

Community Planning Permit Study

Final Report

SEPTEMBER 2023



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Executive Summary



The Community Planning Permit System (CPPS) is a land use planning tool available to municipalities in Ontario that combines Zoning By-law Amendments, Minor Variances and Site Plan Applications into one single application and approval process. Formerly known as the Development Permit System (DPS), a CPPS provides an alternative to the traditional planning approval process, enabling greater efficiencies and a streamlined development process as well as the opportunity to apply a broader scope of review as part of the permit process. The process is administered through a CPP By-law in place of a Zoning By-law.

Over the past decade, the CPPS has slowly gained traction in Ontario municipalities as our collective understanding of the tool has evolved. As part of this Waterloo CPPS Study, the City is considering the use of a CPPS as a potential tool to streamline the development approvals process and more efficiently meet local objectives such as increased housing diversity and promoting high quality, sustainable urban design. The purpose of this Study is to assess opportunities for the City and prepare recommendations for the potential implementation of one or more CPPS's in Waterloo.

Planning Context

In 2007, the Planning Act was updated to enable the implementation of a development approvals framework, known as the Development Permit System, with the intent to offer municipalities the option of regulating and managing development in a more streamlined, flexible manner. In 2017, this regulatory framework was modified and re-implemented as the Community Planning Permit System. Over the past decade, the CPPS has gained traction in Ontario as collective understanding of the tool evolves. In 2019, the Province introduced additional CPPS capabilities to protect the characteristics and natural features of a municipality.

The City of Waterloo Official Plan currently contains policies for the establishment of a Development Permit System which will need to be updated to reference a CPPS and the updated Provincial requirements of *O.Reg 173/16*. Policies throughout the City's Official Plan provide direction for permissions and requirements to be addressed through zoning, as well as matters to be addressed through site plan control, minor variances and zoning by-law amendments. The development of a CPP By-law in the City will need to ensure these matters are addressed.

The City's current Zoning By-law will provide the foundation for the establishment of CPPS Precincts and inform the content of a CPP By-law. The up-to-date nature of the current Zoning By-law and its conformity and consistency with the designations of the Official Plan is a significant benefit for Waterloo, as the creation of a CPP By-law can

largely focus on process and implementation updates, versus requiring a broader study that focuses on the update of all permissions and provisions.

CPPS Benefits

Streamlined Development Process

By combining Zoning By-law Amendments, Minor Variances and Site Plan applications into a single application and approval process, a CPP By-law allows for considerable flexibility in the application of development standards and land use permissions, providing more certainty to the public and stakeholders on the future use of land. One application system allows City Staff to make approval decisions more quickly and with all relevant information. In some situations, it may reduce decision time by several months. It also reduces the number of applications proponents have to submit to the municipality and improves certainty in the process, providing clear requirements that development must adhere to.

Figure A provides a comparison of the City's existing development approvals process and the CPP By-law approvals process. **Figure A** does not include appeal timeframes.

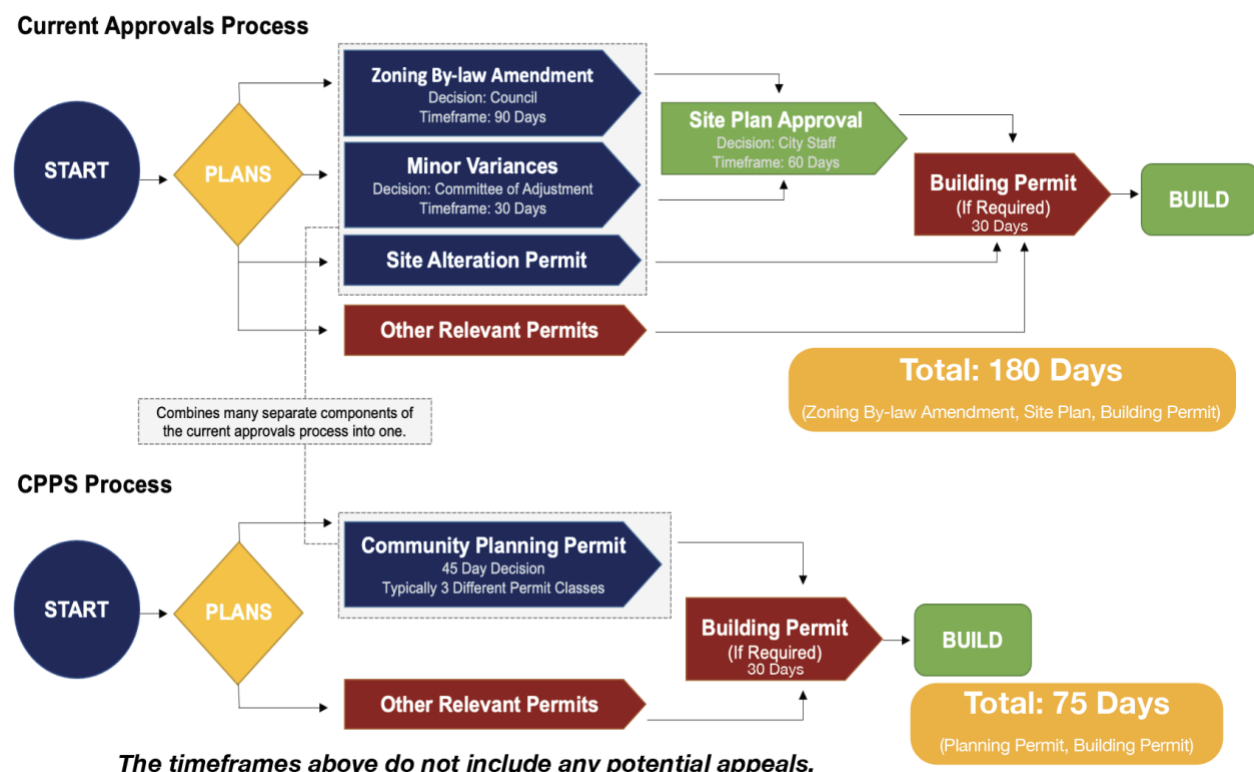


Figure A. Current Approvals Process and CPP Approvals Process

Greater Control and Conditions

A CPPS provides the ability to fine-tune development proposals by controlling site layout details and establishing development agreements. A CPP By-law may include details on site alteration, grading, landscaping requirements, urban design criteria, tree removal, natural feature protection, floodplain and natural hazard limitations, heritage character and community benefits. Additionally, a CPP By-law provides the ability to impose conditions to obtain a Community Planning Permit which can help ensure future development protects environmentally significant areas and other community assets.

The City of Waterloo is currently updating their Urban Design Manual which will include updated guidelines for the Station Areas. A CPP By-law would provide the opportunity to build on and implement the requirements of the Urban Design Manual, which as a stand-alone document is implemented as guidelines and standard best practices through the Site Plan Control process.

Public and Stakeholder Consultation

In comparison to Zoning By-law Amendments and Minor Variances, there are no mandatory public meetings as part of the CPPS process; however, some municipalities have decided to incorporate public notification as part of the process. There are also no third-party appeals for CPP applications; only the applicant has the right to appeal a decision on a CPP application. As part of the CPPS development process, all stakeholder consultation is front ended as the CPP By-law is drafted and established.

CPPS Challenges

Community Buy-In and Understanding

The CPPS is still a relatively new planning tool and while more municipalities are now either looking into its prospects or developing new CPP By-laws, there is still a significant educational component that must be undertaken before, during and following implementation. Shifting community, developer, Staff and Council understanding to a new process is one of the main obstacles that must be overcome. Therefore, development of a CPPS must be paired with a strong educational component and public engagement process.

Development Review Capacity and Timelines

Working within a new 45-day development review timeframe may pose some concerns for the City which may include staffing and workload uncertainties or concerns regarding the timing of gathering relevant department and agency comments. It is important that the development of a CPP By-law consider the most effective internal systems to achieve timely development review which may include internal reorganization of Staff and/or a process for obtaining comments from internal departments and external agencies in a timely manner.

Approval Authority and Notification Requirements

Under a CPPS, a development application may either be approved by Staff, a Planning Advisory Committee or Council. Permits subject to Staff review and approval typically meet all development standards or propose minor variations to the standards, whereas Council approval is typically required for more significant proposals. Upon review of a complete application, the application may be approved, approved with conditions or refused. The CPPS offers flexibility as it is up to the individual municipality to structure their permit classes and thresholds for variations.

Provincial legislation does not require any notification for CPPS applications. This flexibility however may pose a perceived lack of public notification or consultation associated with permit applications. In practice, municipalities who have implemented a DP/CPP By-law have introduced varying notification requirements between permit classes. Early consultation with the public regarding approval authority and notification requirements is recommended to address any potential concerns head-on.

CPPS Goals and Objectives

The City's existing DPS objectives as set out in Section 12.2.15(1) of the Waterloo Official Plan include:

- Supporting a compact urban form within the Built-Up Area;
- Facilitating a high standard of urban design;
- Supporting the protection of the environment; and
- Streamlining the development process.

While implemented prior to the current CPPS policy framework, these objectives remain applicable and valuable in the establishment of a CPPS in Waterloo. They are also applicable City-wide. It is important to note that the area for which a CPPS is chosen to apply has a significant impact on its goals and objectives, and vice versa. Depending on where and why the City may ultimately choose to implement a CPPS, the following goals and objectives could be achieved:



Geographic Scoping and Key Recommendations for CPPS Areas

Based on an analysis of potential CPPS areas, with a specific focus on the City's Nodes, Corridors and Major Transit Station Areas (MTSAs), and a review of their associated opportunities and challenges, four options are recommended to be considered for future implementation of a CPPS pilot project (**Figure B**). These options can either be implemented on an individual basis or combined together. They are for consideration by City Staff, and do not preclude the consideration of alternative or additional CPPS areas. It is also still a viable future option to expand a CPPS to be City-wide across Waterloo.

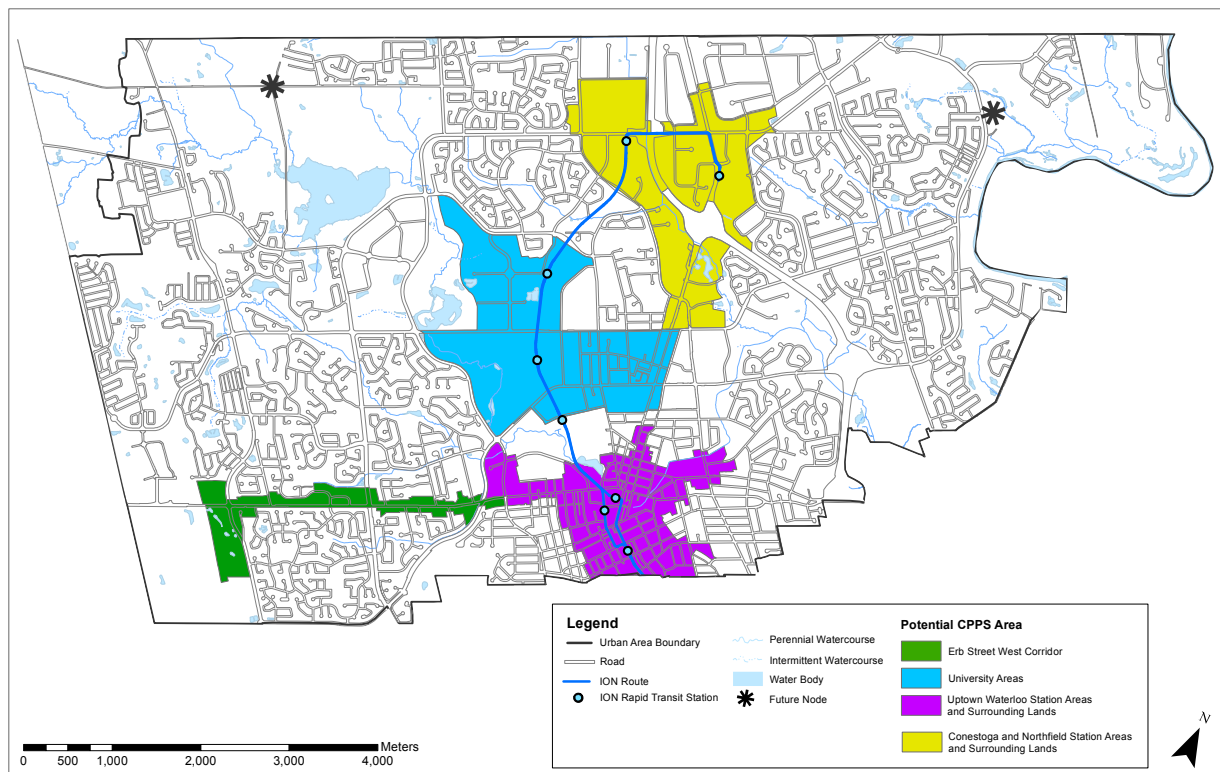


Figure B. Potential CPPS Areas

Option 1: Uptown Waterloo Station Areas and Surrounding MTSA Lands

The Uptown Waterloo Station Areas and surrounding MTSA lands are comprised of a combination of the City's urban structure elements including the Urban Growth Centre Primary Node, Major Nodes, a Minor Node and Minor Corridors. The land use policies of the Official Plan permit the development of a mix of uses at varying densities for a large portion of the lands. As a Protected Major Transit Station Area (PMTSA), Inclusionary Zoning (IZ) can be implemented in the future.

While redevelopment within Uptown has already begun, there are still many opportunities for development and redevelopment on lots of varying sizes and multitude of landowners (rather than fewer, larger properties owned generally by one landowner).

The mix of lot sizes and diversity in ownership will lead to varying types of development applications, which makes this option a good candidate for a pilot CPPS, where ongoing monitoring and evaluation of the process can occur.

Option 2: University Areas

The second option being recommended for the development of a CPPS corresponds with lands within and surrounding the University of Waterloo, David Johnston Research and Technology Park and Wilfrid Laurier University. This option includes lands within three different station areas. This area has seen significant redevelopment and intensification over recent years.

The lands are comprised of a combination of the City's urban structure elements including a Major Node as well as Major and Minor Corridors. The land use policies of the Official Plan permit the development of mixed uses at varying densities for a large portion of these lands, with many lands designated as Mixed Use Medium High Density and Mixed Use High Density. As a PMTSA, Inclusionary Zoning can be implemented in the future.

While redevelopment within the area has already begun, there are still many opportunities for development and redevelopment. Similar to Uptown Waterloo, there are many lots of varying sizes and a multitude of landowners in the area. Along King Street and University Avenue, given the depth of some of the lots and existing uses in the area, there are significant opportunities for development and redevelopment. These characteristics make this option a good candidate for a pilot CPPS, where ongoing monitoring and evaluation of the process can occur.

Option 3: Erb Street West Corridor

The third option being recommended for the development of a CPPS extends from the western edge of the Uptown Waterloo MTSA westward along Erb Street to Erbville Road / Ira Needles Boulevard, including the Minor Node lands on the west side of Erbville Road / Ira Needles Boulevard. The area is made up of a combination of elements of the City's urban structure that could enable some intensification, including the Erb Street Minor Corridor and Minor Nodes at Fischer-Hallman Road and Erbville Road / Ira Needles Boulevard. The land use policies of the Official Plan already permit the development of mixed uses at varying densities for a large portion of these lands, with many lands designated as Mixed Use Medium Density and Mixed Use Medium High Density.

In contrast to the other options presented, these lands are not located within the Region's PMTSA boundary. We continue to believe that IZ can be applied to lands outside of a PMTSA but subject to a CPPS.

While some redevelopment along the corridor has occurred, there are some key, larger sites along the corridor that could potentially see some redevelopment, particularly for missing middle housing forms that are already permitted in this area. Closer to the eastern boundary of the Erb Street West corridor, the establishment of a CPPS may also encourage some redevelopment of smaller lots currently occupied by single and semi-detached dwellings (some already containing multiple units), low rise multi-unit buildings, and existing commercial and institutional uses. While the Erb Street West corridor will generally accommodate lower levels of intensification than the other two options presented above, the corridor is also a good candidate for a pilot CPPS for missing middle type housing and where ongoing monitoring and evaluation of the process can occur.

Option 4: Conestoga and Northfield Station Areas and Surrounding Lands

The fourth option recommended for the development of a CPPS encompasses the Northfield and Conestoga Station Areas, as well as the lands along King Street south of the Conestoga Parkway and north of Columbia Street identified as Major Node, Major Corridor and Minor Corridor. This area provides a number of different development options within North Waterloo, including the development and redevelopment of commercial and employment lands, as well as mixed use opportunities in proximity to the ION. This geographic area is made up of Major Nodes, Major Corridors, Minor Corridors and two MTSAs. The area also includes a number of properties that may need to be redesignated from Employment Lands, per Region of Waterloo Official Plan Amendment 6.

