

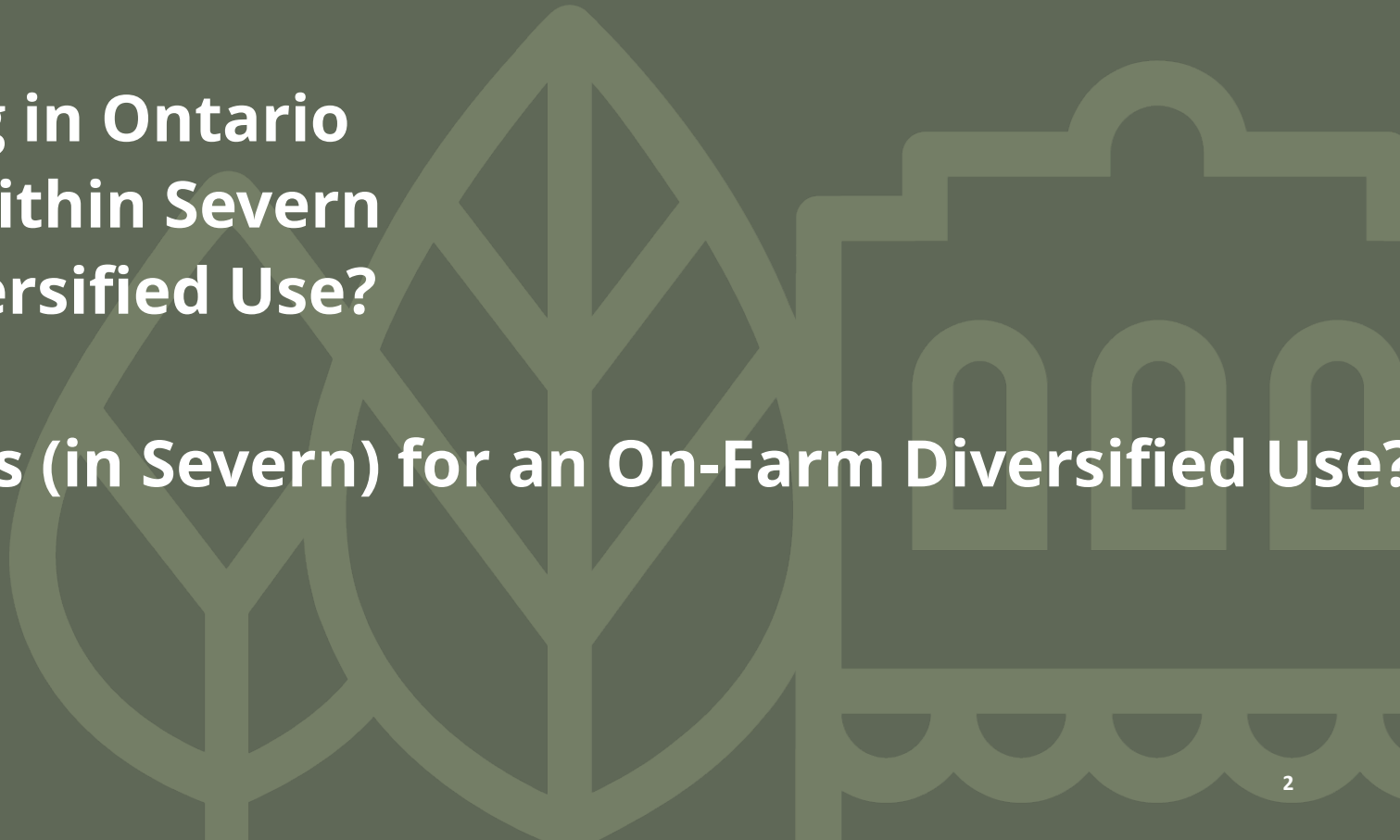


— Township of —
SEVERN

The Planning Process



Today's Topics

- **Why do we Plan?**
 - **Hierarchy of Planning in Ontario**
 - **Planning Processes within Severn**
 - **What is On-Farm Diversified Use?**
 - **LUNCH**
 - **How to gain approvals (in Severn) for an On-Farm Diversified Use?**
- 

Why do we Plan?



- Environmental protection
- Avoidance of urban sprawl
- Population growth management
- **Efficient use of resources**
- **Protection of *Prime Agricultural Land***
- Reduced impacts of transportation
- Promotion of compatible uses
- Public health and safety considerations
- Good neighbour relations

Ontario's Land Use Planning legislation aims to cover all these items (and more) which becomes the foundation of how a *development* (defined term by the Province including change or new land use) proposal is reviewed

Planning Legislation in Severn (for now)



Planning Act

Provincial Policy/Plans (PPS)

South Georgian Bay Lake Simcoe Source Protection Plan

County of Simcoe Official Plan *

Township of Severn Official Plan

Zoning By-law

Site Plan Control By-law

Other Municipal By-laws,
Building Code, etc.

- All decisions must conform/comply with all legislation
- * County of Simcoe's role may be subject to change



Planning Act

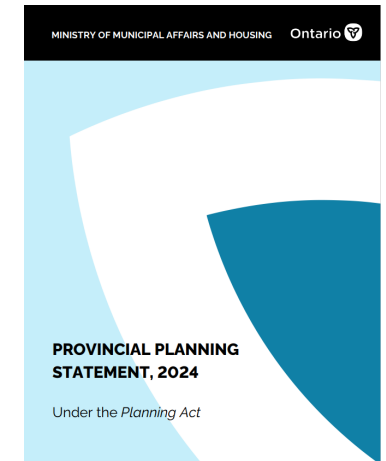
- Provides the framework for the land use system in Ontario.
- Establishes the County of Simcoe's Planning Authority
- Requires the Township to have an Official Plan and a Zoning By-law .
- The Act provides the process that integrates the interests of the Province, the County and the Township into the decision-making process.
- The Act establishes:
 - the process for most planning decisions to be done in an open format
 - **complete** application requirements
 - Ontario Land Tribunal (OLT) appeal rights
 - timelines for decisions, notice of application, etc.



Provincial Policy & Plans

- **Applicable in Severn: Provincial Planning Statement 2024**

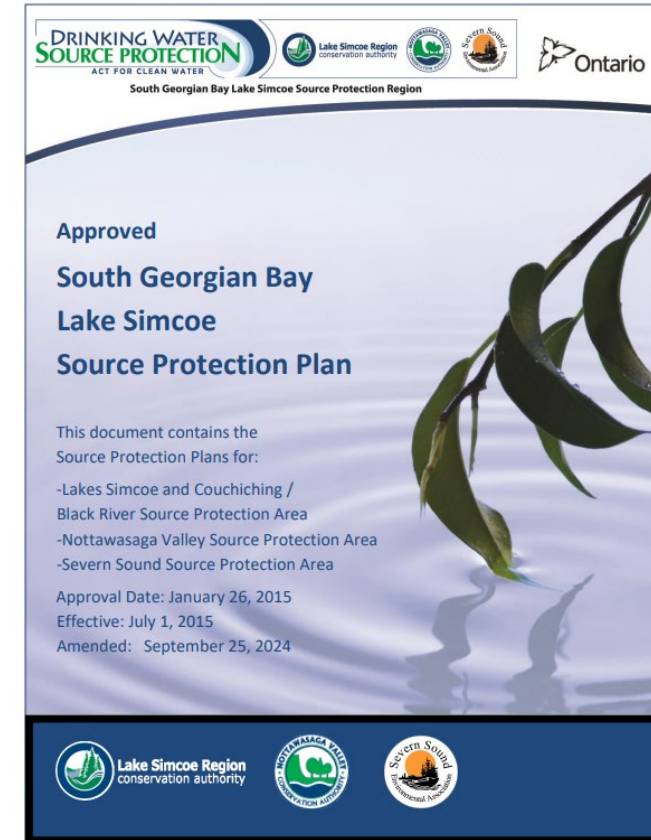
- These documents set out strategic initiatives for protection of provincial interest such as:
 - Farmland
 - Environmentally sensitive lands
 - Aggregate resources
 - Hazard lands (human health and safety)
- Originally the roadmap to accommodating growth & housing supply
- Official Plans and all decisions on development applications must comply / conform with Provincial Policy documents
- Not applicable to Severn: Oak Ridges Moraine Plan, Lake Simcoe Protection Plan, Greenbelt Plan, etc.
- Previously applicable in Severn: the Provincial Policy Statement and A Place to Grow, Growth Plan for the Greater Golden Horseshoe (“Growth Plan”)



