

Official Plan Amendment No. 18

Community Engagement Strategy & Complete Information Application Requirements Municipality of Brighton

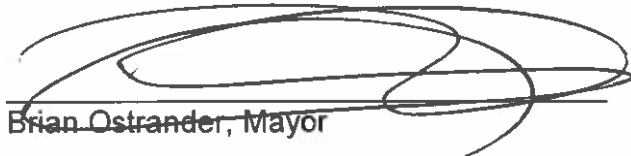
Amendment No. 18 to the Official Plan
of the
Municipality of Brighton

The attached explanatory text, constituting Amendment No. 18 to the Official Plan of the Municipality of Brighton, was prepared on behalf of the Council of the Corporation of the Municipality of Brighton under the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended.

The amendment was adopted by the Council of the Corporation of the Municipality of Brighton by By-law No.068-2025 in accordance with Sections 17 and 21 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, on the 8 th day of September 2025.

Amendment No. 18 is subject to final approval by the County of Northumberland pursuant to Section 17(9) of the Planning Act, R.S.O. 1990 and Ontario Regulation 525/97, amended to O. Reg. 45/01. The decision of the Council of the Corporation of the County of Northumberland is final pursuant to Section 17(27) of the Planning Act, R.S.O. 1990, Chapter P. 13 if no appeals are received against Amendment No. 15 within the time allowed for appeal, in accordance with the requirements of Section 17 of the Planning Act, R.S.O. 1990, Chapter P. 13.


Candice Doiron, Clerk


Brian Ostrander, Mayor

The Corporation of The Municipality of Brighton

By-law No. 068-2025

Being a By-law to adopt an Amendment to the Official Plan of the Corporation of the Municipality of Brighton

WHEREAS Section 21 of the Planning Act, R.S.O. 1990, c.P.13 as amended provides that Council may amend its Official Plan;

AND WHEREAS the Municipality of Brighton has completed a Community Engagement Strategy to serve as a resource and guide regarding pre-consultation in support of development applications under the Planning Act.

AND WHEREAS the Municipality of Brighton Official Plan, September 2020 contains policies identifying the types of information and materials that may be requested to assist in the review of an application before the application is deemed complete;

AND WHEREAS Subsections 22(6), 34(10.3), 41(3.5) and 51(19) of the Planning Act, R.S.O. 1990, c. P.13, as amended, authorizes the approval authority to deem an application for an Official Plan Amendment, Zoning By-Law Amendment, Site Plan and Plan of Subdivision or Condominium complete or refuse to accept or further consider the application;

AND WHEREAS Subsections 22(6.1), 34(10.4), 41(3.6) and 51(19.1) of the Planning Act R.S.O. 1990, c. P.13, as amended, requires the approval authority to notify the applicant whether the information and materials provided in support of an Official Plan Amendment, Zoning By-Law Amendment, Site Plan and Plan of Subdivision or Condominium application is complete within 30 days of the payment of the required fee for an application;

AND WHEREAS Sections 17, 28 and 34 of the Planning Act, R.S.O. 1990, c.P. 13 as amended; provides that Council can approve alternate measures for informing the public with respect to amendments to the Municipal Official Plan and Zoning By-law;

AND WHEREAS Amendment No. 18 to the Official Plan of the Municipality of Brighton has been considered and recommended for adoption by the Municipality of Brighton Council;

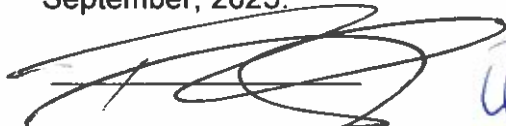
AND WHEREAS a Public Meeting on the proposed amendment has been held pursuant to the requirements of Section 17 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended;

NOW THEREFORE the Council of the Corporation of the Municipality of Brighton in accordance with the provisions of Section 17 and 21 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, hereby enacts as follows:

Amendment No. 18 to the Official Plan of The Municipality of Brighton

1. That Amendment No. 18 to the Official Plan of the Municipality of Brighton, consisting of the attached explanatory text is hereby adopted.
2. The Clerk is hereby authorized and directed to make application to the County of Northumberland for approval of Amendment No. 18 to the Official Plan.
3. The Clerk is hereby authorized and directed to proceed with the giving of notice under Section 17(23) of the Planning Act.
4. This By-law shall come into force and take effect on the day of final passing thereof.

This By-Law Read a First, Second and Third Time, and Finally Passed this 8th day of September, 2025.



Brian Ostrander, Mayor



Candice Doiron, Clerk

AMENDMENT NO. 18
TO THE
OFFICIAL PLAN FOR THE
MUNICIPALITY OF BRIGHTON

The attached explanatory text constitutes Amendment No. 18 to the Official Plan of the Municipality of Brighton which was adopted by the Council of the Corporation of the Municipality of Brighton by By-law No. 068-2025 in accordance with Sections 28, and 17 of the Planning Act, R.S.O. 1990, c.P. 13, as amended, on the 8th day of September 2025.

The Constitutional Statement

Part A - The Preamble - does not constitute part of this amendment.

Part B - The Amendment - consisting of the following text and attachments constitutes Amendment No. 18 of the Municipality of Brighton Official Plan.

Part C – Appendices do not form part of this Amendment. These appendices contain the record of the public involvement associated with the Amendment.

Part A - The Preamble

Introduction to the Amendment:

The purpose of this Amendment is to incorporate policies for preconsultation for certain Planning Act applications in support of complete applications and policies to allow for alternative notice provisions on all Planning Act applications.

As prescribed by sections 22(5), 34(10.2), 41(3.4), 51(18), and 53(3) of the *Planning Act*, the Municipality may request other information or material deemed necessary for the review of a development application and to deem an application complete. However, such studies or reports must be identified in an Official Plan.

Regarding pre-consultation, it is no longer mandatory for the submission of Planning Act applications, however the process as generally practiced remains as a critical part to the review process to ensure the submission of complete applications. Applicants are encouraged to continue participating in the pre-consultation process as the first step to identifying the requirements for a complete application. Pre-consultation ensures the applicant is provided with the necessary information on the correct application(s) to be submitted along with the required material(s) for municipal staff to deem an application complete. This will reduce review time and expedite the processing of Planning Act applications. The pre-consultation process also provides an opportunity for early consultation with the community. While the Planning Act requires for many types of applications, at a minimum, one statutory public meeting to garner feedback from interested community members, working with the community early on provides an opportunity to seek input that may inform, support and improve the proposed development plan.

