

A GUIDE TO

VAUGHAN'S PLANNING PROCESS



January 2025

THAT BUILDING DIDN'T JUST GET THERE...

The City of Vaughan's communities are constantly growing and changing. In fact, Vaughan is one of the fastest growing cities in Canada with a population of more than 350,000! To ensure Vaughan continues to be a great place to live, work and play, our city must grow in ways that are smart and any change must meet the needs and values of current and future residents and businesses. This is why all developments undergo a careful review by City staff, Council, public agencies, including the Toronto and Region Conservation Authority, York Region and provincial ministries where appropriate, and why the City asks for feedback from residents, landowners and stakeholders before the shovels hit the ground. For more information about land-use planning, the processes and how to get involved, visit **vaughan.ca/PlanningProcess**.

WHAT IS A DEVELOPMENT APPLICATION?

Development is a broad term referring to any activity that results in a change of land use, construction of a new building(s) or the creation of a parcel(s) of land. **Development applications** are proposals put forward by a landowner that must be carefully considered and reviewed to ensure they are consistent with provincial, regional and city plans and policies. There are six types of development applications reviewed by City staff and Vaughan Council, which are governed by the *Planning Act*.

 Official Plan Zoning Draft Draft Part-lot Amendments By-law Plan of Development Plan of Control Amendments (ZBAs) Subdivisions (OPAs) Applications Condominiums Exemptions In some cases, the landowner may submit one or more of these applications at the same time for consideration by the City. More about these applications can be found at **vaughan.ca/PlanningProcess**.

HOW WE PLAN

Provincial and regional plans and policies: The Province of Ontario regulates land use through plans and policies, including the Provincial Planning Statement, Greenbelt Plan and Oak Ridges Moraine Conservation Plan. The Provincial Planning Statement provides direction on matters of provincial interest related to land use planning and sets targets for the number of new residents and jobs for certain areas. Based on these targets, together with the policies of the Greenbelt Plan and Oak Ridges Moraine Conservation Plan, official plans set the vision and plan for where and how this growth and development will be accommodated. All Council decisions regarding a planning application must conform to and be consistent with Provincial plans and policies.

Vaughan's Official Plan: Vaughan's Official Plan serves as Council's roadmap for growth and land use within the city and must conform with the Province's policies and plans. It establishes the City's long-term vision and values, which is stated through goals and policies that help guide decision-making on land development, economic growth, urban design, the environment and more. Ultimately, the Official Plan guides where different types of development should be located.

Secondary Plans: Secondary Plans build on the City's Official Plan by providing policy guidance and direction for smaller and focused geographic areas. In some cases, they can also provide more prescriptive policies to reflect the uniqueness of the area they cover. A Secondary Plan defines all the elements needed for successful development, including new roads and active transportation routes, open spaces and parks, policies to establish land uses and key infrastructure requirements.

Zoning By-laws: A Zoning By-law is a more detailed planning tool used to implement the Official Plan policies in order to regulate how land is used. They provide specific standards for how development and construction can occur on a property. A Zoning By-law ensures that what is built meets the vision of the Official Plan and any land use plans. Learn more about Zoning By-laws at **vaughan.ca/zoning**.

HOW DEVELOPMENT DECISIONS ARE MADE

Before the shovels hit the ground, development proposals must go through the following five-step review and decision-making process:

Step 1: An applicant may have an initial consultation with the City by submitting a Pre-Application Consultation request, which includes an overview of their proposal and concept plans. Once received, City staff will arrange a meeting with the applicant and required commenting authorities, such as internal departments and external agencies, like York Region, provincial ministries, and the Toronto and Region Conservation Authority, to identify the application type and submission materials required, and provide high-level feedback on the proposal.

Step 2: Once a formal development application has been submitted, in most cases, a sign is posted on the site in question to let the community know what is being proposed. A written notice is also sent to all residents living within 150 metres (sometimes more) of the site, informing them of an upcoming Public Meeting to discuss the proposal.

Step 3: A Public Meeting is held to share the proposed application, if required as per the *Planning Act*. During this meeting, the landowner will present the proposal and members of the community will have an opportunity to provide input. Please note, no decisions are made during this meeting. More information about speaking live during a Public Meeting can be found at **vaughan.ca/HaveYourSay**.

Step 4: Following the Public Meeting, City staff finalize their review of the application and prepare a formal report for Council's review at a future Committee of the Whole meeting during which staff's recommendations on the application will be considered.

