circumstances beyond the applicant's control have prevented them from registering the draft approved plan, or phase thereof; and
- The draft plan is consistent with applicable federal and provincial legislation, matters of provincial interest, and the policies of the Provincial Planning Statement and this Plan, including growth management objectives, in effect at the time of such request.

REVIEW SUBDIVISION CONDITIONS

The County may, in consultation with the Province, Area Municipalities and other external agencies, review draft approved plans of subdivision to determine if the draft approval should be maintained, and if required, modify the conditions of draft approval or extend draft plan approval.

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EXEMPTION FROM PART LOT CONTROL

In accordance with the provisions of the Planning Act, County Council may pass by-laws to exempt all, or parts of registered plans of subdivision from part lot control. Such exemption will only be permitted when no further conditions for *development* are required.

DEEMING

In accordance with the provisions of the Planning Act, the County and/or an Area Municipality may pass a by-law to deem any plan of subdivision, or part thereof, that has been registered for eight years or more, to no longer be a registered plan of subdivision.

CONDOMINIUM EXEMPTION

The County may exempt a plan of condominium from review under the Planning Act. Such exemption will only be considered if the Area Municipality is satisfied that that no further conditions for *development* are required.

DELEGATED APPROVAL AUTHORITY

Delegated approval authority shall be in accordance with the Planning Act and the requirements of Section 10.5.1.

10.3.4 Consents (Severance)

Under the Planning Act, County Council has delegated the authority to give consent to sever land to the Oxford County Land Division Committee.

REVIEW CRITERIA

The Oxford County Land Division Committee will evaluate applications for consents in accordance with the requirements of the Planning Act and the following criteria:

SUBDIVISION PLAN NOT REQUIRED

- The Land Division Committee shall be satisfied that a plan of subdivision is not necessary for the proper and orderly *development* of land and that the plan of subdivision process is upheld as the primary method of lot creation. Where a proposal to divide land for more than five lots is made, including the remnant parcel, such *development* shall be by a plan of subdivision or condominium as set out in Section 10.3.3.

OFFICIAL PLAN AND ZONING BY- LAW CONFORMITY

- Any lot(s) to be created would conform to the policies of the Provincial Planning Statement and Official Plan and the provisions of the Zoning By-Law.

FUTURE DEVELOPMENT

- The granting of the consent application will not negatively impact or limit the planned use and/or future *development* potential of the retained lands, other adjacent lands, or the surrounding area.

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ACCESS

- The proposed lots shall have direct frontage on a permanent public road maintained year-round at a reasonable standard of construction.
- New vehicular access to any road shall be in accordance with the requirements of the authority having jurisdiction over the road and the applicable policies of Section 5.1 County Transportation Policy. The authority having jurisdiction over the road from which vehicular access is to be obtained shall be satisfied that there are no traffic safety concerns.
- Access requirements for backyard infill shall be in accordance with the policies as set out in Chapters 6, 7, 8, and 9 of this Plan.

SERVICING AVAILABILITY

- Existing or proposed *individual on-site water services and individual on-site sewage services* are demonstrated to be adequate to serve the proposed lot and shall be in accordance with the applicable policies of Sections 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

PUBLIC NOTICE

- Property owners and residents in the vicinity of the proposed lot(s) are to receive sufficient notification of the application, pursuant to Section 10.8 of the Plan.

LAND USE DESIGNATION

- Any criteria outlined in the policies associated with the land use designations that apply to the lands have been addressed.

OTHER APPLICABLE POLICIES

- Proposals shall also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Chapter 5 Functional Support Elements.

LOT ADJUSTMENTS

The County Land Division Committee may consider permitting minor lot adjustments, provided that it:

- is for a demonstrable legal or technical reason;
- does not result in the creation of a new lot; and,
- meets applicable policies and review criteria of this Plan

Consideration shall also be given to any legal non-complying characteristics of the lands which may be aggravated or addressed through a proposed lot line adjustment.

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CERTIFICATES OF CANCELLATION

Upon receipt of a request by an owner of a parcel of land that has been previously conveyed, the County Land Division Committee has the authority to approve or refuse the issuance of a certificate of cancellation which, if approved, will have the effect of the parcel no longer to have been conveyed.

CONDITIONS

In granting a consent, the County Land Division Committee shall require applicants to satisfy conditions, within the timeline prescribed under the Planning Act, prior to the issuance of the Certificate(s) of Official for registration purposes. To provide for the fulfillment of conditions, the applicant may be required to enter into a severance agreement with the Area Municipality and/or the County.

10.3.5 Zoning By-Laws and Non-Conforming Uses

The zoning by-law is one of the primary means of implementing the policies of this Plan. The zoning by-law defines the uses permitted in specific locations within a municipality and the specific *development* standards relating to those uses. Non-conforming uses are legally established uses that do not conform to the current land use designations, policies, requirements, or zones of the Official Plan and/or zoning by-law.

LONG-TERM CONFORMITY

It is the intent of this Plan that the long-term use of land conform with the objectives and policies of this Plan. Upon adoption of this Plan, and any subsequent amendments thereto, the zoning by-laws of the Area Municipalities shall be brought into conformity with the policies of this Plan. It is the intent of this Plan that non-conforming uses will convert, relocate, or redevelop over time so that the subject land may be used in conformity with the policies of this Plan.

RECOGNITION OF NON-CONFORMING USES IN ZONING BY-LAW

Notwithstanding the above, a legally established land use or a use permitted by existing zoning which does not conform to this Plan may be recognized as a permitted use in the zoning by-law where the County and/or Area Municipality is of the opinion that:

HAZARDOUS SUBSTANCES

The use, or existing zoning, does not involve hazardous activities or substances, which would constitute a danger to surrounding uses and/or persons by virtue of their hazardous nature

POLLUTION

The legally established or permitted use , does not contribute to air, water or land pollution problems.

