



Staff Report

Planning & Development Services – Planning Division

Report To: COW-Operations, Planning and Development Services
Meeting Date: February 21, 2023
Report Number: PDS.23.018
Title: Information Report – Official Plan 5 Year Review Project Update
Prepared by: Shawn Postma, Manager of Community Planning

A. Recommendations

THAT Council receive Staff Report PDS.23.018, entitled “Information Report – Official Plan 5 Year Review Project Update”;

B. Overview

The purpose of this report is to provide an overview and history of the Official Plan 5-Year Review project and to illustrate for Council changes to the Phase 2 Project Workplan, Steering Committee and Public Engagement Plan.

C. Background

Town Planning Staff initiated the Official Plan 5 Year Review in July 2021 through a Public Meeting and series of Staff Reports. By November 2021 Council had endorsed a project framework, phasing plan, scope of work, project steering committee and public engagement plan. From there a Request for Proposal was released to secure outside consulting services with specialized expertise in various areas.

Phase 1 of the Official Plan 5 Year Review was underway by February 2022 and wrapped up in September 2022 with Council endorsing a Draft Official Plan Amendment (known as Official Plan Amendment No. 3, or OPA 3). Formal adoption and approval of the OPA 3 was deferred until the completion of Phase 2 so that a decision on Phase 1 and Phase 2 could be executed together.

Additional information on the Phase 1 Official Plan Review Process can be found on the project website at www.tbmbblueprint.ca. Included on the website are regularly posted updates, a project timeline, explainer video and all Phase 1 and 2 project information including:

- Background Papers and Survey Results
- All Staff Reports
- Content from Public Information Centres -Presentations / Meeting Recordings

- Draft Official Plan Amendment No. 3, Official Plan with Track Changes
- Public Comments Summary

Webpage visitors also have an ability to sign up for live project updates and notifications via email through the subscriptions link.

Phase 2 is now underway with the preparation of a series of Background Papers. The Background Papers are divided into themes and provide the research and supporting data into various directions and options that the Town can take prior to formulating new Official Plan policies. These Background Papers provide a critical step in providing the supporting documentation behind any new policy. Prior to the finalization of Background Papers and the identification of available direction/options, a Council Workshop will be completed to inform Council on the direction/options of each Background Paper.

Figure 1: List of Background Papers

Phase 2 Background Papers:

1. Environment and Climate Change
2. Transit and Transportation
3. Indigenous Engagement
4. Parks and Open Space
5. Commercial and Employment Lands
6. Source Water Protection
7. Infrastructure and Servicing
8. Agriculture and Rural Lands
9. General Development Policies Updates
10. *Building Height Study (New)*
11. *Community Design Guidelines (New)*

The workplan for Phase 2 was developed in November 2021, and with the experience gained through the completion of Phase 1, there are a number of minor enhancements to the project workplan including additional background research work, increased public consultation, increased council involvement, and the elimination of the steering committee. These Phase 2 project modifications are described in greater detail below, including:

1. The project schedule remains unchanged and set to be completed for December 2023.

2. The project budget is not impacted as project cost savings found in Phase 1 will carry forward, and a portion of the contingency budget can be utilized to cover additional project items.
3. The addition of two new Background Papers including an update to the 2012 Community Design Guidelines, and the preparation of a Building Height Study.
4. The addition of Official Plan Reviews from Comparable Municipalities with a focus on alignment with adjacent municipalities and seeking out latest industry best practices.
5. The preparation of Phase 2 Background Papers to be completed by the Consulting Team under the direction of the Town. Previously, the preparation of Background Papers was distributed between Town Staff and the Consulting Team. (See Figure 3)
6. The utilization of the consulting team to support the Town in Public Engagement, and Council Reporting. (See Figure 3)

Figure 3: Approved Phase 2 Workplan and Proposed Phase 2 Workplan

Phase 2 Task	Initial Workplan	Revised Workplan
Phase 2 Project Kick Off	TC	TC
Preparation of Background Papers	TC	C
Council Workshop	N/A	TC
School and Student Engagement	T	TC
Council Report 1	T	TC
Public Information Sessions (5)	TC	TC
Council Report 2	N/A	TC
Public Event	T	TC
Prepare Official Plan Amendments	C	C
Public Open House / Public Meeting	TC	TC
Council Report 3	TC	TC
Council Decision	C	C

(T) Town Task
(C) Consulting Team Task
(TC) Town and Consulting Team Task

7. The elimination of the Steering Committee to be replaced with the addition of an early Council Workshop and more frequent reporting directly to Council.
8. The continuation of Public Information Centres. Phase 1 included two open house type meetings and Phase 2 proposes five. These open houses are to be held throughout the municipality and will focus on the findings and policy options identified in the background papers.
9. A new consultation opportunity through a community event or other ‘pop up’ type session to gain additional public feedback on items raised throughout the project.

The revisions to Phase 2 results in a revised project timeline as shown in Figure 2 below:

Figure 2: Revised Project Timeline



Additional information regarding the existing project workplan, timeline, public engagement and the steering committee can be found in [Planning Staff Report PDS.21.152](#).

D. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

E. Environmental Impacts

Environmental policies will be updated and enhanced to current Provincial Policy, Provincial Plans, and the County of Grey Official Plan. Consultation will be received from the Grey Sauble and Nottawasaga Valley Conservation Authorities. More detailed environmental impacts will be considered in future staff reports.

F. Financial Impacts

The current upset fee limit for the project is \$235,000 which includes contingency fees. With the proposed revisions, an additional \$34,000 in new costs will be required for Phase 2. These new costs can be accommodated within the existing budget as Phase 1 of the project was completed under budget with an overall savings of approximately \$12,000. Should Council endorse the recommendations within this report, the contingency fee will be utilized and be reduced by \$22,000 for a new contingency total of approximately \$36,000.

G. In Consultation With

Adam Smith, Director of Planning and Development Services

H. Public Engagement

The topic of this Staff Report has been the subject of a previous Public Meeting, Public Open House and two Public Information Centres which took place in June, July and August 2022 for Phase 1. Phase 2 also proposes a Public Meeting, Public Open House and five Public Information Centres.

Notice of this report has been posted to the project website and circulated through our project subscribers list. Any comments regarding this report should be submitted to Shawn Postma, Manager of Community Planning at planning@thebluemountains.ca

I. Attached

1. Nil

Respectfully submitted,

Shawn Postma
Manager of Community Planning

For more information, please contact:
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Report Approval Details

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Attachments:	
Final Approval Date:	Feb 10, 2023

This report and all of its attachments were approved and signed as outlined below:

Adam Smith - Feb 10, 2023 - 12:44 PM