

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 23, 2019

Item 4, Report No. 31, of the Committee of the Whole (Public Hearing) which was adopted, as amended, by the Council of the City of Vaughan on October 23, 2019, as follows:

By receiving Communication C9 from Ms. Jennifer Jaruczek, BILD, Upjohn Road, North York, dated October 7, 2019.

**4. AMENDMENT TO THE VAUGHAN OFFICIAL PLAN 2010, VOLUME 1
“PRE-CONSULTATION AND COMPLETE SUBMISSION
REQUIREMENTS”, CHAPTER 10.1.3, FILE 25.7**

The Committee of the Whole (Public Hearing) recommends approval of the recommendation contained in the following report of the Deputy City Manager, Planning and Growth Management, dated October 7, 2019:

Recommendations

1. THAT the Public Hearing report for the City-initiated amendment to the Vaughan Official Plan 2010, Volume 1 “Pre-Consultation and Complete Submission Requirements”, Chapter 10.1.3 File 25.7 BE RECEIVED; and that any issues identified be addressed in a Comprehensive Report by the Policy Planning and Environmental Sustainability Department and the Development Planning Department to the Committee of Whole.

Committee of the Whole (Public Hearing) Report

DATE: Monday, October 07, 2019

WARD(S): ALL

**TITLE: AMENDMENT TO THE VAUGHAN OFFICIAL PLAN 2010,
VOLUME 1 “PRE-CONSULTATION AND COMPLETE
SUBMISSION REQUIREMENTS”, CHAPTER 10.1.3,
FILE 25.7**

FROM:

Jason Schmidt-Shoukri, Deputy City Manager, Planning and Growth Management

ACTION: DECISION

Purpose

To receive comments from the public and the Committee of the Whole on a City-initiated amendment to the Vaughan Official Plan (VOP 2010). The purpose of the amendment is to update Chapter 10.1.3 of Volume 1 of VOP 2010, regarding the City’s “Pre-Consultation and Complete Application Submission Requirements” to respond to the recent amendments to the Provincial Plans and legislation (e.g. the Growth Plan) and the *Planning Act*.

Report Highlights

- This report will give the public and stakeholders the opportunity to provide comments on a draft amendment to Chapter 10.1.3 of VOP 2010 “Pre-Consultation and Complete Application Submission Requirements”.
- Chapter 10.1.3 sets out the City’s Pre-Application Consultation (PAC) process and the types of reports, studies and information that the City requires to deem a development application complete for the purposes of initiating the review.
- Updating these policies is necessary due to changes to the Provincial Plans (particularly the Growth Plan) and the *Planning Act*, and the current policy dates to the original adoption of VOP 2010.
- Updating this policy regime is part of the City’s program of streamlining the development review process to meet the challenge of the new application processing timelines set out in the *Planning Act*.
- This amendment will continue the City’s current practice of requiring applicants to consult with the City prior to submitting development applications and provides a contemporary list of reports, studies or information that may be requested to form part of a complete application.
- This will result in a “two-step” review process that places greater emphasis on ensuring the quality of development applications with the aim of reducing processing times after an application is deemed complete.

Recommendations

1. THAT the Public Hearing report for the City-initiated amendment to the Vaughan Official Plan 2010, Volume 1 “Pre-Consultation and Complete Submission Requirements”, Chapter 10.1.3 File 25.7 BE RECEIVED; and that any issues identified be addressed in a Comprehensive Report by the Policy Planning and Environmental Sustainability Department and the Development Planning Department to the Committee of Whole.

Background

Public Notice was provided in accordance with the Planning Act and Council’s Notification Protocol for City-wide Policy Amendments

Public Notice of this proposed amendment to the Vaughan Official Plan, regarding “Pre-Consultation and Complete Application Submission Requirements”, was given in the following manner.

