County of Simcoe

Community Planning Permit (CPP) By-law Template

LPWG and PSC (Session 3)

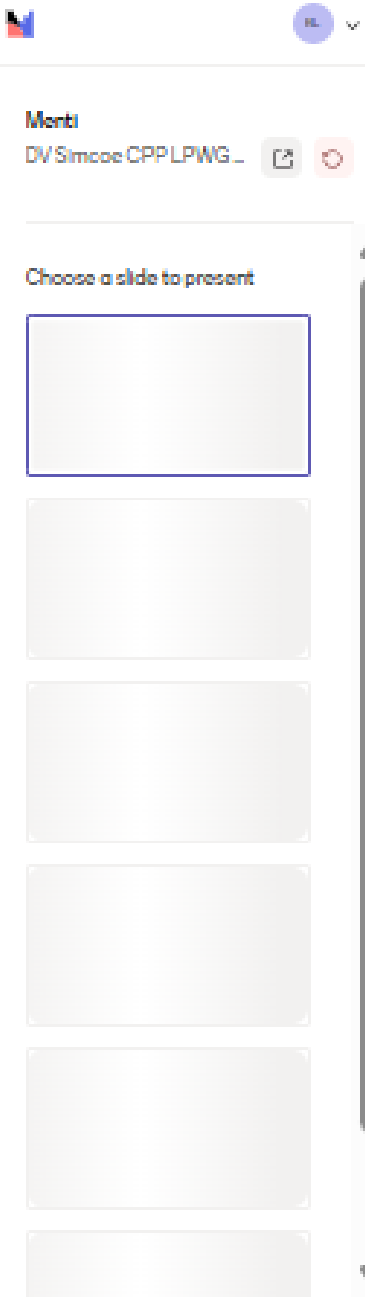
February 11, 2026

COUNTY OF SIMCOE

PLANSCAPE
BUILDING COMMUNITY THROUGH PLANNING

Purpose of Today's Meeting

- Review the key updates and revisions made to the CPP By-law Template
- Understand how the By-law and Implementation Guide work together
- Walk through a development example
- Feedback prompts throughout using Mentimeter



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Project Review

Task	Date
Project Initiation Meeting	July 2025
Background and Policy Directions Brief	August 2025
Project Webpage: https://simcoe.ca/services/planning/attainable-supply-action-plan/	August 2025
Local Planners Working Group (LPWG) Sessions	September 12, 2025 November 12, 2025 February 11, 2026
First Draft CPP By-law template	November 2025
Affordable Housing Advisory Committee (AHAC) Meeting	November 18, 2025
Stakeholder Engagement Sessions	Various sessions in November
Presentation to LORAPON	December 5, 2025
Presentation to County of Simcoe Planners Group	December 12, 2025
Second Draft CPP By-law template	February 2026
First Draft Implementation Guide and OPA Template	February 2026

