



Pre-Consultation Policy for Planning Act Applications

Policy Number: G-PF-001

Authority: Director of Planning and Development

Date Approved: March 25, 2025

Department Responsible: Planning & Development

Revision Dates: Not Applicable

Review Date: January, 2030

Status: Active

1. Policy Statement

- 1.1 The Town is committed to promoting the exchange of information related to proposed development applications early in the process to encourage a collaborative relationship between the Applicant and Administration, improving the quality of the application and reducing the time associated with application reviews.
- 1.2 This Policy standardizes the voluntary Pre-Consultation Process by requesting submission of a formal application, associated application fees, and the provision of a formal Record of Consultation upon completion. This ensures consistency and efficiency throughout the process.

2. Scope

- 2.1 This Policy encourages voluntary submission of Pre-Consultation requests for the following Planning Applications:
 - i. Official Plan Amendment applications
 - ii. Zoning By-law Amendment applications
 - iii. Draft Plan of Subdivision applications
 - iv. Draft Plan of Condominium applications
 - v. Site Plan Approval applications
 - vi. Consent applications
 - vii. Minor Variance applications

3. Definitions

3.1 In this Policy,

- a. “Administration” means Town staff responsible for administering the Policy;
- b. “Applicant” means the Owner of the property that is the subject of the Planning Application or the Authorized Agent.
- c. “Owner” means a person(s), corporation(s), joint venture, or partnership who is the registered Owner of the relevant property, as recorded in the local registry office;
- d. “Official Plan” means the Town’s Official Plan, as amended from time to time;
- e. “Planning Application” means an Official Plan Amendment, a Zoning By-law Amendment, a Site Plan Control Approval or Amendment, a Draft Plan of Subdivision, a Draft Plan of Condominium, a Consent Approval, a Minor Variance Approval, or a Part Lot Control Approval;
- f. “Pre-Consultation Meeting” means a formal meeting between Administration and the Applicant to discuss a development proposal, and receive feedback from Administration regarding applicable planning policy, planning requirements, municipal services, standards, and expectations for development;
- g. “Pre-Consultation Process” means the set of procedures that take place before and after the Pre-Consultation Meeting that ensure the Applicant is informed and prepared to proceed with formal Planning Application submission;
- h. “Record of Consultation” is the document prepared by Administration that outlines the date the Pre-Consultation Meeting was held and provides a comprehensive record of the discussion between the Applicant and Administration regarding the proposal, the Planning Application(s) required and the anticipated approval process.
- i. “Town” means the Corporation of the Town of LaSalle.

4. Policy

4.1 Process

- 4.1.1 The Pre-Consultation Process allows the Applicant and the Town to engage in preliminary discussions regarding development proposals prior to formal submission of a Planning Application. The Process also provides the Applicant with information regarding the development approval process being pursued.

4.1.2 Key components of the Pre-Consultation Meeting may include, but are not limited to:

- i. land use policies and guidelines;
- ii. zoning information;
- iii. public consultations;
- iv. transportation and engineering requirements;
- v. development review process;
- vi. list of studies and reports required to support the application;
- vii. application fees; and
- viii. and other issues that Administration may identify.

4.2 Application, Submission Requirements and Fee

- 4.2.1 To submit a request for a Pre-Consultation Meeting, Applicants will be required to submit a Pre-Consultation request form. Following receipt of the completed form, a formal Pre-Consultation Meeting will be scheduled.
- 4.2.2 If necessary, Administration may, at their discretion, require a sketch or concept in addition to the application that reflects the development proposal. This information will be used to facilitate productive discussions at the Pre-Consultation Meeting.
- 4.2.3 Applicants will be required to pay a non-refundable fee as part of the complete Pre-Consultation Process, as per the Town's User Fee By-law, which may be amended from time to time.

4.3 Pre-Consultation Meeting

- 4.3.1 The Pre-Consultation Meeting will consist of the Applicant, members of Town Administration, and any other government agency or public authority that Administration determines appropriate.
- 4.3.2 The Applicant will provide a detailed explanation of the concept and Planning Act approval being sought.
- 4.3.3 Administration may address the following matters at the meeting:
 - i. List of studies and reports required to support the Planning Application;
 - ii. List of required architectural and engineering drawings to support the Planning Application;
 - iii. Any additional Planning Applications that may be triggered as a result of the proposal;
 - iv. Any and all additional information Administration believes would be pertinent or beneficial for the Applicant to know concerning the proposal.

- 4.3.4 Following the Pre-Consultation Meeting, Administration will prepare a Record of Consultation summarizing the information provided during the Pre-Consultation Meeting. The Record of Consultation is valid for one (1) year from the date of the Record of Consultation unless determined otherwise by Administration at their sole discretion.
- 4.3.5 In the event Administration adopts additional Planning or Policy documents that may trigger additional requirements, a new Pre-Consultation Process and associated fee may be necessary.

5. Roles and Responsibilities

5.1 Department Head

- 5.1.1 Director of Planning & Development – management and oversight of Policy.

5.2 Managers and Supervisors

- 5.2.1 Manager of Planning & Building and Supervisor of Planning & Development – administration of the Policy.

6. References and Related Documents

- Town of LaSalle Official Plan, as amended.
- Town of LaSalle Zoning By-law, as amended.