

Guide to

# Preconsultation at the City of Orillia



## **As of January 1, 2023, the City's Preconsultation process changed substantially further to recent amendments to the *Planning Act* introduced through the *More Homes for Everyone Act, 2022 (Bill 109)*.**

As a result of this legislation, municipalities such as the City of Orillia are required to make a decision on Zoning By-law Amendments within 90 days of receiving a complete application and within 120 days of receiving a complete Official Plan Amendment application. The City is further required to issue Conditional Site Plan Approval within 60 days of receiving a complete Site Plan Approval application. In order to meet these legislated timelines, the City's Preconsultation process has been redesigned to increase processing efficiencies once an application has been deemed complete.

### **What is Preconsultation?**

In general, Preconsultation is a process where development applicants consult with municipal and agency staff before submitting a formal planning application.

Preconsultation at the City is a two-stage process, which is why it is broken into two distinct Stages:

**Stage 1 Preconsultation:** Provides the opportunity for the City to identify what information and material is required for submission of a Complete Application.

**Stage 2 Preconsultation:** Provides the opportunity for the City to undertake a detailed review of reports/studies/assessments submitted by the developer to ensure they conform to the City's policies, guidelines and standards before submission of a formal planning application.



## Why is Preconsultation Required at the City?

In general, Preconsultation saves time, money and resources for the applicant wanting to develop land since all of the information required to make a wise investment decision is provided by the City "up-front".

### Preconsultation By-law

On Dec. 12, 2019 City of Orillia Council approved a Preconsultation By-law (2019-118) which requires mandatory Preconsultation for the following planning applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision or Condominium
- Site Plan Approval

### Official Plan Policies on Preconsultation/Complete Application

On Oct. 3, 2022 City of Orillia Council approved an Official Plan Amendment which modified the requirements for a complete application. It's through the City's Official Plan that the City established a two-stage Preconsultation process. During Stage 1 Preconsultation, the City will identify the list of plans, studies, information and material to be submitted as part of a complete application. During Stage 2

Preconsultation, the reports/studies/assessments will be reviewed by the City to ensure conformity with the City's Official Plan, Terms of Reference, standards and guidelines prior to deeming an application complete. For further detail, review Policy 7.1.8 of the **City's Official Plan**.

For Site Plan Approval applications, confirmation of Zoning By-law compliance from the City will be required before an application will be deemed complete. The City will also require comments to have been received from agencies such as MTO, Hydro One, MECP, etc. before deeming a Site Plan Approval application complete.

The City will also require the proper sequencing of planning applications. For example, in order for a Site Plan Approval application to be eligible for completeness, zoning compliance must first be achieved without need for a Zoning By-law Amendment or Minor Variance and there must be no associated need for an Official Plan Amendment and/or Draft Plan of Subdivision/Condominium application(s). In the case of a Zoning By-law Amendment to be eligible for completeness, there must not be a need for an associated Draft Plan of Subdivision/Condominium. Associated Official Plan Amendment and Zoning By-law Amendment applications can continue to be processed concurrently.

## Site Plan Control By-law

On Oct. 3, 2022 City of Orillia Council approved changes to the City's Site Plan Control By-law which is **Chapter 363 of the City of Orillia Municipal Code**. The City's Site Plan Control By-law has been changed to provide the City with the ability to issue Conditional Site Plan Approval within 60 days of receiving a complete application.

The City's updated Site Plan Control By-law requires Preconsultation to occur in two-stages where deemed necessary. Stage 2 Preconsultation may not be necessary if there are no reports/studies/assessments to be reviewed by the City in order to deem the application complete. The City may deem a Preconsultation submission incomplete if the City's minimum requirements for a submission have not be met (see the minimum requirements described on page 6).

The City will require an applicant to reapply for Site Plan Approval after Conditional Site Plan Approval has been granted if substantial changes to the development are proposed. If the applicant is required to reapply for Site Plan Approval, then the City at its sole discretion may determine that Preconsultation be required to be undertaken again.

## What is the Preconsultation process at the City?

As previously described, the Preconsultation process at the City of Orillia consists of two stages. Each stage is described in detail below:

### Stage 1 Preconsultation

Stage 1 Preconsultation is required for all Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or Condominium and Site Plan Control applications.

