



PLANNING JUSTIFICATION REPORT

TERMS OF REFERENCE

STUDY DESCRIPTION

The **Planning Justification Report (PJR)** at a high level is to provide an overview of a proposed development and a comprehensive review of all overarching planning policies.

PURPOSE OF REPORT

PJR's allow County Planning staff to understand the following components more clearly:

- The concept of the proposed development.
- In-effect legislation, regulations, and policies at provincial, county, and lower-tier levels and how it relates to the proposed development.
- The appropriateness of the proposed development as it relates to the existing and/or emerging land use and built form.
- How the proposed development represents 'good planning'.
- Any characteristics of the proposed development (i.e., the history of the land, existing circumstances, policy and planning history).



WHEN REQUIRED

Through an initial pre-consultation meeting with the County and, for certain applications, the Town/Township, staff will confirm if the applicant is required to submit a PJR.

The submission of a PJR will likely be required for the following Planning Act applications:

- Official Plan Amendment (including Secondary Plans and Block Plans)
- Zoning By-law Amendment (including Temporary Use By-laws)
- Draft Plan of Condominium
- Draft Plan of Subdivision
- Site Plan Control
- Part Lot Control
- Consent to Sever
- Minor Variance

At the discretion of County staff, a PJR may be requested for submission in support of other development applications. In addition, County staff may determine that an application that is more simplistic and minor in nature only requires a Planning Justification Brief (1-2 pages).

QUALIFIED PERSON(S)

The PJR must be prepared by a Registered Professional Planner (RPP) or through direct supervision of an RPP. All final documents and reports provided in the PJR must be stamped and/or signed by an RPP who is licensed in the Province of Ontario.

REQUIRED CONTENT

The PJR is required to include the following sections, subsections, and information.

1. Executive Summary

- Provide a high-level summary of proposed development, policies and regulations, justification and appropriateness of development, and conclusions.

2. Site Description and Surrounding Land Use Analysis

- Provide information on the subject lands including reference to size, location, existing uses, previous uses (if available), site conditions (i.e., topography, natural heritage features, site contamination, heritage/archaeological significance).
- Description of surrounding land uses and neighbourhoods. Discussion should include, but is not limited to, nearby natural heritage features, heritage properties, existing built form, type of uses, development applications (if available).

3. Planning History

- Brief description of Pre-Consultation meeting with County and Town/Township staff.
- Discussion on any previous pre-consultation meetings, planning applications, and/or OLT/LPAT hearings associated with the subject lands.

REQUIRED CONTENT CONTINUED

4. Description of Proposed Development

- Discussion should include reference, but is not limited to, the following matters:
 - Major statistics of proposed development, such as height, density, number of units, parking, amenity space, affordable housing, and gross floor area as may be applicable.
 - Proposed concept plan that is the basis for the proposed development.
 - Integration of proposed development into the existing neighbourhood and expected relationship with surrounding uses.
 - Urban design and green development components of the proposed development.

5. Policy Justification and Analysis

- A comprehensive review and analysis on how the proposed development conforms to and is consistent with the existing policy and regulatory framework. Specific reference should be made to the following policies and regulations:
 - Planning Act
 - Provincial Policy Statement
 - Growth Plan for the Greater Golden Horseshoe
 - Niagara Escarpment Plan
 - Greenbelt Plan
 - Oak Ridges Moraine Conservation Plan
 - County of Dufferin Official Plan (including Secondary Plans)
 - Town/Township Official Plan (including Secondary Plans and/or Block Plans)
 - Town/Township Zoning By-law
 - Any other applicable provincial, county, or municipal policy documents, studies, and/or guidelines/standards. These include:
 - Urban Design Guidelines
 - Green Development Standards
 - Affordable Housing Policies
 - Transportation Master Plans
- Analysis should include how the proposed development conforms to applicable policies and regulations, policy gaps present, and how existing policy gaps are to be addressed.

6. Supporting Analyses and Assessments

- Where applicable, an extended analysis on the following elements should occur:
 - Growth Analysis
 - How does the proposed development impact both the County and Town/Township growth targets?
 - What is the expected number of people and jobs per hectare for the proposed development?
 - Social Impact Assessment
 - What impact does the proposed development have on the lives of existing residents in the surrounding neighbourhoods?
 - How does the proposed development benefit residents in surrounding communities?
 - Are additional amenity spaces (i.e., businesses, parks, playgrounds) provided? Is there an increase in walking and cycling trails?
 - Employment Allocation Assessment
 - How does the proposed development impact existing and future employment in the area?
 - For developments that are proposing employment uses, what is the expected workforce numbers? How does this impact the County's employment goals outlined in the Official Plan?
 - For developments seeking to remove lands from the employment designation, provide a rationale for this approach and discussion around other suitable lands for use as employment.
 - Land Use Compatibility Assessment
 - How does the proposed development fit into the surrounding area?
 - Is the proposed development a suitable and appropriate use of the subject lands?
 - Affordable Housing Analysis
 - Does the proposed development include the provisioning of affordable housing units?
 - How does the proposed development help achieve the goals set out in the County's 10-year Housing and Homelessness Plan? How are the affordable housing goals in the County's Official Plan addressed?
 - If there are no affordable housing units being proposed, what is the reason for not providing those?

REQUIRED CONTENT CONTINUED

7. Summary and Conclusions

- Provide a summary of the proposed development, overarching policies and regulations, conformance and non-conformance with in-effect policies and regulations, and how any policy and regulation gaps are to be addressed (if applicable).
- Reference should be made as to how the proposed development is appropriate for the subject lands, as well as how it represents 'good planning'.

8. Appendices

- This section should contain all materials that are relevant for review but not suitable for the body of the report. Materials to be included in this section are:
 - Any maps, figures, and illustrations (i.e., tables and charts)
 - Proposed Development or Concept Plan
 - Any policy amendments (i.e., Official Plan, Zoning By-law), if applicable
 - Proposed Draft Plan of Subdivision and/or Condominium, if applicable
 - Proposed Consent Plan and/or Minor Variance illustration, if applicable
 - Summary of Consultant Reports and Studies
 - Literature Citations
 - Other Data Sources Uses

ADDITIONAL INFORMATION AND RESOURCES

To hire a Registered Professional Planner (RPP), please refer to the 'Hire a Planner' section of the Ontario Professional Planners Institute (OPPI) that can be accessed [here](#).

All information relating to the County Official Plan, Application Process and Fees, and other applicable policies and regulations can be found on the County's [Planning and Development page](#).

