
Planning Applications Pre-consultation Request

Official Plan Amendment

Zoning By-law Amendment

Draft Plan of Subdivision

Draft Plan of Condominium

Site Plan

Consent to Sever/Minor Variances

Guide for Applicants

Application Types Requiring Pre-consultation

Applicants for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, and Site Plan approval are required to follow the pre-consultation process and are required to attend a pre-consultation meeting in advance of preparing planning application submission. The pre-consultation process is voluntary for Consent to Sever and Minor Variances applications.

Purpose of a Pre-consultation Meeting

- Allows applicants to meet with Town Staff and commenting/approval Agencies on development proposals before an application is filed.
- Clarifies what constitutes a complete application(s) i.e. background studies/information.
- Provides applicant with a better understanding of the approvals process.
- Town Staff and Agencies reviews the proposal with the Applicant, asks the Applicant questions, provides feedback, flags issues for further discussion and provides the applicant with an opportunity for further questions.
- Provides applicant with a list of the required information necessary to file an application and any meeting notes (usually within 3 weeks).
- The signed pre-consultation checklist is valid for 6 months.

Applicants must review the Terms of Reference for supporting studies and Guidance documents prior to requesting a Pre-consultation Meeting.

Terms of References/Guidelines can be found:

Town of Oakville: [Oakville Terms of Reference](#)

Region of Halton: [Regional Official Plan Guidelines](#)

Region of Halton – Letter of Reliance: Contact the Region directly

Credit Valley Conservation Authority: Contact CVC directly

Conservation Halton: See below

Conservation Halton Guidance Documents can be found:

[CH Guidelines for Stormwater Management Engineering Submissions, 2021](#)

[CH Guidelines for Landscaping and Rehabilitation Plans, 2021](#)

[Conservation Halton Seed Mixes, 2020](#)

[Conservation Halton Native Species List, 2018](#)

[Requirements for completion of hydrogeological studies to facilitate Conservation Halton's reviews, 2014](#)

[CH Slope Stability Guidelines, 2022](#)

[CH Physical Top of Bank Staking Protocol, 2022](#)

Required Stage 1 Pre-consultation Procedure

Scheduling the Pre-consultation Meeting and Attendance:

All pre-consultation meetings are organized by Town Planning staff. The municipality will make best efforts to schedule a pre-consultation meeting within 2-3 weeks of receipt of a request; however scheduling is dependent on volume of requests received. Pre-consultation meetings are held virtually on a weekly basis. The meeting agenda will be sent out two weeks prior to the virtual meeting.

Meeting attendees include the following:

- applicant and/or their authorized agent(s) and/or advisors;
- relevant Town Staff; and
- Agency Staff which may include representatives of Halton Region, the relevant Conservation Authority and others as required.

Materials to submit with your Pre-consultation Request (Form 1):

Requests for a pre-consultation meeting must be submitted electronically in a PDF format.

See Paragraph 11 in Form 1 for submission requirements. (Note: a pre-consultation meeting will not be scheduled if materials/fees are missing)

Pre-consultation Requests can be submitted to:

Town of Oakville: planningapps@oakville.ca

Pre-consultation Request Fee:

Town of Oakville: [Oakville Rates and Fees](#)

After the Pre-consultation Meeting:

Notes and the signed pre-consultation checklist (Form 2) are sent to applicant up to 3 weeks following the meeting.

Applicants may be required to contact Town and Agency staff for additional guidance on issues related to their application, including clarifying the requirements that are included within the terms of reference of any required studies or reports or any additional studies that may be required on further review of the proposal.

Confidentiality Note: Any information of a confidential nature that is provided to the Town for review should be marked by the applicant as “In Confidence”.

Optional Stage 2 – Pre-submission Procedure: Submitting Effective Applications

The following outlines the process that will allow applicants to take advantage of a voluntary two-stage pre-consultation process to allow for the pre-review of technical materials prior to the submission of an actual complete application:

- The pre-consultation meeting will identify the reports/studies plans that will need to be submitted for a complete application, and that could be reviewed as part of a voluntary pre-submission review.
- Host public information meeting to engage the public and address resident concerns.
- Commence a voluntary pre-submission review process (Stage 2) which allows for multiple circulations, with the aim of advancing the proposal to a point where issues have been addressed, prior to a formal application submission.
- Upon successful resolution of the pre-submission review process, the applicant may now submit an expedited complete application for formal municipal approval.