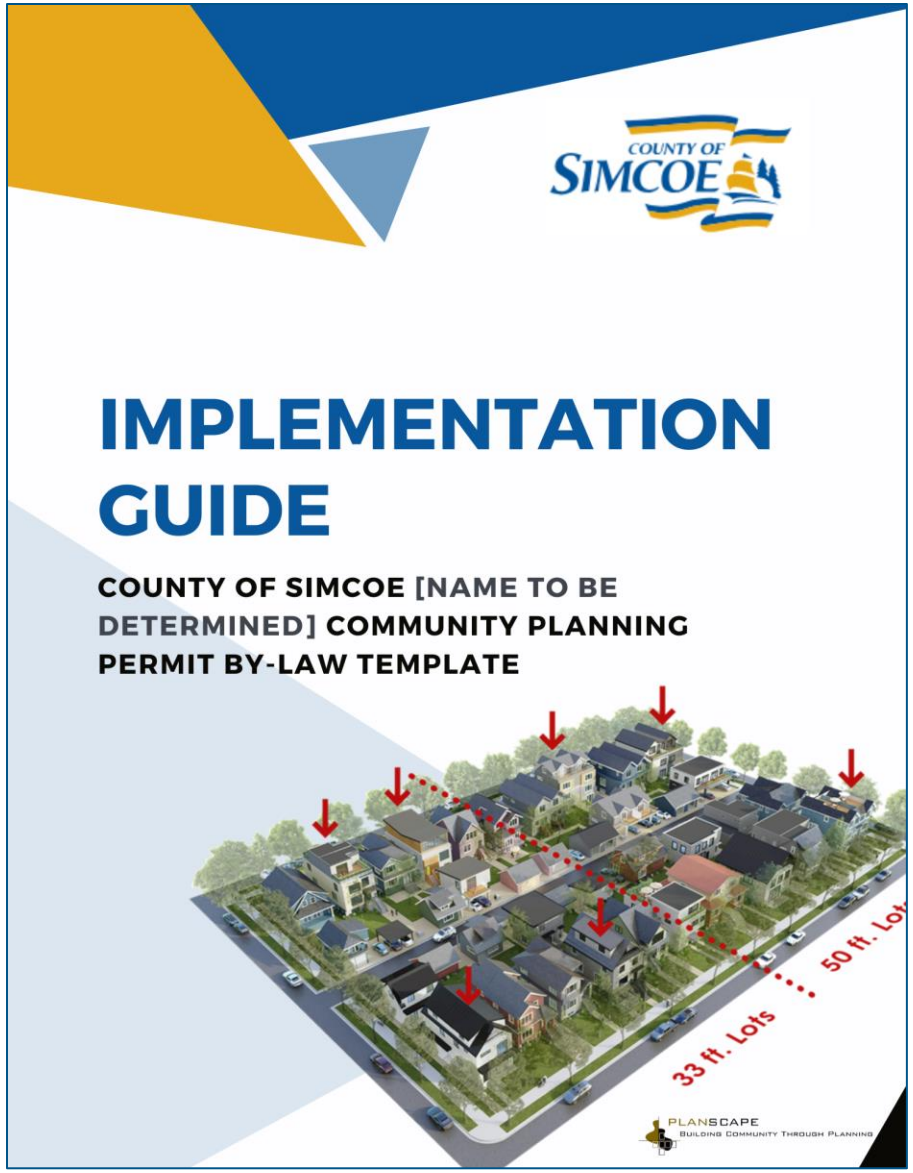
Refining the Product

Implementation Guide

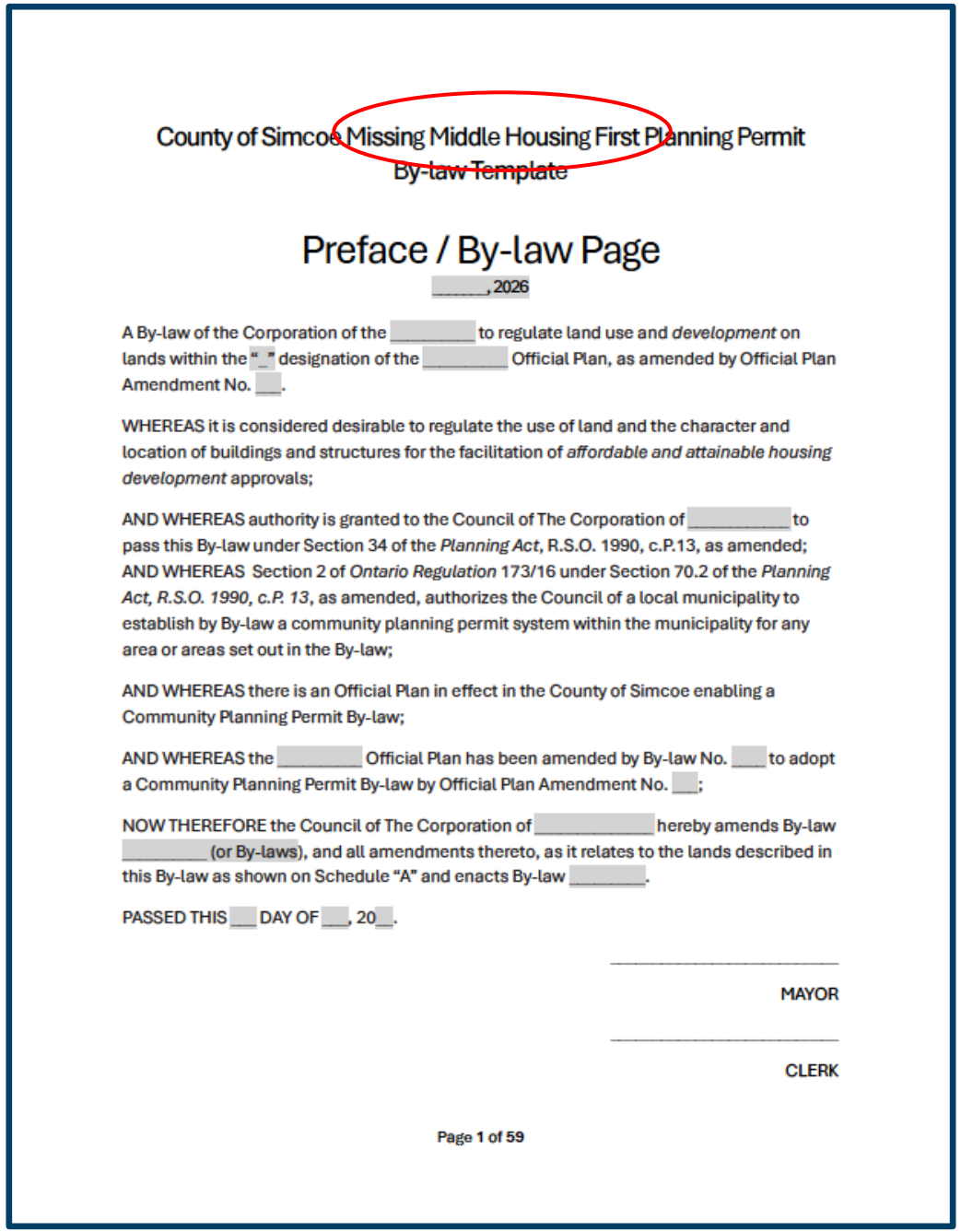
Appendix A: OPA Template

Appendix B: By-law Template

Appendix C: Example Forms



Overview of the CPP By-law Template



County of Simcoe Missing Middle Housing First Planning Permit By-law Template

Preface / By-law Page

_____, 2026

A By-law of the Corporation of the _____ to regulate land use and *development* on lands within the "_" designation of the _____ Official Plan, as amended by Official Plan Amendment No. ___.

WHEREAS it is considered desirable to regulate the use of land and the character and location of buildings and structures for the facilitation of *affordable and attainable housing development* approvals;

AND WHEREAS authority is granted to the Council of The Corporation of _____ to pass this By-law under Section 34 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended;
AND WHEREAS Section 2 of *Ontario Regulation* 173/16 under Section 70.2 of the *Planning Act, R.S.O. 1990, c.P. 13*, as amended, authorizes the Council of a local municipality to establish by By-law a community planning permit system within the municipality for any area or areas set out in the By-law;

AND WHEREAS there is an Official Plan in effect in the County of Simcoe enabling a Community Planning Permit By-law;

AND WHEREAS the _____ Official Plan has been amended by By-law No. ____ to adopt a Community Planning Permit By-law by Official Plan Amendment No. ___;

NOW THEREFORE the Council of The Corporation of _____ hereby amends By-law _____ (or By-laws), and all amendments thereto, as it relates to the lands described in this By-law as shown on Schedule "A" and enacts By-law _____.

PASSED THIS ___ DAY OF ___, 20__.