The purpose of the Stage 1 Preconsultation process is to allow the City to review the preliminary proposal and identify the list of required plans, studies, material and information required for a complete application. If any reports need to be reviewed by the City prior to a complete submission, then the City will advise that Stage 2 Preconsultation will be required. There is a separate request form and fee for Stage 2 Preconsultation.





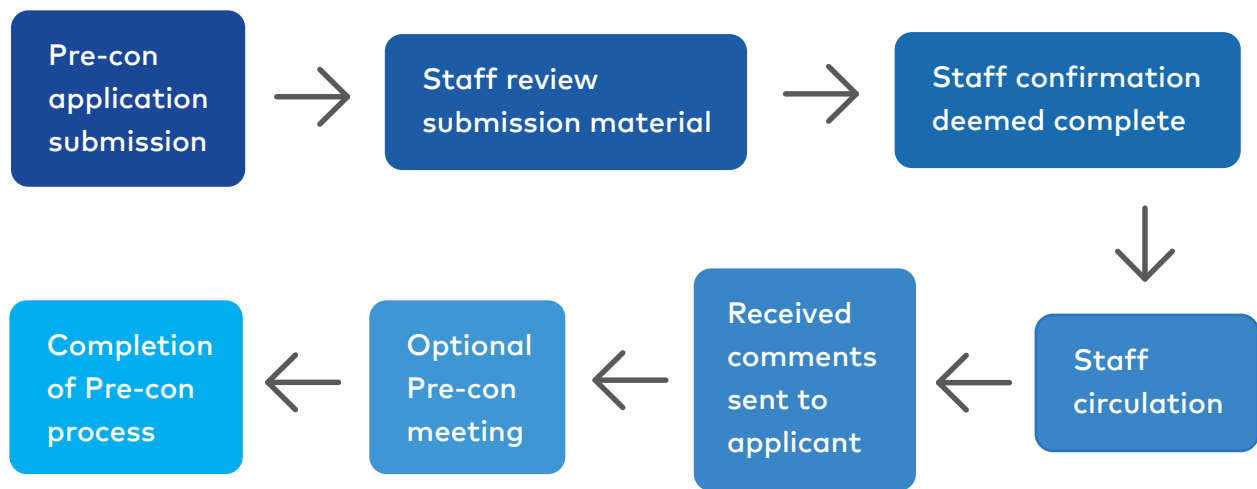
In order to initiate Stage 1 Preconsultation, the required information and fees must be submitted to the City. The fee information is contained on the **Planning Fee Schedule**. Planning fees increase as of January 1 of each year. The required information to initiate Stage 1 Preconsultation includes the following:

- Covering Letter describing the proposed development
- Site Plan including:
  - North arrow
  - Municipal address of the property
  - Dimensioned property boundaries
  - Names of streets fronting the property
  - Existing/proposed building location, size & setbacks from all lot lines
  - Driveway entrances with dimensions
  - Main (principal) entrance to proposed building
  - Location of the nearest fire hydrant and/or Siamese connection at the building

- Number of parking spaces
- Location of any watercourses, drainage ditches, and natural features which may affect the application
- Surrounding land uses
- Zoning Matrix
- Conceptual Building Elevations for Proposed Buildings more than three storeys in height
- Completed **Stage 1 Preconsultation Request Form**
- Submission of Stage 1 Preconsultation Fee

Stage 1 Preconsultation takes approximately four to six weeks to be completed by the City depending on the complexity of the proposed development.

A Preconsultation meeting can be scheduled with City Staff once the Stage 1 Consolidated Comments have been provided to the applicant.



Stage 1 Preconsultation is only valid for one year from the date of Stage 1 Preconsultation Comments issued by the City to either:

- first submission of Stage 2 Preconsultation, or
- submission of the formal planning application(s) for the proposed development (if Stage 2 Preconsultation is not required), unless otherwise granted by extension by the City.

A new Stage 1 Preconsultation and fee may be required if there are substantial changes to the proposed development between Stage 1 Preconsultation and Stage 2 Preconsultation and/or formal submission of the application(s).

Any comments made during Stage 1 Preconsultation are preliminary and subject to further review and circulation at the time of Stage 2 Preconsultation (if required) and a complete and formal application. City comments on the Preconsultation do not imply or suggest any decision to either support or refuse the application. Further, participating in Preconsultation does not allow the undertaking of construction and/or site alteration, including the clearing of trees and vegetation.

