

**ATTACHMENT 1**

**AMENDMENT NUMBER XX  
TO THE VAUGHAN OFFICIAL PLAN 2010  
OF THE VAUGHAN PLANNING AREA**

The following text constitutes Amendment Number XX to the Vaughan Official Plan 2010 of the Vaughan Planning Area.

Authorized by Item No. \_\_\_ of Report No. \_\_\_  
of the XXXX, 2022 Committee of the Whole  
Adopted by Vaughan City Council on XXXX, 2022.

## I PURPOSE

The purpose of this Amendment to the Vaughan Official Plan 2010 ('VOP 2010') is to amend the provisions of Chapter 10.1.3 of Volume 1, regarding the "Pre-Consultation and Complete Application Submission Requirements", in response to recent amendments to the *Planning Act*, the Provincial Policy Statement 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2020, bringing VOP 2010 into conformity with Provincial legislation and policy. This Amendment streamlines the Pre-application Consultation ('PAC') and development review process, ensuring an expeditious and rigorous review while providing for quality outcomes, consistent with the intent of the VOP 2010; as well as identifies a contemporary list of reports, studies and other information that may be requested as part of a complete application.

## II LOCATION

This Amendment applies to the entirety of the lands of the City of Vaughan (the 'City').

## III BASIS

The decision to amend VOP 2010 is based on the following considerations:

Bill 139, the *Building Better Communities and Conserving Watersheds Act*, received Royal Assent on December 12, 2017, and amended the *Planning Act* (the 'Act') – in part – by extending the timelines approval authorities have to make a decision on applications for Official Plan Amendments ('OPAs') and Zoning By-law Amendments ('ZBAs') after the subject applications have been deemed "complete". After this time period an applicant can make an appeal to the Ontario Land Tribunal ('OLT'), formerly the Ontario Municipal Board ('OMB') and Local Planning Appeal Tribunal ('LPAT'), on the basis of a "non-decision". More specifically, the time period approval authorities have for making a decision respecting an OPA was extended from 180 days to 210 days; the time period approval authorities have for making a decision respecting a ZBA was extended from 120 days to 150 days.

Bill 108, the *More Homes, More Choice Act*, received Royal Assent on June 6, 2019, and amended the Act – in part – by significantly truncating the timelines approval authorities have to make a decision on applications for OPAs, ZBAs and Draft Plans of Subdivision after the subject applications have been deemed complete, before they can be appealed to the OLT on the basis of a non-decision. More specifically, the time period approval authorities have for making a decision respecting an OPA has been reduced from 210 days to 120 days; the time period for making a decision respecting a ZBA has been reduced from 150 days to 90 days and time period for making a decision respecting a Draft Plan of Subdivision has been reduced from 180 days to 120 days, except where a concurrent OPA application has been filed, in which case the OPA appeal timeline applies.

The proclamation of Bill 108 results in a significantly reduced timeframe for which the public consultation process, the resubmission of materials, staff review, and negotiations on content can take place before the applicant is able to exercise their right of appeal to the OLT for a non-decision. Given the increased risk of appeal, the City will benefit from settling or significantly advancing these matters, to the extent practical, prior to the submission of the development application(s). As part of the response to the new Provincial legislation, the City will require a streamlined development application review process. Part of this streamlining includes updating the PAC process and application submission requirements to ensure that each application(s) is subject to an expeditious and comprehensive review, while providing for quality outcomes, consistent with the intent of VOP 2010.

Bill 109, the *More Homes for Everyone Act*, received Royal Assent on April 14, 2022, and amended the Act – in part – by extending the timelines approval authorities have to make a decision on Site Plan applications from 30 to 60 days. Changes were also made which will require municipalities to issue refunds up to 100 percent of certain application fees if decisions are not made within the statutory timeframes.

Provincial legislation enables municipalities to establish a policy framework for permitting pre-application meetings and complete application submission requirements through their official plans. This policy framework is imperative as it sets the foundation of information that a municipality can request as part of the development application review process. The municipality cannot request reports, studies and information as part of the complete application requirements where these items are not identified in the official plan. The identification of relevant reports, studies and other information through the PAC process is fundamental to the overall development application review process.

