

The Corporation of The Township of Melancthon

By-law Number 11 -2023

**Being a By-law to establish mandatory pre-application consultation requirements in respect of development applications submitted to the Township of Melancthon for approval under the *Planning Act***

**WHEREAS** subsections 22 (3.1), 34 (10.0.1), 41(3.1) and 51(16.1) of the *Planning Act*, R.S.O. 1990, c. P. 13 as amended, authorize councils to pass a by-law requiring applicants to consult with municipalities prior to the submission of a development application;

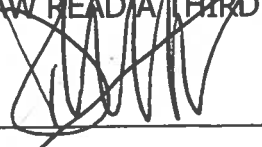
**AND WHEREAS** subsection 9(2) of the *Condominium Act* states that s. 51 of the *Planning Act* is applicable to condominium applications with necessary modifications;

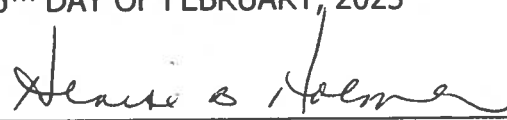
**AND WHEREAS** the Council of the Corporation of the Township of Melancthon deems it desirable for applicants to pre-consult with the Township prior to submission of an official plan amendment, zoning by-law amendment, draft plan of subdivision or condominium, site plan approval, consent or variance;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON ENACTS AS FOLLOWS:**

1. No development applications submitted to the Township of Melancthon for approval under the *Planning Act*, shall be deemed complete or accepted for processing, until at least one pre-application consultation meeting has occurred between the proponent and Township staff. For the purposes of this by-law, pre-application consultation is mandatory in respect of all development applications under the *Planning Act*.
2. All pre-consultation meetings shall be coordinated by Township staff. Township staff may involve staff from the Township, Township consultants, including the consultant Planner, Township Engineer, Township Solicitor, as may be required and may involve staff from the County of Dufferin, the appropriate Conservation Authority, the RMO and any other agency deemed relevant by the Township.
3. A Record of Pre-Consultation shall be provided to the proponent in a timely manner which shall outline the information to be provided in order that the development application may be deemed complete under the *Planning Act*, pursuant to the policies of the Township Official Plan, as amended. The information to be provided shall include terms of reference or other criteria established for specific studies or other information or material which have been identified as required for a complete application.
4. Within seven (7) working days of receiving the Record of Pre-Consultation, the proponent shall advise the Township in writing whether or not it concurs with the proposed submission requirements. If the proponent does not agree, the proponent may request another pre-application consultation meeting which shall be coordinated by the Township at a mutually convenient time.
5. The Township, may, at its sole discretion, require more than one pre-application consultation meeting before it is in a position to determine the requirements of a complete application. If more than one meeting is required, the Township shall advise the proponent in the initial Record of Pre-Consultation.
6. This by-law shall take effect from the date of final passing thereof.

BY-LAW READ A FIRST AND SECOND TIME THIS 16<sup>TH</sup> DAY OF FEBRUARY, 2023.  
BY-LAW READ A THIRD TIME AND PASSED THIS 16<sup>TH</sup> DAY OF FEBRUARY, 2023

  
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MAYOR

  
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CLERK