Sections 17(19.3) and 34(14.3) of The *Planning Act* allows municipalities to include alternative notice provisions for the consideration of amendments to official plans and zoning by-laws. Currently, the Municipality provides notice to the public on Planning Act applications by:

1. Newspaper advertisement
2. Posting a sign on the property subject to the application
3. Letter by regular mail to assessed properties owners within the prescribed radius under the Planning Act from the property subject to the application

Newspaper production has ceased in the Municipality and more residents consume information digitally. Furthermore, posting signage provides limited notification to those living or working in the area where the sign is visible. Therefore, adopting alternative notification provisions is appropriate to expand how and to whom information is shared and made available. Various methods of alternative notification are provided to ensure inclusive access to information across the Municipality.

Location:

The lands subject to this Amendment are the whole geographic jurisdiction of the Municipality of Brighton, County of Northumberland.

Part B - The Amendment

This part of the document, entitled "Part B - The Amendment", and consisting of the following changes to the text, constitutes Amendment No. 18, File No. OPA01-2024 of the Municipality of Brighton Official Plan.

1. Title:

The following text constitutes Amendment No. 18 File No. OPA01-2024 to the Official Plan of the Corporation of the Municipality of Brighton. The Minister of Municipal Affairs and Housing approved the Official Plan on April 25, 2014.

2. Purpose and Effect of the Amendment

The Purpose of Amendment No. 18 is to provide updated policies to the Official Plan of the Municipality of Brighton regarding "Prescribed Information and Alternative Notification to Agencies and Ratepayers", Sections 8.1 and 8.3, respectively. Such sections are revised through this amendment with the addition of subsections 8.1.1 and 8.3.1, respectively.

The Effect of the amendment will provide guiding policy on the pre-consultation process as part of the Planning Act application process in support of the submission of complete application. The amendment will also provide for alternative notification options to improve how and to whom information is received from the Municipality.

3. Location of the Affected Lands:

This Official Plan Amendment applies to the whole of the geographical area of the Municipality of Brighton.

4. Basis of The Amendment:

The Basis of Official Plan Amendment No. 18 will add policies to the Municipality's Official Plan regarding the pre-consultation process in support of development applications under the Planning Act as well as to permit alternative notification options for Municipal staff.

5. Details of The Amendment:

The Municipality of Brighton Official Plan is amended by the following text changes which shall constitute Amendment Number 18 to the Municipality of Brighton Official Plan.

That Section 8 – Implementation is amended with the addition of the following new sub-sections:

8.1.1 Additional Application Information Requirements

The Municipality will determine the information and materials necessary for submission with the application based on the nature of the application, and in accordance with the Prescribed Information in the Municipality of Brighton Official Plan. This determination will set out clear requirements for a complete application. The Municipality may require any study or report as deemed desirable in addressing matters of provincial interest (Section 2 of the Planning Act), or the Provincial Planning Statement (Section 3 of the Planning Act). Additional complete application requirements will include initial review comments from key Municipal departments and agencies. External peer review may be called upon if required to give direction to the development plan. The Municipality may issue guidelines from time to time to offer clarity and direction.

8.1.3 Pre-Consultation Meetings

- a. Consultation with Municipal staff is encouraged prior to the submission of an application requiring a Planning Act approval for applications for an Official Plan Amendment, Zoning By-Law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan Approval.
- b. The purpose of the pre-consultation meeting is to review and discuss the preliminary development plan with the applicant and identify the type of Planning Act application(s) and supporting information or other materials as deemed necessary by the Municipality and other relevant agencies to be prepared and submitted in support of a complete application. Pre-consultation will proceed through two stages:
 - i. Principle of Land Use – the first stage of pre-consultation is confirmation of the Principle of Land Use. Here, a development proposal is confirmed by Municipal Staff to be consistent and in conformity with the purposes of the Planning Act (Section 2 of the Planning Act), the Provincial Policy Statement (Section 3 of the Planning Act), and the Municipal Official Plan. Applications for pre-consultation will be accompanied by a letter or memo from the proponent's Planner (RPP) providing a preliminary review of the proposed development in the context of provincial and municipal policy to demonstrate conformity in principle for the proposed land use and development. This will assist the Municipality in understanding the purpose, approach and justification to the proposed development. The form and function of the development must be articulated prior to the identification and scoping of studies or reports.
 - ii. Complete Application Requirements - only upon issuing a confirmatory letter regarding the Principle of Land Use will a review of complete application information requirements be undertaken.

- c. Prior to initiating a study or report, the Applicant will consult with the Municipality's peer review agent.
- d. In support of the preconsultation process, the Municipality will commit for a reasonable duration to the Planning Act fees and related fees in effect at the time of pre-consultation. Other evolving matters of key interest to the development proponent may also be considered for commitment at time of pre-consultation.
- e. Community engagement is encouraged as part of the pre-consultation process. Applicants will prepare for and host, at minimum, one community open house accompanied by development plan options for review and discussion with attendees. The number and selection of development plan options to be presented at the neighbourhood open house will be determined by the Municipality.

Section 8.2 shall be replaced with the following:

8.2. Community Engagement

a. Strategy Goal and Objectives

Goal:

The Municipality is committed to inclusive community-based decision-making when engaging and reviewing development applications under the Planning Act.

Objectives:

- i. Provide Municipal support to an applicant through mutually developing a complete application over appropriate stages of review
 - ii. Community engagement will commence early in the review process
 - iii. As part of a complete application for major development applications, a record of community engagement shall be required.
 - iv. Community engagement will involve public consultation through demonstration of a planning rationale
 - v. Offer a trusted forum for meaningful participation and dialogue
 - vi. The community engagement process will be transparent, accessible, responsive, inclusive and empowering. The intent is to offer a process based on realistic expectations, mutual respect, and trust.
- b. A policy of this Plan is that public participation will be an integral component of any land use planning process. On this basis, Public Open Houses shall be required for major municipally- initiated planning programs and studies, such as Secondary Plans and Zoning By-law reviews.

If the Plan is being reviewed under Section 26 of the *Planning Act*, the Council will ensure that at least one (1) open house is held for the purpose of giving the public an opportunity to review and ask questions about the supporting information and material, including a copy of the proposed plan, and made available through the public consultation. The Public Open House will be held no later than 7 days before the Statutory Public Meeting.

Notification to the residents of the Municipality of Public Open Houses shall be given in accordance with the procedures of the *Planning Act*.

- c. The Municipality may issue guidelines and procedures to implement the subject policies regarding community engagement.

The following sub-sections shall be placed immediately after sub-section 8.3.1:

8.3.2 First Nations Consultations

The appropriate First Nations community(s) shall be provided notification of proposed developments, particularly in regard to the identification of significant archaeological resources relating to the activities of their ancestors. Planning staff are encouraged to meet regularly and undertake meaningful consultation with representatives of First Nations communities having interests in lands within the Municipality of Brighton.

