

STAFF REPORT: PLANNING & BUILDING SERVICES

REPORT TO: Council
MEETING DATE: October 13, 2010
REPORT NO.: PL.10.99
SUBJECT: Request for Proposal – Five Year Official Plan Review
PREPARED BY: David Finbow, Director, Planning & Building Services

A. Recommendations

THAT Council receive Staff Report PL.10.99 respecting “Request for Proposal – Five Year Official Plan Review” and authorize Town Staff to proceed with the release of the Request for Proposal.

B. Background

On May 10, 2010 a Public Meeting was held so as to receive comments from the public and public agencies with respect to desired areas of review and potential revisions to the Town’s Official Plan (the “Plan”) as part of the mandated five year review of the Plan. In addition to the Public Meeting, the Planning & Building Committee considered and received Planning Services Staff Report PL.10.37 respecting “Town of The Blue Mountains Official Plan Review” which contained significant background on this matter (Addendum A). As Council will note in Staff Report PL.10.37, the original intent was for Town Staff to report back to the June 7, 2010 Planning & Building Committee regarding a proposed Terms of Reference and the Request for Proposal however due to other emerging priorities, were not able to do so.. Town Staff have now completed a Draft Request for Proposal (RFP) (Addendum B), which is inclusive of a Terms of Reference, and in light of the fact that the next Planning & Building Committee meeting is scheduled for December 8, 2010, request Council’s authorization to proceed with the release of the RFP.

Town Staff note that since the holding of the Public Meeting, a minimal amount of direct and specific input has been received by the Planning Services Division however Town Staff are very much mindful of comments received from the public with respect to recent development applications. In addition to these comments, Town Staff are cognizant of the input received from the public in the development of The Blue Mountains Sustainable Path, Community Improvement Plan, Planning & Urban Design Strategy and Housing Needs Study. It is hoped that the Official Plan review process will further engage the public, generate meaningful dialogue and bring forward further ideas on the direction of the community.

It is therefore recommended that Council receive Staff Report PL.10.99 respecting “Request for Proposal – Five Year Official Plan Review” and authorize Town Staff to proceed with the release of the Request for Proposal.

C. The Blue Mountains’ Strategic Plan

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

D. Environmental Impacts

None.

E. Budget Impact

The Approved 2010 Budget reflects the following:

F Expected Operating Resource Requirements

YE R	Consult ant	Profession al Services	Contract	Software Support	Training	Equipme nt	Interim Financin g	Miscellaneo us
2010	60,000							
2011	80,000	42,000						
2012		42,000						
2013								
2014								
Total:	140,000	84,000						
							Project Total:	224,000

J Proposed Source of Financing & Funding

YEAR	Grants, Donations, Developer Contributions	Taxation	User Fees	Municipal Act 326-391	Reserves (Specify Below)	Development Charges	Debt
2010		6,000				54,000	
2011		30,000				36,000	
2012		39,000 (1)					
2013		40,000 (1)					
2014		19,000 (1)					
Total:						Project Total:	224,000

Notes to table:

(1) Legal Fees to be addressed over a three year period - \$39,000 in 2012, \$40,000 in 2013 and \$19,000 in 2014.

F. Addendums

- A. PL.10.37
- B. DRAFT RFP – Five Year Official Plan Review

Respectfully submitted by:

David Finbow
Director, Planning & Building Services

D.1

STAFF REPORT: **Planning and Building Services Department**



REPORT TO: **Council**
MEETING DATE: **May 10, 2010**
REPORT NO.: **PL.10.37**
SUBJECT: **Town of The Blue Mountains
Official Plan Review**
PREPARED BY: **Cindy Welsh, MCIP, RPP
Senior Policy Planner**

A. Recommendations

THAT Council does hereby receive Planning Staff Report PL.10.37, Town of The Blue Mountains Official Plan Review; and

THAT a copy of this report be forwarded to the County of Grey for information purposes.

B. Background

Need for Official Plan Review

In accordance with Section 26 of the *Planning Act*, all municipalities are required to conduct a review of their Official Plan every five years after the plan comes into effect. 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)*. In addition, the County of Grey completed their Official Plan five-year review and adopted Official Plan Amendment No. 80 on March 3, 2009, which was forwarded to the Ministry of Municipal Affairs and Housing for approval, which is pending.

