
To: Mayor Watters and Members of Council

Report: PLN2026-34

Prepared By: Emma South, Senior Policy and Housing Planner

Date: 24 Aug 2026

RE: Community Planning Permit System (CPPS) Project – Update & Initiation

Recommendation:

THAT the Council of the Township of Centre Wellington receive Staff Report PLN2026-34 titled “Community Planning Permit System (CPPS) Project – Update & Initiation”;

AND THAT the Council of the Township of Centre Wellington authorize and direct Staff to issue a Request for Proposals for the Community Planning Permit System Project, substantially in accordance with Option 1, as outlined in this report.

Summary:

- This report provides an update regarding the proposed Community Planning Permit System (“CPPS”) Project and seeks Council direction regarding the preferred procurement approach.
- Council is not being requested to approve or implement a CPPS at this time. The recommendation is limited to authorizing Staff to issue a Request for Proposals (“RFP”) for professional consulting services.
- The CPPS Project is proposed to be structured in two phases, including Phase 1: CPPS Study (“Phase 1”) and Phase 2: CPPS Implementation (“Phase 2”).
- Two procurement options are presented for Council consideration.
 - Option 1: This option would involve issuing one RFP for the full CPPS Project, with a mandatory Council decision point following the completion of Phase 1.
 - Option 2: This option would involve issuing an RFP for Phase 1 only, with any Phase 2 work subject to Council approval for a separate, future procurement process.
- Under Option 1, Phase 1 findings would be brought forward to the new term of Council. This would provide Council with the opportunity to consider the results of the CPPS Study, review public and partner input, and confirm or refine strategic objectives before any potential implementation work proceeds. Advancement to Phase 2 would be contingent upon Council’s consideration and endorsement of Phase 1 findings.
- Staff recommend proceeding with the CPPS Project RFP procurement process under Option 1 to maintain consistency across project components, ensure alignment throughout the phased approach, promote cost and resource efficiencies, and reduce Staff time and administrative resources required.

- This report provides additional information regarding the CPPS tool, implementation considerations, and practical functionality to inform Council decision-making.

Report:

Purpose and Council Direction Requested

The purpose of this report is to provide Council with an update regarding the proposed CPPS Project, obtain direction regarding the preferred procurement approach, and provide clarity and information on the CPPS tool. The CPPS Project is proposed to be undertaken in two phases:

- **Phase 1: CPPS Study**, which may include background review, policy analysis, public education and engagement, feasibility assessment, and the preparation of a Directions Report for Council consideration; and,
- **Phase 2: CPPS Implementation**, which may include additional public education and engagement, the preparation of any draft Official Plan Amendment, draft Community Planning Permit By-law ("CPP By-law"), Public Open House, implementation framework, internal procedures, and related supporting materials, subject to Council direction and endorsement following the completion of Phase 1.

The two potential procurement approaches for Council's consideration include the following:

- **Option 1 – Full CPPS Project RFP (Mandatory Council Decision Point):** Under this approach, Staff would issue a single RFP for both Phase 1 and Phase 2 of the CPPS Project. The RFP would be structured to include a mandatory Council decision point following the completion of Phase 1. Advancement to Phase 2 would be contingent upon Council's consideration and endorsement of the Phase 1 findings, confirmation that implementation would be advantageous to the Township, and satisfactory Consultant performance. Should Council not support proceeding beyond Phase 1, Phase 2 would be cancelled, deferred, or revised, as directed by Council.
- **Option 2 – Phase 1 CPPS Study RFP Only:** Under this approach, Staff would issue an RFP solely for Phase 1 of the CPPS Project. Should Council subsequently endorse moving forward with implementation, Phase 2 would be subject to a separate procurement process.

Staff recommend proceeding with procurement in accordance with Option 1. This approach preserves Council's authority to determine whether implementation work should proceed, while supporting project continuity, potential cost efficiencies due to economies of scale, and reduced Staff time associated with undertaking one procurement process rather than two.

Background

Staff Report [PLN2026-19](#) provided Council with an introductory overview of CPPS, including general information regarding how the tool operates, previous Township consideration of a CPPS, relevant Wellington County Official Plan enabling policies, municipal examples, and potential benefits and implementation considerations. This report builds upon previously presented information by providing further clarification regarding the proposed CPPS Project, including the recommended procurement approach, proposed phasing, Council decision points,

and the broader policy and legislative context for considering whether a CPPS may be an appropriate planning tool for the Township.

