



## STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2021-03

January 20th, 2021

From: Kasia Olszewska, Planner

RE: Planning Procedural Changes

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### Recommended Motion:

THAT the Committee of the Whole receive Staff Report BP-2021-03 and provide Staff with direction to proceed with procedural changes.

### BACKGROUND:

The Township of North Glengarry established a Planning Committee following amalgamation in 1998. Since the creation of the Planning Committee, a number of legislative changes, regulatory changes and changes to the Township's procedural by-law have occurred including changes to the Ontario Planning Act on July 1, 2016. Prior to the Planning Act changing, councils were enabled by Section 8(1) of the Planning Act to appoint a Planning Committee.

However, on July 1, 2016, the Planning Act changed to require upper tier and single-tier municipalities to appoint a Planning Committee; which means the United Counties of Stormont, Dundas and Glengarry are required to create such a committee, while lower-tier municipalities such as the Township of North Glengarry are not required to have such a committee, see below:

### Mandatory for certain municipalities

*8. (1) The council of every upper-tier municipality and the council of every single tier municipality that is not in a territorial district, shall appoint a Planning Committee in accordance with this section. 2015, c. 26, s. 16.*

Section 8.2 was added to the Planning Act which states:

### Optional for other municipalities

*(2) The council of a lower-tier municipality may appoint a Planning Committee in accordance with this section. 2015, c. 26, s. 16.*

The Planning Committee may still be engaged by Council or Administration anytime that Planning matters are referred to them for their review and recommendation. This will be beneficial for the review of planning studies, new Official Plans, new Comprehensive Zoning By-laws etc.

### **Proposed Changes**

The proposed changes are to process Zoning By-law Amendments through Council approval instead of Planning Committee approval, and a secondary approval through Council, which is the current process. The proposed changes align with the Township's Strategic Plan as they strengthen the effectiveness and efficiency of our organization. Currently, there is a duplication of Staff reports between the public meeting and planning meeting, with the proposed change this duplication would be eliminated.

Staff researched procedures at the remaining five Townships within SDG, all five Townships do not have a Planning Committee, instead the process for approving a zoning by-law amendment is to run a public meeting followed by Council approval, two weeks later. Staff is proposing to adapt the process accordingly.

### **Summary**

Public Meetings of Planning will still be held to hear public comments and to fulfill the requirements of the Planning Act. During public meetings, both members of the public and Council will have an opportunity to comment and obtain clarification.

### **No Planning Committee Meeting, Public Meeting only**

- Public Meeting with full presentation, the public and Council can speak at this meeting. Council's comments will be reflected in the Council Meeting Staff Report.
- Simplified Public Meeting staff report, in a new template, that will serve simultaneously as a presentation.
- One Public Meeting Agenda and Package. An example package follows, this includes the public meeting staff report/presentation:

<https://pub-southstormont.escribemeetings.com/FileStream.ashx?DocumentId=6358>

### **Council Meeting**

- A full staff report including any changes discussed during the public meeting, and the by-law document. Example:  
<https://pub-southstormont.escribemeetings.com/FileStream.ashx?DocumentId=6194>
- The presentation will be a brief recap of the Zoning By-law Amendment Application

### **Committee of Adjustment (Minor Variances)**

- Remains unchanged.

**Alternatives:** No alternatives.

**Financial Implications:** No financial implications to the Township.

**Attachments & Relevant Legislation:**

- Example Public Meeting Agenda and Package
- Example Staff Report

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Reviewed by  
Sarah Huskinson – CAO/Clerk