Clean Water Act

- **South Georgian Bay Lake Simcoe Source Protection Plan**

- The Provincial *Clean Water Act* requires this plan and the Township to implement the policies to protect the Township's supply of municipal drinking water.
- Township Council has appointed Severn Sound Environmental Association (SSEA) as the Risk Management Official and Risk Management Inspector. SSEA is utilized by some other neighbouring municipalities in the same roles.
- This plan is implemented through the Township's Official Plan and Zoning By-law.



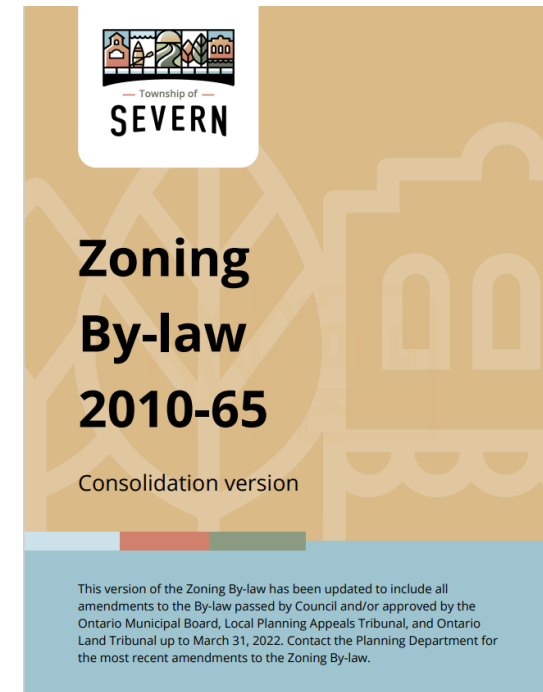
Official Plans

- County of Simcoe
- Township of Severn
 - Official Plans set local planning goals and objectives that **are consistent and conform with provincial policy and plans.**
 - Official Plans set the direction on where land use will occur and when – housing, industry, offices, retail, tourist uses, etc.
 - Designate where communities (*Settlement Areas*) will be and what services (water, sewer, arterial roads) will be located within/adjacent to each.
 - Controls how and where *development* will occur.
 - Establishes local health and safety policies.



Zoning By-laws

- **Township of Severn Zoning By-law 2010-65, as amended**
- Implements the objectives of the Official Plans.
- It is the legal document that allows land use to be managed.
- Protects property and neighbourhoods from conflicting uses.
- Establishes standards for what use and structures are permitted with setbacks to lot lines, maximum coverage, height, parking standards, etc.
- Listed within “Other Applicable Law” of the Ontario Building Code – meaning a building permit cannot be issued if it does not meet the Zoning By-law



Site Plan Control By-law (Site Plan Agreement)



- By-law establishes (as set out in the Township’s Official Plan) which properties and/or uses in the Township require a Site Plan Agreement
- Intent of the legal Agreement registered on title is:
 - To ensure orderly, safe, accessible and functional development
 - Implements the policies of the Official Plan and Zoning By-law
 - References a final approved set of plans, reports, drawings, etc. (i.e. lot grading plan, parking, environmental impact assessment, dark-sky lighting requirements, servicing, etc.) for how the development will be completed
 - Registered on title to bind existing and future owner(s)
- Final Plans, drawings, studies referenced in Agreement :
 - Adheres to Township Engineering Standards and industry best practices
 - Provides for how the terms of the Agreement will come to fruition
- Listed within “Other Applicable Law” of the Ontario Building Code meaning cannot issue permit if doesn’t comply

Planning Legislation in Severn (for now)



Planning Act

Provincial Policy/Plans (PPS)

South Georgian Bay Lake Simcoe Source Protection Plan

County of Simcoe Official Plan *

Township of Severn Official Plan

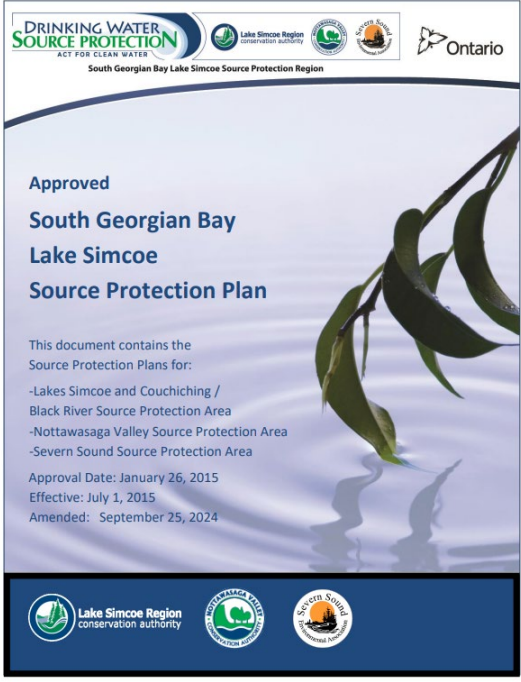
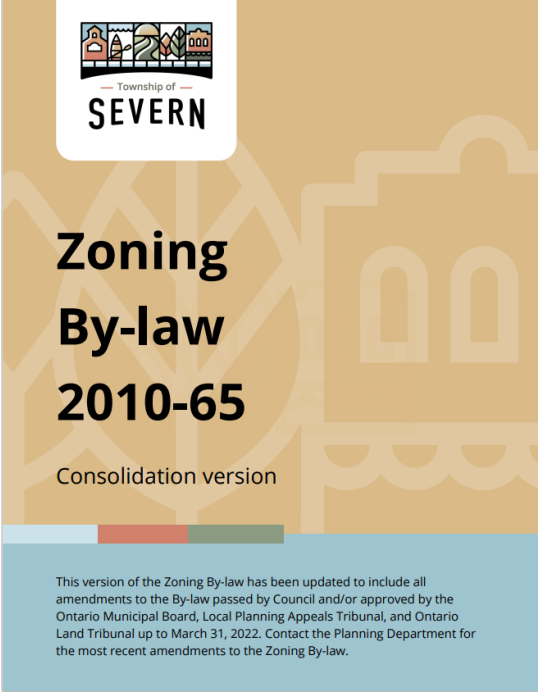
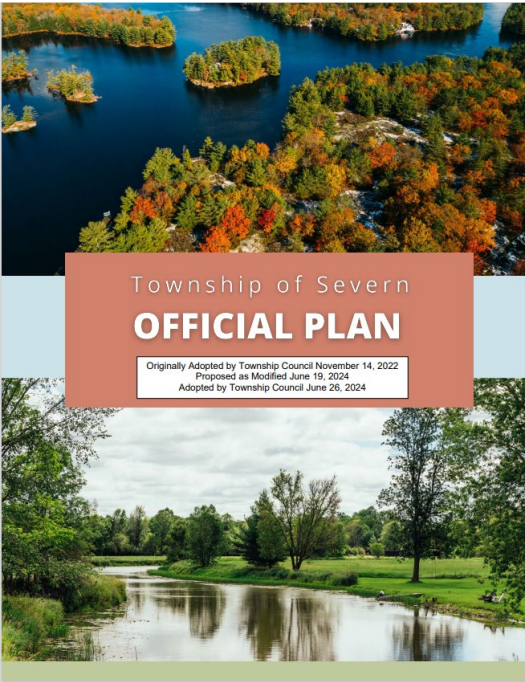
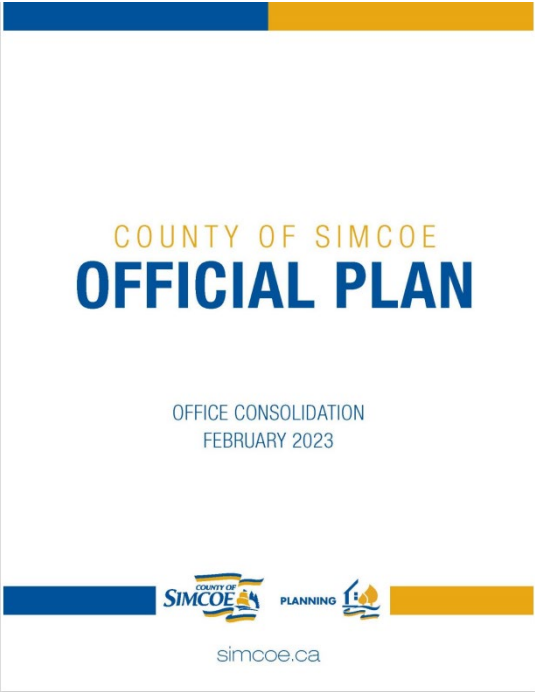
Zoning By-law

