

**STAFF REPORT:**

**Planning & Building Services Department**



**REPORT TO:** Planning & Building Committee  
**MEETING DATE:** December 8, 2010  
**REPORT NO.:** PL.10.111  
**SUBJECT:** The Blue Mountains Official Plan  
Five Year Review  
**PREPARED BY:** Cindy Welsh, MCIP, RPP  
Senior Policy Planner

**A. Recommendations**

**THAT Council does hereby receive Planning Staff Report PL.10.111, The Blue Mountains Official Plan Five Year Review, for information purposes; and**

**THAT Council appoint a member of Council to the Official Plan Proposal Award Committee; and**

**THAT Council endorse the establishment of an Official Plan Review Steering Committee with such membership as noted in this Report; and**

**THAT Council appoint a member of Council to the Official Plan Review Steering Committee.**

**B. Background**

At the October 13, 2010, Council meeting, direction was provided to Staff to proceed with the release of the Request for Proposal (RFP) and Terms of Reference (TOR) for the Official Plan Review Process. Staff finalized the document and on November 10, 2010, the advertisement regarding the RFP was made public in accordance with the Town's *Purchasing of Goods and Services Procedures*. The advertisement may be viewed on the both the Town and the Ontario Public Buyers Association Websites, as well as the November 10, 2010, edition of the Blue Mountains Courier-Herald and the November 12, 2010, edition of the Collingwood Enterprise Bulletin.

**Next Steps:**

With regards to next steps in the process, Staff are providing Council with a tentative review schedule as follows:

<b>DATE</b>	<b>TASK</b>
December 23, 2010	Closing date for responses and submissions to RFP.
Week of January 4, 2011	Distribution of documents. Individual evaluation of submissions by members of Evaluation Committee to begin.
Week of January 17, 2011	Individual evaluation of submissions by members of Evaluation Committee continues.
Week of January 24, 2011	Evaluation Committee meeting to evaluate submissions.
Week of February 7, 2011	Awarding of contract.

## **Proposal Award Committee:**

Section 7 of the Town's Purchasing Policy indicates the following:

### 7. Powers of the Tender / Proposal Award Committee

The Tender / Proposal Award Committee, within the parameters of this policy, are hereby authorized to make awards for Tenders from \$50,001 - \$100,000 and \$25,001 to \$100,000 for Requests for Proposals within the respective budget allocations. Awards exceeding \$100,000 shall be made by Council with a recommendation from the Tender / Proposal Award Committee.

As per this Policy, a Proposal Award Committee is required to review and make recommendations to Council related to the submissions. It is recommended that this Committee be comprised of the following:

- Council representative (1);
- Member of the Public (1);
- Chief Administrative Officer;
- Director, Planning & Building Services;
- Senior Policy Planner; and,
- Manager of Purchasing.

As noted in the Purchasing Policy, the role of this Committee is to evaluate the submissions and put forth a recommendation to Council based on this review in terms of hiring a Consultant.

## **Official Plan Review Steering Committee**

Staff are also bringing forward a draft Terms of Reference (attached) which would establish a Steering Committee to oversee the Official Plan Review process. Council are asked to endorse the development of this Committee for this project with the associated Terms of Reference. It is recommended that the Official Plan Steering Committee would be comprised of the following:

- Council representative (1);
- Member of the Public (1);
- One representative from the County of Grey Planning and Development Department;
- The Blue Mountains Chief Administrative Officer; and
- The Blue Mountains Director of Planning and Building Services.

Note: The Senior Policy Planner will act as Project Co-ordinator for this project and will not officially be part of the Steering Committee.

The member of public position will be advertised on the Town's website and local newspapers. Compensation for this Council appointment is not anticipated nor has it

been budgeted for. In addition to the public position, direct and solicited consultation will be had with the Agricultural Advisory Committee and representatives of the Chamber of Commerce, Thornbury Business Improvement Area and the Development Industry.

The first meeting of the Steering Committee will not be called until after a Consultant has been retained by the municipality. Staff, however, feel it is prudent to have the Steering Committee members in place as soon as possible.

### **C. The Blue Mountains' Strategic Plan**

1. Managing growth to ensure the ongoing health and prosperity of the community.

### **D. Environmental Impacts**

Any environmental policy changes to the Town of The Blue Mountains Official Plan, through the Official Plan Review process, will need to be done in a manner which will reflect the most current approaches for protection of the environment.

### **E. Budget Impact**

The Official Plan Review process has been budgeted for and approved as an operating project in 2010.

