OFFICIAL PLAN AMENDMENT (OPA) TEMPLATE

COUNTY OF SIMCOE

Housing Faster Community Planning Permit (CPP) By-law Template

2026

Prepared By:
Planscape Inc.

PLANSCAPE
Building Community Through Planning

THE CORPORATION OF THE [TOWN/TOWNSHIP OF _____]

BY-LAW NUMBER 2026-[XX]

A By-law to adopt Amendment No. [XX] to the Official Plan of the [Town/Township of _____], County of Simcoe, for the purpose of enabling a Community Planning Permit System (CPPS) in accordance with the *Planning Act* and Ontario Regulation 173/16 (Community Planning Permits).

WHEREAS the *Planning Act*, R.S.O. 1990, c.P.13, as amended, permits the adoption of amendments to an Official Plan and provides for approval of such amendments by the approval authority;

AND WHEREAS Ontario Regulation 173/16 (Community Planning Permits) made under the *Planning Act* requires that prior to passing a community planning permit by-law, the Official Plan identify the community planning permit area, set out the scope of any delegated authority, and set out the types of criteria and conditions that may be included in the community planning permit by-law;

AND WHEREAS Council considers it desirable to add policies to the Official Plan to enable a Community Planning Permit System within part or all of the Settlement Area(s) to streamline approvals, increase housing supply and diversity, and provide clear criteria and conditions for development;

AND WHEREAS the Provincial Planning Statement, 2024 came into effect on October 20, 2024 and provides policy direction to increase housing supply, align development with infrastructure, and support complete communities;

AND WHEREAS a Public Meeting was held pursuant to Section 17 of the *Planning Act*, and Council has had regard to all written and oral submissions;

NOW THEREFORE the Council of The Corporation of the [Town/Township of _____] enacts as follows:

1. That Amendment No. [XX] to the Official Plan of the [Town/Township of _____], County of Simcoe, consisting of Part A – The Preamble, Part B – The Amendment, and Part C – The Schedules attached hereto, is hereby adopted.

2. That the Clerk is hereby authorized and directed to make application to the County of Simcoe, as the approval authority, for approval of Amendment No. [XX].

3. That this By-law shall come into force and take effect on the day of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS ____ DAY OF _____, 2026.

_____
Mayor

_____
Clerk

OFFICIAL PLAN AMENDMENT NO. [XX]
ADOPTION AND APPROVAL PAGE

Adopted by By-law 2026-[XX] of the [Town/Township of _____] on the ____ day of _____, 2026.

I, the Clerk of the [Town/Township of _____], hereby certify that the Council adopted this Amendment by By-law 2026-[XX].

_____
Clerk

COUNTY OF SIMCOE – APPROVAL AUTHORITY

Notice of Decision: The County of Simcoe hereby approves Amendment No. [XX].

_____
Director of Planning, County of Simcoe

PART A – THE PREAMBLE
(This part of the Amendment is not part of the Official Plan policies and is included for information purposes only.)

1. Purpose of the Amendment
The purpose of this Amendment is to add policies to the Official Plan to enable the use of a Community Planning Permit System (CPPS) within the Municipality. The Amendment identifies the Community Planning Permit By-law Area ("CPP By-law Area"), sets out the scope of authority that may be delegated under the Community Planning Permit By-law (CPP By-law"), and sets out the types of criteria and the types of conditions that may be included in the CPP By-law, all in accordance with Ontario Regulation 173/16 (Community Planning Permits).

2. Location
The policies introduced by this Amendment apply to lands identified as the CPP By-law Area on Schedule A, attached to and forming part of this Amendment. The CPP By-law Area includes [describe settlement area(s) or neighbourhood(s), insert mapping references].

3. Basis of the Amendment
a) The CPPS consolidates zoning, site plan control, and minor variance processes into a single permit process to streamline approvals and provide clear, criteria-based flexibility for development.
b) The Provincial Planning Statement, 2024 encourages municipalities to increase housing supply and diversity, plan for compact and complete communities, and align growth with infrastructure.
c) Ontario Regulation 173/16 requires the Official Plan to:
    i. identify the CPP By-law Area;
    ii. set out the scope of delegated authority; and
    iii. set out the types of criteria and conditions that may be included in the CPP By-law.
d) The Amendment supports gentle intensification in established neighbourhoods through all forms of Missing Middle housing through clear policies and conditions.
e) Nothing in this Amendment removes or supersedes the need to obtain approvals under other applicable law, including the *Ontario Heritage Act* and the Ontario Building Code.

