



Environment and Land Tribunals Ontario  
**Local Planning Appeal Tribunal**

655 Bay Street, Suite 1500  
Toronto ON M5G 1E5

Telephone: 416-212-6349  
Toll Free: 1-866-448-2248  
Website: [www.elto.gov.on.ca](http://www.elto.gov.on.ca)

**Municipal/Approval Authority  
Submission**

## Instructions for preparing the Municipal Submission Form

For help navigating the LPAT appeals process, practices and procedures, please see information on the LPAT website <http://elto.gov.on.ca/tribunals/lpat/lpat-process/>

- Material and information is to be forwarded to the Local Planning Appeal Tribunal (LPAT) by the Municipality/Approval Authority within 15 days after the last day for filing a notice of appeal (or as otherwise directed by legislation). Please check the section of the Act under which the appeal(s) has/have been filed.
- We are committed to providing services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible at:  
Toll free: 1-866-448-2248; or  
TTY: 1-800-855-1155 via Bell relay
- E-mail is the primary form of communication used by the LPAT. Providing an e-mail address ensures prompt delivery/receipt of documents and information. Please include e-mail addresses for all contacts in the space provided on this form.
- The checklist(s) of required supplementary documentation is included at the end of the form and **must** be submitted in the **order** listed in the checklist(s) with the appeal form(s) and fee(s) that the municipality/approval authority received.
- To assist in the timely processing of the appeal package, please prepare the package in the following manner:
  - Single-sided only.
  - No staples. Please keep the documents held together with a clip or elastic only.
  - No binding.
  - Letter size (8 ½ x 11") and legal size (8 ½ x 14") documents only.
- Should you need more room to provide a further explanation to any sections throughout this form, please attach a separate letter to the back of the form.
- Provide both an electronic copy (.pdf) and paper copy for all document submissions as outlined in the attached checklist(s). The electronic submissions are to be provided by a USB Key.
- Submit your completed Municipal/Approval Authority Submission Form with the checklist(s) and the required documents including the appeal form(s) or letter(s) and filing fee(s) to the LPAT by the filing deadline.
- The *Planning Act, Development Charges Act, Education Act, Local Planning Appeal Tribunal Act*, and others, are available on the LPAT website [<http://elto.gov.on.ca/lpat/legislation-and-regulations/>].



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**Municipal/ Approval Authority  
 Submission**

LPAT Case Number (LPAT Office Use Only)

Date Stamp – Appeal Received by LPAT

**To forward an appeal, select one or more below**

- Appeal of *Planning Act* matters for Official Plans and amendments, Zoning By-Laws and amendments and Plans of Subdivision, Interim Control By-laws, Site Plans, Minor Variances, Consents and Severances, proceed to Section 1A.
- Second appeal of a *Planning Act* matter for Official Plans and amendments, Zoning By-Laws and amendments, proceed to Section 1B. NOTE: Bill 139, *Building Better Communities and Conserving Watersheds Act, 2017*, allows appeals to the Tribunal of some *Planning Act* matters previously determined by LPAT.
- Appeals of other matters, including Development Charges, *Education Act*, *Aggregate Resources Act*, *Municipal Act* and Ontario Heritage, proceed to Section 1C.

**1 A. Appeal Type (Please check all applicable boxes)**

Subject of Appeal	Type of Appeal	Reference (Section)
<b>Planning Act Matters</b>		
<b>Official Plan or Official Plan Amendment</b> (Use R1 checklist)	<input type="checkbox"/> Appeal a decision by local council that adopted an OP or OPA (exempt from approval by Minister or Approval Authority)	17(24)
	<input type="checkbox"/> Appeal a decision of an Approval Authority that approved or did not approve all or part of a plan or amendment	17(36)
	<input type="checkbox"/> Approval Authority failed to make a decision on the plan within 120 days	17(40)
	<input checked="" type="checkbox"/> Council failed to adopt the requested amendment within 120 days	22(7)
	<input type="checkbox"/> Council refuses to adopt the requested amendment	
<b>Zoning By-law or Zoning By-law Amendment</b> (Use R2 checklist)	<input type="checkbox"/> Appeal the passing of a Zoning By-law	34(19)
	<input type="checkbox"/> Application for an amendment to the Zoning By-law – failed to make a decision on the application within 90 days	34(11)
	<input checked="" type="checkbox"/> Application for an amendment to the Zoning By-law – failed to make a decision within 120 days where the application is associated with an Official Plan Amendment	
	<input type="checkbox"/> Application for an amendment to the Zoning By-law – refused by the municipality	
<b>Interim Control Zoning By-law</b> (Use R2 checklist)	<input type="checkbox"/> Appeal the passing of an Interim Control By-law within 60 days (Minister only)	38(4)
	<input type="checkbox"/> Appeal the passing of an extension of an Interim Control By-law within 60 days	38(4.1)
<b>Site Plan</b> (Use R3 Checklist)	<input type="checkbox"/> Application for a site plan – council failed to make a decision within 30 days	41(12)
	<input type="checkbox"/> Appeal requirements imposed by the municipality or upper tier municipality	41(12.01)

