

COUNCIL – FEBRUARY 22, 2023

STAFF COMMUNICATIONS

Distributed February 17, 2023

Subject

SC1. Memorandum from the Deputy City Manager, Planning & Growth Management and the Deputy City Manager, Legal and Administrative Services & City Solicitor, dated February 17, 2023.

Municipal Reporting on Planning Matters - Proposed Minister's Regulation under the Planning Act

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Please note there may be further Communications.

DATE: February 17, 2023

TO: Mayor and Members of Council

FROM: Haiqing Xu, Deputy City Manager, Planning & Growth Management
Wendy Law, Deputy City Manager, Legal and Administrative Services &
City Solicitor

**RE: STAFF COMMUNICATION
Council February 22, 2023**

**SC 1
Staff Communication
Council – February 22, 2023**

**MUNICIPAL REPORTING ON PLANNING MATTERS - PROPOSED
MINISTER'S REGULATION UNDER THE PLANNING ACT**

1. Purpose

The purpose of this Staff Communication is to provide Mayor and Committee notification regarding the recently released proposed Minister's Regulation under the Planning Act on the Municipal Reporting requirement on Planning Matters. This proposed regulation supports the province's newest Housing Supply Action Plan with the goal of increasing housing supply and providing attainable housing options.

2. Analysis

Bill 23, the More Homes Built Faster Act, 2022 ("Bill 23") was introduced by the Minister of Municipal Affairs and Housing on October 25, 2022 and received Royal Assent on November 28, 2022. It is described by the Ministry as an action to advance the province's plan to address the housing supply by building 1.5 million new homes over the next 10 years.

As part of the More Homes for Everyone Act, 2022, the Planning Act was amended in November 2022 to give the Minister of Municipal Affairs and Housing the authority to require municipalities and planning boards to report information on planning matters.

The amendments include a recommendation by the Minister to create a standardized municipal data reporting regulation that would provide accurate and up to date data that the government can use to measure progress towards the Housing Supply Action Plan.

The information proposed for inclusion in the regulation is information that the Minister believes that municipalities are currently collecting as part of their planning processes.

The regulation proposed initially applies to Ontario's largest, fastest-growing municipalities, including the City of Vaughan and other municipalities in York Region. The Minister indicated that they may amend the regulation to include additional municipalities as needed. See Attachment 1 referencing the municipalities identified in the initial reporting requirement.

Municipalities would be required to report planning-approval information quarterly and additional information annually. See Attachment 2 referencing the data points required and frequency of reporting.

On a quarterly basis, beginning June 30th, 2023, municipalities would report application data for:

- official plan amendment applications
- zoning by-law amendments
- plans of condominium
- plans of subdivision
- site plan applications
- land severances (consents)
- minor variances
- number of housing units built as-of-right

On an annual basis, municipalities are being asked to report information on:

- areas identified as strategic growth areas
- areas subject to intensification targets
- employment areas and employment area conversions
- existing water and wastewater infrastructure
- major transit station area boundaries.

Municipalities are also being asked to submit 5-year historical data (from 2018-2022 inclusive) for all datapoints identified. This information would be required to be submitted by December 31, 2023.

The administrative tasks of adhering to this regulation as presented by the Minister was estimated in the regulation to result in an annual direct compliance cost of \$3,953 per municipality for the first year, and approximately \$3,193 per municipality thereafter. The Minister included reference that their belief is that the information proposed for inclusion is information municipalities already collect internally.

The introduction of this regulation is expected to result in greater transparency for Ontarians. It was also suggested that it will provide the government with the information it needs to inform evidenced-based decisions for housing and planning policy.

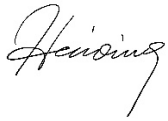
The City of Vaughan has been working to streamline the data collection process and update systems to improve data collection. This includes the upgrade of planning data to

the AMANDA system to be better integrated with other departments. Small changes to these systems may be required in order to optimize the collection and reporting of these proposed data points. It is anticipated that this data reporting would require significantly more staff time than identified by the Minister in the proposed regulations.

The Minister is requesting comments on this regulation by March 8, 2023.

For more information, contact Christina Bruce, Director, Policy Planning and Special Programs, Planning & Growth Management Portfolio. Christina.bruce@vaughan.ca or 905-832-8585 ext. 8231.

