



# Staff Report

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## Planning & Development Services – Planning Division

**Report To:** Committee of the Whole Meeting  
**Meeting Date:** November 30, 2021  
**Report Number:** PDS.21.152  
**Title:** Official Plan 5 Year Review Project Update – Terms of Reference and Committee Structure  
**Prepared by:** Shawn Postma, Senior Policy Planner

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### A. Recommendations

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THAT Council receive Staff Report PDS.21.152, entitled “Official Plan 5 Year Review Project Update – Terms of Reference and Committee Structure”;

AND THAT Council approve the Terms of Reference of the Project Steering Committee for the Official Plan 5 Year Review Project;

AND THAT Council endorse the proposed project framework, project phasing, scope of work, roles and responsibilities, and public engagement plan as substantively outlined in Planning Staff Report PDS.21.152;

AND THAT Council direct Staff to finalize a Request for Proposal and secure external consulting services for the Official Plan 5-Year Review and Comprehensive Update to complete Phase 1 and Phase 2 of the project framework as described in Staff Report PDS-21.152.

### B. Overview

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The purpose of this report is to receive endorsement from Council on the Official Plan 5-Year Review (OPR) project framework, project phasing, proposed OPR Scope of Work, roles and responsibilities of Council, Town staff, external consultants and project steering committee. Staff are also seeking Council direction to finalize a Request for Proposal based on the OPR Scope of Work and to secure external consulting services for Phase 1 and Phase 2 of the project framework.

### C. Background

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The Ontario Planning Act requires that a Municipality regularly update their Official Plan to remain current with County and Provincial planning documents, and to provide an opportunity to update the Plan with recent municipal direction, approved plans and other policies.

The Town initiated the Official Plan 5-Year review process in May 2021 where Planning Staff presented [Staff Report PDS.21.054](#) that provided early information to Council regarding process requirements, public consultation, and preliminary list of project inclusions.



An initial Public Meeting was held in July 2021 to advise the community that the Official Plan Review process is starting up and to provide an overview of the project components and to receive initial public and agency comments. Staff presented an [Information Report PDS.21.103](#) that provided a summary of the Public Meeting including comments received, and an updated list of project inclusions. Council provided further direction at this time to provide additional information on the Project Framework and to complete the Project Terms of Reference, as well as the Terms of Reference for a Steering Committee and Working Group.

To better understand the expectations of Council on the size and scope of the project, Planning Staff under the recommendations of the Steering Committee held individual interviews with Council members in September 2021. Focused questions were presented on the community, current Official Plan and new Official Plan direction in an open dialogue format. The interviews resulted in some consistent themes and opportunities for project enhancements that are included in the project terms of reference.

Based on the work completed to date, Planning Staff have the following project framework and project phasing, defined roles of staff, consultants and the steering committee, public consultation plan and a comprehensive terms of reference to share. Part D to this Staff Report provides an overview for each of these components and the list of attachments provide further details of the components.

## D. Analysis

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### Project Framework and Project Phasing

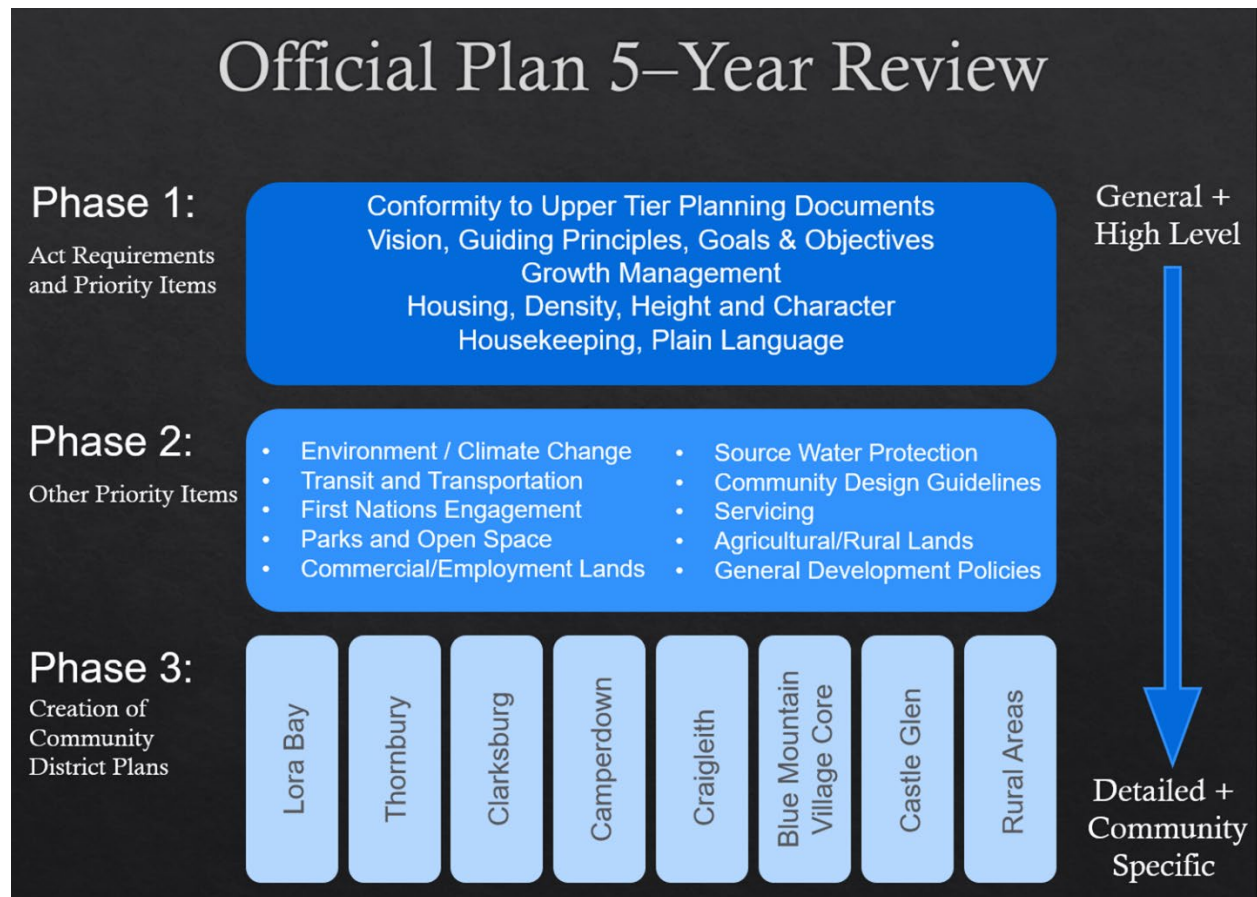
The Official Plan 5-Year Review is proposed to be developed over three phases described in Figure 1 below. Phase 1 and 2 consist of the Official Plan 5-Year Review and Comprehensive Update. Phase 3 consists of a potential enhancement to the Official Plan that can be adopted in principle now, with further details considered by Council.