VOP 2010 was adopted by Vaughan Council on September 7, 2010, and was endorsed with modifications by York Region on June 28, 2012. VOP 2010 was subsequently appealed to the OMB, and has received partial approval through a number of Orders bringing the majority of the Plan into full force and effect. The purpose of VOP 2010 is to address all elements of effective, sustainable and successful city-building, while managing projected growth to 2031 within the City.

Chapter 10.1.3 of Volume 1 enables the policy framework for the pre-application consultation process and complete application submission requirements. Chapter 10.1.3 is an integral part of the City's development application review process, and presently authorizes the City to:

- a. require a PAC meeting with the City prior to the submission of an application(s) for an OPA, ZBA, Draft Plan of Subdivision, Draft Plan of Condominium, and Site Plan Approval;
- b. require that specific materials and information in support of an application(s) for an OPA, ZBA, Consent, Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan be provided to the City along with the application(s) in order to be deemed a complete application;

- c. establish through a PAC meeting, the required information, reports, studies and materials needed in support of a complete application;
- d. identify additional information, reports, studies and materials through the development review process that may be required in support of an application(s);
- e. permit the City to undertake a peer review of any report or study submitted in support of a development application(s), at the City's discretion. The peer review shall be coordinated by the City at the expense of the applicant;
- f. require an applicant to enter into a development agreement(s) to achieve municipal objectives related to development and the provision of services, if deemed necessary by Council, as a condition of development approval; and
- g. implement through development approval(s), the equitable contribution of funds, lands and commitments for services that shall be in place and operative prior to, or coincident with, the occupancy or use of the land.

An amendment to Chapter 10.1.3, Volume 1 of VOP 2010 is necessary in order to ensure adequate public and stakeholder consultation and a rigorous review providing for quality outcomes can take place within the new statutory review period. The City recognizes a streamlined PAC process is a critical first step in advancing the development review process before the complete application timelines commence. Revisiting these policies to strengthen the PAC process by emphasizing quality submission materials at the outset will make the development review process more efficient and minimize the risk of non-decision appeals.

This Amendment to Chapter 10.1.3, Volume 1, will result in a comprehensive PAC process that ensures the required materials will be submitted as part of each development application(s), allowing City staff to undertake an expeditious and comprehensive review. This Amendment builds on the existing policy framework to contemporize submission material, and places greater emphasis on completeness and quality. This Amendment establishes a policy framework that supports and provides further guidance in the conduct of the applicant-initiated PAC process; including the identification of situations that would benefit from pre-application public consultation, and the City's expectations with respect to an applicant's "Public Consultation Summary Report", which would be required as part of a complete application. In addition, the new policies allow the City to develop guidelines to further refine such processes.

#### IV DETAILS OF THE AMENDMENT AND POLICIES RELATIVE THERETO

The Vaughan Official Plan 2010, Volume 1 is hereby amended by:

Deleting and replacing Policy 10.1.3 of VOP 2010, Volume 1 with the following:

**“10.1.3 Pre-Application Consultation and Complete Application Submission Requirements**

The *Planning Act* enables Council to require that applicants consult with the City prior to the submission of a development application(s); and provide information, reports, studies and materials it may deem necessary to process a development application(s). This is contingent on the Official Plan containing policies related to these requirements.

This Official Plan considers the pre-application consultation process to be a critical first step in the development review process. Its purpose is to ensure that development applications are complete and supported by submissions that fulfill the review requirements of the City and other pertinent review agencies. The intention of the process is to ensure each development application is capable of being processed in a timely manner, as set out under the *Planning Act*, and can facilitate quality development consistent with the policies of this Plan.

It is the policy of Council that:

10.1.3.1 A pre-application consultation meeting with the City will be held prior to the submission of development applications for Official Plan Amendments, Zoning By-law Amendments, Consents, Draft Plans of Subdivision, Draft Plans of Condominium and Site Plan Approval.

