

# Staff Memorandum



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To	Mayor A. Nuttall and Members of Council
Subject	Community Planning Permit System (CPPS)
Date	June 18, 2025
Ward	All
From	M. Banfield, RPP, Executive Director of Development Services
Executive Member Approval	M. Banfield, RPP, Executive Director of Development Services
CAO Approval	M. Prowse, Chief Administrative Officer

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The purpose of this memorandum is to provide members of Council with an update concerning the launch of the Community Planning Permit System (CPPS) project, which is a key initiative under the City's [Housing Accelerator Fund \(HAF\) Action Plan \(Staff Report DEV039-24\)](#). To meet our commitment to the Canada Mortgage and Housing Corporation (CMHC), the City aims to adopt an Official Plan Amendment (OPA) and the CPPS By-law by April 2026.

## **Project Overview**

The CPPS will streamline development approvals and support growth in the **Urban Growth Centre and Allandale Major Transit Station Area (MTSA)**. These two strategic locations, identified in the Official Plan for higher density developments and affordable housing targets (see Appendix A). Using the land use designations established in the recent Official Plan update as the foundation, the CPPS aims to accelerate housing delivery while creating more predictable and efficient approvals process.

Once approved the CPPS will apply exclusively to the **Urban Growth Centre and Allandale Major Transit Station Area (MTSA)**, while the rest of the city will continue to be regulated by the in-force Zoning By-law 2009-141, until it is replaced by the new comprehensive zoning by-law.

Beyond streamlining approvals, the CPPS provides new opportunities for collaboration with the development industry to effectively deliver on our [housing pledge](#). This includes supporting local priorities such as affordable housing, community building, downtown revitalization, public service facilities, parks and open spaces, and infrastructure improvements.

## **What is a Community Planning Permit System?**

A CPPS, previously known as a Development Permit System (DPS), is a land use planning tool established under Section 70.2 of the *Planning Act*. It streamlines development approvals by **consolidating zoning, site plan, and minor variance applications into a**

**single, efficient process, reducing review and approval timelines to 45-days.** Once a permit is issued, landowners can proceed directly to a building permit application, bypassing the traditional multi-step process. This can accelerate housing delivery while creating transparency and certainty for the community, landowners and developers.

Similar to a traditional zoning by-law, a CPPS By-law outlines permitted uses and development standards, such as setbacks, height and density. However, it also introduces other elements not found in a traditional zoning by-law, including:

- **Conditional uses:** Certain land uses permitted only under certain conditions.
- **Exemptions:** Some classes of development or uses do not require a development permit (though a building permit is still required).
- **Permitted levels of variations to standards:** Specific standards can be outlined to be varied by a particular percentage amount or specific amount at the discretion of staff, therefore not requiring a zoning by-law amendment or minor variance if the variation to the standard is within the specified range in the CPPS document.

Key features of the CPPS include:

- **Approvals:** Staff can approve most applications within the CPPS Area, with options to set public notification standards, while significant applications and variations can be set to require Council approval.
- **Flexibility:** Allows for variations in development standards and discretionary uses, within parameters set by the CPPS By-law.
- **Conditions:** Enables the City to impose permit conditions, such as contributions to community facilities, services, or infrastructure.
- **Certainty:** Improves predictability by engaging the community and stakeholder early in the process.
- **Appeals:** Third party appeals to Ontario Land Tribunal are not permitted, although an applicant can appeal a refusal to issue a permit or a non-decision on a permit.

### **Implementation Process and Project Kick Off**

To establish a CPPS, the City must first:

1. Adopt an Official Plan Amendment (OPA) for the CPPS area.
2. Pass a CPPS By-law to regulate development under the new system.

To meet HAF deadlines, Development Services has assembled a multidisciplinary team with expertise in CPPS, community design, and built heritage. This team includes planners, urban designers, engagement specialists, and market analysts.

Additionally, a Technical Advisory Committee (TAC) comprising internal staff will provide technical guidance and recommendations throughout the development of the CPPS By-law, ensuring alignment with local priorities and planning objectives.

## **Project Timelines**

The Community Planning Permit System project will be delivered in five phases:

### **Phase 1: Project Initiation (Currently Underway)**

- Finalize the project work plan and engagement strategy.
- Develop public education materials.
- Launch public consultation site on [Building Barrie](#).

### **Phase 2: Background Review & Key Directions (Summer 2025)**

- Review existing Official Plan policies, zoning regulations, and development guidelines.
- Conduct public and stakeholder engagement through in-person and virtual sessions.
- Present the Draft Background Review and Key Directions Report to Council, including a market analysis and summary of initial engagement results.

### **Phase 3: Draft OPA & CPPS By-law Preparation (Fall 2025/Winter 2026)**

- Prepare draft Official Plan Amendment (OPA) and CPPS By-law for review by the community and Council.
- Host a statutory public open house (in-person) and a virtual engagement session.
- Present the Final Background Review and Directions Report to Council, incorporating feedback from additional public/stakeholder engagement.

### **Phase 4: Final OPA & CPPS By-law (Winter 2026)**

- Host a statutory public meeting (in-person).
- Present the final OPA and CPPS By-law recommendations to Council for adoption.

### **Phase 5: Implementation (Spring 2026 – onwards)**

- Develop internal process manuals and provide staff training.
- Launch public education materials and a CPPS web page for residents and the building industry.
- Explore expansion to other areas of the city.

For more information and project updates regarding the CPPS project, please visit:

[www.buildingbarrie.ca/CPPS](http://www.buildingbarrie.ca/CPPS)

## **Appendix:**

Appendix A – Community Planning Permit System (CPPS) Study Area

### **Memo Author:**

S. White, RPP, Supervisor of Growth Management (Housing), Development Services

### **File #:**

D30-005-2025

**Pending #:**

Not Applicable

## Appendix A – Community Planning Permit System (CPPS) Study Area