Subject of Appeal	Type of Appeal	Reference (Section)
<b>Minor Variance</b> (Use R4 checklist)	<input type="checkbox"/> Appeal a decision of the Committee of Adjustment that approved or refused the application	45(12)
<b>Consent/Severance</b> (Use R5 checklist)	<input type="checkbox"/> Appeal a decision that approved or refused the application	53(19)
	<input type="checkbox"/> Appeal conditions imposed	
	<input type="checkbox"/> Appeal changed conditions	53(27)
<b>Plan of Subdivision</b> (Use R6 checklist)	<input type="checkbox"/> Application for consent – Approval Authority failed to make a decision on the application within 90 days	53(14)
	<input type="checkbox"/> Application for a plan of subdivision – Approval Authority failed to make a decision on the plan within 120 days	51(34)
	<input type="checkbox"/> Appeal a decision of an Approval Authority that approved a plan of subdivision	
	<input type="checkbox"/> Appeal a decision of an Approval Authority that did not approve a plan of subdivision	
	<input type="checkbox"/> Appeal a lapsing provision imposed by an Approval Authority	51(39)
	<input type="checkbox"/> Appeal conditions imposed by an Approval Authority	
	<input type="checkbox"/> Appeal conditions - after expiry of 20 day appeal period but before final approval (only applicant or public body may appeal)	51(43)
	<input type="checkbox"/> Appeal changed conditions	51(48)

**1 B. Appeal Type (Please check all applicable boxes) Only for appeal(s) of a new decision or non-decision by municipality or Approval Authority following a previous LPAT Decision (i.e., second appeal).**

For matters subject to Bill 139 and the associated transition regulation (the second appeal).

Subject of Appeal	Type of Appeal	Reference (Section)
<b>Planning Act Matters</b>		
<b>Official Plan or Official Plan Amendment</b> (Use R1 checklist)	<input type="checkbox"/> Appeal of a <b>decision</b> by Approval Authority on an OP or OPA (exempt from approval by Minister or Approval Authority) following a LPAT decision	17(24) and 17(49.6)
	<input type="checkbox"/> Appeal of a <b>decision</b> by Council or Approval Authority on an OP or OPA following a LPAT decision	17(36) and 17(49.6)
	<input type="checkbox"/> Appeal of a <b>refusal</b> within 90 days by Council following a LPAT decision	22(7) and 22(11.0.12)
	<input type="checkbox"/> Appeal of a <b>non-decision</b> within 90 days by Council following a LPAT decision	
<b>Zoning By-law or Zoning By-law Amendment</b> (Use R2 checklist)	<input type="checkbox"/> Appeal of a <b>refusal</b> within 90 days by Council following a LPAT decision	34(11) and 34(26.5)
	<input type="checkbox"/> Appeal of a <b>non-decision</b> within 90 days by Council following a LPAT decision	
	<input type="checkbox"/> Appeal of a <b>decision</b> by Council following a LPAT decision	34(19) and 34(26.5)

