

Planning Act Public Meeting Report

To: Economic and Development Services Committee

From: Warren Munro, HBA, MCIP, RPP, Commissioner,
Economic and Development Services

Report Number: ED-23-22

Date of Report: February 1, 2023

Date of Meeting: February 6, 2023

Subject: Proposed City-initiated Amendments to the Oshawa Official
Plan and a Proposed Pre-consultation By-law to Facilitate the
City's Planning Approvals Processes

Ward: All Wards

File: 12-03-3524

1.0 Purpose

The purpose of this Report is two-fold. Firstly, the Report provides background information for the Planning Act public meeting to consider the following:

- (a) proposed City-initiated amendments to the Oshawa Official Plan ("O.O.P.") related to complete application requirements, mandatory pre-consultation and holding symbol conditions; and,
- (b) a proposed Pre-consultation By-law.

Secondly, the Report presents a proposed pre-consultation by-law to facilitate the City's planning approvals process and protect the interests of the City.

On December 12, 2022, pursuant to its consideration of Report ED-22-216, Council passed a motion which included the following directive:

"That, pursuant to Report ED-22-216 dated November 23, 2022, the Economic and Development Services Department be authorized to initiate the statutory public process under the Planning Act for Council to consider proposed City-initiated amendments to the Oshawa Official Plan, and to consider a Mandatory Consultation By-law, generally in accordance with Section 5.2 and Attachment 1 to said Report."

The proposed amendments to the O.O.P. are set out in Attachment 1 to this Report.

The proposed Pre-consultation By-law is set out in Attachment 2 to this Report.

A notice advertising the public meeting was mailed to all required public bodies. In addition, a notice was published in the Oshawa This Week newspaper. The notice was also posted on the City's website and communicated through its Corporate Twitter and Facebook social media accounts.

The notice regarding the public meeting provided an advisory that the meeting is open to the public and will take place in person in the Council Chamber at Oshawa City Hall. Members of the public wishing to address the Economic and Development Services Committee through electronic means rather than appear in-person to make a delegation were invited to register their intent to participate electronically by 12:00 p.m. on February 3, 2023.

2.0 Recommendation

That the Economic and Development Services Committee select an appropriate option as set out in Section 5.4 of Report ED-23-22 dated February 1, 2023.

3.0 Executive Summary

Not applicable.

4.0 Input from Other Sources

4.1 Other Departments and Agencies

No department or agency that provided comments has any objection to the proposed amendments.

4.2 Building Industry Liaison Team

The Building Industry Liaison Team ("B.I.L.T."), including a representative of the Durham Home Builders' Association, was circulated the proposed amendments to the O.O.P. and the proposed Pre-consultation By-law. B.I.L.T. has not expressed any objections as of the date of this Report.

One member of B.I.L.T (Tribute Communities) submitted comments on the proposed amendments to the O.O.P. and the proposed Pre-consultation By-law. Overall the comments raised questions and concerns about the potential increased use of holding symbols, the list of studies that may be required as a complete application, the scope of the mandatory pre-consultation and making pre-consultation mandatory. Staff met with a representative from Tribute Communities to better understand the concerns, and to allow staff to provide clarification on the proposed amendments to the O.O.P. and the proposed Pre-consultation By-law.

5.0 Analysis

5.1 Background

On December 12, 2022 Council considered Report ED-22-216 and, among other matters, authorized the Economic and Development Services Department to initiate the statutory public process under the Planning Act for Council to consider proposed City-initiated amendments to the O.O.P. related to complete application requirements, mandatory pre-consultation and holding symbol conditions, and to consider a mandatory Pre-Consultation By-law.

A copy of Report ED-22-216 dealing with matters resulting from Bill 109, “More Homes For Everyone Act, 2022, S.O. 2022, c. 12” (“Bill 109”), can be found at the following link: <https://pub-oshawa.escribemeetings.com/filestream.ashx?DocumentId=10408>.

