

The following provides an update on recent work completed by the Planning Department:

- Projects
 - Cloudpermit Planning Module
 - Staff continue to receive severance applications from the County during their “soft launch phase”. This process appears to be working well, although, once our comments are submitted to the County, the application is no longer accessible from the Cloudpermit site, so maintaining the documents on our shared directory is still required.
 - Participated in Training Workshop: Fees Management Part 2 on November 12, 2024.
 - Planning Staff have been working with the Finance Department to harmonize Cloudpermit payments with the new payment software. The goal is to begin using Cloudpermit to invoice for all planning related applications and fees.
 - The pre-consultation module is live on the Township website and Staff have received some requests through this option.
 - County-wide Cloudpermit User Group
 - The County contacted Cloudpermit on November 8, 2024, to advise that our group has completed creating standardized application forms for Zoning Amendments, Site Plan, and Minor Variance applications. The County offered to provide Cloudpermit with PDF copies of the applications so that they could be put on a test site where the group could test each application before going live. There has been no response from Cloudpermit regarding the Township applications.
 - In the same e-mail on November 8, 2024, the County expressed frustration that the County’s planning applications, save and except the Official Plan Amendment application, have not been implemented. Changes that were requested in April were advised by Cloudpermit to have costs, even though the implementation has not been completed. The County requested an update on the implementation of their applications. There was no response from Cloudpermit.
 - The County followed up with Cloudpermit on November 18, 2024.
 - The working group met on November 28, 2024. The County advised that they still have not received a response from Cloudpermit and they are considering terminating their

agreement. County Staff are reviewing the impacts this could have on the Townships. The majority of the Townships expressed dissatisfaction with the planning module, but most are happy with the building module.

- County of Peterborough Official Plan
 - Meeting minutes for September 12, 2024, were included on the October 15, 2024 Township Council Meeting Agenda.
 - The Technical Advisory Committee (TAC) for the County Official Plan (OP) met on December 2, 2024. The meeting consisted of an update on the correspondence received from the Minister of Municipal Affairs and housing with respect to the adopted Official Plan. The Minister's correspondence was received at the September 18, 2024, County Council Meeting and County Planning Staff were directed to bring a report to a future Council meeting. Staff have prepared a report and it will be presented at the December 18, 2024 Council meeting.
 - The next meeting has not been scheduled at this time, however County of Peterborough Staff advised that they will continue to inform the TAC as the process unfolds.
- Source Protection Municipal Working Group
 - The next meeting is at the call of the Co-Chairs.
- Otonabee Region Water Response Team Meeting
 - The next meeting has not been scheduled.
- County of Peterborough Technical Advisory Committee (TAC) for the development of a Watershed Plan
 - Participated in the kickoff meeting on November 27, 2024. The intent of the TAC is to participate in Vision/Goal/Objective and Target Setting; provide insight into, and share, information resources to enable an understanding of the County watersheds existing conditions, and to identify information/data gaps and priorities for future assessments (subwatershed studies), and finally to provide input to the draft Watershed Plan.
 - The next meeting has not been scheduled.
- Pre-Consultations, PSR's and Inquiries
 - Pre-Consultations
 - 15 Pre-consultations have been completed to date. Five have been initiated through the County as County Planning Approval would be

required for each proposal (i.e. OPA, Plan of Subdivision, Severance etc). Ten have been initiated through the Township for applications requiring Township Approval (i.e. rezoning, minor variance, site plan etc.).

- One request for pre-consultation was withdrawn, one pre-consultation is scheduled for December 19, 2024, and one is scheduled for January 23, 2025.
- Preliminary Severance Reviews (PSRs)
 - 35 PSRs have been completed to date.
- Inquiries
 - Responded to various inquiries, correspondence and applications under the Planning Act including reviewing proposals in light of the existing and new Official Plan and new PPS.
 - Approximately 139 property inquiries completed to date.
- Applications
 - Severances (County Approval/Township Comments)
 - 29 applications received to date.
 - Currently 49 active severance applications.
 - Minor Variances
 - 4 applications received to date.
 - A-01-24 additional information required in order to deem “complete”. Staff have requested confirmation if the Applicant wishes to withdraw the application.
 - A-02-24 approved November 1, 2024.
 - A-03-24 approved November 29, 2024. Appeal period expires December 19, 2024.
 - A-04-24 scheduled for December 13, 2024, Committee of Adjustment.
 - Zoning By-law Amendments (ZBA)
 - 15 ZBA applications received to date.
 - Public Meeting held September 3, 2024, for R-11-24 (Parkhill Storage) peer review on-going and revised By-law to be presented to a future Council Meeting for a decision.
 - R-10-24 (Septic) (Township Initiated) appeal period expired November 5, 2024.
 - R-12-24 (Earnshaw) and R-13-24 (Sandeman) public meetings held November 5, 2024. Appeal periods expired November 28, 2024.