The CPPS Project is being considered within the context of several ongoing Township priorities, including housing affordability, supply and diversity, growth management, development approvals modernization, cultural heritage conservation, tree preservation, urban design, environmental stewardship, and efficient municipal service delivery. These priorities are also reflected in the Township's Strategic Plan, which includes objectives related to housing variety, sustainable and livable growth, protection of natural features and urban and rural forests, and innovative service delivery.

A CPPS is a flexible planning tool that may be tailored to local objectives, rather than applied as a one-size-fits-all model. As such, the CPPS Project would provide an opportunity to assess whether the tool could assist the Township in responding to current and emerging community priorities in a coordinated manner, while also identifying its potential limitations, resource implications, and applicability to the Township's local context.

Proposed Phased CPPS Project Approach

The proposed CPPS Study is intended to proceed incrementally, beginning with Phase 1 focused on exploration, feasibility assessment, education, and public and partner engagement. Subject to Council approval, Phase 1 is anticipated to commence in October 2026, with a report back to Council in Spring 2027. This timing would allow the findings of Phase 1 to be considered by the new term of Council and would provide an opportunity for Council to confirm or adjust strategic priorities, in alignment with an updated Strategic Plan, prior to any future design or implementation phase.

Phase 1 is anticipated to include the following components:

- Background review of the applicable legislative, policy, and regulatory framework;
- Review of the Township's current development approvals processes, including opportunities, limitations, process gaps, and modernization needs;
- Best practice review of comparable municipalities that have explored or implemented a CPPS, with consideration of lessons learned and applicability to the Township;
- Preparation of educational materials to support Council, public, and partner understanding of the CPPS tool;
- Public and partner engagement to identify local priorities, concerns, opportunities, and expectations;
- Assessment of potential benefits, limitations, risks, administrative requirements, and implementation considerations;
- Evaluation of whether a CPPS is appropriate for the Township;
- Identification of potential geographic approaches, including whether a future CPPS should be considered Township-wide, within targeted areas, through a pilot approach, or not pursued;
- Identification of potential strategic priorities that could inform any future CPPS framework, including housing affordability, supply and diversity, approval streamlining, cultural heritage conservation, tree preservation, urban design, and sustainability, subject to future refinement; and,

- Final Phase 1 report and presentation to Council with findings, recommendations, and options for next steps.

At the conclusion of Phase 1, Council would determine whether any further work should proceed. Council may choose to discontinue, defer, refine the scope/strategic priorities, or authorize and direct Staff to proceed with Phase 2. Should Council direct future work, Phase 2 would be scoped based on the Phase 1 findings, public and partner input, technical analysis, and the strategic direction of Council at that time.

Phase 2 may include the following components:

- Draft enabling Official Plan policies and applicable framework;
- Draft CPP By-law, inclusive of all associated components, to guide future development approvals process;
- Scoped public and partner engagement, including a Public Open House;
- “What We Learned” engagement summaries, outlining feedback and the influence of public and targeted engagement on CPPS outcomes;
- Development of educational materials and programs to support Council, public, and partner understanding of the CPP By-law;
- Development of an internal Process Manual/Implementation Strategy; and,
- Final Report and Presentation to Council on draft and final Official Plan Amendment and CPP By-law for direction, endorsement, and feedback, consolidating all phases and implementation considerations.

This approach ensures that any future CPPS framework is not predetermined through the procurement process. It also allows the Township to first assess whether the tool is appropriate for the Township through Phase 1 and then determine whether Phase 2 should proceed. This would ensure that any future implementation decision is reflective of local context, Council priorities, community input, administrative capacity, and the Township’s broader growth management objectives.

Legislative Context

The implementation of a CPPS is enabled under Section 70.2 of the *Planning Act* and further directed through Ontario Regulation 173/16. A CPPS allows a municipality to establish a permit-based planning framework within a defined area, supported by enabling Official Plan policies and an implementing CPP By-law. This tool can consolidate multiple planning mechanisms, including Zoning By-law Amendments, Minor Variances, Site Plan Control, and related development review matters into a single cohesive approval framework, while establishing development permissions, standards, criteria, classes of development, conditions of approval, and internal decision-making processes in advance.

