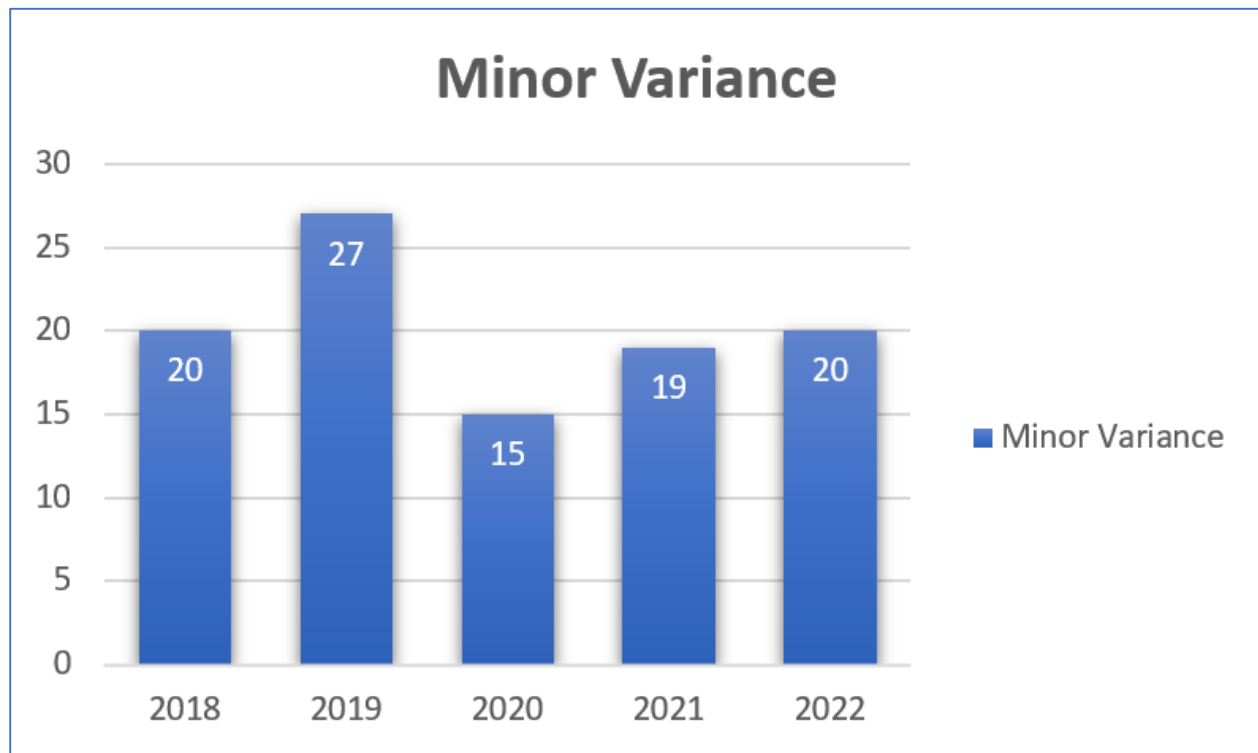
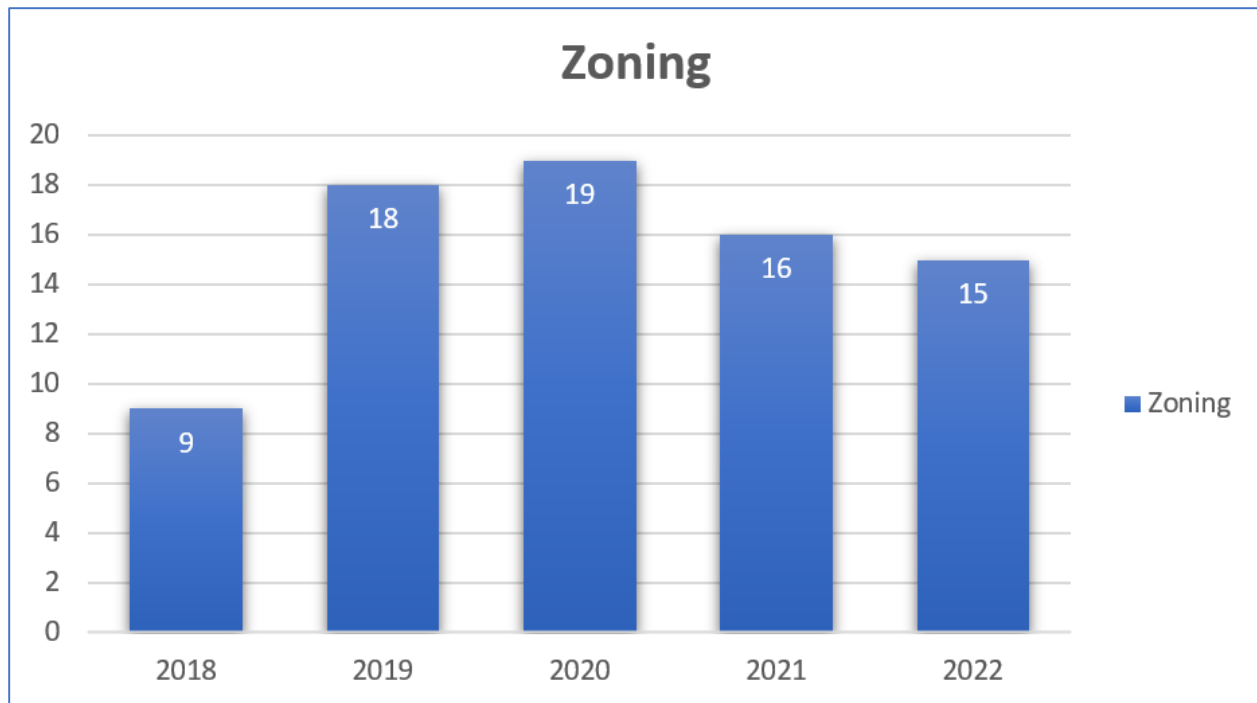