The current land use framework (and future land use designations as part of the City's Official Plan Review) may permit the development of mixed use areas at varying densities for a large portion of the lands. In addition to encouraging a mix of uses over time, the policies also permit the development and redevelopment of stand-alone commercial and employment uses. Some redevelopment in this area has occurred, however the two new MTSAs have introduced the opportunity for additional intensification and mixed use redevelopment in this area. There are a variety of lot sizes and landowners within this area, which may lead to a variety of development applications.

1 Introduction



The Community Planning Permit System (CPPS) is a land use planning tool available to municipalities in Ontario that combines Zoning By-law Amendments, Minor Variances and Site Plan Applications into one single application and approval process. Formerly known as the Development Permit System (DPS), a CPPS provides an alternative to the traditional planning approval process, enabling greater efficiencies and a streamlined development process as well as the opportunity to apply a broader scope of review as part of the permit process. The process is administered through a CPP By-law in place of a Zoning By-law.

Over the past decade, the CPPS has slowly gained traction in Ontario municipalities as the collective understanding of the tool has evolved. As part of this Waterloo CPPS Study, the City is considering the use of a CPPS as a potential tool to streamline the development approvals process and more efficiently meet local objectives such as increased housing diversity and promoting high quality, sustainable urban design. The purpose of this Study is to assess opportunities for the City and prepare recommendations for the potential implementation of one or more CPPS' in Waterloo.

1.1 Report Structure

This report provides an overview of the CPPS system in Ontario including its benefits and challenges. It also provides an analysis of key goals and objectives that could be achieved through the use of a CPPS in Waterloo, as well as recommendations for pilot areas and the future implementation process. The Report is structured as follows:

Section 2: Provincial and Local Policy Context – Provides an overview of Provincial CPPS legislation and the applicable elements of City of Waterloo's planning context.

Section 3: Best Practice Review – Provides a summary and analysis of DP/CPP By-laws implemented by other Ontario municipalities including elements leading to success and lessons learned.

Section 4: Benefits and Challenges – Summarizes some of the benefits and challenges of implementing a CPPS in Waterloo.

Section 5: Municipal Goals and Objectives – Sets out preliminary CPPS goals and objectives for Waterloo, ultimately dependent upon where and why the City chooses to implement a CPPS.

Section 6: Geographic Scoping – Includes a comparative analysis of where a CPPS could be located in Waterloo based on the preliminary CPPS goals and objectives.

Section 7: Key Recommendations for CPPS Areas – Identifies four recommended location options for the City to consider for future implementation of a CPPS pilot project.

Section 8: Implementation Process – Provides recommended approaches for implementation of a CPPS including required Official Plan updates, CPP By-law structure and recommended framework.

Section 9: Next Steps – Sets out next steps for the City in considering a CPPS.

2 Provincial and Local Policy Context



The establishment and implementation of community planning permit systems in Ontario are guided by a range of Provincial and municipal planning documents which set out the legislative requirements and general direction that inform how local governments can establish a Community Planning Permit System (CPPS). The following provides an overview of the relevant provincial and municipal policies which apply to the establishment of a Community Planning Permit By-law (CPP By-law) within the City of Waterloo.

2.1 Provincial CPPS Legislation

Planning in Ontario is guided by the Planning Act, the Provincial Policy Statement (PPS), the Growth Plan for the Greater Golden Horseshoe (Growth Plan) and various other plans that have been implemented by the Province. The Planning Act (1990) is the enabling legislation for land use planning in Ontario – it sets the framework for statutory planning and identifies the delegated powers for municipal land use planning.

In 2007, the Planning Act was updated to enable the implementation of a development approvals framework known as the Development Permit System (DPS). The tool was first implemented through *O.Reg. 608/06* with the intent to offer municipalities the option of regulating and managing development in a more streamlined, flexible manner.

In 2017, the regulatory framework that provided for implementation of the DPS was modified and the tool was re-implemented and introduced as a “Community Planning Permit System” under *O.Reg. 173/16*.

Over the past decade, the CPPS has gained traction in Ontario as the collective understanding of the tool evolves. In 2019, Bill 108 reinforced the use of this tool for municipalities, recognizing its potential to not only streamline the development process but to also direct growth in a way that protects the characteristics and natural features of a municipality. One of the main changes introduced through Bill 108 is the role of the Minister in establishing a CPPS. Under Bill 108, Section 70.2.2 provides the Minister with the power to order municipalities to establish a CPPS, which may include identifying a specific area or specific location to which the CPPS must apply. In this particular case, the City of Waterloo itself is taking the steps to determine if a CPPS makes sense within the municipality, whether City-wide or area specific.

2.2 Region of Waterloo Official Plan

Regional municipalities have the opportunity to encourage local municipalities to establish a CPPS, however Regional Official Plan direction is not required for

implementation by local municipalities. The new Region of Waterloo Official Plan was adopted in August 2022, however it does not contain any CPPS policies or related direction for local municipalities.

2.3 City of Waterloo Official Plan

2.3.1 Development Permit System Policies

Under *Chapter 12: Implementation* of the Waterloo Official Plan, Section 12.2.15 contains policies for the establishment of a Development Permit System. These policies were implemented in response to the 2007 Planning Act update enabling the development of a DPS. The policies allow the City to adopt a DPS, which shall support one or all of the following Official Plan objectives:

- a) Supporting a compact urban form within the Built-Up Area;
- b) Facilitating a high standard of urban design;
- c) Supporting the protection of the environment; and
- d) Streamlining the development review process (Policy 12.2.15.1).

The policies indicate that the uses permitted within a DP By-law will be those that support the above Official Plan objectives and according to Policy 12.2.15.6, will be permitted based on the following criteria:

- a) Uses support a compact Uptown Urban Growth Centre;
- b) Uses support revitalization and stability of neighbourhoods that are in transition;
- c) Uses support public transit;
- d) Uses support the complete community concept, providing opportunities for people at all stages of life to live, work, learn, shop, and play within close proximity; or
- e) Uses support the continued transition to an economy that features a technologically-advanced employment base.

As the City considers the implementation of a CPPS, many of the above objectives and criteria remain relevant and provide direction for key areas the CPP By-law(s) may want to focus on. These objectives should be refined through this Study and updated as the City undertakes their Official Plan review. However, it should be noted that should the City wish to implement a City-wide CPPS in the future, the criteria list above would need to be expanded to encompass all types of development and uses.

Additional DPS policies under Section 12.2.15 of the Official Plan require the City to identify one or more Development Permit Areas through amendment to the Official Plan, identify the delegation of approval authority and set out conditions that may be included, all in accordance with previous *O.Reg. 608/06*. These policies will need to be updated to reference a CPPS and the updated Provincial regulations of *O.Reg. 173/16*.

2.3.2 Direction for Zoning and Site Plan Control

Policies throughout the City's Official Plan provide direction for permissions and requirements to be further addressed through zoning such as permitted uses, lot sizes, height and density, building setbacks and parking requirements. The policies also speak to matters to be addressed through site plan control, minor variances and zoning by-law amendments.

According to Section 12.2.4 of the Official Plan, all lands within the City are identified as a Site Plan Control Area. Development of a CPP By-law in the City will need to ensure these matters are addressed, and if a CPPS is implemented, the policies of the Official Plan will need to be updated to reference the CPPS.

2.3.3 City Structure and Designations

The City's Official Plan includes five categories of land use designations within the Urban Area Boundary: Residential, Commercial, Employment, Major Institutional and Open Space (**Figure 1**). There are a number of sub-designations within the Residential, Commercial and Open Space categories which further define the intended function of lands included within each designation. The majority of Waterloo is comprised of the Low Density Residential designation, with the Medium and High Density Residential and Commercial and Employment designations found mostly within the City's Major and Minor Nodes and Corridors. According to the Official Plan, this land use structure contemplates a greater mixing of uses on sites than has been planned historically within Waterloo.

Waterloo's City Structure is based on a series of Nodes and Corridors (**Figure 2**). Nodes and Corridors within the City are anticipated to accommodate a significant portion of the City's population and employment growth. As expanded on further in this report, a CPPS could be established for Nodes and Corridors, as the preliminary intent of this Study is to focus in on Intensification Areas rather than the City's Low Density Residential neighbourhoods.

The City's Primary Node of the Uptown Urban Growth Centre is intended to accommodate a significant share of the Waterloo's future population and employment growth in compact urban form and serve as a major focal point and destination for residential, commercial, employment, social, cultural, entertainment, recreational, accommodation and public open space uses. Uptown Waterloo contains three different ION Rapid Transit Stations, also identified as Major Transit Station Areas (MTSAs), each to be planned comprehensively as part of the Urban Growth Centre.

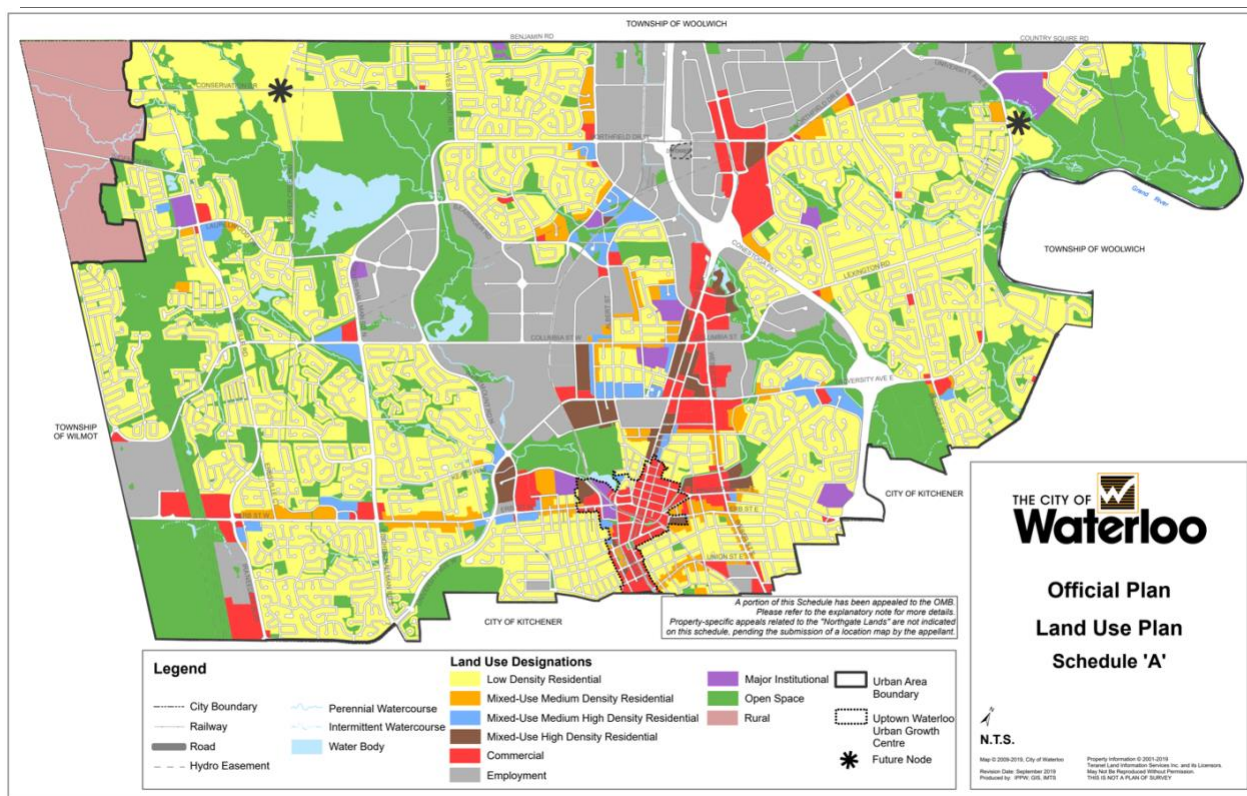


Figure 1. Waterloo Official Plan Schedule 'A' – Land Use Plan

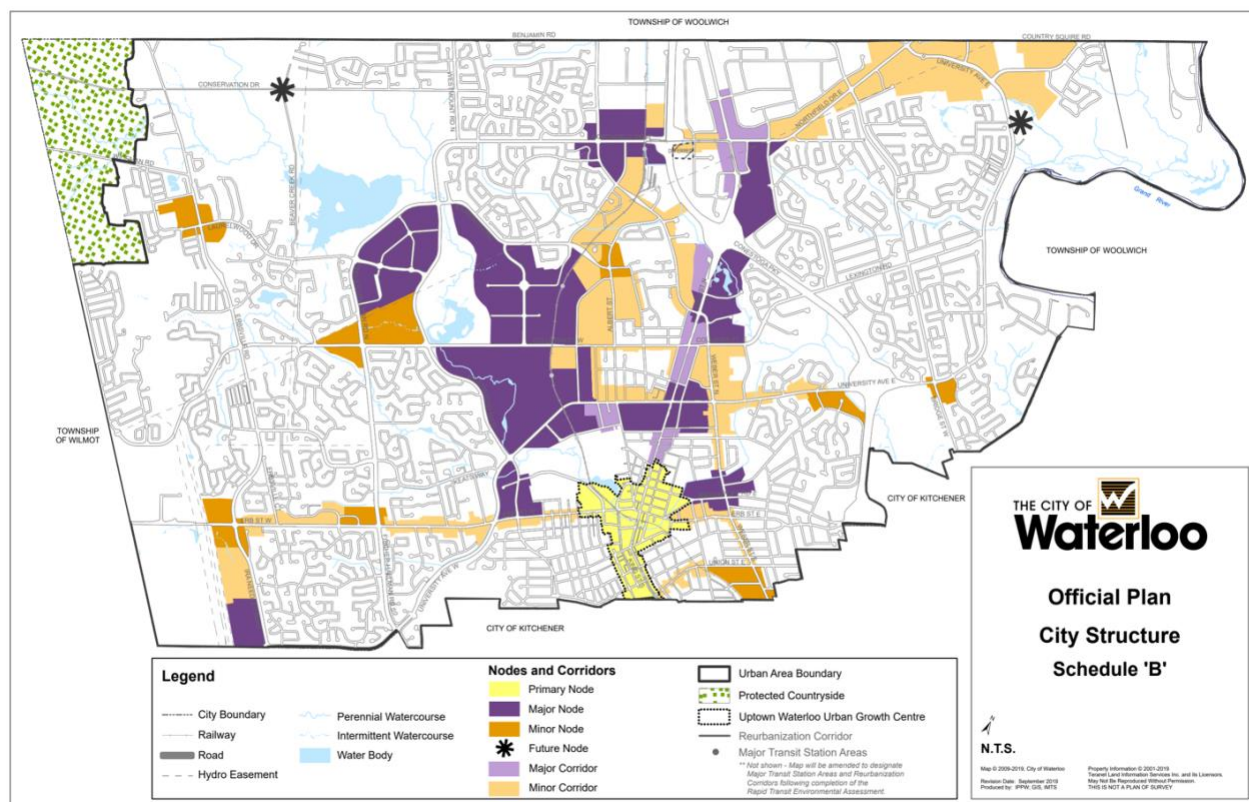


Figure 2. Waterloo Official Plan Schedule 'B' – City Structure

In addition to the three ION Station Areas within Uptown, the City's five remaining MTSAs are delineated on **Figure 3**. The City's Station Areas are intended to accommodate increased densities over time through a mix of transit-supportive uses and facilitate placemaking through public and private realm improvements.