_____

MAYOR

_____

CLERK

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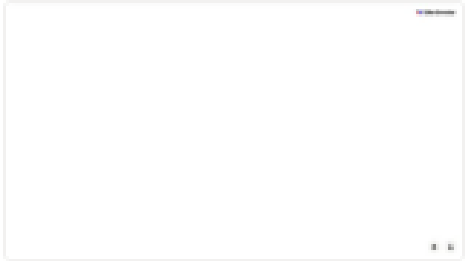

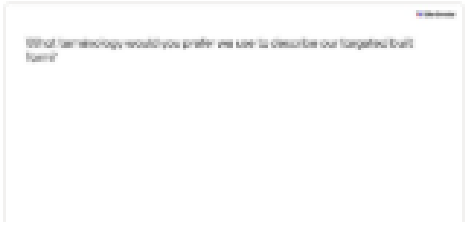

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Table 5: Designation of Accessible Parking Spaces
Table 6: Possible Conditions of Approval

List of Figures:

Schedule A: CPPS Applicable Area Mapping

Built Form Terminology

- Missing Middle Housing
- Small-scale multi-unit buildings or forms
- Low and medium density multiple unit buildings

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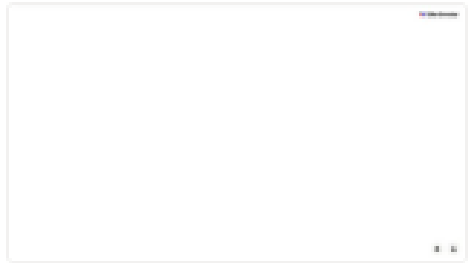

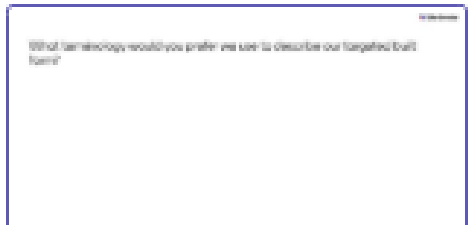

Community Enhancements

- Community Enhancements apply when an applicant is seeking relief to any provision other than height

- Enhancements must be proportional to the amount of relief that is being request

Discussion:

- Should the Implementation Guide provide suggested ratios for affordable and attainable units, or should this be left completely to each municipality to determine?

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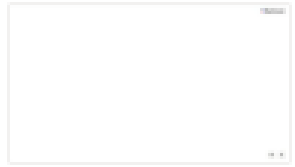
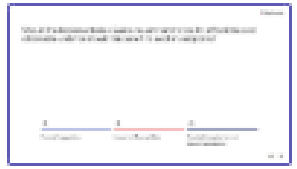
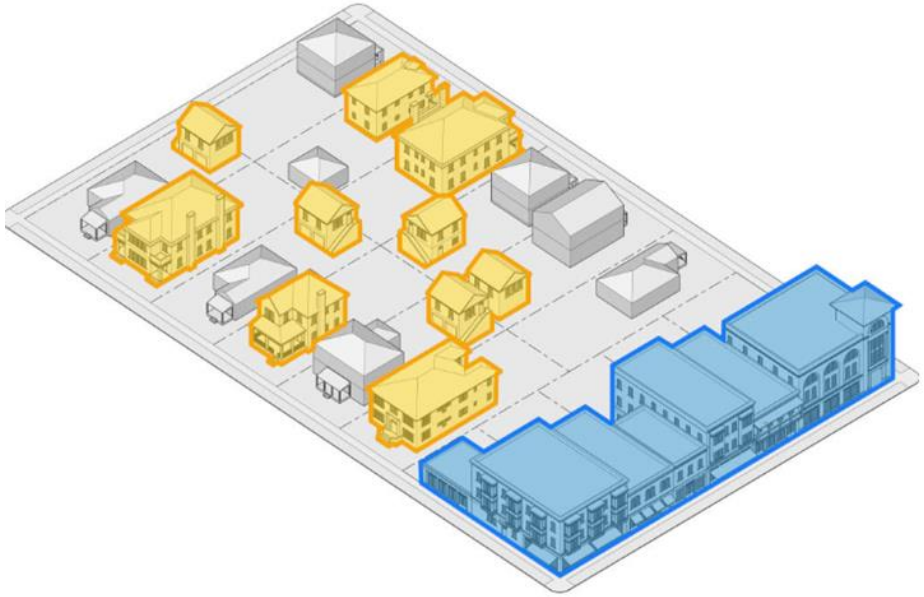




Amenity Space

- Amenity space is required only where developments include 15 or more dwelling units



Discussion:

- Is the 15-unit threshold appropriate? Should it be higher or lower?