8.3.3 Alternative Notice Provisions for Planning Act Applications

- a. The municipality may option to utilize a variety of community engagement methods, including:
 - i. Public meetings of Council through statutory public meetings.
 - ii. Non-statutory community information meetings for the purpose of informing the public and receiving their input.
 - iii. Community Open houses.
 - iv. Workshops or Task forces.
 - v. Community consultation panels comprised of persons reflective of the community profile
 - vi. Internet-based tools and social media.
 - vii. Land use change signage posted onsite. Verbal and written submissions to staff.
 - viii. Direct consultation with various groups and individuals.
 - ix. Collaboration with other groups and agencies to reach out to engage citizens
 - x. Provisions for community engagement will be appropriate for the intended audience and to the nature and scope of the planning matter being addressed, including physical meeting venues and the use of information technology.
- b. The options above, including the holding of a Community Open House as referenced forms part of an alternative public notice arrangement as an established requirement by this amendment. Small-scale developments may be exempt by the Municipality from holding an open house. Priority developments having limited alternatives to be considered and requiring expeditious decisions of Council may also be given exemption by the Municipality.
- c. Statutory public meetings are not required for Zoning By-law Amendments to remove a Holding Symbol, correcting minor errors or preparing housekeeping updates to the Municipal Official Plan or Zoning By-law.

- d. Where deemed appropriate by the Municipality, the following alternate notification methods may also be used by the Municipality to provide notification of Planning Act applications:
 - i. Monthly newsletter – Digital and hardcopy format
 - ii. Hardcopy of Notices – Available at municipal offices, community centres and other government facilities such as the post office where there is high pedestrian traffic.
 - iii. Municipal Website
 - iv. Subscription to Email Blasts.
 - v. QRL code on property signage to the Municipality’s website.
 - vi. Social media – Using social media platforms and post notice reminders about applications with the Municipality.
- e. At the discretion of the Director of Planning and Development, for applications subject to Planning Act regulations that require the mailing of a public notice, the mailing radius may be expanded to more accurately capture areas of potential influence of the proposed development without being excessive in area or to involve properties that are not reasonably associated with the development lands.
- f. The option of giving no public notice may be exercised for housekeeping amendments to planning documents, statutory references being updated, consolidations of amendments, or other strictly administrative procedures. Further, no public notice may be given for small-scale development having no off-site impacts or with written an acceptance statement from the affected neighbour(s).
- g. Community Improvement Plan (CIP) By-laws: In considering a CIP policy or an amendment to an existing CIP policy, the Municipality will undertake community engagement as established through these policies, and give Notice of the CIP By-law as prescribed, with final approval being given by the County of Northumberland. Council’s passing of a CIP project by-law under Section 28(2) and 28(5) of the Planning Act that implements previously adopted CIP policies will require no additional statutory public meetings before its passing. However, a Notice of Passing of a CIP project by-law will be given. Notice of Passing will be given to landowners within 120m of the subject lands, to prescribed agencies, to persons who have requested to receive a notice of the CIP project, and to the public in general through Municipal electronic mediums. Applications received by the Municipality making a request benefits associated with the CIP project by-law will not be approved until after 10 days of giving Notice of Passing of a CIP by-law. Staff will advise Council of any public comments received that may infer on the intended effect of the CIP By-law. Otherwise, after a 10-day period after the Notice of Passing, the by-law comes into effect.

6. Implementation and Interpretation

The implementation and interpretation of this Amendment shall be in accordance with the policies of the Municipality of Brighton Official Plan, as revised.

Attachments

The following Attachments are intended to form part of Amendment No. 18.

None.

Part C

The following Attachments are not intended to form part of Amendment No. 18 but are included only for the purposes of providing information in support of this Amendment.

- Attachment #1 - Public Consultation Material
- Attachment #2 - Preconsultation Application Form and Technical Studies List
- Attachment #3 - Template Preconsultation Meeting Minutes

Part C - Attachment #1 - Public Consultation Material



PUBLIC OPEN HOUSE

Wednesday October 30th, 2024, from 6:00PM – 8:00PM
Municipal Council Chambers – 35 Alice Street, Brighton ON

Seeking Community Feedback!

Proposed Public Engagement Strategy

Please join us in-person or virtually on October 30th from 6:00 pm to 8:00 pm at the Municipal Council Chambers located at 35 Alice Street in Brighton for an opportunity to provide your input and comments on the development of the Public Engagement Strategy. The Municipality of Brighton is undertaking a review of our public consultation process to better inform and prepare the Municipality in achieving community inclusive decision-making.

The purpose of the open house is to provide the public with the opportunity to discuss and offer feedback on the public consultation and notification process regarding *Planning Act* applications within the Municipality.

Participation in the review process is important so that the recommendations reflect the community's input for the future public consultation. For more information on the Public Engagement Strategy process, please visit the Municipality of Brighton Website at www.brighton.ca.

To attend virtually, please click on the below link:

Join Zoom Meeting

<https://us02web.zoom.us/j/81105111267?pwd=zPDmS1CbsS7Dlu3gGpcDZpyZKqcrUt.1>

Meeting ID: 811 0511 1267

Passcode: 343537

Background Report:

The previous consultation process is summarized in the Background Report and available for review on the Municipality's website.



For more information, visit the Municipality of Brighton Website at www.brighton.ca or contact Paul Walsh, Director of Planning at pwalsh@brighton.ca or (613) 475-1162 or alternatively Diana Keay (Consulting Project Manager) at DiKeay@dmwills.com or (705) 742- 2297 ext. 245

Community Engagement Strategy

Diana Keay, MCIP, RPP, D.M. Wills Associates Limited
On behalf of Client: Municipality of Brighton



Presentation Overview

1. Project Overview
2. Background
3. Findings
4. Public Consultation
5. Next Step
6. Questions

Project Overview

Purpose:

- To prepare a revised Community Engagement Strategy (Strategy) inclusive of public notification for development applications received under the Planning Act.
- Changes are required in response to the 2024 “Cutting Red Tape to Build More Homes Act,” Bill 185.

Applications Impacted:

- Official Plan Amendments (OPA)
- Zoning By-law Amendments (ZBA)
- Site Plans
- Plans of Subdivision and Condominium

Primary Objective:

- To create a clear, inclusive engagement process that ensures meaningful public consultation and input that aligns with updated planning legislation

Project Overview

Final Product:

- Prepare a Guideline and Procedures document outlining the final Strategy to undertake community engagement related to higher order planning applications.
- Implement new public notification requirements to improve understanding of application information.