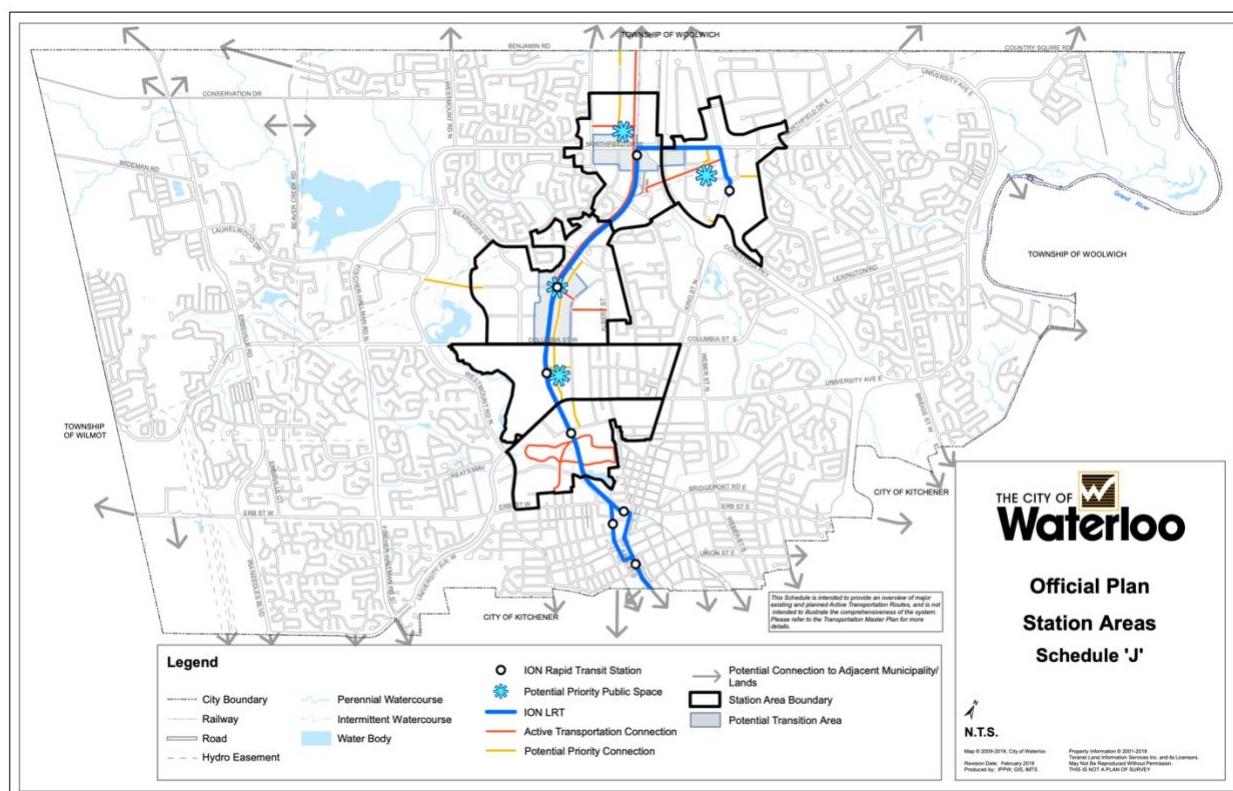


Figure 3. Waterloo Official Plan Schedule 'J' – Station Areas

2.4 City of Waterloo Zoning By-law 2018-050

Zoning By-law 2018-050 was passed in 2018, applying to all lands in Waterloo. Lands within the City are divided into various Residential, Commercial, Employment, Institutional and Open Space Zones. The City's zones are a close reflection of the various sub-designations of the Official Plan, with the City's policy directions reflected through each zone's permissions and provisions. Permitted uses and lot and built form requirements are set out for each zone, along with general provisions, landscaping requirements and regulations for parking, driveways and loading.

The Zoning By-law will provide the foundation for the establishment of precincts and inform the content of a CPP By-law. The up-to-date nature of the Zoning By-law and its conformity and consistency with the designations of the Official Plan is a significant benefit, as the creation of a CPP By-law can largely focus on process and implementation updates, versus requiring a broader study that focuses on the update of all permissions and provisions. Creation of a CPP By-law will still need to determine which provisions will be carried forward, updated, modified, restructured or removed.

These updates will depend on whether a City-wide or area specific CPPS is implemented.

It should be noted that the Zoning By-law has not been updated to reflect mixed use permissions for select employment designated properties within the City's three Northern Station Areas (**Figure 4**), per Amendment No. 6 to the Region of Waterloo's Official Plan. This is one area where the development of a CPPS could be utilized.

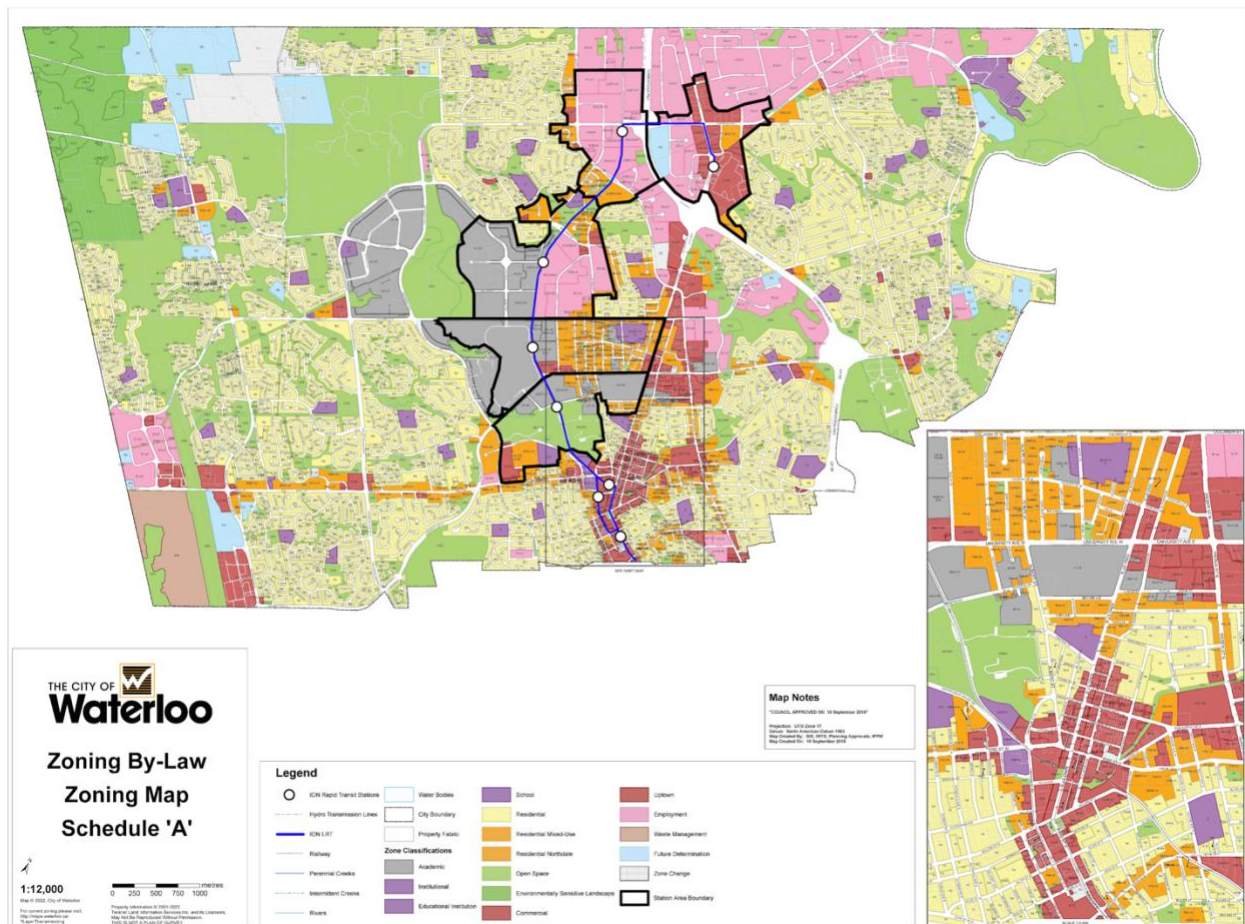


Figure 4. Zoning Map with ION Station Area Overlay

3 Best Practices Review



Only a few municipalities in Ontario have implemented a DP/CPP By-law including the Township of Lake of Bays, the Town of Carleton Place, the Town of Gananoque, the Town of Innisfil, the Town of Huntsville and the City of Brampton. Innisfil, Brampton and Ottawa are examples of municipalities currently in the process of developing a new CPP (Town-wide in the case of Innisfil, and area-specific in Brampton and Ottawa). In order to identify best practices, the DP/CPP By-laws and processes of these municipalities were reviewed which included interviews and conversations with planning Staff to gain insight.

3.1 Lake of Bays

In 2001, the Ministry of Municipal Affairs and Housing (MMAH) selected Lake of Bays as one of five DPS pilot projects in Ontario. The other pilot projects were located in the City of Hamilton, Town of Oakville, City of Toronto, and the Region of Waterloo. Notably, Lake of Bays was the only municipality that enacted a DPS. The Township has operated an area-specific DPS for their Waterfront designation since 2004. The DP By-law focused on the preservation of the waterfront, including its ecological and social values.

The Township of Lake of Bays recently passed a Township-wide CPP By-law in October 2021. Only two site-specific appeals were filed.

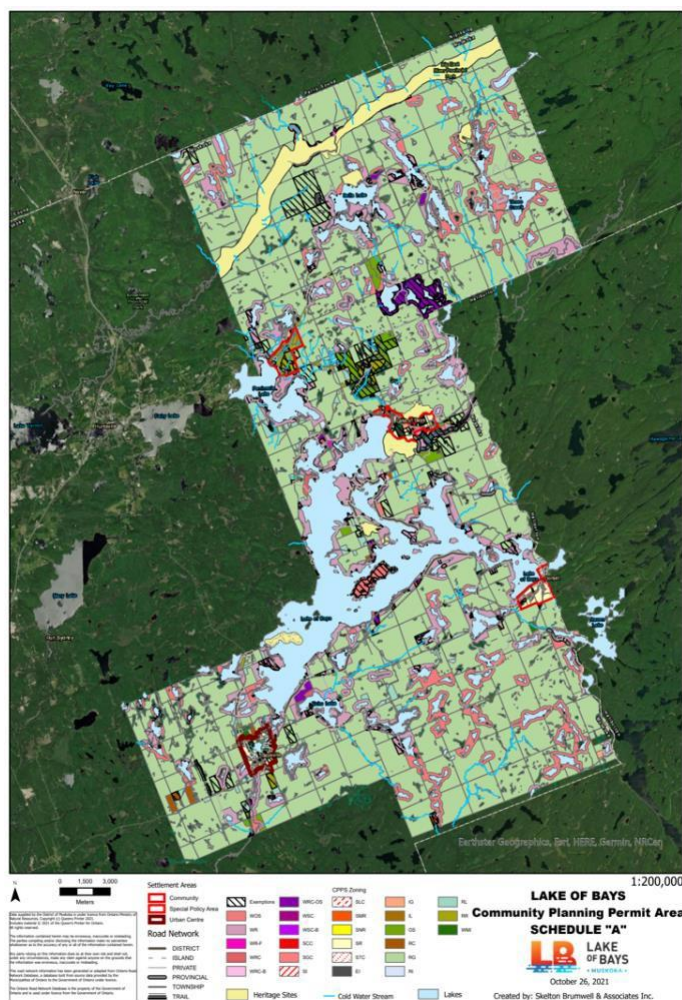


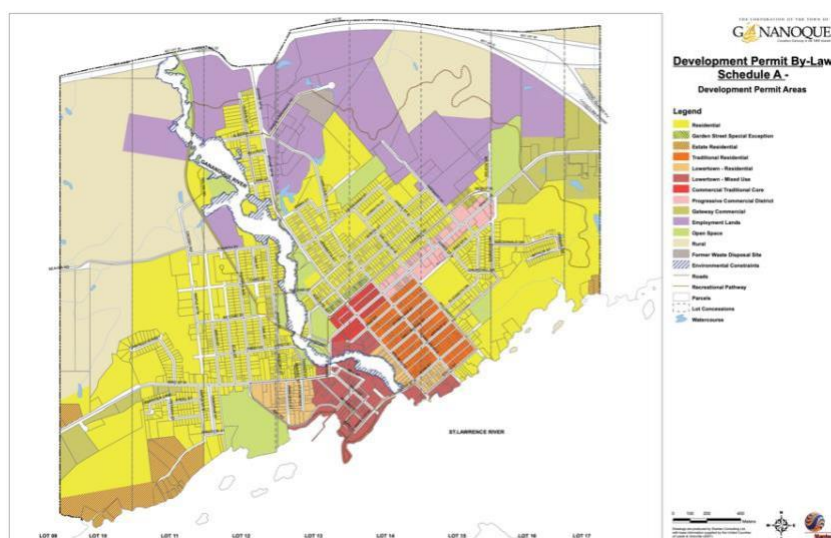
Figure 5. Lake of Bays CPP By-law Schedule

Table 1. Lake of Bays DPS and CPPS Successes and Lessons Learned

Elements Leading to Success	Lessons Learned
<ul style="list-style-type: none"> Knowledge of the system and strong mapping abilities are key to ensuring smooth implementation. The public and stakeholders were pleased with the DPS and minimal changes to the system were requested in the transition to a Township-wide CPPS. The system results in a quick turnaround for applications, specifically allowing Staff variations for less complex projects. The general public and third-party stakeholders are less involved in the development process unless an application has a direct impact. Community buy-in was already established through the DPS, resulting in a smooth transition to the Township-wide CPPS. Development of the CPP By-law was able to fix inefficiencies in the previous DP By-law such as enforcing tree removal and site alteration requirements and using more flexible language for permitted uses. 	<ul style="list-style-type: none"> The learning curve after implementation of the Waterfront DPS was approximately two years. The two-stream approval process of Zoning and the Waterfront DPS resulted in confusion and inefficiencies in the approval process. The municipality found it was too small to have two by-laws in place. The process of developing the Township-wide CPP By-law and merging the existing by-laws was fairly simple.

3.2 Gananoque

In 2009, the Town of Gananoque adopted DPS-enabling policies in its Official Plan, which was followed by the enactment of the Town-wide DP By-law in 2011. Objectives included preserving and enhancing the Town's historic character and environmental features and promoting a sustainable development pattern that provides high quality of life for residents.

**Figure 6. Gananoque DP By-law Schedule A**

Since the approval of the DP By-law in 2011, minor amendments have been made to clarify the procedures of development approval, as well as adjustments to definitions, provisions and uses.

Table 2. Gananoque DPS Successes and Lessons Learned

Elements Leading to Success	Lessons Learned
<ul style="list-style-type: none"> In order to manage timelines, the Town requires agency comments in advance of deeming an application complete. The Town has also used conditional approvals to manage outstanding issues related to larger developments. The streamlined process has made it easier to manage applications and response regarding the approval timelines has been positive by applicants. Graphics have been useful in interpretation. The opportunity to request changes or apply conditions has been positive. 	<ul style="list-style-type: none"> Some of the main challenges experienced with the initial DP By-law relate to knowledge gaps by the municipality and stakeholders and reaching an agreement on permitted uses. A Town-wide DP By-law made sense based on the size of the municipality. Many sections were left similar to the previous Zoning By-law. Most issues arise from interpretation of the DP By-law. There was a large increase in applications after implementation. Key groups were targeted in the development of the DP By-law, however participation was limited. Participation is typically a result of direct impacts from applications.

3.3 Carleton Place

The Town-wide Carleton Place DP By-law came into effect in 2008. Objectives of the DP By-law include preserving small town character; improvement of the waterfront area; neighbourhood preservation and enhancement; rehabilitation of industrial properties; expansion of green spaces and park facilities; diversity of arts, culture and recreation; and protection of the natural environment.

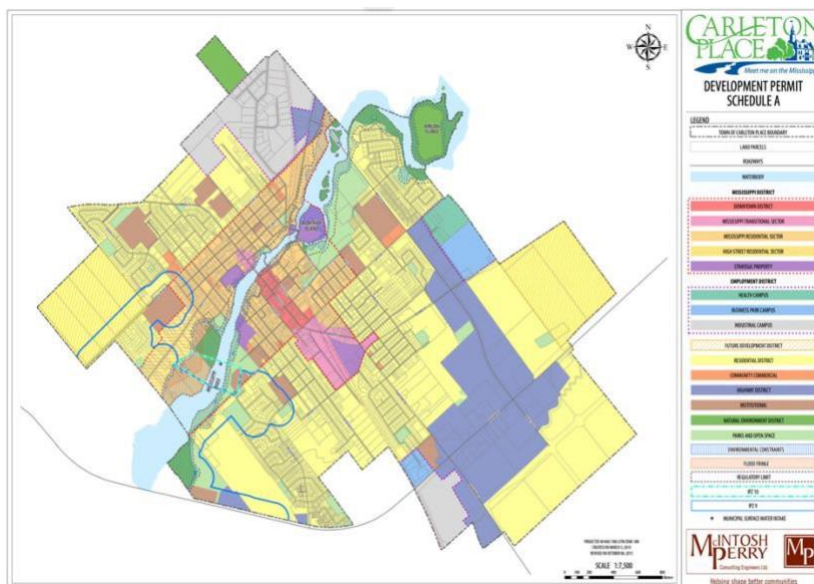


Figure 7. Carleton Place DP By-law Schedule A

Since its implementation, the DP By-law has undergone minor amendments from 2015 to 2018. Some of these amendments were schedule-related and others established compliance between the DP By-law, other by-laws and County's policies. The Town also amended provisions for their mature neighbourhood areas.