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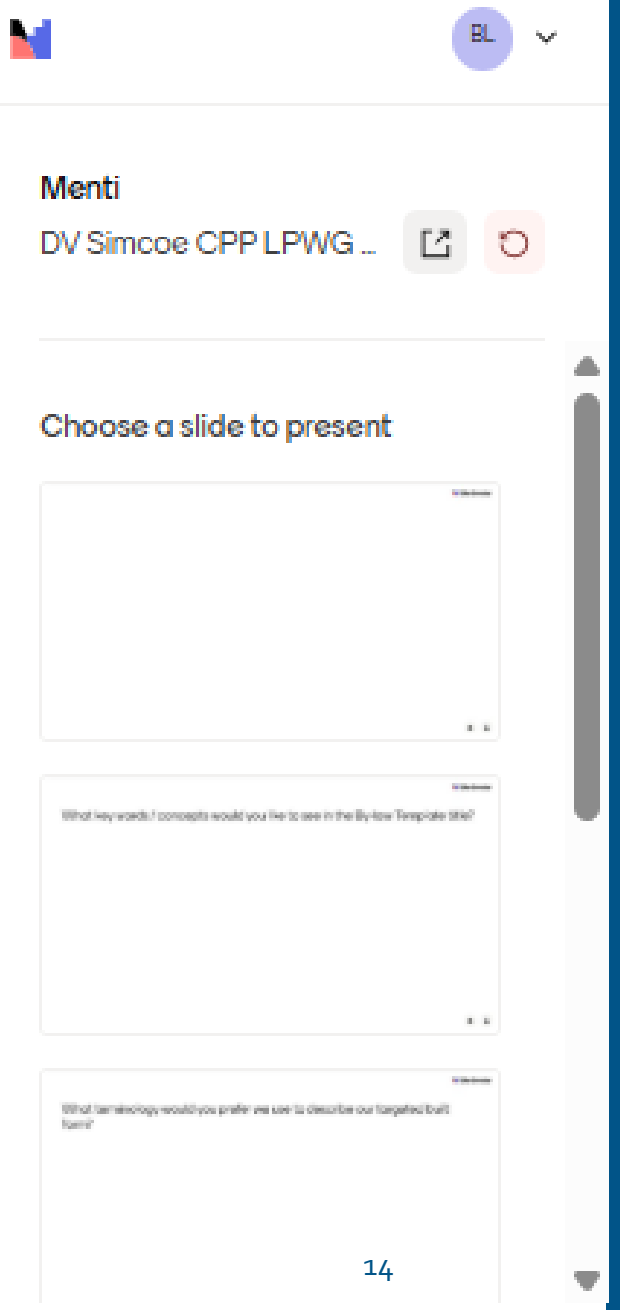
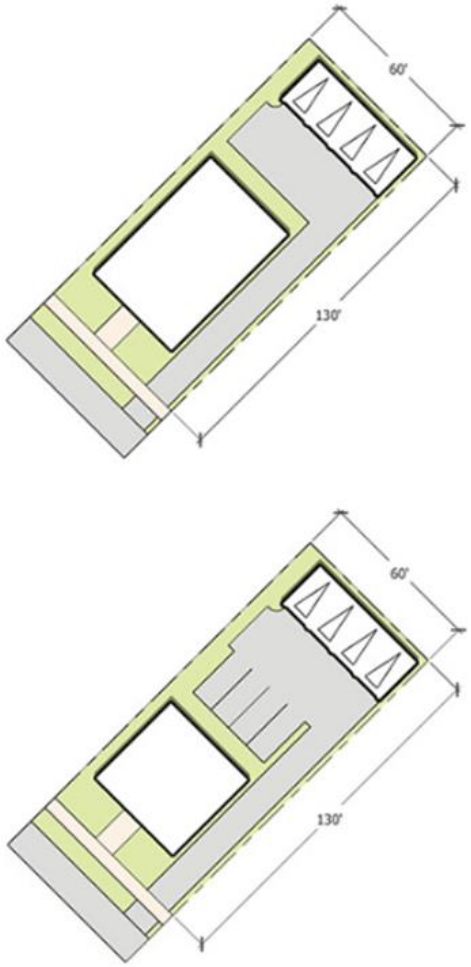


Parking Requirements and Reductions

- Parking standards apply across residential and small-scale commercial uses and are to be customized by municipalities.
- Class 2: Reductions up to 25%
- Class 3: Reductions greater than 25% - trigger Community Enhancement



The diagrams above illustrate the impact of parking requirements on developable area.

Conditional Approval Types

1) Provisional Approval
   - Granted before the full Permit is issued
   - Allows the application to advance only after specific conditions are satisfied
   - E.g., technical studies, payment of Community Enhancements, external permits
2) Conditional Approval
   - Conditions must be after the Permit is issued but before development begins
3) Comprehensive Conditional Approval
   - Includes requirements that need to be met both pre-permit and post-permit
   - Supports flexibility without delaying the 45-day decision timeline

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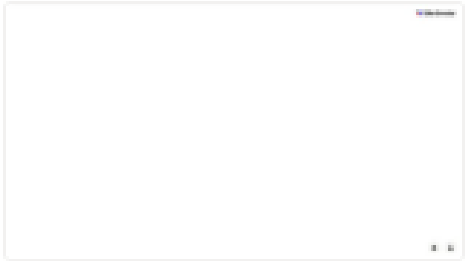
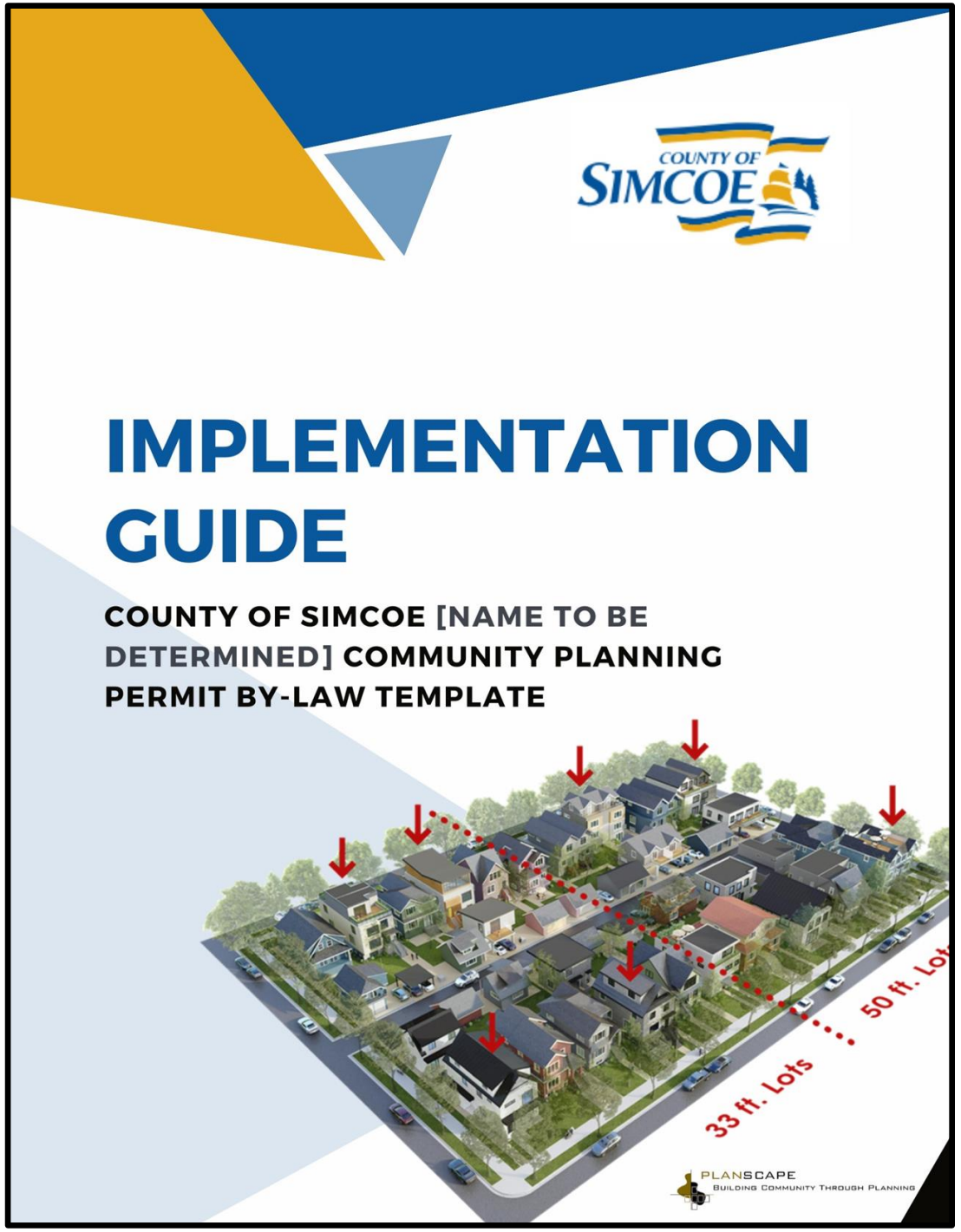