Site Plan Control By-law

Other Municipal By-laws,
Building Code, etc.

- All decisions must conform/comply with all legislation
- * County of Simcoe's role may be subject to change

Can you change what applies to your property?



Changing or Adding a Land Use?

An application under the *Planning Act*

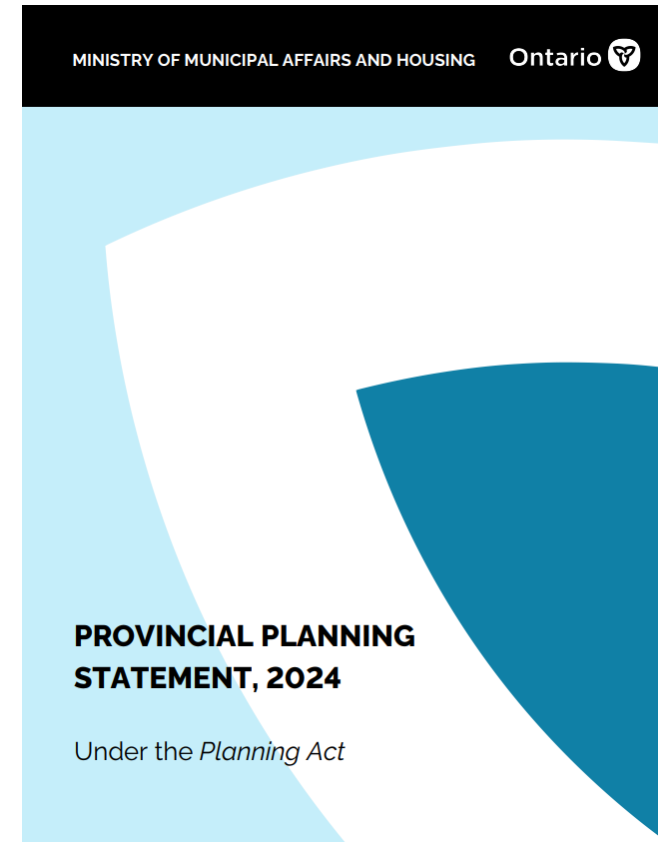


- Types of applications include an Official Plan Amendment, Zoning By-law Amendment, Minor Variance – all used to alter or add a land use, setback, lot coverage, parking, etc.
- Permissions to create new parcels of land through a Draft Plan of Subdivision / Condominium or a new lot(s) with a Consent (also for a new right-of-way or changing a lot line).
- The *Planning Act* prescribes what information is to be provided to the Township for a “complete application”, when and how information is to be provided/available to the public as well as when and how public meetings (before Council/Committee) are conducted.
- **The very first step to finding out if you can do any of these applications is to ask Planning Staff.**

Where does “On-Farm Diversified Use” come into all this?



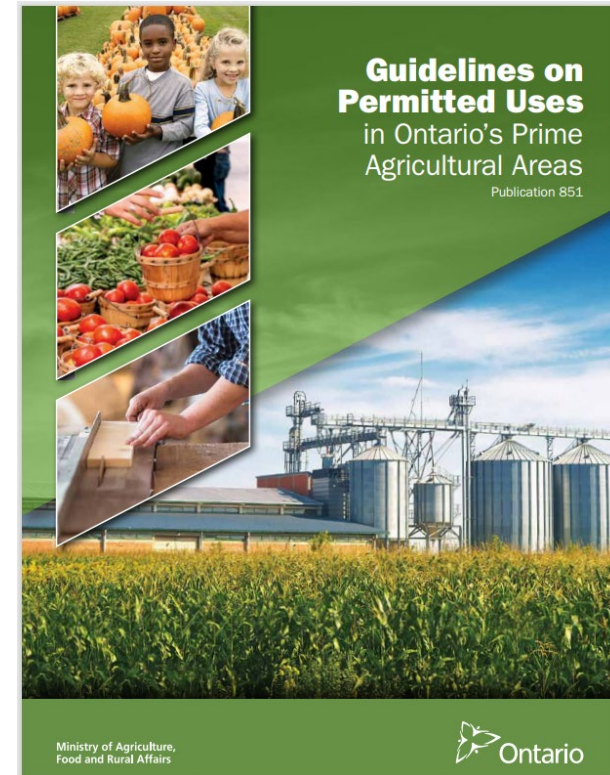
- The Provincial Planning Statement (PPS), 2024 contains policy direction regarding *Prime Agricultural Lands*, *Prime Agricultural Areas* and what can be done on those lands such as *On-Farm Diversified Uses*
- “On-farm diversified uses: means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, uses that produce value-added agricultural products, and electricity generation facilities and transmission systems, and energy storage systems.” PPS, 2024.



Guidelines for Permitted Uses in Ontario's Prime Agricultural Areas



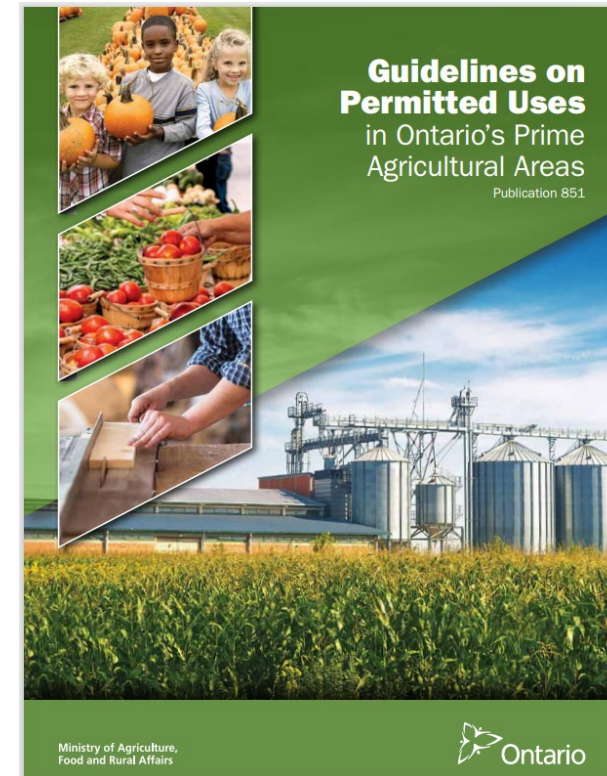
- Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas is a 2016 Provincial publication that speaks to:
 - agricultural, agriculture-related and on-farm diversified uses
 - limited non-agricultural uses in prime agricultural areas
 - Mitigation of impacts from new or expanding non-agricultural uses