The Official Plan Review is led by Town Planning Staff and supported by private consultants with expertise in focused areas. Council and Staff support a locally 'Made in Blue' Official Plan update that can primarily be developed in-house. A number of Attachments are included in this Staff Report with further details including:

- |               |   |
|---------------|---|
| Attachment #1 | Steering Committee Terms of Reference       |
| Attachment #2 | Project Terms of Reference and (Summary)    |
| Attachment #3 | Project Terms of Reference (Detailed Tasks) |
| Attachment #4 | Roles of Staff and Roles of Consultants     |
| Attachment #5 | Public Engagement Plan                      |



Figure 1: Proposed Phasing of Official Plan 5-Year Review and Comprehensive Update



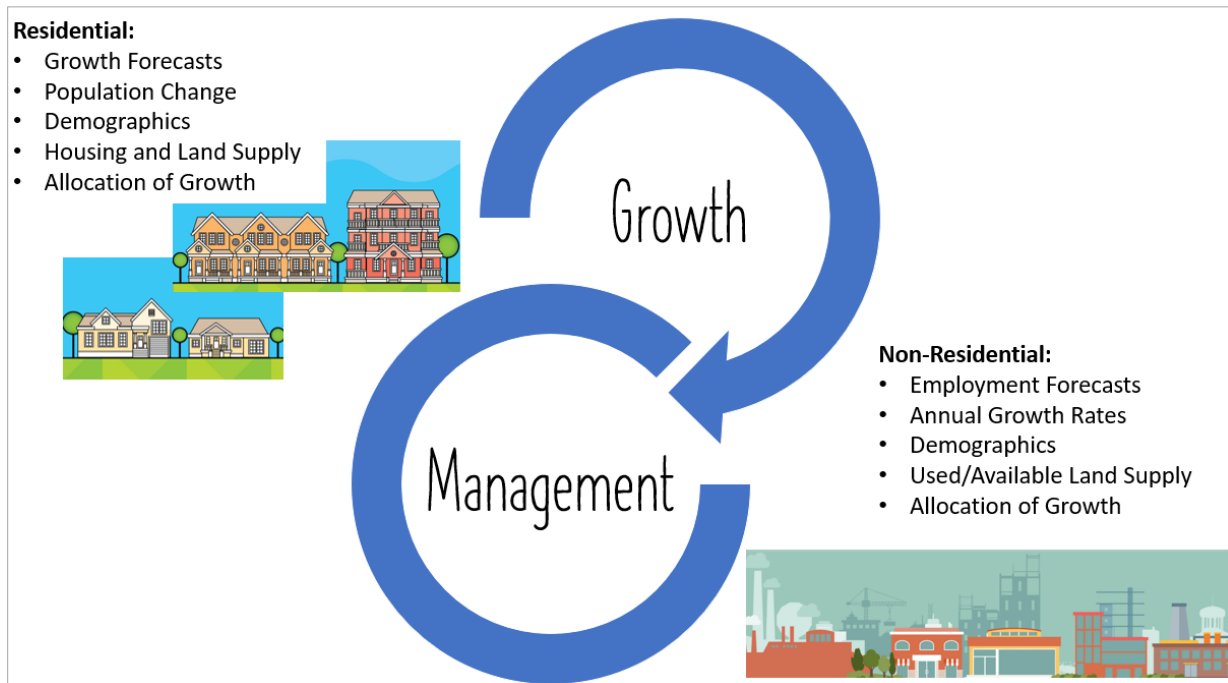
The phased approach allows us to build a Plan with strategic timing. Phase 1 focuses on the legislated requirements, the overall Plan Vision and Goals and Objectives as well as the priority issues identified by Council, Staff and the Public. The scoped limits of Phase 1 have been structured to be completed with the current Council prior to the Fall 2022 municipal election.

### Phase 1

Phase 1 sets the foundation for Phase 2 and Phase 3. The phased approach described in Figure 1 provides an up-front opportunity for Phase 1 to focus on the **Vision, Guiding Principles, Goals and Objectives** of the Official Plan. The Vision and Guiding Principles are integral as they form the basis for all policies contained in the Plan. Goals and Objectives will also be assessed as to what degree they have accomplished to date.

**Phase 1 Component -- Growth Management** (See Figure 2 Below) including population changes, population forecasts and changes to employment needs are integral to the basis of the Plan and will influence a majority of policy sections within the Plan. Phase 1 includes a policy and background paper on Growth Management data that builds upon the County of Grey Growth Management Plan (To be completed by end of 2021) will direct required updates to policies related to Density, Housing, Height and Character.

Figure 2: Growth Management

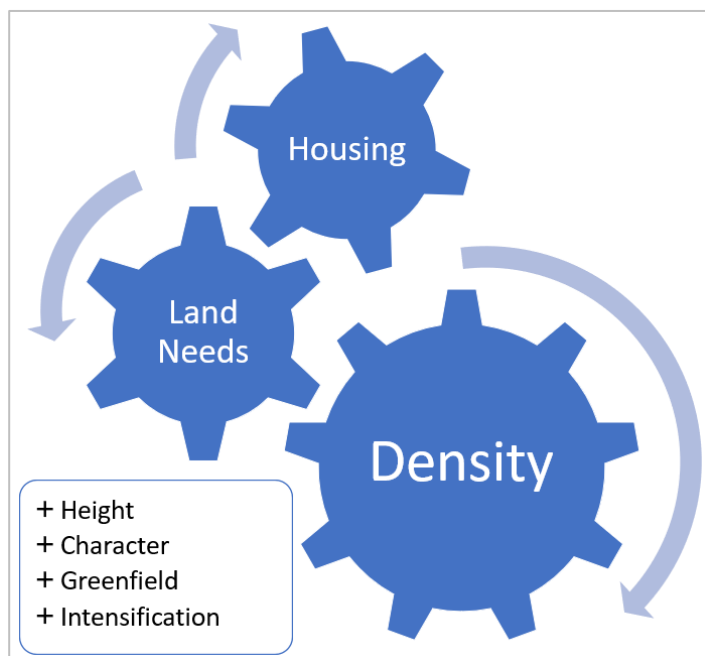


A Background Policy Paper supported by a private land economist consultant is proposed for Growth Management including the preparation of local growth projections (population, housing, and employment by service area), inventory of available residential and non-residential land supply. Various options will be presented that seek to balance the need for land consumption, density and height. An analysis of servicing infrastructure lifecycle costs will also be developed for each option. Key inputs for this stage include the release of StatsCan preliminary census data related to population in February 2022.

The results from the Growth Management work will initiate the next round of public consultation with a focus on assessing and reviewing the existing density, housing, height and character policies.

**Phase 1 Component -- Density** policies will be updated in accordance with upper tier requirements as well as to consider new minimum and maximum density limits, pre-zoning, and opportunities for intensification on both greenfield sites and within existing built-up areas.

**Phase 1 Component -- Housing** will include background data collection on



existing land supply, current housing stock and approved/designated lands. Options will be considered for a range of housing mix scenarios, (unit affordability and unit types) and fiscal implications of different development scenarios. Opportunities are available to consider increasing the accessory apartment / second unit policies to include up to three residential units.