Implementation Guide Review

Customizing and Implementing the CPP By-law Template



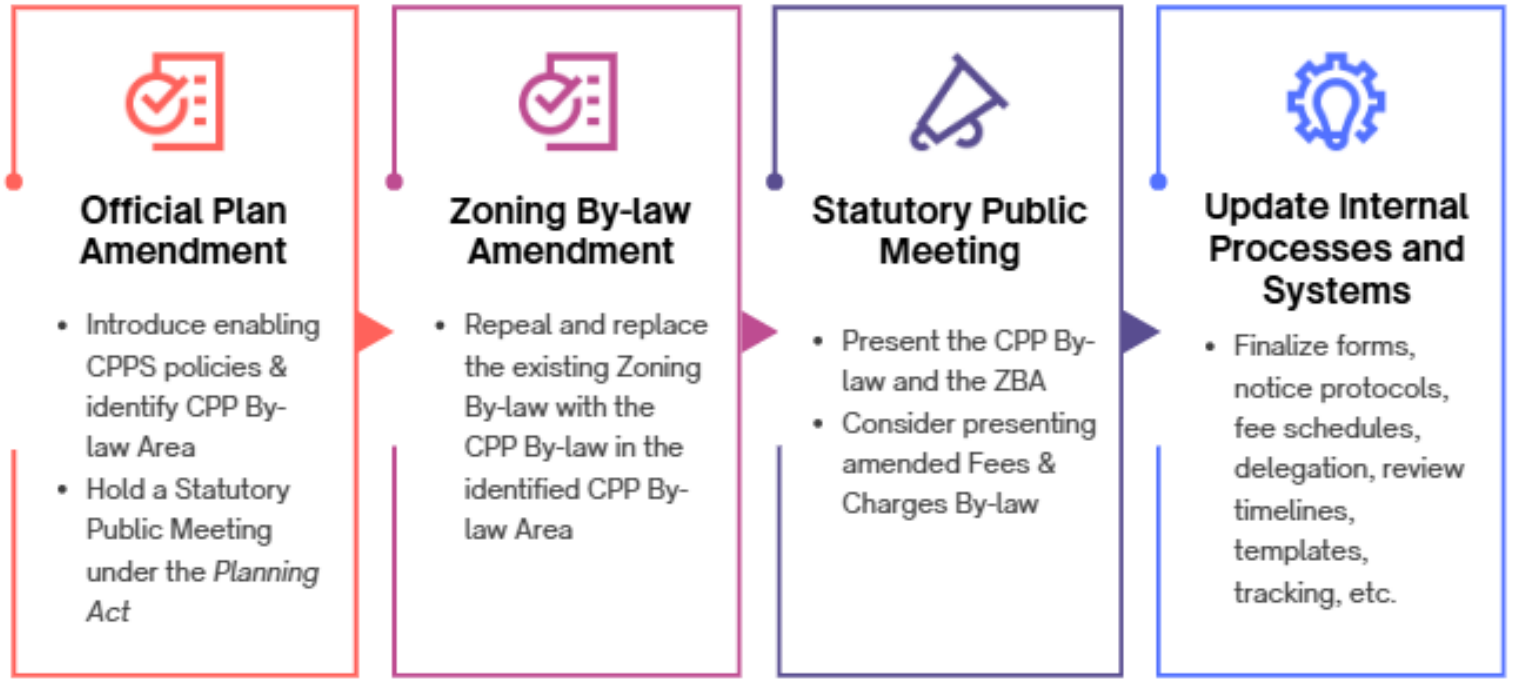
COUNTY OF SIMCOE

PLANSCAPE
Building Community Through Planning

How to Read the Implementation Guide

- ***Section 1: Overview and Background*** –introduces the CPPS framework. Explains legislative foundation and helps you to understand our approach to the template.
- ***Section 2: Enacting your CPP By-law*** – step-by-step direction on how to enable the CPPS through an OPA. Provides guidance on adopting the CPP By-law, public meeting requirements, transitioning internal workflow processes, and prompts operational considerations to support legislated 45-day decision window.
- ***Section 3: Customizing the CPP By-law Template*** – mirrors the By-law template Table of Contents. Offers detailed guidance, prompts, and best practices for customizing each section to local context.
- ***Section 4: Updating Schedules and Mapping*** – explains how to identify and map the CPP By-law Area and addresses integration with existing Zoning By-law schedules.
- ***Appendices*** – Official Plan Amendment template, CPP By-law template and supplementary example templates

Section 2: Adopting and Enacting your CPP By-law



Appendix A in the Guide

Appendix B in the Guide

Templated form examples in Appendix C of Guide

Update Municipal Processes and Internal Systems

Municipalities must update their internal procedures to reflect the new framework:

- **Development application forms** - replace zoning, minor variance, and site plan forms with CPP forms for the defined CPP By-law Area
- **Notice Requirements** – municipalities must determine how notices will be provided for CPP applications. Options include:
  - Recommended: using *Planning Act* notice requirements and your current best practices
  - Class 2 and 3: provide notice similar to current Minor Variance (60 m) and Zoning By-law (120 m) requirements. Decide on a circulation distance, format (mail, signage, website) and timing
  - Not recommended (but possible): No notice provided on any CPP By-law application
- **Planning Fees and Fee Schedules**
  - Class 1: described as effectively representing a zoning by-law conformance exercise and municipalities may wish to waive an applicable fee
  - Class 2 and 3: recommended to be based on cost recovery and complexity (i.e., tracking conditions, review, delegated authority, etc.) Tracking staff time during showing testing is recommended.