Guidelines for Permitted Uses in Ontario's Prime Agricultural Areas

Table 1. Criteria for permitted uses in *prime agricultural areas*

Type of use	Criteria as provided by PPS policies and definitions
Agricultural	<ol style="list-style-type: none"> 1. The growing of crops, raising of livestock and raising of other animals for food, fur or fibre 2. Includes associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment 3. All types, sizes and intensities of <i>agricultural uses</i> shall be promoted and protected in accordance with provincial standards 4. <i>Normal farm practices</i> shall be promoted and protected in accordance with provincial standards
Agriculture-Related	<ol style="list-style-type: none"> 1. Farm-related commercial and farm-related industrial uses 2. Shall be compatible with and shall not hinder surrounding agricultural operations 3. Directly related to farm operations in the area 4. Supports agriculture 5. Provides direct products and/or services to farm operations as a primary activity 6. Benefits from being in close proximity to farm operations
On-Farm Diversified	<ol style="list-style-type: none"> 1. Located on a farm 2. Secondary to the principal <i>agricultural use</i> of the property 3. Limited in area 4. Includes, but is not limited to, home occupations, home industries, <i>agri-tourism</i> uses and uses that produce value-added agricultural products 5. Shall be compatible with, and shall not hinder, surrounding agricultural operations



Guidelines for Permitted Uses in Ontario's Prime Agricultural Areas



Value-added uses that could use feedstock from outside the surrounding agricultural area (e.g., processor, packager, winery, cheese factory, bakery, abattoir)



Home occupations (e.g., professional office, bookkeeper, land surveyor, art studio, hairdresser, massage therapist, daycare, veterinary clinic, kennel, classes or workshops)*



Home industries (e.g., sawmill, welding or woodworking shop, manufacturing/fabrication, equipment repair, seasonal storage of boats or trailers)



Agri-tourism and recreation uses (e.g., farm vacation suite, bed and breakfast, hay rides, petting zoo, farm-themed playground, horse trail rides, corn maze, seasonal events, equine events, wine tasting, retreats, zip lines)*

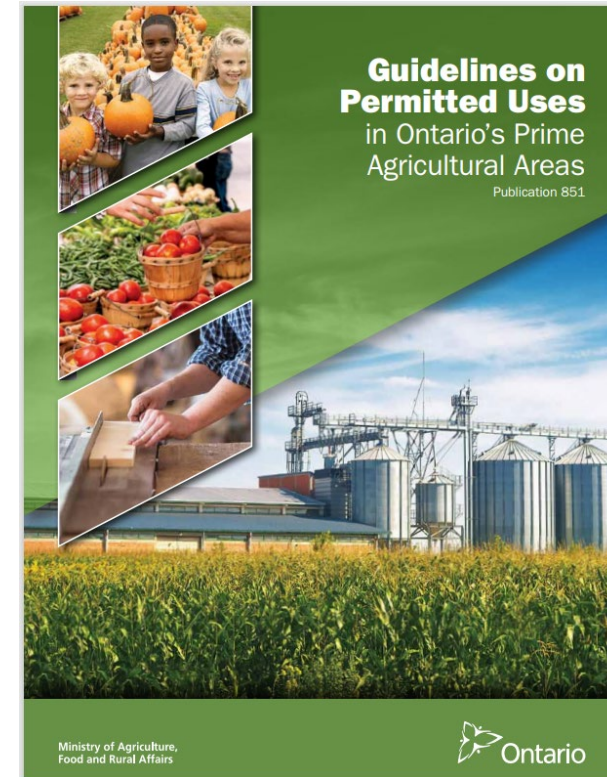


Retail uses (e.g., farm market, antique business, seed supplier, tack shop)*



Café/small restaurant, cooking classes, food store (e.g., cheese, ice cream)*

Figure 3. Examples of on-farm diversified uses provided all PPS criteria are met.





Questions on what we've covered?

- ✓ Why do we Plan?
- ✓ Hierarchy of Planning in Ontario
- ✓ What is On-Farm Diversified Use?

Still to come...

- How to gain approvals (in Severn) for an On-farm Diversified Use



Today's Topics

- ✓ Why do we Plan?
- ✓ Hierarchy of Planning in Ontario
- ✓ What is On-Farm Diversified Use?
- ✓ Lunch
- How to gain approvals (in Severn) for an On-farm Diversified Use

How is an On-Farm Diversified Use treated in Severn

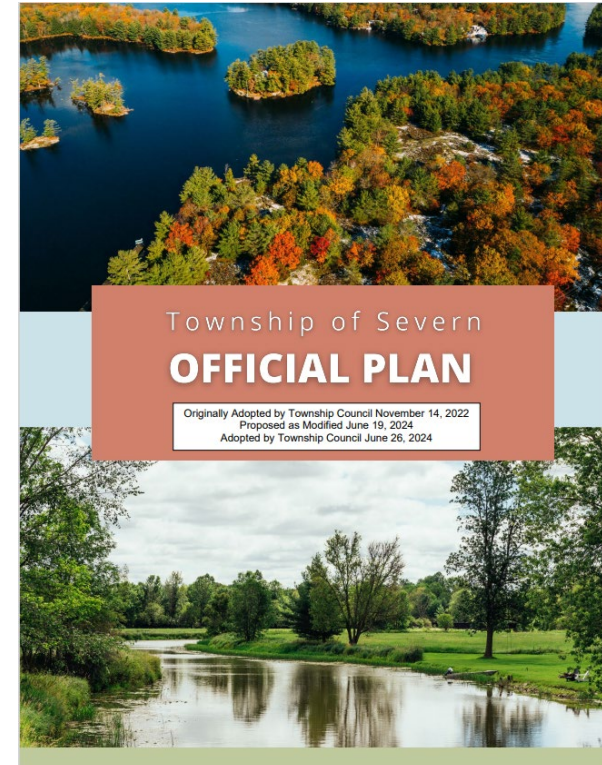


- The Township's New Official Plan (adopted by the Township in 2024 and considered by County Council in February 2025) specifically permits On-Farm Diversified Uses within the Agriculture designation subject to policies/criteria that aligns with the PPS, Guidelines on Permitted Uses and County of Simcoe Official Plan.

TOWNSHIP OF SEVERN OFFICIAL PLAN | SCHEDULE B LAND USE - NORTH

LEGEND

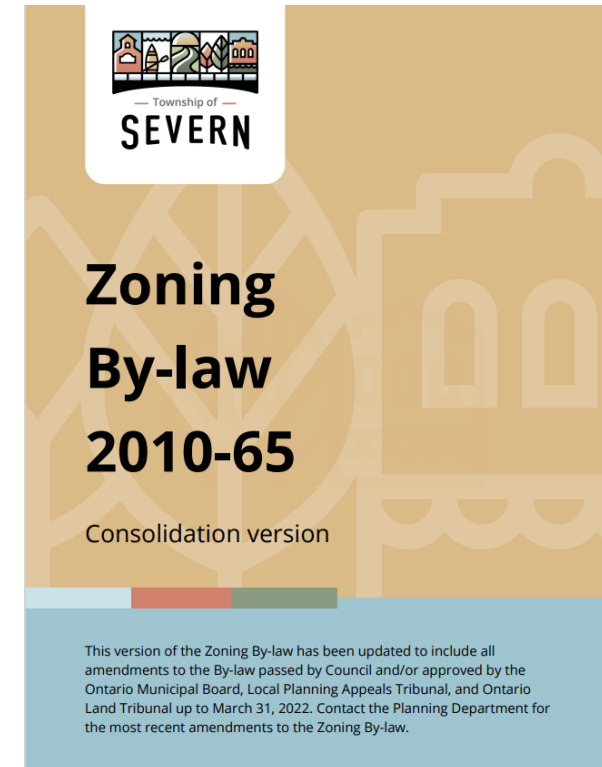
Highway	Waterbody	Highway Employment
County Road	Special Policy Area	Resort Employment
Local Road	Country Residential	Public Service Facility
Private Road	Shoreline Residential	Major Recreation
Railway	Rural	Greenlands
Watercourse	Agriculture	Environmental Protection
Municipal Boundary	Aggregate	Waste Disposal
Settlement Area		
Parcel Fabric		