At the same time that the Growth Management work is being completed, Planning Staff will focus on updating policy sections related to the Planning Act changes, new Provincial Policy Statement, new County of Grey Official Plan, new Niagara Escarpment Plan, and our own Official Plan 5-Year review policies.

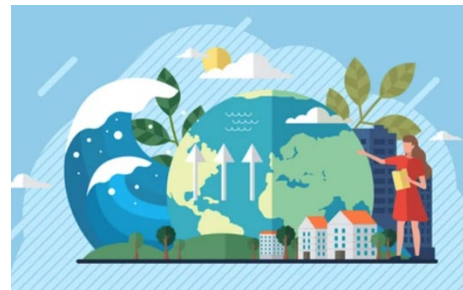
**Phase 1 Component – Housekeeping and General Updates** - Planning Staff also have a running list of approximately 20 Housekeeping Items that need to be addressed. Housekeeping items are typically policy or mapping sections that require minor clarification or modification. Housekeeping items are not large enough to demand their own immediate Official Plan Amendment and generally do not alter the general intent and purpose of the Official Plan.

Following the completion of the Phase 1 work described above, Official Plan Amendment documents will be prepared and presented at a Public Open House and Public Meeting. An Information or Recommendation Report will follow requesting a decision of Council.

Phase 2 consists of all other priority items related to the Official Plan update. Each identified theme will include its own Background Policy Paper addressing conformity to upper tier planning documents and the review/assessment of existing policy direction against other approved plans, policies and industry best practices.

## Phase 2

**Environment and Climate Change** is proposed to be considered under Phase 2. The timing is directly influenced with the completion of the Integrated Community Sustainability Plan (December 2022) and the current startup role of the new Manager of Climate Change hired at the County of Grey. New tree preservation/removal policies to be inserted. Section D8 (Sustainable Development) of Official Plan to also be assessed and updated as required.



**Transit and Transportation** is recommended to be considered with benefit of the final approved Transportation Master Plan (to be completed August 2022). Section D2 (Transportation) and Schedule 'B' to the Official Plan to be assessed and updated as required. Policy updates on parking requirements.

**Parks and Open Space** to be considered with the final approved Leisure Activities Plan in consultation with the Community Services Department.

**Indigenous Engagement** is required to recognize traditional territory of Indigenous communities, collaboration on land use issues and involvement in land use decisions.

**Commercial and Employment lands** policies to be updated per Growth Management recommendations from Phase 1 and Census Data (November 2022). Options are to be considered to provide policies that encourage 'shovel ready' non-residential development.

**Source Water Protection** policies and mapping to be updated as per latest protection plans.

**Community Design Guidelines** project to begin in 2022. Project recommendations on high-quality design, green building techniques, and character to be inserted as well as January 2021 Community Improvement Plan – Town Wide Revitalization recommendations to be inserted.

**Infrastructure and Servicing** policies to be updated in accordance with updated direction from the Province and County. Water and sanitary sewer servicing objectives to be reviewed including timing of development approvals with existing or planned infrastructure. Broadband high-speed internet polices to be considered as part of planned servicing. Updates required to solid waste disposal and sewage treatment plant areas.

**Agricultural and Rural Lands** to be reviewed with new policies developed to encourage as-of-right on-farm diversified uses that protect and promote our agricultural and rural areas.



*(Official Plan Review Themes: Agriculture, Transportation, Servicing, Parks/Open Space, Growth)*

### Phase 3

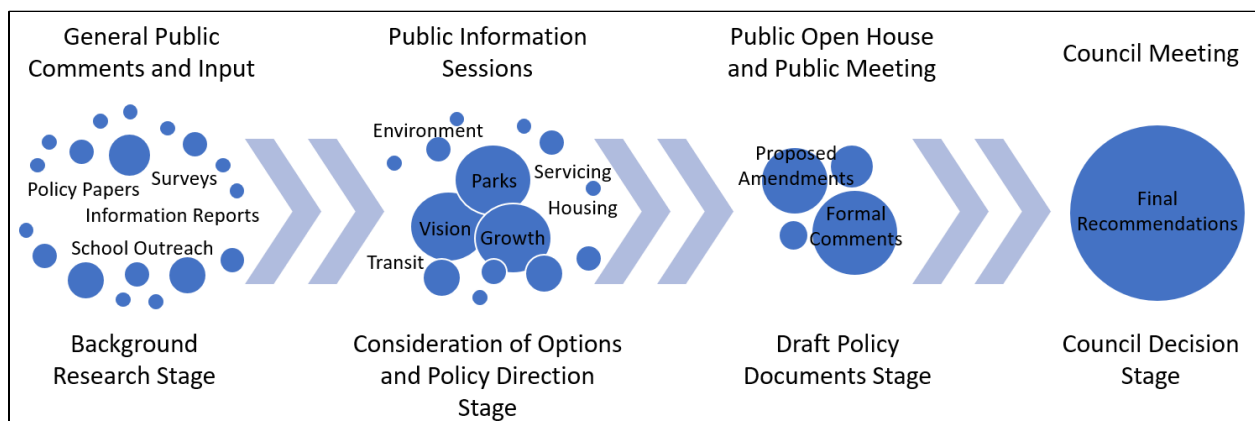
Phase 1 and 2 will complete the Official Plan 5-Year Review and Comprehensive Update. Phase 3 is proposed as an enhancement to the current Official Plan and to set the foundation for the New Official Plan scheduled to begin in 2025-2026. Phase 3 incorporates Community Plans into the Official Plan that are intended to provide a focus to the development policies relevant to each community in the Town (Lora Bay, Thornbury, Clarksburg, Camperdown, Craigeleith, Blue Mountain Village and the Agricultural/Rural Area). The intent of this approach ensures that each area of the Town can benefit from area-specific policies that reflect uniqueness and the development policies that are needed to fulfill the Town's long term land use vision for each area. Phase 3 will be subject to future Council and Budget considerations.

The above project framework has also been summarized in point form in Attachment #2 Project Terms of Reference and (Summary). Timelines are also included with estimated completion dates.

Attachment #3 builds on Attachment #2 by providing the next level of detail for each theme including an itemized list of tasks to be completed. Attachment #3 will then form the main component to the project Terms of Reference to go into a Request for Proposals to seek out external consultants.

Roles and Responsibilities of Committee of the Whole/Council, Project Steering Committee, Town Staff, External Consultants and the Public  
Attachment #4 provides a detailed Table identifying each Task to be completed for each Phase of the project. The Table identifies who will lead each task (Internal Town Staff or External Consultant), who will support the task lead, and the roles and responsibilities of the Committee of the Whole and Council, the Project Steering Committee and the Public. This table intends to illustrate how Consultants will be utilized throughout the project, and what their responsibilities will include. Consultants will be utilized to complete the identified tasks including providing expertise, writing Background Policy Papers, participating in Public Information Sessions / Public Meetings and to provide recommendations to the Steering Committee.

Table #1 also identifies that decisions and approvals for the project remain with Council. The Project Steering Committee is responsible to provide general direction and guidance to Planning Staff and External Consultants constantly throughout the project. The Public will also be consulted throughout the entire project, and at different intensity levels through the various project stages. The Project Stages and Public Consultation image below summarizes the four basic stages the project will follow. Starting at Background Research and concluding with Council Adoption.