Update Municipal Processes and Internal Systems

- **Align Internal Review Processes with the 45-Day Decision Window**
  - Circulation timelines must be condensed and standardized
  - Interdepartmental review must begin immediately up on receipt of a complete application
  - Staff roles should be clearly defined
  - Pre-submission is pertinent for identifying issues early
  - Conditional approvals help meet timelines while managing outstanding information
- **Establish Tracking and Monitoring Systems**
- It is strongly recommended that municipalities establish an easy tracking system to monitor success and functionality of the new system:
  - Number of permits by class
  - Processing timelines tracking by permit
  - Staff time and resources to inform any fee adjustments and housekeeping amendments

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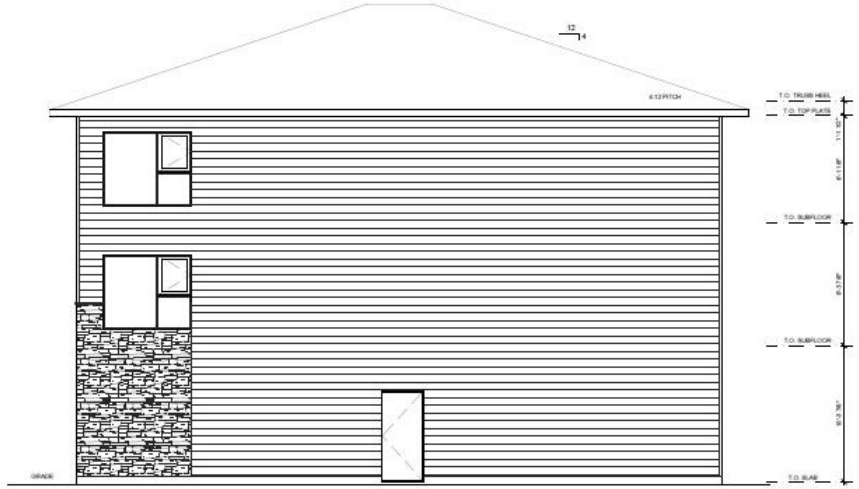
Development Example

Example

ELEVATION A



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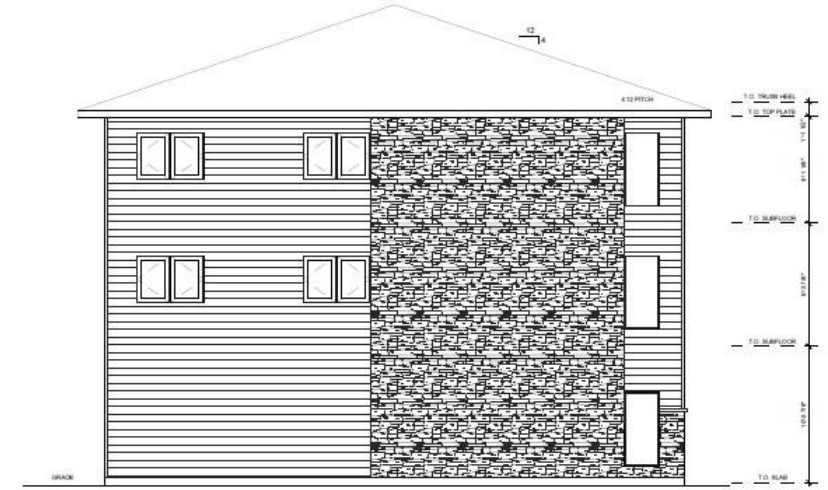
ELEVATION B