How is an On-Farm Diversified Use treated in Severn



- Zoning By-law 2010-65, as amended was originally passed by Township Council in the fall of 2010 which pre-dates the current On-Farm Diversified Use policies at the Provincial and County of Simcoe levels.
- Although some uses which may now be considered Agriculture-Related or On-Farm Diversified Uses are permitted within the Rural (RU) and Agricultural (AG) Zones an On-Farm Diversified Use is not permitted “as of right”



Permitted Uses for AG & RU properties



Table 5.1: Permitted Uses in Agricultural and Rural Zones

(amended by By-law 2018-61)

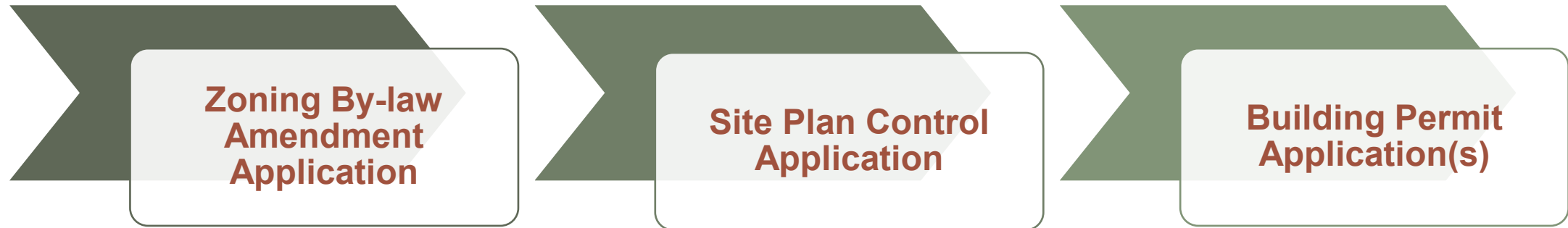
Use	Zone	
	AG	RU
Abattoir	●(a)	●
Agricultural Produce Warehouse	●	●
Conservation or Wildlife Area	●	●
Dwelling, Single Detached	●(a)	●
Equestrian Facility	●	●
Farm	●	●
Farm Produce Sales Outlet	●	●
Forestry	●	●
Group Home		●
Home Occupation	●	●
Kennel	●(a)	●
Outdoor Recreational Use, Passive	●	●
Park, Public		●
Public Use		●
Veterinary Clinic	●(a)	●
Abattoir	●(a)	●
Agricultural Produce Warehouse	●	●

Footnotes for Table 5.1

a) Use is permitted only as accessory to a permitted use.

This version of the Zoning By-law has been updated to include all amendments to the By-law passed by Council and/or approved by the Ontario Municipal Board, Local Planning Appeals Tribunal, and Ontario Land Tribunal up to March 31, 2022. Contact the Planning Department for the most recent amendments to the Zoning By-law.

Planning Process for Severn Applicants proposing an On-Farm Diversified Use



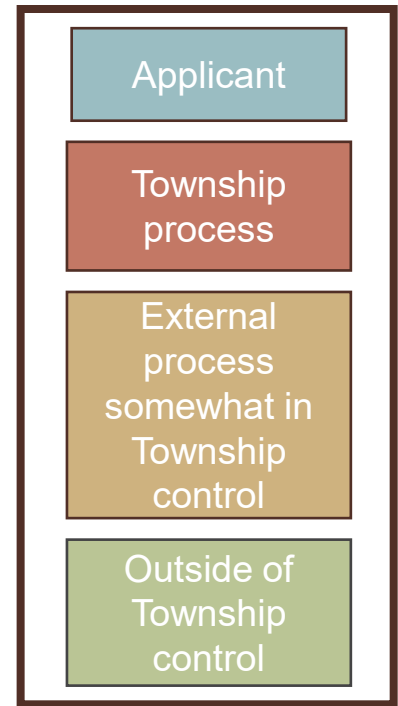
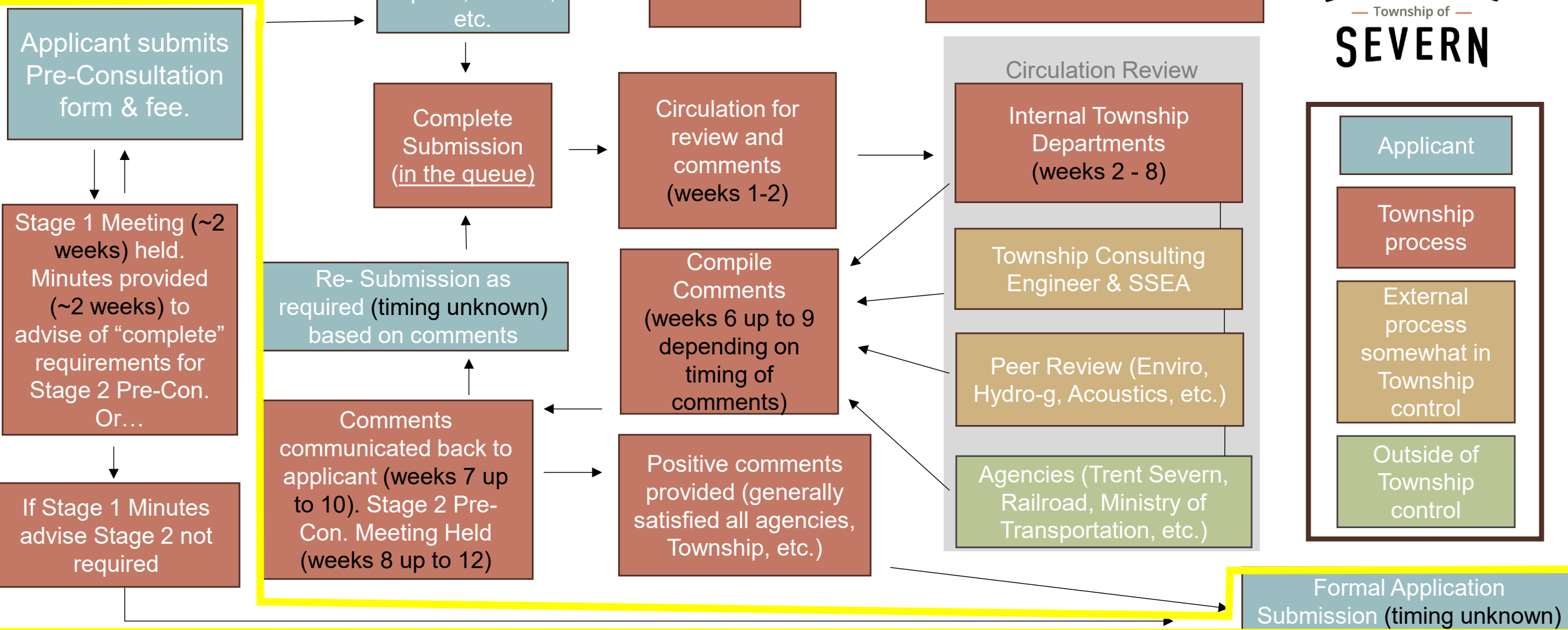
- All applications and proposals are unique and evaluated under the applicable Provincial, County and Township legislation.
- **First step, talk to Planning Staff.**