Table 3. Carleton Place DPS Successes and Lessons Learned

Elements Leading to Success	Lessons Learned
<ul style="list-style-type: none"> The Town's design criteria and built form inventory has proven useful in evaluating development applications for older parts of the Town. Defined character areas are useful in implementation of the provisions when dealing with development in mature neighbourhoods. The inclusion of charts and graphics in the DP By-law has been useful for explanations. The development process is simplified, especially for minor changes and in terms of reducing the number of required meetings for applications. The provisions of the DP By-law are design driven and promote higher standards for development. 	<ul style="list-style-type: none"> The Town places importance on regularly monitoring the implementation of the DP By-law and making refinements based on community and stakeholder needs. Issues since implementation include conflicting provisions and trying to balance being prescriptive versus flexible.

3.4 Huntsville

Huntsville passed their Town-wide CPP By-law in July 2022 after undertaking a comprehensive two-year study. Three site-specific appeals were filed.

The Town's main intent in implementing a CPPS was to hone in on the waterfront, site alteration and vegetation removal. Prior to the CPP By-law, there was no process to handle vegetation removal and there were minimal site alteration controls.

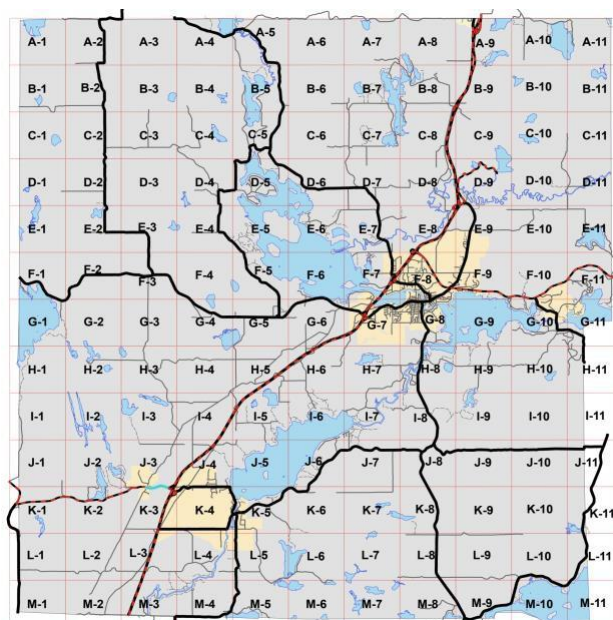


Figure 8. Huntsville CPP By-law Schedule II

Table 4. Huntsville CPPS Successes and Lessons Learned

Elements Leading to Success	Lessons Learned
<ul style="list-style-type: none"> • A Tree Cutting By-law was considered to help address clear-cutting, however the CPPS provided the option to integrate this as part of a larger process. • A flexible approach to provisions and development standards helped to streamline the process. • Being able to follow in Lake of Bay's footsteps and approach was helpful for implementation and generating community buy-in. • While the CPP By-law has not yet been implemented, planning Staff expect time savings in terms of removing meeting requirements and Committee/Council consideration for smaller applications. However, Staff expect more work in terms of pre-consultations and minor applications. 	<ul style="list-style-type: none"> • Timing of the Town's Official Plan update was a key factor in deciding to implement a CPPS. The Official Plan was recently updated and in implementing the policies, the older Zoning By-law could be updated or a new system could be put in place. • While the CPP By-law was developed during the pandemic, more community engagement such as pop-ups and other events would have helped with generating a better understanding of the system and buy-in from the community. Staff would suggest a stronger educational component at the onset of the project. • Refinement of the Official Plan policies is important and should be incorporated into the overall project. For example, an OPA was required at the same time of the adoption of the CPP By-law to address specific requirements of the O.Reg (e.g. list of conditions). • The Town plans to undertake regular meetings to evaluate the process and implementation of the CPP By-law.

3.5 Innisfil

The Innisfil Our Shore CPPS was implemented in 2017 and includes all lands along Lake Simcoe. Objectives of the CPP By-law are to promote alignment with the Lake Simcoe Protection Plan; maintain residential and recreational uses along the shoreline; enhance the ecological function of the shoreline; and protect people and property from natural hazards.

Innisfil is currently undertaking a Town-wide CPPS Study, which will replace the existing Zoning By-law as well as incorporate the Our Shore CPP By-law and the Town's partial draft of their Employment Area CPPS (Our Jobs) into one document.

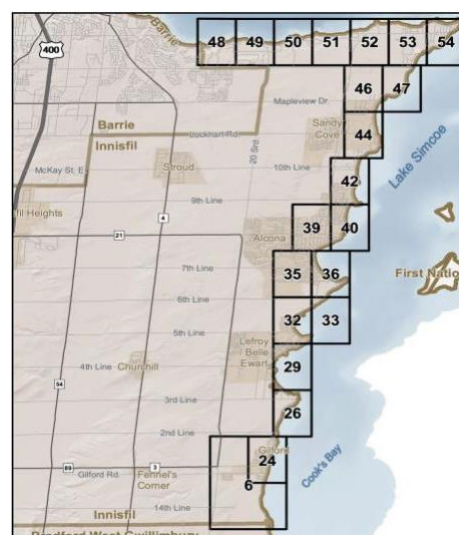


Figure 9. Innisfil Our Shore CPP By-law Schedule

Table 5. Innisfil CPPS Successes and Lessons Learned

Elements Leading to Success	Lessons Learned
<ul style="list-style-type: none"> Existing CPPS has worked well for a streamlined process. Strong user guides and visuals assist in interpretation and understanding of the system and how to read the CPP By-law. Noticeable results for quality of development of shoreline structures since implementation. 	<ul style="list-style-type: none"> The Our Shore CPPS has served as a valuable “trial run” for development of the Town-wide CPPS. The Town has experienced a lack of staffing capacities to follow up on conditions and complete applications for each permit. The Town-wide CPPS will seek to have developers play a stronger reporting role. The Town plans to implement an intuitive web-based format to help with understanding of the CPP By-law and how individual properties are affected. The Town-wide CPP By-law will see changes to various permitted and discretionary uses and permit class requirements based on previous experience with the Shoreline CPPS.

3.6 Other Current CPPS Studies

3.6.1 Brampton Queen Street East CPPS

The City of Brampton is currently developing a CPPS for their Queen Street East Corridor. The area is located within the City's Central Area and along their Primary Intensification Corridor. It is envisioned to be a high-density urban area with a mix of uses that promote walkability, sustainability and liveability.

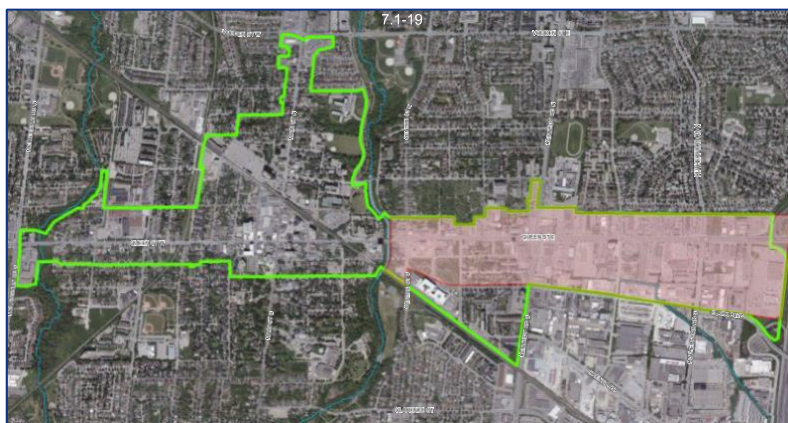


Figure 10. Queen Street East CPPS Study Area

A Queen Street East Precinct Plan was prepared in 2011 to guide growth and development in the area and transform the abundance of commercial retail surface parking to mixed use public and private spaces. The development of the new CPPS is organized into five phases: conceptual Precinct Plan; technical analysis; Precinct Plan refinement; phasing and implementation with recommendations; and CPPS By-law preparation. To date, background review, meetings with Council, City Staff and the Region, and engagement with industry partners has been undertaken.

3.6.2 Ottawa Kanata North Tech Park CPPS

The City of Ottawa initiated a pilot CPPS Study for its Kanata North Tech Park in August 2020. The Kanata North Tech Park was recently designated a Special Economic District in the City's new Official Plan which encourages the area to transform into an economic generator and hub for innovation. The overall vision for the Kanata North Tech Park is to evolve into a special economic and mixed use district for people to live, work, learn, connect, and play.

To date, a preliminary structure for the CPP By-law has been established, along with draft by-law provisions. Next steps include engagement with the public and stakeholder groups.

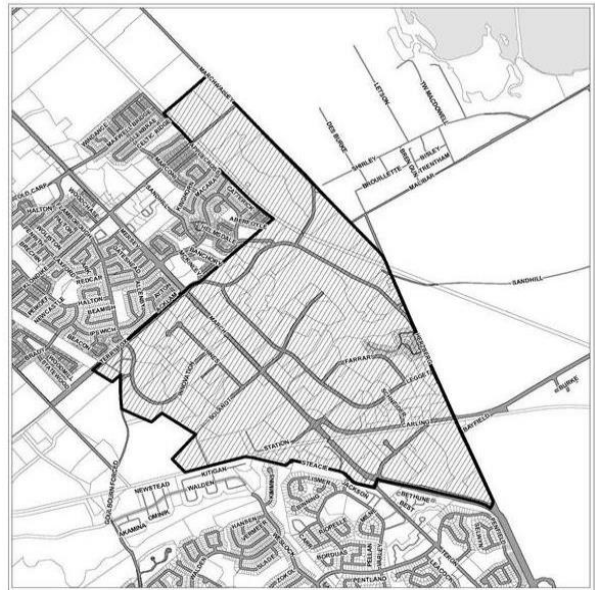


Figure 11. Kanata North Tech Park Study Area

4 Benefits and Challenges



4.1 Benefits of a CPPS

A CPP By-law combines Zoning By-law Amendments, Minor Variances, and Site Plan applications into a single application and approval process. By combining these processes, a CPP By-law allows for considerable flexibility in the application of development standards and land use permissions, providing more certainty to the public and stakeholders on the future use of land.

A CPPS in Waterloo would replace all or a portion of the existing Zoning By-law within the CPPS Area and enable the City to provide greater direction regarding aspects of development that are typically outside of zoning. In comparison, under a traditional approach to planning applications, these processes are completed in parallel or consecutively as part of multiple development applications.

The City is in a good position to develop a CPP By-law as their Zoning By-law was recently updated in 2018. In the implementation of CPP By-laws, many other municipalities have had to deal with updating existing provisions from old zoning by-laws and ensuring compatibility with their Official Plan in the development of precincts. In this case, the development of a CPP By-law could incorporate the definitions, general provisions and zone standards of the existing Zoning By-law and focus on the CPPS process and key areas of control that go beyond zoning permissions, as well as implementation and coordinating the updated processes.

The province of Ontario allows municipalities to utilize CPP By-laws to regulate lands, and believes a CPPS can help municipalities to:

- Make development approval processes more streamlined and efficient;
- Get housing to market quicker;
- Support local priorities (for example, community building, developments that support public transit, and greenspace protection); and
- Create certainty and transparency for the community, landowners and developers.

4.1.1 Streamlined Development Process

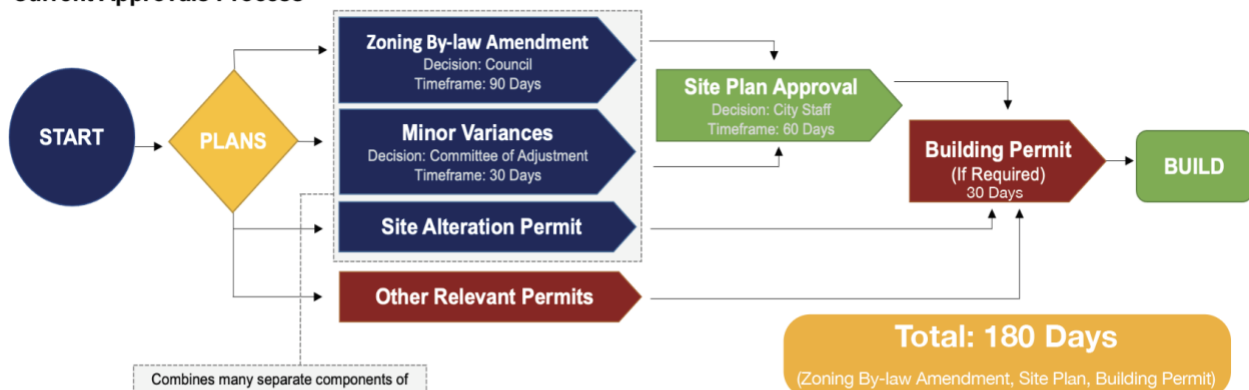
Importantly, under a CPPS, a planning permit must be obtained prior to a development proceeding unless explicitly exempted from the CPP By-law. The Building Permit process remains the same once a planning permit is approved. **Figure 12** provides a comparison of the City's existing development approvals process and the CPP By-law development approvals process.

Streamlining the approvals process into one application system for Zoning By-law Amendments, Minor Variances, and Site Plan applications allows municipal Staff to make approvals decisions more quickly and with all relevant information. In some situations, it may reduce decision time by several months. It also reduces the number of applications residents, homeowners, and developers have to submit to the municipality and improves certainty in the process, providing clear requirements that development must adhere to.

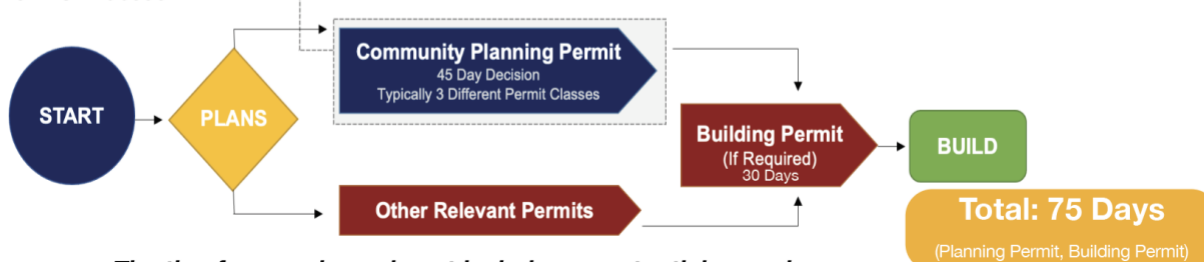
Depending on the development rules, standards and criteria set out in the CPP By-law, a development application may either be approved by Staff, a Planning Advisory Committee, or Council. Development applications submitted under a CPP By-law are reviewed within 45 days. Decisions on a development application may only be appealed by the applicant to the Ontario Land Tribunal (OLT).

In comparison, a development under the current Zoning By-law could be subject to a Minor Variance (approximately 1 month), or Zoning By-law Amendment (approximately 3 months) plus site plan control (approximately 2 months).

Current Approvals Process



CPPS Process



The timeframes above do not include any potential appeals.

Figure 12. Current Approvals Process and CPP Approvals Process

4.1.2 Greater Control and Conditions

As permitted by Section 41 of the Planning Act, the City has established the entirety of Waterloo as a Site Plan Control Area. A CPP By-law provides the ability to fine-tune development proposals by controlling site layout details and establishing development agreements beyond the regular Site Plan Control process. A CPP By-law may include details on site alteration, grading, tree removal, natural feature protection, shoreline controls, and floodplain and natural hazard limitations. Because of this, the CPP By-law is intended to streamline the development approvals process.

Through the passing of Bill 23 in November 2022, changes to the Site Plan Control process include exempting developments of 10 units or less from Site Plan Control and removing the ability for municipalities to control external architectural design. Through a CPPS however, these changes do not apply.

A CPP By-law may also provide directions on aspects of development that are typically not included as part of a Zoning By-law, such as landscaping requirements, urban design criteria, heritage character and community benefits. For example, Carleton Place and Gananoque's DP By-laws place a strong emphasis on providing urban design, built form and architectural guidance and do so through the incorporation of illustrations and diagrams throughout as shown in **Figure 13** and **14** below.