Since the CPPS framework was modernized, the Provincial planning context has continued to evolve. In recent years, several legislative amendments have narrowed or restructured municipal authority under traditional planning tools. These changes do not, on their own, mean that a CPPS should be implemented in the Township; however, they form part of the broader context for why the initiation of a CPPS Project may be appropriate.

Bill 108, *More Homes, More Choice Act*, 2019

Bill 108, *More Homes, More Choice Act*, 2019, amended the *Planning Act* to provide the Minister of Municipal Affairs and Housing with authority to order municipalities to adopt or establish an area-specific CPPS. To the knowledge of Staff, no municipality has been ordered to establish a CPPS to date; however, this provision demonstrates the Province's continued recognition of the CPPS as a potential approvals tool to create positive development outcomes and community benefits.

Additionally, Bill 108 significantly constrained the use of Inclusionary Zoning, which is a planning tool used to require or incentivize affordable housing in new development. Under the amended framework, municipalities that are not otherwise prescribed may only adopt Inclusionary Zoning policies within Protected Major Transit Station Areas ("PMTSA"). As the Township does not have a PMTSA, Inclusionary Zoning is not currently a tool available to leverage for the provision of affordable housing units.

This does not mean that a CPPS is equivalent to Inclusionary Zoning; however, Ontario Regulation 173/16 permits a CPP By-law to include conditions of approval and to secure specified "facilities, services, and matters" in exchange for specific development permissions, such as increases in height or density. As part of the proposed CPPS Project, the Consultant would be required to assess how this could support community benefits, such as the provision of housing, urban design and public realm enhancements, heritage conservation, tree preservation, or other public interest objectives in a manner that is transparent, appropriate, and responsive to the needs of the Township.

Bill 23, *More Homes Built Faster Act*, 2022

Bill 23, *More Homes Built Faster Act*, 2022, introduced significant changes to the *Planning Act* and other legislation, which includes municipal Site Plan Control authority. Bill 23 amended Section 41 of the *Planning Act* so that residential development containing ten or fewer residential units on a single parcel is generally no longer subject to Site Plan Control. Additionally, Bill 23 removed the ability for Site Plan Control to regulate exterior design. These changes may affect the Township's ability to review or secure certain site-specific matters for smaller-scale residential development, such as landscaping, pedestrian access, waste storage, site function, compatibility, and the relationship between private development and the public realm.

A CPPS may provide an alternative framework for considering some of these matters because the CPP By-law can address elements that would typically be addressed through Site Plan Control for all development, including residential developments of ten units or less.

Bill 98, *Building Homes and Improving Transportation Infrastructure Act*, 2026

Bill 98, *Building Homes and Improving Transportation Infrastructure Act*, 2026, which received Royal Assent on June 2, 2026, continues the Province's broader direction toward standardizing and limiting certain municipal planning requirements. Among other matters, Bill 98 removed sustainable design as a matter that may be addressed through Site Plan Control, removed the requirement for Official Plans to include policies related to greenhouse gas emissions and

climate change adaptation, and introduced authority for Provincially prescribed minimum lot standards for certain residential lands.

These changes are relevant to the Township because they may further affect how local Zoning By-law standards, Site Plan Control requirements, sustainable design objectives, and climate-related policies can be applied through traditional planning tools. No corresponding changes to the CPPS process have been identified.

A CPPS is generally considered a visionary, community-centric planning tool that the Province appears to be encouraging municipalities to adopt. A CPPS may provide a more integrated framework to assess how development standards, conditions of approval, variation thresholds, site alteration provisions, tree preservation requirements, cultural heritage considerations, diverse and affordable housing outcomes, and other locally important planning objectives can be structured in advance through one coordinated approvals system.

Implications for the Proposed CPPS Project

As outlined, recent Provincial planning changes have affected the way municipalities can use traditional planning tools, including the Zoning By-law, Site Plan Control, Inclusionary Zoning, and sustainable design requirements, among others. The proposed CPPS Project would allow the Township to obtain independent professional expertise to assess:

- Applicability and appropriateness of a CPPS locally;
- Zoning By-law 2009-045 modernization needs;
- Ability to respond to recent Provincial changes;
- Local objectives a CPPS could support;
- Potential limitations and risks; and,
- Optimal implementation approaches and considerations.

