



Thursday, November 24, 2016

Rob Raycroft
Chief Administrative Officer (A)
Town of Whitchurch-Stouffville
111 Sandiford Drive
Stouffville, Ontario
L4A 0Z8

Dear Mr. Raycroft,

Subject: Memorandum of Understanding
Circulation Procedures for Applications under the *Planning Act*
Town of Whitchurch-Stouffville and the LSRCA

Please find attached the ratified Memorandum of Understanding (MOU) between the Town and this Conservation Authority regarding the circulation of applications under the *Planning Act*.

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 black ink, appearing to be 'RB' followed by a long horizontal stroke.

Rob Baldwin
General Manager, Planning and Development

/cfb

Copy: Town of Whitchurch-Stouffville, Paula Viola
LSRCA, Melinda Bessey

**LAKE SIMCOE REGION CONSERVATION AUTHORITY (LSRCA) and the
WATERSHED MUNICIPALITIES (TOWN OF WHITCHURCH-STOUFFVILLE)**

**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
(July 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 *Planning 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 *Planning 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 Greenbelt Plan, Oak Ridges Moraine Conservation 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 Town 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 the Town 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 the Town in the planning process as it relates to public health and safety and environmental protection by:

- ✓ Reinforcing the positive relationship between the LSRCA and the Town;
- ✓ 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 Town with increased decision making autonomy.

Principles

This Memorandum of Understanding is based upon the following principles:

- Continued cooperation between the LSRCA and the Town;
- 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 those lands within the Lake Simcoe watershed boundary within the Town of Whitchurch-Stouffville.

Roles

Town of Whitchurch-Stouffville

1. The Town 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 Town will circulate the applications associated with the proposals noted in #1 above to the LSRCA for comment.
3. The Town 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;
 - ✓ If the application is associated with a plan of condominium; 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 Town 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 Town and LSRCA.

5. The Town 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 all applications to be circulated to the LSRCA, the Town will provide any associated plans or reports such as environmental impact studies and storm water management reports. In general, hard copies of the reports shall be provided to the LSRCA. Also, the Town will provide any other required information to assist with the review upon request and where reasonable.
7. At the discretion of the municipality, the Town 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.

LSRCA

8. The LSRCA will provide the necessary information to the Town in order to help implement this MOU including the approved Fees Policy and any updated Ontario Regulation 179/06 mapping.
9. The LSRCA will provide written comment on the applications circulated by the Town at least three (3) business days in advance of the scheduled public meeting or public hearing. In general, comments will be provided from a planning perspective and in accordance with Ontario Regulation 179/06 under the *Conservation Authorities Act*.
10. 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
 - ✓ Greenbelt Plan
 - ✓ Oak Ridges Moraine Conservation Plan
 - ✓ Growth Plan for the Greater Golden Horseshoe

11. 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

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

- ✓ Town'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 (2016) and Rainscaping Program

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

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

14. 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.

15. Both the Town 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*.

16. Where necessary, the LSRCA and Town will work together on matters before the Ontario Municipal Board/Environmental Tribunal. Where appropriate, the LSRCA and Town will work closely together to ensure an efficient use of resources.

17. Where appropriate, the LSRCA will actively participate in pre-application consultation with developers and landowners. To help ensure a consistent review and a coordinated message, it is preferred that the LSRCA and the Town participate in pre-application consultation at the same time with the proponents.
18. The Town and LSRCA will work together to scope the requirements for a complete application including the development and approval of Terms of Reference for Environmental Impact Studies.


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 Town 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:



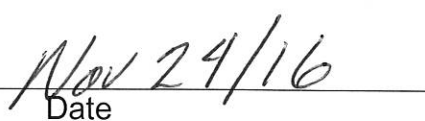
R. BAYNE
Town of Whitchurch-Stouffville



Date



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



Date