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COMPATIBILITY

The legally established or permitted use, can achieve, or has achieved, an acceptable measure of compatibility with adjacent uses, is not associated with any building deterioration or lack of property maintenance, does not generate traffic that threatens the safety of the surrounding area, and does not interfere with the *development* of conforming uses in the surrounding area.

MAINTENANCE OF EXISTING ROLE

The long-term continuation and any potential expansion of the use or change in use is in compliance with existing zoning and will not detract from the general intent of the Official Plan for the long-term use of the lands.

AMENDMENTS

Recognition of the legally established or permitted use in the zoning by-law, is not likely to result in proposals to amend the Plan to allow similar types of uses.

EXPANSION OR MINOR CHANGE IN USE OF EXISTING RECOGNIZED USES

For uses recognized by existing zoning, but that do not conform to this Plan, the County and/or Area Municipalities may permit minor expansion or minor change in use and the Land Division Committee may consider the granting of consents for *existing uses* to permit the expansion of the use or adjustment of property boundaries provided that:

SERVICES

Existing or proposed services including water supply, sewage facilities, stormwater management and road access are adequate or will be made adequate to serve the proposed development to the satisfaction of the Area Municipality and/or the County.

Individual on-site sewage services and individual on-site water facilities are demonstrated to be adequate for the proposed development and shall be in accordance with the applicable policies of Section 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

PARKING AND LOADING

Parking and loading facilities are adequate or will be made adequate to serve the proposed development to the satisfaction of the Area Municipality.

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COMPATIBILITY

The proposed use, scale and location shall be reviewed to ensure that potential compatibility issues with respect to traffic, vibration, lighting, visual intrusions, noise, dust, odour and other potential off-site impacts can be prevented or effectively mitigated.

Further, the proposed use shall be appropriately designed, buffered and/or separated from nearby residential and other sensitive land uses to prevent, or acceptably mitigate, potential impacts and to minimize risk to public health and safety.

All applicable provincial and municipal requirements regarding, emissions, noise, odour, nuisance, compatibility, Minimum Distance Separation Formulae, public health and safety, water and wastewater standards shall be addressed, including receipt of all applicable environmental approvals.

Proposals may be subject to site-specific zoning provisions and site plan approval that incorporate any restrictions or requirements necessary to implement this policy.

ENVIRONMENT

Proposals shall comply with the policies of Section 3.2, Environmental Resource Policies.

CONDITIONS OF APPROVAL

The Land Division Committee may attach such conditions as it deems appropriate to the approval of a development application associated with an existing recognized use.

EXTENSION, ENLARGEMENT, CHANGE OF USE FOR LEGAL NON-CONFORMING USES

A Committee of Adjustment may permit the extension or enlargement or change of use of a legally established land use which does not conform to this Plan and the zoning by-law of the Area Municipality. In evaluating applications, the Committee shall consider the following criteria:

- The use has been continuous from the day the zoning by-law came into effect and forward;
- There will be no extension of the site or building beyond the limits of the land owned and used from the effective date;
- Permission for the extension, enlargement or change in the non-conforming use is in keeping with the general intent of the Official Plan and will not create new, or intensify existing, aspects of the use that do not conform to the Official Plan and zoning by-law;

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- That existing municipal services such as water, sewers, stormwater management facilities and roads will be adequate;
- That there are adequate parking and loading facilities to accommodate the proposed use;
- That the proposed extension, enlargement or change in use will not adversely affect desirable *development* in adjacent areas which is in conformity with the Official Plan and zoning by-law;
- That the proposed extension, enlargement or change in use would include measures that will reduce nuisances, protect adjacent properties, and improve the compatibility of the use with the surrounding area, and
- That the extension, enlargement or change in use is necessary to avoid undue hardship to the applicant, provided that all other criteria have been met, there are no negative effects on environmental resources identified in Section 3.2 and the proposed extension, enlargement, or change in use is more compatible than the *existing use* relative to the planned use of the property and surrounding lands as set out in the Official Plan.

CONDITIONS OF APPROVAL

The Committee of Adjustment may attach such conditions as it deems appropriate to the approval of an application within its jurisdiction to extend, enlarge, or change a legal non-conforming use.

COUNTY ZONING BY-LAWS

County Council may pass zoning by-laws in accordance with the Planning Act. If there is a conflict between a by-law passed by the County and a by-law passed by an Area Municipality, the by-law of the County prevails.

DELEGATED APPROVAL AUTHORITY

Delegated approval authority shall be in accordance with the Planning Act and the requirements of Section 10.5.1

10.3.6 Minor Variances

The Planning Act stipulates that each Area Municipal Council is deemed to be a Committee of Adjustment to deal with the following matters:

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NON-CONFORMING USES

- Applications to allow the extension or enlargement of a legal non-conforming use;
- Applications to allow a change in the use of buildings or land from a legal non-conforming use to a more compatible non-conforming use.

CONFORMING USES

- Applications to allow minor deviations from the provisions of the zoning by-law or any other by-law passed under Sections 34 or 38 of the Planning Act that implements the Official Plan; and
- Applications to allow uses which are similar and conform to uses permitted in the zoning by-law, where such uses are defined in general terms in the zoning by-law.

CRITERIA FOR REVIEWING APPLICATIONS

The Committee of Adjustment, when considering an application for minor variance to the zoning by-law, or any other by-law passed under Sections 34 or 38 of the Planning Act that implements the Official Plan, shall take into account the following:

- The general intent and purpose of the Official Plan would be maintained;
- The request for variance constitutes a minor departure from the performance standards of the zoning by-law;
- The general intent and purpose of the zoning by-law would be maintained; and
- Whether the variance is desirable for the appropriate *development* of the use of the land, building, or structure.