The CPPS Project is intended to allow the Township to consider whether a CPPS could support a more proactive and integrated approach to growth management, development review, and local priority implementation.

Clarification of the CPPS Tool

A CPPS is a comprehensive, streamlined, and modernized development approvals tool. As it differs from the traditional planning approvals framework, this section is intended to provide a plain-language overview of what a CPPS is and how it may operate. A matrix outlining municipal CPPS adoption has been created and consolidated for the purposes of this report, as attached in Appendix A. Some of the overarching benefits of a CPPS include:

- **Streamlining Development:** A CPPS can simplify the development approvals process for residents, homeowners, developers, Staff, and Council by consolidating multiple approvals into one integrated process.
- **Positive Housing Outcomes:** A CPPS can support housing supply and diversity by encouraging missing middle housing forms, mixed-use development, and complete

communities. A CPPS may also provide opportunities to secure affordable housing or other housing-related community benefits through conditions of approval.

- **Complete Communities and Urban Design:** A CPPS can establish clear expectations for high-quality built form, public realm design, compatibility, and site function.
- **Sustainability and Nature:** A CPPS can provide more specific direction on matters of sustainable design, landscaping, tree protection and removal, natural feature protection, floodplain and natural hazard considerations, and site alteration activities.

Generally, a CPPS regulates land use and establishes permitted uses and development standards within a defined geographic area. In most cases, a CPP By-law also establishes and maps “districts” or “precincts,” which function similarly to “zones” within a traditional Zoning By-law; however, a CPPS differs from a Zoning By-law because it is intended to integrate and streamline the development approvals process, rather than regulate land use alone. A comparison table outlining the difference in processing between the traditional planning system and the CPPS is attached in Appendix B. There may be an opportunity to consider the development of these districts/precincts to coincide, complement, and align with the Township’s [Cultural Heritage Landscapes Study & Inventory, Volume 3](#) (2025).

A CPP By-law establishes the rules for development and identifies where flexibility may be permitted, subject to defined criteria, thresholds, or conditions. Similar to a Zoning By-law, a CPP By-law establishes requirements such as lot area, building setbacks, height, number of units and buildings, and parking; however, a CPPS can also address matters that typically fall outside of a traditional Zoning By-law, including urban design, landscaping, tree removal, site alteration, natural feature protection, floodplain and natural hazard considerations, and other matters that are often addressed through separate development review processes.

This integrated framework may reduce the number and complexity of planning applications required, as well as the overall development timeline. Development applications submitted under a CPPS must be reviewed and decided upon within 45 days, which has the potential to reduce approval timelines by several months compared to traditional, sequential planning processes. For example, the City of Guelph completed its first development application review under the CPPS in only 25 days, in comparison to 150 days generally required under the City’s traditional planning process, as outlined in Appendix C. Please note that a CPP By-law does not replace the requirement to obtain a Building Permit. Where a CPPS is approved, a Building Permit would still be required before construction may proceed, where applicable.

For Township Staff, a CPPS can also support more coordinated and timely decision-making because the necessary application requirements, review criteria, development standards, and conditions are established upfront. This allows Staff to review applications with a clearer understanding of the applicable framework and information required to make a decision within the legislated 45-day timeline.

A key feature of a CPPS is the use of permit classes and variation thresholds. A CPP By-law can establish different classes of permits based on scale, complexity, and degree of variation associated with a proposed development. Approval authority may be delegated to Staff, assigned to a Planning Advisory Committee, or by Council, depending on how the system is structured.

Most CPP By-laws establish two or three permit classes. Applications that meet all or most applicable development standards, or fall within defined variation thresholds, are typically approved by Staff, similar to the current Zoning By-law framework, where compliant development is permitted as-of-right. More complex applications that require significant variation from the standards in the CPP By-law, may be approved by a Planning Advisory Committee or Council. As a reference point, the following structure is generally adopted:

- **Class 1 and 2 Applications:** Applications that meet all or most development standards and fall within established variation thresholds, which may be approved by Staff.
- **Class 3 Applications:** Applications requiring significant variation from the development standards or exceeding the variation thresholds, which may be approved by Council or a Committee of Council.