Note: The Town and other agencies (i.e. Region/CA) may require a pre-submission review fee.

Note: The Town of Oakville's pre-submission review fee is credited towards the complete application fee, provided the application is submitted within 2 years of the start of the pre-submission review process.

Other General Information relevant for Time of Formal Submission:

Complete Applications:

Official Plan Amendment, Zoning By-law Amendment, draft plan of subdivision, draft plan of condominium and site plan

An application for Official Plan Amendment, Zoning By-law Amendment, draft plan of subdivision, draft plan of condominium and site plan will only be considered complete under the Planning Act when the following items have been provided to the Town:

- **an executed Pre-consultation Agreement (Form 2);**
- a completed application form;
- cover letter;
- all information and materials prescribed by statute;
- minutes of developers Public Information meeting (except for site plan and draft plan of condominium applications);
- all supporting information and materials required to be provided with the initial submission pursuant to the Pre-consultation agreement, in a digital format of each plan/drawing; and,
- the prescribed application fee(s).

Note: As an application proceeds through the planning review process additional studies may be required depending on the issues identified and information required.

Digital Submissions:

Digital submissions are to be provided in a single zip file via email or download. Additional information regarding digital submissions and electronic fee payments can be found at:

Town of Oakville: [Oakville Guidelines for Submissions](#)

Application and Re-circulation fee: Review the municipality's/conservation authority/Region of Halton fee by-law to determine the application fee and recirculation fees:

Town of Oakville: [Oakville's Rates and Fees](#)

Conservation Halton: [Conservation Halton's Rates and Fees](#)

Credit Valley Conservation Authority: Contact CVC

Region of Halton: [DEVELOPMENT APPLICATION REQUIREMENTS \(halton.ca\)](#)

Additional financial payments: Additional financial payments and costs may be required through the processing of an application, including, but not limited to, peer review of materials and/or information, agreements and associated fees. Fees and payments such as parkland dedication (or cash-in-lieu), development charges, payment of outstanding taxes, securities, archive retrieval, Ontario Land Tribunal (OLT) appeals and appearances, costs for lifting reserves, and reimbursement for road widening acquisition or road improvements, may also be required.

Other Applications: Additional applications to other public agencies and governments, including, Provincial, Regional, Conservation Authority, and/or other Town Departments, may be necessary depending on the nature of the application.

FORM 1 – Pre-Consultation Request

The following is to be completed by the Applicant

Proposed Application Types: (check what is applicable)		
<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Plan of Subdivision	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Zoning By-law Amendment	<input type="checkbox"/> Plan of Condominium	<input type="checkbox"/> Consent/Minor Variance
Legal Description and/or Assessment Roll Number:		

1. LOCATION OF PROPERTY

Address of Subject Lands (Street Number/Name):
Legal Description and/or Assessment Roll Number:

2. REGISTERED PROPERTY OWNER – MAILING

Name of registered Owner(s) of subject land (list Company name along with contact if Owner is a company):			
Address of Owner:	Town/City:	Province:	Postal Code:
Phone:	Ext.:	E-mail:	

3. APPLICANT/AUTHORIZED AGENT – MAILING (if different than Owner)

Name of Applicant (list Company name along with contact if Applicant is a company):			
Address of Applicant:	Town/City:	Province:	Postal Code:
Phone:	Ext.:	E-mail:	

4. DESCRIPTION OF EXISTING

Lot Area (metric & imperial):	Frontage (metric & imperial):	Lot Depth (metric & imperial):	
Current Use of Property:	<input type="checkbox"/> Residential	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial
	<input type="checkbox"/> Institutional	<input type="checkbox"/> Agricultural	
List an encumbrances on the property (i.e. easements) – include details of those easements			

Description of existing uses and/or development on the property:
Previous applications (i.e. Consent, Minor Variance, OPA, ZBA etc.) – list file numbers:

5. PROPOSAL DETAILS

Description of the proposed development: (Indicate precise nature of the proposal including but not limited to type of use proposed, amount of proposed area in m2, and /or number of proposed units)
Waste Management for site plan: (How is waste expected to be collected – i.e. Regional or Private)

6. PRE-MEETINGS

Has a pre-meeting been held with Urban Design Staff? When?:
Has a pre-meeting been held with the Town, Region and/or Conservation Authority? When?:
List date of any previous pre-consultation meetings:

7. POLICY FRAMEWORK

Existing Regional Official Plan designation:
Existing Local Official Plan designation:
Existing Zoning Category:
Is the subject property located within the Greenbelt Plan area?