DETERMINING DESIRABILITY

In determining whether the variance is desirable for the appropriate development of the land, the Committee of Adjustment shall take into account the following:

- Whether physical or inherent conditions of the site make compliance with the provisions of the zoning by-law unreasonable;
- Whether alternative designs of the proposal which would comply with the relevant by-law are clearly not feasible or appropriate for the site, or would create additional impacts on adjacent land uses;

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- The potential impacts on adjacent and/or nearby land uses and the community in general have been considered and deemed acceptable or appropriately mitigated;
- The approval of the minor variance is based on the specific proposal and/or site conditions and would not create the expectation of, or assumed precedent for, a similar variance being appropriate and supportable for a different proposal and/or site;
- that compliance with the standards of the relevant by-law would be unreasonable or impossible and would impose undue hardship on the applicant.

EXTENSION OR ENLARGEMENT FOR LEGAL NON-CONFORMING USES

For greater clarity, where the variance is to facilitate the extension or enlargement of a legal non-conforming use the applicable criteria under 10.3.5 shall apply.

OTHER APPLICABLE CRITERIA

Proposals shall also comply with any other applicable criteria established by the County and/or Area Municipality through a by-law enacted in accordance with Section 45 of the Planning Act.

CONDITIONS

The Committee of Adjustment may attach such conditions as it deems appropriate to the approval of an application for minor variance.

10.3.7 Holding Zones

PURPOSE

County Council or the Area Municipal Councils may pass a Holding Zone by-law and use the holding (H) symbol in conjunction with any zone in the zoning by-law. The holding (H) symbol specifies that the *development* of these lands is considered premature or inappropriate for immediate *development*.

CRITERIA FOR APPLYING HOLDING ZONES

County Council or the Area Municipal Council may apply a holding (H) symbol in conjunction with the zoning by-law implementing any land use designation or performance category of this Plan in one or more of the following circumstances:

DRY INDUSTRY

- Where industrial or commercial *development* on private or partial services is proposed in the Serviced Villages or Large Urban Centres in accordance with Sections 4.2.2.4 or 4.2.2.5.

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SERVICES AND INFRASTRUCTURE

- Where existing *infrastructure* services and facilities such as sanitary sewers, stormwater management facilities, water supply, roads, parks, schools, and community support services have been determined to have insufficient capacity to serve the proposed *development*, the holding zone can be used to prevent the development from proceeding until necessary improvements are made.

SUPPORTING STUDIES

- Where the submission and acceptance of secondary plans, area plans or issue-based studies as required by this Plan is required prior to *development*, or where other supporting studies such as traffic impact analysis or market analysis are required.

NATURAL FEATURES

- To ensure that natural areas or specific natural features are protected and the proposed *development* is consistent with the policies of Section 3.2.

HAZARDS

- To ensure that potential hazards or constraints are effectively mitigated consistent with the policies of Section 3.2, prior to *development*.

CONTAMINATION

- To ensure that potential environmental contamination is effectively assessed and mitigated, as required by policies of Section 3.3, prior to development.

NATURAL RESOURCES

- To ensure that the location of natural resources such as mineral aggregates is identified in the Zoning By-Law of the Area Municipality.

PHASING

- Where it is necessary to require the phasing of an overall *development* or extraction activity in order to ensure logical and orderly development, use of land and/or *infrastructure*, to mitigate impacts, or to secure commitments consistent with the policies of this Plan.

CONSOLIDATION OF LAND

- Where *development* is contingent upon other related matters occurring first, such as the consolidation of land ownership to ensure orderly *development* and phasing of the project or to secure funding agreements on necessary *infrastructure* or services.

TRANSPORTATION CAPACITY

- Where transportation facilities have inadequate capacity and/or would be of an inappropriate function relative to the proposed land use and anticipated type and volume of traffic generated.

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AFFORDABLE HOUSING

- In order to achieve the construction and desirable distribution of *affordable housing* throughout a *development*.

DEVELOPMENT AGREEMENTS

- In order to ensure that development agreements are executed to the satisfaction of the County and/or Area Municipality for plans of subdivision or condominium.

OTHER MATTERS

- For any other purpose deemed necessary or appropriate by the County and/or Area Municipality.

AREA OF APPLICATION

Holding provisions may be applied municipality wide, to portions of the municipality such as servicing catchment areas, drainage sheds or flood plains, as well as on a site-specific basis.

REMOVAL OF THE (H) SYMBOL

Conditions that must be satisfied prior to the removal of the holding (H) symbol may include, but are not limited to, appropriate financial and servicing requirements of the municipality, completion and approval of studies, and the signing of necessary agreements including, but not limited to, those under the provisions of the Planning Act.

The zoning by-law will be amended to remove the holding (H) symbol when the County or the Area Municipality determines that the conditions as set out in this Plan and the Holding Zone By-Law have been met.

DELEGATED APPROVAL AUTHORITY

Delegated approval authority shall be in accordance with the Planning Act and the requirements of Section 10.5.1

INTERIM USES

The By-Law may specify interim uses that are permitted while the holding provision is in place, which may include:

- *Existing uses*, including minor additions and accessory buildings; and
- Other uses deemed appropriate by County Council or the Area Municipal Council which are in conformity with the Official Plan and which do not adversely affect the future *development* potential of the lands.

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10.3.9 Temporary Use

TEMPORARY USE PROVISIONS

Notwithstanding the requirement for zoning by-laws to comply with the Official Plan, the County recognizes that the Official Plan represents the long-term direction to the *development* of the municipality. As such, the County and/or Area Municipality may permit uses for specific temporary periods, up to a maximum of three years, as set out in the Planning Act, which would otherwise not conform to the Official Plan and/or the Area Municipal zoning by-law, subject to re-application at 3-year intervals thereafter.