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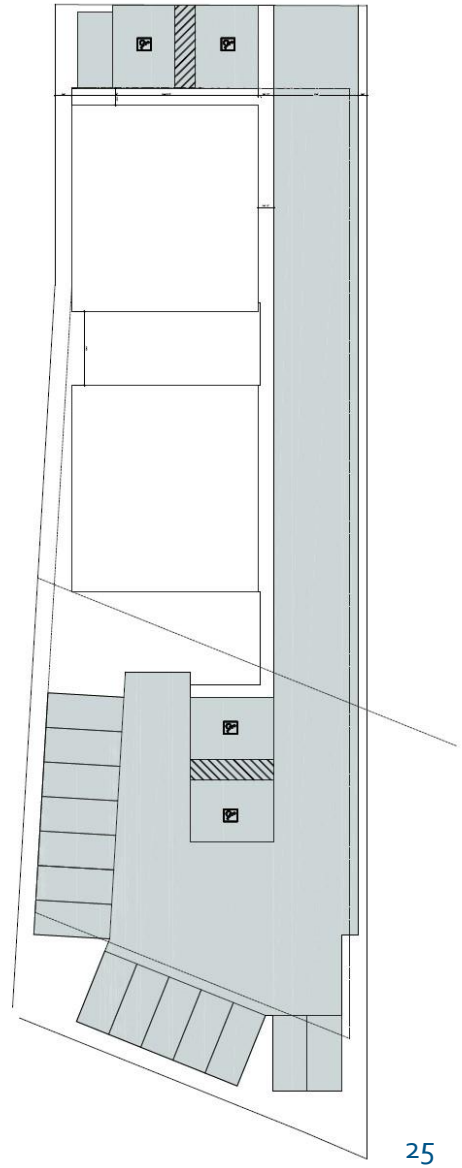
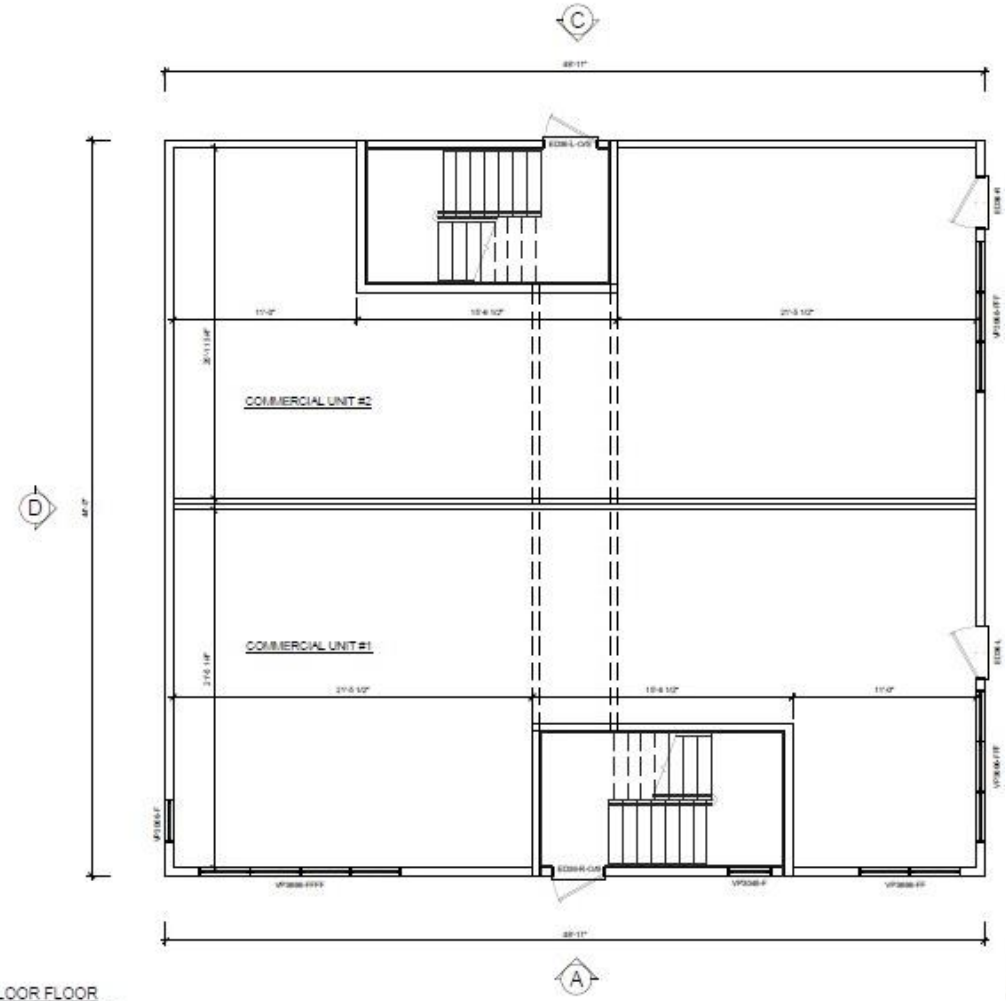
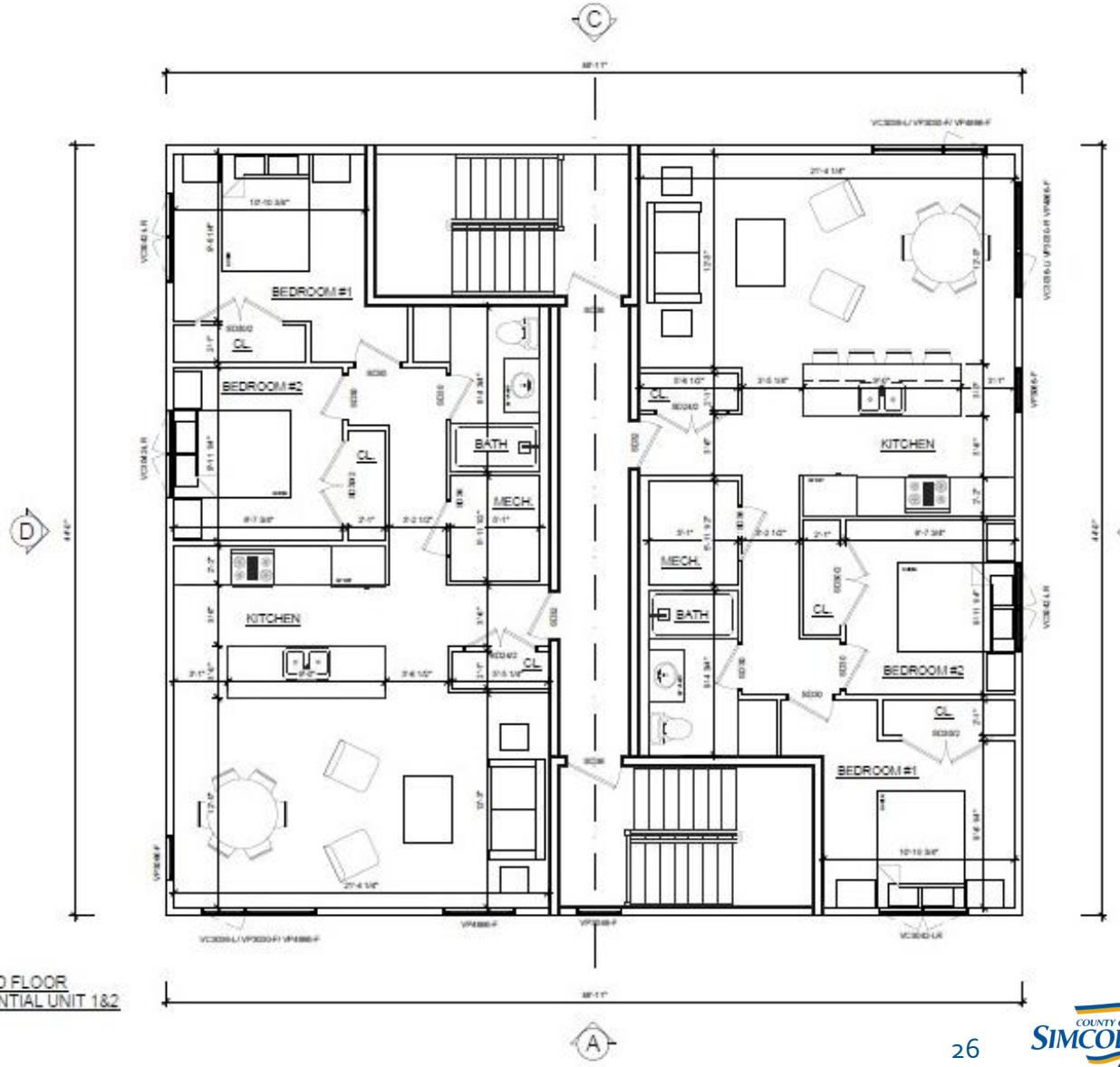