Pre-Consultation Process

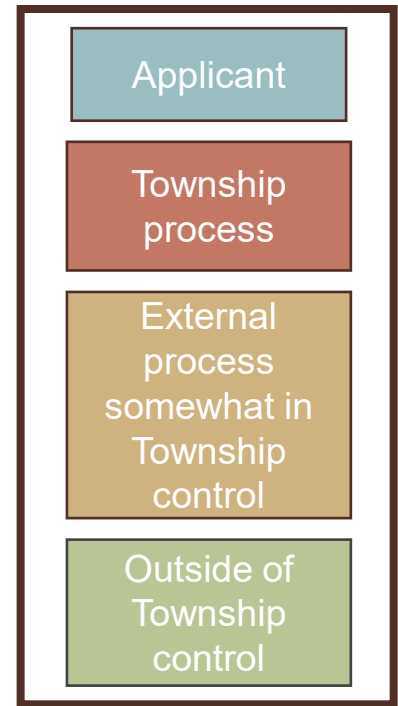
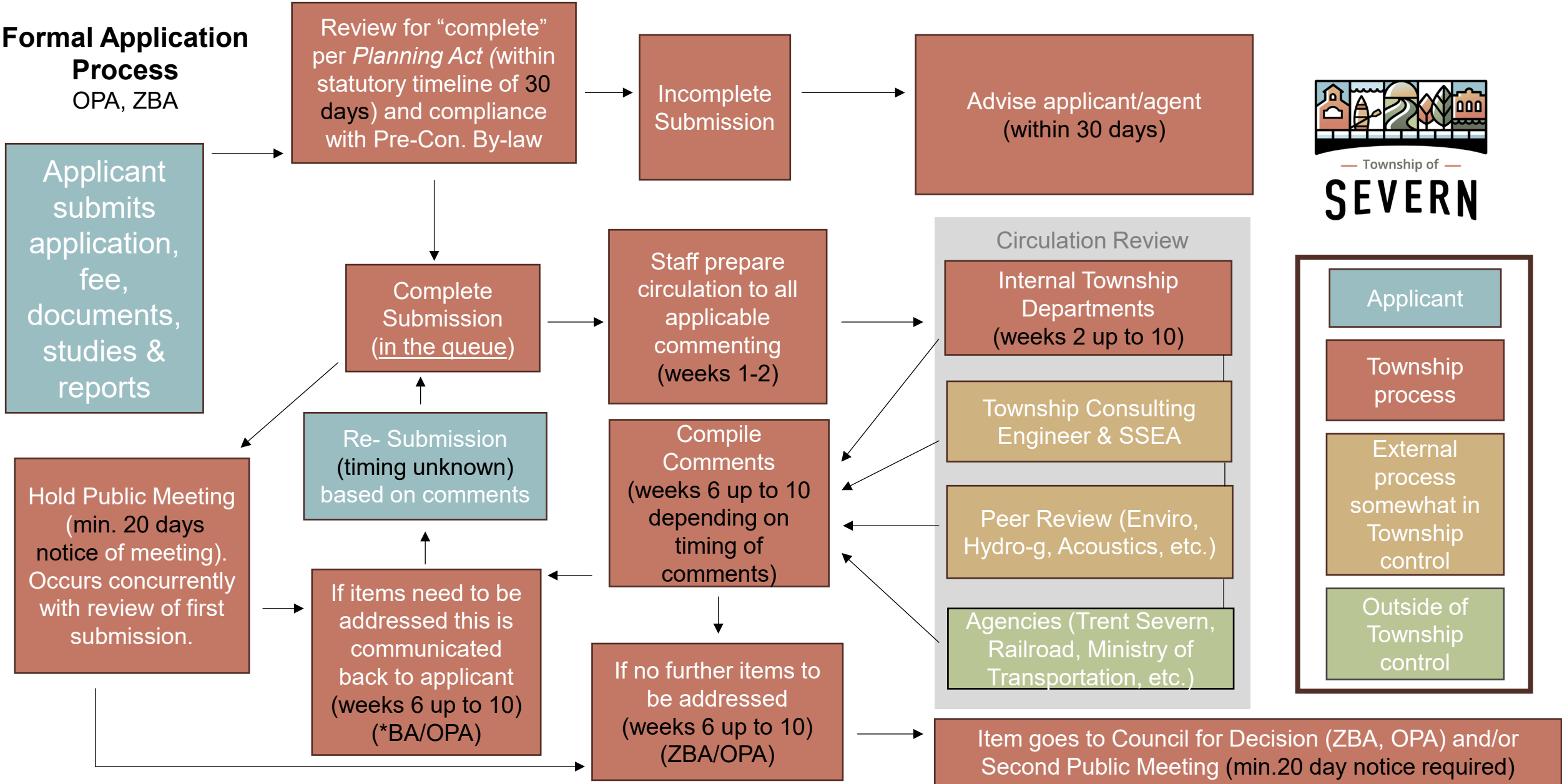
Official Plan Amendment,
Zoning Amendment, Site Plan
Agreement