The five-year review is also an opportunity to ensure the Official Plan continues to address local priorities and changing community needs. Since the approval of the *Town of The Blue Mountains Official Plan* by the Ontario Municipal Board on September 29, 2006, the Province has introduced several legislative and policy changes including the *Provincial Policy Statement (2005)* and amendments to the *Planning Act* through Bill 51 that affect land use planning at the local level. The County, through Amendment No. 80, adopted policies to focus growth within settlement areas, increase the protection of good agricultural land and areas of significant or sensitive resources and introduced growth management and housing policy sections within their Official Plan.

At the local level, there are a number of initiatives identifying emerging trends which may need to be addressed through this Official Plan Review process including but not limited to, the *Integrated Community Sustainability Plan, Housing Needs Study, Community Improvement Plan, Strategic Planning and Urban Design Study, Economic*

Development Strategy, Transportation Study, Road Needs Study and Comprehensive Environmental Assessment for the Lora Bay, Clarksburg, Thornbury and Camperdown Service Area.

Analysis

The *Town of The Blue Mountains Official Plan* (approved in 2006) has provided an effective framework for land use planning. A number of new land use planning policy initiatives at various levels of government have been introduced since The Blue Mountains Official Plan was approved. There have also been a number of Amendments made to the Plan since 2006. The Blue Mountains Official Plan Review, will, among other matters as may be directed by Council, focus on the following:

- implementation of changes to the *Planning Act* through Bill 51;
- conformity with the *Provincial Policy Statement (2005)*;
- conformity with the *County of Grey Official Plan* resulting from their recent Official Plan Review;
- growth management;
- sustainability;
- healthy communities initiatives;
- natural heritage and natural hazards;
- cultural heritage;
- housing needs;
- intensification;
- transportation and infrastructure;
- urban design; and
- other “technical” and “housekeeping” matters.

Planning Consultant(s)

The process for undertaking the Official Plan Review was approved as part of the 2010 budget process. The Official Plan Review will be led and managed by the Planning and Building Services Department. There will also be an internal municipal advisory team established to assist Planning Staff in advancing this project.

Public Consultation

The Town of The Blue Mountains Official Plan Review will include consultation with the public, agencies and stakeholders, in accordance with the Planning Act and as determined by Council. In order to provide effective consultation, information pertaining to the Official Plan Review will be circulated and distributed through a variety mechanisms including notices and updates utilizing such media as the Town's Website, advertisements in local newspapers and through the Community Engagement e-mail blasts.

Open houses and statutory public meetings under the *Planning Act* will be held at strategic points throughout this project. A mailing list of interested parties, commenting agencies and community groups will be maintained for the purposes of future notification.

Section 26 (3)(a) of the *Planning Act* states that council shall “consult with the approval authority and with the prescribed public bodies with respect to the revisions that may be required”. Town Planning Staff consulted with the County of Grey Planning and Development Department on March 5, 2010, regarding this project. Town Planning Staff provided notice to prescribed public bodies regarding the Official Plan Review on March 31, 2010.

Special Meeting of Council

Section 26 (3)(b) of the *Planning Act* states that Council shall “hold a special meeting of council, open to the public, to discuss the revisions that may be required. The intent of the May 10, 2010, Special Meeting of Council, is to hear submissions and views of the public in consideration of topics to be included in the Official Plan Review.

In accordance with the provisions of the *Planning Act*, notice of the Special Meeting was published at least once a week in each of two separate weeks, and the last publication took place at least 30 days before the date of the meeting. The notice was published in the Blue Mountains Courier-Herald on March 31, 2010 and April 10, 2010. The notice was also published on April 2, 2010 and April 9, 2010, in the Collingwood Enterprise Bulletin. The notice was also provided to commenting agencies, stakeholders and community groups and posted on the Town’s Website.

Terms of Reference/Request for Proposal

Town Staff are in the process of preparing a preliminary Terms of Reference (TOR) for a Request for Proposal (RFP) for professional planning consulting services for the Official Plan Review. Any other topics for consideration identified at the Special Meeting of Council as the result of input from the public and agencies or as directed by Council, will also be included in the Terms of Reference prior to issuing the Request for Proposals.

