



REPORT

Planning and Development Council

Meeting Date: July 8, 2025

FROM: Planning and Development Department

DATE: June 24, 2025

SUBJECT: Midtown Key Directions for a Community Planning Permit By-law

LOCATION: Midtown Oakville

WARD: Ward 3 .

Page 1

RECOMMENDATION

1. That the report entitled “Midtown Key Directions for a Community Planning Permit By-law” be received for information.
2. That Council endorse Key Directions identified in Section 5 of the Midtown Oakville Community Planning Permit By-law Key Directions Report (Attachment A).
3. That Staff prepare a draft Midtown Oakville Community Planning Permit By-law in accordance with the endorsed key directions for public consultation.

KEY FACTS

The following are key points for consideration with respect to this report:

- [Ontario Regulation 173/16](#) Community Planning Permit System lists various matters that must be addressed within a Community Planning Permit By-law.
- This staff report provides recommended key directions that address the following elements of the by-law:
 - Administrative Matters
 - Community Building Matters
 - Commensurate Community Benefit

- Subject to these Key Directions, staff will proceed with preparing a draft by-law for consultation with the Council, public agencies, Indigenous communities, landowners, and the public.

BACKGROUND

- At the February 18, 2025 Planning and Development Council meeting, Council considered and adopted the Midtown Oakville and Community Planning Permit System Official Plan Amendment (OPA 70).
- In accordance with the *Planning Act*, the Town has one year to adopt an implementing by-law to protect portions of the by-law from appeal with respect to specific Protected Major Transit Station Area provisions.
- Prior to developing the implementing Community Planning Permit By-law, staff has prepared several key directions to inform the preparation of the By-law. These directions are based on:
 - policy direction provided in the Official Plan,
 - best practices from jurisdictions in Ontario where the CPPS is in effect,
 - findings from Midtown Oakville implementation studies, and
 - public consultation.
- An Open House regarding proposed key directions was held on June 5, 2025, based on feedback received to date, this staff report provides recommended key directions that address the elements of the By-law that are required to be provided in accordance with [Ontario Regulation 173/16](#).

COMMENTS

The Key Directions report contains the following sections:

- 1 Introduction – providing the purpose and context for the report;
- 2 Administrative Elements – listing and explaining administrative elements that will be provided in the CPP By-law, along with options for how those matters should be addressed;
- 3 Community Building Elements – listing and explaining community building elements that will be provided in the CPP By-law, along with options for how those matters should be addressed;
- 4 Commensurate Community Benefits – explaining options for how community benefits associated with the permission for additional building height may be negotiated; and
- 5 Recommended Key Directions – highlighting twenty-two key directions for the preparation of the Midtown Oakville Community Planning Permit By-law

based on the analysis provided in the report and feedback received through consultation with the public, technical staff, and landowners.

The following provides the list of Key Directions by theme and a brief summary of the recommended directions:

Administrative Matters

Structure and Scope of the CPP By-law (key directions 1 – 6)

Prepare the by-law in a user-friendly manner that:

- is compatible with the Town's online systems,
- is possible to add other areas to the by-law through future amendments,
- streamlines approval of development,
- nests under the Official Plan, and
- is responsive to market and context changes over the long term.

Exempt Matters (key direction 7)

Exempt certain matters from having to apply for a development permit application, similar to site plan control exemptions.

Classes of Development and Notice (key directions 8 - 9)

Establish four classes of development based on complexity of application. Align class of development based on likely fee structure, review process and effort, and range of consultation.

Delegation of Authority (key direction 10)

Delegate all approvals related to development permit applications to staff. Direct staff to refer development permit applications to Council under certain circumstances, such as where there is a related matter that requires a Council decision, or a non-standard community benefit is offered in exchange for an increase in building height above the established height threshold for the site.

Process (key direction 11)

Establish a development permit approval process that includes mandatory and discretionary steps based on the class of development.

Community Building Matters

Affordable Housing (key direction 12)

Following the completion of the Housing Needs Assessment, Inclusionary Zoning Assessment, and Community Improvement Plan background study, report to Council for further direction regarding by-law provisions for affordable housing.

Criteria for Decision Making (key direction 13)

Include criteria for decision making within the by-law through embedded provisions, along with references to policies and guidelines, as appropriate.

Permitted/Prohibited Uses (key directions 14 - 16)

Include permitted and prohibited use provisions in accordance with Official Plan policies and, as appropriate/applicable, using pre-existing provisions of Town's Zoning By-law.

Existing Uses (key direction 17)

Apply site specific and general provisions to ensure that existing uses remain legal in accordance with Official Plan policies.

Variation from Standards (key direction 18)

Include numerical and qualitative provisions in the by-law, as appropriate, to enable variation from standards in accordance with Official Plan policies.

Conditions (key direction 19)

Provide an outline of possible conditions of development permit approval in accordance with policies of the Official Plan, including possible exemptions from conditions.

Schedules and Maps (key direction 20)

Provide maps to implement Official Plan Schedules L1: Land Use, L2: Minimum Density, L3: Maximum Density, and L4: Building Height Thresholds, and Figure 2: Active Frontage.

Commensurate Community Benefit

Prioritization of Benefits (key direction 21)

Prioritize the provision of community benefits based on the following hierarchy:

- Location (provide benefits on development site)
- Policy (provide types of benefits identified in Section 20 Midtown Oakville)
- Timing (provide benefit, concurrent with development)

- Funding (provide benefits that are unfunded or underfunded)

Benefit Proportion Approach (key direction 22)

Undertake additional analysis and further define proportional relationships based on: “Rate (dollar) per Square Metre” and the “In-kind Only” options.

CONSIDERATIONS

(A) PUBLIC

Appendix A of the Key Directions Report provides the details of public consultation and notification regarding the Open House. Appendix B of the Report provides the results of a complementary online survey. Appendix C of the Report provides copies of the information and question panels displayed at the Open House.

Notification of this meeting was provided at the Open House and through the Midtown web page.

(B) FINANCIAL

There are no new financial implications for approving the recommendations of this report.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

Other departments are participating in the Steering Committee and Working Group for the CPP By-law. These members assisted with the development of the Key Directions report and will continue to participate in the development of the forthcoming CPP By-law.

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses Council’s strategic priority/priorities: Growth Management and Accountable Government.

(E) CLIMATE CHANGE/ACTION

There are no climate change/action implications for approving the recommendations of this report.

APPENDICES

Attachment A: Midtown Oakville Preparing the Community Planning Permit By-law Key Directions report.

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