Township of
SEVERN



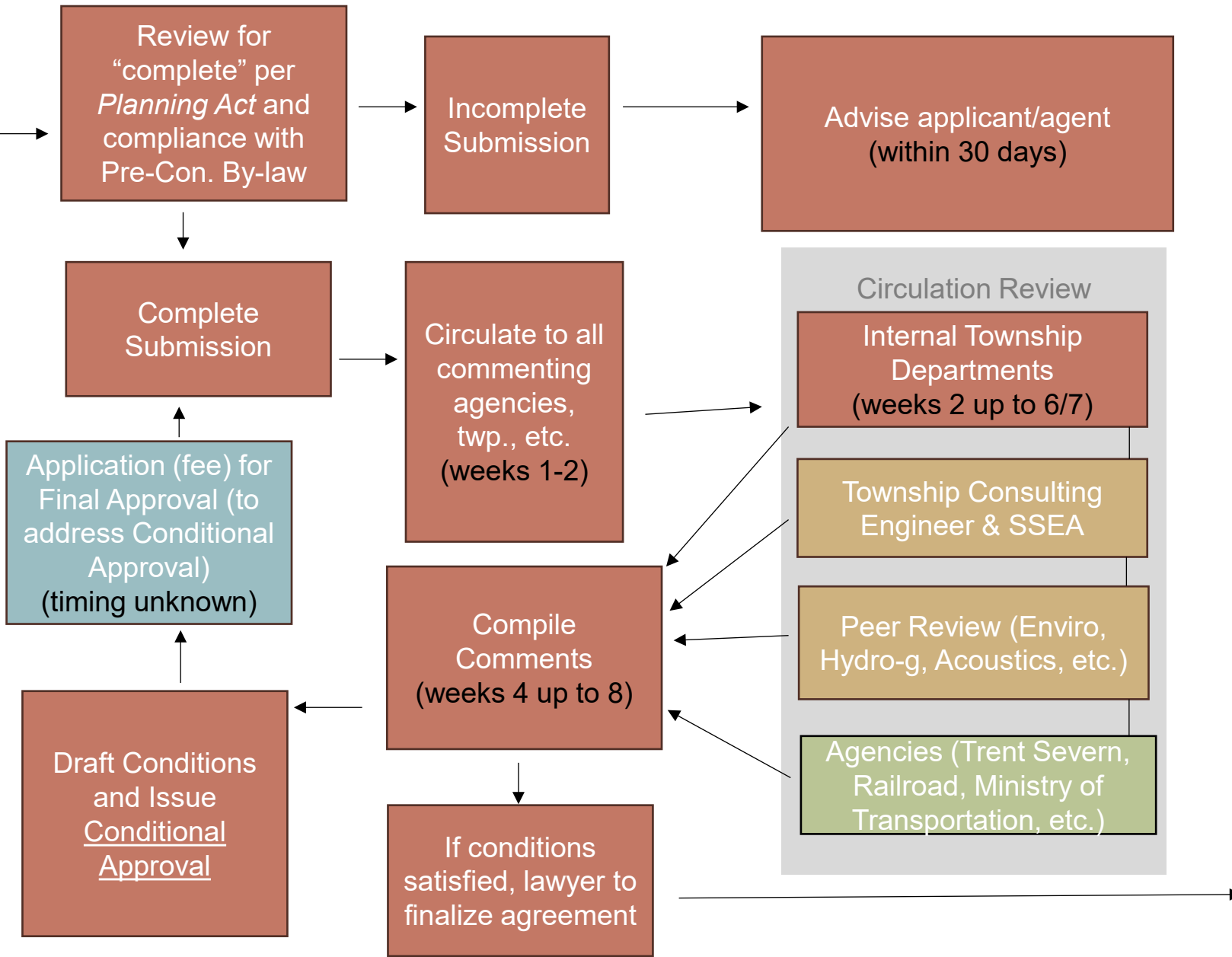
Formal Application Process
OPA, ZBA



Applicant submits application, fee, documents and studies/reports for New Site Plan Agreement Process (or Amendment)

Formal Application Process

Site Plan Control applicable for: commercial (including Ag. related), industrial, institution, residential of more than 10 units and certain waterfront and railway adjacent properties

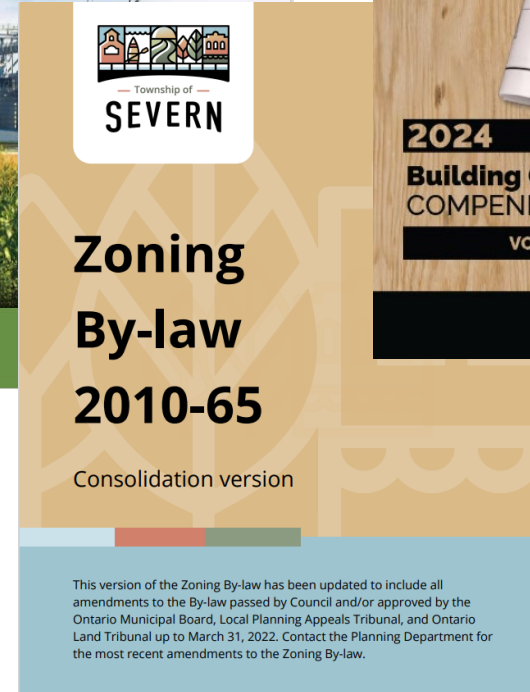
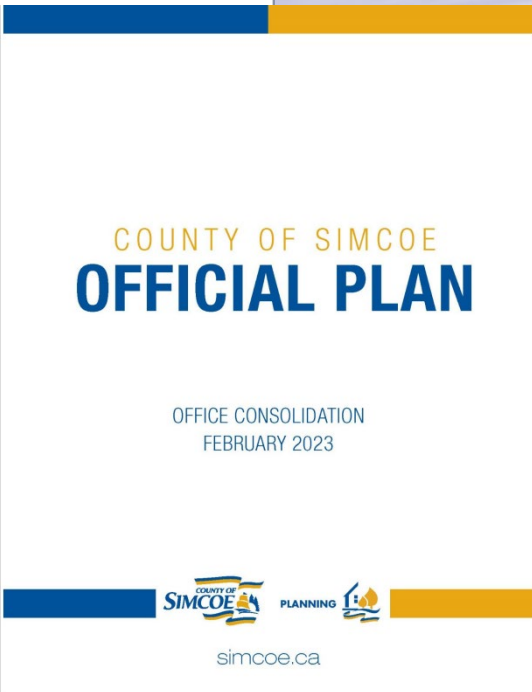
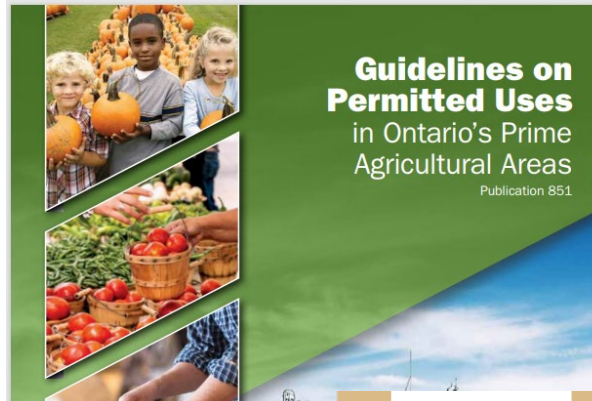
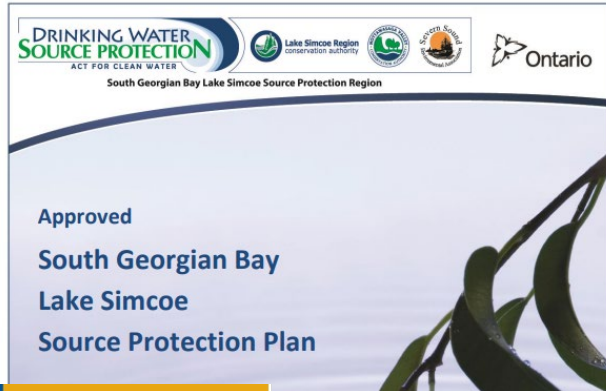


Build & Develop as per approved plans (timing unknown) OR re-do process for an amendment

Proceed to Building Permit (timing unknown)

Staff provide final approval of Site Plan Agreement

Why is it so complicated?



How can these processes go faster/easier/cheaper?



- **Have an idea? Ask Township staff FIRST before you start anything.**
- Hire the correct consultant(s) such as a Registered Professional Planner, Professional Engineer, etc. for the development project process and keep them retained until you have a final approval (Agreement, Building Permit, etc.) and until the project is complete (monetary securities returned, etc.). Depending on the project your consultant may be required to give a final “sign off” once development is complete.
- Submit everything together at one time in both digital and hard copy.
- Have your Project Manager (consultant) ensure that everything the Township has asked for during pre-consultations, meetings, notes, etc. is captured within the submission rather than making multiple partial submissions.
- Illegible, incomplete and disorganized submissions add time and money to the process for all parties.
- Ensure you are prepared to build/develop what is outlined/illustrated in the plans/drawings submitted.

Why do I need a Consultant (Planner, Engineer, Ecologist, etc.)



Some people don't HOWEVER....

- Township staff cannot fill out an application form, prepare a submission, draw a plan, etc. for an applicant.
- As Registered Professional Planners (RPP) or those working towards that, Planning Staff need to remain objective and act in the Public Interest (being the entire Township of Severn in this case) and therefore have to review the submission on that objective basis.
- Compliance/conformity with things such as the Township's Engineering Standards, Township Building By-law, Ontario Building Code, Provincial and local policies and plans (i.e. PPS, OP, ZB) is a difficult thing for the average person to demonstrate on their own.
- The *Planning Act* and Township's Official Plan establishes complete application requirements which must be met prior to staff accepting an application. (See next slides for an example of complete requirements)

SCHEDULE 1

INFORMATION AND MATERIAL TO BE PROVIDED IN AN APPLICATION UNDER SUBSECTION 34 (10.1) OF THE ACT

1. The name, address, telephone number and, if applicable, the e-mail address of the applicant.
2. The date of the application to the municipality or planning board.
3. If known, the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land.
4. The current designation of the subject land in the applicable official plans, and an explanation of how the application conforms with the official plans.
5. The current zoning of the subject land.
6. The nature and extent of the rezoning requested.
7. The reason why the rezoning is requested.
8. If the subject land is within an area where the municipality has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, a statement of these requirements.
9. A description of the subject land, including such information as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and street names and numbers.
10. The frontage, depth and area of the subject land, in metric units.
11. If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, details of the official plan or official plan amendment that deals with the matter.
12. If the application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with the matter.