## Stage 2 Preconsultation

Stage 2 Preconsultation is required for all Official Plan Amendment, Zoning By-law Amendment, Draft

Plan of Subdivision or Condominium and Site Plan Control applications where it was identified during Stage 1 Preconsultation that Stage 2 Preconsultation would be required.

The purpose of the Stage 2 Preconsultation process is for the City and its Peer Reviewers to evaluate any required reports, studies and/or assessments identified as required during Stage 1 Preconsultation in order to ensure the reports/studies/assessments conform to the City's Official Plan, any associated Terms of Reference, standards or guidelines established by the City prior to deeming an application complete. At the same time, City staff will review any plans submitted with Stage 2 Preconsultation to continue to advance the approval process.

Stage 2 Preconsultation can be a time-consuming process with multiple submissions before the City accepts the submission and approves a formal application(s) for a proposed development. It may take as many as three submissions during Stage 2 Preconsultation before a formal planning application(s) is deemed complete by the City. With each submission, a new **Stage 2 Preconsultation Request Form** together with the appropriate fees is required.

All submission materials identified as being required as part of the City's Consolidated Stage 1 or 2 Preconsultation Comments, including



the Stage 2 Preconsultation Request Form and associated fees, is required to be submitted in a digital format.

The fee information is contained on the **Planning Fee Schedule**. There is an initial base fee for Stage 2 Preconsultation plus an individual report review fee for each report that needs to be reviewed by City staff (not subject to Peer Review). Be sure to consult with planning staff when preparing your Stage 2 Preconsultation submission to ensure you have calculated the fees correctly.

Reports that will be Peer Reviewed are not subject to the per report review fee. However, the applicant is fully responsible for paying for the Peer

Reviewer's time. The City requires an initial deposit of \$5,000 per report to be reviewed but it is the applicant's responsibility to pay for the full cost of the peer review which, depending on the scale and complexity of the proposed development, can range from \$5,000 to \$20,000 per report. Reports that are always peer reviewed by the City are Environmental Impact Studies and Hydrogeological Reports. If other reports are to be peer reviewed, this will be identified in the City's Stage 1 Preconsultation Comments.

Stage 2 Preconsultation is only valid for one year from the date the first Submission: Stage 2 Preconsultation Comments are issued by the City to submission of the formal planning

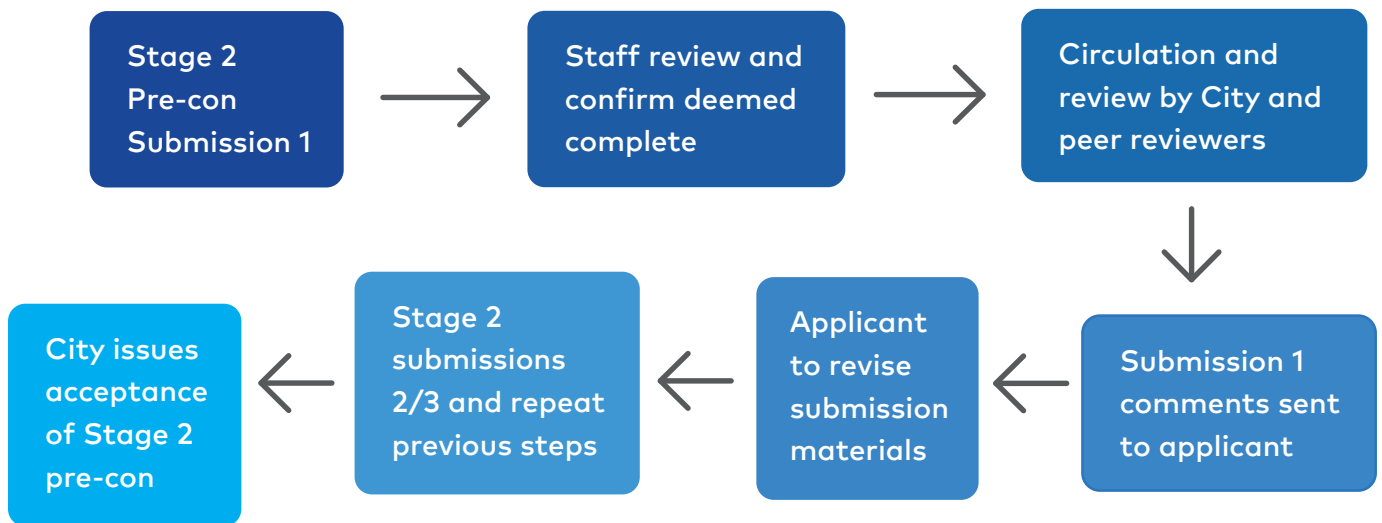


application(s) unless an extension from the City has been granted. A new Stage 1 Preconsultation (and associated Stage 2 Preconsultation) and their associated fees may be required if there are substantial changes to the proposed development between Stage 1 Preconsultation and Stage 2 Preconsultation.