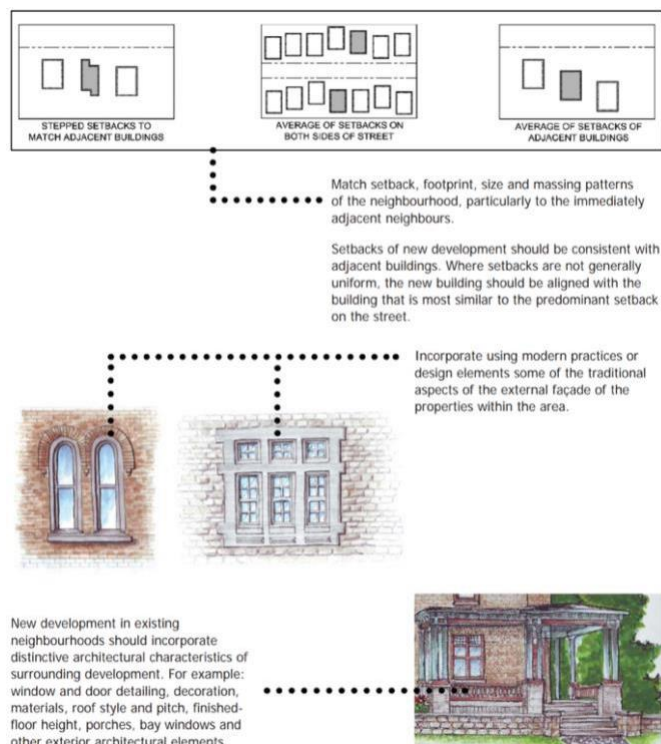


Figure 13. Gananoque DP By-law Residential Design Criteria Excerpt

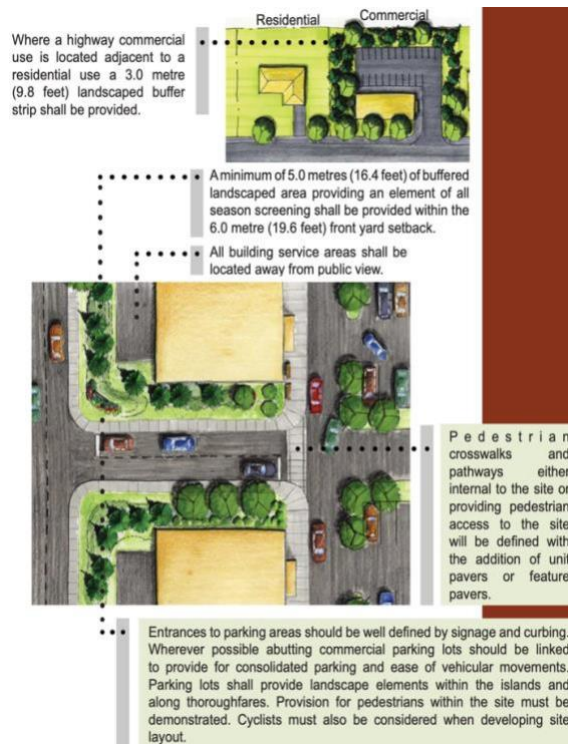


Figure 14. Carleton Place DP By-law Built Form Design Criteria Excerpt

The City of Waterloo is currently working on an Urban Design Manual update to incorporate new practices and innovation, including updated guidelines for the ION Station Areas. A CPP By-law would provide the opportunity to build upon urban design elements for specific established precincts. It would also provide the opportunity to implement various requirements of the Urban Design Manual, which as a stand-alone document can only be implemented as a guide through the Site Plan Control process.

Additionally, a CPP By-law provides the City the ability to impose conditions on the issuance of a development permit, to ensure future development protects environmentally significant areas and other community assets. Projects that go through a CPPS may have outcomes that align more closely with the community's vision, as they are subject to greater controls.

4.1.3 Site Alteration and Vegetation Removal

Section 1 of *O.Reg 173/16* provides a broader definition for “development” under the CPPS process than Section 41(1) of the Planning Act under the Site Plan Control process. Specifically, the CPPS process allows a municipality to control activities relating to site alteration and vegetation removal.

4.1.4 Public and Stakeholder Consultation

Under a CPPS, all public and stakeholder consultation is front-ended, meaning it is part of implementing the CPPS-enabling Official Plan policies and the establishment of the CPP By-law. This is different from traditional zoning where stakeholder consultation is firmly embedded as part of the development approvals process. In comparison to Zoning By-law Amendments and Minor Variances, the CPPS process does not require mandatory public meetings; however, some local governments decide to incorporate public notification as part of the CPP By-law planning permitting process. There are no third-party appeals for CPP By-law applications. Only the development applicant has the right to appeal a decision on a CPP By-law application.

4.1.5 Inclusionary Zoning

Inclusionary Zoning (IZ) is a municipal planning tool that mandates or incentivizes developers to provide affordable housing within new market-rate developments, with the overall intent to increase equity in housing in areas that are the focus for new development. A number of municipalities have been considering the use of a CPPS as a way to implement IZ. While “zoning” makes up part of its name, IZ is a comprehensive tool that can be implemented through updated Official Plan policies and provisions set out within either a Zoning By-law or CPP By-law.

In Ontario, the Planning Act and *O.Reg 232/18* set out the provisions for IZ. According to Section 16(5) of the Planning Act, an Official Plan may put policies in place that authorize IZ within:

- a) A Protected Major Transit Station Area; or

- b) An area in respect of which a development permit system is adopted or established in response to an order under Subsection 70.2.2(1).

Subsection 70.2.2(1) allows the Minister, by order, to require a local municipality to adopt or establish a DPS/CPPS.

Currently, there are differing interpretations on where IZ may be implemented based on the above Planning Act provisions. It is clear that IZ may be implemented within a Protected MTSA (PMTSA), and according to the Waterloo Region Official Plan all of its MTSA's are recognized as PMTSA's. However, it is unclear whether a CPPS must be established by the Minister in order to implement IZ. It has been our interpretation of the Provincial regulations that IZ would be able to apply where a CPPS has been adopted by a municipality (regardless of Minister approval) or where a CPPS has been established in response to a Minister's order.

The Province has been relatively silent on this matter, leaving it up to the interpretation of individual municipalities. While O. Reg 232/18 itself does not currently expand on its relationship to the CPPS, amendments were recently proposed in October 2022. The proposed amendments do not include any additional CPPS information, however the preamble to the amendment provides some insight. Under Proposal Details – Inclusionary Zoning Background, the following is included:

“Inclusionary zoning is a land use planning tool, authorized under the Planning Act, that municipalities may use to require affordable housing units to be included in residential developments of 10 or more units in identified Protected Major Transit Station Areas (PMTSA's) or in Community Planning Permit System (CPPS) areas ordered by the Minister.”

In light of the preamble text noted above, it has been our interpretation that IZ can be implemented within an area that is subject to a CPPS, outside of a PMTSA, if adopted by a municipality rather than ordered by the Minister. As previously noted, IZ can certainly be implemented within a PMTSA, and all of Waterloo's MTSA's are recognized as PMTSA's.

4.2 Challenges of a CPPS

4.2.1 Community Buy-In and Understanding

The CPPS is still a relatively new planning tool and while more municipalities are now either looking into its prospects or developing new CPP By-laws, there is still a significant educational component that must be undertaken before, during and following implementation. Shifting community, developer, Staff and Council understanding to a new process is one of the main obstacles that must be overcome. If people do not understand the process or its benefits, gaining buy-in for the project and ensuring fulsome involvement and participation in the development of the CPP By-law itself will

be a challenge. Additionally, if the City chooses to implement an area-specific CPPS, there will be multiple planning processes within the City (zoning by-law, CPP By-law) which may result in confusion amongst the development community and the public, and the practical challenge of ensuring that City Staff and all commenting agencies understand the CPPS process. Therefore, development of a CPPS must be paired with a strong educational component and public engagement process.

4.2.2 Development Review Capacity and Timelines

While a more streamlined development process is a benefit of the CPPS, working within a new 45-day development review timeframe may pose some concerns for the City. This may include staffing and workload uncertainties or concerns regarding not having enough time to gather comments from all relevant departments and agencies. It is important that development of a CPP By-law considers the most effective internal systems to achieve timely development review which may include internal reorganization of Staff (e.g. Staff that are dedicated to the review of CPP applications) and a process for obtaining comments from internal departments and external agencies in a timely manner.

Other municipalities have approached the timeline challenge by only deeming an application complete when all department and agency comments have been received and peer reviews have been conducted (if required), effectively “pausing” the timeline while waiting for comments. The key matter to note is that there are no legislative complete application requirements for a CPPS, so municipalities can establish the parameters that work best for them. Providing commenters with as much notice as possible and keeping all stakeholders involved is key to implementation.

4.2.3 Approval Authority and Notification Requirements

Under a CPPS, a development application may either be approved by Staff, a Planning Advisory Committee or Council. Permits subject to Staff review and approval typically meet all development standards or propose minor variations to the standards. Council or Planning Advisory Committee approval is typically required for more significant development proposals. Upon review of a complete application, the Staff/Committee/Council may approve the application, approve the application with conditions (e.g. a condition may include the implementation of actions or recommendations identified within a technical report), or refuse the application with no permit issued. It is up to the individual municipality to structure their permit classes and thresholds for variations.

A CPPS is quite flexible in the way it can be set up with respect to permit classes and approval authority. However, this flexibility may pose a challenge in that there may be a perceived lack of public notification or consultation associated with permit applications.

The legislation does not require any notification for CPPS applications. However, in practice within municipalities who have implemented a CPPS or DPS, notification requirements vary between permit classes. There are typically no notification

requirements for Staff variations. For example, today, if a homeowner was proposing to increase the maximum gross floor area of their dwelling by 10%, a minor variance application would be required, which would necessitate notification to neighbours who would be able to submit comments and appear at a public hearing to express their support or concern, prior to a decision being made. By contrast, if a CPPS were in place, and a 10% increase in maximum gross floor area was considered to be a Staff variation, notification may not be required, and while area residents could certainly comment on the proposed development in writing, the decision would be made by Staff, outside of a public forum.

For classes requiring higher approval authorities, public notification of the application is typically required in some fashion, including sign posting requirements and/or circulation by mail to neighbours within 120 metres of the property subject to the application. Most DP/CPP By-laws also require notice and information related to the application to be posted on the municipality's website.

The CPPS affords much flexibility with respect to approval authority and notification requirements. Should the City pursue the implementation of a CPP By-law, early consultation with the public regarding approval authority and notification requirements is recommended to address head-on any potential concerns. Further, with appeal rights for CPP By-law applications limited to the applicants and the approval authority (no third party appeals), it is particularly important to ensure public consultation up-front through the development of the by-law itself.

5 Municipal Goals and Objectives



There are a number of reasons why a municipality may choose to implement a CPPS. Factors affecting this decision include local context, current municipal policy and planning systems, trends in the development industry and public opinion. Generally, the intent for Waterloo will be to provide an additional tool and process that will assist in providing solutions to current problems facing the City, as well as a tool that will build off and implement the City's current goals and objectives. This includes the vision and principles of the current Official Plan, as well as consideration for the existing Official Plan DPS objectives set out in **Section 1** of this report. The City's existing DPS objectives as set out in Section 12.2.1.15.1 of the Official Plan include:





- Supporting a compact urban form within the Built-Up Area;
- Facilitating a high standard of urban design;
- Supporting the protection of the environment; and
- Streamlining the development process.

While implemented prior to the CPPS framework, these objectives remain applicable and valuable in the establishment of a CPPS in Waterloo. They are also applicable City-wide. It is important to note that the area for which a CPPS is chosen to apply has a significant impact on its goals and objectives, and vice versa. As expanded on in **Section 6** of this report, the City has demonstrated interest in focusing a future CPPS within areas of intensification such as the MTSAs, Uptown and Nodes and Corridors (rather than the City's Low Density Residential neighbourhoods). The City's Affordable Housing Strategy Discussion Paper also identified interest in how the CPPS policy framework could be applied as a tool to support and achieve:

- Increased housing supply;
- Housing diversity and missing middle housing; and
- Affordability, including inclusionary zoning.

Depending on where and why the City may ultimately choose to implement a CPPS, the following goals and objectives in **Table 6** below could be achieved.

Table 6. Preliminary CPPS Goals and Objectives

Goal	Objectives
	<ul style="list-style-type: none"> • Require the provisions of affordable and attainable housing, specifically in proximity to transit and within the City's MTSA's. • Prioritize intensification in the City's MTSA's and Designated Nodes and Corridors. • Encourage the development of missing middle housing and higher density housing forms that help provide a more diverse range of attainable options. • Prioritize development projects that increase the City's housing supply and options in a streamlined and efficient manner.
	<ul style="list-style-type: none"> • Encourage a compact, connected and context-sensitive urban built form. • Ensure the provision of a mix of uses and densities. • Encourage the development of a vibrant public and private realm, specifically within MTSA's, Uptown and within the City's Nodes and Corridors. • Provide built form direction for higher density and mixed-use development to ensure appropriate transition and public realm interface. • Plan for and provide direction on employment and commercial uses.
	<ul style="list-style-type: none"> • Creating a more simplified development process. • Focus on pre-submission meetings to ensure appropriate information is required at the outset. • Accelerate development approval timelines.
	<ul style="list-style-type: none"> • Focus and provide direction on green design, landscaping and sustainability to help mitigate the impacts of a changing climate and integrate natural elements and systems into the built environment. • Regulate tree protection, removal and planting (including large canopy trees, as appropriate) • Regulate site alteration activities. • Provide direction on electric vehicle parking and infrastructure.

6 Geographic Scoping



As set out in **Section 5** above, preliminary goals for a CPPS in Waterloo involve streamlining the development approvals process, increasing housing diversity, promoting high quality urban design and encouraging sustainability. The degree to which these goals will be achieved, as well as their more detailed objectives, is dependent on the location of where CPPS may be implemented. The City has the option to implement a municipal-wide CPPS, which may present both benefits and drawbacks, however for the purpose of this report, and further to discussions with City Staff, this Section of the report provides a comparative analysis of candidate locations for an area-specific CPPS.

At the outset, it is important to note that the options and recommendations within this Section of the report are not final, and certainly merit further discussion with City Staff. It is intended that this report helps to inform a future decision with respect to where a CPPS may be implemented.

As addressed in **Section 1** of this report, Waterloo's City Structure is based on a series of Nodes and Corridors which are intended to accommodate a mix of uses and intensification within the City. Waterloo's eight recently established MTSA's have also been directed to accommodate increased densities and transit-supportive mixed uses over time. According to the City's Official Plan, the three ION Stations within the City's Primary Node are to be planned comprehensively as part of the UGC and therefore these MTSA boundaries are not delineated. However, the recently adopted Waterloo Region Official Plan delineates these three MTSA boundaries (in addition to Waterloo's five others) which encompass a much broader area than just the Uptown UGC. **Figure 15** below delineates the City's Nodes and Corridors, as well as MTSA boundaries in accordance with the Regional Official Plan.

Section 3.6 of the Official Plan describes the City's hierarchy of Nodes and Corridors. Generally, Nodes represent the City's most significant concentrations of employment, housing, commercial land uses and other services and amenities. Their intent is to provide opportunity for residents to live close to a mix of uses and provide focal points for pedestrian, bicycle and transit routes. Each Node may differ in character, scale and level of activity and intensity. Corridors represent major streets or transit routes that link Nodes and provide opportunities for intensification and transit-oriented development through high, medium high and medium density development. **Figure 16** below shows land use designations within the City's Nodes, Corridors and MTSA's.