- R-14-24 (Huycke) and R-15-24 (Vervoort) in process of determining “completeness” and to be scheduled for future public meetings.
- Official Plan Amendments (County Approval)
 - No new applications to report.
- Site Plans
 - Parkhill Storage (awaiting completion of peer review and decision for R-11-24).
- Subdivisions (County Approval)
 - 15T-21006 (Clancy) draft plan approved November 24, 2023. The Developer’s team provided a Detailed design and draft plan conditions clearance submission on August 29, 2024. Planning Staff and the Township’s Engineering firm are in the process of reviewing this submission. At the request of the Developer, the submission was also provided to ORCA for review. Draft Plan Approval lapses November 3, 2026.
 - 15T-90011 (Hall’s Glen) draft plan extension approved May 14, 2024. Planning Staff and the Township’s legal firm have begun working with the Developer and their Consultant towards preparation of the subdivision agreement (phasing, draft plan conditions matrix, wetland compensation etc.). Draft Plan Conditions submission received from the Developer’s team September 20, 2024. Draft Plan Approval lapses September 14, 2025.
 - 15T-23001 (Riel) Notice of complete application provided April 13, 2023. No public meeting required. Peer review on-going.
- Other
 - Peterborough County launched an [Active Planning Applications website](#) and the applicable Township planning webpages have been updated to include links to this site. At the direction of Committee of the Whole on August 13, 2024, Staff contacted the County to obtain additional information to create a similar website for active Township Planning Applications. County and Township Staff met on October 9, 2024, to discuss details and provided the County with application data. The site is expected to be functional before the end of the year.
 - The [Provincial Planning Statement, 2024](#) (PPS, 2024) was released on August 20, 2024. Effective October 20, 2024, all municipal decisions, as well as comments, submissions or advice affecting planning matters, must be consistent with the PPS, 2024. At the September 3, 2024, Regular Council Meeting, Resolution Number 314-2024 directed the Township Planner to

present a report to Council regarding the new PPS. The Report was presented at the October 15, 2024 Regular Council Meeting.

- Participated in PPS, 2024 training session provided by Ministry of Municipal Affairs and Housing in Kingston on November 7, 2024.
- Participated in Municipal Property Assessment Corporation webinar on Building Permits, Plans and Planning Documents on November 18, 2024.
- At the November 5, 2024 Regular Council Meeting, Resolution Number 391-2024 directed that Staff review existing shoreline By-laws in other jurisdictions, and prepare a report outlining the findings. Additionally, Staff were requested to draft a By-law incorporating relevant elements from the review, and to bring the report and draft By-law back for Council discussion. Planning Staff have engaged D.M. Wills to undertake this review with the anticipated completion date of March 31, 2025.
- On October 9, 2024, Planning Staff engaged D.M. Wills to undertake a background review of the existing Site Plan Control By-law and supporting documents to identify required updates based on current legislation and policy. The anticipated completion date is December 15, 2024.
- Participating in KPRDSB and PVNCCDSB joint planning meeting with the County of Peterborough on December 10, 2024. The intent of this joint meeting is to:
 - provide updates to the County and local municipalities of current board initiatives,
 - to highlight areas/regions of concern,
 - to provide an overview of how new schools are awarded,
 - provide information related to the boards' enrolment projection methodology,
 - to provide municipalities with an opportunity to share their recent initiatives and/or areas of growth,
 - to discuss opportunities for boards and municipalities to collaborate on planning initiatives,
 - to exchange information that may assist in school board planning initiatives.
- Completed review of draft planning budget with the Treasurer.
- Began reviewing Points of Interest (POI) data provided by the County of Peterborough for accuracy with input from the Clerk and Fire Chief.
- At the request of the Clerk, Planning Staff revised planning application notices to include information requested by the Ontario Land Tribunal in order to be eligible to register for e-file for appeals.

- Registered for the OPPI & WeirFoulds LLP webinar on December 6, 2024 which will discuss Planning Legislation, what's new, what's working, what's not working and some recent cases in the world of land use planning.

Report Approval Details

Document Title:	Committee of the Whole - Planning Department Update - November-December 2024.docx
Attachments:	
Final Approval Date:	Dec 4, 2024

This report and all of its attachments were approved and signed as outlined below:

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Todd Davis