The Planning and Building Services Department will report back to the Planning and Building Services Committee at the June 7, 2010, Committee meeting regarding a proposed Terms of Reference and the Request for Proposal. It is unknown at this time whether the proposal submissions will be from multi-disciplinary firms or a group of firms teaming to complete the Official Plan Review. Subconsultants may be retained by the lead consultant where necessary.

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, as follows:

YEAR	Consultant	Professional Services	Contract	Software Support	Training	Equipment	Interim Financing	Miscellaneous
2010	60,000							
2011	80,000	42,000						
2012		42,000						
Total:	140,000	84,000						
							Project Total:	224,000

F. Attachments

Nil.

Submitted by:

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B.

DRAFT



- Request for Proposal - TBM-

Please submit the complete proposal including the attached forms, in a sealed envelope quoting the above project number and closing date and forward before 2:00 p.m., - _____ to:

Clerk's Department
Town of The Blue Mountains
26 Bridge Street East, P.O. Box 310
Thornbury, ON N0H 2P0

Closing Date: _____ at 2:00 p.m. LOCAL TIME

Issued: _____

1.0 OVERVIEW

The Town of The Blue Mountains is requesting proposals from interested parties to prepare a work program to complete a comprehensive review and update of the Town's Official Plan. A review of the submitted proposals will lead to the selection of an Official Plan team with the experience required to undertake a comprehensive review of the Official Plan.

2.0 INTRODUCTION AND BACKGROUND

The Town of The Blue Mountains was formed by the amalgamation of Township of Collingwood and the Town of Thornbury on January 1, 1998. The Town of The Blue Mountains is home to over 7,000 permanent residents and provides seasonal living opportunities to thousands more. Geographically, the Town is located on Georgian Bay between, the Town of Collingwood to the south and east and the Municipality of Meaford to the north and west and occupies 286 square kilometres of land area encompassing portions of the Niagara Escarpment. The Town offers both rural, and urban living opportunities and has seen experienced increased development pressures in recent years from expanding resort developments such as Blue Mountain Resort.

As a result, the Official Plan needs to be updated to ensure that it is consistent with the changes to the *Planning Act, R.S.O, 1990, c.P.13* legislated by Bill 51, the 2005 Provincial Policy Statement and brought into conformity with the new County of Grey Official Plan.

The intent of this Request for Proposal (RFP) document is to identify the anticipated significant tasks, the public consultation requirements and to establish the nature of the deliverables.

2.1 OTHER ONGOING WORK

The Town of Blue Mountains is currently preparing or has recently prepared a number of studies that will have an impact on the Official Plan Review. These studies and projects are summarized below:

1. Community Improvement Plan – The CIP provides direction for the establishment of strategies and the development of a policy framework to stimulate economic development and to identify local community objectives. The Community Improvement Plan applies to lands within the commercial areas located within Thornbury, Clarksburgh and Craigeleith.
2. Integrated Community Sustainability Plan – the Town of The Blue Mountains has embarked upon a course of action to develop a long-term Integrated Community Sustainability Plan (ICSP). To accomplish this goal, the Town is engaging Community Partners and residents to determine what type of future they envision for the community and to identify the strategies that will take us there. The Town has

approached numerous local and regional organizations to engage the community (Community Partners) that represent the environment, social, cultural and economic facets of the community to help develop the plan. Over one hundred Community Partners have formally declared their support in this endeavour. In addition to their efforts, ideas and input from local residents is being solicited develop a comprehensive plan.

3. Comprehensive Zoning By-law – The Town is currently preparing a new Comprehensive Zoning By-law to replace the former Township of Collingwood and Village of Thornbury By-laws. The By-law is intended to implement the Official Plan as it exists today and to the greatest extent possible, the approved and in effect County of Grey Official Plan.
4. Adult Entertainment Policy and Regulatory Review – The Town is currently reviewing a number of policy and regulatory options with respect to adult entertainment establishments in the Town. The product of this work will be an Amendment to the current Official Plan and new provisions to be included in the new Comprehensive Zoning By-law.
5. Drive-Through Service Facilities – The Town is reviewing current Zoning By-law provisions and options with respect to drive-through service facilities in the Town. The product of this work will be new provisions to be included within the Town's new Comprehensive Zoning By-law.