The proposed City-initiated Official Plan amendments and proposed Pre-consultation By-law are being recommended in response to certain amendments made by the Province to the Planning Act, R.S.O. 1990, c. P.13 (the “Planning Act”) in recent years, including various amendments resulting from Bill 109. The proposed amendments to the O.O.P. and the proposed Pre-consultation By-law are intended to facilitate the City’s ability to respond to planning applications in an appropriate and timely manner.

5.2 Proposed Amendments to the Oshawa Official Plan

A number of amendments to the O.O.P. are proposed and outlined in Attachment 1 to this Report. These amendments are intended to enhance the City’s ability to respond to the changes made to the Planning Act under Bill 109. Specifically, the goals the City seeks to achieve in this regard are as follows:

- provide clarity from the onset of the planning approvals process regarding the nature of the information and material the City considers necessary to properly consider applications for Zoning By-law amendments (“Z.B.A.s”), Official Plan amendments (“O.P.A.s”), draft plans of subdivision, draft plans of condominium and site plan approval;
- reduce the review timelines once a formal planning application is submitted;
- improve the quality of the planning applications being submitted to the City; and,
- remain as one of the top performing municipalities in the Greater Toronto Area in terms of planning application processing times.

5.2.1 Expanded List of Holding Symbol Conditions

The Planning Act requires that for a holding symbol and related conditions to be imposed on the zoning of a parcel of land, the upper or lower tier municipality must have policies in their Official Plan.

The proposed amendment to Policy 9.3.4 in the O.O.P. contained in Attachment 1 expands upon the list of requirements that may be imposed as a condition of a holding symbol. A holding symbol is used in situations where the specific future use of land is known or approved, but development of the use is premature until certain requirements have been met.

Typical holding conditions include that site plan approval is obtained from the City, that appropriate arrangements for the provision of adequate sanitary, water, stormwater and transportation services are undertaken, and that various studies such as noise, environmental and archeological assessments are undertaken.

With Bill 109 requiring refunds of planning application fees for non-decisions on Z.B.A applications, staff will have to attempt to make recommendations to Council on these applications faster such that Council can make a decision within 90 days to ensure that the entire fee is to be retained by the City. The implementation of holding symbols can help the City approve appropriate applications sooner, with certain conditions being fulfilled subsequently (e.g. noise study, archaeological assessment, etc.).

Therefore, it is appropriate to amend the O.O.P. to update the potential list of conditions for which a holding symbol can be implemented as outlined in Attachment 1.

5.2.2 New Policies for Complete Application Submission Requirements

The Planning Act states that a municipality may require an applicant to submit information or material (e.g. plans, drawings, reports, studies) that it considers necessary to properly consider applications for Z.B.A.s, O.P.A.s, draft plans of subdivision, draft plans of condominium and site plan approval.

The Planning Act requires that for complete application requirements to be imposed, the upper or lower tier municipality must have policies in their Official Plan.

The proposed amendment to Section 9 of the O.O.P. would create a new Subsection 9.19 entitled "Complete Application" that would identify various studies, plans or other information to be submitted in support of the above-noted types of applications, prior to that application being considered complete.

With Bill 109 requiring refunds of planning application fees for non-decisions on applications to amend Zoning By-law 60-94 or for Site Plan approval, staff opinion is that requiring complete applications and identifying the various studies, plans, materials or other information to be submitted in support of a complete application is prudent and will reduce the review timelines once the formal application is submitted.

Therefore, it is appropriate to amend the O.O.P. to add complete application policies as outlined in Attachment 1.

5.2.3 New Policies for Mandatory Pre-Consultation

Pre-consultation is a process where a development proponent can submit preliminary plans for a potential development to the City for review and discussion. The pre-

consultation identifies City standards, by-laws and policies applicable to the site or development, and the identification of plans and reports required to be submitted with the potential future planning application by the development proponent.