Respectfully submitted by



Haiqing Xu, Deputy City Manager,
Planning and Growth Management



Wendy Law, Deputy City Manager,
Legal and Administrative Services & City Solicitor

Appendix 1: Proposed List of Municipalities

| Municipalities | |
|-----------------------|----------------------------|
| City of Barrie | City of Pickering |
| City of Brampton | City of Richmond Hill |
| City of Brantford | City of St. Catharines |
| City of Burlington | City of Toronto |
| City of Cambridge | City of Vaughan |
| City of Guelph | City of Waterloo |
| City of Hamilton | City of Windsor |
| City of Kingston | Municipality of Clarington |
| City of Kitchener | Town of Ajax |
| City of London | Town of Caledon |
| City of Markham | Town of Milton |
| City of Mississauga | Town of Newmarket |
| City of Niagara Falls | Town of Oakville |
| City of Oshawa | Town of Whitby |
| City of Ottawa | |

Appendix 2: Proposed Data to be Reported

| Data Element | Information for Collection | Frequency of Reporting |
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| Community Infrastructure and Housing Accelerator Tool and Ministers Zoning Orders | <ul style="list-style-type: none"> • Number of building permits issued to date • Downstream planning approval status | Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023). |
| Land Severance (Consent) | <ul style="list-style-type: none"> • Application Number • Application Address • Date Application Submitted • Date Application Deemed Complete • Application Status <ul style="list-style-type: none"> ○ Under Review ○ Application Approved ○ Application Refused ○ If appealed to Ontario Land Tribunal or Local Appeal Body, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal • Date of Decision (if applicable) | Quarterly Reporting: <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year) |
| Minor Variance Application | <ul style="list-style-type: none"> • Application Number • Application Address • Date Application Submitted • Date Application Deemed Complete • Application Status <ul style="list-style-type: none"> ○ Under Review | Quarterly Reporting: <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 |

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| | <ul style="list-style-type: none"> ○ Application Approved ○ Application Refused ○ If appealed to Ontario Land Tribunal or Local Appeal Body, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal ● Date of Decision (if applicable) ● Proposed Use | <p>Q4: October 1 – December 31, due by March 31 (of the next calendar year)</p> |
| <p>Official Plan Amendment Applications</p> | <ul style="list-style-type: none"> ● Application Number ● Application Address ● Date Application Submitted ● Date Application Deemed Complete ● Application Status <ul style="list-style-type: none"> ○ Under Review ○ Application Approved ○ Application Refused ○ If appealed to Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Decision ▪ Non-decision ▪ Third Party Appeal ● Date of Decision (if applicable) ● Proposed Designation ● Heritage Status | <p>Quarterly Reporting:</p> <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year) |
| <p>Plan of Condominium</p> | <ul style="list-style-type: none"> ● Application Number ● Application Address ● Date Application Submitted ● Date Application Deemed Complete ● Application Status <ul style="list-style-type: none"> ○ Under Review ○ Application Approved ○ Application Refused | <p>Quarterly Reporting:</p> <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year) |

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| | <ul style="list-style-type: none"> ○ If appealed to Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal • Date of Decision (if applicable) • Date Registered (if applicable) <ul style="list-style-type: none"> ○ If registered, number of registered new residential condominium units • Proposed Use • Proposed Number of Net New Residential Condo Units | |
| <p>Plan of Subdivision</p> | <ul style="list-style-type: none"> • Application Number • Application Address • Date Application Submitted • Date Application Deemed Complete • Application Status <ul style="list-style-type: none"> ○ Under Review ○ Application Approved ○ Application Refused ○ If appealed to Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal • Date of Decision (if applicable) • Date Registered (if applicable) <ul style="list-style-type: none"> ○ If registered, number of registered new residential lots • Proposed Use • Proposed Number of Net New Residential Lots • Heritage Status | <p>Quarterly Reporting:</p> <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year) |