PART B – THE AMENDMENT
(All of this part of the Amendment forms part of the Official Plan.)

1. Introduction
The Official Plan is hereby amended by adding a new Section [X.X] entitled "Community Planning Permit System (CPPS)", together with related Schedules, as follows:

Section [X.X] – Community Planning Permit System (CPPS)

1. Purpose and Effect
1.1 The Community Planning Permit By-law ("CPP By-law") provides an alternative development approval framework that replaces zoning by-law provisions in the CPP By-law Area and consolidates zoning by-law amendments, site plan control, and minor variances into a single community planning permit process.

1.2 Within the CPP By-law Area, a CPP By-law may prohibit development or change of use unless a community planning permit is obtained.

1.3 The CPP By-law is deemed to be a by-law passed under Section 34 of the *Planning Act* to the extent set out in Ontario Regulation 173/16, and, upon coming into force, prior zoning by-laws are inoperative or repealed within the CPP By-law Area to the extent of conflict.

2. CPPS Area Identification
2.1 The CPP By-law Area is identified on Schedule A to this Amendment. Council may expand or refine the CPP By-law Area by amendment to this Official Plan.

3. Goals and Objectives
3.1 The goals and objectives of the CPP By-law are to: (a) increase housing supply and diversity, including missing middle and attainable forms; (b) streamline approvals while ensuring good planning and community compatibility; (c) provide transparent, criteria-based flexibility for variations to development standards; and (d) enable community enhancements in exchange for specified increases in height or density in accordance with this Plan.

4. Delegation of Authority and Permit Classes
4.1 Council may establish classes of community planning permits and delegate authority to issue permits, provisional approvals, and to amend permit conditions to designated municipal staff, subject to any limitations set out in the CPP By-law.

4.2 A Class structure may include: Class 1 – approvals with no variations; Class 2 – staff approvals with variations within prescribed ranges; and Class 3 – Council approvals for discretionary uses or variations exceeding staff limits.

4.3 The CPP By-law shall set out internal review procedures and the manner of giving notice of decisions.

5. Information and Material

5.1 Applications shall include the information and material prescribed by Schedule 1 to Ontario Regulation 173/16 and any additional information identified in this Plan or the CPP By-law that is reasonable and related to the application.

5.2 The Municipality may establish pre-submission procedures and submission checklists to assist in determining applications complete .

6. Criteria for Permissibility and Variations

6.1 The CPP By-law shall set out criteria for determining whether a class of development, a use, or a variation may be permitted by community planning permit.

6.2 Criteria may address, without limitation: neighbourhood compatibility and transition; height/massing and scale; privacy/overlook/shadow; site livability and amenity; parking/transportation and access (including active transportation and emergency access); trees/landscaping and stormwater; servicing and infrastructure capacity; streetscape quality and public realm; cumulative impacts; and contribution to housing supply objectives.

6.3 The CPP By-law may identify discretionary uses and ranges of variations from development standards that may be authorized through a community planning permit.

7. Conditions of Approval and Community Enhancements

7.1 Council may impose conditions through community planning permits that are clear, precise and quantifiable and identify timing for fulfillment. Conditions shall not address interior design, interior layout (except public interior circulation), or construction standards.

7.2 Permissible conditions may include, without limitation: vegetation removal/restoration; site alteration (including grading and fill);community enhancements and requirements to enter into and register agreements and to post financial securities to secure conditions.

7.3 Community Enhancements in exchange for additional height or density are authorized by this Plan, provided the CPP By-law (a) specifically identifies the area(s) where such conditions may be imposed; and (b) establishes a proportional relationship between the value/quantity of the enhancements and the amount of height or density permitted.