8. CONSERVATION AUTHORITIES

Is any part of the subject property regulated by a Conservation Authority?

If yes, which Conservation Authority?:

Conservation Halton

Credit Valley Conservation

9. SITE SERVICING

How is the existing property serviced?

Water:

Municipal Services

Private Well

Sanitary:

Municipal Services

Private Septic

10. DEVELOPMENT CONSTRAINTS

Natural Features:

Describe any natural features on or adjacent to the subject property (i.e. water courses, slopes to water courses, wetlands, woodlands or other):

Heritage Buildings:

Is the subject property or buildings listed or designated on the Town's Heritage Register?

Is an adjacent property or buildings listed or designated on the Town's Heritage Register?

If yes to either Heritage question please describe:

11. PRE-CONSULTATION SUBMISSION

The following must be submitted in electronic (i.e. PDF or JPEG) form with a completed Pre-consultation Request Form 1: (**Note:** a pre-consultation meeting will not be scheduled if materials/fees are missing)

- Payment of the pre-consultation fee
- Completed pre-consultation request form signed by the owner/agent
- Cover letter explaining the proposal
- A concept/sketch plan that shows the proposal, including a context plan (i.e. lotting plan, road location, building(s) location),
- Drawings should include:
 - o site dimensions in metric
 - o property lines
 - o existing vegetated areas to be preserved, water courses and other natural features
 - o pedestrian circulation routes / areas, including amenity areas (not required for an OPA)
 - o vehicular circulation routes / areas, including service and loading areas, include existing and proposed access points and parking areas (not required for an OPA)
 - o existing and proposed buildings, elevations, roof plan, including entrance and window locations (elevations, roof plans not required for an OPA)
 - o proposed landscape areas, including buffers and public streetscape (not required for an OPA)
 - o abutting land uses and significant views
 - o preliminary grading and servicing (preliminary grading not required for an OPA)
 - o other information as appropriate
- Topographic survey
- Current airphoto with the property indicated
- Environmental Site Screening Questionnaire (ESSQ)

For Lands north of Dundas Street indicate all that apply to the subject lands:

- Entirely within Environmental Implementation Report
- Partially within EIR Subcatchment Area Boundary
- Stormwater management pond indicated
- High Constraint Stream Corridor(s) indicated
- Medium Constraint Stream Corridor(s) indicated
- Low Constraint Stream Corridor(s) indicated

12. ACCESS TO PROPERTY

Do you give permission for Town/CA and Regional staff to access the property in advance of the meeting?

13. SIGNATURES

Owner:	Phone:
	Email:
Agent:	Phone:
	Email:
Owner's Signature or Signature of Authorized Agent:	
Date:	

Public Record Notice: Under the Planning Act, R.S.O.1990,c.P.13,s.1.0.1, all information and material that is required to be provided to the Town respecting planning applications shall be made available to the public.



Halton Region
 Planning Services
 Tel: 905-825-6000 Fax: 905-825-8822
 Toll Free: 1-866-4HALTON (1-866-442-5866)
www.halton.ca