**1 C. Other Appeal Types (Please check all applicable boxes)**

Subject of Appeal	Type of Appeal	Reference (Section)
<b>Development Charges Act Matters</b>		
<b>Development Charge By-law</b> (Use R7 checklist)	<input type="checkbox"/> Appeal a Development Charge By-law	14
	<input type="checkbox"/> Appeal an amendment to a Development Charge By-law	19(1)
<b>Development Charge Complaint</b> (Use R7 checklist)	<input type="checkbox"/> Appeal municipality's decision regarding a complaint	22(1)
	<input type="checkbox"/> Failed to make a decision on the complaint within 60 days	22(2)
<b>Front-ending Agreement</b> (Use R7 checklist)	<input type="checkbox"/> Objection to a front-ending agreement	47
	<input type="checkbox"/> Objection to an amendment to a front-ending agreement	50
<b>Education Act Matters</b>		
<b>Education Development Charge By-law</b> (Use R7 checklist)	<input type="checkbox"/> Appeal an Education Development Charge By-law	257.65
	<input type="checkbox"/> Appeal an amendment to an Education Development Charge By-law	257.74(1)
<b>Education Development Charge Complaint</b> (Use R7 checklist)	<input type="checkbox"/> Appeal approval authority's decision regarding a complaint	257.87(1)
	<input type="checkbox"/> Failed to make a decision on the complaint within 60 days	257.87(2)
<b>Aggregate Resources Act Matters</b>		
<b>Aggregate Removal Licence</b> (Use R8 checklist)	<input type="checkbox"/> One or more objections against an application for a 'Class A' aggregate removal licence	11(5)
	<input type="checkbox"/> One or more objections against an application for a 'Class B' aggregate removal licence	
	<input type="checkbox"/> Application for a 'Class A' licence – refused by Minister	11(11)
	<input type="checkbox"/> Application for a 'Class B' licence – refused by Minister	
	<input type="checkbox"/> Changes to conditions to a licence	13(6)
	<input type="checkbox"/> Amendment of site plans	16(8)
	<input type="checkbox"/> Minister proposes to transfer the licence – applicant does not have licensee's consent	18(5)
	<input type="checkbox"/> Minister proposes to refuse transfer of licence – applicant is licensee or has licensee's consent to transfer	
	<input type="checkbox"/> Minister proposes to refuse transfer of licence – applicant does not have licensee's consent to transfer	
<input type="checkbox"/> Revocation of licence	20(4)	
<b>Municipal Act Matters</b>		
<b>Ward Boundary By-law</b> (Use R9 checklist)	<input type="checkbox"/> Appeal the passing of a by-law to divide the municipality into wards	222(4)
	<input type="checkbox"/> Appeal the passing of a by-law to redivide the municipality into wards	
	<input type="checkbox"/> Appeal the passing of a by-law to dissolve the existing wards	

Subject of Appeal	Type of Appeal	Reference (Section)
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**Ontario Heritage Act Matters**

<b>Designation of Property</b>	<input type="checkbox"/> Appeal a Notice of intention to designate property	29(11)
	<input type="checkbox"/> Appeal of an amendment to a by-law designating property	30.1(10)
	<input type="checkbox"/> Appeal a Notice of Intention to repeal a designating by-law or part of a designating by-law	31(9)
	<input type="checkbox"/> Appeal a council's decision to approve or refuse the repealing of a designating by-law or part of a designating by-law	32(7)/32(8)
	<input type="checkbox"/> Appeal council's decision to alter a heritage designated property	33(9)
<b>Heritage Conservation District</b> (Use R10 checklist)	<input type="checkbox"/> Appeal the passing of a by-law designating a heritage conservation study area	40.1(4)
	<input type="checkbox"/> Appeal the passing of a by-law designating a heritage conservation district	41(4)

**Other Act Matters (Use R11 checklist)**

Subject of Appeal	Act/Legislation Name	Section Number
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**2. Location Information**

Address and/or Legal Description of property subject to the appeal  
55 Eagle St.

Municipality  
Newmarket

Upper Tier (Example: county, district, region)  
Region of York

Approval Authority (if different than above)

**3. Municipal/Approval Authority Contact Information**

Last Name Niezen	First Name Sarah
Professional Title Records and Projects Coordinator	
Email Address sniezen@newmarket.ca	Telephone Number 905-953-5300 ext. 2213

**Mailing Address**

Unit Number	Street Number 395	Street Name Mulock Dr	PO Box 328
City/Town STN Main, Newmarket		Province ON	Postal Code L3Y 4X7

**4. Municipal/Approval Authority Representative Information (Legal or Planning) (Person attending LPAT hearing)**

Last Name Voorn		First Name Paul	
Company Name Town of Newmarket			
Professional Title Associate Solicitor			
Email Address pvoorn@newmarket.ca			
Daytime Telephone Number 905-953-5300		Alternate Telephone Number ext. 2436	

**Mailing Address**

Unit Number	Street Number 395	Street Name Mulock Drive STN Main	PO Box 328
City/Town Newmarket	Province ON	Country Canada	Postal Code L3Y 4X7

**5. Appeal Reasons**

Municipal Reference Number(s)  
D9-NP-11-09 and D14-NP-11-09

For all appeal types, please outline the nature of the appeal and the reasons for the appeal. Should you need more room to expand upon the appeal reasons, please attach a letter to this form.