Be advised that reviewing studies/reports/assessments for conformity to the City's policies, standards and guidelines will likely require more than one submission during the Stage 2 Preconsultation process. It is estimated that each submission will take six to eight weeks for the City to provide consolidated comments depending on the complexity of the proposed development.

The City will advise when all reports/studies/assessments have been completed to the City's satisfaction and will notify the applicant when formal application can be made.

The City's comments on the Preconsultation does not imply or suggest any decision to either support or refuse the application. Further, participating in Preconsultation does not allow the undertaking of construction and/or site alteration, including the clearing of trees and vegetation.



# Public Notice

A change is proposed for this site.

The City has received a Development Application to amend Zoning By-law No. 2014-44 in order to facilitate the development of an eight-storey, mixed use building containing 97 residential units, four live-work units and ground floor retail space along Front Street North.



Amendments related to the proposal include height, angular plane, setbacks and parking requirements that currently apply to the site.

Subject Property: 70 Front Street North (Ward 4)    No: D14-915

Public meeting information will be posted here when available.

## Applicant:

FRAM Building Group

## Agent:

Bennett MacNeil  
bmacneil@framgroup.com

## City of Orillia Contacts:

Jeff Duggan  
jduggan@orillia.ca  
705-325-1870

## Application Information:

Scan the QR code below or visit  
[orillia.ca/currentdevelopment](http://orillia.ca/currentdevelopment)



## Applicant's Open House and Sign Posting

For Official Plan Amendment and Zoning By-law Amendment applications which are large-scale and/or infill development, the applicant will be required to hold a Public Open House prior to submission of a complete application. In this case, a sign(s) must be posted on the property a minimum of 20 days in advance of holding the Applicant's Public Open House.



Sample Sign Posting

The Applicant's Open House must be held within four (4) months of submitting a complete application, otherwise the applicant will be required to perform another Open House. If the applicant decides to make substantive changes to the proposed development after the Open House has been held, the applicant will be required to hold another Open House.

A Consultation Report must be prepared by the applicant and submitted with the complete application. The Consultation

Report summarizes who was consulted, what their comments were, if comments have been addressed and how the proposal has been revised as a result of the comments received. For details on the Applicant's Open House and Consultation Report, please review the City's [Consultation Strategy & Reporting Requirements](#).

## How much is the Preconsultation process going to cost me?

### Fees

The cost of Preconsultation at the City of Orillia increased substantially as of Jan. 1, 2023 as a result of changes to the Planning Act implemented through the *More Homes for Everyone Act, 2022* (Bill 109).

There are now two stages of Preconsultation and there are fees for each stage of Preconsultation. The fee information is contained on the [Planning Fee Schedule](#). Fees increase annually each January 1 of the year.

Determining the fee for Stage 1 Preconsultation is straight forward as there is just one initial fee. Concurrent applications for Preconsultation are accepted by the City. For concurrent Preconsultation applications, only one fee will be applicable (at the highest applicable rate).

Calculating the fees for the Stage 2 Preconsultation process is more complex. At Stage 2 Preconsultation there is an initial base fee plus an individual report review fee for each report submitted and a deposit for each report that requires peer review. The required reports and associated fees will be identified in the City's Stage 1 Preconsultation comments.

## Peer Review

For the Stage 2 Preconsultation, reports/studies/assessments that will be Peer Reviewed are not subject to the per report review fee. However, the applicant is fully responsible for paying for the Peer Reviewer's time. The City requires an initial deposit of \$5,000 per report to be reviewed but it is the applicant's responsibility to pay for the full cost of the peer review which, depending on the scale and complexity of the proposed development, can range from \$5,000 to \$20,000 per report. Reports that are always peer reviewed by the City are Environmental Impact Studies and Hydrogeological Reports. If other reports are to be peer reviewed, this will be identified in the City's Stage 1 Preconsultation Comments (for example, depending on the complexity and scale of the proposed development, the Traffic Impact Study may need to be peer reviewed).

