

THE REGIONAL MUNICIPALITY OF YORK

BILL NO. 81

BY-LAW NO. 2008-78

To require proponents to request a pre-application meeting
prior to submitting applications to amend the
York Region Official Plan

WHEREAS the Council of The Regional Municipality of York is authorized by subsection 22(3.1) of the *Planning Act*, R.S.O. 1990 c. P.13, as amended, to pass a by-law to require that property owners or their agents proposing official plan amendments, consult with the municipality before submitting an application for such an amendment or approval; and

WHEREAS the Council of The Regional Municipality of York considers it prudent that proponents meet with Regional staff prior to submitting an official plan amendment application, in order to identify the studies and submission requirements necessary to deem an application complete.

Now, therefore, the Council of The Regional Municipality of York HEREBY ENACTS as follows:

1. Prior to the submission of an application to amend the York Region Official Plan, the proponent shall attend at least one pre-application meeting with York Regional Planning staff.
2. For the purposes of this by-law, a pre-application meeting is mandatory in respect of a Regional Official Plan Amendment application.
3. The proponent shall request a pre-application meeting in writing and should address it to the Director, Community Planning Branch, Planning and Development Services Department. The request shall include a brief description

of the property, the location of the property and a description of the proposed application.

4. All pre-application meetings shall be coordinated by the Regional Planning and Development Services Department.
5. Upon receipt of a request for pre-application meeting, Planning Department staff shall endeavour to schedule a meeting with the proponent within ten (10) business days.
6. Planning Department staff shall provide the proponent with written confirmation indicating the date, time and location of the pre-application meeting.
7. The Planning and Development Services Department may, at its discretion, involve other Regional departments, the applicable Conservation Authority, the local municipality and other review agencies as it deems appropriate. The proponent shall be informed, prior to the meeting, which additional parties will be in attendance at the pre-application meeting.
8. Within ten (10) business days after the pre-application meeting, Planning Department staff shall provide a Record of Pre-Application to the proponent, indicating the list of technical studies, plans and/or other items the proponent is required to submit.
9. Within ten (10) business days of receiving the Record of Pre-Application, the proponent shall reply in writing as to whether or not they concur with the submission requirements. If the proponent does not agree, the proponent may request another pre-application meeting.

ENACTED AND PASSED this 18th day of December, 2008.

Denis Kelly
Regional Clerk

Bill Fisch
Regional Chair

Authorized by Clause 5 of Report 11 of the Planning and Economic Development Committee, adopted by Regional Council at its meeting on 18th December, 2008.

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