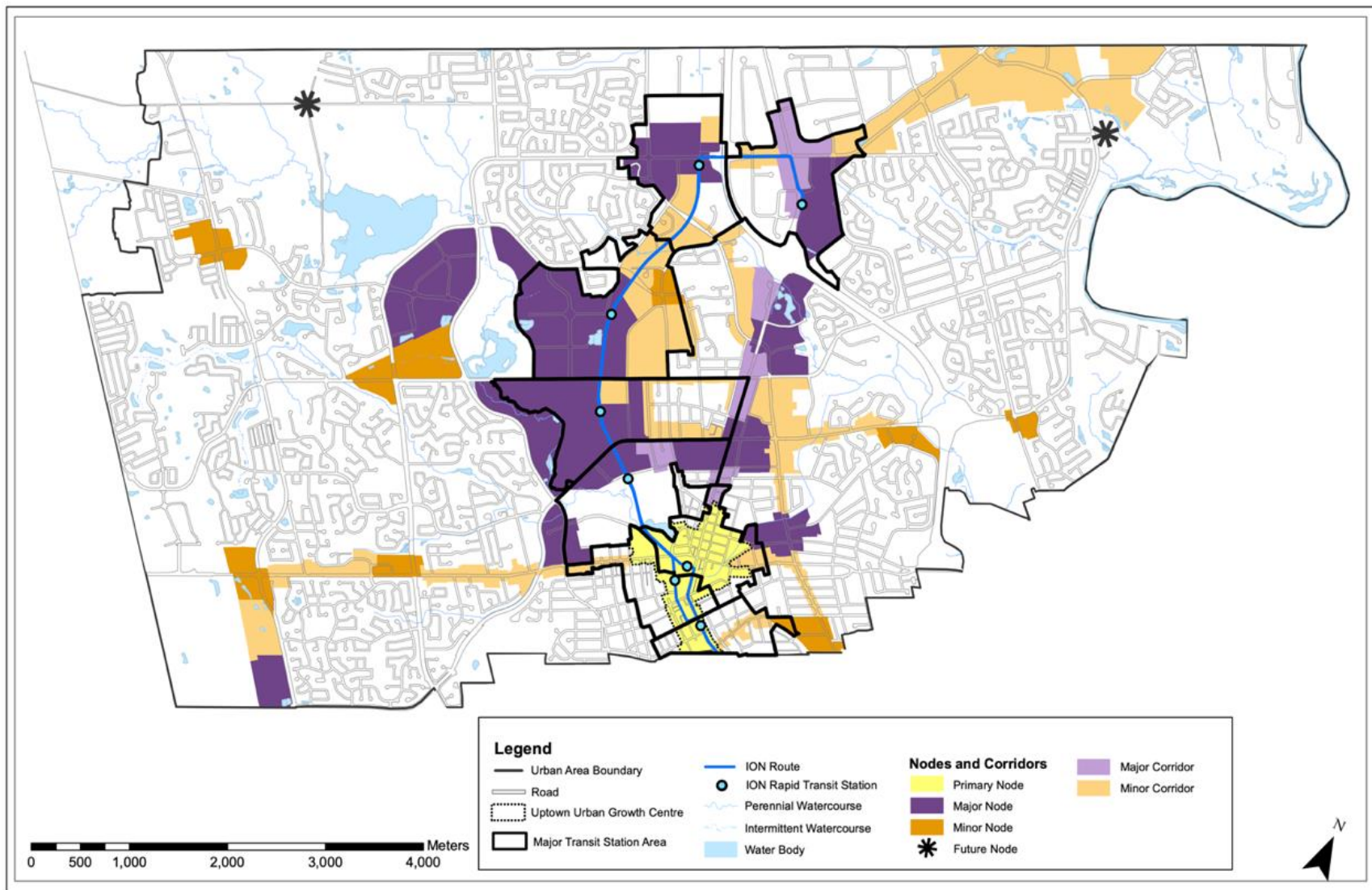


Figure 15. Waterloo's Nodes, Corridors and MTSAs

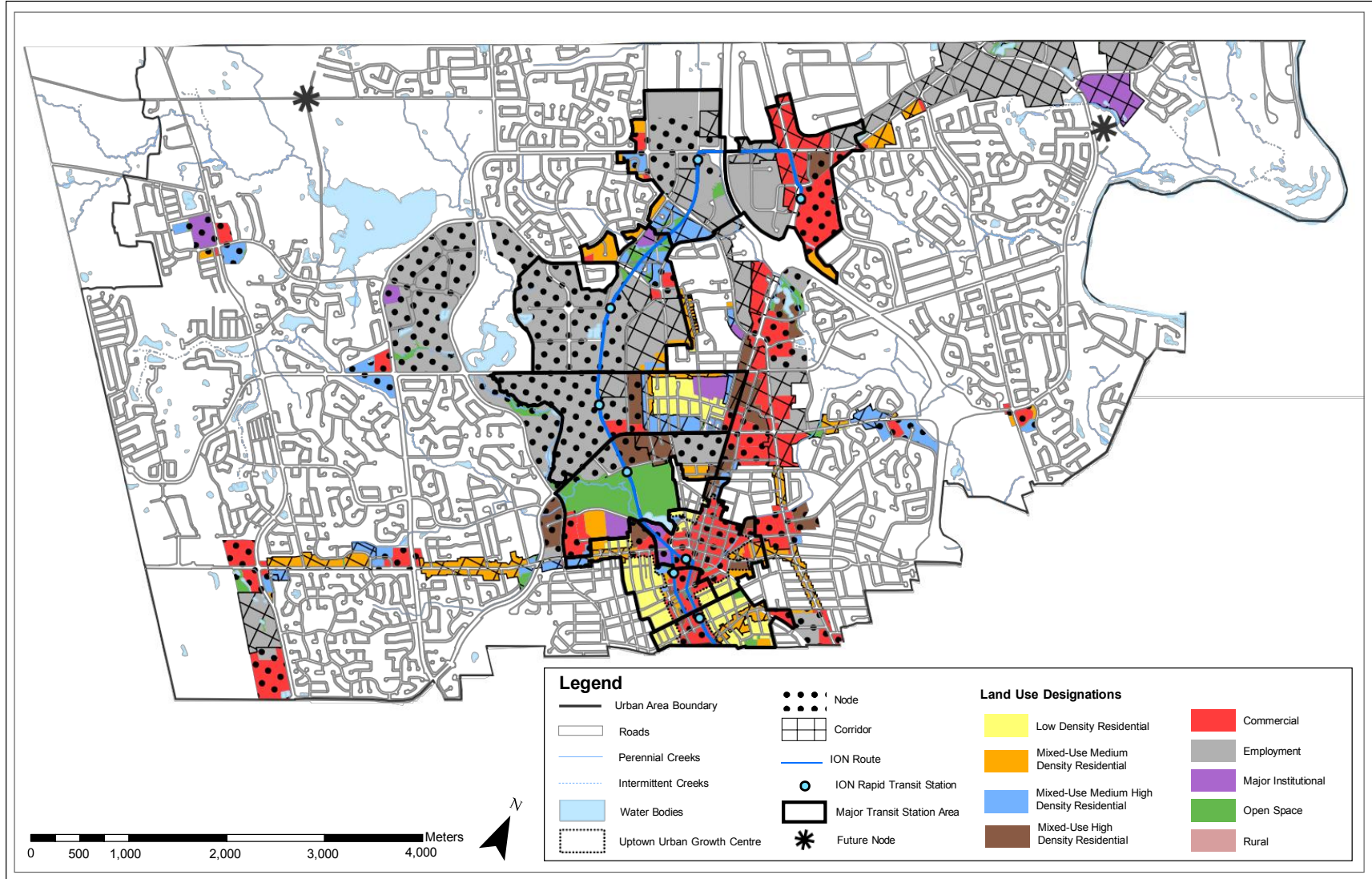


Figure 16. Land Use Designations within Waterloo's Nodes, Corridors and MTSA's

As delineated in **Figure 16**, a large portion of the City's Nodes, Corridors and MTSA's are comprised of Employment Areas. Included within this category are academic uses such as the University of Waterloo, Wilfrid Laurier University and Conestoga College. According to Official Plan Section 3.6.1, the permitted uses in Employment Areas within designated Nodes will be limited and generally scoped to the existing employment uses. Recently however, the Region of Waterloo approved Official Plan Amendment No.6 (ROPA 6) with modifications to the City's Employment Areas. As illustrated on **Figure 17**, a number of areas in the City would be removed from the Region's Employment Lands, per Waterloo Region Official Plan Amendment 6. Through the City's Official Plan Review, these lands may need to be redesignated to another land use such as Commercial, Mixed Use or Residential.

Many of the City's other Nodes are designated Commercial. Land uses within Corridors are primarily designated Residential and Employment, with some Commercial designated lands.

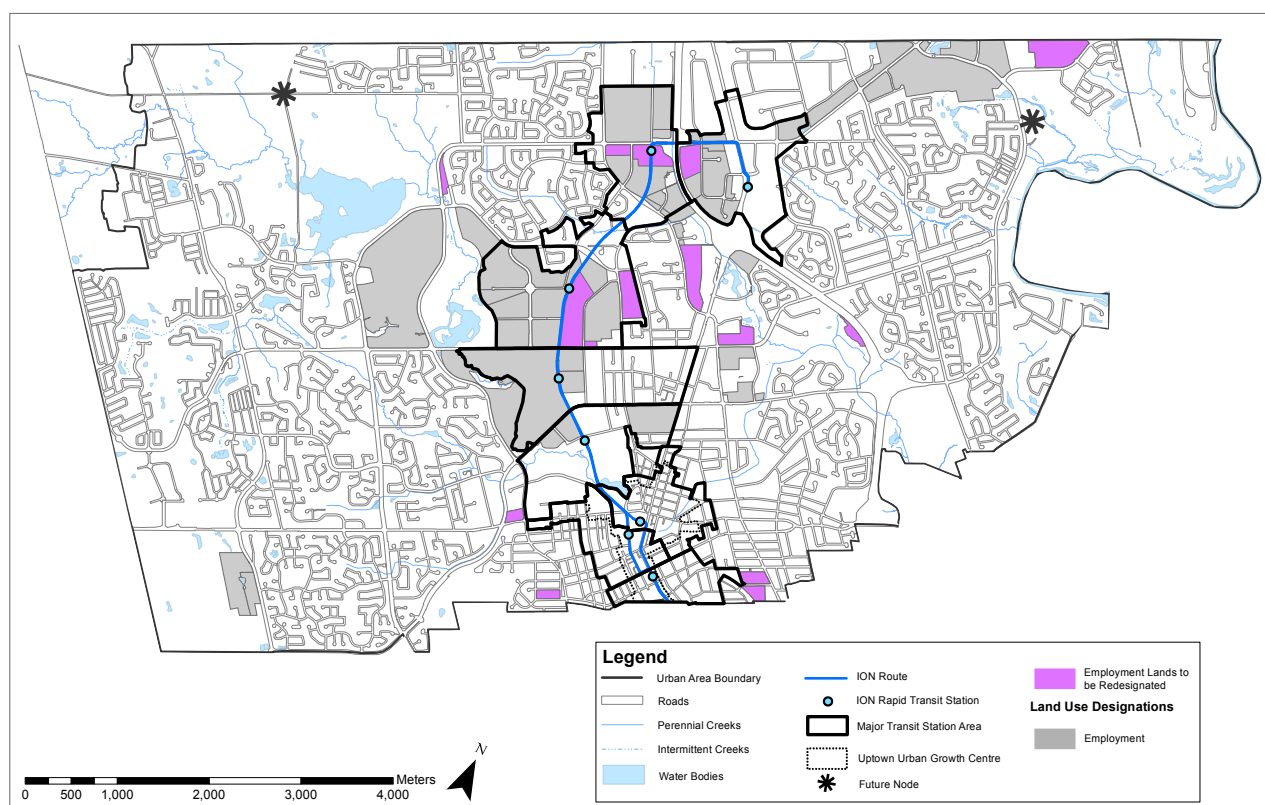


Figure 17. Employment Lands to be Redesignated

As a starting point for the geographic scoping analysis, based on the City's preliminary CPPS goals and objectives of intensification, housing diversity as well as compact, mixed use built form, lands within the City's Nodes, Corridors and MTSA's are being considered. **Table 7** provides a comparative analysis of these potential CPPS area options.

Table 7. Potential CPPS Area – Opportunities and Challenges

Area	Intent	Designations	Opportunities	Challenges
Uptown UGC	<ul style="list-style-type: none"> Accommodate a wide range of commercial, employment, social, cultural, entertainment, accommodation, open space, recreational, institutional as well as residential uses, facilities and spaces. Serve as a higher density employment centre, particularly office employment. Accommodate a significant share of the City's future population. Encourage compact urban form that features high-quality urban design and supports a balanced transportation mode share. 	<ul style="list-style-type: none"> Commercial Major Institutional Mixed-Use High Density Residential Mixed-Use Medium High Density Residential Mixed-Use Medium Density Residential Open Space 	<ul style="list-style-type: none"> Ability to prioritize development within the City's Primary Node. Opportunity to implement placemaking, urban design, public and public design and landscaping provisions in line with the Official Plan and Urban Design Manual refresh. Provides one focus area for the CPPS and ability to narrow in on specific requirements applicable to Uptown. Ability to plan and provide updated provisions for the three MTSA's within the UGC. Protection and enhancement of heritage resources (properties and districts) and 'Uptown' character 	<ul style="list-style-type: none"> Limited development potential – some potential on existing parking lots Existing policy framework calls for a low to mid rise core – intensification can still be achieved, but limit on height The Region's MTSA boundaries of the three Uptown ION Station Areas are broader than the UGC boundary – consideration will need to be given to how the lands within the Region's MTSA boundaries falling outside of the UGC boundary will be planned
Major Nodes	<ul style="list-style-type: none"> Medium High to High Density Mixed-Use areas accommodating a range of uses May include residential, commercial, 	<ul style="list-style-type: none"> Commercial Employment Mixed Use High Density Residential 	<ul style="list-style-type: none"> Planning for high intensity mixed uses 	<ul style="list-style-type: none"> Large land areas, such as the Universities, College, Employment Areas, and Conestoga Mall and larger plazas would require one developer (or the

	<p>employment, social, cultural, recreational and institutional uses.</p> <ul style="list-style-type: none"> Commercial uses that provide for regular shopping needs are encouraged, including small to medium-sized food stores where appropriate. 			Universities/Collage) to develop and intensify, rather than a number of individual lots and landowners.
Minor Nodes	<ul style="list-style-type: none"> Same intent as Major Nodes, with a stronger focus on neighbourhood serving commercial centres. 	<ul style="list-style-type: none"> Commercial Mixed Use Medium High Density Residential 	<ul style="list-style-type: none"> Planning for high intensity mixed uses 	<ul style="list-style-type: none"> Secondary Schools have been removed from the scope of this analysis as their land use designations do not permit residential development. Minor Nodes are mostly plaza sites – would require one developer to intensify and provide mixed uses (the use of a CPPS as a pilot would be limited).
Major Corridors	<ul style="list-style-type: none"> Connect Major Nodes and/or the Primary Node Have the greater capacity and potential to support higher frequency transit Planned to accommodate Medium High to High Density uses 	<ul style="list-style-type: none"> Commercial Mixed Use High Density Residential 	<ul style="list-style-type: none"> Many different types of development opportunities (many properties of different sizes) – CPP By-law can be tested in multiple ways 	<ul style="list-style-type: none"> Not confined to an easily recognizable and defined geographic boundary.

	<ul style="list-style-type: none"> Intended to provide for sufficient future population and employment growth 			
Minor Corridors	<ul style="list-style-type: none"> Connect Major Nodes, Minor Nodes and/or the Primary Node Predominantly Medium to Medium High Density Residential Some areas planned to have a function other than residential. Limited amount of commercial uses 	<ul style="list-style-type: none"> Employment Mixed Use Medium Density Residential Mixed Use Medium High Density Residential 	<ul style="list-style-type: none"> Minor Corridors would be ideal for accommodating missing middle housing based on existing OP permissions 	<ul style="list-style-type: none"> Would not be the City's location for highest intensification – wouldn't test super high development Not confined to an easily recognizable and defined geographic boundary.
MTSAs	<ul style="list-style-type: none"> Densities planned to increase over time, with the highest degree of intensification closest to the ION Station Stops Intended to accommodate a mix of transit supportive land uses Development shall support the unique character of each Station Area Placemaking shall be supported through public and private realm improvements, public art, open 	<ul style="list-style-type: none"> Commercial Employment Mixed-Use High Density Residential Mixed-Use High Density Residential Mixed-Use Medium High Density Residential Mixed-Use Medium Density Residential Open Space 	<ul style="list-style-type: none"> Opportunity to update existing zoning for current employment MTSAs Opportunity to implement the Official Plan public realm and placemaking policies for MTSAs Official Plan places priority on the public realm, mixed uses and design which the CPPS could direct 	<ul style="list-style-type: none"> Inclusionary Zoning is already permitted in PMTSAs and could therefore be implemented outside of a CPPS Intensification is directed to MTSAs – the missing middle objective may get lost Much of the land within MTSAs are designated employment in the ROP – need to consider how to amend the OP to permit mixed use (if warranted) in the context of Bill 23.