ATTACHMENT A – FIVE YEAR APPLICATION REVIEW



Minor variances are generally reflective of smaller developments that require approval for “minor” deviations from the Zoning By-law. These applications are generally ones where local residents and property owners are the applicant. In some cases, minor variances are a result of the zoning review conducted at the building permit stage; however, more often, minor variances are identified by staff when answering zoning inquiries prior to an applicant applying for a building permit.

The Committee of Adjustment is a Council appointed Committee that renders decisions on minor variance applications. Planning Staff circulate the applications, provide public notification, resolve any issues arising from circulation, prepare a comprehensive planning report and presentation for each application and also prepare the agenda and take minutes of the meeting. After a decision is rendered, Staff prepare notices of decision and track minor variance applications to provide notice of appeal (or no appeal) for each application.



Zoning By-law Amendments are related to a variety of different types of development in the Municipality. Some Zoning By-law Amendments are related to consent applications (severances) while others are related to Plans of Subdivisions. There are also Zoning By-law Amendments that address site specific development, and these may also have Site Plan Control applications related to the development.

Council is the approval authority for Zoning By-law Amendment applications. There is also a mandatory Public Meeting held prior to any decision of Council to provide the public and stakeholders and opportunity to provide feedback on the proposed amendment. Planning Staff circulate the applications, provide public notification and resolve any issues arising from circulation. Staff prepare a Background Report and presentation for the Public Meeting which provides an overview of the application. For the COW meeting, Staff prepare a comprehensive planning recommendation report and presentation for each application as well as draft the required by-law for the amendment. After a decision is rendered, Staff prepare notices of decision and track Zoning By-law Amendment applications to provide notice of appeal (or no appeal).

Mandatory Refund of Zoning By-law Amendment Applications

It is important to note, that in 2022, the Province amended the *Planning Act* to include stepped mandatory refunds on Zoning By-law Amendment applications if decisions are not rendered within 120 days of submitting a complete application. These mandatory refunds will come into effect on January 1, 2023.