Example

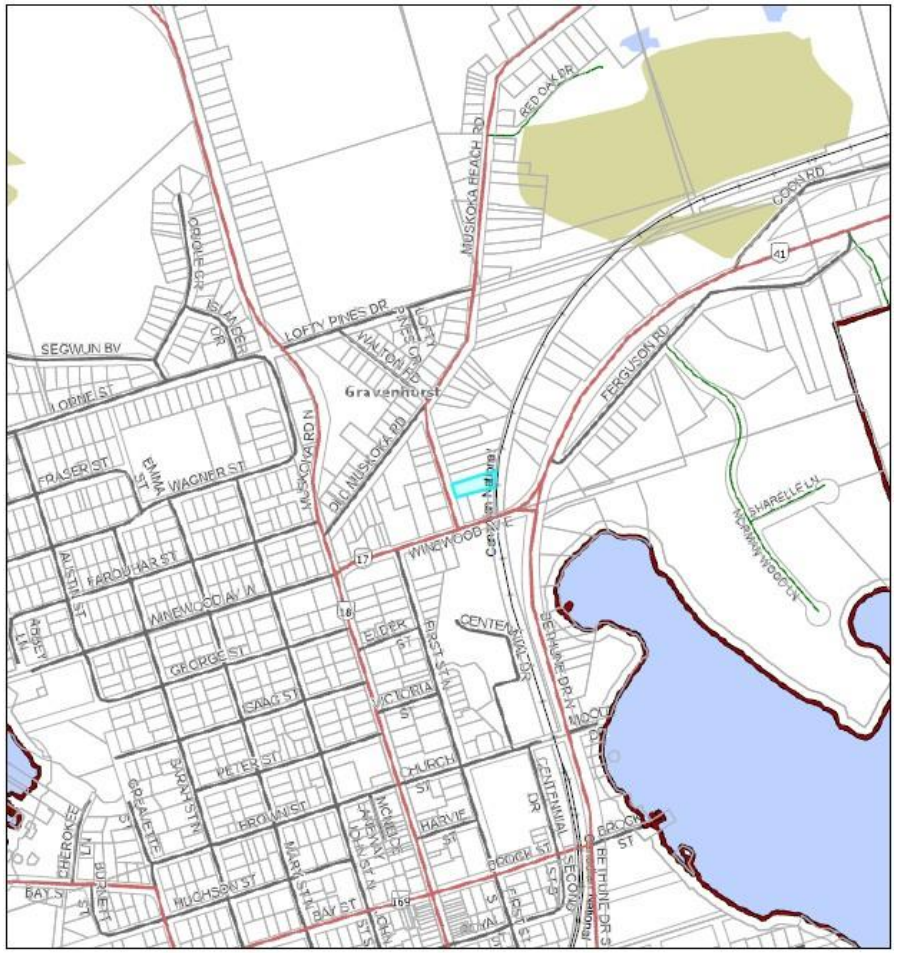


MAIN FLOOR FLOOR
COMMERCIAL UNIT 1&2



SECOND FLOOR
RESIDENTIAL UNIT 1&2

Example


SEGWUN BV
LOFTY PINES DR
MUSKOKA REACH RD
RED OAK DR
COOK RD
FERGUSON RD
Gravenhurst
WINEWOOD AV W
GEORGE ST
PETER ST
CHURCH ST
HARVIE ST
HUCKSON ST
BAY ST
MUSKOKA RD N
OLD MUSKOKA RD
CENTENNIAL DR
BERTHUME DR N
FIRST ST N
SECOND ST N
5/1/2025, 1:48:52 PM
1:12,037
Parcel: Assessment
District Municipality
Area Municipality
Geographic Township
Settlement Areas
Urban Centre
Civic Addresses
Road Network
District
Township
Private
Proposed
Lot Fabric
Canada_Hillshade
World_Hillshade
0 0.05 0.1 0.2 mi
0 0.1 0.2 0.4 km
Esri, NASA, NGA, USGS, FEMA, Sources: NRCan, Esri Canada, and Canadian Community Maps contributors.

R-1
RM-1
RM-2
C-2
C-1A
I
C-4
OLD MUSKOKA RD
MUSKOKA REACH RD
WINEWOOD AV E
FIRST ST N
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Zoning Index
Parcel: Assessment
Building Footprint
Settlement Areas
Urban Centre
Geographic Township
Area Municipality
District Municipality
Road Network
District
Township
Civic Addresses
Zoning
Commercial Core: C-1, C-1A, C-1B
Commercial Service: C-2, C-2A
Commercial Special Purpose: C-4
Institutional: I
Residential One: R-1
Residential Multiple One: RM-1
Residential Multiple Two: RM-2
Exemptions
0 0.01 0.03 0.05 mi
0 0.02 0.04 0.08 km
County of Simcoe, Province of Ontario, Ontario MNR, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA, AAFC, NRCan

MUSKOKA REACH RD
WINEWOOD AV E
SERVICE RD N

Example – Process and Outcome

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