	<p>spaces and enhanced amenity</p> <ul style="list-style-type: none">• Encourage job growth and commercial vitality			<ul style="list-style-type: none">• Three Uptown MTSA's are to be planned as part of the UGC
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7 Recommended Options for CPPS Areas



Based on the analysis of potential CPPS areas and review of their associated opportunities and challenges, we have identified four recommended options for the City to consider for future implementation of a CPPS pilot project, as shown on **Figure 18**. The land uses within each potential CPPS area are identified on **Figure 19**. The options presented below can either be implemented on an individual basis or combined together. They are for consideration by City Staff, and do not preclude the consideration of alternate or additional CPPS areas. While it is our opinion that the four options presented below are good candidates for a CPPS pilot in Waterloo, we continue to believe that the CPPS could also be expanded to the entire City in the future.

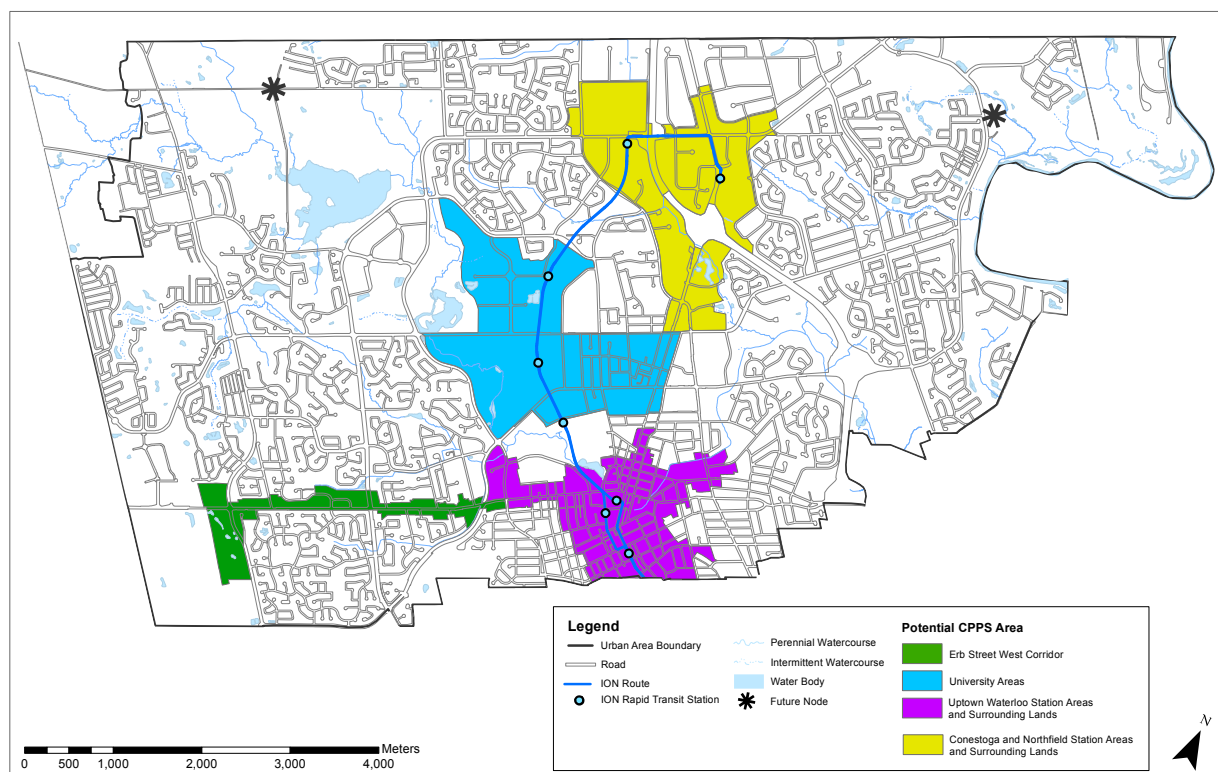


Figure 18. Potential CPPS Areas

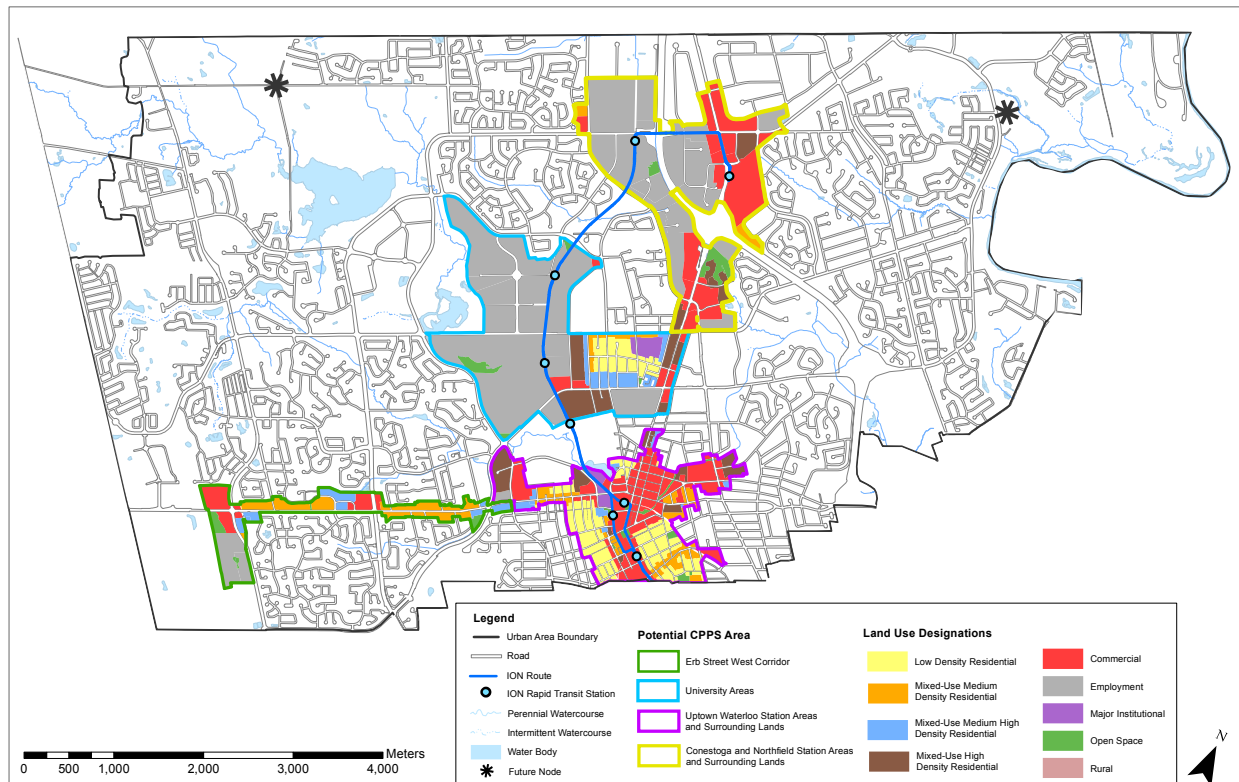


Figure 19. Land Uses in Potential CPPS Areas

Option 1: Uptown Waterloo Station Areas and Surrounding MTSA Lands

The first option being recommended for the development of a CPPS encompasses the Uptown Waterloo Station Areas and the remainder of the surrounding lands within the MTSA. This geographic area represents the area that is slated to accommodate a significant amount of intensification and is made up of a combination of elements of the City's urban structure that enable this, including the Primary Node, Major Nodes, a Minor Node and Minor Corridors. Further, the land use policies of the Official Plan already permit the development of mixed uses at varying densities for a large portion of these lands.

The majority of these lands are located within the Region's PMTSA boundary, and as such, IZ could certainly be implemented in the future.

While redevelopment within Uptown has already begun, there are still many opportunities for development and redevelopment on lots of varying sizes and a multitude of landowners (rather than fewer, larger properties owned generally by one landowner). The mix of lot sizes and diversity in ownership will lead to varying types of development applications, which makes this option a good candidate for a pilot CPPS, where ongoing monitoring and evaluation of the process can occur.

Option 2: University Areas

The second option being recommended for the development of a CPPS corresponds with lands within and surrounding the University of Waterloo, David Johnston Research and Technology Park and Wilfrid Laurier University. This option includes lands within three different ION station areas. This geographic area has seen significant redevelopment and intensification over recent years. The City's three post-secondary institutions specifically have been experiencing significant enrolment growth, resulting in increased pressure for off-campus housing in the City's near-campus neighbourhoods.

This area is made up of a combination of elements of the City's urban structure that enable this type of intensification, including a Major Node as well as Major and Minor Corridors. The land use policies of the Official Plan already permit the development of mixed uses at varying densities for a large portion of these lands, with many lands designated as Mixed Use Medium High Density and Mixed Use High Density.

The majority of these lands are located within the Region's PMTSA boundary, and as such, IZ could certainly be implemented in the future. Further, we believe that IZ could be applied to lands outside of a PMTSA but subject to a CPPS.

While redevelopment within the area has already begun, there are still many opportunities for development and redevelopment. Similar to Uptown Waterloo, there are many lots of varying sizes and a multitude of landowners in the area. Along King Street and University Avenue, given the depth of some of the lots and existing uses in the area, there are significant opportunities for development and redevelopment. These characteristics make this option a good candidate for a pilot CPPS, where ongoing monitoring and evaluation of the process can occur.

Option 3: Erb Street West Corridor

The third option being recommended for the development of a CPPS extends from the western edge of the Uptown Waterloo MTSA westward along Erb Street to Erbville Road / Ira Needles Boulevard, including the Minor Node lands on the west side of Erbville Road / Ira Needles Boulevard. The area is made up of a combination of elements of the City's urban structure that could enable some intensification, including the Erb Street Minor Corridor and Minor Nodes at Fischer-Hallman Road and Erbville Road / Ira Needles Boulevard. The land use policies of the Official Plan already permit the development of mixed uses at varying densities for a large portion of these lands, with many lands designated as Mixed Use Medium Density and Mixed Use Medium High Density.

In contrast to the other options presented, these lands are not located within the Region's PMTSA boundary. We continue to believe that IZ can be applied to lands outside of a PMTSA but subject to a CPPS.

While some redevelopment along the corridor has occurred, there are some key, larger sites along the corridor that could potentially see some redevelopment, particularly for the missing middle housing forms that are already permitted in the area. Closer to eastern boundary of the Erb Street corridor, the establishment of a CPPS may also encourage some redevelopment of smaller lots currently occupied by single and semi-detached dwellings (some already containing multiple units), low rise multi-unit buildings, and existing commercial and institutional uses. While the Erb Street corridor will generally accommodate lower levels of intensification than the other two options presented above, the corridor is also a good candidate for a pilot CPPS for missing middle type housing and where ongoing monitoring and evaluation of the process can occur.

Option 4: Conestoga and Northfield Station Areas and Lands

The fourth option recommended for the development of a CPPS encompasses the Northfield and Conestoga Station Areas, as well as the lands south of the Conestoga Parkway along King Street within Nodes and Corridors designated Commercial and Employment. This area provides a number of different development options within North Waterloo, including the development and redevelopment of commercial and employment lands, as well as mixed use opportunities in proximity to the ION stations. This geographic area is made up of Major Nodes, Minor Nodes, Minor Corridors and two MTSAs. The area also includes a number of properties that may need to be redesignated from Employment Lands (refer to **Figure 17**).

The current land use framework (and future land use designations as part of the City's Official Plan Review) may permit the development of mixed use areas at varying densities for a large portion of the lands, as well the development and redevelopment of stand-alone commercial and employment uses. Some redevelopment in this area has occurred, however the two new MTSAs have introduced the opportunity for additional intensification and mixed use redevelopment in this area. There are a variety of lot sizes and landowners within this area, which will lead to a variety of development applications.

8 Implementation Process



This Section of the Report provides recommended approaches for implementation of a CPPS, including direction on:

- Required updates to the City's Official Plan;
- By-law structure; and
- Recommended framework for permit applications, including delegated authority, permit classes, discretionary uses, variations, conditions of approval and exemptions.

8.1 Official Plan Update

As summarized in Section 1.3.1 of this report, *Chapter 12: Implementation* of the Waterloo Official Plan contains policies for the establishment of a Development Permit System (DPS). These policies will need to be updated to reflect more recent Provincial CPPS regulations of *O. Reg 173/16*. Section 3(1) of *O. Reg 173/16* requires Official Plans to identify the following prior to CPPS implementation:

- The proposed CPPS area;
- The scope of delegation authority and any limitations on delegation; and
- For each CPPS area:
 - A statement of the municipality's goals, objectives and policies in proposing a CPPS;
 - The types of criteria that may be included in the CPP By-law for determining classes of development and permitted land uses by Community Planning Permit; and
 - The types of conditions that may be included in the CPP By-law.

The Official Plan may set out the information and materials that may be required to be submitted in support of an application for a Community Planning Permit. The Official Plan may also set out types of development or land use that would be exempt from the need to obtain a permit, and the corresponding CPP By-law would need to explicitly specify such exemptions, along with any related criteria for consideration of such exemptions.

The Official Plan may also contain policies respecting conditions that require the provision of specified facilities, services or matters in exchange for specified height or density of development. It is important to note that the legislation stipulates that for any area of a municipality covered by a CPPS, the municipality's Community Benefits Charge By-law shall not apply.

8.2 Setting up a CPP By-law

A CPP By-law includes similar and familiar content that is typically found in Zoning By-laws, including:

- Administrative requirements for implementation of the By-law;
- General provisions that apply to all lands across the geographic extent of the By-law;
- District- or Precinct-specific provisions establishing permitted uses and performance standards for those uses and properties;
- Definitions to ensure clear understanding and interpretation of By-law provisions; and
- Mapping to identify the geographic extent of various Districts or Precincts, as well as properties that are subject to site-specific provisions.

In addition to the above noted content, a CPP By-law includes additional elements that are not part of a Zoning By-law. This additional content may include:

- Process requirements for applying for and obtaining a permit;
- Establishment of permit classes and approval authority for each permit class;
- Determination of development that is exempt from requiring a permit;
- Public notification requirements;
- Parameters outlining when and how conditional approvals may be granted;
- Criteria for considering variations to performance standards; and
- Thresholds establishing permit classes for variations.

The sub-sections below establish high-level considerations for the City in establishing one or more CPP By-laws in the future with respect to the structural elements of a CPP By-law noted above, as well as a discussion on timing of implementation.

8.2.1 By-law Structure

Should the City of Waterloo decide to implement one or more CPP By-laws, the By-law(s) should be structured in a manner that builds upon the City's existing Zoning By-law 2018-050 and incorporates the various additional elements that must be included within any CPP By-law. Having similar definitions and general provisions for example in both the Zoning By-law and CPP By-law will make it easier for staff to implement both in the municipality.

As noted within this report, Waterloo is at an advantage over some other municipalities that may be considering the implementation of a CPP By-law, in that the City's existing Zoning By-law has recently been updated to conform to the Official Plan. While a CPP

By-law would introduce new process and application requirements for development, the recent update of the City's Zoning By-law means that many of the existing performance standards as well as general provisions and definitions within the Zoning By-law can be carried over into the new CPP By-law. As an example, if a homeowner was looking to expand the gross floor area of a dwelling beyond maximum by-law requirements, an application would still be required to permit the increase in gross floor area. While the approval process and application requirements may be different, a decision must still be based on an assessment of the proposed change from the established performance standard, which remains unchanged. The benefit to this is that the public, stakeholders and staff will be primarily focused on application- and process-related changes rather than the introduction of new performance standards that may spark debate.

As such, the by-law structure outlined in this section of the report is recommended for any CPP By-law that may be implemented by the City in the future.

Section: General

The "General" Section of the City's Zoning By-law provides important administrative information that can be carried forward into any CPP By-law, including the scope and application of the By-law, a description of the various Schedules that form part of the By-law, as well as information on transition provisions.

For any CPP By-law that the City should implement in the future, additional administrative information should be included within the General Section.

- ***Process requirements for applying for and obtaining a permit:***

The By-law should establish the application submission and review process for CPP applications. It is recommended that a process flow chart be prepared to visualize and briefly explain the application submission and review process, including how a decision is made according to each permit class. An example of a process flow chart from the Huntsville CPP By-law is shown in **Figure 20**.

The By-law should also include provisions setting out the requirements for pre-submission consultation and complete application submission, outlining that a pre-submission consultation meeting is required, and that a complete application must be made in accordance with submission requirements identified through the pre-submission consultation.