The Appellant is appealing that the Town has not yet made a decision with regard to their application for Official Plan Amendment and Zoning By-law Amendment.

For appeals of Official Plans, Official Plan Amendments, Zoning By-laws and Zoning By-law Amendments, please indicate if you intend on arguing one or more of the following:

A: A decision of a Council or Approval Authority is:

- Inconsistent with the Provincial Policy Statement, issued under subsection 3(1) of the *Planning Act*
- Fails to conform with or conflicts with a provincial plan
- Fails to conform with an applicable Official Plan

**And**

B: For a non-decision or decision to refuse by council:

- Consistency with the provincial policy statement, issued under subsection 3(1) of the *Planning Act*
- Conformity with a provincial plan
- Conformity with the upper-tier municipality's Official Plan or an applicable Official Plan

If you intend on arguing on one or more of the above throughout a proceeding, please explain:

Did this matter start with a request/application?

Yes  No ▼

If yes, what was the date the municipality/approval authority deemed the application/request complete? Provide in date format: (yyyy/mm/dd)

2011/11/21

Date of Decision/Notice of Passing (yyyy/mm/dd)

Date Notice of Decision/Passing was issued/provided (yyyy/mm/dd)

### Oral/written submissions to council

If applicable, did the Appellant(s) make their opinions regarding this matter known to council?

Oral submissions at a public meeting of council

Written submissions to council

### Planning Act matters only

**Applicable only to official plans/amendments, zoning by-laws/amendments and minor variances that came into effect/ were passed on or after July 1, 2016. (Bill 73)**

Is the 2-year no application restriction under section 22(2.2) or 34(10.0.0.2) or 45(1.4) applicable?

Yes  No

## 6. Related Matters

Are there other matters related to this appeal? (For example: A consent application connected to a variance application)

Yes  No ▼

If yes, please provide LPAT Case/File Number(s) and/or Municipal File Number(s)  
LPAT Case No PL080723 - appeal of the Town's Official Plan

Does the Municipality anticipate further appeals to be filed related to this matter?

Yes  No

## 7. Mediation

Mediation is a confidential process in which the parties to an appeal talk about their differences and, with the facilitative assistance of an impartial individual, a mediator, negotiate a consensual resolution of the appeal. Unless the Tribunal determines that there is a good reason for not addressing the appeal with mediation, all parties shall presume that their differences will first be addressed through a mediation directed by the Tribunal. As such, parties shall act and prepare accordingly, meaning good faith negotiation and collaboration are a priority and are expected by the Tribunal.

I have read and understand the above statement.

## 8. Witness Information

If known, how many expert witnesses or other witnesses does the Municipality/Approval Authority expect to have at the hearing providing evidence and/or testimony?

2 - 3


If known, describe expert witness(es)' area of expertise (For example: land use planner, architect, engineer, etc.).

Land use planning, natural heritage, - other if required

## 9. Declaration

I solemnly declare that all of the statements and the information provided, as well as any supporting documents are true, correct and complete.

I confirm that I have included applicable checklist(s) with required documents in the order listed in the checklist(s).

Name of Clerk/Representative	Signature of Clerk/Representative	Date (yyyy/mm/dd)
Sarah Nieren		2020/10/09

Personal information or documentation requested on this form is collected under the provisions of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, and the *Local Planning Appeal Tribunal Act*. After an appeal is filed, all information relating to this appeal may become available to the public.





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## Checklist (R1) Official Plans and Amendments *Planning Act*

### Required Documentation (Please check boxes below to indicate that the document is included)

#### Format of Submissions:

Provide both an electronic copy (.pdf) and paper copy for all document submissions. Provide all electronic submissions on a USB key. Each file should be labelled using the numbered headings listed below, and indexed to a table of contents.

#### 1. Appeal

- a. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed.
- b. Tribunal fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by **each** appellant. Ensure that cheque/fee payment is affixed to each appeal.