Step 5: A decision is made. At the next Council meeting, Members of Council will vote to approve, amend or refuse the application. Approval of Site Development Applications are delegated to staff following a comprehensive review period.

What if I don't agree with Council's decision?

As per the *Planning Act*, in many cases only a specified person, public body or registered land owner – to which the application would apply – has a statutory right to appeal a decision to the Ontario Land Tribunal (OLT) within 20 days after the day of the giving of the formal notice is complete, if they made an oral submission at a Public Meeting or written submission to Council. Other third parties, including residents, are not permitted to appeal but may be permitted to be added as a party to an appeal subject to the *Planning Act*.

HOW YOU CAN GET INVOLVED

Vaughan Council is committed to ensuring a fulsome and transparent public consultation process while safeguarding the health and safety of everyone in Vaughan. As part of the City of Vaughan's commitment to open and accessible government, Council encourages residents to get involved in the decision-making process.

Here are four ways to get involved and share thoughts about a land development application in your community:

1. Learn more about the application:

Review the public notice and learn more about the development application on PLANit, the City's development application tracking platform, which can be found at <u>vaughan.ca/maps</u>. Additional information on development applications and the planning process can be found at <u>vaughan.ca/PlanningProcess</u>.

2. Speaking to Council during a Committee of the Whole Meeting:

Residents can participate in meetings and have their say by:

- Submitting a written communication for review by Members of Council as part of an agenda item. All written communications can be emailed to the Office of the City Clerk at **clerks@vaughan.ca**.
- Requesting to speak via teleconference (through a computer, app or by phone) live during the meeting.
 Pre-registration is required. Complete a Request to Speak Form at <u>vaughan.ca/HaveYourSay</u>
 or call Service Vaughan at 905-832-2281. You must provide a valid email and/or phone number
 to participate virtually.
- Requesting to speak in person. Pre-registration is recommended by completing the online Request to Speak Form at <u>vaughan.ca/HaveYourSay</u>.

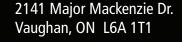
Requests to speak must be received by noon on the last business day before the meeting.

Visit <u>vaughan.ca/CouncilMeetings</u> for a full schedule of meetings and agendas. A livestream of all public Council and Committee of the Whole meetings will be available at <u>vaughan.ca/LiveCouncil</u> at the start of each meeting.

- **3. Speak directly with your local Councillor:** Speaking at a Committee of the Whole Meeting isn't the only way to reach a member of Vaughan Council. Residents may telephone or email comments directly to their Member of Council of choice. For details on how to contact a Member of Council, visit <u>vaughan.ca/council</u>.
- **4. Contact the City planner directly:** Residents may contact the planner on file directly by phone, email or letter. Questions and contact details for the City's planners can be found on the Public Meeting notice sent by mail, or by contacting Service Vaughan, the City's contact centre, at 905-832-2281 or service@vaughan.ca.

Development and Parks Planning Planning, Growth Management and Housing Delivery

AUGHAN





Office of the City Clerk

2141 Major Mackenzie Drive, Vaughan, ON L6A 1T1 T 905 832 8585 T 905 832 8585

E clerks@vaughan.ca

NOTICE OF PUBLIC MEETING COMMITTEE OF THE WHOLE

Official Plan Amendment File OP.25.015 Zoning By-law Amendment File Z.25.032

DATE OF MEETING: Tuesday, November 4, 2025

TIME: 7:00 p.m.

MEETING LOCATION: Vaughan City Hall, Council Chamber, 2141 Major Mackenzie Drive,

LIVE STREAM LINK: Vaughan.ca/LiveCouncil

PARTICIPATION

The City of Vaughan is open for in-person attendance at public meetings. You may speak at the meeting in person, at which time you will be requested to fill out a Request to Speak Form.

Electronic participation is also <u>available</u>. To speak electronically, pre-registration is required by completing the Request to Speak Form on-line and submitting it to the Office of the City Clerk at clerks@vaughan.ca no later than NOON on the last business day before the meeting.

You can also register to speak by contacting the Office of the City Clerk at 905-832-8504.

Please submit written comments by mail or email to:

City of Vaughan Office of the City Clerk 2141 Major Mackenzie Drive, Vaughan, ON, L6A 1T1 clerks@vaughan.ca

THE DEADLINE TO REGISTER TO SPEAK ELECTRONICALLY OR SUBMIT WRITTEN COMMENTS ON THE ABOVE NOTED FILE(S) IS NOON ON THE LAST BUSINESS DAY BEFORE THE MEETING.