3.0 OVERALL PROJECT OBJECTIVES

The intent of the project is to complete a comprehensive review in accordance with the definition of 'comprehensive review' in the 2005 Provincial Policy Statement. The work to be completed is intended to implement the policies of the Provincial government and the policies of the County of Grey in a manner that ensures that the goals, objectives and policy framework in the Town's Official Plan are as well thought out as possible and appropriately provides the basis for managing change in the planning period. Below is a description the approach the Town wishes to take with respect to the work to be completed.

3.1 WHAT ARE THE CHOICES TO BE MADE?

A key component of the work to be completed will be an understanding of what choices the Town has in the future with respect to carrying out land use planning in the Town. For example, there are policy directions that the Town has an obligation to implement, given the current wording of the Planning Act and the Provincial Policy Statement. However, while these policies and the principles behind them are required to be implemented, the means by which they will be implemented is at the Town's discretion. The consultant's role as part of this process will be to clearly articulate what these principles are and then identify the choices available to the Town in their implementation. The Town believes that approaching the work to be completed in this

manner allows for a good understanding of the project expectations being established very early in the process.

A determination of what is “on the table” and what is “not on the table” is a key component of this approach since it allows for the creation of realistic expectations in terms of process and product. For example, the Official Plan Review is not the time to determine whether the Town should grow or not. In other words, the decision on growth has already been made and the intent of the process would be to ensure that the decision is implemented appropriately given the Town's particular context, location and history.

3.2 COMMUNITY STRUCTURE

The current Official Plan has as one of its strong points a policy framework with supporting mapping that clearly articulates the structure of the community and how the community is intended to evolve over time in accordance with that structure.

It is the Town's opinion that a well articulated community structure is required to ensure that there is a context for all planning decisions. Given the current Provincial policy framework that directs that significant changes occur in existing urban areas to make more efficient use of infrastructure, there is a need to be clear on where change is expected and encouraged in the Town and where change is not expected and is therefore discouraged. This context can be established through a structure plan. The Town would like to establish this kind of context to provide the surety required for residents and others on how their community is expected to evolve. The determination of the change/no change context is a key deliverable and product of the work to be completed.

3.3 PROTECTING CHARACTER

A key component of any decision on the identification of change/no change areas is the character of the existing neighbourhood or area. The key test in determining whether change can occur in an area is the degree to which change is or can be made compatible with existing development.

Compatibility has been an issue under consideration at numerous Ontario Municipal Board hearings. In a decision of the OMB dated August 11, 2006 (Decision/Order # 2263), a reference is made on page 7 of that decision to the language of Mr. Chapman in (*Motici et al v. Bernardi*) *when he said being compatible with is not the same as being the same as. Being compatible with is not even the same thing as being similar to. Being similar to implies having a resemblance to another thing; they are like one another, but not completely identical. Being compatible with implies nothing more than being capable of existing together in harmony.*"

On the basis of the above, the Town believes that criteria that assist in determining whether uses can exist together in harmony when change is proposed should be a product of the work. Factors to consider in determining compatibility could include:

- relationship between the massing and height of existing and proposed buildings;
- the location of established building lines (the average setback of existing development from the street);
- the placement of existing and proposed buildings on a lot;
- the lot coverage of existing and proposed development;
- the nature of existing and proposed building materials; and,
- the location of driveways, garages and trees.

3.4 DEVELOPING A WELL THOUGHT OUT VISION

The Town believes that the success of this project requires the establishment of a very well thought out over-arching vision that focuses on developing the building blocks of a successful community. These are the building blocks that instill a feeling of pride on the part of residents and business owners in their community and which provide the basis for continued growth and renewal.

Key building blocks include a diverse economic base, a healthy live-work relationship, a vibrant and healthy natural heritage system, an accessible and responsive open space system and the availability of multiple housing opportunities. Other elements include:

- choice in the market place, in terms of obtaining goods and services (the larger the community the greater the choice);
- a range of educational and training opportunities (from Pre-Kindergarten to Post Secondary);
- a range of housing types for all levels of income;
- a range of health care services for the majority of the residents (it is recognized that not every hospital can provide higher order services and that medical services are increasingly becoming focused in key hospitals that serve a wide region);
- a range of community and social services to assist the majority of those in need in the community;
- a range of cultural and recreational opportunities and facilities; and,
- a population level and density that supports the provision of public transit.

All of the elements above are elements of a 'complete community'. Developing policies and strategies and then being able to measure their success will be a key consideration throughout all of the work to be completed.