The CPPS legislation does not require public notification or public meetings for individual CPPS applications once the system is in effect. Instead, public and partner consultation is generally front-ended through the development of the CPPS-enabling Official Plan policies and the CPP By-law itself; however, municipalities can establish local notice and transparency procedures through their CPPS framework. In practice, many municipalities provide public notification for higher-class or more complex permit applications through various means, which may include website notification, on-site signage, and/or mailing to surrounding property owners.

Additionally, a CPP By-law can also identify where “facilities, services, and matters” may be required. Facilities, services, and matters may include the following:

Category	Example Benefit
Affordable Housing	% of units as affordable ownership/rental
Active Transportation	Grade separated trail connection, protected bike lanes
Parks and Open Spaces	Additional parkland dedication, park enhancements, tree planting
Community Facilities	Daycare space, library satellite, multi-purpose space for community rental
Heritage Conservation	On-site conservation works (adaptive reuse) or contribution to the Heritage Reserve Fund
Sustainability	District energy, EV charging, green roofs, net-zero ready measures
Transit Infrastructure	Shelters, bus bays, mobility hub features, bike sharing
Public Realm and Art	Public art installation, market spaces

These benefits are usually secured in exchange for certain development permissions, such as increases in height or density, only where appropriately enabled through the Official Plan and CPP By-law.

A CPP By-law may also impose conditions of approval. This allows a municipality to issue a decision within the 45-day timeframe, while requiring certain matters to be addressed prior to final approval, construction, or occupancy, as applicable. Similar to a Site Plan Agreement, an applicant may be required to enter into an agreement with the Township, which may be registered on title, to secure the conditions over time.

In this sense, a CPPS can provide a more coordinated development approvals framework by establishing clearer rules, identifying areas of flexibility, securing conditions of approval, and aligning development review with local objectives. The proposed CPPS Project would allow the Township to initially assess feasibility and appropriateness prior to proceeding with implementation work.

Corporate Strategic Plan:

Create the conditions for economic prosperity
Improve the activity, health & wellness of our community
Managing growth while enhancing the community's unique character
Championing environmental stewardship
Provide innovative & sustainable governance

Financial Implications:

The Community Planning Permit System Project has been budgeted in the Township's Capital Forecast.

Consultation:

Consultation will be undertaken in accordance with an Engagement Plan to be prepared by the Consultant during Phase 1. The Engagement Plan will be developed in alignment with the Township's Community Engagement Charter and Strategy and will include opportunities for public and partner input.

Should Council direct Phase 2 to proceed, any statutory consultation requirements associated with a future Official Plan Amendment and CPP By-law would be undertaken in accordance with the *Planning Act*.

Attachments:

- [Appendix A - Community Planning Permit System Adoption Matrix](#)
- [Appendix B - Community Planning Permit System Process Comparison](#)
- [Appendix C - City of Guelph CPPS News Article](#)

Approved By:

Brett Salmon, Managing Director of Planning and Development
Dan Wilson, Chief Administrative Officer

Community Planning Permit System Adoption Matrix

Municipality	Implemented or Exploring	Municipality-wide or Area-specific	Year
Lake of Bays	Implemented	Municipality-wide	2007/ 2021
Carleton Place	Implemented	Municipality-wide	2008
Gananoque	Implemented	Municipality-wide	2011
Brampton	Implemented	Area-specific	2015
Huntsville	Implemented	Municipality-wide	2022
Innisfil	Implemented	Area-specific (Exploring Municipality-wide)	2025
Guelph	Implemented	Area-specific	2025
Ottawa	Implemented	Area-specific	2026
Peterborough	Implemented	Municipality-wide	2026
Waterloo	Implemented	Area-specific	2026
Barrie	Implemented	Area-specific	2026
Aurora	Implemented	Area-specific	2026
Saugeen Shores	Exploring	Area-specific	N/A
Oakville	Exploring	Area-specific	N/A
Frontenac	Exploring	Undecided	N/A
Brant	Exploring	Municipality-wide	N/A
Blue Mountains	Exploring	Undecided	N/A

Administrative Process Comparison

While there are key administrative process differences between a traditional application framework and a CPPS application framework, it is important to recognize that the main individual milestones of the application framework are common to both processes. The following represents the key steps from all perspectives, including City Staff, Council and applicants, highlighting key differences.