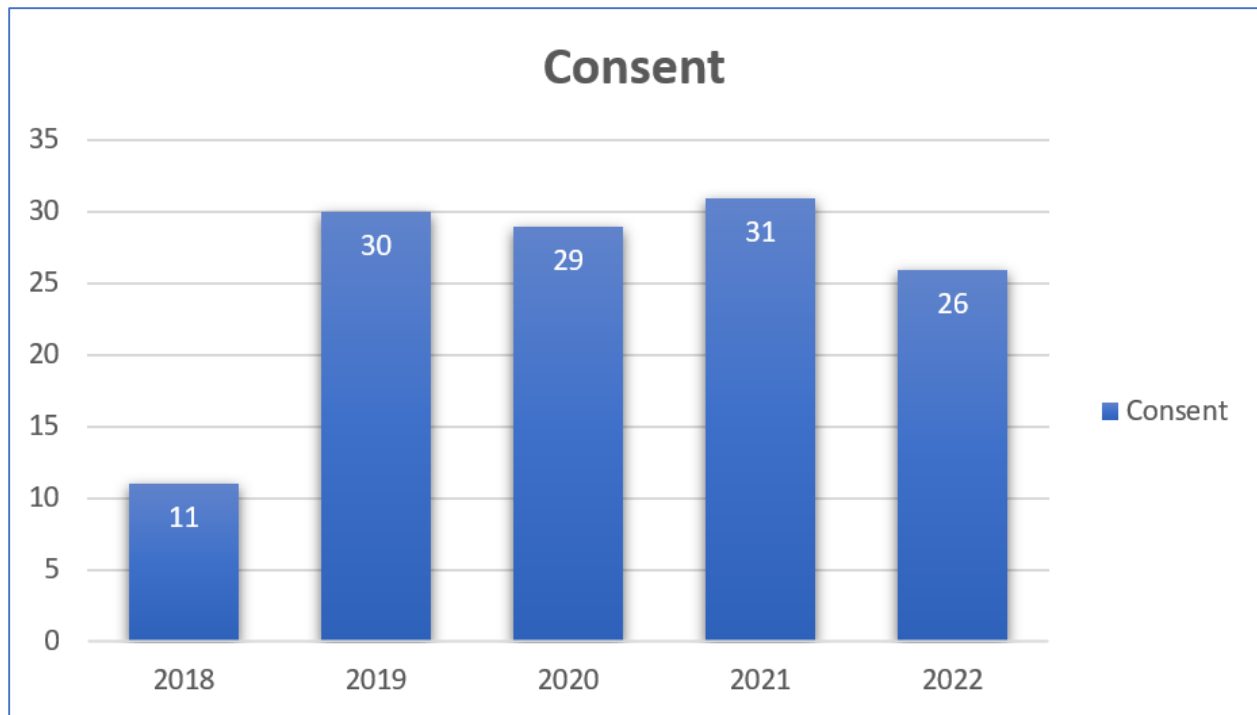


Site Plan Control is the detailed design process of development ensuring that the site is designed properly with appropriate grading and drainage, servicing, landscaping and site design features such as the layout of parking lots and accesses. Site Plan Control applications can be related to other planning applications such as Zoning By-law Amendments or Minor Variances; however, are often separate applications. For those developments subject to Site Plan Control, Site Plan approval must first be given prior to the issuance of building permits.

In 2022, the *Planning Act* was amended to require mandatory delegated authority to staff for Site Plan Control applications after July 1, 2022. Staff circulate the Site Plan Control applications to Council and technical agencies and resolve any issues arising from circulation prior to an internal report being prepared for a decision on the application. If approved, Staff prepare a Site Plan Control Agreement including special conditions and determine if any securities are required as part of the application. Staff will then ensure the Agreement is signed by the applicant and Mayor/Clerk, registered on title and all securities and insurance have been received. After development is complete, staff oversee the process of site inspections and review as-built drawings to ensure that the development has been constructed in accordance with the approved plans and that any applicable securities are returned to the applicant.

Mandatory Refunds of Site Plan Control Applications

It is important to note that in 2022, the Province amended the *Planning Act* to include stepped mandatory refunds on Site Plan Control applications where a decision has not been rendered within 60 days of receipt of a complete application.