- a) The Notice of Public Hearing was published:
 - In the Vaughan Citizen and the Liberal on September 12, 2019

- b) The Notice of Public Hearing was also posted on the City's website at www.vaughan.ca.
- c) The Notice was sent to:
 - All Registered Ratepayers' Organizations in the City, and
 - The Building Industry and Land Development Association

Any comments received will be forwarded to the Office of the City Clerk to be distributed to the Committee of the Whole as a Communication. All written comments that are received will be reviewed as input into the application review process and will be addressed in a technical report to be considered at a future Committee of the Whole meeting.

Pre-Application Consultation is an important part of the City's Development Review Process

This City-initiated amendment applies throughout Vaughan wherever a development application is submitted. The *Planning Act* permits municipalities to require applicants to consult with the municipality before submitting their applications for development approval. The Act authorizes municipalities to request two types of information when applications are submitted. They are:

- Information and material that is required by regulation; and
- Other information or material that may be requested by the Council, but only if the official plan contains provisions relating to these requirements.

Until Council has received this information and material it may refuse to accept or further consider an application. Once the information is submitted to the satisfaction of the City, it is deemed a "complete application" and its circulation can commence. It is noted that if there is a dispute as to whether the submission is or is not complete, the applicant may make a motion to have the Local Planning Appeal Tribunal (LPAT) determine whether the necessary information and material has been provided or whether the requirement is reasonable.

Since 2010, Chapter 10.1.3 of the Vaughan Official Plan has authorized the City to:

- Require a Pre-Application Consultation (PAC) meeting with applicants
- Require specific information that would constitute a complete application
- Require, through the PAC meeting, the information, studies and materials that may be required to be submitted in support of a complete application
- Through the review processes, require additional studies, reports and information

- Where it has been determined by the City that a peer review of any study submitted in support of a development application is necessary, it can be required at the expense of the applicant
- Require that an applicant enter into development agreements for the equitable contribution of funding of services, if deemed necessary by Council, as a condition of development approval
- Implement through development approvals the equitable contribution of funds, lands and commitments for services, prior to or coincident with the occupancy or use of the land

It is now appropriate to update the policies of Chapter 10.1.3 to reflect current and emerging conditions. These are discussed below.

Changes to the Planning Act and the role of the LPAT require a repositioning of the Pre-Application Consultation Process

In 2017, the Bill 139 amendments to the *Planning Act* imposed specific timelines on municipalities for the processing of applications for amendments to the Official Plan (OPAs) and the Zoning By-law (ZBAs) and applications for the approval of Draft Plans of Subdivision (DPSAs). The *Planning Act* required municipal councils to adopt OPAs within 210 days; and make decisions on ZBAs and DPSAs within 150 days and 180 days respectively, after the applications are deemed complete.

These timelines were further shortened in 2019 by the Bill 108 (the More Homes, More Choice Act) changes to the *Planning Act*. These changes reduced the requirement for municipal councils to adopt OPAs to 120 days from 210 days; and on making decisions on ZBAs and DPSAs to 90 days (120 days if a corresponding OPA is required) from 120 days, from the date the applications were deemed complete. It is noted that these provisions were proclaimed into law on September 3, 2019.

Should municipal councils be unable to adhere to these timelines and not make a decision, the applications are subject to immediate appeal to the LPAT. Under the LPAT rules a “No Decision” by a municipal council places it in a weakened position in responding to the appeal, unlike instances where an action has been taken (i.e. an OPA adoption, ZBA and DPSA approvals or outright refusals).

To mitigate this risk, staff is working to streamline the application review process to respond to the new Provincial deadlines. This objective was supported by the City's recent adjustment to its Council/Committee schedule. Adding another Committee of the Whole meeting per cycle, will assist in achieving more timely consideration of applications. Another potential response is to make better use of the PAC process to

ensure that each application can be subject to an expeditious but still rigorous review, while providing for quality outcomes, consistent with the intent of the Official Plan.

This will entail placing greater reliance on the PAC process and making it a more integral part of the development review process. The emphasis will need to be placed on ensuring that the City and agency reviewers get the “right information, material, reports and documentation” with the “right content” on first submission so they can provide their comments and conditions of approval in a timely fashion. Under the new regime, there will be limited opportunity for resubmissions of reports, public consultation or lengthy negotiations on content. These matters, to the extent practical, should be settled or significantly advanced prior to the submission of the application.