Background

Bill 185 Highlights:

- Removal of mandatory pre-consultation
- Removal of third-party appeals
- Allows for motion to the Ontario Land Tribunal regarding the appropriateness of requested application material i.e. studies

Public Notification:

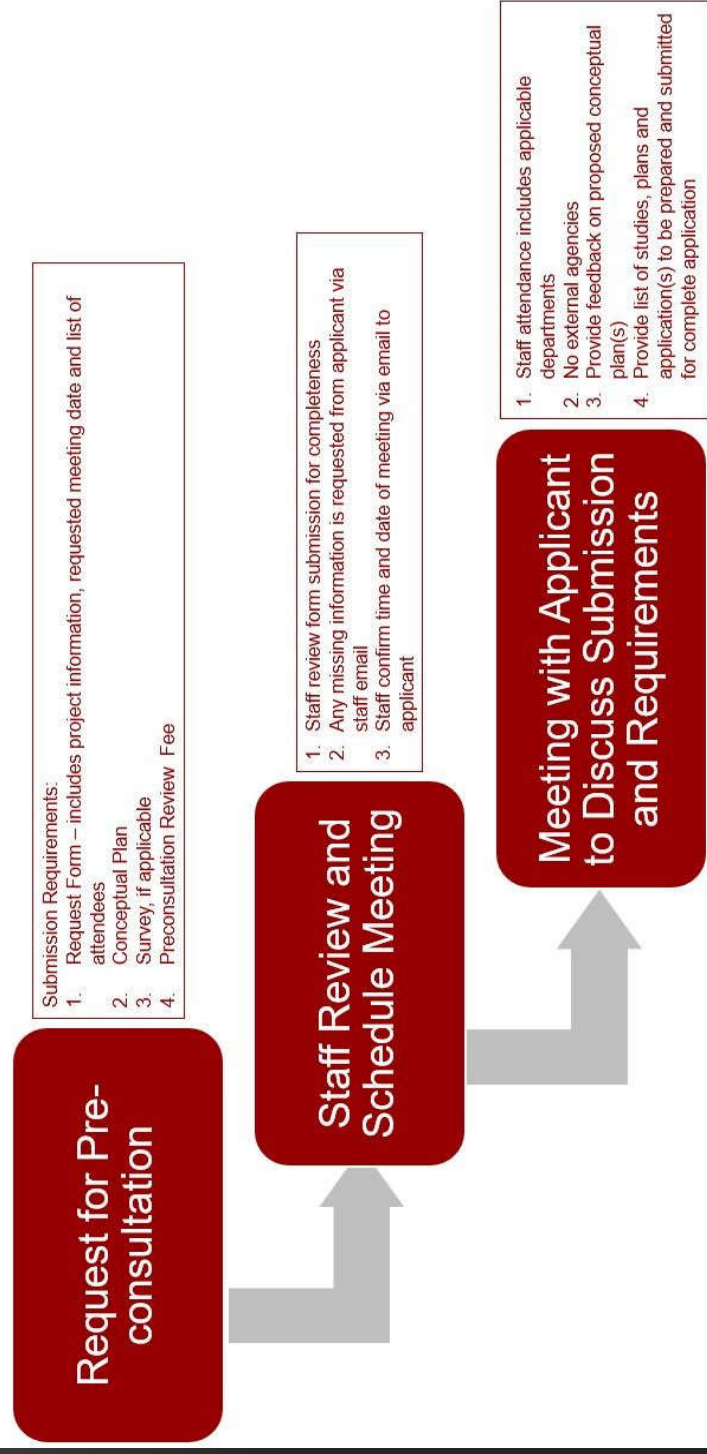
- The Municipality can provide alternative methods to inform property owners on planning applications

Background

Background Report:

- The Report summarizes the following:
 - Previous and now rescinded pre-consultation process and community engagement process
 - New legislative requirements as a result of Bill 185
 - Provincial and Municipal policy direction as it relates to land use
 - Existing legislation still in effect regarding planning applications
 - Recommendations based on the direction through the *Planning Act*
 - Public consultation process for this Strategy
- The Report is available for review on the Municipality's website

Rescinded Pre-Consultation Process



Rescinded Neighbourhood Open House Process



Findings

Planning Application Requirements

- The *Planning Act* continues to require the submission of “complete applications”
- This may include requested information from municipalities and Council
- For Plans of Subdivision, a strategy to consult with the public is required
- Alternative forms of public notification may be considered by municipalities
- If appropriate, a municipality may forego providing notice of a complete application, public meeting or open house by newspaper advertisement.

Provincial and Municipal Policy

- Provide policy direction on land use matters
- Applications must be consistent with and conform to provincial and municipal policy
 - This may require the submission of technical studies and plans

Appropriate to review applicant and community engagement process through the lens of preparing complete applications

Recommendations

Voluntary Pre-Consultation: Encourages early-stage meetings between applicants and the municipality to identify concerns, reduce conflicts, and improve submission quality.

Public Notice Enhancements: Expand methods beyond traditional signage and mailings to include social media, the municipal website, and email updates.

Increased Accessibility and Inclusivity: Develop an Open House format with transparent information sharing and multiple feedback opportunities for residents.

Digital Engagement: Provide timely online information to expand accessibility and ensure that residents receive consistent updates on projects.

Expected Outcome from Recommendations:

- Transparent application processes, timely feedback integration, minimized delays, and strengthened community trust in planning decisions.

Public Consultation Overview

Community Engagement Strategy – Public Consultation

Engagement Opportunities:

- **Steering Committee:** Local residents encouraged to apply to guide the Strategy and offer insights on neighborhood needs and priorities
- **Community Surveys:** A survey link available on the municipal website for broader input
- **Public Notices and Updates:** Notifications on municipal platforms and regular mail to keep residents well-informed

Neighbourhood Open House:

- **Purpose:** Obtain community feedback on the draft Strategy guidelines
- **Format:** Formal display of information to provide an overview of project purpose, findings/recommendations, and address public questions.
- **Objective:** Facilitate early feedback on the Strategy, ensuring community concerns and ideas are incorporated from the start.

Next Steps

- **Feedback Process:** Continue to garner community feedback through project survey and steering committee
- **Guidelines and Procedures:** Based on the recommendations and community consultation, prepare a Guideline and Procedures document to implement the Community Engagement Strategy.
- **Official Plan Amendment:** The Strategy will form part of the Municipality's Official Plan and therefore an Official Plan Amendment will be required
- **Council Approval:** The overall Strategy will be presented to Council for approval

Project Contacts

We value your insights.

This is an opportunity to shape our community's future together.