Such uses may be permitted upon individual application and careful consideration by the County and/or Area Municipality of the need and appropriateness of a temporary use by-law and to ensure that the objectives and policy direction of the Official Plan are not adversely affected by the temporary use. The County and/or Area Municipality shall also take into consideration the following matters:

CRITERIA

- Compatibility of the proposed use with surrounding land uses;
- Any requirement for temporary buildings or structures in association with the proposed use;
- Any requirement for temporary connection to municipal services and utilities;
- The potential impact of the proposed use on transportation facilities and traffic in the immediate area;
- Access requirements for the proposed use;
- Parking required for the proposed use, and the ability to provide adequate parking on site;
- whether major construction or investment is proposed to facilitate proposed *development* and/or *site alteration* which would cause undue hardship to revert the site back to the previous use and/or state upon the termination of temporary use provisions; and,
- potential to establish a precedent for what constitutes an appropriate use on other lots which share some comparable qualities.

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EXTENSION	The County and/or Area Municipal Council may extend a temporary use by-law beyond the three year time period, as set out in the Planning Act, provided such extension does not exceed a three year time period and does not jeopardize the long-term <i>development</i> intentions for the subject lands as specified in the Official Plan.
EXPIRY	Upon the expiry of the temporary use by-law, uses which may have been permitted by that temporary use by-law shall cease to exist, shall not be considered as legal non-conforming uses, and therefore shall be removed.
DELEGATED APPROVAL AUTHORITY	Delegated approval authority shall be in accordance with the Planning Act and the requirements of Section 10.5.1.
GARDEN SUITES	The County and/or Area Municipalities may permit a <i>garden suite</i> on a <i>farm unit</i> or on a non-farm rural residential lot in the Agricultural Reserve, Open Space or Future Urban Growth designations, on a residential lot in the Rural Cluster or Village designations, or in Low Density Residential designations in Serviced Villages and Large Urban Centres.
AMENDMENT No. 285	
ZONING AMENDMENT REQUIRED	Prior to permitting the construction of a <i>garden suite</i> , an amendment to the Zoning By-Law under Section 39.1 of the Planning Act, which relates to temporary use by-laws, will be required. The temporary use by-law may remain in effect for a maximum of 20 years. Extension(s) may be granted by the County and/or Area Municipality for up to three-years, subject to re-application and approval of an amendment to the Zoning By-law. The zoning amendment must satisfy the following criteria:
AMENDMENT No. 285	
SERVICING	The <i>garden suite</i> should generally use the existing sanitary sewage disposal, water supply and electrical services of the principal dwelling existing on the lot where the <i>garden suite</i> is proposed to be located. Prior to the zoning amendment, approvals shall be obtained from the authorities responsible for the various services to ensure that the existing servicing systems are adequate for shared use. In situations where the approval authority indicates that one or more of the services are not adequate for shared use, separate services will be required, provided these services can be accommodated on the subject property to the satisfaction of the approval authority.
AMENDMENT No. 285	
	In the rural areas, Rural Clusters and Villages, it must be demonstrated that individual on-site water supply and sewage services are adequate to serve the proposed use, in accordance with the applicable policies of Section 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.
AMENDMENT No. 285	

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COMPATIBILITY	The proposal is compatible with the surrounding area and, if applicable, be able to satisfy the <i>Minimum Distance Separation Formula I</i> or not further reduce an existing insufficient setback relative to MDS I for adjacent livestock operations. Within the Serviced Village and large Urban Centres, the proposal should be on a large lot greater than 929 sq. m. (10,000 sq. ft.) in area on full municipal services.
SUITABILITY	The lot is suitable for an additional temporary dwelling unit with respect to lot area, lot coverage, yard setbacks, and setback from a public road allowance.
BUFFERING	The implementing Zoning By-Law may contain additional measures to ensure minimal disruption to adjacent land uses, such as the provision of grass strips, the planting of trees and shrubs or the erection of a fence.
ACCESS	The proposed <i>garden suite</i> will generally use the existing access to a permanent public road of reasonable construction, maintained year-round.
LOCATION	Generally, the <i>garden suite</i> will not be located to the front of the principal dwelling on the lot, although the County and/or Area Municipality may give consideration to such siting on a site-specific basis.
AGREEMENT	The owner of the subject property may be required to enter into an occupancy agreement with the Area Municipality, specifying the matters related to the temporary use of the <i>garden suite</i> as the County and/or Area Municipality considers necessary, including, the installation, maintenance and removal of the <i>garden suite</i> ; the period of occupancy of the <i>garden suite</i> by any of the persons named in the agreement; and the monetary or other form of security that the County and/or Area Municipality may require for actual or potential costs to the municipality related to the <i>garden suite</i> .
NO SEVERANCE	<i>Garden suites</i> are intended to be temporary in nature and as such consent to sever a surplus <i>garden suite</i> will not be permitted by the Oxford County Land Division Committee.
REMOVAL OF GARDEN SUITE	When the <i>garden suite</i> is no longer required for the original use intended, it shall be removed from the lot and the temporary use by-law shall be allowed to lapse.

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10.3.10 **Community Planning Permits**

PROVISIONS
FOR COMMUNITY
PLANNING PERMIT
AREA(S)

As an alternative to traditional zoning by-law provisions, the County and/or Area Municipalities may consider implementing the objectives of the Official Plan through a Community Planning Permit System.

A Community Planning Permit System can potentially help to facilitate, streamline, and/or expedite *development* to support the achievement of certain policy goals or objectives (e.g. *residential intensification*). Such a system could be established for the entire County or Area Municipality, or for specific area(s) within the County or Area Municipality, as deemed appropriate.

Prior to the passing of a Community Planning Permit System by-law by County Council, or an Area Municipal Council, an amendment to this Plan is required to:

- Identify the proposed community planning permit system area(s);
- Set out the scope of any authority that may be delegated and any limitations on the delegation;
- Contain a statement of the goals, objectives and policies for the community planning permit system proposed for the area;
- Set out the types of criteria that may be included in the community planning permit by-law for determining whether a *development* or use of land may be permitted; and,
- Set out the types of conditions that may be included in the Community Planning Permit by-law, in accordance with the applicable provisions of the Planning Act.