This could include demonstration that certain key parameters or tasks have been established or undertaken prior to submission. One example may be the confirmation of development limits. Also, since the timelines are short, there may not be time to do a community meeting during the statutory review period beyond the required public hearing. Therefore, evidence of public outreach prior to submission would be expected in most cases. Other areas could include developing standard terms of reference for important and/or frequently requested studies; and developing standard conditions of approval for non-contentious issues.

This would result in a blended two-step process more closely integrating pre-consultation with the application review

As such, new policies are proposed to be added to reposition the PAC process to make it the critical first step in the City’s review process before the countdown on the post-complete application deadline commences. This entails a more rigorous pre-application consultation that takes the time to get the submission material right the first time to minimize occasions where a recommendation for refusal is a better option than a “No Decision”.

Establishing the required information, materials and studies required to support a complete application

Identification of the required information, materials, studies and documentation that may be requested through the PAC process is one of the most important parts of the pre-consultation policy. If they are not provided for in the Official Plan, the City cannot request their submission, which could weaken the approval process.

This current policy in the Vaughan Official Plan has not been updated since its adoption in September of 2010. Over the years conditions have changed, Acts and regulations have been amended, responsibilities have shifted, and the City has learned about the

strengths and weakness of the original process. In general, the following changes have played a role in shaping the requirement for the studies:

- The Provincial Policy Statement (2014 and is currently under review)
- Amendments to the York Region Official Plan
- The Provincial Plan Coordinated Review (2017)
- The Provincial Growth Plan for the Greater Golden Horseshoe, 2019)
- The *Planning Act* (Bill 139-2017, Bill 108-2019)
- Greater Levels of Environmental Protection.

In many instances, to meet the current requirements, more detailed information, materials and studies will be required. In addition to identifying the right types of submission material, greater emphasis will need to be placed on completeness and quality. For this reason, a policy has been added to provide for the City or any commenting agency to terms of reference and/or guidance documents the ability to guide the applicant's preparation of their submissions.

It will be essential that the new policy identify the full range of information, materials and studies that may be requested; and ensure that they are of a quality that will address the technical need of the City and/or the reviewing agency and allow for their timely review.

Previous Reports/Authority

"Bill 139: Building Better Communities and Conserving Watersheds Act, 2017"
Approved by Council on June 19, 2018: The report is available at the following link:
<https://pub-vaughan.escibemeetings.com/filestream.ashx?DocumentId=4512>

Analysis and Options

A synopsis of the draft amendment

The draft policies are shown in Attachment 1 to this report. This amendment is intended to create a pre-consultation process that can improve the current development approval process, in response to immediate pressures, and also inform the preparation of the updated City Official Plan to 2041, which will result from the Official Plan Review. The draft policies are summarized as follows:

Chapter Reference	Commentary
10.1.3	The preamble positions the PAC policy to address the new provincial timelines stating that it is the intent of the process to ensure that each development application is capable of being processed in a timely manner with quality outcomes envisioned by the Official Plan. It further states that pre-application consultation will be required.
10.1.3.1	This policy continues to require a pre-consultation meeting and reiterates the types of applications that will be subject to the process.
10.1.3.2	This policy set out the purpose of the PAC meeting, which is to identify the information, materials and studies required for a complete application. It reiterates that the meeting is only to discuss the submission requirements and does not constitute an approval and will not involve a discussion of the merits of the potential proposal.
10.1.3.3	This policy sets out the procedures for the PAC meeting, including participants (city departments and review agencies); and the minimum information requirements. The intent is to ensure that the proposal information provided for the PAC meeting is sufficient to allow for the identification of the information, studies etc. that are required for a complete application. The policy also provides that these requirements may be further articulated through the guidance document/application form.
10.1.3.4	In order to ensure quality submissions, this policy states that the City or any review agency may issue terms of reference or guidance documents to establish the technical and formatting standards for any of the studies, materials or information that may be required through the PAC. In absence of this guidance, the applicants would be expected to rely on the direction received at the PAC meeting.
10.1.3.5	For the purpose of the City deeming an application to be complete, this policy sets out the required information, which is to be in form and content satisfactory to the City. This includes: the