The City's current pre-consultation process is not mandatory. Therefore, a development proponent may submit a planning application to the City without first consulting with the City on the proposed plans. The City's current non-mandatory pre-consultation process is as follows:

- Development proponent submits a pre-consultation request through the City's website. The submission includes, at minimum, a preliminary site plan showing the proposed site design, building massing (e.g. height, setbacks, etc.), driveway access(es), unit counts and parking supply, a cover letter overviewing the preliminary proposal, and the payment of the City's pre-consultation fee.
- Planning Services staff circulate the pre-consultation submission to various branches, departments and external agencies for review and comment.
- Planning Services prepares planning comments and compiles branch, department and external agency comments, and prepares a list of the plans and reports that will be required to be submitted by the proponent with their future planning application(s) in order for the application(s) to be determined as "complete".
- A meeting between Planning Services, the proponent and their consultants, and other relevant staff from other branches, departments and external agencies may be held to discuss key comments and submission requirements.

The Planning Act states that municipalities may, by by-law, require applicants to consult with the municipality before submitting an application for site plan approval, approval of a proposed draft plan of subdivision or a proposed draft plan of condominium, a Z.B.A. and/or an O.P.A. (i.e. mandatory consultation).

The proposed amendment to Section 9 of the O.O.P. would create a new Subsection 9.18 entitled "Pre-consultation" which will require a prospective applicant who is intending to submit one or more of the above-noted applications to undertake formal pre-consultation with the City before submitting the application(s).

Bill 109 requires refunds of planning application fees for non-decisions on Z.B.A. applications and for not approving applications for site plan approval within strict timelines. Accordingly, it is the opinion of staff that mandating pre-consultation take place and requiring more discussion prior to the formal submission of an application is prudent and will reduce the review timelines once the formal application is submitted. Enhancements to the pre-consultation process are also anticipated to improve the quality of the applications being submitted to the City.

Therefore, it is appropriate to amend the O.O.P. to require mandatory pre-consultation as outlined in Attachment 1.

5.3 Pre-consultation By-law

In addition to the proposed amendment to the O.O.P. to implement mandatory pre-consultation as outlined in Section 5.2.3 of this Report, a draft Pre-consultation By-law has been prepared for consideration by the Economic and Development Services Committee and Council (see Attachment 2).

The Pre-consultation By-law outlines the following general parameters for pre-consultations going forward:

Stage 1:

- Stage 1 of the proposed mandatory pre-consultation process mirrors the current pre-consultation process of circulating the preliminary submission to branches, departments and external agencies for comments and identifying submission requirements for a future planning application(s), with a meeting for discussion if necessary.
- Stage 1 will require a fee.

Stage 2:

- Subsequent to the provision of comments as part of Stage 1, the proponent will be required to submit a revised preliminary plan and a request for meeting with City and agency staff.
- This Stage 2 meeting will provide the proponent an opportunity to demonstrate to City staff and external agencies how the preliminary plan has or has not changed as a result of Stage 1 comments and discussion.
- Stage 2 is also an opportunity to further discuss and clarify Stage 1 comments and requirements and the proposed plan(s).
- Stage 2 will include a specific fee. The recommended Stage 2 fee will only be required to be paid if the proponent moves to Stage 2. If the proponent abandons their project after Stage 1, they will not have paid for Stage 2.

Stage 3:

- Stage 3 will require the applicant to submit a checklist outlining the studies, plans, material and other information the City identified as required to support the application, and the studies, plans, material and other information the proponent intends to submit with the application.
- Stage 3 provides a last opportunity for the proponent to confirm the documents they are submitting will be sufficient to constitute a “complete application” to the extent determined through the pre-consultation process and in the O.O.P., and provides City staff an opportunity to verify submission requirements identified during the pre-consultation process and application fees with the proponent.

A pre-consultation will only be valid for one year following the completion of Stage 1. If a planning application is not submitted within one year, the proponent will be required to submit another pre-consultation request and start from Stage 1 again unless, in the opinion of the Commissioner of Economic and Development Services, a new pre-consultation is not required.

If a proponent changes their plans substantially, a new pre-consultation will be required starting at Stage 1.

