

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.
 - The Building and Planning Administrator continues to work 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.
 - Currently, Township Planning Staff invoice pre-con fees, severance review fees and severance test hole inspection fees through Cloudpermit.
 - The pre-consultation module is live on the Township website and requests through this option are increasing.
 - County-wide Cloudpermit User Group
 - As reported previously, the working group met on November 28, 2024.
 - The working group did not meet during the months of December, January or February.
 - Planning Staff responded to a request from the County regarding efficiencies the Township may have realized during 2024 for the submission of the final Year 1 Modernization Funding report. The response stated there were no efficiencies or savings realized during 2024. In fact, there was added time spent in utilizing the Cloudpermit Planning module. For example, once severance applications have been circulated by the County and the Township provides our comments (MAF), the application is removed from Cloudpermit. Therefore, we are still having to download the application, studies etc. to our network directory as we would have before.
 - County of Peterborough Official Plan
 - The next meeting has not been scheduled at this time.

- County of Peterborough Staff provided the Technical Advisory Committee (TAC) with an update from the December 18, 2024 County Council Regular Meeting for Staff to proceed with public and First Nations consultation on proposed Provincial Planning Statement revisions to the new Official Plan and for County Staff bring a report back for consideration at the conclusion of the consultation process.
- The redline version of the Official Plan was posted on the [County](#) and [Township](#) websites on January 14, 2025.
- Information on the revised Official Plan comment period has been included in the newsletter with the tax bills and Report Planning-2025-01 regarding the status of the Official Plan was received at the January 21, 2025 Township Council Regular Meeting.
- [The Notice of Open House and Public Meeting](#) was posted on the County and Township websites on February 3, 2025.
- An Open House electronic meeting has been scheduled for Tuesday, February 25, 4 p.m. -5:30 p.m.
- Public Meeting hybrid meeting scheduled for Wednesday March 5, 9:30 a.m. with County Council.
- Source Protection Municipal Working Group
 - The Building and Planning Administrator completed the SWP Annual Reporting in advance of the February 1, 2025 deadline with input from the Fire Chief.
 - 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
 - The Draft Minutes of the November 27, 2024 TAC Meeting #1 and a copy of the presentation were distributed to the TAC for review on December 19, 2024.
 - The next meeting has not been scheduled.
- Pre-Consultations, PSR's and Inquiries
 - Pre-Consultations
 - There were 16 pre-consultations completed in 2024.
 - One pre-consultation took place on January 23, 2025. Two pre-consultations are scheduled for February 27, 2025 and one pre-consultation is scheduled for March 27, 2025.

- Preliminary Severance Reviews (PSRs)
 - 38 PSRs completed in 2024 by the County Planning Department and reviewed by Township Staff.
 - 4 PSRs have been completed to date in 2025.
- 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.
 - ~ 145 property inquiries completed in 2024
 - ~ 11 property inquiries completed to date in 2025.
- Applications
 - Severances (County Approval/Township Comments)
 - 32 applications received in 2024 (25 new lots).
 - No new applications received to date.
 - Currently 48 active severance applications.
 - Minor Variances
 - 5 applications received in 2024.
 - 4 applications have been approved by the Committee of Adjustment.
 - A-05-24 was approved January 24, 2025 with February 13, 2025 being the last day for filing an appeal.
 - A-01-24 additional information required to deem “complete”. Staff have made several requests to confirm whether the Applicant wishes to withdraw the application.
 - No new applications received to date.
 - Zoning By-law Amendments (ZBA)
 - 15 ZBA applications received in 2024.
 - 12 applications approved by Council. No appeals.
 - 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-15-24 (Vervoort & 2405582 Ontario Inc.) public meeting held January 21, 2025. Appeal period expires February 13, 2025.
 - R-14-24 (Huycke) public meeting scheduled for February 18, 2025.
 - 1 new application received to date. Additional information required to deem “complete”.

- Official Plan Amendments (County Approval)
 - 1 application received in 2024. File 15OP-24005 (Shaughnessy/Duguay) public meeting anticipated for March 4, 2025.
- 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. D.M. Wills peer review comments received November 21 & 29, 2024 and provided to the Township Solicitor and developer's consultant on December 6, 2024 noting a number of outstanding items. Discussions with respect to detail design comments ongoing with Township, County, ORCA & KPRDSB. 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 are working with the Developer and their Consultant towards preparation of the pre-servicing and subdivision agreements (phasing, draft plan conditions matrix, wetland compensation etc.). Draft Plan Conditions submission received from the Developer's team September 20, 2024 and comprehensive response provided by D.M. Wills and Township on December 19, 2024. Consultant response received January 17, 2025 and D.M. Wills response provided January 24, 2025. Draft Plan Approval lapses September 14, 2025.
 - 15T-23001 (Riel) Notice of complete application provided April 13, 2023. No public meeting required. January 23, 2025 - EIS Peer Review received, three outstanding items to be addressed; Water Balance Analysis Peer Review received, no further comments; ORCA comments received, additional information required at detail design stage. County is compiling draft plan conditions. Once EIS issues resolved, the Township Planning Staff will present proposed draft plan conditions to Council with a recommendation report.
- Other
 - At the direction of Committee of the Whole on August 13, 2024, Staff contacted the County and began developing a Planning Application tracking website. The site is now functional but waiting on a few minor adjustments prior to going live.

- The [*Provincial Planning Statement, 2024*](#) (PPS, 2024) became effective on October 20, 2024, all municipal decisions, as well as comments, submissions or advice affecting planning matters, must be consistent with the PPS, 2024. Staff are now implementing the PPS, 2024 in all pre-consultations and planning application reviews.
- 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 Site Plan Control By-law has been completed and Staff hope to bring it forward to the February 18th Council meeting.
- Planning Staff participated in KPRDSB and PVNCCDSB joint planning meeting with the County of Peterborough on December 10, 2024. The intent of this joint meeting was 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.
- Continued to participate in 2025 budget preparations.

Report Approval Details

Document Title:	Committee of the Whole - Planning Department Update - January-February 2025.docx
Attachments:	
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This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Todd Davis