To: **Affordable Housing Advisory Committee**

Agenda Section: Matters for Consideration
Division: Engineering, Planning and Environment
Department: Planning

Item Number: **AHA - 2026-150**

Meeting Date: June 2, 2026

Subject: **Housing Faster Community Planning Permit System Template Endorsement of Final Project Deliverables and Presentation**

Recommendation

That Item AHA 2026-150, dated June 2, 2026, regarding the County of Simcoe's Housing Faster Community Planning Permit System (CPPS) Template Project, be received; and

That the County of Simcoe Affordable Housing Advisory Committee endorse the final project deliverables, including Community Planning Permit By-law Template, Community Planning Permit System Official Plan Amendment Template, and Implementation Guide as identified in the Schedules attached to Item AHA 2026-150; and

That County staff distribute the Housing Faster Community Planning Permit System project deliverables to area local municipalities for consideration of further implementation.

Executive Summary

County of Simcoe Council endorsed the Housing Attainable Supply Action Plan (Housing ASAP), CCW 2024-192 Housing ASAP Final Report on June 25, 2024. Subsequently, CCW 2025-052 Housing ASAP Implementation Plan was presented to County Council on February 25, 2025. One of the recommendations from the Housing ASAP project was to explore how the County could facilitate a Community Planning Permit System (CPPS) to support housing.

A CPPS is a discretionary land use planning tool which can replace the traditional *Planning Act a*pplication process by combining zoning by-law amendments, minor variances, and site plan control into one approval planning process. Section 70.2 of the

Planning Act and Ontario Regulation 173/16 provide direction for implementation of a CPPS.

The overall County goal was to prepare a housing-supportive Model Community Planning Permit System, including a Community Planning Permit By-law (CPP By-law) Template and a Community Planning Permit System Official Plan Amendment (CPPS OPA) Template to support local affordable and attainable housing priorities. The CPPS templates provide a means to streamline development approvals and increase the supply of housing opportunities and are intended to be clear and easily applied by any of the 16 local area municipalities that wish to use the CPPS in planning their respective communities. While the County itself cannot implement a CPPS, this project reinforces the County's continued role in providing resources and best practices to area municipalities.

Following a Request for Proposal (RFP) process, the County retained Planscape Incorporated to devise and follow a workplan, including an engagement process, to prepare housing-supportive CPPS OPA Template and a CPP By-law Template. The project began in June 2025.

County Planning staff shared a CPPS Project Update report to County Council on September 23, 2025, as per CCW 2025-237. A subsequent report (AHA 2025-298) was provided to the Affordable Housing Advisory Committee on November 18, 2025. During that meeting, Planscape presented a detailed overview of the project and sought feedback from the Affordable Housing Advisory Committee on the vision statement for the CPP By-law.

The project deliverables have now been finalized, which include:

1. Housing Faster Community Planning Permit System (CPPS) Official Plan Amendment Template
2. Housing Faster Community Planning Permit (CPP) By-law Template
3. Housing Faster Community Planning Permit (CPP) By-law Implementation Guide

These deliverables are attached as Schedule 1, 2, and 3 to this report.

These documents establish the legislative and administrative framework required for a local municipality to implement/enact their own housing-supportive CPP By-law while creating more efficiencies in the development approvals process and increasing the opportunities for a wide range of affordable and/or attainable housing in their municipality.

Background

The preparation of a model CPPS was identified as one of the five (5) priority actions in the County of Simcoe's 2024 Housing – Attainable Supply Action Plan. This priority offers process guidance to local municipalities and supports their delivery of market-provided affordable and attainable housing within the County of Simcoe, utilizing a more streamlined development review process. The County of Simcoe's CPPS Templates are

specifically designed to support local area municipalities in their own implementation process of the Housing Faster CPP By-law, while saving them time and money rather than pursuing this opportunity on their own.

A CPPS is a discretionary land use planning tool which can replace the traditional *Planning Act a*pplication process by combining zoning by-law amendments, minor variances, and site plan control into one streamlined application and approval process. This project is intended to support the County's local municipal partners by producing the materials needed should a local municipality implement a housing-supportive CPPS at the local level.