Site-Screening Questionnaire

Legal Description and Municipal Address: _____

Applicant/Corporate Name: _____

- | | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|---------------------------------------|
| 1 | Does this development proposal require a change in property use that is prescribed under the Environmental Protection Act and Section 14 of O. Reg. 153/04 (see Protocol Table 1)? | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
Uncertain |
| | If yes, then a Record of Site Condition must be filed on the Provincial Environmental Site Registry. | | | |
| 2 | Has the property or any adjacent lands ever been used as an Enhanced Investigation Property as defined in O. Reg. 153/04 (e.g., industrial uses; chemical warehousing; automotive repair garage; bulk liquid dispensing facility, including a gasoline outlet and/or a dry-cleaning equipment)? | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
Uncertain |
| 3 | Has landfilling or waste dumping or fill of unknown quality ever been placed on or immediately adjacent to the property? | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
Uncertain |
| 4 | Has there ever been any above ground or underground storage tanks for fuels or chemicals on the property? | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
Uncertain |
| 5 | Have any of the buildings on the subject property been heated by fuel oil? | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
Uncertain |
| 6 | Has the property ever used for agricultural operation where herbicide, fungicides, or pesticides have been applied? | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
Uncertain |
| 7 | Do or have the subject lands or lands abutting it previously or currently supported one or more of the Potentially Contaminating Activities identified in Table 2 of Schedule D of O. Reg. 153/04, as amended (see Table 4, attached)? | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
Uncertain |
| 8 | Has the property ever stored, generated, or accepted hazardous materials requiring Hazardous Waste Information Network (HWIN) registration or other permits? | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
Uncertain |
| 9 | Have any designated substances (e.g., asbestos containing materials, lead-based paint, PCB-based paints, urea formaldehyde foam insulation, etc.) been stored and/or utilized on the property (including within structures)? | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
Uncertain |
| 10 | Will lands be dedicated to the Region or a Local Municipality as part of this application (including road allowances)? | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
Uncertain |
| 11 | Have any environmental documents (e.g., Phase One and Two Environmental Site Assessments, Records of Site Condition, etc.) ever been prepared for the subject property? | <input type="checkbox"/>
Yes | <input type="checkbox"/>
No | <input type="checkbox"/>
Uncertain |
| | If yes, please submit these documents in digital and hardcopy format with your application together with a letter of reliance granting third party reliance on the documents to the Region of Halton ¹ . | | | |

¹ Information from previous environmental documents will be taken into account for application review. However, as required by the Protocol, only ESA reports prepared in compliance with O. Reg. 153/04 will count towards approval requirements.

Certification

I, _____ am the registered owner/authorized agent or Qualified Person (as defined in O. Reg. 153/04) for the owner of the land that is the subject of this document and to the best of my knowledge, the information provided in this questionnaire is true.

Sworn (or declared) and stamped before me _____
Commissioner of Oaths (Print Name)

in the _____, this _____ day of _____ 20____
City/Town/Municipality Day Month Year

Commissioner of Oaths
(signature)

Registered Owner/Authorized Agent
(signature)

Name of the Company (if applicable)

Owner / Authorized Agent Contact information

Qualified Person (if applicable)
(signature)

Designation of Qualified Person

Qualified Person Contact information

Regional File #: _____

Local Municipal File #: _____



Table 4: Potentially contaminating activities. From Table 2, Schedule D of O. Reg. 153/04.

Item	Potentially Contaminating Activity
1	Acid and Alkali Manufacturing, Processing and Bulk Storage
2	Adhesives and Resins Manufacturing, Processing and Bulk Storage
3	Airstrips and Hangars Operation
4	Antifreeze and De-icing Manufacturing and Bulk Storage
5	Asphalt and Bitumen Manufacturing
6	Battery Manufacturing, Recycling and Bulk Storage
7	Boat Manufacturing
8	Chemical Manufacturing, Processing and Bulk Storage
9	Coal Gasification
10	Commercial Autobody Shops
11	Commercial Trucking and Container Terminals
12	Concrete, Cement and Lime Manufacturing
13	Cosmetics Manufacturing, Processing and Bulk Storage
14	Crude Oil Refining, Processing and Bulk Storage
15	Discharge of Brine related to oil and gas production
16	Drum and Barrel and Tank Reconditioning and Recycling
17	Dye Manufacturing, Processing and Bulk Storage
18	Electricity Generation, Transformation and Power Stations
19	Electronic and Computer Equipment Manufacturing
20	Explosives and Ammunition Manufacturing, Production and Bulk Storage
21	Explosives and Firing Range
22	Fertilizer Manufacturing, Processing and Bulk Storage
23	Fire Retardant Manufacturing, Processing and Bulk Storage
24	Fire Training
25	Flocculants Manufacturing, Processing and Bulk Storage
26	Foam and Expanded Foam Manufacturing and Processing
27	Garages and Maintenance and Repair of Railcars, Marine Vehicles and Aviation Vehicles
28	Gasoline and Associated Products Storage in Fixed Tanks
29	Glass Manufacturing
30	Importation of Fill Material of Unknown Quality
31	Ink Manufacturing, Processing and Bulk Storage
32	Iron and Steel Manufacturing and Processing
33	Metal Treatment, Coating, Plating and Finishing
34	Metal Fabrication
35	Mining, Smelting and Refining; Ore Processing; Tailings Storage
36	Oil Production
37	Operation of Dry Cleaning Equipment (where chemicals are used)
38	Ordnance Use
39	Paints Manufacturing, Processing and Bulk Storage
40	Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications
41	Petroleum-derived Gas Refining, Manufacturing, Processing and Bulk Storage
42	Pharmaceutical Manufacturing and Processing
43	Plastics (including Fibreglass) Manufacturing and Processing
44	Port Activities, including Operation and Maintenance of Wharves and Docks
45	Pulp, Paper and Paperboard Manufacturing and Processing
46	Rail Yards, Tracks and Spurs
47	Rubber Manufacturing and Processing
48	Salt Manufacturing, Processing and Bulk Storage
49	Salvage Yard, including automobile wrecking
50	Soap and Detergent Manufacturing, Processing and Bulk Storage