3.5 TRANSPARENCY

Given the number of competing interests in the community, any process that sets the stage for how the Town will move forward has to be transparent and defensible. This means that every policy has to be clear, be based on and support the over-arching

vision for the community and be capable of implementation. In the Town's view, creating expectations that cannot be realized are not in the public interest. This means that the process to be established has to be open and clearly articulated in advance.

3.6 SETTING OUT CLEAR URBAN DESIGN GOALS

Setting out clear urban design goals and objectives is required. Urban design is one of the most effective - and most frequently underemphasized - community building tools. In its many forms, urban design measures have a direct impact on social interaction and safety, legibility, access, circulation, orientation and connectivity to the natural environment. Good urban design makes the difference between a well-functioning but characterless area, and one that is lively, engaging and interactive, creating both a neighbourhood identity, as well as a destination.

The Town's goal is to develop a well thought-out approach that: recognizes the Town's urban design heritage; responds to the Town's needs; captures the momentum of renewed public and private interest in design guidelines and opportunities provided through revised Provincial policies; ensures sustainability principles are inherent in all urban design facets; identifies gaps between 'theory' and 'practice'; and develops clear, consensus-based recommendations.

3.7 HAVE TO BE PRACTICAL

It is relatively easy to write policy. However, the real challenge is developing policy that is both forward-looking and balanced, in terms of recognizing the multitude of competing interests that will have a stake in the outcome. This means that a policy framework that is not overly dogmatic and/or overly ambitious to the point of being unattainable is not in the public interest since it will only breed cynicism and erode public support for public institutions. On the other hand, a policy framework that is convoluted, wishy-washy, too open to interpretation and/or which depends on the actions of other levels of government for its success is not in the public interest either.

This means that the Town has to end up somewhere in the middle, so that any reasonable person can understand and appreciate the basis for the policy framework and support its basic objectives, even if there are issues with the details. Understanding the role of local government is a key component in this regard, since the focus of the work will be to develop a vision and policy framework that can be implemented at the local level. Being practical also means that the policy frameworks developed can be much more easily defended at the Ontario Municipal Board.

4.0 SPECIFIC TASKS

4.1 INTRODUCTION

The review of the Official Plan will involve the review of existing policy and where appropriate, the establishment of new policy directions in consultation with Staff,

Council, Committees of Council and residents and stakeholders. The Official Plan Review is considered to be a municipal comprehensive review as defined by the 2005 Provincial Policy Statement.

The definition of a Municipal Comprehensive Review is below:

Comprehensive review: means

- a) *for the purposes of policies 1.1.3.9 and 1.3.2, an official plan review which is initiated by a planning authority, or an official plan amendment which is initiated or adopted by a planning authority, which:*
1. *is based on a review of population and growth projections and which reflect projections and allocations by upper-tier municipalities and provincial plans, where applicable; considers alternative directions for growth; and determines how best to accommodate this growth while protecting provincial interests;*
 2. *utilizes opportunities to accommodate projected growth through intensification and redevelopment;*
 3. *confirms that the lands to be developed do not comprise specialty crop areas in accordance with policy 2.3.2;*
 4. *is integrated with planning for infrastructure and public service facilities; and*
 5. *considers cross-jurisdictional issues.*

The primary tasks of the Official Plan Review will be to:

1. Implement the changes to the *Planning Act, R.S.O., 1990, c.P.13* made by Bills 26 and 51;
2. Ensure consistency and implementation of the 2005 Provincial Policy Statement;
3. Ensure conformity with the County of Grey Official Plan;
4. Develop a growth management strategy based on future residential and non-residential land requirements;
5. Develop strategy to encourage intensification;
6. Update the urban design policy framework;
7. Develop a cultural heritage policy framework;
8. Review the agricultural land classification and update the agricultural policy framework, particularly in specialty crop areas;
9. Review the natural heritage policies and values including source water protection and update as required;
10. Updated the natural hazard policies particularly as they apply to the Georgian Bay Shoreline; and,
11. Prepare updated transportation and infrastructure polices to ensure that they provide the basis for the expected growth to 2031.