Complete Application Requirements for a Zoning By-law Amendment Application (Ontario Regulation 545/06) as of Feb. 24, 2025

13. If the subject land is within an area where zoning with conditions may apply, an explanation of how the application conforms to the official plan policies relating to zoning with conditions.

14. Whether access to the subject land will be,

- (a) by a provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way; or
- (b) by water.

15. If access to the subject land will be by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

16. The existing uses of the subject land.

17. Whether there are any buildings or structures on the subject land.

18. If the answer to section 17 is yes, the following information for each building or structure:

- (a) the type of building or structure; and
- (b) in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

19. The proposed uses of the subject land.

20. Whether any buildings or structures are proposed to be built on the subject land.

21. If the answer to section 20 is yes, the following information for each building or structure:

- (a) the type of building or structure; and
- (b) in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.



**O. Reg.
545/06
continued**

22. If known,

- (a) the date the subject land was acquired by the current owner;
- (b) the date any existing buildings or structures on the subject land were constructed; and
- (c) the length of time that the existing uses of the subject land have continued.

23. Whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means.

24. Whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.

25. If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed,

- (a) a servicing options report; and
- (b) a hydrogeological report.

26. Whether storm drainage will be provided by sewers, ditches, swales or other means.

27. If known,

- (a) whether the subject land has ever been the subject of an application under the Act for approval of a plan of subdivision or for a consent;
- (b) if the answer to clause (a) is yes, the file number and status of the application;
- (c) whether the subject land has ever been the subject of an application under section 34 of the Act; and
- (d) whether the subject land has ever been the subject of a Minister's Zoning Order and, if known, the Ontario Regulation number of that order.



**O. Reg.
545/06
continued**

28. A sketch showing, in metric units,

- (a) the boundaries and dimensions of the subject land;
- (b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- (c) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application;
- (d) the current uses of land that is adjacent to the subject land;
- (e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- (f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- (g) the location and nature of any easement affecting the subject land.

29. An explanation of how the application for an amendment to the zoning by-law is consistent with policy statements issued under subsection 3 (1) of the Act.

30. Whether the subject land is within an area of land designated under any provincial plan or plans.

31. If the answer to section 30 is yes, an explanation of how the application conforms or does not conflict with the provincial plan or plans.

31.1 A proposed strategy for consulting with the public with respect to the application.

32. An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is accurate.



Complete Application Requirements for a Zoning By-law Amendment Application (Ontario Regulation 545/06) as of Feb. 24, 2025

Why do I need a Consultant (Planner, Engineer, etc.) continued



- Given the example of Ontario Regulation (O. Reg.) 545/06 one can see it is extremely difficult for the average person to provide a complete Zoning By-law Amendment application without assistance by a Consultant.
- Township staff frequently require the assistance of outside consultants (environmental, hydrogeologists, engineering, etc.) in order to form an opinion on if the application meets the legislative requirements. These consultants provide a “Peer Review” service on matters that are outside of the expertise of staff at the expense of the applicant. This prevents the existing tax base from the burden of costs for the review and processing of individual landowner’s development applications.
- The regulations and complete application requirements are different for each type of application.

Planning Process for Severn Applicants proposing an On-Farm Diversified Use



- These processes can run concurrently or in sequence.
- The use/building/structure is not legal until all are completed.

Site Plan Control By-law and Site Plan Agreement



- A Site Plan Agreement signed with the municipality is the final step in the planning process.
- Signing the Agreement means you are legally agreeing to complete the items identified in the Agreement as well as what is demonstrated with the plans, drawings, reports, etc. that you've submitted throughout the process.
- For example, if the Site Plan (or any of the plans submitted & approved) shows fencing, vegetation, pavement, drainage swale, parking spaces, signage, etc. the owner/developer **MUST** build/install those items in order to receive their monetary deposit back and be in legal conformity with the approval/agreement.
 - If someone does not want to complete those items an Amendment must be applied for and may be granted. **HOWEVER**, items that were required to be implemented for conformity with the Zoning By-law, Township Engineering Standards, Ontario Building Code, Health & Safety (liability), etc. cannot be amended if conformity will not be met.

Resources



- Ontario Federation of Agriculture - [On Farm Diversified Use](#)
- [Provincial Planning Statement](#)
- Ontario Ministry of Agriculture, Food and Rural Affairs [Guidelines on Permitted Uses](#) in Ontario's Prime Agricultural Areas
- County of Simcoe [Official Plan](#)
- Township of Severn [Official Plan](#)
- Township of Severn [Zoning By-law 2010-65](#), as amended
- City of Orillia Consultant [List](#)



Thank you

Katie Mandeville, Senior Planner | February 25, 2025.

severn.ca

Frequently Asked Questions



- What is the zoning of this/my property?
 - *The Township's [Zoning Map](#) is available through the Township's website; anyone can look up the zoning by an address. A link is then available to the full Zoning By-law to review setbacks, permitted uses, etc.*
- What is the Township's vision for my property?
 - *The most specific answer could be found in the Official Plan in terms of land use (residential, commercial, etc.), density and overall objectives for development within the designation.*
- Can the Township tell me what they would support in terms of development for these lands?
 - *No, the onus is on the applicant to propose a development concept and Township staff to evaluate the proposal based on all applicable policy through a complete application.*
 - *A RPP (and other consultants) can assist property owners in understanding the applicable policy documents (i.e. PPS, County & Township OPs, Zoning By-law) to prepare a Feasibility Report to determine the highest and best-use of lands. The permitted uses are generally laid out in these documents and a proposal must be reviewed against them to determine what is supportable in terms of development.*
- Why do I need a *Planning Act* approval?
 - *The Planning Act establishes parameters for policies and procedures; should your development proposal differ from the Township's policies then an application for a Planning Act approval is required.*
- Why do I need to provide so much information up-front before a decision has been made on my application?
 - *All of the information needs to be provided with the application form in order for the application to be comprehensively evaluated in relation to all applicable policies, plans and documents.*

Frequently Asked Questions



- Why can't the Township help me complete my application form and plans?
 - *Planning staff's role is to objectively evaluate a development proposal and advise on the Township's policies. Assisting someone with an application for an exemption from those Council endorsed policies is not something staff can do and then objectively provide an opinion on that proposal later.*
 - *Planning staff's role is to act on behalf of the Township and the general public to ensure the "public interest" is protected and upheld, not to advocate for development on behalf of one (1) individual landowner.*
- Why do I hire a consultant and the Township also hires consultants?
 - *As the Township is a smaller municipality, we do not have in-house expertise in many fields such as environmental specialties, hydrogeology, engineering (civil, traffic, stormwater, soils, etc.), etc. This keeps taxes lower as the Township tax base does not pay for those experts to be on staff.*
- Why does the Township "Peer Review" my submissions?
 - *Although most Qualified Professionals have an ethical standard of practice, things can get missed and overlooked for each project; it is the job of the Peer Reviewer to ensure the industry and Township standards are met with each application to ensure a safe and orderly development of the lands in the public interest.*
- Why does it take so long to get an approval?
 - *As covered in this presentation many people need to review and comment on a submission, those consultants, government agencies and Township staff have many files, reports to Council, day-to-day inquiries and administrative tasks to balance with the review of an individual development submission.*