10.3.11 **Site Plan Control**

DESCRIPTION

Site plan control is a mechanism used to achieve appropriate siting and massing of a *development* on a site and to ensure safety, attractiveness and compatibility of a *development* with the surrounding area. It is also used by the municipality to secure land for road widenings.

APPLICATION

It is the intent of this Plan that all forms of *development* or redevelopment within the land use designations established in this Plan, with the exception of mineral aggregate and oil and gas extraction and gypsum mining, may be subject to site plan control.

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For the purposes of site plan control, development or redevelopment shall be defined as the construction, erection, or placing of one or more buildings or structures or three or more travel trailers or mobile homes on land, or the making of an addition or alteration to a building or structure that has the effect of substantially increasing its size or usability, or the laying out and establishment of a commercial parking lot.

The above noted definition of development shall not include the placement of a portable classroom on a school site of a district school board and any other uses that may be prescribed under the Planning Act as being exempted from the definition of 'development'.

The County or Area Municipal Council may exempt additional classes of development from site plan control through a site plan control by-law passed in accordance with the Planning Act.

DELEGATED APPROVAL AUTHORITY

Delegated approval authority shall be in accordance with the Planning Act and the requirements of Section 10.5.1.

APPROVAL OF SITE PLANS

Where the County or Area Municipal Council has passed a site plan control by-law, plans showing all buildings and structures to be erected and all facilities and works, including facilities designed to have regard for accessibility for persons with disabilities, to be provided in conjunction with the development will be required consistent with the provisions of the Planning Act. Drawings, showing plan, elevation and cross-section views may be required for all buildings to be erected including all buildings to be used for residential purposes in accordance with the Planning Act, within the site plan control area.

Such drawings shall be sufficient to display the massing and conceptual design of the proposed building, the relationship of the proposed building to adjacent buildings, streets and exterior areas and the provision of interior walkways, stairs elevators and escalators to which the public have access from streets, open spaces and interior walkways.

Where such matters are addressed in Area Municipal Site Plan Control By-Laws, such drawings shall also be sufficient to display the following:

- Sustainable design elements such as trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities on any adjoining road under the jurisdiction of the County or Area Municipality.

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DESIGN POLICIES

Where this Plan establishes site and urban design criteria for specific types of development, the County or Area Municipality will be satisfied that such policies have been addressed prior to approving site plans.

In addition, the County or Area Municipality may adopt site and/or urban design guidelines for various forms of development as a means of evaluating matters relating to detailed site and/or urban design through the site plan process. Where such guidelines have been adopted, they shall be implemented through the Area Municipal Site Plan Control By-Law or Area Municipal Zoning By-Law.

ROAD WIDENINGS

Widenings of public roads shall be required as a condition of site plan approval at the discretion of the authority having jurisdiction over the road for all development within the site plan control area consistent with the policies of Sections 5.1.2, 7.6.6, 8.7.2 and 9.6.2 to this Plan.

SERVICING CAPACITY

Development proponents are strongly advised to confirm potential availability of servicing capacity for a proposed *development* with the County at the pre-consultation stage.

The formal allocation of capacity shall be in accordance with applicable County procedures and standards and Section 5.5.5 of this Plan.

OTHER APPLICABLE POLICIES

Proposals should also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Section 5.5, Functional Support Elements.

LAPSING

Where the County and/or Area Municipality have authorized an officer, employee or agent of the municipality to approve site plans, those persons may also identify a time period beyond which the approval of such plans and drawings will lapse and no longer be approved. The time period identified shall be in accordance with the Planning Act.

EXEMPTIONS

The approval shall not lapse if, before it has lapsed, a permit is issued under section 8 of the Building Code Act, 1992 to implement the site plan approval or as class of development as regulated by the Planning Act.

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10.5 *Planning and Development Approval Process*

INTRODUCTION

The County is responsible for conducting county-wide planning and for ensuring that land use decisions are in conformity with this Plan. In addition to this role, the County has the authority to approve Official Plan and/or zoning by-law amendments, plans of subdivision and condominium, consents and site plan approval. Similarly, the Area Municipalities are the approval authority for their respective zoning by-laws and related applications for minor variance and site plan approval. In these roles, the County and Area Municipalities will endeavour to make the *development* approval process efficient and timely through the following measures, where appropriate.

10.5.1 Delegation of Approval Authority

COUNTY DELEGATION

County Council, in accordance with the regulations of the Planning Act, may delegate by By-law its approval authority for the following planning matters to a standing committee or County officials:

PLANS OF SUBDIVISIONS APPROVALS AND CONSENTS

- The County's authority to approve draft plans of subdivision and condominium (including Vacant Land Condominium), or any aspect thereof, may be delegated to a County official. Such delegated approval authority may include, but is not limited to, red line revisions, extension of approval, exemption from condominium approvals, and changes to the conditions of draft plan approval, in accordance with Section 10.3.3. of this Plan.

As set out in Section 10.3.4, the Oxford County Land Division Committee has the delegated authority for the approval of consents.

LOCAL DELEGATION

The County shall encourage Area Municipalities to consider delegating local approval authority for planning matters to County and/or Area municipal officials, in accordance the Planning Act, where appropriate.

SITE PLAN CONTROL

As required by the Planning Act, Area Municipalities shall delegate their approval authority with respect to Site Plan Control to County or Area Municipal officials.

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MINOR ZONING AMENDMENTS

The County and/or Area Municipalities may delegate their approval authority for Minor Zoning By-law Amendments to County and/or Area Municipal officials.