#### 2. Application

- a. Original or certified copy of the request for an amendment to the official plan. [Section 22(7)]
- b. If applicable, the original or certified copy of the prescribed information and material received by council or the planning board under subsection 22(4) of the *Planning Act* or the original or certified copy of the record received by the approval authority under section 7 of O.Regulation 543/06 under the *Planning Act*.

#### 3. Decision/Resolution/Notice of Adoption

- a. A certified copy of the by-law adopting the proposed official plan or plan amendment. [Section 17(24)]
- b. A certified copy of the decision of the approval authority, if applicable.
- c. If applicable, a copy of the resolution of the council or planning board refusing to adopt the requested amendment.
- d. If applicable, a copy of the council or planning board's written explanation for the notice of refusal, including the date that the giving of notice of refusal was completed and an indication that notice of the refusal was given in accordance with the provisions of the Act. [Section 17(36) and 22(7)]
- e. If applicable, a copy of the notice of adoption by council or planning board.

#### 4. List

- a. List of names, e-mail addresses and mailing addresses of all parties (including the applicant) and persons and agencies to be notified of the Local Planning Appeal Tribunal (LPAT) hearing.
- b. Where notice of a decision was issued by e-mail, a list of all names and e-mail addresses and an indication of the date that the e-mail was sent.

#### 5. Affidavit/Statement

- a. If applicable, an affidavit or sworn declaration from an employee of the municipality or approval authority certifying:
  - i) The statutory requirements for the giving of notice and the holding of public meetings and open houses, if required, or the alternative measures for informing and obtaining the views of the public as set out in the official plan have been complied with; and
  - ii) The statutory requirements for the giving of notice of adoption have been complied with. Include date written notice was given.
  - iii) If subsection 22(6.4) of the Act applies, a certificate that the requirements of clause 22(6.4)(a) of the Act have been complied with.
  - iv) That the information and material provided as required by paragraph 10 of section 7 is accurate.
- b. An affidavit or sworn declaration made by an employee of the approval authority certifying that the requirements for giving notice of the decision under subsection 17(35) of the Act have been complied with. [Section 17(36)]

- c. In the case of a proposed official plan, a statement as to whether it replaces an existing official plan. [Section 17(36)]
- d. A statement from an employee of the municipality or planning board as to whether the decision of the council, planning board or approval authority,
  - i. is consistent with the policy statements issued under subsection 3(1) of the Act, and
  - ii. conforms to or does not conflict with any applicable provincial plan or plans. [Sections 17(36), 17(40), 22(7)]
  - iii. conforms with the upper-tier municipality's official plan
- e. An affidavit or sworn declaration of an employee of the municipality and/or approval authority listing all persons and public bodies that provided written submissions or comments, if applicable. Attach a Schedule with a typed list of their full names, e-mail addresses, mailing addresses and telephone numbers. [Sections 17(24), 17(36) and 22(7)]
- f. An affidavit or sworn declaration of an employee of the municipality and/or approval authority listing all persons and public bodies that made oral submissions at the public meeting, if applicable. Attach a Schedule with a typed list with their full names, e-mail addresses, mailing addresses and telephone numbers. [Sections 17(24), 17(36) and 22(7)]
- g. A statement indicating whether or not an extension was provided under section 17(40.1) and, if an extension was provided, an indication of the number of days that were allowed for the extension. Include a copy of the notice of extension.
- h. A statement addressing whether or not the 2-year no application restriction under section 22(2.2) is applicable. If a restriction is applicable, please provide a copy of any notice that was provided.

## 6. Notice of Public Meeting

- Where a public meeting has been held, a copy of the Notice.

## 7. Minutes

- Where a public meeting has been held, a copy of the minutes of the public meeting (printed format).

## 8. Planning Report

- A copy of any planning report considered by the council or planning board.

## 9. Oral/Written Submissions

- Provide all information and material that the Municipal Council or Approval Authority considered in making their decision and/or received in relation to the matter such as any written or oral submissions from the public relating to the planning matter.

Provide, where available, a USB key upon which is stored a video and audio record of each public session at which oral submissions were made to the Municipal Council or Approval Authority regarding the application, together with a list of the names of the persons who made the submission, and the time on the recording where the submission begins.

Examples:

- Written submissions
- Minutes containing oral submission records
- Video of Council meeting
- Other (Please describe)

## 10. Official Plan Amendment (or Proposed OPA)

- Certified copy of the proposed official plan or plan amendment. (If municipal staff have not drafted a proposed amendment, this draft can be requested from the applicant.)