Therefore, it is appropriate to pass the Pre-consultation By-law as outlined in Attachment 2.

5.4 Options

At the conclusion of the public meeting, two options are available to the Economic and Development Services Committee to deal with the proposed amendments to the O.O.P. and the proposed advancement of a Pre-consultation By-law.

5.4.1 Option 1: Approve the Proposed Amendments to the Oshawa Official Plan and the Proposed Pre-consultation By-law

At the conclusion of a public meeting, staff are normally directed to further review any proposed official plan amendments and prepare a report and recommendation back to the Economic and Development Services Committee. In this case, however, the proposed amendments and pre-consultation by-law may not raise public or Economic and Development Services Committee concern.

Accordingly, the Economic and Development Services Committee may wish to pass the following motion in the event no significant issues are raised at the public meeting:

“That the Economic and Development Services Committee recommend to City Council:

1. That the proposed City-initiated amendments to the Oshawa Official Plan, as generally set out in Attachment 1 to Report ED-23-22 dated February 1, 2023, be approved and that the appropriate by-law be passed in a form and content acceptable to the City Solicitor and Commissioner of Economic and Development Services.
2. That the proposed Pre-consultation By-law, as generally set out in Attachment 2 to Report ED-23-22 dated February 1, 2023, be approved and that an appropriate formal by-law be passed in a form and content acceptable to the City Solicitor and Commissioner of Economic and Development Services.”

5.4.2 Option 2: Refer the Proposed Amendments to the Oshawa Official Plan and the Proposed Pre-consultation By-law Back to Staff

In the event significant issues are raised by the public and/or the Economic and Development Services Committee at the public meeting, it is appropriate that staff be directed to further review the proposed amendments the O.O.P. and the proposed Pre-

consultation By-law and prepare a recommendation report. In this case, the following motion should be passed by the Economic and Development Services Committee:

“That, pursuant to Report ED-23-22 dated February 1, 2023 concerning the proposed City-initiated amendments to the Oshawa Official Plan and the proposed Pre-consultation By-law, staff be directed to further review and prepare a subsequent report and recommendation back to the Economic and Development Services Committee. This direction does not constitute or imply any form or degree of approval.”

6.0 Financial Implications

Anticipated costs to the City are included in the appropriate 2023 Departmental budgets and relate primarily to newspaper advertising costs for the public meeting and the passing of any by-laws.

7.0 Relationship to the Oshawa Strategic Plan

Holding a public meeting on the proposed City-initiated amendments to the O.O.P. and the proposed Pre-consultation By-law advances the Accountable Leadership goal of the Oshawa Strategic Plan.

A blue ink signature of Tom Goodeve, written in a cursive style.

Tom Goodeve, M.Sc.Pl., MCIP, RPP, Director,
Planning Services

A blue ink signature of Warren Munro, written in a cursive style.

Warren Munro, HBA, MCIP, RPP, Commissioner,
Economic and Development Services

Proposed Amendment to the City of Oshawa Official Plan

Purpose:

The purpose of this Amendment to the City of Oshawa Official Plan is to:

1. Amend Section 9, Implementation, of the Oshawa Official Plan by amending Policy 9.3.4 to specify additional requirements that shall be satisfied, as appropriate, prior to a holding symbol being removed to allow development to proceed;
2. Amend Section 9, Implementation, of the Oshawa Official Plan by adding a new Section 9.18, Pre-Consultation, that creates a mandatory requirement for an applicant intending to submit an application to amend the Oshawa Official Plan, Samac Secondary Plan and/or Zoning By-law 60-94, for approval of a proposed Draft Plan of Subdivision and/or a proposed Draft Plan of Condominium, or for Site Plan Approval to consult with the City before submitting an application; and
3. Amend Section 9, Implementation, of the Oshawa Official Plan by adding a new Policy 9.19, Complete Application, that specifies the types of studies, plans, material and other information that may be required for an application to amend the Oshawa Official Plan, Samac Secondary Plan and/or Zoning By-law 60-94, for approval of a proposed Draft Plan of Subdivision and/or a proposed Draft Plan of Condominium, or for Site Plan Approval to be determined complete.