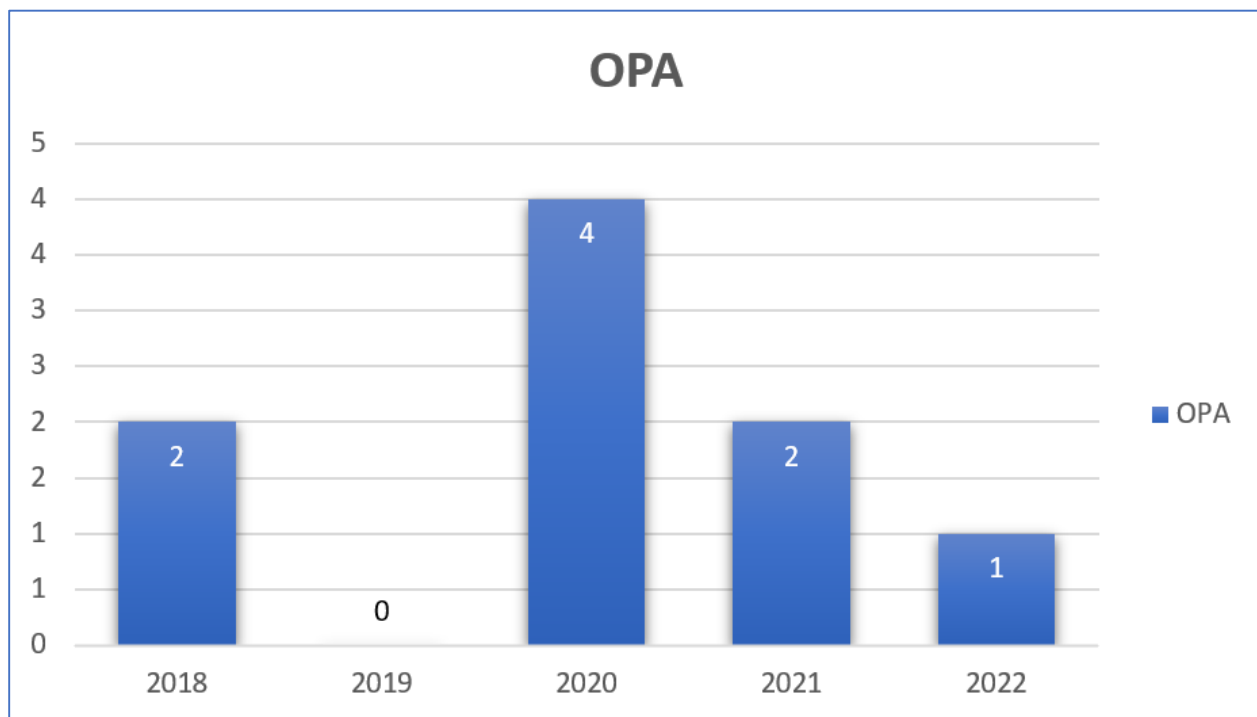


Lanark County's Land Division Committee is the approval authority for consent (severance) applications; however, the Planning Department is very involved in each consent application.

The County requires that all applicants have a mandatory pre-consultation with the Planning Department prior to the submission of a severance application. The majority of consents are outside of the settlement areas and as a result, the pre-consultation process requires a substantial amount of staff time to research the history of consents to determine if a consent application can be supported within the policy framework of the Community Official Plan (see additional information below regarding inquiries).