*(Project Stages and Public Consultation)*

Public Consultation has already started with preliminary comments coming in from the July 12, 2021 Official Plan 5-Year Review Public Meeting. Once the research stage is complete and policy papers are written, survey results are in, and other preliminary information is received,

Public Information Sessions will follow. Attachment #5 provides an overview of the Public Information Sessions, and this stage is when the project will reach out and receive comments, direction and ideas on the work completed to date. A number of Public Information Sessions are proposed to provide an overview of one or more of the themes described above. The goal of these sessions is to provide a summary of the work completed to date, describe policy options that could be considered, and to gain an understanding of the ideas and direction from the general public, committees of Council, businesses, ratepayer groups, and other community stakeholders. The results from these sessions will help to develop the proposed updates to the Official Plan (Official Plan Amendment documents). These documents will define the technical changes that are proposed to be included with the Official Plan update. Once complete, those documents will be shared once again with the Public through an Open House and Public Meeting. After that review, Town Staff can complete any required changes and depending on the scope of those changes, (if minor) a Recommendation Report will be presented to Council for decision or (if major) a second round of Open House and Public Meeting may be warranted to review major changes.

A project modification is proposed to replace the previously considered Working Group model with the concept of themed Public Information Sessions. Council will recall that the Working Group was originally proposed as a smaller group made up of a cross section of diverse community interests. The Working Group was intended to be a first “sounding board” for more detailed review of policy issues and associated policy directions. Following staff review and external feedback the Town has received on the Working Group concept, staff suggest that the Working Group is not required to achieve a high level of public involvement in the project. Shifting away from the Working Group model allows the project to move forward at the aggressive schedule that will be required to complete Phase 1 within this term of Council. The benefits of receiving input from a Working Group is transferred to the individual themed information sessions, where agencies, stakeholders, residents and businesses can participate in those themes of interest. The broader discussion and interests can have a larger representation. The Steering Committee and Working Group Attachment #1 has been updated to reflect this modification.

The Public Engagement Plan under Attachment #5 provides further details on the themed information sessions, ongoing consultation and timelines to submit comments for the project.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

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

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.



### **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.

## **F. Environmental Impacts**

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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.

## **G. Financial Impacts**

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The Town of The Blue Mountains 2021 Budget includes \$410,000 for the Official Plan 5-year review project. The Budget covers the Salary and Benefits for in house work as well as utilizing outside consultants for expertise on Background Policy Papers related to the project components identified in this report. The budget accommodates the completion of Phase 1 and Phase 2 of the project only. Phase 3 is subject to future Council and Budget consideration for 2023.

## **H. In Consultation With**

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Trevor Houghton, Manager of Community Planning  
Nathan Westendorp, Director of Planning and Development Services  
Senior Management Team  
Official Plan Steering Committee

## **I. Public Engagement**

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The topic of this Staff Report has been the subject of a Statutory Public Meeting which took place on July 12, 2021. Those who provided comments at the Public Meeting including anyone who has asked to receive notice regarding this matter, has been provided notice of this Staff Report. The topic of this Staff Report will also be the subject of a future Public Open House and Public Meeting to consider the proposed changes to the Official Plan. Comments on this project may be submitted at any time and are requested prior to or at the Public Meeting.

Any comments regarding this report should be submitted to Shawn Postma at [planning@thebluemountains.ca](mailto:planning@thebluemountains.ca)

## **J. Attached**

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Attachment #1	Steering Committee Terms of Reference
Attachment #2	Project Terms of Reference and (Summary)
Attachment #3	Project Terms of Reference (Detailed Tasks)
Attachment #4	Roles of Staff and Roles of Consultants
Attachment #5	Public Consultation and Council Engagement Plan

Respectfully submitted,

Shawn Postma, MCIP RPP  
Senior Policy Planner

Trevor Houghton, MCIP RPP  
Manager of Community Planning

Nathan Westendorp, MCIP RPP  
Director of Planning and Development Services

For more information, please contact:

Shawn Postma  
[planning@thebluemountains.ca](mailto:planning@thebluemountains.ca)  
519-599-3131 extension 248

### Report Approval Details

Document Title:	PDS.21.152 Official Plan 5 Year Review Project Update - Terms of Reference and Committee Structure.docx
Attachments:	<ul style="list-style-type: none"><li>- ATT 1 -Steering Committee Terms of Reference.docx</li><li>- ATT 2 -Project Terms of Reference (SUMMARY).docx</li><li>- ATT 3 -Project Terms of Reference (Detailed List).xlsx</li><li>- ATT 4 - Project Roles and Responsibilities.docx</li><li>- ATT 5 - Public Consultation and Council Engagement REV.docx</li></ul>
Final Approval Date:	Nov 23, 2021

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

**Trevor Houghton - Nov 22, 2021 - 4:00 PM**

**Nathan Westendorp - Nov 23, 2021 - 9:13 AM**

# Town of The Blue Mountains Official Plan 5 Year Review Official Plan Steering Committee Terms of Reference

## Introduction:

The Blue Mountains in accordance with Section 26 of the Planning Act, is undertaking an Official Plan 5 Year Review. This review is done to ensure that the Plan remains current with upper tier planning documents including: Legislative Changes, Provincial Policy, other Provincial Plans and County Policy. It is also an opportunity to update or revise the Plan with recently approved municipal policies, plans, direction and strategies. The Town of The Blue Mountains Official Plan was first approved in October 2007 and reviewed/updated last in June 2016.

This document identifies the purpose, scope, roles and responsibility of the Steering Committee who will oversee the development of the OP Review and to provide guidance and direction during the process.