This tool has the potential to get housing to market quicker through a more efficient approvals process. The CPPS process also enables municipalities to provide greater controls and conditions regarding aspects of development that fall under community benefits, such as affordable housing, and those that typically fall outside of zoning such as urban design, landscaping, tree removal, site alteration, natural feature protection and flood plain and natural hazard limitations.

The Housing Faster CPPS is designed to support municipalities in achieving their housing priorities through a clearly defined community vision and by enabling more flexible, efficient, and transparent planning decisions while maintaining alignment with the local Official Plan and provincial policy objectives. This planning tool responds directly to the urgent need for more diverse, affordable, and attainable housing across Ontario. By consolidating zoning, minor variance, and site plan approvals into a single, predictable process, a locally implemented Community Planning Permit By-law (CPP By-law) will reduce delays, increase certainty, and unlock opportunities for gentle intensification, especially in built-up neighbourhoods where missing middle housing forms are most feasible. "Missing Middle Housing" refers to a range of small-scale, multi-unit residential buildings that fill the gap between single-detached homes and larger apartment buildings and are typically compatible in scale with established neighbourhoods and provide a way to add housing choice without introducing large-scale built form.

In the context of the ongoing housing crisis, this tool enables municipalities to efficiently deliver more housing types, while still ensuring that compatibility, design quality, and community character are protected through clear standards, criteria, and conditions of approval.

Housing Faster CPPS Project Workplan

The project followed a three-stage workplan:

1. **Initiation and Background Review**
    - Formed a Local Planners Working Group (LPWG);
    - Completed a Background and Directions Brief;
    - Launched a project webpage.

2. **Consultation and Drafting of Reports**
   - The project workplan included engaging with the LPWG on four (4) occasions. This engagement was very valuable to maximize the local planning expertise, understand local challenges and opportunities, utilize the expert planning panel to discuss and review the by-law template and to support the longer-term implementation of a CPPS through planning staff advocacy;
   - Additional engagement with Indigenous communities, the public, developers, and agencies;
   - Prepared preliminary draft CPP By-law components.

3. **Final Deliverables**
   - Completed the CPPS OPA Template, CPP By-law Template, and CPPS Implementation Guide.

The three (3) deliverables are:

1. Housing Faster Community Planning Permit System (CPPS) Official Plan Amendment Template
2. Housing Faster Community Planning Permit (CPP) By-law Template
3. Housing Faster Community Planning Permit (CPP) By-law Implementation Guide

These deliverables are attached as Schedule 1, 2, and 3 to this Item AHA 2026-150 and described in more detail below.

1. Housing Faster Community Planning Permit System (CPPS) Official Plan Amendment Template

The first step in enacting a CPP By-law is to approve an official plan amendment (OPA) under Section 3(1) of Ontario Regulation 173/16, to enable the CPP By-law. The OPA is required to identify the applicable CPP By-law Area, the scope of delegated authority, and the goals, criteria and conditions that may be included in the implementing CPP By-law.

The Housing Faster CPPS OPA Template has been prepared as a resource to our local municipalities and to support local implementation of the CPP By-law process.

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

The County of Simcoe’s Housing Faster CPP By-law Template is a value-added initiative provided by the County of Simcoe for local area municipalities to use as a tool to help achieve housing targets and increase the supply of housing in general. This tool is grounded in recent Building Up County projects and plans including the Housing Needs Assessment (HNA), Housing Attainable Supply Action Plan (Housing ASAP), and the 10-Year Affordable Housing and Homelessness Prevention Strategy. These

plans identified the need for a broader range of housing options across the County and the priority of streamlining development processes to support the creation of needed housing stock.

The Housing Faster CPP By-law Template is specifically designed to support local area municipalities and is to be customized to appropriately reflect the local area planning context and needs. The template focuses on encouraging redevelopment and infill within settlement areas (including rural settlements) to increase the overall supply of housing units particularly in the form of low and medium density multiple unit buildings. The local CPP By-law will identify a specific CPP By-law Area as part of its implementation. The area could include a specific location within the municipality or could cover the entire geography.