	application form and fee; any prescribed information (by Regulation); draft OPA or ZBA if applicable; any information required as a result of the PAC meeting and process; and confirmation of a minimum of one PAC.
10.1.3.6	This policy sets out the base criteria for evaluating whether an application is complete. It will be evaluated in terms of its content, adherence to statutory and prescribed requirements, consistency with the information, material and studies required at the pre-consultation meeting; and whether the submissions meet the technical requirements of the City and the review agencies sufficient to allow a timely review of the application in accordance with the statutory timelines and the intent of the Official Plan.
10.1.3.7	This policy provides, consistent with the <i>Planning Act</i> , that the City may refuse to accept or further consider an application, if the submissions do not contain the information, material and studies required through pre-consultation or address the identified technical issues.
10.1.3.8	This policy provides that when the application is deemed complete, the processing of the application will begin.
10.1.3.9	<p>This policy sets out the information, materials, studies or other information that may be required through the PAC process if an application is to be deemed complete. The following may be requested:</p> <p>a) <u>Demonstration of Pre-Application Public Consultation</u> Due to timing constraints an applicant may be required through the PAC process, to consult with the public prior to submitting an application. When required, the applicant will provide a “Public Consultation Summary Report”, in accordance with a city-approved format, detailing the organizational arrangements of the meeting (e.g. location, notification and attendance) and the outcomes (e.g. identification of issues and commitments to action).</p>

	<p>b) <u>Delineation of Environmental Development Limits</u></p> <p>Establishing the limits of development adjacent to valley and stream corridors is often a lengthy process and it is now unlikely to be done within the statutory timelines for the processing of applications. This is particularly the case over the winter months or when multi-season monitoring processes are required. As such, these limits should be established in advance and be reflected in the submission material. This is required to be established, to the satisfaction of the City and the TRCA, the limits of the valley and stream corridors, including the required buffers. Such information may be submitted in the form of free-standing report or integrated into another environmental study.</p> <p>a) Planning Related Information, Materials and Studies b) Plans and Drawings c) Urban Design Reports and Studies d) Environmental Reports and Studies e) Transportation Reports and Studies f) Engineering Reports and Studies g) Heritage Reports and Studies h) Other Reports and Studies</p>
10.1.3.10	<p>This policy provides that the City or other review agency may require additional reports, studies and information after an application has been deemed complete. It further clarifies that this requirement will not affect the date on which the original application was deemed complete.</p>
10.1.3.11	<p>This policy provides that where a study has been submitted 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.</p>
10.1.3.12	<p>This policy states that the City will require a pre-consultation process for Block Plan approvals, scoped to the needs of the Block Plan process.</p>
10.1.3.13	<p>This policy provides that through the development review process Council shall require, if the applicant is a benefitting party in the provision of services in accordance with a development</p>

	agreement, that the applicant enter into that development agreement.
10.1.3.14	This policy provides that development approvals shall implement the required equitable contributions of funds, land and commitments for services and that they will be in place and operative prior to, or coincident with occupancy and use of the land. Such contributions include a range of public facilities including but not limited to: Parks, open space, streetscaping and landscaping, water, sewers, stormwater management, municipal services etc.

This table is a synopsis of the draft policies, provided to indicate the scope of the policy regime. Please refer to the full text, which is set out in Attachment 1.

Next steps in public consultation

The more stringent processing timelines are now in effect. It is therefore important that the City adjust its procedures as quickly as possible to adapt to the new rules. The recent changes affect two major groups. The first is the public in general. The timelines will restrict the City's ability to consult with the public when reviewing a development application. Alternative procedures will have to be built into the process, possibly through the updated PAC process, to ensure effective consultation with the public. For this reason, notice of this public hearing has been sent to the registered Ratepayer Organizations in the City, in order to obtain input.