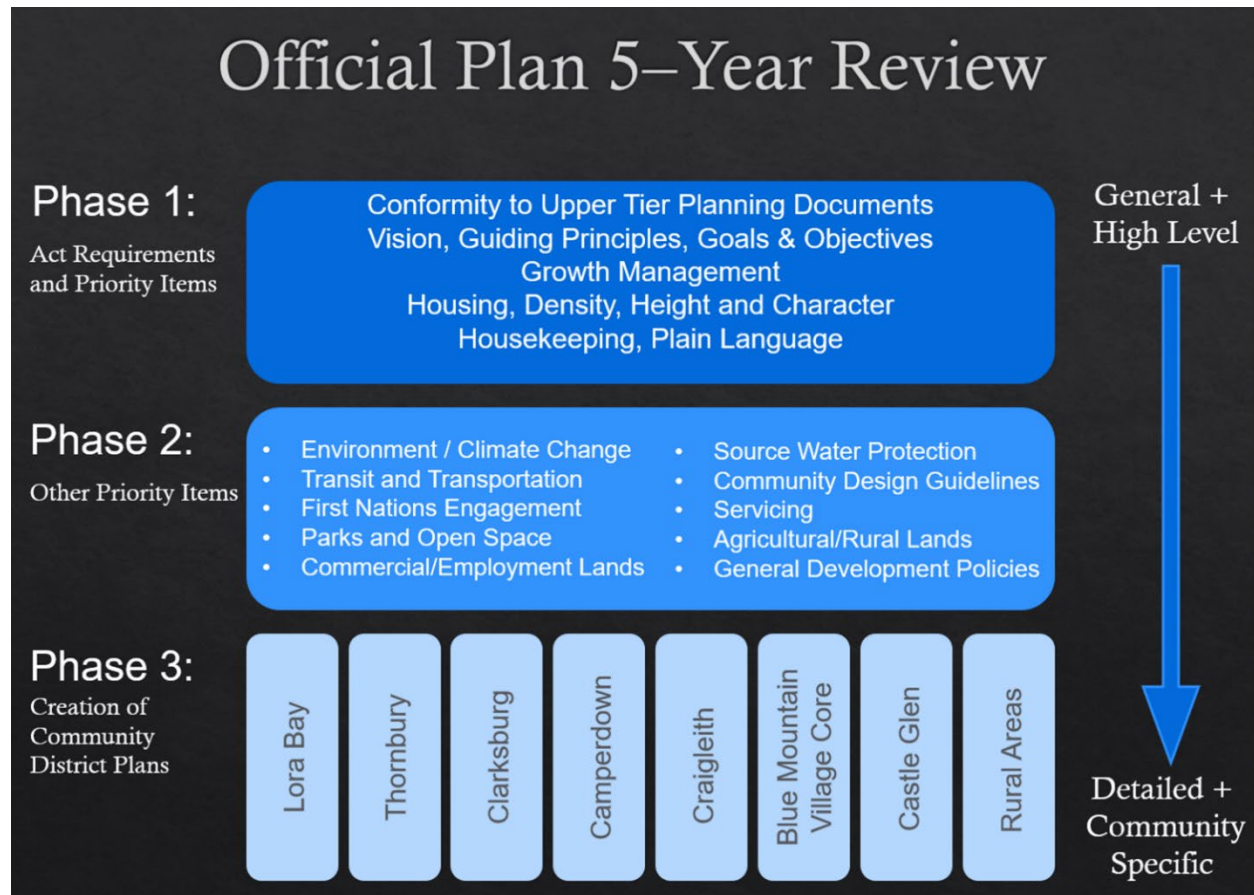
## Steering Committee Terms of Reference:

1.	<p><b>Purpose</b></p> <p>The purpose of the Steering Committee is to provide Project Management and oversee the entire Official Plan Review Process. The Committee will provide direction, guidance, and recommendations as necessary regarding Issue Papers / Research Policy Papers and Draft Documents. The Committee will actively participate in the public consultation process throughout the project and prepare recommendations for the consideration of Town Council. Steering Committee members are to be leaders and advocates for good planning and should have a reasonable understanding of land use planning related matters at the local, County and Provincial level.</p>
2.	<p><b>Roles and Responsibilities</b></p> <p>The role of the Steering Committee is to advise Town Staff and Council on first level direction and to scope the options to be considered through the research stages of the project. The Steering Committee will direct Town Staff and Consultants on issues and tasks. Decisions and acceptance of recommendations will remain with Council. The Steering Committee will report directly to Town Council. The roles and responsibilities of each Steering Committee member are as follows:</p> <ul style="list-style-type: none"><li>• Attend scheduled Committee meeting dates and work collaboratively with other Committee members.</li><li>• Will develop the Terms of Reference and Request for Proposal documents in consultation with the Finance Department.</li><li>• Will prepare the Project Work Plan and List of Discussion Papers for endorsement by Town Council.</li><li>• Will provide advice and guidance to the Project Consultant throughout the Official Plan review process.</li></ul>

	<ul style="list-style-type: none"> <li>• Will provide ongoing progress reports and updates to Town Council as necessary.</li> </ul>
3.	<p>Membership</p> <p>Two members of Council (Cllr. Jim Uram and Cllr. Paula Hope)</p> <p>Town Planning Staff (Director of Development Services Nathan Westendorp, Manager of Community Planning Trevor Houghton, Senior Policy Planner Shawn Postma)</p> <p>County Planning Staff (Senior Planner Scott Taylor)</p> <p>Support Staff (Administrative Assistant Sarah Merrifield / Kyra Dunlop)</p>
4.	<p>Meetings</p> <p>The Steering Committee will meet often and regularly throughout the review process to implement the Official Plan work plan, work directly with the Consultant. The number of meetings, and meeting dates to be confirmed by the Steering Committee.</p> <p>A chairperson to 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.</p> <p>Meetings will be scheduled and managed by the chairperson with assistance from Town Planning Staff.</p> <p>Minutes of Committee meetings shall be recorded by Support Staff and shall be approved by the Committee at the next meeting and forwarded to Council for information.</p>
5.	<p>Amendment, Modification or Variation</p> <p>This Term of Reference may be amended, varied or modified as needed during the review process by the Director of Planning &amp; Development Services in consultation and upon mutual agreement with the Chief Administrative Officer and Mayor.</p>

The purpose of this attachment is to provide an overview and summary of the Project Terms of Reference. For all detailed tasks associated with these Terms of Reference, please see Attachment #3.

Figure 1: Proposed Phasing of Official Plan 5-Year Review and Comprehensive Update



Phase 1. Conformity to Planning Documents and Develop New Policies on Growth Management, Housing, Density, Height and Character. Insert Housekeeping changes. Improve Official Plan Language, Structure and Formatting.

Tasks: (to be completed by August 2022)

- a. Conformity to Planning Documents (Phase 1). Official Plan to be updated as per:
  - i. New Planning Act Changes
  - ii. New Provincial Policy Statement 2020 Update
  - iii. New County of Grey Official Plan Review
  - iv. New Niagara Escarpment Plan Review
  - v. Assess Official Plan 5-Year Review Policies as per Section E9
- b. Growth Management:
  - i. Clearly articulate the limits of the Primary, Secondary, Tertiary and Rural Settlement Areas.

- ii. Synchronize with County of Grey Growth Management Data
  - iii. Prepare local growth projects (population, housing, employment) for each service area
  - iv. Identify current available residential land supply (5 years and 15 years)
  - v. Identify current available non-residential land supply for growth estimates
  - vi. Identify available land supply and infill / intensification opportunities to reduce urban sprawl while accommodating new growth
- c. Housing
- i. Review current policies and historic housing production levels by location, type and tenure
  - ii. Identify and inventory existing supply of Draft Plan Approved residential lands.
  - iii. Identify and inventory existing supply of vacant designated residential lands.
  - iv. Assess the impact of current infill and second unit policies and develop new 2<sup>nd</sup> and 3<sup>rd</sup> Residential Unit as-of-right permissions particularly within low density residential areas.
  - v. Financial impact analysis on lifecycle costs for various housing scenarios (based on different housing mix).
  - vi. Review development options for missing housing types (particularly in urban area) for townhouse and apartment dwellings.
  - vii. Develop policies that promote a healthy mix and range of residential dwelling types (particularly in urban area)
  - viii. Insert additional policy recommendations per Community Improvement Plan – Housing within Reach
- d. Density
- i. Assess updated Provincial and County policy direction for density
  - ii. Consider policy direction for minimum and maximum density policies across the Town
  - iii. Develop policies and identify locations to pre-zone residential lands for preferred density and housing types
  - iv. Update urban residential severance policies.
  - v. Insert policy recommendations per Thornbury Density and Intensification Study
- e. Height
- i. Inventory existing building heights throughout town
  - ii. Determine appropriate locations where low building heights (3 storeys) to be protected and appropriate locations for as-of-right increased building heights (e.g 3 storeys, 4 storeys, 5 storeys, etc.)
- f. Character
- i. Assess current policies regarding urban neighbourhood character
  - ii. Update Character policies to discourage 'more of the same' and to encourage healthy development that 'contributes to and enhances' the character of the overall community.