## How do I apply for Preconsultation with the City?

### We've gone digital!

Submit your Preconsultation Request Form and required submission materials via email to [planning@orillia.ca](mailto:planning@orillia.ca).

The City only accepts Preconsultation requests in digital format. Please include the subject property's municipal address and the nature of the Preconsultation application requested within the email subject line. For example: 123 Front Street South – Stage 1 Preconsultation for a Zoning By-law Amendment.

The City is in the process of transitioning to electronic fee payment. However, at this time, the only method of accepting payment is via cash, debit or cheque. Submissions can be made at the Planning/Engineering/Building counter on the third floor of the Orillia City Centre at 50 Andrew St. S., Suite 300 from Monday to Friday from 8:30 a.m. until 4:30 p.m. Cheques can be submitted via the drop-slot beside the main entrance on Andrew Street South to Orillia City Centre (located at 50 Andrew St. S.). Please include a covering letter with the reason for your cheque (i.e. Stage 1 Preconsultation Request for Zoning By-law Amendment – 123 Front St. S.) and address the cover letter to the Planning Division.

## What else do I need to know about the Preconsultation process at the City of Orillia?

### You Need to Retain a Professional Planner or Project Manager to facilitate Preconsultation

If you're the owner of a property and you'd like to develop it but you're required to go through the City's Preconsultation process, then you'll need to hire a Professional Land Use Planner to prepare your Preconsultation submission for any applications for Official Plan Amendment, Zoning By-law Amendment, and/or Draft Plan of Subdivision/Condominium. For Site Plan Approval, at the very least you'll need to hire a Project Manager to assist you through the City's Preconsultation process.

For any proposed development needing to go through the Stage 2 Preconsultation process, the City will require that your Professional Planner or Project Manager prepare a Project Coordination Report for each submission. This report will list and summarize all of the studies/reports/assessments that need to be reviewed by the City and summarize how each study/report/assessment has been modified to address the City and/or agency comments. The

Project Coordination Report and your Professional Planner/Project Manager will keep the Stage 2 Preconsultation process very organized and streamlined to more efficiently and quickly progress to the stage of being able to submit a complete application.

### Each Stage of Preconsultation is only valid for one year

Preconsultation isn't valid forever. In fact, it expires after one year for each stage of Preconsultation.

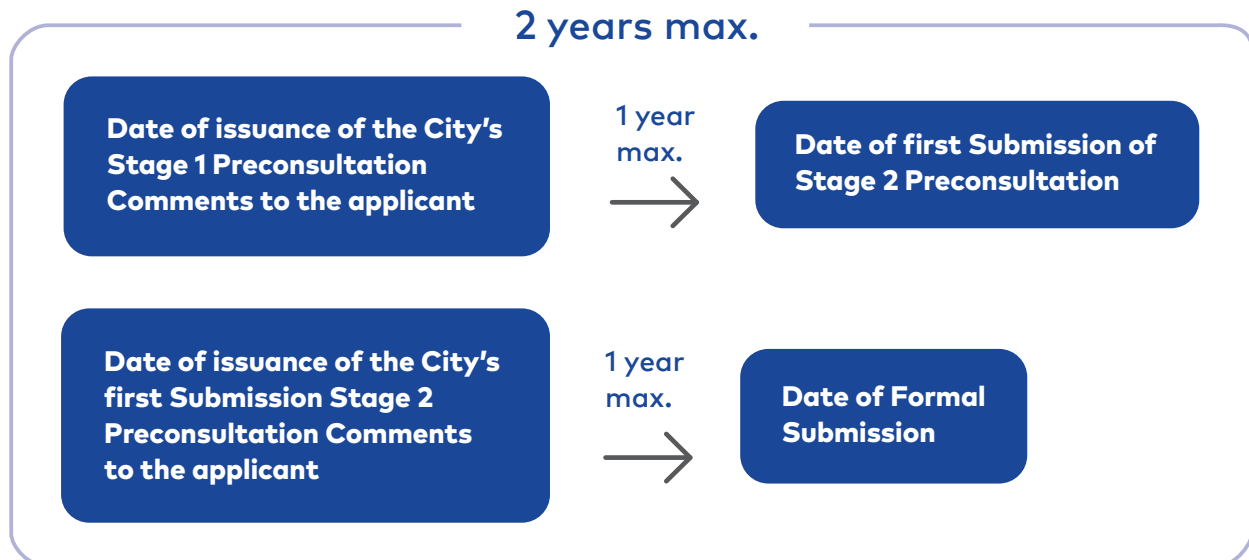
Stage 1 Preconsultation is only valid for one year from the date of Stage 1 Preconsultation Comments issued by the City to either 1st submission of Stage 2 Preconsultation or submission of the formal planning application(s) for the proposed development (if Stage 2 Preconsultation was not required), unless an extension has been granted by the City.