For more information please contact:

Paul Walsh, Director of Planning
pwalsh@brighton.ca or (613) 475-1162

Diana Keay (Consulting Project Manager)
dikeay@dmwills.com or (705) 742- 2297 ext. 245

Part C - Attachment #2 - Preconsultation Application Form and Technical Studies List

#1

COMPLETE

Collector: Web Link 1 (Web Link)
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Last Modified: Saturday, November 02, 2024 4:51:29 AM
Time Spent: 00:23:19
IP Address: 99.216.8.100

Page 1

Q1 **Yes**

Do you have experience participating in the public consultation through development applications, i.e. official plan or zoning by-law amendments?

Q2 **No**

Have you in the past submitted an application under the Planning Act i.e. official plan or zoning by-law amendments?

Q3

How do you prefer to receive information on municipal matters? (Please rank the following with 1 as the most important and 5 being the least important)

- | | |
|---------------------|----------|
| Regular Mail | 2 |
| Municipal bulletins | 1 |
| Municipal website | 3 |
| Property signage | 4 |
| Newspaper | 5 |

Q4

How do you prefer to communicate your comments with municipal staff? (Please rank the following with 1 as the most important and 4 being the least important)

- | | |
|-------------------------------------|----------|
| Written letter | 1 |
| Email | 2 |
| Presentations to Council?committees | 3 |
| In-person meetings | 4 |

Q5

What do you consider as the most important factors when engaging in public consultation? i.e. attending a neighbourhood open house, early engagement, etc.

Early, open, truthful, clear, and comprehensive engagement.

Willingness to listen to what the public is saying and to change proposal if necessary.

Q6**Strongly agree**

Do you feel that the current pre-consultation (i.e. prior to a formal application being submitted) is useful/meaningful when responding to/submitting Planning Act applications? (Circle the option that you prefer).

Q7

What improvements would you like to see to the pre-consultation process, if any?

Better advance notice of meetings, more use of online tools, clear mapping and depiction of project at an appropriate scale so public can easily read street/road names and see proposed entrances and exits and any proposed new construction and deconstruction.

Q8

What do you think is useful about the pre-consultation process?

Ability for individual members of the community who may be affected by a proposal to provide input to municipal planners and to developers about their concerns and/or their support or dissatisfaction with proposed development. Pre-consultation meetings also offer opportunity for residents to come together to listen to each other and provide input.

Q9**Strongly disagree**

Do you feel that the current public notification process on the Planning Act applications is sufficient? (Circle the option that you prefer).

Q10

What improvements would you like to see on the public notification process?

Broader notice to any resident of Brighton, and certainly notice beyond a very limited distance from a proposal, e.g. 120 m - which could only include 4 or fewer property owners in a rural area.

Q11**Strongly agree**

Do you feel that neighbourhood open houses contribute positively to the development review process? (Circle the option that you prefer).

Q12

Respondent skipped this question

If not, what improvements would you like to see?

Q13

Do you have any other comments regarding the public consultation and notification process that you would like to provide?

It is important to expedite this review and don't just wait for months to change public notifications - they can easily be listed on the Municipal website (as other nearby municipalities currently do (e.g. Trent Hills), and can be included as a regular notice section in the new Municipality of Brighton monthly newsletter.

#2

COMPLETE

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Last Modified: Saturday, November 02, 2024 6:51:00 PM
Time Spent: 00:06:11
IP Address: 70.31.66.236

Page 1

Q1 **No**

Do you have experience participating in the public consultation through development applications, i.e. official plan or zoning by-law amendments?

Q2 **No**

Have you in the past submitted an application under the Planning Act i.e. official plan or zoning by-law amendments?

Q3

How do you prefer to receive information on municipal matters? (Please rank the following with 1 as the most important and 5 being the least important)

Regular Mail	2
Municipal bulletins	3
Municipal website	1
Property signage	4
Newspaper	5

Q4

How do you prefer to communicate your comments with municipal staff? (Please rank the following with 1 as the most important and 4 being the least important)

Written letter	4
Email	1
Presentations to Council?committees	3
In-person meetings	2

Q5

What do you consider as the most important factors when engaging in public consultation? i.e. attending a neighbourhood open house, early engagement, etc.

Notification in advance of subject matter and important details. Time and place of consultation in advance.

Q6

Neutral

Do you feel that the current pre-consultation (i.e. prior to a formal application being submitted) is useful/meaningful when responding to/submitting Planning Act applications? (Circle the option that you prefer).

Q7

What improvements would you like to see to the pre-consultation process, if any?

Who are the people and organizations involved. What are their interests? Who is going to benefit?

Q8

What do you think is useful about the pre-consultation process?

Criteria as to what is on the table. Is there open negotiation?

Q9

Neutral

Do you feel that the current public notification process on the Planning Act applications is sufficient? (Circle the option that you prefer).

Q10

What improvements would you like to see on the public notification process?

Anything that is going to improve or degrade the ecosystem is very important to me, so I would like to be kept informed.

Q11

Strongly agree

Do you feel that neighbourhood open houses contribute positively to the development review process? (Circle the option that you prefer).

Q12

Respondent skipped this question

If not, what improvements would you like to see?

Q13

Do you have any other comments regarding the public consultation and notification process that you would like to provide?

Keep it open and keep citizens informed.

#3

COMPLETE

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IP Address: 67.193.65.201

Page 1

Q1 **Yes**

Do you have experience participating in the public consultation through development applications, i.e. official plan or zoning by-law amendments?

Q2 **Yes**

Have you in the past submitted an application under the Planning Act i.e. official plan or zoning by-law amendments?

Q3

How do you prefer to receive information on municipal matters? (Please rank the following with 1 as the most important and 5 being the least important)

Regular Mail	2
Municipal bulletins	3
Municipal website	1
Property signage	4
Newspaper	5

Q4

How do you prefer to communicate your comments with municipal staff? (Please rank the following with 1 as the most important and 4 being the least important)

Written letter	4
Email	1
Presentations to Council?committees	3
In-person meetings	2

Q5

What do you consider as the most important factors when engaging in public consultation? i.e. attending a neighbourhood open house, early engagement, etc.

Having a very concise plan prior to any presentation. Almost finished.

Q6**Agree**

Do you feel that the current pre-consultation (i.e. prior to a formal application being submitted) is useful/meaningful when responding to/submitting Planning Act applications? (Circle the option that you prefer).

Q7

What improvements would you like to see to the pre-consultation process, if any?

Municipal Councilors should attend to that they are equally well informed.

There should be fewer options

Encourage applicants to do a presentation at the start of the meeting.

T

Q8

What do you think is useful about the pre-consultation process?

This prevents the shock factor to persons who hear about it for the first time at the planning meeting

Q9**Agree**

Do you feel that the current public notification process on the Planning Act applications is sufficient? (Circle the option that you prefer).

Q10

What improvements would you like to see on the public notification process?

-

Q11**Neutral**

Do you feel that neighbourhood open houses contribute positively to the development review process? (Circle the option that you prefer).