A Minor Zoning By-law Amendment may include any or all of the following circumstances:

- To correct minor technical errors or omissions contained in an amendment that has undergone full public review;
- To change format or punctuation errors, or correct clerical, typographical or grammatical errors which do not change the intent of the original by-law;
- To remove an existing Holding Provision where the conditions have been satisfied, subject to the policies of Section 10.3.7;
- To authorize a temporary use or grant an extension to an existing temporary use, including extension of the time period that a *garden suite* is permitted to remain on the lot; To remove existing site-specific zoning provisions where the effect would be to revert to the parent zoning in force and effect; and,
- To implement zoning as a result of an approved consent for a *residence surplus to a farm operation*, in accordance with the policies of 3.1.5.3, including:
 - a. To prohibit any new dwelling, including *additional residential units*, on the resulting agricultural parcel; and
 - b. To recognize the proposed residential use of the retained lot, where the proposed retained lot meets the provisions of the applicable rural residential zone.

NOTICE

County and/or Area Municipal officials who have been delegated the authority to approve minor zoning by law amendments shall follow the applicable notice and public meeting requirements of the Planning Act and section 10.8 of this Plan.

LIMITATIONS TO DELEGATED AUTHORITY

Where authority to approve an application under the Planning Act has been delegated by the County and/or Area Municipality to County and/or Area Municipal officials, as applicable, that shall not include the authority to refuse an application.

10.5.2 Pre-Consultation

PRE- CONSULTATION

It is recommended that proponents consult with the applicable approval authority prior to submitting a formal application for *development* to, at minimum, confirm the application(s), fees, and accompanying studies and other information that will be required by the County and/or Area Municipality to be considered a complete application(s), in accordance with Section 10.5.3 of this Plan.

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PURPOSE OF PRE-CONSULTATION

The purpose of pre-consultation is to provide an opportunity for the municipality and proponent to review and discuss a draft *development* proposal in advance of the submission of formal application(s). Although optional, pre-consultation can be critical for identifying the need for, and scope of, other information and materials (i.e. beyond just the planning application and applicable fee) that will be required by the County and/or Area Municipality to allow for comprehensive and timely review and consideration of the formal *development* application(s), when they are submitted.

Pre-consultation can also assist in:

- Providing proponents with clarity and greater certainty with respect to what applications, supporting studies/documents, and applicable fees will be required for the County/Area Municipality and review agencies to consider the proposed development and for the required application(s) to be deemed complete;
- Providing proponents with initial feedback and suggestions on the proposed development concept and planning approach and help to identify and address potential issues and/or concerns in advance (i.e. to avoid costly delays and changes to the design and supporting technical studies later in the process); and
- Streamlining the review process and submission requirements, while still ensuring approval authorities and review agencies have the information necessary to make timely and informed land use planning decisions.

10.5.3 Complete Submission Requirements

SUPPORT EFFICIENT PROCESS

Timely and effective land use planning processes and decisions require having all relevant information pertaining to a particular planning application available as early as possible in the application process.

In practice, a planning application may require multiple reports, studies and plans to allow for appropriate consideration and assessment of its planning merits. Therefore, requiring all relevant information and material to be provided at the time a planning application is submitted is essential for:

- Enabling the County and/or Area Municipalities to make well-informed decisions in a timely manner,
- Providing transparency by ensuring the public and other

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stakeholders have access to key information early in the process; and

- Avoiding unnecessary delays and identifying and resolving potential issues and concerns early in the process.

REQUIREMENTS FOR COMPLETE APPLICATIONS

The County and/or Area Municipality, as applicable, shall only accept and process applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Condominium and Site Plan Approval, if they have deemed them to be complete.

Such applications shall not be deemed complete and the period in which the County and/or Area Municipality is required to make a decision under the Planning Act shall not commence, unless the County and/or Area Municipality is satisfied that it includes:

- a) it satisfies all applicable requirements of the Planning Act, including the applicable regulations, and any other provincial requirements;
- b) it satisfies all requirements set out in this Plan;
- c) it includes a completed Application Form;
- d) a draft of the proposed plan, including the proposed text and all proposed schedules where applicable;
- e) the applicable application fee(s) have been received; and
- f) it is accompanied by any other information and materials identified by the County and/or Area Municipality as being required, in accordance with 10.5.3.1. below.

INFORMATION AVAILABLE FOR PUBLIC REVIEW

All information provided in support of an application for development submitted under the Planning Act is generally considered public and is available for public review, as deemed appropriate by the Area Municipality or County.

NOTICE

Notice of a Complete Application recognizes that the required information has been provided by the applicant for submission initial review, however, it shall not preclude requests for additional studies and/or information that may be identified through the review process. Further, a Notice of Complete Application, does not infer support of the application by the Area Municipality or County, or that an application will be approved.

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10.5.3.1: Reports and Studies

In addition to where the policies of this Plan identify studies, information and/or material which may be required to evaluate a *development* proposal, the County or Area Municipality may require other studies, information and/or material to be submitted as part of a complete application, in accordance with the Planning Act and any applicable regulations.

The studies, information and/or materials that may be required as part of a complete application shall generally include, but are not limited to, the reports/studies listed in Table 7 below. These reports/studies have simply been grouped by theme for convenience and are not limited to any specific type of application.

TERMS OF REFERENCE

The review and approval of a Terms of Reference may be required by the County for certain reports or studies to confirm the scope and level of detail required, on a case-by-case basis. Submission and review of the terms of reference shall occur prior to the commencement of studies, and such studies shall incorporate feedback provided by the County and/or Area Municipality, following acceptance of the Terms of Reference.

THIRD PARTY REVIEW

Further, the County and/or Area Municipality may, depending on the scope and complexity of the application, require third party review of any information, materials or documentation required by the County and/or Area Municipality. The applicant will be responsible for the costs of the third party review as well as for the costs associated with any additional review resulting from revisions to any original materials that may be required as a result of the third party review.

Submission of costs associated with any third party review must be received prior to consideration of the development application by the County or Area Municipality as applicable.