An in effect CPP By-law would allow a municipality to issue development (CPP) permits if a planning application related to housing meets the standards set out in the CPP By-law. While a CPP By-law can also be used for high-density residential uses, the County of Simcoe's CPP By-law Template has been specifically designed to achieve missing middle forms of housing.

The CPP By-law allows Council to delegate straightforward decisions to staff, ensuring that simple, small-scale applications can proceed quickly without unnecessary Council involvement. This improves processing capacity and accelerates the delivery of small-scale multi-unit/missing middle housing forms while preserving Council authority over more complex or impactful proposals. Delegation also establishes clear expectations for applicants, leading to greater procedural certainty. This allows municipalities to accommodate innovative housing without relying on full zoning amendments, while ensuring that additional density or built form changes remain compatible with neighbourhood context.

A Community Planning Permit (CPP) By-law is passed under Section 34 of the *Planning Act*, and like any zoning by-law, it may be appealed to the Ontario Land Tribunal (OLT) following Council adoption. The appeal rights relate to the passing of the CPP By-law itself, not to individual permit decisions. Once the By-law is passed, it is subject to the normal appeal provisions of Section 34, which allow eligible parties to appeal within the statutory timeline. Importantly, once approved, the Official Plan policies enabling the CPPS cannot be amended for five years unless Council passes a resolution permitting such amendments, providing municipalities with a stable implementation window.

Table 1. Comparison of a CPP By-law and Traditional Planning Processes

Element	CPP By-law	Zoning By-law
Application Type	One consolidated application replaces zoning amendments, minor variances, and site plan approvals for lands within the CPP By-law Area.	Requires separate applications for zoning, minor variance, and site plan approvals.
Approval Timelines	45 days from the date the application is deemed complete, for all permit classes.	• 30 days – Minor Variance • 60 days – Site Plan Control • 90 day – Zoning By-law Amendment
Flexibility	Includes built-in variations and discretionary uses, allowing approvals without amendments when criteria are met.	Relief requires a minor variance or zoning by-law amendment if standards are not met or uses are not listed.
Conditions of Approval	Permitted. May include: • Provisional (before permit issuance) • Conditional (after issuance) • Comprehensive (both)	Not permitted under zoning by-law amendment.
Appeals	Only the applicant/owner may appeal (similar to a ZBL). • Decision Appeals: 20-day appeal period after notice • Non-decision Appeals: Applicant may appeal after 45 days if no decision is made	No third-party appeals permitted. Standard 20-day appeal period applies. Appeals for non-decision can be made after 90 days.
Design control	Design matters may be defined and regulated through the CPP By-law if supported by the Official Plan.	Very limited design control and typically related to safety issues.

3. Housing Faster Community Planning Permit (CPP) By-law Implementation Guide

The Implementation Guide has been compiled to support local area municipalities in their customization process and implementation of the Housing Faster CPP By-law Template.

This Implementation Guide aims to provide specific references to the *Planning Act* and Ontario Regulation 173/16 for clarity and convenience as staff confirm all legislative requirements have been met. It provides the context and background information on the CPPS and the County of Simcoe's housing objectives. Also included are practical instructions and best-practice considerations for customizing the By-law Template. Overall,

information included in the Implementation Guide provides process guidance for application intake, review, delegation, conditions, decision-making, notice, and appeal rights, and implementation strategies for internal workflow changes, interdepartmental coordination, and training.

Overall, these tools are designed to help local municipalities accelerate housing approvals, support missing middle housing, and align with provincial policy. As part of next steps and upon endorsement by the Affordable Housing Advisory Committee and County Council, County staff will prepare a communication to local municipal planning directors and staff regarding the Housing Faster CPPS resources.