Location:

This Amendment is general in nature and applies to the City as a whole.

Basis:

The Council of the Corporation of the City of Oshawa is satisfied that this Amendment to the City of Oshawa Official Plan, as amended, is appropriate.

Actual Amendment:

The City of Oshawa Official Plan is hereby amended by:

1. Amending Policy 9.3.4 by:
 - Deleting the word “and” at the end of paragraph (h);
 - Deleting the period “.” at the end paragraph (i) and replacing with a semi-colon “;” and;
 - Adding new paragraphs (j) and (k) as follows:

“(j) That a subdivision, condominium or any other development agreement required by the City be fully executed by all parties; and

- (k) That any studies, plans, material or other information that may be required pursuant to Policy 9.19.3 of this Plan be submitted and deemed satisfactory by the City as a condition of a holding symbol being removed.”

2. Adding a new Policy 9.18, Pre-Consultation, as follows:

“9.18 Pre-Consultation

9.18.1 Applicants shall consult with the City prior to submitting:

- (a) an application to amend the Oshawa Official Plan;
- (b) an application to amend the Samac Secondary Plan;
- (c) an application to amend the Zoning By-law;
- (d) an application for approval of a proposed Draft Plan of Subdivision;
- (e) an application for a proposed Draft Plan of Condominium;
- (f) an application for Site Plan Approval; and,
- (g) applications for any combination of Items (a) through (f).

9.18.2 One or more pre-consultation meetings will be held with City staff and any other external agency or public authority that the City determines appropriate.

9.18.3 Through the pre-consultation process, the City shall identify a scoped list of studies, plans, material and other information as set out in Policy 9.19.3 that are required for the application to be determined complete. Notwithstanding the scope of this list, further additional information may be required to be submitted to the satisfaction of the City pursuant to Policy 9.19.2 of this Plan for the application to be determined complete.

9.18.4 The City in consultation with applicable agencies may also prepare terms of reference for any of the required studies, which set out the required study information and analyses.

9.18.5 The studies, plans, material and/or background information required to accompany a request for a Pre-consultation meeting to be arranged shall be outlined in a Pre-consultation By-law.”

3. Adding a new Policy 9.19, Complete Application, as follows:

“9.19 Complete Application

9.19.1 The City may require any combination of the studies, plans, material or other information outlined in Policy 9.19.3 of this Plan to be submitted in support of

an application referenced in Policy 9.18.1, prior to that application being determined to be complete.

- 9.19.2 In order for an application to be determined to be complete, the City, at its sole discretion, may require the submission of any additional or supplementary studies, plans, material or other information among those listed under Policy 9.19.3 of this Plan. This may be required in the event that the City determines such is required to address, to the City's satisfaction, an information gap identified subsequent to the release of the scoped list of requirements initially identified pursuant to Policy 9.18.3 of this Plan.
- 9.19.3 Any of the following studies, plans, material or other information may be determined by the City, at its sole discretion, to be required as part of a complete application:

Planning

- Planning Rationale/Justification Report
- Draft Zoning By-law Amendment
- Draft Official Plan Amendment
- Public Consultation Strategy
- Rental Conversion Study
- Condominium Declaration
- Draft Plan of Subdivision
- Draft Plan of Condominium
- Municipal Comprehensive Review

Urban Design

- Urban Design Study
- Urban Design Guidelines
- Architectural Control/Streetscape Guidelines
- Shadow Study
- Park Concept Plan
- Campus Master Plan
- Site Development Phasing Plan
- Scenic Vistas and Views Impact Analysis
- Site Plan
- Elevations
- Floor Plans
- Landscape Plan and Details
- Landscape/Site Improvement Cost Estimate
- Concept Plan for Blocks in Subdivision