Table 7: Reports and Studies

Planning Matters	
Planning Justification Report	Secondary Plan
Drawings and Design	
Elevations/Materials Matrix	Landscape Plan
Neighbourhood Design Plan	Phasing Plan
Streetscape Analysis	Survey (completed no earlier than 5 years before application date)
Topographic Plan of Survey	
Urban Design Report	
Agriculture	

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Agricultural Impact Assessment	MDS I/MDS II Formulae Calculation/Compliance
Environment	
Environmental Compliance Approval	Disclosure Report
Fluvial Geomorphology Study	Floodplain Analysis and/or Slope Stability Report
Environmental Impact Study	Hydrogeological Study
Park Concept Plan	Phase I and/or II Environmental Site Assessment
Risk Management Plan	Record of Site Condition / Certificate of Property Use
Remedial Action Plan	Restoration/Enhancement Plan
Site Screening Questionnaire, where a Phase 1 ESA is not required	Soil Study
Tree Inventory/Tree Preservation Plan	Watershed or Sub-watershed Study
Cultural Heritage	
Archaeological Assessment	Cultural Heritage Impact Assessment/Conservation Plan
Cumulative Impact Assessment	
Mineral Aggregate Resource Analysis (ARA License Application and materials)	Rehabilitation Plan
Resource Management Report	Traffic Plan (Haul Route Assessment)
Servicing, Infrastructure and Engineering	
Functional Servicing Report	Geotechnical Report
Grading Plan (Cut and Fill Plan)	Engineer's Report (Building Condition Survey)
Master Drainage Plan	Oil and Gas Well Decommissioning
Permit to Take Water	Environmental Compliance Approval/ Environmental Activity and Sector Registry confirmation
Right-of-Way Infrastructure Connection and Works Plan	Erosion and Sediment Control Plan
Servicing Plan	Servicing Capacity Confirmation
Stormwater Management	

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Report and/or Plan	
Compatibility and Nuisance	
Air Quality Study	Dust, Odour and/or Emissions Study
Emergency and Spills Management Plan	Feasibility Assessment
Hazardous Waste Plan, Disclosure Report	Landfill Impact and Remediation Study
Lighting Plan	Methane Gas Study
Noise and/or Vibration (Acoustic) Study	Sensitive Land Use Report
Sun/Shadow and/or Wind Analysis	Community Risk Assessment
Transportation	
Traffic/Transportation Impact Study	Transportation Design Study
Growth Planning and Housing	
Land Appraisal Report	Land Needs Justification Study
Municipal Financial Impact Assessment	Regional or Rental Housing Market Analysis
Rental Housing Conversion Study	Residential Market Justification Study
Site Area Analysis	
Commercial	
Commercial Location Needs Assessment	Retail or Market Impact Study
Employment Land Need Assessment	
Administrative Requirements	
Articles of Incorporation	Deed and/or Agreement of Purchase and Sale
Parcel Register	

10.5.4 Advisory Committees

ADVISORY COMMITTEES

The County and/or Area Municipalities may establish and consult with advisory committees on various land use related matters, where they deem it to be necessary or advisable to do so, or as required under the Planning Act.

COMMITTEE MANDATE

The land use planning and other matters for which a particular Committee's input may be solicited shall be established by the County and/or Area Municipalities, as applicable, through the approval of a Terms of Reference for each Committee.

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10.8 Public Participation Measures

INTRODUCTION

The County and Area Municipalities will actively encourage public participation by seeking the opinions and the advice of individuals and community and special interest groups in the on-going task of implementing, monitoring and reviewing this Plan.

MATTERS SUBJECT TO PUBLIC PARTICIPATION

The County and Area Municipalities shall ensure that the public is adequately notified and consulted consistent with the following events:

MAJOR PLANNING INITIATIVES

- During the course of determining the need to review the Official Plan;
- During the course of preparing and considering planning policies, studies and strategies associated with:
 - a) Official Plan amendments and review processes;
 - b) The development of zoning by-laws;
 - c) Secondary plans and associated area studies;
 - d) Community Improvement Plans, and;
 - e) Municipal services planning consistent with the requirements of the Environmental Assessment Act.
 - f) Other matters deemed appropriate such as issue based studies

SITE-SPECIFIC MATTERS

- In the consideration of *development* review and approval matters associated with:
 - a) Official Plan amendments;
 - b) Zoning by-law amendments;
 - c) Minor variances;
 - d) Consents;
 - e) Subdivision and vacant lot condominium approval;
 - f) Applications for approval to demolish, convert or renovate any properties containing five or more rental unit
 - g) Proposals to designate heritage buildings, areas or elements pursuant to the Ontario Heritage Act or to remove such designation or demolish a designated structure; and
 - h) Other matters as deemed appropriate including proposals for site plan approval or cash-in-lieu of parking.

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FORMS OF PUBLIC PARTICIPATION

The County and Area Municipalities may use a range of tools to facilitate public participation. These measures may include:

- Formal and informal public meetings;
- Public notice;
- Workshops, open houses and displays;
- Delegations at County Council and/or Area Municipal Councils or Committees of Council;
- The use of advertising and information releases;
- The establishment of advisory committees;
- Consultation with community, neighbourhood or special interest organizations;
- Posting information on the County of Oxford and/or Area Municipal website and/or social media channels;
- Providing information and notice of opportunities to provide feedback through mail or e-mail;
- Using interactive virtual/online engagement tools or platforms, such as online surveys, community-based mapping, and message boards; and,
- Hosting virtual meetings, webinars, moderated conferences, and/or sharing of pre-recorded sessions or videos to share information and obtain feedback.

ENGAGEMENT PLAN

The consideration of the combination of measures and types of notice to facilitate public participation for major planning initiatives shall be informed by the preparation of an engagement plan, to the satisfaction of the County and/or Area Municipality(s).

PUBLIC NOTICE

MAJOR PLANNING INITIATIVES

The County or Area Municipalities may require that public meetings held for the purposes of soliciting public input relative to major planning initiatives be advertised in newspapers having general circulation in the municipality prior to the scheduled meeting. Notice may also be delivered by first class mail to persons deemed to have interest in the matter, including agencies, landowners, business owners and residents and to other persons who have requested notice of the meeting in accordance with the provisions of the Planning Act.