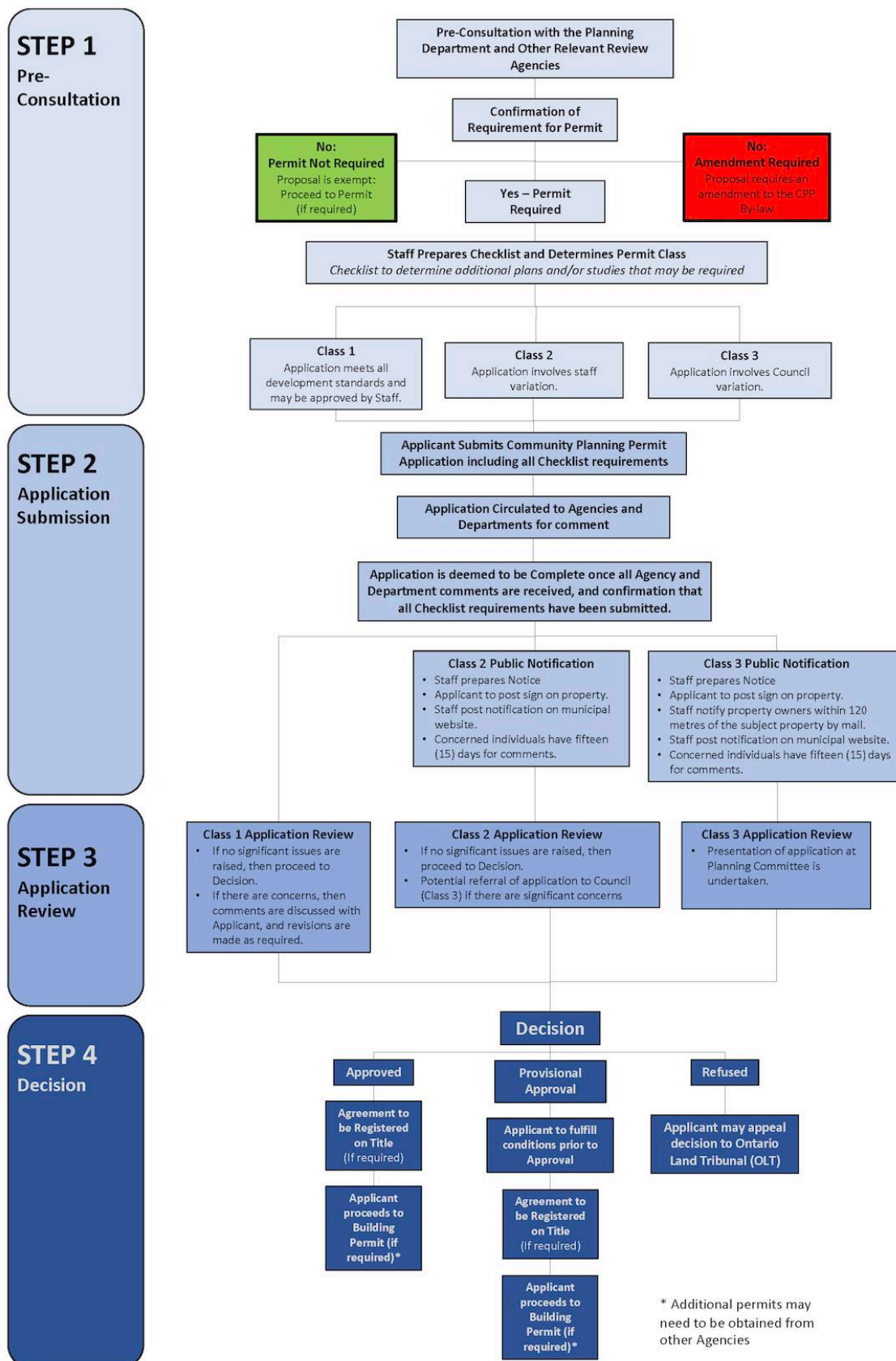


Figure 20. Huntsville CPP By-law Review Process

- ***Establishment of permit classes and approval authority for each permit class:***

The By-law should clearly establish the various permit classes within the CPPS. It is recommended that the following permit classes be used for any CPP By-law that the City should choose to implement in the future:

- Class 1: Permit for development where all performance standards in the CPP By-law are met;
- Class 2: Permit for development where a variation to one or more CPP By-law standards is required, where such variation is within established thresholds in the CPP By-law; and
- Class 3: Permit for development where a variation to one or more CPP By-law standards is required, where such variation is beyond established thresholds in the CPP By-law.

For each permit class, the By-law should also establish the approval authority for permit applications. It is recommended that Class 1 and 2 permits require City Staff approval, and Class 3 permits require Council approval.

- ***A list establishing types of development that are exempt from requiring a permit:***

As noted in Section 3.1.3 of this report, the definition of “development” under a CPPS is broader than the definition of “development” in the Planning Act. Ontario Regulation 173/16 for Community Planning Permit Systems also includes site alteration and vegetation removal as “development”.

The City’s CPP By-law(s) should include a detailed list of types of development that do not require a community planning permit where all by-law performance standards are otherwise met. Examples of such development that could be exempt include, but are not limited to, interior renovations, repairs and maintenance of existing buildings, new single detached dwellings (and additions) which meet the performance standards of the By-law, fences and accessory structures which meet the performance standards of the By-law, vegetation removal of a specified limited scale, and site alteration of a specified limited scale.

- ***Discretionary Uses:***

A section should be included with provisions for discretionary uses. Discretionary uses may be specified and permitted for any District or Precinct, at the discretion of Staff or Council, depending on the permit class, and subject to established criteria. The provisions of this section should specify that discretionary uses will be subject to criteria set out specifically for such a discretionary use in the By-law, and/or the established criteria for considering variations.

- ***Public notification requirements:***

Section 3.1.4 and 3.2.3 of this report discuss notification requirements for permit applications. While Provincial legislation does not require any notification for CPPS applications, it is recommended that public notification be included as part of the City's CPPS process.

For Class 1 permit applications, no public notification is recommended since Class 1 permits would comply with all CPP By-law performance standards.

For Class 2 and 3 permit applications, public notification is recommended as follows:

- Online: Notice for all Class 2 and 3 permit applications should be listed online, on the City's website;
- On-site: Notice for all Class 2 and 3 permit applications should be posted on-site; and
- Mail: Notice for Class 3 applications, where Council approval would be required, should be mailed to properties within a specified distance from the property subject to the permit application.

Should the City decide to implement one or more CPP By-laws, the City should consult with the public, City Staff and other stakeholders with respect to public notification requirements. The above noted recommendations are suggested to ensure that notification is provided in a fair and transparent manner, and for Class 3 applications, an opportunity to attend the Council meeting where the decision would be made.

- ***Parameters outlining when and how conditional approvals may be granted:***

The ability to grant conditional approvals through the CPPS process is a way to ensure that a decision is made within the legislated 45-day timeframe, where certain matters may require additional work or study prior to final approval being granted. The CPP By-law(s) should include provisions that allow the City to issue conditional approvals under two scenarios:

- The City would be able to grant approval of a permit application with conditions to be fulfilled within a specified timeframe; or
- The City would be able to conditionally approve an application, but withhold the issuance of the permit, subject to the satisfaction of one or more conditions.

In both scenarios, once the conditional approval is granted, the legislative requirement to issue a decision within a 45-day timeframe would be satisfied. The clearance of conditions can be done following the issuance of conditional approval, outside of the 45-day timeframe. Ontario Regulation 173/16 requires that if conditional approval is being used in decision making, a CPP By-law must

include a list of conditions that could be imposed. Further, the Regulation also requires the Official Plan, in its CPPS enabling policies, to set out the types of conditions that could be included within a CPP By-law. Types of conditions that could be imposed include the requirement for development to be completed in accordance with plans, landscape and screening requirements, land dedications and/or easements for roads, infrastructure or utilities, or the completion of a technical report to address specific matters, among many other conditions.

It is recommended that any CPP By-law implemented by the City include a list of conditions within the By-law itself, or within an Appendix to the By-law, such that the Appendix could be updated without necessitating an amendment to the By-law.

- ***Criteria for considering variations to performance standards:***

Ontario Regulation 173/16 permits municipalities to include criteria within the By-law to be considered in evaluating permit applications, particularly when variations to performance standards are required. Similar to the topic of conditional approvals, the Regulation also requires the Official Plan, in its CPPS enabling policies, to set out the types of criteria (but not the specific criteria) that could be included within a CPP By-law, which must be in accordance with the stated goals, objectives and policies of the CPPS.

The ability to include criteria within the By-law is a benefit, as it provides a way for the City to be explicit in conveying the key aspects of development and design that are important when considering a permit. There is flexibility in the subject matter of the criteria to be included, as long as the criteria reflects the CPPS enabling policies and types of criteria set out in the Official Plan. These criteria could include among others urban design related matters. It is recommended that the By-law(s) include criteria that are in line with the municipal goals and objectives set out in Section 5 of this report.

- ***Thresholds establishing permit classes for variations:***

As recommended above, the City's CPP By-law(s) should include three separate permit classes. Class 2 and 3 permit classes relate to applications where variations to the By-law would be required, distinguished by thresholds established within the By-law itself. Individual thresholds can be identified for any provision within a CPP By-law. For example, for a minimum front yard setback, a CPP By-law could establish a Class 2 permit variation threshold of 20%. This means that if a permit application proposed to increase the minimum front yard setback by 15%, that application would be classified as a Class 2 (Staff approval) permit. Using the same example, if a permit application proposed to increase the minimum front yard setback by anything greater than 20%, that application would be classified as a Class 3 (Council approval) permit.

It is recommended that provisions be included within the CPP By-law(s) providing an explanation of the variation thresholds to establish permit classes. It is recommended that any variation to a general regulation be classified as a Class 2 permit application, unless otherwise specified in the By-law.

- ***Appeal rights:***

As noted previously in this report, there are no third-party appeals for CPP By-law applications. Only the proponent of a permit application has the right to appeal a decision. The CPP By-law(s) should include a non-operative section clearly outlining these appeal rights to ensure transparency in the process. This section would not form part of the CPP By-law but would rather be located within an administration, explanatory or interpretation section.

Section: Definitions

All applicable definitions within the “Definitions” Section of the City’s Zoning By-law should be carried forward into a CPP By-law. It is recommended that additional definitions be included, as appropriate, to provide further clarity, including the definition for “development”, in accordance with Ontario Regulation 173/16. Should the City wish to regulate vegetation and site alteration through a CPP By-law, definitions for “vegetation” and “site alteration” should also be included.

Section: General Regulations

The “General Regulations” Section of the City’s Zoning By-law contains provisions that apply on a City-wide basis. The majority of these provisions will need to be carried forward into any future CPP By-law and updated as required to reflect terminology differences between Zoning and CPP By-laws.

At a minimum, an additional provision should be included establishing that any variation to a general regulation will be classified as a Class 2 (Staff approval) permit application.

Section: Interpretations

The “Interpretations” Section of the City’s Zoning By-law should be carried forward into any future CPP By-law and updated as required to reflect terminology differences between Zoning and CPP By-laws.

Section: Enforcement

The “Enforcement” Section of the City’s Zoning By-law should be carried forward into any future CPP By-law and updated as required to reflect terminology differences between Zoning and CPP By-laws.

Section: Parking, Driveways and Loading

The “Parking, Driveways, Loading” Section of the City’s Zoning By-law should be

carried forward into any future CPP By-law and updated as required to reflect terminology differences between Zoning and CPP By-laws.

Section(s): Districts (or Precincts)

Sections 7 to 13 of the City's Zoning By-law contain zone provisions and performance standards for every zone within the City. It is recommended that all applicable provisions and performance standards from each existing zone be brought forward into any future CPP By-law, categorized as Districts (or Precincts) and updated as required to reflect terminology differences between Zoning and CPP By-laws.

Additional recommended changes include:

- Identification of any discretionary uses for each District (or Precinct) along with any relevant criteria related to each discretionary use; and
- Identification of Class variation thresholds for all provisions.

Schedules

It is recommended that all applicable Schedules from the City's Zoning By-law be brought forward into any future CPP By-law and changed as required to refer to the appropriate District (or Precinct) categories. Similarly, Schedules C and C1, which address site-specific zoning in the City's Zoning By-law, can be carried forward into any future CPP By-law to retain existing permissions and performance standards on a site-specific basis.

8.2.2 Timing of Implementation

Based on our experience and discussions with other municipalities, it is likely that the City could feasibly implement a CPP By-law within a timeframe of one to two years, depending on the geographic size of the area that would be subject to the CPP By-law and the complexity of existing land uses within that geographic area.

It is recommended that the implementation of any CPP By-law be accompanied by a robust public, stakeholder and staff engagement plan to educate everyone involved and to generate buy-in into the CPPS process.

8.3 CPPS Application Framework and Process

As described throughout this report, the implementation of one or more CPP By-laws in Waterloo will have its benefits and challenges. For the most part, the challenges associated with the implementation of a CPP By-law surround the learning curve associated with the CPPS process (i.e., the public, Staff, stakeholders and Council becoming familiar with the CPPS process). These challenges can be overcome by ensuring there is a strong educational component in any future study initiated to implement a CPP By-law in the City. The challenges can also be overcome by ensuring

that the CPPS application framework and process is explained clearly through any future study, as well as within any future CPP By-law.

It is recommended that CPPS application framework and process be rooted in transparency and clarity. The recommended steps are outlined in this Section.

Step 1: Pre-Submission Consultation

Prior to any permit application being submitted, pre-submission consultation with the City will be required to ensure that any application received is accompanied by all required information, plans and studies to make an informed decision. The CPP By-law should set out the types of plans and studies that may be identified as required for the submission of a complete permit application. The pre-submission consultation meeting will lead to two outcomes:

- Following the meeting, the City, as well as any invited agencies, will prepare a written record of the submission requirements to accompany a complete permit application; and
- Importantly, the City will determine the type of permit application required for the proposal (Class 1, Class 2 or Class 3), which will determine the review, public notification and decision process moving forward.

Step 2: Application Submission

Once all information, plans and studies identified as required from the pre-submission consultation meeting are complete, the permit application can be submitted to the City. Following submission, the application can be circulated to all relevant commenting departments within the City, as well as external agencies.

As noted previously, once a permit application is deemed complete, the clock starts ticking for a decision to be made within 45 days. This may pose some challenges for the City and external agencies with respect to reviewing and commenting on permit applications in a timely manner such that appropriate reporting and public notification can be completed. The City should consider this further in the establishment of any future CPP By-law(s), including consideration of only deeming an application complete once comments are received back from all City departments and external agencies (as is the approach for some other municipalities). To address this, the approach can be taken of only deeming an application complete when all department and agency comments have been received and peer reviews have been conducted (if required). This would effectively “pause” the timeline while waiting for comments. As noted previously, the key matter to note is that there are no legislative complete application requirements for a CPPS, so parameters can be established that work best for the City.

Once an application is deemed complete, notification must be provided in accordance with the applicable requirements outlined within the CPP By-law. As recommended in

Section 7.2.1 of this report, for Class 1 permit applications, no public notification would be required, whereas online and on-site notices would be required for all Class 2 and 3 permit applications, as well as mailed notices for all Class 3 permit applications.

Step 3: Application Review

Following the circulation and notice of the permit application to other City departments, external agencies and the public, the application is reviewed by Staff. All applications should be reviewed in the context of relevant criteria contained within the CPP By-law, as well as applicable City and Regional Official Plan policies and Provincial policies.

For Class 1 and 2 permit applications, staff are the approval authority. It is recommended that staff prepare a written evaluation of the permit application for the file and for the applicant, but a staff report to Council will not be required.

For Class 3 permit applications, Council or a Planning Advisory Committee is the approval authority. Staff will prepare a staff report providing a summary of the proposed development, a written analysis of their opinion on the application in relation to the By-law and applicable policies, and a recommendation for Council's (or Committee's) consideration.

Step 4: Decision

There are five possible scenarios for a decision on any permit application:

- Approval of the application, and issuance of a permit with no conditions;
- Approval of the application, subject to conditions being fulfilled prior to the issuance of a permit;
- Approval of the application, and issuance of a permit with conditions attached to the decision;
- Approval of the application, subject to conditions being fulfilled prior to the issuance of a permit and with conditions attached to the decision; or
- Refusal of the application.

A decision can only be appealed by the proponent of a permit application.

9 Next Steps



This CPPS Study has established several options for the City to consider, should Waterloo choose to implement a CPPS. Once it is determined whether the City will be proceeding with a CPPS, the potential CPPS Areas set out within **Section 6** and **7**, as well as the framework set out within **Section 8**, can be used as a template for implementation.

This report and its companion Education Booklet can be used to assist in conveying and explaining the key concepts of what a Community Planning Permit System is; the benefits it can bring to a community and the development process; and how the City will be able to ensure its successful implementation.



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