4.2 DISCUSSION OF SPECIFIC TASKS

4.2.1 Planning Act Implementation

Bill 51 legislated a number of changes to the *Planning Act, R.S.O., 1990, c.P.13*, that affect local municipalities including; changes to notice requirements, changes to complete application requirements, establishment of local appeal bodies, urban design regulation and enabling zoning with conditions. The preparation of the Official Plan shall review these changes and provide a recommended policy approach for the Town.

4.2.2 Provincial Policy Statement Consistency

The Provincial Policy Statement (PPS) requires municipalities to develop policies that; require the development of a range and mix of housing and employment types, direct development to settlements, establish intensification targets, protect natural heritage features and promote economic growth. The preparation of the Official Plan shall ensure consistency with the PPS.

4.2.3 Grey County Official Plan

The Grey County Official Plan establishes a growth management framework and natural heritage framework for the County. The Town of The Blue Mountains Official Plan is required to conform to the Grey County Official Plan.

4.2.4 Growth Management

The County of Grey Official Plan establishes population and employment allocations for each of the municipalities in the County. In this regard, the County Official Plan anticipates that the population of the Town would increase to 9,700 persons in 2031 and that the amount of employment would increase to 3,690 jobs in 2031. These projections were based on a Growth Management Strategy Report prepared by Malone Given Parsons in 2007.

It is noted that the expected population increase is solely comprised of population that would be considered as permanent. However, in the case of the Town of The Blue Mountains much of the recent development in the Town has been in the form of the development of second or third dwellings. As a result, the population expectations for the Town as articulated within the County of Grey Official Plan are not very relevant in terms of determining land needs for future development growth in the Town. On this basis, there is a need to carry out a high-level analysis to determine what the current supply of land is for various forms of residential development and to determine what the land needs are for each of those forms. Much of the housing in the Town of The Blue Mountains is created from a demand for second and third home development. In addition, many resort units have been built in recent years and while they could be considered to be commercial in nature, they also are occupied on a part-time basis by seasonal residents.

With respect to employment, a significant portion of jobs in the Town are in the service sector or construction sector. While there are some manufacturing jobs it is expected that the majority of the new jobs will be service based. As part of the Official Plan review, the consultant shall make recommendation with respect to the requirement for the designation of new employment lands to accommodate employment uses, such as manufacturing, fabrication and processing. In this regard, if there is a need for these lands, the most appropriate location should be identified.

4.2.5 Develop Intensification Strategy

The PPS requires municipalities to establish an intensification strategy which includes intensification targets. The products of this work will be a determination of which areas are appropriate for intensification, which areas are not appropriate for intensification and the form intensification should take in the Town.

4.2.6 Update Urban Design Policies

The Town has identified that establishing a “sense of place” in new developments and existing areas is a key component to attracting tourism and the subsequent economic revenue that is created. The consultant shall make recommendations on Urban Design policies to be incorporated in the Official Plan. The consultant shall review the appropriateness of establishing urban design regulations for the Zoning By-law through the policy review.

4.2.7 Develop Cultural Heritage Policy

The Town has identified that historic buildings and cultural heritage landscapes are important factors that make the Town of The Blue Mountains an attractive place to live and visit. The consultant shall develop a policy approach to protect important cultural heritage features of the Town that have been identified.

4.2.8 Review Agricultural Land Classification and Update Policy Framework

The Town has received requests from residents to review the land classification of areas identified as Specialty Crop lands in the Town. As part of the Official Plan Review, the consultant team shall undertake a review of Specialty Crop lands in the Town to determine the significance of these lands. The Official Plan may appropriately designate these lands in accordance with the recommendation of the review. As well, a review of the continuation of how to properly harmonize the Official Plan with both provincial and federal agriculture-related legislation will be undertaken.

4.2.9 Natural Heritage Review

The Town values the natural heritage system and its importance in the sustainability of the Town. The consultant team shall expand on the natural heritage work completed

as part of the County Official Plan and identify locally significant features where appropriate. The consultant team shall prepare Official Plan policy or natural heritage that is consistent with the Natural Heritage direction of the PPS.

4.2.10 Natural Hazards

The PPS requires the identification and evaluation of natural hazards in the Town. The consultant shall work with the Town and the local Conservation Authorities to identify the hazard features and develop policy directions to preserve hazard areas and prevent incompatible development. Of particular interest to the Town is the requirement in the PPS in Section 3.1.2 a) that development and site alteration shall not be within the dynamic beach hazard. Given that dynamic beach areas exist in the Town, this issue needs to be reviewed.