10.1.3.2 The purpose of the pre-application consultation meeting is to identify the required information, reports, studies and materials to assist an applicant in the preparation of a complete planning application. The pre-application consultation meeting may also include the identification of potential policy and technical issues that the applicant will need to address to ensure a complete planning application. The comments resulting from the pre-application consultation meeting do not constitute an approval and or endorsement of the application.

10.1.3.3 Pre-application consultation meetings with applicants will be conducted by the City and include pertinent City departments and external review agencies. Applicants will be required to provide, at minimum, the required fee for the pre-application consultation; the site address and legal description of the subject lands; a written description of the development proposal; conceptual plans illustrating the proposed development; site statistics and identify known constraints or encumbrances. These materials will be of sufficient quality and detail as to allow for the identification of the information, reports, studies and materials that may be required as part of a complete application. The submission requirements identified at the pre-application consultation meeting will be

documented and will form the basis for the forthcoming application(s). Further articulation of the pre-application consultation process will be provided in the form of a guidance document issued by the City.

10.1.3.4 The City and/or external review agencies may issue terms of reference or other guidance documents to establish the technical standards and format for any required information, reports, studies and materials through the pre-application consultation process. In the absence of written terms of reference and guidance documents, applicants will rely on the instructions provided by the City and review agencies at the pre-application consultation meeting in the preparation of their development application(s). Applicants may be required to prepare a terms of reference for any information, reports, studies and materials that are identified as being required through the pre-application consultation process to the satisfaction of the City and/or review agencies prior to the submission of a development application(s).

10.1.3.5 For the purpose of deeming an application for an Official Plan Amendment, Zoning By-law Amendment, Consent, Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan Approval complete, the following information is required, to the satisfaction of the City:

- a. a complete application form(s) for the prescribed approval(s);
- b. the prescribed application fee, in accordance with the City's Fees and Charges By-law in effect on the date the application(s) is submitted to the City;
- c. the prescribed information or material pertaining to the application type(s);
- d. a draft of the Official Plan and/or Zoning By-law Amendment(s), if applicable, including the proposed text and all proposed schedules;
- e. all information, reports, studies and materials identified through the pre-application consultation meeting(s), including the requirements of external review agencies, with content and in a form satisfactory to the City;
- f. confirmation of a minimum of one pre-application consultation meeting with the City, in the form of a signed Pre-Application Consultation Understanding, for the purposes of confirming the required application(s) and submission information, reports, studies and materials; and to confirm the other external review agencies for which the applicant was required to consult;
- g. where pre-application public consultation has been deemed necessary through the pre-application consultation meeting, a report consistent with the required form and content set out in this Plan;

- h. where a Design Review Panel has been deemed necessary through the pre-application consultation meeting, a confirmation that a minimum of one meeting was held; and
- i. confirmation of a preliminary zoning review shall be included as part of the submission.

10.1.3.6 In addition to policy 10.1.3.5, the City in consultation with any affected external review agencies will evaluate the submission for completeness taking into consideration, but not limited to, the following:

- a. the content of the application(s);
- b. adherence to statutory, regulatory and prescribed requirements;
- c. consistency with the information, reports, studies and materials that were required at the pre-application consultation meeting; and
- d. meeting the technical requirements of the City and external review agencies.

10.1.3.7 If the submissions do not contain the information, material and studies required by regulation or through the pre-application consultation process, or do not address technical and policy issues identified through pre-application consultation, the City may refuse to accept or further consider the application.

10.1.3.8 In addition to policy 10.1.3.5, 10.1.3.6 and 10.1.3.7 the following shall apply:

- a. For planning applications where an OPA and ZBA are submitted, an application for a ZBA shall not be deemed complete until the OPA is approved and in full force and effect
- b. Where a Site Plan Application is submitted, a Site Plan Application shall not be deemed complete until a ZBA or minor variance application, or other relief from the provisions of the by-law as needed, is approved and in full force and effect.

10.1.3.9 When the application(s) is deemed complete, a Notice of Complete Application Letter will be issued by the City, and the processing of the application(s) will begin.