- iii. Insert recommendations per Community Improvement Plan – Town Wide Revitalization
  - g. Housekeeping
    - i. Minor amendments required on a running list of approximately 20 items as noted by Planning Staff.
  - h. Official Plan Language, Structure and Formatting (Phase 1)
    - i. Eliminate extraneous text by simplifying and consolidating policy wording where appropriate.
    - ii. Review “shall” vs. “may” policies (require vs. encourage)
    - iii. Consider use of visual graphics such as photos, illustrations, charts, etc. to aid understanding in policy direction
    - iv. Introduce changes to permit the insertion of future district plans (See Project Phase 3)

Phase 2. Update Policy Sections on Environment and Climate Change, Transit and Transportation (including parking), Indigenous Engagement, Parks and Open Space, Commercial and Employment Lands, Source Water Protection, Community Design Guidelines, Infrastructure and Servicing, Agriculture/Rural Lands, General Development Policies related to Cannabis, Bruce/Marsh Corridor, application of Community Planning Permit System (Downtown Area, PreZoned Residential Lands).

Tasks: (to be completed by December 2023)

- a. Conformity to Planning Documents (Phase 2). Official Plan to be updated as per:
  - i. New or Remaining Planning Act Changes
  - ii. New or Remaining Provincial Policy Statement 2020 Update
  - iii. New or Remaining County of Grey Official Plan Review
  - iv. New or Remaining Niagara Escarpment Plan Review
- b. Environment and Climate change to be considered with the final approved Integrated Community Sustainability Plan and latest works by the County of Grey under the new Manager of Climate Change. New tree preservation/removal policies to be inserted. Section D8 (Sustainable Development) of Official Plan to be assessed and updated as required.
- c. Transit and Transportation to be considered with the final approved Transportation Master Plan. Section D2 (Transportation) and Schedule ‘B’ to the Official Plan to be assessed and updated as required. Policy updates on parking requirements.
- d. Indigenous Engagement is required to recognize traditional territory of indigenous communities, collaboration on land use issues and involvement in land use decisions.
- e. Parks and Open Space to be considered with the final approved Leisure Activities Plan in consultation with the Community Services Department.



- f. Commercial and Employment lands policies to be updated per Growth Management recommendations and options developed to provide policies for ‘shovel ready’ non-residential development
  - g. Source Water Protection policies and mapping to be updated as per latest protection plans
  - h. Community Design Guidelines project to begin in 2022. Project recommendations on high-quality design, green building techniques, and character to be inserted as well as January 2021 Community Improvement Plan – Town Wide Revitalization recommendations to be inserted
  - i. Infrastructure and Servicing policies to be updated in accordance with updated direction from the Province and County. Water and sanitary sewer servicing objectives to be reviewed including timing of development approvals with existing or planned infrastructure. Broadband high speed internet polices to be considered as part of planned servicing. Updates required to solid waste disposal and sewage treatment plant areas. Analysis of lifecycle costs of existing infrastructure.
  - j. Agricultural and Rural lands to be reviewed with new policies developed to encourage as-of-right on-farm diversified uses that protect and promote our agricultural and rural areas
  - k. Official Plan Language, Structure and Formatting (Phase 2)
    - i. Eliminate extraneous text by simplifying and consolidating policy wording where appropriate.
    - ii. Review “shall” vs. “may” policies (require vs. encourage)
    - iii. Consider use of visual graphics such as photos, illustrations, charts, etc. to aid understanding in policy direction
- Phase 3. Refine the Official Plan to deal with municipal wide goals and objectives and general policy direction to allow for further refined policies through the creation of specific District Plans for individual communities within the Town.
- Tasks: (Subject to Council Consideration. To be initiated in January 2024)
- a. Pursue development of individual district plans under the policy direction of the Official Plan for each community in the Town (Lora Bay, Thornbury, Clarksburg, Camperdown, Craigeith, Blue Mountain Village, Rural Area.

