

### Description:

A planning rationale is the unifying component of a development application. The purpose of the Terms of Reference is to assist the applicant to organize and substantiate the planning justification in support of the proposed development and to assist staff and the public in the review of the proposal. This document should also demonstrate why the applicant thinks their proposal represents good planning and how the proposed development is consistent with the Official Plan, relevant secondary plans, Council adopted plans and policies, the *Planning Act* and when required, Provincial Policy Statement.

### Authority to Request a Planning Rationale:

The *Planning Act* gives municipalities the authority to require that a Planning Rationale be prepared. Under Sections 22(4) and (5) of the *Planning Act*, a Council has the authority to request such other information or material that the authority needs in order to evaluate and make a decision on an application. Section 5.2.6 of the Official Plan sets out the general requirement for a Planning Rationale.

### Preparation:

The Planning Rationale should be signed by a full member of the Canadian Institute of Planners (MCIP).

### When Required:

A Planning Rationale is required for the following planning applications:

- Official Plan Amendment
- Zoning By-law Amendment

A Scoped Planning Rationale\* is required when a Plan of Subdivision application is applied for and not accompanied by a Zoning By-law Amendment application.

### Contents for a Planning Rationale:

A Planning Rationale will contain and/or address the points identified in a pre-consultation meeting. Failure to address the critical elements identified in the pre-consultation meeting may result in the application being considered incomplete.

### Application Submission:

Not Required

Required

State the: type of application, legal description, municipal address and the purpose of the application.

\* *Scoped Planning Rationale* – will only require the items indicated under “Plan of Subdivision Only” and a select number of “Contextual Analysis” items. “Contextual Analysis” items will be confirmed in the pre-application consultation meeting.

**Contextual Analysis:**

Not Required	Required	
<input type="checkbox"/>	<input type="checkbox"/>	Description of the local context (including built form, land use, development pattern, local character, gateways and landmarks). The use of maps is encouraged.
<input type="checkbox"/>	<input type="checkbox"/>	Description of existing site conditions (including topography, historical significance, potential contamination, and natural features) and the existing use of the site.
<input type="checkbox"/>	<input type="checkbox"/>	Summarize the views to and from the subject site, including any significant views to public landmarks, national monuments and the natural heritage system.
<input type="checkbox"/>	<input type="checkbox"/>	Description of connections from the site to the transportation system: pedestrian, cycling, transit (including an indication of level of service), and automobile.
<input type="checkbox"/>	<input type="checkbox"/>	Description of natural heritage system: parks, open space and urban natural features.

**The Proposal:**

Not Required	Required	
<input type="checkbox"/>	<input type="checkbox"/>	Explain the details of the proposal, including items such as landscaping, parking, building orientation, streetscaping, buildings, accesses, pedestrian, vehicular circulation, phasing issues and major statistics (i.e. height, density, parking).
<input type="checkbox"/>	<input type="checkbox"/>	Provide a detailed analysis of the compatibility of the proposed development or land use designation with the existing adjacent developments and land use designations, in accordance with Section 4.11 of the Official Plan.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate if a pre-consultation with City staff, technical agencies, public, or City Councillors took place and explain feedback given. Where departure from the feedback is proposed, provide justification.
<input type="checkbox"/>	<input type="checkbox"/>	Explain previous approvals, from the City or relevant authorities, for example: conservation authorities and provincial ministries. If possible, include previous file numbers or copies of documents.
<input type="checkbox"/>	<input type="checkbox"/>	Explain how the contextual analysis influenced the development proposal.

**Policy Justification:**

Not Required	Required	
<input type="checkbox"/>	<input type="checkbox"/>	Explain how the proposal is consistent with the <i>Planning Act</i> and Provincial Policy Statement.
<input type="checkbox"/>	<input type="checkbox"/>	State the Official Plan land use designation for the subject property and demonstrate how the proposal conforms to the Official Plan. Reference specific policy numbers from the Official Plan to demonstrate consistency. Justify areas of non-compliance and explain why the policy(s) cannot be met.
<input type="checkbox"/>	<input type="checkbox"/>	<i>Draft Integrated Environmental Review:</i> Identify surrounding environmental features and potential environmental issues prior to establishing lot pattern or an initial design to meet Section 4.7.1 requirements of the Official Plan. Provide a summary of supporting studies' consideration of the environmental features, and their recommendations' potential implications on each other and the proposal to reach an integrated solution involving design with nature principles.
<input type="checkbox"/>	<input type="checkbox"/>	State the applicable plans which apply to the subject proposal (e.g. community design plan, concept plan and/or secondary plan). Demonstrate how the proposal is consistent with the subject plan(s) and if applicable explain why certain objectives cannot be met.
<input type="checkbox"/>	<input type="checkbox"/>	Explain how the proposal addresses any individual properties or Heritage Conservation Districts designated under Parts IV or V of the <i>Ontario Heritage Act</i> .
<input type="checkbox"/>	<input type="checkbox"/>	Explain why the proposal is good planning and should be considered and approved.

**Conclusion:**

Not Required	Required	
<input type="checkbox"/>	<input type="checkbox"/>	Provide an overview of the main arguments (for lengthy Planning Rationales).

**Additional Contents for Planning Rationale Submissions:**

**Plan of Subdivision Only:**

Not Required	Required	
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Policy Justification:</u> Does this comply with applicable zoning?</p> <ul style="list-style-type: none"> <li>• If <u>no</u>, please also complete the Zoning By-law amendment section.</li> <li>• If <u>yes</u>, please continue.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Proposal:</u> Identify the relevant design guidelines and provide a comprehensive analysis as to how the proposed subdivision meets the objectives or why it does not meet the objectives.</p>



Supporting Studies Summary: provide a brief summary of each supporting study submitted, for example: transportation studies, site servicing study, tree conservation report, environmental site assessment, and geotechnical study.

### Zoning By-law Amendment Only:

Not Required

Required

Policy Justification: Demonstrate and explain how the proposed Zoning By-law amendment(s) meet the intent of the Official Plan and are appropriate, suitable and desired. Include the rationale for alterations to General Provisions (e.g. setback reductions, parking requirements, etc.).

Policy Justification: For applications seeking an increase in height and/or density, explain how Section 5.2.1 of the Official Plan (policy in accordance with Section 37 of the Planning Act) applies.

### Submission Requirements

- Six hard copies and one digital copy.

### Examples of maps to include

- Map of the surrounding
- Map of the site at scale
- Aerial photo of the site
- Map of the transit services
- Map of existing and surrounding zoning
- Map of the Official Plan land use designation
- Map of restraints on the site (heritages, endangered species, water features, forest cover)