10.1.3.10 Through the pre-application consultation meeting, the following information, reports, studies and materials may be identified as being required in support of a complete application for an Official Plan Amendment, Zoning By-law Amendment, Consent, Draft Plan of Subdivision, Draft Plan of Condominium and/or Site Plan Approval. This includes:

- a. Demonstration of Pre-Application Public Consultation:

There will be cases where an application(s) will benefit from pre-application public consultation, which can inform the preparation of the submission material, resolve contentious issues and minimize the need for further consultation within the time-sensitive processing period for development applications. When the City determines pre-application public consultation is required, the development application will include a Public Consultation Summary Report, which will include:

- i. the date, time and location of the meeting;
- ii. the public notification protocol;
- iii. the representatives of the applicant in attendance;
- iv. the number of people in attendance, including the sign-in sheet;
- v. a copy of the applicant's presentation material(s);
- vi. meeting notes identifying the issues that were raised and discussed, and the responses from the applicant's representatives; and,
- vii. any commitments to undertake further work to address the issues.

The City may provide further articulation on the pre-application public consultation process in the form of a guideline and/or standard reporting format.

b. Delineation of Environmental Development Limits:

Where an application(s) proposes development adjacent to Core Features of the Natural Heritage Network, the applicant shall establish the precise limits of the feature (including the required vegetation protection zone) to the satisfaction of the City and Toronto and Region Conservation Authority (with regard to its regulatory limits). The delineation of the feature limits may be submitted in the form of a plan/survey or may be integrated into another related environmental study.

c. Planning Information, Materials and Studies:

- i. Application Form(s);
- ii. Description of the Development Proposal;
- iii. Colour Aerial Orthophotograph(s);
- iv. Aviation Report

- v. Legal Survey Plan;
- vi. Parcel Abstract (current within 30 days of submission to City);
- vii. Planning Justification Report;
- viii. Confirmation of a Preliminary Zoning Review;
- ix. Draft Official Plan Amendment;
- x. Draft Zoning By-law Amendment;
- xi. Draft Plan of Subdivision;
- xii. Draft Plan of Condominium;
- xiii. Concept Plan;
- xiv. Site Plan (including Georeferenced Site Plan);
- xv. Topographic Survey;
- xvi. Geodetic Elevations;
- xvii. *Development* Concept Report and Phasing Plan;
- xviii. Comprehensive *Development* Plan;
- xix. Sustainability Performance Metrics Summary Letter and Scoring Tool;
- xx. Title Opinion;
- xxi. Site Screening Questionnaire and Environmental Certification;
- xxii. Waste Collection Design Standards Submission;
- xxiii. Retail Strategy;
- xxiv. Real Estate Appraisal Report;
- xxv. Site Plan Accessibility Impact Checklist;
- xxvi. Executed and Valid PAC Understanding;
- xxvii. GIS Conformity Letter;
- xxviii. Legal sized reductions of all plans (8.5" X 14"); and

xxix. Digital versions of all plans, submitted in both layered PDF format and spatial data (e.g., AutoCAD or GIS files georeferenced to NAD\_1983\_UTM\_Zone\_17N).

d. Plans and Drawings:

- i. Architectural Site Plan;
- ii. Internal Floor Plans;
- iii. Roof Plans, Roof Top Screening Details and/or Cross-sections;
- iv. Site and Building Cross-sections (including change of grade and the neighbours);
- v. Site and Building Elevations (demonstrating grade changes);
- vi. 1:50 to 1:100 Scale Detailed Colour Building Elevations (both black and white and colour) and/or Colour Rendered Perspective Drawings;
- vii. Parking Level Plans;
- viii. Coloured Renderings;
- ix. Streetscape Perspective Drawings (large scale drawings of building elevations relative to the public realm);
- x. Landscape Plans and Details (including exterior lighting), including Landscape Costs Estimate;
- xi. Signage Design and Lighting Plan (including materials and colours);
- xii. Exterior Photometric Lighting Plan;
- xiii. Context Map (scaled);and
- xiv. Architectural Control Architect Approved Drawings.

e. Urban Design Reports and Studies:

- i. Urban Design and Sustainability Brief or Report;
- ii. Urban Design and Sustainability Guidelines;
- iii. Architectural Design (control) Guidelines;