Item Potentially Contaminating Activity

- 51** Solvent Manufacturing, Processing and Bulk Storage
- 52** Storage, maintenance, fuelling and repair of equipment, vehicles, and material used to maintain transportation systems
- 53** Tannery
- 54** Textile Manufacturing and Processing
- 55** Transformer Manufacturing, Processing and Use
- 56** Treatment of Sewage equal to or greater than 10,000 litres per day
- 57** Vehicles and Associated Parts Manufacturing
- 58** Waste Disposal and Waste Management, including thermal treatment, landfilling and transfer of waste, other than use of biosoils as soil conditioners
- 59** Wood Treating and Preservative Facility and Bulk Storage of Treated and Preserved Wood Products



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Rental Housing Demolition and Conversion

Declaration of Use and Screening Form

Please Note: The information collected in this declaration form will help determine whether the Town's Rental Housing Demolition and Conversion By-Law, (By-Law 2023-102) controlling the demolition and conversion of rental housing applies to your proposal, and whether a permit is required.

Please complete all required sections below, after reviewing the Definition Section at the end of this document.

This declaration and screening form must be submitted, regardless of whether a Rental Housing Demolition and Conversion Application is required.

All applicants must sign the Declaration Section, and return this form to planningapps@oakville.ca

Property Owner Information

Last Name:

First Name:

Business Mailing Address:

Business Phone Number:

Business Email:

Project Details

Address (Street Name):

Building Number(s):

Personal information on this form is collected under the authority of the Municipal Act for the purpose of responding to your application. Questions regarding this collection should be directed to the Clerk at the Town of Oakville (905) 845-6601.



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Starting with **Box 1**, fill in the required information. Based on your response in **Box 1**, follow instructions for which **Box** to complete next.

Box 1 – Dwelling Information

Based on the definitions on page 6:

- Does the subject land have 6 or more dwelling units? Yes No
- Does the subject land have 1 or more rental units? Yes No

If you answered **yes to both** of these questions, proceed to **Box 2**.

If you answered **no to either** of these questions, proceed to the **Declaration Section** of this form, as the by-law does not apply to this proposal.

Box 2 – Building Information

- Is the building(s) registered as a condominium? Yes No
- Is the building(s) a life-lease property? Yes No

If you answered **yes to either** question, proceed to the **Declaration Section** as the by-law does not apply to this proposal.

If you answered **no to both questions**, proceed to **Box 3**.

Box 3 – Information Regarding Changes

- Do any parts of the building(s) proposed for demolition, interior renovations or conversion contain a whole or part of an existing dwelling unit?
Yes No

If you answered **no**, proceed to the **Declaration Section**, as a permit under this by-law is not required.

If you answered **yes**, the by-law likely applies, and a permit may be required.

Please follow the directions below:

- If your proposal involves **interior renovations affecting existing dwelling units**, proceed to **Box 4**.
- If your proposal includes an **application for consent** (i.e. application for land division), proceed to **Box 5**.

Personal information on this form is collected under the authority of the Municipal Act for the purpose of responding to your application. Questions regarding this collection should be directed to the Clerk at the Town of Oakville (905) 845-6601.



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Box 4 – Information Regarding Interior Renovations or Alterations

Regarding the changes to existing dwelling units:

- a) Will the total number of existing dwelling units be changed as a result of the renovation/alteration work? Yes No
- b) Will the work result in a change to the number of units, in any category by bedroom type (i.e. will 2 bedroom change to 1 bedroom)? Yes No
- Please fill out the information in the table below to confirm the number of units, and any changes.