APPLICANT:	Soben Properties Et. Al
DESCRIPTION OF SUBJECT	19, 21, 23 Railway Street and 10 & 12 Ontario Street
LAND:	(Attachment 1)
WARD:	1
PURPOSE OF THE	To redesignate and rezone the Subject Lands to permit the
APPLICATION:	development of fourteen (14) three-storey semi-detached
	dwelling units with a common element condominium
	laneway, as shown on Attachment 2.
RELATED APPLICATION:	N/A

PLEASE SEE REVERSE FOR LOCATION OF THE SUBJECT LAND AND IMPORTANT INFORMATION REGARDING PROCESS

IMPORTANT INFORMATION

TO OBTAIN MORE INFORMATION: To obtain additional information on these applications please contact Izabela Molendowski, Senior Planner, at lzabela.Molendowski@vaughan.ca or 905-832-8585, Ext. 8355. Requests for additional information can also be submitted by email to developmentplanning@vaughan.ca.

**When submitting a request for additional information please quote file numbers and applicant.

PUBLIC CONSULTATION:

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NOTICE OF COUNCIL DECISION: If you wish to be notified of the decision of Council in respect to these applications you must submit a written request to the Office of the City Clerk, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 or email clerks@vaughan.ca

PUBLIC RECORD: Personal information collected because of this public meeting is collected under the authority of the *Municipal Act, 2001* the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"), the *Planning Act* and all other relevant legislation, and will be used to assist in deciding on this matter. All personal information (as defined by MFIPPA), including, but not limited to: names; addresses; opinions and comments collected; will become property of the City of Vaughan, will be made available for public disclosure (including being posted on the internet) and will be used to assist the Council and staff to process this application.

The City records Council and Committee meetings. If you make a presentation to a Council or Committee, the City will be video/audio recording you and City staff may make these recordings available to the public.

ONTARIO LAND TRIBUNAL (OLT):

Pursuant to section 34(19) of the *Planning Act*, an applicant, a specified person (as defined by the *Planning Act*), a public body (as defined by the *Planning Act*), a registered owner of any land to which the zoning by-law would apply, and the Minister has a statutory right to appeal a zoning by-law amendment to the Ontario Land Tribunal. To have this right of appeal, the specified person, the public body and registered owner of any land to which the zoning by-law would apply must make oral submissions at a public meeting or make written submissions to the City of Vaughan's Council before the passing of the proposed zoning by-law amendment.

If a specified person (as defined by the *Planning Act*), public body (as defined by the *Planning Act*), registered owner of any land to which the plan or zoning by-law would apply, does not make oral submissions at a public meeting or make written submissions to the City of Vaughan's Council before the adoption of a proposed Zoning By-law Amendment, then the specified person, public body, or registered owner of any land to which the plan would apply, may not be entitled to appeal

the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the specified person, public body, or registered owner of any land to which the plan would apply.

ADDITIONAL STATEMENTS PURSUANT TO O.REG 545/06.

If a person or public body would otherwise have an ability to appeal the decision of Council of the City of Vaughan to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to Council of the City of Vaughan before the by-law is passed, the person or public body is not entitled to appeal the decision.

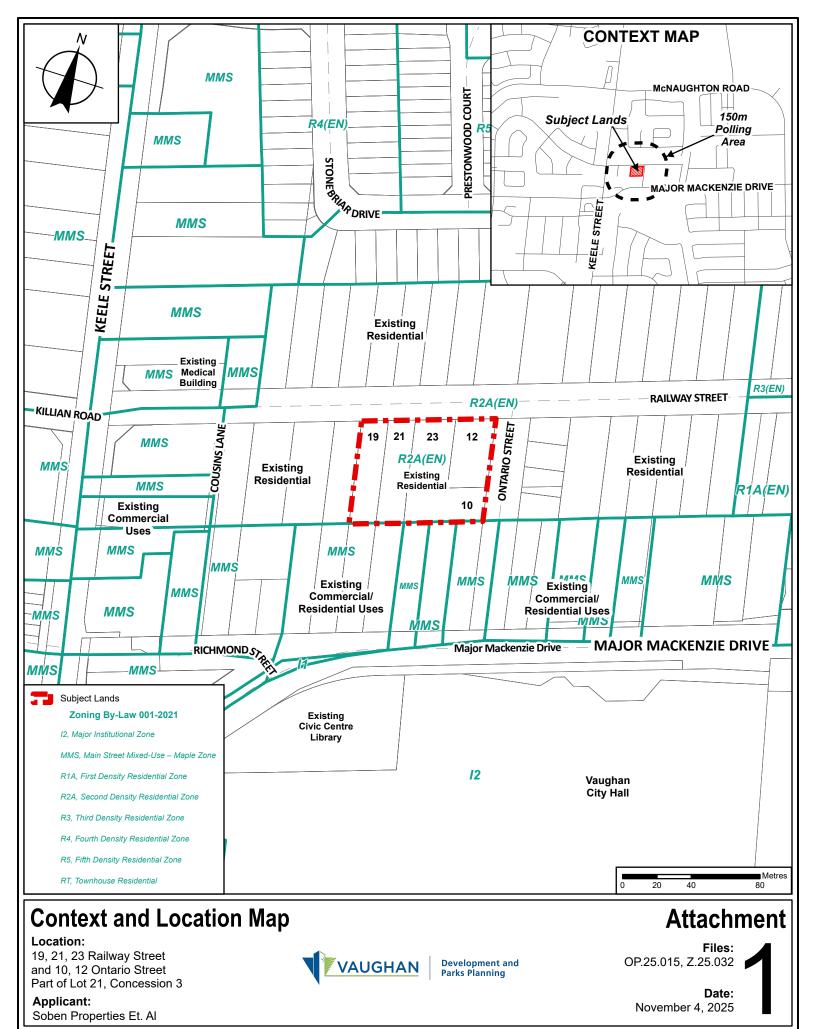
If a person or public body does not make oral submissions at a public meeting or make written submissions to Council of the City of Vaughan before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