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| Site Plan Application | <ul style="list-style-type: none"> • Application Number • Application Address • Date Application Submitted • Date Application Deemed Complete • Application Status <ul style="list-style-type: none"> ○ Under Review ○ Application Approved ○ Application Refused ○ If appealed to Ontario Land Tribunal or Local Appeal Body, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal • Date of Decision (if applicable) • Proposed Use | Quarterly Reporting: <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year) |
| Zoning Bylaw Amendment Application | <ul style="list-style-type: none"> • Application Number • Application Address • Date Application Submitted • Date Application Deemed Complete • Application Status <ul style="list-style-type: none"> ○ Submitted ○ Under Review ○ Application Approved ○ Application Refused ○ If appealed to the Ontario Land Tribunal, whether it is an appeal of: <ul style="list-style-type: none"> ▪ Condition ▪ Decision ▪ Non-decision ▪ Third Party Appeal • Date of Decision (if applicable) • Proposed Use • Heritage Status | Quarterly Reporting: <ol style="list-style-type: none"> 1. Q1: January 1 – March 31, due by June 30 2. Q2: April 1 – June 30, due by September 30 3. Q3: July 1 – September 30, due by December 31 4. Q4: October 1 – December 31, due by March 31 (of the next calendar year) |

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| <p>Areas identified as a Strategic Growth Area with a minimum target</p> | <ul style="list-style-type: none"> • A copy of the geospatial data identifying areas identified as a strategic growth area with a minimum target for your municipality. Indicate as part of the data attributes the applicable density targets, development phasing policies and other relevant policy or zoning requirements, where applicable and appropriate. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information • Description of the file format (e.g., ESRI shapefile) | <p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p> |
| <p>Areas Subject to an Intensification Target</p> | <ul style="list-style-type: none"> • A copy of the geospatial data identifying areas subject to an intensification target for your municipality. Indicate as part of the data attributes any applicable targets. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary | <p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p> |

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| | <ul style="list-style-type: none"> ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information ● Description of the file format (e.g., ESRI shapefile) | |
| Employment Areas | <ul style="list-style-type: none"> ● A copy of the geospatial data identifying employment areas in your municipality. Indicate as part of the data attributes the applicable density targets, development phasing policies and other relevant policy or zoning requirements, where applicable and appropriate. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information ● Description of the file format (e.g., ESRI shapefile) | <p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p> |

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| <p>Employment Area Conversions</p> | <ul style="list-style-type: none"> • A copy of the geospatial data identifying employment area conversions in your municipality. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information • Description of the file format (e.g., ESRI shapefile) | <p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p> |
| <p>Existing water and wastewater infrastructure</p> | <ul style="list-style-type: none"> • A copy of the geospatial data for the existing and under construction water and wastewater trunk lines and locations of municipal water and wastewater treatment plants in your municipality. <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) | <p>Annual Reporting</p> <ul style="list-style-type: none"> • Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023). |

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| | <ul style="list-style-type: none"> ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information for Technical Questions ○ Description of the file format (e.g., ESRI shapefile) | |
| <p>Major Transit Station Area Boundaries</p> | <ul style="list-style-type: none"> • A copy of the geospatial data identifying major transit station area boundaries in your municipality. Indicate as part of the data attributes any applicable inclusionary zoning, density targets, development phasing requirements and other relevant policy or zoning requirements, where applicable and appropriate; and • A copy of the geospatial data of any changes to major transit station area boundaries. • For both items: <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information | <p>Annual Reporting Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023).</p> |

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| | <ul style="list-style-type: none"> ○ Description of the file format (e.g., ESRI shapefile) | |
| Settlement Area Boundaries | <ul style="list-style-type: none"> • A copy of the geospatial data for all existing settlement area boundaries for your municipality; and • (Optional) A copy of the geospatial data for any settlement area boundary expansion(s). • For both items: <ul style="list-style-type: none"> ○ Brief description of the data ○ Date created ○ Date updated (if newer) ○ Update frequency (if applicable) ○ Spatial referencing information (map projection, coordinate systems, geodetic model, geographic extent) ○ List of data attributes and a data dictionary ○ Data collection and process (if available) ○ Data accuracy (e.g., the scale the data can be used at) (if available) ○ Copyright information <ul style="list-style-type: none"> ▪ Indicate if boundaries are developed using Ontario Parcel Data, Ontario Road Network, or other data sources which may have separate copyright considerations. ○ Contact information ○ Description of the file format (e.g., ESRI shapefile) | Annual Reporting <ul style="list-style-type: none"> • Due by March 31 of the next calendar year (e.g., information for 2022 due March 31, 2023). |