4.2.11 Transportation and Infrastructure

The consultant team shall complete a review of transportation and water, wastewater and stormwater policy framework in the Town and identify how the policy framework should be prepared to ensure that expected growth can be appropriately accommodated.

5.0 MUNICIPAL TEAM STRUCTURE

The Blue Mountains Planning and Building Services Department will coordinate all aspects of the Official Plan Review, including input from all Town Departments, commenting agencies and the public. The Planning and Building Services Department is responsible for Official Plan Review supervision to ensure that the work and materials are satisfactory to The Blue Mountains, subject to Council approval. This shall include monitoring the progress of the Official Plan Review and its components, through all phases, liaising with the Consultant on a regular basis, exercising budgetary control subject to Council approval, circulation of material and products and liaising with the public and various agencies.

An Official Plan Review Steering Committee will be established to review the process, deliverables and provide municipal comment. The Steering Committee will be comprised of Members of Council, Senior Staff, a member of County Planning Staff and key public and agency representatives.

6.0 APPROACH TO PUBLIC CONSULTATION

The Town recognizes the vital role of public outreach and consultation. The Official Plan Review is a significant undertaking with profound implications for the Town's future. In this regard, the Town wishes that public input be 'maximized' — ***and rightfully so.***

Future development and growth, by definition, involves change — and change is rarely simple or universally embraced. The creation of strategic and compelling land use policy will require a multidisciplinary effort and will explore the interdependence and inter-relationships between natural, cultural and built environments. On another, but equally important level, this project will be about the interplay of the different and sometimes competing perspectives of landowners, developers, business and industry, environmental groups, academics, councillors and a host of other stakeholders and political interests. Consensus will be elusive. The Town understands the complexity and sensitivity involved in a project of this type.

The Town also understand that this project is about helping the Town realize its aspirations and deliver on the promise of a richly imagined future. However, the project is not simply about land and land use — it is also about the equally fertile terrain of the human heart and mind, and the Town's collective ability to imagine what can be.

Public consultation is an important, indispensable component of the process. In the Town's view, it is more than a project requirement; ***it is also a success imperative.*** Properly executed, consultation can help put the Town in a strong position to make sound decisions that will facilitate wise and enlightened development and be defensible at the Ontario Municipal Board. The Town believes that people need and deserve an opportunity to provide input — to give voice to their perspectives, issues and ideas. The Town also recognizes that consultation is also communication — it is an important opportunity for the Town and its consultants to inform, educate, inspire confidence, and maximize consensus and support.

For public consultation to succeed there must also be outreach. By outreach this means more than simply promoting opportunities for formal input. There must also be communication that helps inform public debate and that fosters a minimum knowledge base allowing for a reasonable exploration of complex issues. The Town has an important role to play in helping 'equip' people to most effectively participate in an involved and meaningful way.

At risk of over-simplification, the Town and the general public have, at a minimum, the following 'outreach and consultation-related needs':

The Town needs...

- To 'get the word out' — to provide technical information in an easily understood form to adequately inform discussion and debate;
- A consultation process that generates ideas, not only opposition — that engenders more than the aggressive articulation of polarized opinion;
- To hear from a reasonably representative cross-section of its citizens; and
- To be understood and appropriately positioned.

The public needs...

- To understand the salient issues: their relevance and implications;
- Opportunities to be heard and listened to (not 'managed') throughout the process;
- To have influence, not waste their time; and,
- A project process that ensures transparency and accountability.

A public consultation program that achieves the above objectives needs to be articulated in the proposal. As well, this process must take into consideration that the Town has a large number of seasonal and part-time residents and/or stakeholders and the consultant must develop a consultation strategy that captures input from these groups including weekend and evening sessions.

7.0 STUDY TEAM REQUIREMENTS

It is the expectation of the Town that the project be led by a land use planner who is a Registered Professional Planner. This land use planner should have previous experience working with rural and urban municipalities in central Ontario, an excellent understanding of Provincial Policy, growth management strategies and previous experience with Official Plan Reviews.

The following skill sets are also required on the consulting team:

1. Agricultural Expert

A member of the Study Team must have experience in the classification of agricultural lands in central Ontario and particularly the classification of Specialty Crop lands. The agricultural expert will provide advice regarding the nature of Specialty Crop lands in the Town.