### **F. Attachments**

1. Town of The Blue Mountains Official Plan Review Draft Terms of Reference for the Official Plan Review Steering Committee.

Submitted by:

---

Cindy Welsh, MCIP, RPP  
Senior Policy Planner

---

David Finbow  
Director, Planning & Building Services

**Town of The Blue Mountains  
Official Plan Five Year Review**

**Draft Terms of Reference for the  
Official Plan Review Steering Committee**

## 1. Introduction

The Blue Mountains, in accordance with Section 26 of the *Planning Act*, is undertaking an Official Plan Review. This review is done to ensure that an Official Plan conforms with provincial plans or does not conflict with them, has regard to the matters of provincial interest and is consistent with the *Provincial Policy Statement (2005)*. The five-year review is an opportunity to ensure the Official Plan continues to address local priorities and changing community needs.

A Steering Committee has been established to oversee the development of the review and provide guidance and direction during the review process.

This document delineates the purpose, scope, role and responsibility for the Steering Committee and its members. It can be amended as needed during the Official Plan Review planning process.

## 2. Organization of the Official Plan Review Process

The Steering Committee established for this project is comprised of one member of member of Town Council, Senior Management and key stakeholders.

The process being followed is collaborative and consists of the following key organizational elements:

- Steering Committee;
- Project Co-ordination;
- Working Groups; and
- Community Engagement and Consultation.

### 2.1 Official Plan Review Steering Committee

The Steering Committee will be comprised of the following:

- One member of Town Council;
- One member of the Public;
- One representative from the County of Grey Planning and Development Department;
- The Blue Mountains Chief Administrative Officer; and
- The Blue Mountains Director of Planning and Building Services.

The Steering Committee has overall responsibility for the Official Plan Review and recommendations put forth to Town Council.

### 2.2 Project Co-ordination

The Senior Policy Planner shall act as Project Co-ordinator, and will be the day-to-day contact for the Consulting Firm. The Project Co-ordinator will provide the Consulting Firm with relevant resource materials, including related studies and reports, and key

stakeholder and interest group contact lists. Other municipal Departmental staff are available to assist and provide input where required.

### **2.3 Working Groups**

The Consultant may wish to establish Working Groups to accommodate a wider cross-section of the community including municipal advisory committees, municipal Departmental staff, public agencies and community organizations..

### **2.4 Public Engagement Process**

A public engagement process will be developed to support the work of the Steering Committee. The purpose will be to gather public input throughout the process through a number of mechanisms, including public workshops, meetings, open houses and focus groups as appropriate.

## **3. Mandate of the Official Plan Review Steering Committee**

The purpose of the Steering Committee is to oversee the Official Plan Review Process.

The Steering Committee will meet at key points throughout the planning process, with the main purpose of:

- Reviewing and recommending the work plan;
- Meeting with the Consultant;
- Attending meetings of the Working Groups as needed.
- Attending meetings of the Steering Committee.

## **4. Steering Committee Members**

Members of the Steering Committee will be appointed by Town Council.

### **4.1 Term of Membership**

Membership on the Steering Committee will be for the duration of the Official Plan Review process.

## **5. Roles and Responsibilities**

The Steering Committee will report directly to Town Council. The roles and responsibilities of each Steering Committee member are as follows:

- Attend each Steering Committee meeting to the fullest extent possible;
- Provide direction, input and insight into each stage of the Official Plan Review process.
- Work collaboratively with other Steering Committee members and the Consultant.

- Be open, receptive and give careful consideration to advice and ideas received from the Consultants, the public and stakeholder groups

## **6. Structure and Process**

### **6.1 Chairperson**

The chairperson of the Steering Committee will be appointed at the first Steering Committee meeting. The Chairperson will be responsible for directing and managing Steering Committee meetings and, with support from the Project Co-ordinator, all other aspects of the Steering Committee process.

### **6.2 Operating Procedures**

The Steering Committee and Consultant will strive to complete all necessary work in a timely fashion. Steering Committee members will work collaboratively with each other, the Consultant, the Project Co-ordinator, the public and stakeholders. The results and action items from each meeting will be documented. The Steering Committee will be provided with support from the Project Co-ordinator as required to achieve the Official Plan Review.

### **6.3 Work Plan**

The Steering Committee will oversee all aspects of the Official Plan Review in accordance with an agreed upon work plan between the Steering Committee and the Consultant.

Progress reports and updates will be made to Town Council as necessary.

### **6.4 Meeting Management and Documentation**

All meetings will be planned and managed by the Chair with assistance from the Project Co-ordinator.