Bedroom Type	# of Existing Dwelling Units by Bedroom Type	Proposed # of Existing and Renovated Units by Bedroom Type
Bachelor		
1 bedroom		
2 bedroom		
3 bedroom		
4 bedroom		
Other		
Total # of units		

If you answered **yes to either a) or b)** you require a permit under the by-law. Please **submit a Rental Housing Demolition and Conversion Application**.

If you answered **no to both questions**, proceed to the **Declaration Section**, as a permit under this by-law is not required.



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Box 5 – Application for a Consent

Regarding the application for a consent (i.e. application for land division) under s.53 of the *Planning Act*?

- a) Will each parcel of land created from the consent contain 6 or more dwelling units? Yes No

- b) Will all parcels created from the consent contain either 6 or more dwellings units or no dwelling units existing at the time of the consent application?
Yes No

If you answered **yes to either** a) or b) proceed to complete the **Declaration Section** as a permit under the by-law is not required.

If you answered **no to both questions**, a permit under the by-law is required. Please **submit a Rental Housing Demolition and Conversion Application**.



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Declaration Section

Based on the information above, I believe that a **Rental Housing Demolition and Conversation Application**:

- Is required
- Is not required

I, _____ certify that:

1. The information contained on this form and attachments is true and to the best of my knowledge.
2. If applicable, I have the authority to represent the Corporation or Partnership.

Date:

Signature:



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Definition Section

Affordable Rent: in respect to a rental unit means that the rent is 80% or less than the Average Market Rent (AMR).

Average Market Rent or AMR: in respect of a Rental Unit, means rent that is at or below the average market rent by type of unit in the Town of Oakville as established annually by the Canada Mortgage Housing Corporation (CMHC) and published in the Region of Halton's Annual Housing Report for the calendar year concerned.

Conversion or Convert: means converting a residential property to a purpose other than a residential rental property and includes: (a) conversion as a result of a consent to sever land under Section 53 of the *Planning Act*; (b) conversion to non-residential use, or living accommodations other than dwelling units, or a co-ownership, condominium or building organized as a lease life projects, or a freehold or other forms of ownership of dwelling units; (c) conversion to Co-ownership occurs when the first lease or sale of an interest in Residential Rental Property or of a share in a corporation owning or leasing any interest in Residential Rental Property takes place that carries with it the right to occupy a specific unit in the Residential Rental Property.

Co-ownership: meaning (a) an equity co-operative or other co-ownership form of housing where the residential property is (I) ultimately owned, leased or held, directly or indirectly, by more than one person where any such person, or a person claiming under such person, has the right to present or future exclusive possession of a Dwelling Unit in the residential property; (b) Does not include: (i) A condominium. (ii) A residential building that is organized as a Life Lease Project. (iii) A non-profit housing co-operative under the *Co-operative Corporations Act*, R.S.O, 1990, c. C. 35. **See By-Law 2023-102 for full definition.**

Demolition or demolish: to do anything in the removal of a building or any material part thereof and includes (but is not limited to) interior renovations or alterations that will result in a change to the number of: (a) Dwelling units; or (b) Dwelling units by bedroom type.



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Dwelling Unit: one (1) or more habitable rooms designed, occupied or intended to be occupied as living quarters as a self-contained unit or set of rooms located in a building or structure that: (a) Is operated as a single housekeeping unit, used or intended to be used as residential premises for one or more persons; and (b) Contains at a minimum, sanitary facilities, accommodation for sleeping, and one (1) kitchen that are intended for the use of the unit only.

Related Buildings or Related Group of Buildings: includes (a) Buildings that are under the same ownership and on the same parcel of land as defined in section 46 of the Planning Act; or (b) Buildings that form part of the same application under this ByLaw or under a Related Application.

Rental Unit: includes (a) A Dwelling Unit used, or intended for use, for residential rental purposes, including: a Dwelling Unit that has been used for residential rental purposes and is vacant, and/or a Dwelling Unit in a Co-ownership that is or was last used for residential rental purposes. (b) Does not include a Dwelling Unit that is: in a condominium registered under section 2 of the *Condominium Act*, 1998 or a predecessor of that section, or in a building organized as a Life Lease Project where the right to occupy the Dwelling Unit is based on a life lease interest.

Residential Rental Property: a building, or Related Group of Buildings containing one or more Rental Units, and includes all common areas and services and facilities available for the use of its residents.

For the full definitions of these terms, please refer to the Rental Housing Demolition and Conversion By-Law 2023-102.