Environment

- Environmental Impact Study
- Environmental Appraisal Report
- Tree Preservation Study/Inventory
- Hydrological Evaluation
- Watershed Study

- Sub-Watershed Study
- Landform Conservation Plan
- Water Budget and Conservation Plan
- Wildlife Risk Management Assessment
- Hydrogeological Assessment
- Reliance Letter for Hydrogeological Assessment
- Fluvial Geomorphology Assessment
- Stream Corridor Protection Limit Study
- Arborist Report
- Development Limits/Constraints Map
- Bird Friendly Design Details

Servicing

- Stormwater Management Study
- Master Environmental Servicing Plan
- Functional Servicing Report
- Calcium Carbonate Assessment
- Storm Drainage Scheme
- Erosion and Sediment Control Plans
- Grading Plan
- Servicing Plan
- Phasing Plan
- Soils Study (Geotechnical)
- Reliance Letter for Soils Study (Geotechnical)
- Slope Stability Assessment

Transportation

- Transportation Analysis Report/Study
- Functional Alignment Study
- Traffic Impact Study
- New Development Checklist for Traffic Calming
- Traffic Calming Report
- Parking Study
- Vehicle Queuing Study
- Municipal Class Environmental Assessment
- Truck Maneuvering/Swept Path Analysis Plan

Nuisance

- Noise Study
- Vibration Study
- Dust Study
- Odour Study
- Lighting Study/Photometric Plan
- Land Use Compatibility/Air Quality Assessment
- Development Viability Assessment regarding adjacency to rail

Financial

- Fiscal Impact Study
- Reserve Fund Analysis

Aggregates

- Mineral Aggregate Extraction Plan/Study

Heritage/Archaeological

- Archaeological Assessment
- Ministry Clearance of Archaeological Assessment
- Heritage Impact Assessment/Study
- Heritage Research Report
- Cultural Heritage Resource Assessment
- Conservation Plan

Other Information

- Written response to pre-consultation comments
- Record of completion of pre-consultation in accordance with any applicable pre-consultation by-law
- Cover letter
- Application Fee Calculation
- Phase 1 Environmental Site Assessment
- Phase 2 Environmental Site Assessment
- Record of Site Condition
- Reliance Letter for Environmental Site Assessment
- Minimum Distance Separation Information
- Waste Disposal Assessment
- Retail/Market Impact Study
- Airport Compatibility Study
- Airport Ceiling Plan/Flight Path Plan
- Building Audit
- Well and Septic Review
- Draft 40R Plan
- Survey
- Oshawa Ontario Building Code Design Information Sheet
- Development Review Checklist: Front End (Waste) Collection Services on Private Property
- Accessibility Plan

Peer Review

If any of the following studies/reports are required, the City may require that a peer review of the study/report be completed, at the applicant's sole cost, by a qualified third party consultant approved or selected by the City and submitted

to the satisfaction of the City, in order for the application to be determined to be complete.

- Noise Study
- Vibration Study
- Dust Study
- Odour Study
- Traffic Impact Study
- Land Use Compatibility/Air Quality Assessment
- Development Viability Assessment
- Fiscal Impact Study
- Mineral Aggregate Extraction Plan/Study
- Environmental Impact Study
- Minimum Distance Separation Information
- Waste Disposal Assessment
- Retail Market Impact Study

Agency Comments, Conditions and/or Approvals

If lands subject to an application are located in whole or in part within the following applicable area(s), comments, conditions and/or approvals from the applicable agency shall be provided with the application in order for it to be determined to be complete.

- Within 300 metres of a rail corridor;
- Within 500 metres of a gas, oil or petroleum pipeline corridor;
- Within 400 metres of the Highway 401 or Highway 407 East corridors;
- Within 300 metres of the corridor of the planned Lakeshore East GO rail extension;
- Within 750 metres of an oil, gas or petroleum compressor station; or,
- Within 30 metres of a hydro transmission corridor.”