- iv. Landscape Master Plan;
  - v. Detailed Wind Tunnel Model Analysis (10 storeys or greater);
  - vi. Digital 3D Model;
  - vii. Demarcation of physical and stable top of bank, areas regulated by TRCA, and/or limits of natural heritage systems, wetlands, and/or natural hazards, Vegetative Protective Zones (VPZs) in accordance with Section 3.0 of VOP 2010 (if applicable);
  - viii. Green Roof Amenity Area Plans (if applicable);
  - ix. Architectural Material or High-Quality Photos;
  - x. Pedestrian Level Wind Study (10 storeys or greater);
  - xi. Public Utilities Plan (shadowed on the landscape plan);
  - xii. Design Review Panel Materials;
  - xiii. Tree Inventory and Preservation Plan (if no trees are present, letter from ISA certified Arborist Required);
  - xiv. Arborist Report;
  - xv. Public Realm Plan;
  - xvi. Streetscape Plan;
  - xvii. Computer generated building mass model;
  - xviii. Wind Study; and
  - xix. Sun/Shadow Study (10 storeys or greater).
- f. Cultural Heritage Reports and Studies:
- i. Cultural Heritage Survey;
  - ii. Cultural Heritage Impact Assessment;
  - iii. Cultural Heritage Management Plan;
  - iv. Conservation Plan for Heritage Resources;
  - v. Heritage Conservation District Conformity Report; and

- vi. Archaeological Assessments.
- g. Environmental Reports and Studies:
- i. Survey or Plan delineating the limit of adjacent Core Features of the Natural Heritage Network;
  - ii. Environmental Impact Study;
  - iii. Natural Heritage and/or Hydrologic Evaluation;
  - iv. Valley Policy Area 1 to 4 Report, per Section 13.13-Valley Policy Areas contained in Volume 2 of this Plan;
  - v. Edge Management and/or Planting Restoration Plans;
  - vi. Oak Ridges Moraine Conformity Report;
  - vii. Greenbelt Conformity Report;
  - viii. Special Policy Areas Studies (Woodbridge);
  - ix. Community Energy Plan;
  - x. Landform Conservation Plan;
  - xi. Flood Risk Assessment Plan;
  - xii. Floodproofing Measures Plan;
  - xiii. Floodplain Analysis/ Hydraulic Analysis;
  - xiv. Slope Stability Analysis;
  - xv. Crossing Analysis;
  - xvi. Meander Belt/Fluvial Geomorphology Analysis;
  - xvii. Natural Channel Modification/Design Report and Plans;
  - xviii. Headwater Drainage Feature Assessment;
  - xix. Feature Based Water Balance;
  - xx. Contaminant Management Plan;
  - xxi. Earth Science Heritage Evaluation;

- xxii. Aggregate Study;
- xxiii. Subwatershed Study (or equivalent);
- xxiv. Section 59 Notice; and
- xxv. Source Water Impact Assessment and Migration Plan.

h. Engineering Reports and Studies:

- i. Draft Reference Plan;
- ii. Site Plan Engineering Fee;
- iii. Master Environmental Servicing Plan;
- iv. Functional Servicing Report;
- v. Stormwater Management Report;
- vi. Site Servicing and Grading Plans and Cross-sections and Supporting Drawings;
- vii. Erosion and Sediment Control Report and Plans;
- viii. Phasing Plan;
- ix. Metadata Table;
- x. Water Supply Analysis Report;
- xi. Wellhead Protection Area Risk Assessment;
- xii. Wellhead Protection Area Risk Management Plan;
- xiii. Noise and Vibration Report;
- xiv. Geotechnical Analysis and/or Soils Report;
- xv. Phase 1 Environmental Site Assessment Report;
- xvi. Phase 2 or 3 Environmental Site Assessment Report;
- xvii. Record of Site Condition;
- xviii. Hydrogeological Assessment and Report;