	Phase 1	Phase 2	Phase 3 (TBD)		
	Vision Guiding Principles, Goals and Objectives	Official Plan Language	Official Plan Language		
On or off Plan Change	<p>Bill 139 – Building Better Communities and Conserving Watersheds Act (December 2017)</p> <p>Requires Official Plans to contain policies relating to affordable housing</p> <p>Bill 108 – More Homes More Choice Act (June 2019)</p> <p>Act updated to include a new section on Second Residential Units and Inclusionary Zoning</p> <p>Removal of Section 37 “Bosusing” and replaced with new Section 37 “Community Benefits Charge” (Bill 197 updated Community Benefits Charge)</p> <p>Update second unit (accessory apartment) policies to allow for three residential units on one residential property</p> <p>Review on potential of Inclusionary Zoning policies and Act requirements</p> <p>Bill 197 – Covid-19 Economy Recovery Act (July 2020)</p> <p>Updated (Revised) Community Benefits Charge Section</p>	<p>Bill 139 – Building Better Communities and Conserving Watersheds Act (December 2017)</p> <p>Eliminated the Ontario Municipal Board and Replaced with the Local Planning Appeals Tribunal (now replaced by the Ontario Land Tribunal under Bill 245)</p> <p>Modifications made to appeal rights and application timelines for decisions</p> <p>Bill 88 – Planning Act Amendments including changes to consent process</p> <p>Bill 108 – More Homes More Choice Act (June 2019)</p> <p>Review general modifications made to the Planning Act and other Acts.</p> <p>Bill 245 – Ontario Land Tribunals Act (April 2021)</p> <p>Elimination of the Local Planning Appeals Tribunal (LPAT) and replaced with the Ontario Land Tribunal (OLT)</p> <p>Bill 276 – Supporting Recovery and Competitiveness Act (June 2021)</p> <p>Technical changes to the Planning Act</p> <p>Other Active Bills: (to be monitored)</p>	<p>Bill 139 – Building Better Communities and Conserving Watersheds Act (December 2017)</p> <p>Requires Official Plans to contain policies relating to Climate Change</p> <p>Repeal of Green Energy Act:</p> <p>Previous Staff Reports, Sustainability Committee Comments and Draft Documents were prepared in response to the repeal of the Green Energy Act.</p> <p>Develop and insert new Official Plan Policies regarding Green Energy Projects.</p> <p>Review Best Practices of comparable Municipalities as well as other Grey County Municipalities that have declared a climate emergency.</p>	<p>Develop new policy framework to be considered by Council to allow for the implementation of Community Planning Permit System</p>	
Provincial Policy 5 (2020)	<p>Review updated Provincial Housing Policies from PPS 2020</p>	<p>Definitions: Review and align definition updates contained in Provincial Policy and carried forward into County Plan and Town Plan</p>	<p>Review and align updated Provincial Policies (PPS 2020) for Watersheds, Natural Heritage, Natural Hazard / Human-made Hazard features</p> <p>First Nations Engagement Policies to be developed and inserted into an updated policy section new engagement policies per PPS 2020 and County of Grey Official Plan</p> <p>Review and align updated Provincial Policies (PPS 2020) for Employment Lands</p> <p>Review and align updated Provincial Policies (PPS 2020) on Servicing</p>		
County of Grey Official Plan	<p>Clearly articulate the limits of primary, secondary, tertiary and rural settlement areas.</p> <p>From Develop Grey:</p> <p>Provide clarification of Primary and Secondary Settlement Area Boundaries</p> <p>Review and Update Primary and Secondary Settlement Area Policies</p> <p>Review and Update Recreational Resort Area Policy</p> <p>Review and Update Downtown Areas Policy</p> <p>Review and Update Healthy Communities Policy</p> <p>Review and Update Economic Development Policy</p>	<p>From Live Grey:</p> <p>Second Units (Accessory Apartment) Policy Review</p> <p>Housing Affordability Targets Policy Review</p> <p>Housing Density Targets Policy Review</p> <p>Age-Friendly Housing Options and Health Communities Policy Review</p> <p>Current policy direction for Thornbury and Clarksburg</p> <p>Current policy direction for Residential/Recreational Areas of Lone Bay, Campdown, Craigleith, Blue Mountain Village Area, Swiss Meadows, Oler</p> <p>County Road Classifications and Planned County Road Corridors</p> <p>Other County mapping (Bandfills, AKO's, PSW's, Other Wetlands, Aggregate Pits/Quarries, sand, etc.)</p>	<p>From County Wide Mapping Changes:</p> <p>Significant Woodlands Mapping</p> <p>Significant Valleylands Mapping</p> <p>Primary and Secondary Settlement Area Boundaries</p> <p>Natural Heritage Systems Study Mapping</p> <p>Sourwater Protection (Intake Protection Zones and Wellhead Protection Zones)</p> <p>Hazard Lands (in consultation with the Grey Saible Conservation Authority and Nottawasaga Valley Conservation Authority)</p> <p>County Road Classifications and Planned County Road Corridors</p> <p>Other County mapping (Bandfills, AKO's, PSW's, Other Wetlands, Aggregate Pits/Quarries, sand, etc.)</p>	<p>From Natural Grey:</p> <p>Climate Change Policy Review</p> <p>Synchronization with upper County Climate Change Action Plan project</p> <p>Natural Heritage Setbacks (Adjacent Lands) Policy Review</p> <p>Mapping review of Core Areas, Linkages, Significant Valleylands</p> <p>Mapping review of updated Significant Woodlands mapping</p> <p>Requirements for Environmental Impact Studies policy review</p> <p>Complete Transportation Systems (different modes of travel) Policy Review</p> <p>Active Transportation Policy Review</p> <p>County-wide Transit System Policy Review</p>	<p>From Live Grey:</p> <p>First Nations and Metis Consultation Policy Review</p> <p>General parks, recreation and tourism policy review</p> <p>Parkland Dedication policy review</p> <p>Review and Update Employment Policy</p> <p>Updates to Source Water Protection Policies</p> <p>Municipal Servicing and Allocation Review</p> <p>High-speed Internet supported by broadband/fiber Policy Review</p> <p>Waste Management Policy Review</p> <p>Brown and Closed/Abandoned Landfill Policy Review</p> <p>Rural and Agricultural Severances policy review</p> <p>Rural and Agricultural permitted uses policy review</p> <p>Rural and Agricultural farm uses, lot additions, split designations policy review</p> <p>Aggregate Policy Changes</p> <p>Updates to Minimum Distance Separation (MDS) Policies</p> <p>From Live Grey:</p> <p>Eco-tourism, Agri-tourism, and Cultural Tourism Policy Review</p>
Niagara Escarpment Plan		<p>Review 2017 Niagara Escarpment Plan</p> <p>Policy Review for all lands located within Niagara Escarpment Plan Area</p> <p>Policy Review for all lands located within Niagara Escarpment Development Control</p> <p>Assess those lands designated Escarpment 'E' in the Town Official Plan with focus on Pre-empted Slopes.</p>			
Town of The Blue Mountains (P. 2016)	<p>Assess relevance of the community vision and guiding principles that forms the basis of the Plan (Section A1)</p> <p>Confirm the continued relevance of Community Structure with clarity on Primary, Secondary and Tertiary Settlement Areas (Section A2)</p> <p>Assess the degree to which the goals and objectives of the Plan have been met (Section A3)</p> <p>Confirm the continued relevance of the land use concept policies (Section A4)</p>	<p>Review and update general provisions related to Accessory Apartments, Second Units and new consideration of Third Units</p> <p>Synchronize and update Building Heights policies with Growth Management, Housing and Density work</p> <p>Compile inventory of developed lands and lands designated for development including existing housing types and densities</p> <p>Assess current policies, review historic housing production levels by location, type and tenure.</p> <p>Identify/inventory location and supply of vacant designated residential land</p>	<p>Section E9 contains Town Policies to be considered under the Official Plan 5-Year Review including an assessment of the following:</p> <p>the effectiveness of the Plan in protecting water quality, heritage resources, natural resources and habitat and the general environment within the Town;</p> <p>the continuing relevance of the vision that forms the basis of all policies found in this Plan;</p> <p>the degree to which the objectives of this Plan have been met.</p> <p>47 Mill Street Mapping Correction</p>	<p>Review policy for intent: “Shut” vs. “Mild”. (Require vs. Encourage)</p> <p>Review/Assess policy direction under DP Section 08 – Sustainable Development with Sustainability Plan</p> <p>Green Development Standards, Tree Canopy, Urban Agriculture, Energy Conservation and Efficiency Measures, Air Quality, Water Conservation, Outdoor Lighting, Health Impact Assessment</p> <p>Synchronize with Transportation Master Plan (August 2022) with existing Transportation/Transit objectives and policies including updates to Transportation Schedules “E” and “G”</p> <p>Cultural Heritage objectives and policies (Built Heritage, Cultural Heritage and Archaeological Resources)</p> <p>Public Parkland and Open Space objectives and policies review.</p> <p>Identify and inventory all urban and rural commercial and employment lands including available supply</p> <p>Water and sanitary sewer servicing objectives and policies to be reviewed including confirmation that developments proceed with lot concurrent with existing essential infrastructure and services in place.</p> <p>Public Parkland and Open Space objectives and policies review.</p> <p>Provide enhanced clarification on Planning Act legislative requirements</p> <p>Synchronize with Growth Management to identify forecasted needs.</p> <p>Inventory existing lands and lands to be acquired</p> <p>Synchronize and update Parks and Open Space policies with recommendations from the Leisure Activities Plan including assess current strategies to acquire land vs. cash-in-lieu.</p> <p>Review and update Cannabis policies to include Medical Marijuana and Recreational Cannabis</p> <p>Review Bruce Street Marsh Street Corridor policies including the impact of new development since policies introduced</p> <p>Develop a future vision for this corridor and prepare new/updated policies</p>	



Thornbury Design and Discussion Study				Examine architectural guidelines and best practices of comparable municipalities.																
Leisure Activities Plan																				
Transportation Plan																				
Source Water Protection Plans																				
Tree Preservation / Removal Policies and By-law																				
Community Planning System																				

Synchronize Official Plan 5-Year Review process with the Study. Confirm applicability of Study Recommendations from Thornbury to other areas of Municipality.

