



Friday, October 7, 2016

Ingrid Svelnis
Chief Administrative Officer
Township of Uxbridge
51 Toronto Street South
P.O. Box 190
Uxbridge, Ontario
L9P 1T1

Dear Ms. Svelnis,

Subject: Memorandum of Understanding
Circulation Procedures for Applications under the *Planning Act*
Township of Uxbridge and the LSRCA

Please find attached the ratified Memorandum of Understanding (MOU) between the Township and this Conservation Authority regarding the circulation of applications under the *Planning Act*. For your information and use, we have also enclosed a copy of the LSRCA Fees Policy which came into effect on January 1, 2015.

We look forward to the successful implementation of this MOU and if you have any further questions, please contact Charles Burgess, Manager, Planning, or the undersigned.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rob Baldwin', with a long horizontal flourish extending to the right.

Rob Baldwin
General Manager, Planning and Development

/cfb

Copy: Township of Uxbridge, Debbie Leroux
LSRCA, Taylor Knapp and Melinda Bessey

**LAKE SIMCOE REGION CONSERVATION AUTHORITY (LSRCA) and the
WATERSHED MUNICIPALITIES (TOWNSHIP OF UXBRIDGE)**

**MEMORANDUM OF UNDERSTANDING
PROCEDURES TO CIRCULATE APPLICATIONS UNDER THE *PLANNING ACT*
And
TO DEFINE THE ROLES OF THE LSRCA AND MUNICIPALITY IN
ONTARIO'S LAND USE PLANNING SYSTEM
(June 2016)**

Basis

The Regulations under the *Planning Act* require that municipalities must provide notice of a public meeting or public hearing to the local conservation authority for most planning applications. All notices for applications under the *Act* such as Official Plans and Zoning By-Laws including amendments, minor variances, plans of subdivision, and consents must be circulated to the Secretary-Treasurer of the LSRCA. While the Regulations under the *Act* require that conservation authorities receive notice of most applications, there is no regulatory requirement for a municipality to circulate site plan applications under Section 41. This Memorandum of Understanding (MOU), among other matters, establishes the circulation procedures for all applications to the LSRCA including site plans.

In addition, the land use planning system in the GTA is highly complex. This complexity is based on the need to implement and conform to various provincial plans including the Oak Ridges Moraine Conservation Plan, Growth Plan, and Lake Simcoe Protection Plan (LSPP). Consistency with the Provincial Policy Statement under the *Planning Act* is also required. As a result, there is a need to clearly define the role of the LSRCA and the Township in this planning process as it relates to environmental protection and the implementation of these Plans. It is also necessary to define the LSRCA's role as it relates to providing the necessary technical assistance to the approval authority.

Purpose

In general, the purpose of this MOU between the LSRCA and Township is to streamline the circulation procedures for all applications under the *Planning Act* and to define our respective roles in the planning process. Specifically, this MOU will clarify the roles of the LSRCA and Township in the planning process as it relates to public health and safety and environmental protection by:

- ✓ Reinforcing the positive relationship between the LSRCA and Township;
- ✓ Creating efficiencies by reducing duplication of service;
- ✓ Clarifying roles and responsibilities based on legislation and practice;
- ✓ Establishing protocols and application processing responsibilities for both parties;
- ✓ Providing the Township with increased decision making autonomy.

Principles

This Memorandum of Understanding is based upon the following principles:

- Continued cooperation between the LSRCA and Township;
- Effective communication and collaboration;
- Cost effective proactive planning over cost intensive reactive planning;
- User-pay philosophy to help offset the costs of the planning process.

Jurisdiction

This Memorandum of Understanding applies to lands within the jurisdiction of the Township of Uxbridge for that part located within the watershed boundary of the LSRCA.

Roles

Township of Uxbridge

1. The Township will provide the LSRCA with notice of a public meeting for the following applications:
 - ✓ Official Plans, Secondary Plans, and amendments
 - ✓ Zoning By-Laws and amendments
 - ✓ Draft plans of subdivision and condominium
2. The Township will circulate the applications associated with the proposals noted in #1 above to the LSRCA for comment.
3. The Township will circulate site plan applications under the *Planning Act* to the LSRCA as follows:
 - ✓ If the proposed development or associated infrastructure is partially or wholly within a mapped area governed by Ontario Regulation 179/06 (OR 179/06); or
 - ✓ If the application is associated with a plan of condominium; or
 - ✓ If the application is for a multi-unit residential development; or
 - ✓ If the application is for major development (>500m² of impervious area) within a WHPA-Q2.
4. For those applications not circulated to the LSRCA as identified in #3, the Township in its review and approval will ensure that stormwater management will be undertaken in accordance with the following standards:
 - I. The applicable Designated Policies (e.g. 4.5-SA, 4.8-DP, 8.3-SA) of the Lake Simcoe Protection Plan;