Another major stakeholder is the development industry. The new process will result in a change in how the City and development interests interact. While both the industry and City share the objective of achieving an efficient process, it will be necessary to ensure that efficiency does not compromise the goal of achieving complete and sustainable communities. Notice of this public hearing has been sent to the Building Industry and Land Development Association (BILD) to obtain their comment and input.

Prior to reporting to Committee of the Whole with the Technical Report, staff will consult with both groups as necessary to ensure that their input is taken into consideration in finalizing the recommended Official Plan amendment. Staff will also be seeking comments from City departments and external agencies who are typically involved in the review of planning and development applications prior to finalizing the OPA.

Financial Impact

It is anticipated that no external resources will be required to complete the preparation and adoption of the proposed amendment. The policies of the amendment will be implemented through the development approval process, which is application based. Cost recovery will continue in accordance with the City's Tariff of Fees for Planning Applications.

Broader Regional Impacts/Considerations

This amendment is being prepared to conform to the recently updated Provincial Plans (2017 and 2019) and the current version of the York Region Official Plan (the YROP). Section 8.3.15 of the YROP identifies a series of planning studies that are required to assess proposed amendments to the Region's Plan. This section also states that the Regional Planning studies required in the YROP also be included in the local official plans as part of their complete application listings. This will continue to be respected.

York Region is the approval authority for this proposed amendment to VOP 2010. City staff will work with the Region to ensure that the requirements of the new Provincial Plans are fulfilled.

Conclusion

Updating the City's pre-application consultation process and complete application requirements provides the opportunity to bring the current VOP 2010 policies into conformity with the Provincial Plans and identify the full range of the contemporary information, materials, studies and documentation that may be required for applicants to submit a complete application. In addition, it will serve to emphasize the importance of this process as one of the means of addressing the deadlines placed on the processing of development applications introduced by the amended *Planning Act* and the LPAT appeal process. Providing for a rigorous PAC process will ensure that complete applications have the thoroughness and quality that will ensure an efficient and effective review of applications. This will minimize the risk to the City of not meeting the required deadlines.

Any issues identified in this report or through the further analysis of this proposed amendment will be considered in the technical review of the draft OPA together with the comments from the public and Vaughan Council, expressed at this Public Hearing or in writing, together with any focused consultations with affected stakeholders, and will be addressed in a comprehensive report to a future Committee of the Whole meeting.

Attachments

1. Draft Policy Regime, “Pre-Consultation and Complete Application Submission Requirements”, Chapter 10.1.3, Vaughan Official Plan – Volume 1

Prepared by

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ATTACHMENT 1

Draft Policy Regime, “Pre-Consultation and Complete Application Submission Requirements”, Chapter 10.1.3 Vaughan Official Plan – Volume 1

10.1.3 Pre-Consultation and Complete Application Submission Requirements

The *Planning Act* provides that Councils may require that applicants consult with the municipality prior to the submission of development applications; and provide information and material that it may need to process the applications. This is contingent on the Official Plan containing provisions related to these requirements.

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

It is the policy of Council that:

- 10.1.3.1 A pre-application consultation meeting with the City be held prior to the submission of applications for Official Plan Amendments, Zoning By-law Amendments, Consents and Draft Plans of Subdivision, Draft Plans of Condominium and Site Plan Approvals.
- 10.1.3.2 The purpose of the pre-application consultation meeting is to identify the required information, materials and studies to assist an applicant in the preparation of a complete planning application. The comments resulting from the pre-application consultation meeting do not constitute an approval and any discussion on the merits of the subject development proposal would require a separate meeting.
- 10.1.3.3 Pre-application consultation meetings will be conducted by the City and include pertinent City departments and review agencies. Applicants will be required to provide at minimum, the site address and legal description of the subject lands, conceptual plans illustrating the proposed development, the known constraints or encumbrances and a written description of the proposal. Such materials will be of sufficient quality and detail to allow for the identification of the information, materials or studies that may be needed to support a complete application. The requirements identified at the meeting will be documented and will form the basis for the forthcoming application. Further articulation of the pre-application consultation process will be provided in the form of a guidance document/application form issued by the City.