7.4 Community Enhancements may include, without limitation: affordable or attainable housing secured by agreement; enhanced amenity space; active transportation and transportation demand management measures; landscaping and urban design improvements; accessibility/universal design features; sustainability and low-impact development measures; community-serving spaces; and other comparable benefits that, in the opinion of the approval authority, provide an equivalent or greater benefit to the site and surrounding neighbourhood.

8. Decision-making, Notice and Appeals

8.1 The CPP By-law shall outline classes of decisions including refusal; approval with or without conditions; provisional/conditional approvals; and comprehensive conditional approvals.

8.2 Notice of decisions shall be given in accordance with Ontario Regulation 173/16 and the CPP By-law.

8.3 Only the applicant/owner may appeal a decision or a failure to make a decision within the time prescribed by Ontario Regulation 173/16. Third-party appeals of community planning permit decisions are not permitted.

9. Relationship to Other Planning Tools

9.1 Within the CPP By-law Area and to the extent provided by Ontario Regulation 173/16, zoning by-laws enacted under Section 34 of the *Planning Act* are inoperative or repealed to the extent of conflict upon the CPP By-law coming into force.

9.2 Within the CPP By-law Area, Sections 37 and 37.1 and Site Plan Control under Section 41 of the *Planning Act* do not apply, to the extent set out in Ontario Regulation 173/16.

10. Provincial Variations and Interaction

10.1 Where provincial regulation provides as-of-right variations to certain development standards (e.g., prescribed percentages for setback variations on specified lands), those permissions apply in addition to any CPPS variation ranges, subject to the scope and exclusions in the applicable provincial regulation.

10.2 The CPP By-law may clarify how such provincial permissions interact with CPPS variation tables and criteria.

11. Exemptions

11.1 The placement of a portable classroom on a school site in existence on January 1, 2007 is exempt from the requirement to obtain a community planning permit, and other exemptions may be identified in the CPP By-law in accordance with Ontario Regulation 173/16.

12. Transition

12.1 Complete *Planning Act* applications made prior to the effective date of the CPP By-law and approvals issued prior to that date may proceed in accordance with applicable transition provisions in the CPP By-law and the *Planning Act* and its regulations.

13. Implementation and Interpretation

13.1 These policies shall be implemented by passing a CPP By-law for the CPP By-law Area.

13.2 All decisions made under the CPP By-law shall be consistent with the Provincial Planning Statement, 2024 and applicable provincial plans and regulations.

PART C – THE SCHEDULES
(Schedules form part of the Amendment.)

Schedule A: Community Planning Permit By-law Area
[Insert mapping delineating the CPPS Area boundary. GIS-produced map to be appended at adoption/approval.]

Schedule B: Authorized Types of Conditions (Community Enhancements)
This Schedule lists examples of Community Enhancements, including but not limited to: affordable/attainable housing (secured by agreement), enhanced amenity space, active transportation/TDM measures, landscaping/streetscape improvements, accessibility/universal design measures, sustainability/LID/EV infrastructure, community-serving spaces, and other comparable benefits with proportional relationship to height/density increases.

Schedule C: Information and Material (Complete Applications)
Applications shall include the information and material prescribed by Schedule 1 to Ontario Regulation 173/16 and any Municipality-specific requirements identified in the CPP By-law or pre-application checklist, such as: a servicing brief, grading/drainage concept, stormwater strategy, tree information, cultural heritage screening, and transportation/parking memo as scoped by the Municipality.

Schedule D: Delegation & Classes of Permits

Council may adopt the following classes of permits and delegate authority to staff in the CPP By-law: Class 1 – no variations; Class 2 – staff-level variations within prescribed ranges; Class 3 – Council decisions for discretionary uses or larger variations. Internal review procedures and notice protocols shall be set out in the CPP By-law.

CERTIFICATE OF CLERK

I, the undersigned, Clerk of The Corporation of the [Town/Township of _____], hereby certify that the foregoing is a true copy of By-law 2026-[XX] passed by the Council of the [Town/Township of _____] on the ____ day of _____, 2026.

DATED at the [Town/Township of _____] this ____ day of _____, 2026.

_____

Clerk