



# BWG PILOT Concierge Program

## Process & Application Submission

---

### Details of the Program Process

**No Policy Bypass:** All applications must follow existing federal, provincial, county, and municipal planning policies, including public meetings under the Planning Act. This program does *not* override any regulations.

**Concierge Agreement & Milestones:** Participation requires signing a program agreement, meeting key milestones, and paying a fee (50% of the standard Planning Act application fees as outlined in the town's [Fees and Charges By-law](#)). If milestones and timelines aren't met by the applicant, the application exits the program with no refund. The application would continue to proceed through the regular planning process. If the Town doesn't meet its commitments, program fees only will be refunded.

**Pilot Program – Limited Intake:** Only 3 applications will be accepted at a time - preferably one per stream, on a first-come, first-served basis. Where there is additional interest, projects will be undertaken on a first come first served basis per the time of submission of a Pre-Consultation Form. If no application is submitted within 4 months of pre-consultation, the next project in line may be invited.

**Priority Projects:** Only one of the three active applications can be a Council-Directed Priority Project.

**Regular Process Still Available:** If your project doesn't qualify, it will still be supported through the regular approval process.

### Mandatory Pre-Consultation

All Concierge Program applications will require pre-consultation led by the Town program manager who will be assigned from Community Planning.

Pre-consultation provides a forum for the developers and relevant Town staff to gather views and opinions about the project before an application is submitted. It provides an avenue to ensure a proposal meets the Town's policies, determine any potential constraints, identify the required studies in order for a future submission of a complete application to be successfully processed.

Standard Pre-Consultation fees apply in accordance with the town's [Fees and Charges By-law](#). The Concierge program fee does not apply to pre-consultation.

A town DART (Development Application Review Team) will be assembled and tailored for each program application and will consist of subject matter experts related to the development proposal. For most projects it will consist of staff from Community Planning, Office of Economic Development, Development Engineering, Building Services, Capital Projects, and Transportation.



# BWG PILOT Concierge Program

## Process & Application Submission

---

Additional staff members, agency staff and potentially peer reviews may form part of the Concierge team at times. Team member composition will be determined based upon the development proposal.

As per the current pre-consultation process at BWG, the applicant will complete the online form, submit fees as well as required information and plans.

### **BWG DART**

A robust DART (Development Application Review Team) approach occurs at the first meeting with the applicant's team of professionals. At this meeting, the following will take place:

- Detailed proposal is presented by the applicant and may also include additional information or changes from the Initial Investment Readiness Meeting
- Type of Planning Act applications to be submitted will be confirmed as part of the Complete Application process for development applications including any Provincial Planning Statement, Greenbelt Plan, Official Plan and/or Zoning By-law conformity issues
- Clarification sought for any items that are unclear in the pre-consultation application
- Mandatory studies/plans that should be part of a Complete Application are determined for submission:
  - The scale and scope of each study/plan is confirmed to tailor this requirement for the type of development proposal
  - Terms of reference, where applicable, for the study/plan will be provided
  - Discussion on Town's expectations for high-quality studies/plans
- Required public engagement session timelines and expectations will be discussed to seek public feedback in advance of a Complete Application being submitted, where appropriate
- Information about the applicant's consultants for each of the studies/plans, if known at this time, will be provided
- Discussion on servicing allocation implications on availability and potential upgrades
- Interaction with external agencies and stakeholders (e.g. Simcoe County, MTO, Conservation Authorities, peer reviewers, Ontario Hydro, Alectra)
  - Will include related policy requirements including source protection, access permits, upgrades, environmental monitoring, etc.

### **Application Submission**

To proceed with an application to the program, Community Planning staff will release the application form for the applicant to complete. The application form is a continuation of the original Expression of Interest form.

# BWG PILOT Concierge Program

## Process & Application Submission

Before applying, please read all information about the PropelGrowthBWG program to ensure you understand the level of commitment and expectations required. Ensure that the appropriate Planning Act application fee and the Concierge Program fee are paid in accordance with the Town's [Fees and Charges By-law](#) and by referring to the 'Fee Calculation' section.

### PropelGrowthBWG *Pilot* Concierge Program

#### Key Steps and Work Flow