Stage 2 Preconsultation is only valid for one year from the date of first Submission Stage 2 Preconsultation Comments issued by the City to submission of the formal planning application(s) for the proposed development unless an extension has been granted by the City.

## When Stage 2 Preconsultation is not Required:



## When Stage 2 Preconsultation is Required:



## Substantial Changes to the Development Concept may result in a need to go through Another Preconsultation Process

If there are substantial changes to the proposed development between Stage 1 Preconsultation and Stage 2 Preconsultation and/or formal submission, then a new Stage 1 Preconsultation and associated fee may be required, as determined at the sole discretion of the City.

If there are substantial changes to the proposed development between

completion of Stage 2 Preconsultation and formal submission, then a new Stage 1 and/or 2 Preconsultation and associated fees may be required, as determined at the sole discretion of the City.

If you're thinking of making substantial changes to the development concept before you've formally submitted your planning application(s) and you've already engaged the City in Preconsultation, please contact Planning staff to find out if the proposed changes will result in a need to perform Preconsultation again.

## Questions? We are here to help!

Contact us at [planning@orillia.ca](mailto:planning@orillia.ca) or 705-325-2622.

## Frequently Asked Questions:

### What applications are required to go through Preconsultation?

The following applications are required to go through the City's Preconsultation process:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision
- Draft Plan of Vacant Land Condominium
- Site Plan Approval

All other planning applications are exempt from Preconsultation (i.e. Minor Variance, Consent, Condominium Exemption, Draft Plan of Common Elements Condominium, Deeming By-law, Removal of Holding, etc).

### Why do I need to go through Preconsultation?

Preconsultation enables the streamlined processing of complete applications

within the timelines prescribed in the *Planning Act*. Preconsultation ensures robust applications representing good land use planning are formally submitted to the City. Preconsultation saves money, time and resources for the applicant. Preconsultation allows the City to identify any potential issues upfront and to identify any matters that could affect the approval process.

### How long will Preconsultation take?

Stage 1 Preconsultation typically takes four to six weeks depending on the complexity of the proposed development.

Stage 2 Preconsultation is more time-consuming and likely will require several submissions before the reports/studies/assessments will be deemed to be in conformity with the applicable City's Official Plan policies, Terms of Reference, guidelines and standards. Each Stage 2 Preconsultation submission is estimated to take six to eight weeks for the City to provide consolidated comments depending on the complexity of the proposed development and up to three submissions are anticipated during the Stage 2 Preconsultation process.

### What studies require peer review?

The City requires the assistance of independent, qualified third-party peer reviewer for Environmental Impact Studies and Hydrogeological Studies.

However, from time to time, other studies may be required to go through the peer review process such as Traffic Impact Studies, Species At Risk Study, and/or Shoreline Protection Plans. During Stage 1 Preconsultation, the City will identify which studies will be required to go through the peer review process.

### How much does peer review cost?

For each study/report/assessment that needs to be peer reviewed the cost varies based on the quality of the initial submission and the scope/scale of the proposed development. For each submission, a peer review of an Environmental Impact Study can range from \$3,000 to \$10,000 and a peer review of a Hydrogeological Study can range from \$5,000 to \$10,000. In most cases, multiple submissions are made to the peer reviewer (i.e. two to three submissions is typical).

### Why do I need to hire a planner or project manager?

Stage 2 Preconsultation is a complex process and will require the coordination of multiple studies/reports/assessments. A dedicated Project Manager or Professional Land Use Planner is required to facilitate, oversee, coordinate and project manage the process of having all of the reports/studies/assessments reviewed by the City and ensure the City's comments are being adequately addressed by the sub-consultants preparing the individual reports/studies/assessments.

In the end, an effective Project Manager or Professional Planner will save you time, money and resources to efficiently and effectively navigate your development concept through the complex planning approvals process.