2. Urban Design Expert

A member of the Study Team should have expertise in the area of Urban Design. Proven experience leading design initiatives and policy development in small communities, particularly tourist destination communities is preferred.

3. Natural Heritage Expert

A member of the Study Team will be required to be a biologist with have expertise in the identification and analysis of natural heritage features and functions. Experience in the review of groundwater recharge areas is an asset.

4. Facilitation Expert

A member of the Study Team will be required to have experience with public workshop and public meeting facilitation. The Town of The Blue Mountains has a variety of stakeholders including developers, the agricultural community, urban interests, rural interests, naturalists, year round residents and seasonal residents that will need to work cooperatively and productively through the Official Plan review.

5. Economic Development Expert

A member of the Study Team will be required to provide expertise on such issues as employment land requirements and local and provincial economic market opportunities.

8.0 WORK PLAN

Phase One – Background Issues and Review of Existing Plan

1. Document Review and Policy Needs Identification
2. Growth Management Review and Intensification
3. Steering Committee Meeting #1
4. Visioning Workshop with the General Public (Public Session #1)
5. Visioning Workshop with the Chamber of Commerce and BIA (Public Session #2)
6. Visioning Workshop with the Agricultural/Rural Community (Public Session #3)
7. Visioning Workshop with the Development Community (Public Session #4)
8. Visioning Workshop with “Environmental” Groups (BMWTF, Bruce Trail, etc.)(Public Session #5)
9. Visioning Workshop with Other Special Interests (Breaking Down Barriers, Beaver Valley Outreach, etc.)(Public Session #6)
10. Meeting #1 with ABC’s (GSCA, NVCA, NEC, County of Grey, Health Unit, etc.)
11. Natural Heritage Review
12. Agricultural Lands Review
13. Cultural Heritage Review
14. Urban Design Review
15. Steering Committee Meeting #2
16. Planning Directions Report (Policy Options)
17. Policy Options and Recommendations Paper
18. Public Meeting #1 – Presentation of Policy Options and Recommendations (Public Session #7)
19. Steering Committee Meeting #3 – Policy Options Presentation

Phase Two – Plan Preparation

20. First Draft Preparation
21. Steering Committee Meeting #4 – First Draft Review

22. Public Workshops – First Draft Presentation (Public Sessions 8 – 13)
23. Meeting #2 with ABC's
24. Second Draft of Official Plan
25. Steering Committee Meeting #5
26. Agency Circulation
27. Public Open House and Workshop
28. Planning & Building Committee Presentation of Second Draft
29. Prepare Third Draft of Official Plan
30. Meeting with Council
31. Statutory Public Meeting
32. Steering Committee Meeting #5
33. Prepare Final Official Plan for Adoption
34. Council consideration
35. Submission to County of Grey for Approval

9.0 OFFICIAL PLAN REVIEW DELIVERABLES

1. 1 unbound copy of the Policy Directions Report Paper and 1 digital copy in MSWord format
2. 1 unbound copy of the Policy Options Paper and 1 digital copy in MSWord format
3. 1 digital copy of each draft of the Official Plan in Adobe pdf. format.
4. 1 unbound copy of the Final Official Plan and 1 digital copy on MSWord format
5. Attendance at a minimum of five (5) Steering Committee Meetings
6. Attendance at a minimum of three (3) Public Workshops/Open House, which must be planned around the seasonal nature of the Town.
7. Attendance at a minimum of two (2) Council Meetings (one of which to be the statutory Public Meeting)

10.0 TIMELINES AND BUDGET

The project is anticipated to be completed by January 2012.

The project budget has been established at \$140,000

11.0 PROPOSAL REQUIREMENTS

11.1 REQUIRED ITEMS

1. Proposal
2. Schedule of Fees (Per Diem)
3. Gantt Chart

All proposals must be completed upon the forms provided and submitted in sealed packages, clearly marked as to the contents and shall include one (1) original, four (4) copies and a digital copy on CD of all of the submission material.

11.2 PROPOSAL CLOSING

Proposal submissions must be received by the Town of The Blue Mountains Municipal Office on or before 2:00pm, municipal office time, on _____

11.3 PROPOSAL EVALUATION

Proposals will be evaluated based on the proposed work plan, knowledge and expertise of the project team, and understanding of the issues and project identified in the proposal.