OLT appeals, together with all required fees, must be filed directly with the Office of the City Clerk for more information on the appeal process please visit https://olt.gov.on.ca/.

NOTICE REQUIREMENTS FOR LANDLORDS & CONDOMINIUM CORPORATIONS: In accordance with Ontario Regulation(s) 543/06 and/or 545/06 if you own a building that contains 7 (seven) or more residential units, you must post this public notice in a location that is visible to all residents within your building.

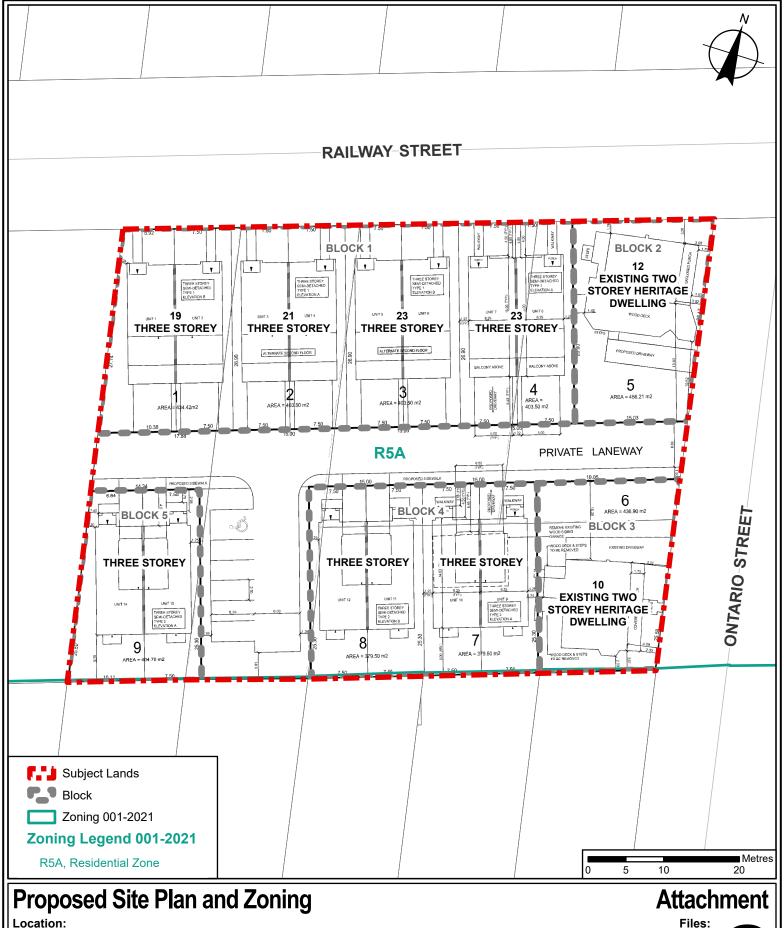
In accordance with the *Condominium Act*, a corporation that is served with a notice under the *Planning Act* shall notify all persons whose names are in the record of the corporation required by section 46.1 or are required by that section to appear in that record that it has been served with a notice under the *Planning Act* and shall make a copy of the notice available for examination by them.