	Traditional Process	CPPS Process
Step 1: Pre-Submission Consultation	City and all applicable agencies identify submission requirements.	- City and all applicable agencies identify submission requirements. - City identifies type of Planning Permit application (Class 1, 2 or 3).
Step 2: Application Submission and Public Notice	- Application deemed "complete". ZBA - Must be deemed complete within 30 days of submission. - Circulation to City Staff and agencies for review. ZBA and Minor Variance - Public notice sent out.	- Flexibility in determining when an application is deemed "complete" (when the 45 day timeline begins). For example, after agency and department comments are received. - Circulation to City Staff and agencies for review. - No legislative requirement for notice, however in practice, notice is recommended for higher Permit Class applications (flexibility in approach).
Step 3: Application Review	- City Staff and agencies review application. ZBA - Staff Report and recommendations to Council. Minor Variance: Staff comments with recommendations to Committee of Adjustment.	- City Staff and agencies review application. - Written evaluation/report. - Staff recommendation for higher Permit Class applications approved by Council. - Flexibility in addressing Site Plan matters.
Step 4: Decision	ZBA - Council (within 90 day timeframe) Minor Variance - Committee of Adjustment Site Plan - Director of Planning	- City Staff or Council depending on Permit Class (within 45 day timeframe) - May impose conditions of approval.
Appeal Rights	ZBA - Applicant, the City, the Minister or any person who made verbal or written comments. Minor Variance - Applicants, the City, the Minister and certain public bodies.	- Only the applicant can appeal a decision. - No third party appeal rights.

(City of Waterloo, 2026)

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First development using Guelph's new planning tool shows how process can fast-track housing and improve affordability



Rendering of the proposed 14-storey development at 233-237 Janefield Avenue

Guelph, Ont., July 13, 2026 – New housing and affordable units may soon be on the way to Guelph, with the help of the City’s new planning tool. The City of Guelph has completed its first review of a proposed 275-unit apartment building, including 21 affordable units, at 233-237 Janefield Avenue in just 25 days.

“The Janefield Avenue proposal shows what the Community Planning Permit System was meant to do: encourage affordable housing and meet community needs,” said Krista Walkey, General Manager of Planning and Building Services. “With this new planning tool, we can review a project that includes affordable housing quicker. That’s good for the developer, because it substantially accelerates municipal approvals which helps reduce costs, and it’s good for the community because it helps ensure affordability is part of future growth.”

This marks the first development with affordable units to move through the Community Planning Permit System (CPPS). Approved in April 2025, the CPPS — which applies in [the Stone Road/Edinburgh Road growth area](#) — helps streamline reviews and allows taller buildings when affordable housing or other community benefits are included. For 233-237 Janefield Avenue, this means the proposed building can be 14 storeys rather than 10, since it includes affordable units.

The proposed development includes:

- 275 one-, two- and three-bedroom units
- 21 units rented at provincially defined affordable rates
- 273 parking spaces
- 303 bicycle parking spaces

Using the CPPS, the City completed its review of the application within the required 45 days instead of the usual 150 days required for a zoning bylaw amendment and site plan application. The streamlined review process is supported by a robust review process before the development application is submitted. Together, these steps help get housing built faster while also ensuring developments are thoroughly reviewed and ready to go.

“We are proud to bring forward a thoughtfully designed residential development that will help address Guelph’s growing need for housing. Janefield Residences reflects our commitment to delivering new homes that meet the needs of current and future residents while fitting within the surrounding neighbourhood,” said Daniel Esfandiari of Group Five, the developer behind the proposed Janefield Avenue development. “Through collaboration with our consultants, project partners, and City staff, and by utilizing the

Community Planning Permit System, we have developed a proposal that allows for growth while supporting community benefits like affordable housing. We look forward to continuing through the approval process and ultimately delivering high-quality housing that will serve Guelph for years to come.”

The CPPS was one of the actions funded by the federal government’s [Housing Accelerator Fund](#), which aims to fast-track housing and improve affordability in Guelph. The Janefield Avenue proposal is one example of how this work is supporting Guelph’s housing progress.

With the review complete, the next steps are for the developer to clear outstanding conditions, secure a Community Planning Permit, and apply for a building permit before construction can begin.

To learn more, visit our [Community Planning Permit System page](#) on [guelph.ca](#).

Resources

- [Community Planning Permit System](#)

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