- II. The Stormwater Management Planning and Design Manual (2003), or its successor, prepared by the Ministry of Environment;
 - III. The technical stormwater guidelines produced by the Township and LSRCA.
5. The Township will circulate consent and minor variance applications to the LSRCA in a manner as follows:
- ✓ If the property is within a mapped area that is subject to OR 179/06.
6. For the applicable site plan, minor variance, and consent applications, the Township will collect the LSRCA's base review fee in accordance with the approved Fees Policy. The LSRCA will contact the developer or owner directly should additional fees be required to complete the review.
7. For all applications to be circulated to the LSRCA, the Township will provide any associated plans or reports such as environmental impact studies and storm water management reports. In general, electronic or hard copies (where necessary) shall be provided to the LSRCA.
8. At the discretion of the municipality, the Township may circulate other site plan, minor variance or consent applications where a technical review by the LSRCA is warranted or preferred to assist the municipality in its planning consideration of environmental matters.
9. In certain extenuating circumstances, the Township may require a peer review by an external consultant for studies typically reviewed by the LSRCA such as natural heritage evaluations. Prior to any peer review, the Township will consult with the LSRCA. The selection of a peer review consultant will be a cooperative process between the LSRCA and Township. The cost of such peer review will be paid by the applicant.

LSRCA

10. The LSRCA will provide the necessary information to the Township in order to help implement this MOU including the approved Fees Policy and any updated Ontario Regulation 179/06 mapping.
11. The LSRCA will provide written comment on the applications circulated by the Township in time for the scheduled public meeting or public hearing. Further, the LSRCA will provide written comments on all pre-consultation matters before their respective due dates as determined by the Township. In general, comments will be provided from a planning policy perspective and in accordance with Ontario Regulation 179/06 under the *Conservation Authorities Act*.

12. The LSRCA, as required under Subsection 3(6) of the *Planning Act*, will review and provide written comment on the circulated applications in the context of the following:

- ✓ Provincial Policy Statement
- ✓ Lake Simcoe Protection Plan
- ✓ Oak Ridges Moraine Conservation Plan
- ✓ Growth Plan for the Greater Golden Horseshoe

13. For greater clarity, the LSRCA will review the circulated applications from the following perspectives:

- ✓ Natural hazard lands (e.g. flooding, erosion, steep slopes)
- ✓ Natural heritage (e.g. significant woodlands, significant valley lands)
- ✓ Water quality and quantity
- ✓ Source water protection (e.g. significant groundwater recharge areas)
- ✓ Sub-watershed Plan recommendations

14. From a stormwater management perspective, the LSRCA will review the circulated applications (where applicable) in the context of the following:

- ✓ Township's Stormwater Management Master Plan in accordance with 4.5-SA of the Lake Simcoe Protection Plan
- ✓ Subwatershed Evaluations under 8.3-SA of the LSPP
- ✓ Designated Policies 4.8 to 4.11 of the LSPP
- ✓ Policy 1.6.6.7 of the Provincial Policy Statement (2014) including the promotion of Low Impact Development (LID) measures
- ✓ MOE Stormwater Management Planning and Design Manual (2003)
- ✓ LSRCA Stormwater Technical Guidelines and Rainscaping Program

15. To further assist the municipality, the LSRCA will provide advice to the Township on planning matters where other legislation may be applicable including:

- ✓ *Environmental Assessment Act*
- ✓ *Clean Water Act*
- ✓ *Endangered Species Act*

16. From a source water protection perspective, the LSRCA will review all applications for major development within a WHPA-Q2 for conformity with LUP-12 of the South Georgian Bay Lake Simcoe Source Protection Plan (July 1, 2015). The cost of this review will be borne by the proponent or developer.

17. Both the Township and LSRCA advocate the "planning-first" principle related to land use planning and permitting. As such, the LSRCA will ensure that any issues that would affect the developability of a site will be addressed through the application under the *Planning Act* first, prior to the processing of any permit under the *Conservation Authorities Act*. In these instances, the permit will implement the results of the approved application process through the *Planning Act*.


18. Where appropriate, the LSRCA will actively participate in pre-consultation with developers and landowners. To help ensure a consistent review and a coordinated message, it is preferred that the LSRCA and Township participate in pre-consultation at the same time with the proponents. Further, the LSRCA will attend Development Review Committee meetings held at the Township.

Monitoring and Cancellation

This Memorandum of Understanding will be reviewed on an ongoing basis to evaluate its effectiveness. This MOU may be amended by mutual agreement from time to time in order to reflect any changing policies or programs at the provincial, watershed, or municipal level. At any time, the Township or the LSRCA (upon 30 days notice) may terminate this Memorandum of Understanding via written notice.

MEMORANDUM OF UNDERSTANDING Signatory Parties

I hereby agree to implement the terms and provisions contained in this Memorandum of Understanding:



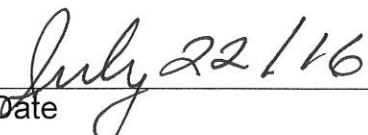
Ingrid Svelnis
Chief Administrative Officer
Township of Uxbridge



Date



Michael Walters
Chief Administrative Officer/Secretary-Treasurer
Lake Simcoe Region Conservation Authority



Date