## 11. Other Information

- The original or a certified copy of any other information and material that is required to be provided by the official plan of the municipality or planning board.



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**Checklist (R2)**  
**Zoning By-laws and**  
**Amendments**  
*Planning Act*

**Required Documentation** (Please check boxes below to indicate that the document is included)

**Format of Submissions:**

Provide both an electronic copy (.pdf) and paper copy for all document submissions. Provide all electronic submissions on a USB key. Each file should be labelled using the numbered headings listed below, and indexed to a table of contents.

**1. Appeal**

- a. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed.
- b. Tribunal fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by **each** appellant. Ensure that cheque/fee payment is affixed to each appeal.

**2. Application**

- If applicable, the original or a certified copy of the application for amendment to the by-law that includes name, e-mail address, address and telephone number of the applicant and lawyer or agent.

**3. Notice of Passing/Refusal**

- a. A copy of the notice of passing of the zoning by-law or interim control by-law. [Sections 34(19) or 38(4)]
- b. A copy of Council's refusal, including the date that the giving of notice was completed, or an affidavit or declaration duly sworn certifying that Council refused or neglected to make a decision on the complete application within 90 days and an indication that notice of the refusal was given in accordance with the provisions of the Act. [Section 34(11)]

**4. Explanatory Note**

- An explanation of the purpose and effect of the by-law/proposed by-law.

**5. List**

- a. List of names, e-mail addresses and mailing addresses of all parties (including the applicant) and persons and agencies to be notified of the Local Planning Appeal Tribunal (LPAT) hearing.
- b. Where notice of a decision/refusal was issued by e-mail, a list of all names and e-mail addresses and an indication of the date that the e-mail was sent.

**6. Zoning By-law**

- Certified copy of the zoning by-law/proposed amending by-law under appeal.

**7. Map**

- A map of the land under appeal or a description of the subject land.

## 8. Affidavit

- a. An affidavit or sworn declaration from an employee of the municipality or planning board certifying, as applicable:
  - i) The statutory requirements for the giving of notice and the holding of public meetings and open houses, if required, or the alternative measures for informing and obtaining the views of the public as set out in the official plan have been complied with;
  - ii) The statutory requirements for the giving of notice of passing or refusal of the by-law have been complied with. Include date written notice was given. Attach a copy of the notice, explanatory note and key map;
  - iii) A **typed list** of all persons and public bodies that made oral submissions at the public meeting, including their full names, e-mail addresses, mailing addresses and telephone numbers; and
  - iv) If subsection 34(10.7) of the Act applies, a certificate that the requirements of clause 34(10.7)(a) of the Act have been complied with.
- b. A statement from an employee of the municipality or planning board as to whether the decision of the council or planning board,
  - i) is consistent with the policy statements issued under subsection 3(1) of the Act,
  - ii) conforms to or does not conflict with any applicable provincial plan or plans, and
  - iii) conforms with applicable official plans.
- c. Report on the position taken by Council in response to each appeal, including conformity with official plan.
- d. A statement addressing whether or not the 2-year no application restriction under section 34(10.0.0.2) is applicable. If a restriction is applicable, please provide a copy of any notice that was provided.

## 9. Notice of Public Meeting

- Where a public meeting has been held, a copy of the Notice.

## 10. Minutes

- Where a public meeting has been held, a copy of the minutes of the public meeting (printed format).

## 11. Planning Report

- A copy of any planning report considered by the council or planning board.

## 12. Oral/Written Submissions

- Provide all information and material that the Municipal Council or Approval Authority considered in making their decision and/or received in relation to the matter such as any written or oral submissions from the public relating to the planning matter.

Provide, where available, a USB key upon which is stored a video and audio record of each public session at which oral submissions were made to the Municipal Council or Approval Authority regarding the application, together with a list of the names of the persons who made the submission, and the time on the recording where the submission begins.

Examples:

- Written submissions
- Minutes containing oral submission records
- Video of Council meeting
- Other (Please describe)

## 13. Other Information

- a. The original or a certified copy of the prescribed information and material received by the council or planning board under subsection 34(10.1) of the Act.
- b. The original or a certified copy of any other information and material that is required to be provided by the official plan of the municipality or planning board.
- c. Original or true copy, if any, of each written withdrawal of appeal.