Q12

If not, what improvements would you like to see?

Willingness of municipal staff and municipal sub contractors to advocate for the development process . Example standing up to persons to say. This is good planning process and you comment is not relevant because it is not an agreement against planning. To prevent NYMBY attitudes or worse yet BANANA acronym for "build absolutely nothing anywhere near anything" (or "anyone"). The term is most often used to criticize the ongoing opposition of certain advocacy groups to land development.

Q13

Do you have any other comments regarding the public consultation and notification process that you would like to provide?

Members of the public need to be reminded by municipal staff that development will happen. They need to be reminded that the Ontario Government has made this a priority. Just because someone does not want change in a neighborhood does not mean that it is not good for the majority. Individuals who continually oppose everything need to have their reasonings questioned by municipal staff and be told bluntly that your individual wishes will not be put ahead of the great good of the town.

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, November 13, 2024 11:32:29 AM
Last Modified: Wednesday, November 13, 2024 11:40:08 AM
Time Spent: 00:07:38
IP Address: 142.127.6.51

Page 1

Q1 **Yes**

Do you have experience participating in the public consultation through development applications, i.e. official plan or zoning by-law amendments?

Q2 **Yes**

Have you in the past submitted an application under the Planning Act i.e. official plan or zoning by-law amendments?

Q3

How do you prefer to receive information on municipal matters? (Please rank the following with 1 as the most important and 5 being the least important)

Regular Mail	1
Municipal bulletins	3
Municipal website	2
Property signage	4
Newspaper	5

Q4

How do you prefer to communicate your comments with municipal staff? (Please rank the following with 1 as the most important and 4 being the least important)

Written letter	2
Email	1
Presentations to Council?committees	3
In-person meetings	4

Q5

What do you consider as the most important factors when engaging in public consultation? i.e. attending a neighbourhood open house, early engagement, etc.

Being promptly informed. Having clear language

Q6**Strongly agree**

Do you feel that the current pre-consultation (i.e. prior to a formal application being submitted) is useful/meaningful when responding to/submitting Planning Act applications? (Circle the option that you prefer).

Q7

What improvements would you like to see to the pre-consultation process, if any?

Shortened turn around timeline

Q8

What do you think is useful about the pre-consultation process?

As a lay person the pre consultation allows for education regarding the process

Q9**Disagree**

Do you feel that the current public notification process on the Planning Act applications is sufficient? (Circle the option that you prefer).

Q10

What improvements would you like to see on the public notification process?

Greater social media presence, maybe a municipal bulletin board at the post office and /or smaller ones at No Frills and Sobeys. (all residents end up at one or the other on a weekly bases) This would help to reach non computer savvy people

Q11**Agree**

Do you feel that neighbourhood open houses contribute positively to the development review process? (Circle the option that you prefer).

Q12**Respondent skipped this question**

If not, what improvements would you like to see?

Q13

Respondent skipped this question

Do you have any other comments regarding the public consultation and notification process that you would like to provide?

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, November 15, 2024 9:37:53 AM
Last Modified: Friday, November 15, 2024 12:31:54 PM
Time Spent: 02:54:00
IP Address: 45.78.171.114

Page 1

Q1 **Yes**

Do you have experience participating in the public consultation through development applications, i.e. official plan or zoning by-law amendments?

Q2 **Yes**

Have you in the past submitted an application under the Planning Act i.e. official plan or zoning by-law amendments?

Q3

How do you prefer to receive information on municipal matters? (Please rank the following with 1 as the most important and 5 being the least important)

Regular Mail	2
Municipal bulletins	1
Municipal website	5
Property signage	3
Newspaper	4

Q4

How do you prefer to communicate your comments with municipal staff? (Please rank the following with 1 as the most important and 4 being the least important)

Written letter	3
Email	2
Presentations to Council?committees	4
In-person meetings	1

Q5

What do you consider as the most important factors when engaging in public consultation? i.e. attending a neighbourhood open house, early engagement, etc.

Early engagement. Updates during the process giving people further opportunity to engage if they feel its needed.

Q6**Strongly agree**

Do you feel that the current pre-consultation (i.e. prior to a formal application being submitted) is useful/meaningful when responding to/submitting Planning Act applications? (Circle the option that you prefer).

Q7

What improvements would you like to see to the pre-consultation process, if any?

Estimate of costs applicant will incur. Better estimate of timelines for the process.

Q8

What do you think is useful about the pre-consultation process?

Beneficial to the applicant to know what the process is and what obstacles they may encounter.

Q9**Neutral**

Do you feel that the current public notification process on the Planning Act applications is sufficient? (Circle the option that you prefer).

Q10

What improvements would you like to see on the public notification process?

Not sure what is already being done to notify the public.
(maybe I just need to pay more attention)

Q11**Neutral**

Do you feel that neighbourhood open houses contribute positively to the development review process? (Circle the option that you prefer).

Q12**Respondent skipped this question**

If not, what improvements would you like to see?

Q13

Respondent skipped this question

Do you have any other comments regarding the public consultation and notification process that you would like to provide?



**2024 Volunteer Application for the Public Engagement Strategy Review
Steering Committee**

Name:

Phone:

Address:

Email:

(Applicants must be accessible by email)

Personal information on this form is being collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used for the administration and management of the Municipality of Brighton Public Engagement Strategy Review Steering Committee recruitment. If appointed to the Steering Committee, this information will be provided to the Steering Committee and kept on file during your term of appointment. If you have any questions about the collection or use of your personal information, please contact the **Director of Planning and Development, Paul Walsh at 613-475-1162.**

To be eligible to serve on the Steering Committee, applicants must:

- be a resident and/or land owner in the Municipality of Brighton;
- be over the age of 18 years;
- demonstrate leadership and advocacy for good planning, and should have a reasonable understanding of land use planning related matters; and,
- not be employed by the Municipality of Brighton

The Public Engagement Strategy Review Steering Committee's purpose is to provide comments during the review process; assist with issue identification and resolution; liaise with key community stakeholders to ensure review awareness; and meet as needed, to monitor the progress of the review.



Previous relevant experience is not mandatory.

Please complete the following applicable questions and provide specific examples where possible.

Public Engagement Strategy Review Steering Committee Expectations:

- Participate actively in meetings
- Be enthusiastic and positive while completing tasks with other Committee members

Acknowledgement: I attest that all the information I have provided herein is complete and true. I understand that this application does not ensure an appointment to a Steering Committee Member position and that selection will be made by the selection committee. I acknowledge and agree to the above expectations and requirements.

Note: The Municipality has the right to reject an application or revoke Steering Committee participation if an individual is in dispute with the Municipality that may need to be resolved through litigation or arbitration.

