

**From:** [Henriques, Anna \(MMAH\)](#)  
**To:** [Pamela Duesling](#)  
**Cc:** [Lindsay Richardson](#); [Manoharan, Brashanthe \(MMAH\)](#); [Merchant, Tanzeel \(He/Him\) \(MMAH\)](#)  
**Subject:** Pelham Official Plan - next steps  
**Date:** March 31, 2026 10:01:58 AM  
**Attachments:** [image001.png](#)

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Good morning, Pam,

Thank you for meeting with us yesterday to discuss the status of Pelham's new OP and key next steps which include:

1. **Town to provide MMAH with a complete and updated draft of new OP for review and comment** (confirming we received a draft late yesterday but are waiting for updated schedules)
  - Once MMAH is in receipt of a complete draft, it will be circulated to relevant Partner Ministries. We will do our best to provide comments back to the Town in early May so the Town has enough time to review and make updates prior to the statutory meeting which you've indicated is targeted for end of May.
2. **Prior to Town Council repealing the old OP and adopting the new OP, the Town will ensure the statutory requirements for consultation, as outlined in the *Planning Act* for section 26 OP updates, are met.**
3. **After Council adoption of the new OP, Town to forward new OP to MMAH for a decision.** Please ensure a complete application submission is provided including the following:
  1. A record, as described in section 7 of [Ontario Regulation 543/06](#) under the *Planning Act* (please note, the government is seeking feedback on proposed amendments to various regulations under the *Planning Act* to facilitate the electronic submission of information and material to approval authorities and allow notices to be given electronically to the Province. For more information, please see the [ERO posting](#))
  2. [Application Fee](#), if applicable (given that the Town's Official Plan is proceeding under Section 26, a fee is not applicable)
  3. In accordance with subsection 17(32) of the *Planning Act*, to support a complete application, the Ministry requests the following materials also be submitted:
    - A completed [application form for approval of an adopted official plan or plan amendment](#).
    - A description of the public consultation strategy.
    - Information regarding municipal consultation with

Indigenous communities.

4. Council resolution as per subsection 26(7) of the *Planning Act*.

Happy to chat should you have any questions. Please note, I will be out of the office from April 1-12, 2026. In my absence, you may reach out to Marc Mitanis ([Marc.Mitanis@ontario.ca](mailto:Marc.Mitanis@ontario.ca)) from April 1-6 or Catherine Mackinnon ([Catherine.Mackinnon@ontario.ca](mailto:Catherine.Mackinnon@ontario.ca)) from April 7-12.

Thank you.

**Anna Henriques, M.Pl, MCIP, RPP**

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