- 10.1.3.4 The City and/or the review agencies may issue terms of reference or other such guidance documents to establish the technical standards and format for any information, material and studies that are required through the pre-application consultation process. In absence of written terms of reference and guidance documents, applicants will rely on the instruction provided by the City and review agencies at the pre-application consultation meeting in preparing their submissions.
- 10.1.3.5 For the purpose of deeming applications for Official Plan Amendments, Zoning By-law Amendments, Consents and Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan Approvals complete, the following information is required, to the satisfaction of the City:
- a. A completed application form for the applicable approval;
 - b. The prescribed application fee in accordance with the Tariff of Fees By-law for Planning Applications in effect on the date the application is submitted to the City;
 - c. Any prescribed information or material pertaining to the application type;
 - 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 other information, materials, studies or other information, that may have been identified through the pre-application consultation meeting(s), including the requirements of other review agencies, in a form and with content satisfactory to the City;
 - f. Confirmation of a minimum of one pre-application consultation meeting with the City, in the form of the signed Pre-Application Confirmation Understanding, for the purposes of confirming the required submission information and application submission materials and to confirm the other review agencies that the applicant was required to consult with.
- 10.1.3.6 The City, in consultation with any affected review agencies, will evaluate the submission for completeness taking into consideration, but not limited to, the following:
- a. The content of the application;
 - b. Its adherence to statutory and prescribed requirements;
 - c. The submissions are consistent with the information, material and studies that were required at the pre-consultation meeting;
 - d. The submissions meet the technical requirements of the City and review agencies sufficient to allow for a timely review of the application, consistent with statutory timelines and supportive of development consistent with the intent of this Plan.

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 issues identified through pre-consultation, the City may refuse to accept or further consider the application.

10.1.3.8 When the application is deemed complete, the processing of the application will begin.

10.1.3.9 The following information, materials and studies, or other information identified through the pre-application consultation meeting, may be required to be submitted 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. These include:

a. Demonstration of Pre-Submission Public Consultation

There will be cases where applications would 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 terms for development applications. When required, the application will include a Public Consultation Summary Report, which will include:

- i. The time, date 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/presentation material;
- vi. Meeting notes identifying the issues that were identified and discussed and the responses from the applicant's representatives;
- vii. Any commitments to further work to address the issues.

The City may develop a guideline and standard reporting format for such processes.

b. Delineation of Environmental Development Limits

Where an application proposes development within or adjacent to a Valley or Stream Corridor, the applicant shall, prior to submission, establish to the satisfaction of the Toronto and Region Conservation Authority and the City the precise limits of the Valley or Stream Corridor, including the required buffers. Such delineation may be submitted in the form of a freestanding report or may be integrated into another related environmental study.

c. Planning Related Information, Materials and Studies

- i. Application Form
- ii. Description of the Development Proposal
- iii. Colour Aerial Orthophotograph(s);
- iv. Legal Survey Plan;
- v. Parcel abstract (Within last 30 days);
- vi. Planning Justification Report;
- vii. Draft Official Plan Amendment;
- viii. Draft Zoning By-law Amendment;
- ix. Draft Plan of Subdivision;
- x. Draft Plan of Condominium;
- xi. Site Plans (Architectural, Landscaping and Servicing)
- xii. Concept Plan;
- xiii. *Development* Concept Report and Phasing Plan;
- xiv. Comprehensive *Development* Plan;
- xv. Reduction of Plans (Legal Size 8.5" X 14");
- xvi. Market Impact Study (Retail, Office, Residential);
- xvii. Community Services & Facilities Study;
- xviii. CPTED Study;
- xix. Special Policy Area Studies (Woodbridge);
- xx. Agricultural Impact Assessment;
- xxi. Housing Options Statement

d. Plans and Drawings:

- i. Architectural Site Plan;
- ii. Internal Floor Plans;