Such notice for Official Plan or Zoning By-law amendments shall be given at least 20 days prior to the public meeting.

SITE-SPECIFIC PROPOSALS

Where the planning matter to be considered consists of site-specific matters, the County or the Area Municipalities will ensure that, as a minimum, a notice is posted on the subject property and notice delivered by first class mail is provided to the following:

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- Every owner of the land within the affected site and/or area to which the proposal applies as shown on the last revised assessment roll;
- Every owner of land within the distance prescribed by the regulations of the Planning Act or other applicable statute, external to the area to which the proposal applies, as shown on the last revised assessment roll; and
- Every person and agency that has given written request for such notice

For a site-specific Official Plan amendment, Zoning By-law amendments, draft plans of subdivision, consents and minor variance applications, notice shall be given at least 14 days prior to the public meeting.

CONTENT OF NOTICE

A notice of public meeting shall contain the following information:

- The date, time and place of the meeting;
- In the case of a site-specific amendment, a key plan showing the location of the site or area to which the proposed amendment would apply; and
- The proposed amendment or an explanation of the proposed amendment sufficient to enable the public to understand the nature and general effect of the proposed amendment.

SPECIAL CASES

Notwithstanding the above, where the proposal consists of an application for mineral aggregate extraction or gypsum mining consistent with Sections 3.4.1 and 3.4.3, or where *development* requiring an Environmental Impact Study as set out in Section 3.2.6 is proposed, the policies of these Sections establishing specific public notification requirements will take precedence.

ALTERNATIVE CONSULTATION MEASURES

County Council or Area Municipal Councils may pass a By-Law to establish alternative measures for informing and obtaining the views of the public with respect to applicable applications for Official Plan Amendment, Zoning By-Law Amendment, Draft Plan of Subdivision, and/or Consents .

Such alternative measures may include, but are not necessarily limited to:

- Workshops, open houses and displays;
- Advertising and information releases;

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- Consultation with community, neighbourhood, or special interest organizations
- Posting information on the County of Oxford and/or Area Municipal website and/or social media channels
- Providing information and notice of opportunities for feedback through mail or e-mail
- Using interactive virtual/online engagement tools or platforms, such as online surveys community-based mapping, and message boards.
- Hosting virtual meetings, webinars, moderated conferences and/or posting of pre-recorded sessions or videos to share information and obtain feedback

CONTENT OF BY-LAW

Where County or Area Municipal Council passes a by-law to identify requirements for the use of alternative measures of consultation, this by-law should identify:

- the required recipients of the notice and the date that feedback is due to the approval authority.

CONTENT OF NOTICE

- that the notice should, at minimum, contain the following required content:
 - the date on which comments must be submitted and method(s) of submission;
 - a key plan showing the location of the site or area to which the proposed amendment would apply;
 - The proposed amendment, or an explanation of the proposed amendment, sufficient to enable an understanding of its nature and general effect;
 - how information and materials will be made available; and
 - rights of appeal.

ZONING BY-LAW AS A CONDITION OF CONSENT

- Where an application for consent to sever will require a zoning by-law amendment as a condition of approval, the notice for the application for consent may also include the notice information for the application for zoning by-law amendment, to satisfy the alternative consultation measures.

CONSIDERATION OF PUBLIC SUBMISSIONS

County Council and the Area Municipal Councils shall consider all written and verbal submissions concerning a planning matter when making decisions and/or recommendations. An analysis of the written submissions and verbal presentations at public meetings may be prepared and submitted to County Council and the Area Municipal Councils as part of any planning report prepared.

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CONFLICT RESOLUTION

Prior to making decisions relating to planning matters, County Council and the Area Municipal Councils will encourage appropriate steps to be taken to resolve conflicting issues associated with the proposal. Where conflicting issues remain unresolved, these issues and the measures taken to respond to these issues shall be identified as part of any planning report prepared.

PUBLIC NOTIFICATION AND MEETINGS NOT REQUIRED

Notwithstanding the public notification procedures in this Section, the County and Area Municipalities may forego public notification and public meetings(s) and may adopt changes to this Plan and municipal Zoning By-Laws in the following instances:

- To correct a minor technical error or omission contained in an amendment which has undergone full public review;
- To change punctuation or format, alter language, or correct clerical, grammatical, or typographical errors;
- To insert footnotes or similar annotations to indicate the origin and approval of each provision; and
- To change the names of various government ministries or agencies and reference to Provincial and Federal statutes in the Official Plan, as these may be amended or revised over the life of the Plan.

MEETINGS NOT REQUIRED

Notwithstanding the public meeting requirements for zoning by-law amendment applications, the County and/or Area Municipalities may forego a public meeting if the following requirements have been met:

- Approval authority has been delegated, through by-law, to a County or Area Municipal official in accordance with Section 10.5.1;
- Official Plan and implementing by-law requirements for the use of an alternative measures of consultation are in effect and any identified measures have been met; and,
- No concerns have been identified through written submission during the commenting period identified in the notice.

OPEN HOUSE NOT REQUIRED

The County and/or Area Municipalities may forego a public open house and instead use alternative measures of consultation for municipally initiated updates to the Official Plan and Zoning By-law.

5.5.5 Servicing Allocation By-law

SERVICING
ALLOCATION

Recognizing that *centralized water and/or wastewater facilities* have finite/limited capacity available to accommodate growth and *development*, the County may consider adopting a by-law and policy, pursuant to the applicable requirements of the Municipal Act, that provides for the allocation of sewage treatment and/or water supply system capacity and establishes criteria for determining the circumstances under which:

- the allocation of such servicing capacity will be assigned to development approved under the Planning Act; and
- the allocation of servicing capacity may be withdrawn, or reallocated.

Where the County has enacted such a By-law, the allocation reallocation, and withdrawal of servicing capacity shall be in accordance with that by-law.