- xix. Water Balance Assessment Report;
  - xx. Topsoil Stripping/Pre-grading Plans;
  - xxi. Water and Wastewater Servicing Plan; and
  - xxii. Dewatering/Unwatering Plans and Details.
- i. Transportation Reports and Studies;
- i. Transportation Master Plan;
  - ii. Transportation Impact Study;
  - iii. Transportation Demand Management Plan;
  - iv. Transportation Management Plan;
  - v. Transportation Maneuverability Plans;
  - vi. Parking Study;
  - vii. Pavement Marking and Signage Plan;
  - viii. Pedestrian and Bicycle Circulation Plan;
  - ix. Transportation Mobility Plan;
  - x. Transit Facilities Plan;
  - xi. Trails Master Plan; and
  - xii. Trails Design Plans and Details.
- j. Other Reports and Studies:
- i. Community Services and Facilities Study;
  - ii. Parks and Open Space Plan;
  - iii. Land Use Compatibility Study;
  - iv. Employment Area Compatibility Assessment Report;
  - v. Market Impact Study;
  - vi. Commercial Impact Statement;

- vii. Housing Options Statement;
- viii. Affordable Housing Contribution Plan;
- ix. Crime Prevention Through Environmental Design (CPTED) Study;
- x. Health Impact Assessment;
- xi. Air Quality Assessment;
- xii. Agricultural Impact Assessment;
- xiii. Appraisal Report;
- xiv. Emergency Response Plan / Risk Management Plan; and
- xv. any other plans, information, reports, studies and/or materials the City and/or external review agency deems necessary to properly review and evaluate the development proposal.

k. Submission Format:

The applicant shall provide the required submission materials in a format outlined by the City in consultation with the external review agencies. In addition to a digital submission, the number of required hard copies will be outlined during the pre-application consultation meeting. If deemed necessary by the City or external review agencies, additional hard copies may be required following the pre-application consultation meeting.

10.1.3.11 Through the application review process for an Official Plan Amendment, Zoning By-law Amendment, Consent, Draft Plan of Subdivision, Draft Plan of Condominium and/or Site Plan Approval that has been deemed complete, the City or other external review agency may require additional information, reports, studies and/or materials. However, the request for additional information, reports, studies and/or materials will not affect the date the application was deemed complete.

10.1.3.12 That where a study has been submitted in support of a development application(s), and it is determined that a peer review is required, the peer review shall be coordinated by the City and undertaken by a peer reviewer retained by the City, but at the expense of the applicant.

10.1.3.13 The City, at its discretion, may require a pre-application consultation process for Block Plan approvals or other non-statutory comprehensive planning measures (e.g., precinct plans,

development concept plans, telecommunication towers), based on the policies of this section, scoped to the needs of Block Plan or other comprehensive planning measure process.

10.1.3.14 Development agreements based on the findings of this Plan, any Secondary Plan or Block Plan, or other comprehensive planning measures and the findings of any other studies deemed necessary by Council to achieve municipal objectives related to development and the provision of services as may be defined by Council, shall be entered into by the benefiting parties and approved by the City as a condition of the approval of development applications.

10.1.3.15 Development approvals shall implement the required equitable contributions of funds, lands and commitments for services will be in place and operative prior to, or coincident with occupancy and use of the land. Items which may be addressed in development agreements include but are not limited to:

- a. parks and open space and Natural Heritage Network features, including the protection, ownership and management of tableland *woodlands*;
- b. features that enhance the environmental sustainability and *ecological function* of the subject lands;
- c. streetscaping and landscaping;
- d. water provision;
- e. wastewater collection;
- f. stormwater management;
- g. municipal services;
- h. street, cycling and pedestrian infrastructure;
- i. transitways and pedestrian access to transit facilities;
- j. financial arrangements required to implement the *development*;
- k. other utilities and improvements, and
- l. preservation of heritage structures and surrounding landscapes.”

V IMPLEMENTATION

The implementation of provisions of the Vaughan Official Plan 2010 of the Vaughan Planning Area as amended from time to time, shall apply with respect to this Amendment.

VI INTERPRETATION

The interpretation of provisions of the Vaughan Official Plan 2010 of the Vaughan Planning Area as amended from time to time, shall apply with respect to this Amendment.

DRAFT