Signature: _____

Date: _____

Please submit your completed application to the Director of Planning and Development, Paul Walsh by email at pwalsh@brighton.ca, or by mail at 67 Sharp Road, Brighton, ON K0K 1H0.

**Application Deadline:
Friday, October 4, 2024, at 4:30pm**

Late Applications will not be accepted.





Planning Services

67 Sharp Road, Brighton, ON, K0K 1H0

Tel: 613-475-1162, Email: planning@brighton.ca

Pre-Consultation Instructions

What is Pre-Consultation?

Prior to making an application for Planning Approval, a pre-consultation meeting with staff is recommended. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present and review the proposed application with staff, to discuss potential issues, and determine the required elements and materials to be submitted with the application for it to be considered “complete” by Municipal staff.

Pre-Consultation Process

The applicant will submit the completed ‘Request for Pre-Consultation Form’ to the Building and Planning Department. The Municipality’s Planning Assistant will coordinate a pre-consultation meeting.

The objective of the pre-consultation meeting is to:

- Identify any potential issues upfront and to identify any matters that could affect the approval process.
- To identify development and design considerations.
- To identify required reports/ studies and drawings to be submitted with a complete application.
- To identify potential application fees and approximate timelines associated with the application process.

The pre-consultation meeting is attended by the applicant/agent, Municipal staff and the Municipality’s Planning Consultant and is intended to be an open dialogue between staff and the applicant/agent. Staff may ask questions of the applicant/agent and will provide verbal comments regarding the proposal.

Submission Requirements

- Completed Pre-consultation Request Form
- Concept plan (drawn to scale) – which includes (if applicable):
 - Dimensions of property (frontage/area).
 - Location of all existing and proposed building and structures (including well and septic).
 - Size and height of all buildings/structures.
 - Setbacks from existing and proposed buildings/structures to adjacent lot lines, wells, septic systems, shoreline and other buildings/structures on the property.
 - Identify any man-made or natural features, and easements on the property (i.e. wetlands/hydro poles).
 - Location of proposed and existing parking/loading spaces.
- Survey (if available)

Fee Schedule – as per By-law 114-2021	
Stage 1 – Principle of Land Use Letter	25 % of Application Fee plus \$1,000 Trust Deposit
Stage 2 – Complete Application Letter	25 % of Application Fee plus \$1,000 Trust Deposit

Note: Additional reviewing fees may be required by the County of Northumberland and Lower Trent Conservation Authority.



Planning Services • Municipality of Brighton • 67 Sharp Road • Brighton, ON, K0K 1H0
 Tel: 613-475-1162 • Fax: 613-475-2599 • Email: planning@brighton.ca

Contact Name (owner, agent, applicant):		
Address:	City:	Postal Code:
Email:	Phone:	Fax:

Details on Proposed Project <i>Particulars on the proposed development that is the subject of the pre-consultation meeting</i>	
Location of Property: <i>(municipal address, Lot & Concession #, Roll #)</i>	
Lot Area of Property:	Lot Frontage and Depth:
Existing land use:	Proposed land use:
Gross floor area: (if applicable)	Building height: (if applicable)
Number of dwelling units : (if applicable)	
Description of Proposal:	
Project Proponent:	

Pre-Consultation Meeting Form

Pre-Consultation Meeting Schedule <i>Particulars of the pre-consultation meeting</i>					
Date:		Place:		Time:	
Attending	Municipality/Agency		Applicant		Other
	Municipal Planning Staff				

<p>Note: While every attempt will be made during the pre-consultation process to identify all requisite reports and documentation, it must be understood that as review of an application proceeds, the need for additional information or studies may arise.</p> <p>Note for Severance History: for property designated as Rural in the Official Plan, please provide a copy of the parcel PIN page for the subject property with your Application</p>	<p>Pre-consultation Meeting <i>Nature of application that is the subject of the pre-consultation meeting (check all that apply)</i></p>	
	Official Plan Amendment Application	
	Zoning By-law Amendment Application	
	Subdivision or Condominium Approval Application	
	Site Plan Approval Application	
	Consent / Lot Addition / Easement Application	See below and note
	<p>This property was created in ____ (year) and has been severed ____ number of times</p>	
	Minor Variance Application	
	Other	

<p><u>Official Plan (Municipality of Brighton) Land Use Designation</u> <i>Current:</i></p> <p><i>Proposed:</i></p>
<p><u>Northumberland County Official Plan Land Use Designation</u> <i>Current:</i></p> <p><i>Proposed</i></p>
<p><u>Zoning By-law, as amended</u> <i>Current:</i></p> <p><i>Proposed</i></p>
<p><u>Applicable Provincial Policies, inclusive of Provincial Plans</u> <i>Discuss which provincial policies/plans apply to the proposed application:</i></p> <ul style="list-style-type: none">- Provincial Policy Statement - Growth Plan
<p><u>Potential land use conflicts</u> <i>Describe:</i></p>
<p><u>Past contamination</u> <i>Outline history of land uses:</i></p>
<p>Is the subject land within the regulated areas of the Lower Trent Conservation? <i>Describe:</i></p>
<p><u>Environmentally sensitive areas (i.e. wetland, wildlife habitat, watercourse that supports a fishery) located on or adjacent to the subject lands</u> <i>Describe:</i></p>

Proposed services for the subject development	
<u>Sanitary</u>	<i>Describe existing and proposed:</i>
<u>Water</u>	<i>Describe existing and proposed:</i>
<u>Storm water</u>	<i>Describe existing and proposed:</i>
<u>Electrical</u>	<i>Describe existing and proposed:</i>

<p><u>Access to the subject lands, existing and proposed</u> <i>Give an overview (municipal road, county road, private lane, water access only, etc.):</i></p>
<p><u>Proximity of agricultural uses</u> (may require Minimum Distance Separation Calculations) <i>Discuss:</i></p>
<p><u>Archaeological potential</u> <i>Referring to Section in the Ontario Growth Archaeological Potential, discuss whether site exhibits characteristics that would warrant investigation:</i></p>
<p><u>Lands / Buildings designated or listed pursuant to the Ontario Heritage Act</u> <i>Discuss status of subject property and status of adjacent lands and/or buildings:</i></p>
<p><u>Cash-in-lieu of parkland policy</u> <i>Discuss how policy may apply:</i></p>

Cost Reimbursement	
The applicant is required to agree to be responsible for all reasonable costs and expenses as stated below.	
I / We,	
I am the applicant and agree to reimburse the Municipality of Brighton for all reasonable costs and expenses, as determined by Municipal Council, in excess of the application fee, which may be incurred by the Municipality in the processing of this Consent Application.	
Applicant's Signature	
Date	