DATE OF PUBLIC NOTICE: October 10, 2025
NANCY TUCKETT, Director of Development and Parks Planning
TODD COLES, City Clerk



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Created on: 9/24/2025



19, 21, 23 Railway Street and 10, 12 Ontario Street Part of Lot 21, Concession 3

Applicant:



Development and Parks Planning

OP.25.015, Z.25.032

Date: November 4, 2025

Soben Properties Et. Al



Office of the City Clerk

2141 Major Mackenzie Drive, Vaughan, ON L6A 1T1 T 905 832 8585 T 905 832 8585

E clerks@vaughan.ca

NOTICE OF PUBLIC MEETING COMMITTEE OF THE WHOLE

Zoning By-law Amendment File Z.25.033

DATE OF MEETING: Tuesday, November 4, 2025

TIME: 7:00 p.m.

MEETING LOCATION: Vaughan City Hall, Council Chamber, 2141 Major Mackenzie Drive,

LIVE STREAM LINK: Vaughan.ca/LiveCouncil

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APPLICANT:	City of Vaughan
DESCRIPTION OF SUBJECT	City-wide (Attachment 1)
LAND:	
WARD:	ALL
PURPOSE OF THE	The City of Vaughan is proposing general and site-specific
APPLICATION:	amendments to the Comprehensive Zoning By-law 001-
	2021 for the following: to address technical omissions;
	provide clarity with respect to various maps and text
	provisions; and, to ensure that future uses are not impacted
	by legal non-conforming status or discrepancies between
	the City's previous Zoning By-law (By-law 1-88) and the
	Comprehensive Zoning By-law.
RELATED APPLICATION:	N/A

IMPORTANT INFORMATION

TO OBTAIN MORE INFORMATION: To obtain additional information on this application please contact Michael Torres, Acting Senior Planner, at Michael.torres@vaughan.ca or 905-832-8585, Ext. 8933. Requests for additional information can also be submitted by email to developmentplanning@vaughan.ca.

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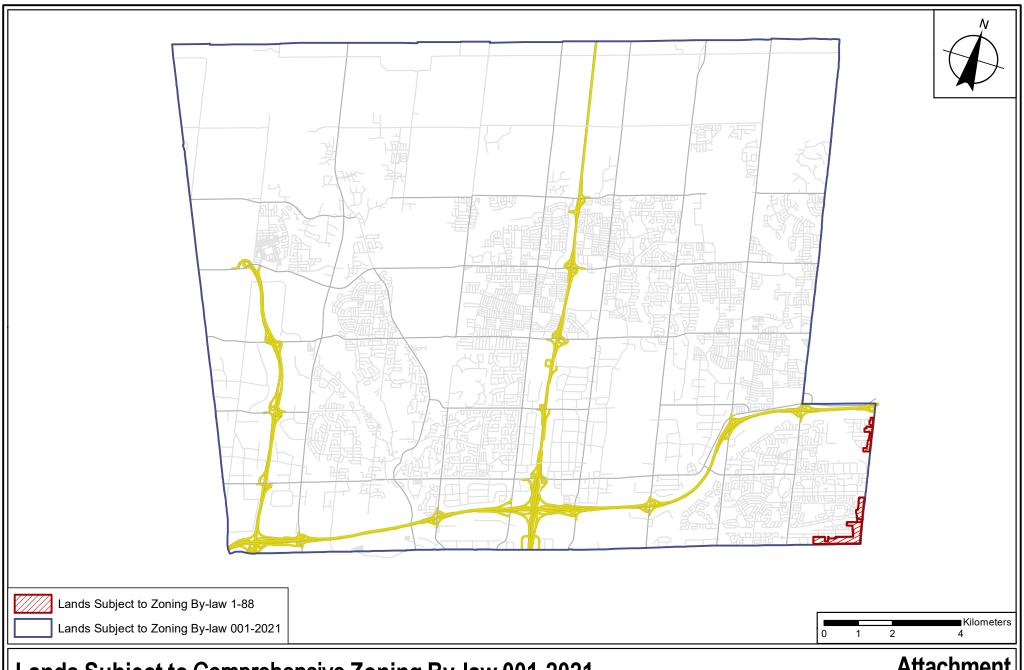
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DATE OF PUBLIC NOTICE: October 10, 2025

NANCY TUCKETT, Director of Development and Parks Planning
TODD COLES, City Clerk



Lands Subject to Comprehensive Zoning By-law 001-2021



Attachment

FILE: Z.25.033 DATE: November 4, 2025