County staff acknowledge that further support and resources would assist interested local municipalities with implementation of the Housing Faster CPPS Template. County staff have evaluated various approaches to providing further support. These include, but are not limited to the following:

1. CPPS Tool and Template Video Presentation
    - An educational, automated slide presentation for Councils, staff, and the public, and may involve an explanatory voiceover or interactive visual component;
    - Preparation of additional presentations to local municipal Councils and/or staff.

2. Local Municipal Implementation Workshops
    - Workshops for the 16 local municipalities and/or for those municipalities who wish to advance a CPPS By-law with the purpose of ensuring that the municipalities are well positioned to not only adopt the CPPS template, but to champion it is use;
    - The workshops may be tailored to local staff, local councils or both depending on municipality’s requirements.

3. Simcoe County CPPS Interactive Infographic
    - Create an interactive, infographic product illustrating the CPPS template and its purpose and process, which can be used for the County specifically or the individual local municipalities.

4. Local Municipal CPPS Presentations
    - To support broader understanding of the CPPS generally and enhance confidence and buy-in of the Housing Faster CPP By-law to achieve housing targets and streamline development processes, the Consulting Team can attend (for a fee) local municipal Council meetings as a delegated presentation to explain the key benefits and rationale for local municipalities to use this tool.

5. Community Guide
    - The Implementation Guide developed during the first Phase of the project has a target audience of municipal staff and is intended as a detailed and technical support document to aid CPP By-law implementation. A Community Guide supports resident understanding of how this CPPS By-lay impacts them and their future land use planning approval needs. The guide is reader-friendly and focussed on educating residents on the CPPS, why the municipality is using the CPPS, what it means for residents and how the CPP By-law works.

6. Council and Staff Handbook
    - The Council and Staff Handbook is an education product that summarizes the CPPS tool and elaborates on the technical and process aspects of what implementing a CPPS in their municipality can achieve. It is higher level and more focussed on education and providing an on-going easily accessible reference document for both Council and staff.
    - This Handbook could be customized by a municipality or can be a more generalized guide provided at the County level.

7. Implementation Funding Program
    - Similar to the existing Trails Connecting Communities Program, County funding could be provided to local municipalities to support local implementation of the Housing Faster CPPS into local planning documents and processes.
    - Envisioned to be an application-based program resulting in funding for a qualified consultant to customize the Housing Faster CPPS for a municipality, and to engage with the local community, and to pursue the approvals required to implement the CPPS.

Once the Housing Faster CPPS Template is endorsed by Council, County staff will continue to evaluate and cost various approaches to support implementation. This evaluation will include further discussions with local planning authorities to ensure optimal usefulness to local municipalities who are interested in pursuing implementation. Based on the feedback received and the evaluation, County staff will work through the 2027 Budget process to seek the appropriate funds that may be required.

Financial and Resource Implications

Funds to complete the Housing Faster CPPS Template Project are associated with implementation of the Council-endorsed Housing ASAP and have already been allocated in the current departmental Operating Budget. A potential for an implementation component to this project would assist local municipalities to implement the CPP By-law. Following the completion of this project, County staff will consult with local partners and

assess whether County implementation assistance is necessary and/or beneficial. The funds required for the potential implementation component(s) would be included in the 2027 Budget for Council's consideration.

Relationship to Corporate Strategic Plan

A. Growth Related Service Delivery:
This report impacts growth in the County by encouraging an increase in the supply of housing through use of tools to streamline the development process.

Reference Documents

- CCW 2024-192 – Housing – ASAP - Endorsement, June 25, 2024
- CCW 2025-052 – Housing – ASAP - Implementation Plan, February 25, 2025
- CCW 2025-237 – CPPS Template Project Update, September 23, 2025
- AHA 2025-298 – CPPS Template Project Update, November 18, 2025

Attachments

Schedule 1 – CPPS Official Plan Amendment Template, June 2026
Schedule 2 – CPP By-law Template, June 2026
Schedule 3 – CPP By-law Implementation Guide, June 2026

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Approvals	**Date**
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Mark Aitken, Chief Administrative Officer	May 27, 2026