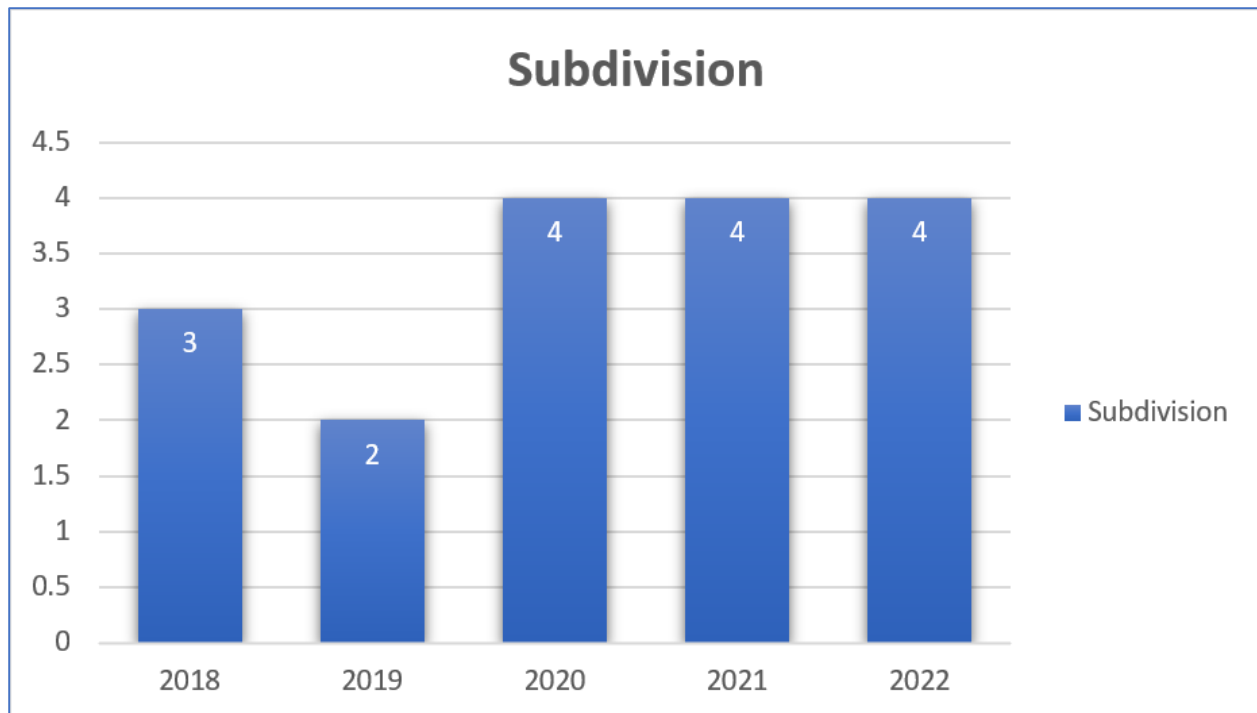
Once an application is circulated by the County, staff prepare a comprehensive planning recommendation report to the County with an overview of the application, analysis of any plans and studies as well as any requested conditions that are required to be satisfied upon conditional approval of a consent application.

If conditional approval is granted, staff work with the applicant to clear the conditions that are applicable to the Municipality, which can include subsequent planning approvals (Minor Variances, Zoning By-law Amendments, Site Plan Control), the preparation of legal agreements, and payment of cash-in-lieu parkland and legal fees.



The approval of Official Plan Amendments also rests with Lanark County; however, the Municipality proceeds through their own local process prior to any Official Plan Amendment being submitted to the County. In some cases, Official Plan Amendments are site specific and in other cases Official Plan Amendments are municipal-wide, amending a policy in the Community Official Plan. Examples of a policy amendment type of application is the recently approved Official Plan Amendment 29 (LEAR study), Official Plan Amendment 22 (expansion to Almonte's urban boundary) and Official Plan Amendment 21 (comprehensive review of the Community Official Plan). These types of Official Plan Amendments require a substantial effort at the Municipal level including extensive public and stakeholder consultation and policy analysis typically taking 12 to 24 months to complete.

After an Official Plan Amendment has been approved in principle by Council, it is sent to the County so that the County Official Plan Amendment process can begin. Municipal staff are also involved in this process to support the County Planner through their review of the Official Plan Amendment, Public Meeting(s) and County decisions.



The approval of subdivisions rest with the County; however, similar to consents and Official Plan Amendments, Municipal staff are heavily involved in the Plan of Subdivision process from the very beginning – starting at the pre-consultation stage inputting on concept plans to the very end where a Subdivision Agreement is required between the developer and the Municipality.

The post approval process during the construction of the subdivision also involves Municipal staff at every stage of the process from installing underground infrastructure to final acceptance of the streets and sidewalks to ensuring that at the building permit stage, the requirements of the subdivision are being met. Examples of recent Plans of Subdivision are Mill Run and Riverfront Estates.



Part Lot Control is a County application; however, Municipal staff are the involved in the process. Part Lot Control allows a property owner (typically a developer in a new subdivision) to subdivide a lot without having to proceed through the severance process.

Part Lot Control is an example of one of the later stages of the development of a subdivision. In this case, applicants apply directly to the Municipality, staff review the application to ensure it meets the requirements and prepares a by-law for Council to pass. Following the passing of the by-law, notification is sent to the County to undertake their process. Out of all of the different types of planning applications, Part Lot Control typically requires the smallest amount of staff work; however, as the application numbers indicate above, there can be years where the sheer numbers of Part Lot Control applications can be impactful to staff capacity.