- iii. Roof Top screening Details and/or cross section;
- iv. Building Elevations (both black and white and colour);
- v. Larger scale drawings of building elevations related to the public realm;
- vi. Coloured Renderings (perspective ground or human scale);
- vii. Landscape Plans, including Landscape Costs Estimate;
- viii. Sign Details (including materials and colours);
- ix. Photometric Lighting Plan;
- x. Waste collection design standards;
- xi. Architectural Control Architect Approved Drawings;
- xii. Reductions of Plans (Legal Size); and
- xiii. Digital versions of plans in both AutoCAD and PDF formats, or the applicable format at the time of application submission.

e. Urban Design Reports and Studies:

- i. Urban Design Brief or Guidelines;
- ii. Architectural Guidelines;
- iii. Sustainable *Development* Report;
- iv. Public Realm Plan;
- v. Streetscape Plan;
- vi. Computer generated building mass model;
- vii. Wind Study; and
- viii. Sun/Shadow Study.

f. Environmental Reports and Studies:

- i. Master Environment and Servicing Plan;
- ii. Environmental Impact Study;

- iii. Phase 1 Environmental Site Assessment;
- iv. Demarcation of physical and stable top of bank areas regulated by Toronto and Region Conservation Authority and/or limits of elements of the Natural Heritage Network, and/or hazard lands;
- v. Valley Policy Area 1 to 4;
- vi. Edge Management and/or Restoration Plans;
- vii. Oak Ridges Moraine Conformity Report;
- viii. Greenbelt Conformity Report;
- ix. Special Policy Areas Study;
- x. Erosion and Sediment Control Plan;
- xi. Environmental Site Screening Checklist;
- xii. Community Energy Plan;
- xiii. Natural Heritage and/or Hydrologic Evaluation;
- xiv. Landform Conservation Plan; and
- xv. Flood Risk Assessment Plan.

g. Transportation Reports and Studies;

- i. Transportation Master Plan;
- ii. Transportation Study and Impact Report;
- iii. Transportation Demand Management Plan;
- iv. Parking Study;
- v. Pedestrian and Cycling Circulation Plan;
- vi. Mobility Plan; and
- vii. Transit Facilities Plan.

h. Engineering Reports and Studies:

- i. Master Environment and Servicing Plan;

- ii. Phasing Plan;
- iii. Functional Servicing Report;
- iv. Water Supply Analysis Report;
- v. Wellhead protection area Risk assessment;
- vi. Wellhead protection area Risk management plan;
- vii. Stormwater Management Report;
- viii. Noise and Vibration Report;
- ix. Geotechnical and Soils Report; and
- x. Site Servicing and Grading Plan.

i. Heritage Reports and Studies:

- i. Cultural heritage survey;
- ii. Cultural heritage impact assessment;
- iii. Cultural Heritage Management Plan;
- iv. Heritage Conservation District Conformity Report;
- v. Archaeological; and
- vi. Archaeological Assessment.

j. Other Reports and Studies:

- i. Market Impact Study;
- ii. Commercial Impact Statement;
- iii. Housing Options Statement;
- iv. Appraisal Report;
- v. Parks and Open Space Plan;
- vi. Landscape Master Plan;
- vii. Employment Area Compatibility Assessment report;

- viii. Tree inventory and preservation study;
- ix. Arborist report; and
- x. Any Other Plans, Reports, Studies and/or Materials the City deems necessary to properly review and evaluate the application

10.1.3.10 That 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 review agency may require additional reports, studies and information. The request for additional information, however, will not affect the date the original application was deemed complete.

10.1.3.11 That where a study has been submitted in support of a development application, 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.

10.1.3.12 That the City may require a pre-consultation process for Block Plan approvals, based on the policies of this section, scoped to the needs of Block Plan process.

10.1.3.13 Development agreements based on the findings of this Plan or any Secondary Plan or Block Plan 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.

10.1.3.14 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*; other utilities and improvements, and
- k. preservation of heritage structures and surrounding landscapes.