Implementation:

The provisions set forth in the City of Oshawa Official Plan, as amended, regarding the implementation of the Official Plan, shall apply in regard to this Amendment.

Interpretation:

The provisions set forth in the City of Oshawa Official Plan, as amended, regarding the interpretation of the Official Plan, shall apply in regard to this Amendment.

Proposed Pre-consultation By-law

being a by-law to require an applicant to consult with the City of Oshawa prior to submitting applications to amend an official plan or the zoning by-law, for site plan approval, or for approval of a draft plan of subdivision or a draft plan of condominium.

Whereas:

- (a) Subsections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the *Planning Act*, R.S.O. 1990 c. P13 authorize municipalities to pass by-laws to require applicants to consult with the municipality before submitting applications to amend an official plan or the zoning by-law, for site plan approval, or for approval of a draft plan of subdivision or a draft plan of condominium.
- (b) The Oshawa Official Plan stipulates that an applicant is required to consult with City staff prior to submitting an application to amend the Oshawa Official Plan, the Samac Secondary Plan or the Zoning By-law, for Site Plan Approval, or for approval of a Draft Plan of Subdivision or a Draft Plan of Condominium.

NOW THEREFORE it is enacted as a by-law of The Corporation of the City of Oshawa by its Council as follows:

1. Applicants shall consult with the City of Oshawa prior to submitting an application to the City to amend the Oshawa Official Plan, the Samac Secondary Plan or a Zoning By-law passed under Section 34 of the Planning Act, for Site Plan Approval, or for approval of a Draft Plan of Subdivision or a Draft Plan of Condominium.

Stage 1:

2. The City will circulate the preliminary plan(s) to various branches, departments and external agencies for review and comments and the identification of a list of studies, plans, material and other information as set out in the Oshawa Official Plan that is required for the application(s) to be determined complete.
3. The City shall provide a package of comments to the applicant.
4. A meeting may be held between City staff, the applicant and external agencies at the discretion of the City to discuss the preliminary plan(s) and Stage 1 comments.

Stage 2:

5. Subsequent to the provision of Stage 1 comments, the applicant shall submit a revised preliminary plan and a request for a meeting with City and agency staff.
6. The applicant is required to demonstrate to City staff and external agencies how the preliminary plan has or has not changed as a result of Stage 1 comments and discussion.
7. Stage 2 is an opportunity to further discuss and clarify Stage 1 comments and requirements and the proposed plan(s).

Stage 3:

8. The applicant shall submit a checklist outlining the studies, plans, material and other information the City identified as required to support the application(s), and the studies, plans, material and other information the applicant intends to submit with the application(s).
9. Stage 3 is an opportunity for the applicant to confirm the documents they are intending to submit will be sufficient to constitute a “complete application” to the extent determined through the pre-consultation process and in the Oshawa Official Plan, and provides City staff an opportunity to verify submission requirements identified during the pre-consultation process and to verify application fees.

General:

10. A pre-consultation will only be valid for one year following the completion of Stage 1. If a planning application is not submitted within one year, the applicant will be required to submit another pre-consultation request and start from Stage 1 again.
11. If an applicant changes their plans substantially at any time, a new pre-consultation will be required starting at Stage 1, unless, in the opinion of the Commissioner of Economic and Development Services a new pre-consultation is not required.
12. A planning application(s) submitted to the City prior to completion of all three stages of the pre-consultation process will not be considered a complete application under the Planning Act and Section 9.19 of the Oshawa Official Plan.
13. If more than one application is required for planning approval in support of a single development proposal, a single consolidated pre-consultation submission can satisfy the requirement to consult.

Transition:

14. Any pre-consultation request completed prior to the effective date of this By-law shall be subject to the Stage 2 and 3 requirements of this By-law and any related planning applications to amend the Oshawa Official Plan, Samac Secondary Plan or the Zoning By-law, for Site Plan Approval, or for approval of a Draft Plan of Subdivision or a Draft Plan of Condominium must be submitted no later than December 31, 2023.

By-law passed this day of , 2023.