Application Complete

Signature of Owner or Applicant	Date

Personal information is being collected on this form under the authority of the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 613-475-0670, ext. 215 or cdoiron@brighton.ca

Acknowledgment
<i>The parties below acknowledge that full disclosure of the issues has taken place with respect to the proposal before us. All identified plans, documentation and studies must be submitted in order to constitute a complete application.</i>
Dated this day of 20
Please initial:



Planning Services
67 Sharp Road, Brighton, ON, K0K 1H0
Tel: 613-475-1162, Email: planning@brighton.ca

Record of Pre-Consultation

Prepared by the Municipality of Brighton

Owner Name:

Applicant Name:

Agent Name:

Address:

Phone:

Communication to be sent to:

Owner Applicant Agent

Meeting Date:

Meeting Location:

Virtual In-person Hybrid

Meeting Attendees:

Fire Department

--

Parks and Recreation

--

Committees of Council

Accessibility

--

Heritage

--

External Agencies

County of Northumberland

--

Lower Trent Conservation Authority

--

Alderville First Nation

--

Ministry of Transportation

--

Pre-Consultation Completed the following application(s):

- Plan of Subdivision
- Plan of Condominium
- Official Plan Amendment
- Zoning By-law Amendment
- Site Plan Control

Property Description	
Address / legal Description	
Area / Lot Dimensions	
County Official Plan Designation	
Municipal Official Plan Designation	
Municipal Zoning	

Proposal Description:

Comment Summary:

Municipal Departments

Planning and Building

Public Works

Economic Development and Communication

Required Plans / Drawings, Studies or Documentation to be Submitted

Studies or supporting reports shall be required where there is an identified need for the information that will be beneficial in resolving an issue or assist in proper assessment or advancement of a development application.

This table will be completed by Municipal staff prior to, during, or following the pre-consultation meeting.

Required Drawing(s) or Plan(s) include, but are not limited to, the following:	Minor Variance	Consent	Zoning By-law Amendment	Official Plan Amendment	Draft Plan of Subdivision/Condominium	Site Plan Control
Concept Plan / Sketch of Proposal						
Plan of Survey (draft or registered)						
Topographic Survey Plan/Drawing						
Site Plan Drawing						
Grading & Drainage Plan/Drawing						
Site Servicing Plan/Drawing						
Landscape Plan/Drawing						
Floor Plans/Drawing						
Elevation Drawings						
Cross-Section Drawings						
Perspective Drawings						
Other Plans/Drawings						
Additional Reports / Studies						
Land Use Planning Rationale Report or Brief						
Principle of Land Use Opinion						
Site Servicing Study						
Water Modeling Analysis						
Stormwater Management Report						
Traffic Study Letter / Report						
Hydrogeological Study						
Geotechnical Study						
Environmental Impact Study						
Lighting & Photometric Design Study						
Noise Impact Study						
Slope Stability Study						
Parking and/or Loading Study						
Arborist Report/Tree Inventory & Preservation Plan Report						
Forest Management Plan Report						
Agricultural Impact Analysis						
Archaeological Assessment						
Heritage Impact Assessment/Cultural Heritage Evaluation						
Sediment & Erosion Control Plan Report						
Environmental Site Assessment (Phase 1)						
Environmental Site Assessment (Phase 2)						
Soils Management Plan Report						

Radiological Soils Survey							
Farm Viability Study							
Shadow Impact Study							
Market Impact Assessment							
Soil and Bedrock Analysis							
Infrastructure Studies							
Financial Impact Assessment							
Aggregate Impact Assessment							
Air Quality/Dust/Odour Study							
Record of Site Condition / Contaminated Site Assessment							
Surface Water Impact Study							
Municipal Comprehensive Review							
Commercial Inventory Assessment							
Comprehensive Employment Land Study							
Design Guidelines							
Site Rehabilitation Plan							
Sewage & Water Function Servicing							

Structural Engineering Analysis of Existing Buildings & Structures							
Active Transportation Plan / Pedestrian Route Plan							
Pedestrian or Active Transportation Safety Plan							
Wind/Micro-Climate Impact Study							
Area Character Review							
Accessibility Design							
Streetscape Plan							
Public Realm Design							
Land Use Compatibility Study							
Secondary Plan							
Sustainability Plan or Design							
Community Benefits Plan							
Public Space, Recreation, Park, Trail and Open Space Study							
Water Quality or Quantity Impact Assessment							
Terrain Analysis Report							
Floodplain Management							
Terrain Analysis Report							
Public Engagement and Consultation Strategy Report							
Wave Up-Rush Study							
Fisheries Impact Study							
Vegetation Enhancement Study							
Minimum Distance Separation Formulae Report							
Sustainable Development Plan or Standards							
Climate Change Study							
Ecological Restoration or Offsetting Plan							
Environmental Stewardship Plan							
Energy Conservation Plan							
Height and Density Assessment / Analysis							
Public Engagement & Consultation Strategy Report							
Growth Forecasts including employment, commercial community facilities and services, and housing needs							

Economic Cost Benefit Impact Analysis or Municipal Financial/ Capital Impact Assessment						
Crime Prevention Through Environmental Design (CPTED)						
Emergency Management Plan						
Asset Management Plan						

Part C - Attachment #3 - Template Preconsultation Meeting Minutes



Planning Services
67 Sharp Road, Brighton, ON, K0K 1H0
Tel: 613-475-1162, Email: planning@brighton.ca

Record of Pre-Consultation

Prepared by the Municipality of Brighton

Owner Name:

Applicant Name:

Agent Name:

Address:

Phone:

Email:

Communication to the sent to:

Owner Applicant Agent

Meeting Date:

Meeting Location: Virtual In-person Hybrid

Meeting Attendees:

Pre-Consultation Completed the following application(s):

- Plan of Subdivision
- Plan of Condominium
- Official Plan Amendment
- Zoning By-law Amendment
- Site Plan Control

Property Description	
Address/Legal Description	
Area/Lot Dimensions	
Existing Buildings/Structures	
County Official Plan Designation	
Municipal Official Plan Designation	
Municipal Zoning	

Proposal Description:

Comment Summary:

Municipal Departments

Planning and Building

Public Works

Economic Development and Communication

Fire Department

Parks and Recreation

Committees of Council

Accessibility

Heritage

External Agencies

County of Northumberland

Lower Trent Conservation Authority

Alderville First Nation

Ministry of Transportation

List of Study Requirements

Appendix I

Statement Certifying the Requirements of Sections 17(15), 17(17) and 17(23) of The Planning Act, R.S.O. 1990, Chapter P. 13 have been complied.

It is hereby certified that the requirements for the giving of Notice and the holding of at least one (1) Public Meeting, as required by Section 17 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, have been complied with.

Candice Doiron, Clerk

Date