Review and assess recommendations and policy direction to be added/updated in Official Plan.

Synchronize with Transportation Master Plan project underway through Operations Department. Transportation Plan to be completed in August 2022.

Review and update policies and mapping related to Source Water Protection as per 'Sagehen, Grey Sable, Northern Bruce Peninsula Source Protection Plan' and 'South Georgian Bay Lake Simcoe Source Protection Plan' applicable to the Town of The Blue Mountains.

Synchronize with Planning Tree Preservation / Removal project. Integrate with new information coming from Urban Natural Heritage and Tree Canopy project. Update Policy Section 08.2 regarding Tree Canopy. Develop new policies regarding Tree Preservation / Removal in accordance with the recommendations of the project.

Examine latest best practices and comparable municipalities and the use of a Community Planning Permit System. Prepare options for Council consideration on use of CPWS. Develop new policy framework to be inserted into Official Plan to allow for the implementation of CPWS.

Project Roles and Responsibilities: PHASE 1

Theme	Policy Task Lead	Supported By	COW / Council	Steering Committee	Public Consultation
<b>Conformity Updates to Upper Tier</b>					Public Open House and Public Meeting
<b>Vision and Guiding Principles</b>	Planning Staff	Senior Management Team	Decisions and Approvals	Direction and Guidance	Public Open House and Public Meeting
<b>Goals and Objectives</b>	Planning Staff	Senior Management Team	Decisions and Approvals	Direction and Guidance	Public Open House and Public Meeting
<b>Growth Management</b>	Consultant	Planning Staff and Grey County Growth Management Study	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting
<b>Housing, Density and Height</b>	Planning Staff	Consultant	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting
<b>Character</b>	Planning Staff	Consultant	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting
<b>Housekeeping</b>	Planning Staff	Other Town Departments	Decisions and Approvals	Direction and Guidance	Public Open House and Public Meeting

Project Roles and Responsibilities: PHASE 2

Theme	Policy Task Lead	Supported By	COW / Council	Steering Committee	Public Consultation
Environment and Climate Change					Information Session Public Open House and Public Meeting(s)
Transportation and Transit	Planning Staff	Operations Staff and Transportation Master Plan	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting(s)
Indigenous Engagement	Planning Staff	County Staff and Indigenous Nations	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting(s)
Parks and Open Space	Planning Staff	Community Services Staff and the Leisure Activities Plan	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting(s)
Commercial Employment Lands	Consultant	Planning Staff	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting(s)
Source Water Protection	Planning Staff	Source Water Protection Authorities	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting(s)
Servicing	Consultant	Development Engineering, Operations and Planning Staff	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting(s)
Community Design Guidelines	Consultant	Planning Staff	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting(s)

<b>Agricultural / Rural Lands</b>					and Public Meeting(s)
<b>Cannabis</b>	Planning Staff	County Staff	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting(s)
<b>Bruce Street / Marsh Street Corridor</b>	Planning Staff	County Staff	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting(s)
<b>Community Planning Permit System</b>	Planning Staff	County Staff	Decisions and Approvals	Direction and Guidance	Information Session Public Open House and Public Meeting(s)

Project Roles and Responsibilities: PHASE 3

Theme	Policy Task Lead	Supported By	COW / Council	Steering Committee	Public Consultation
Development of Community District Plans					TBD



# Public Consultation and Council Engagement:

The Official Plan 5-Year Review process includes enhanced public consultation throughout the project. Below is a summary of minimum legislative (Ontario Planning Act) requirements, Town Notification Policy requirements, and proposed Project requirements

Ontario Planning Act	Municipality to hold a minimum of two <b>public meetings</b> , one <b>public open house</b> , and provide <b>newspaper</b> notification
Town Policy	Includes the Planning Act Requirements above plus:  notification to be provided on Town <b>website</b> , posted at <b>town hall</b> , email subscribe list by <b>e-blast</b> , and to anyone else who requests notice
Official Plan Project	Includes the Planning Act and Town Policy requirements above plus:  dedicated Town <b>web page</b> (including project documents, project timeline, current status, ongoing updates, and comments submission link), regular project content updates published in local <b>newspaper/newsletters</b> , direct <b>target group engagement</b> (including but not limited to: schools and students, agricultural community, tourism operators, development industry, residential associations, recreation groups, other municipal departments, committees of Council, County of Grey, and others), public <b>surveys</b> (understand strengths/weaknesses of Town, target full time / part time residents, all age groups, visitors), <b>public events</b> (information booths), <b>games/contests</b> (ideas include: town photo contest, design your town colouring contest, interactive community scavenger hunt (or geocaches), online city builder game *be the planner!)
Public Information Sessions	A number of topic based Public Information Sessions are proposed throughout the project based on the themes described in the Project Terms of Reference. Sessions are hosted by Town Staff and the OP Steering Committee after the Background Policy Research and consideration of Options, and prior to the Statutory Public Open House and Public Meeting. the purpose of these sessions is for an open house type meeting with a brief presentation of the topic, explanation of options, and then to hold a general discussion with the public, agencies, stakeholder groups, committees of Council, and others to receive comments and ultimately refine options and finalize

	<p>background policy research. These sessions will then be combined into the final documents to go to the Public Open House, Public Meeting, and Council Decision.</p> <p>Not all themes will be part of a Public Information Session, but will be included in the Statutory Public Open House and Public Meeting.</p> <p>Phase 1 anticipates two Public Information Sessions:</p> <ul style="list-style-type: none"><li>1- Vision, Guiding Principles, Goals and Objectives.</li><li>2- Growth Management, Density, Housing, Height and Character.</li></ul> <p>Phase 2 anticipates five Public Information Sessions:</p> <ul style="list-style-type: none"><li>1- Environment and Climate Change</li><li>2- Transportation and Transit</li><li>3- Parks and Open Space</li><li>4- Agriculture / Rural Lands</li><li>5- Servicing and Source Water Protection</li></ul>
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The proposed schedule below includes the sequencing of events to maintain project momentum so that Public Consultation remains constant and 'always on'.

Phase 1	<p>Endorsement of Terms of Reference  Dedicated Town Web Page  Secure Consulting Services  Phase 1 Project Kick Off  Background Policy Papers Start  Official Plan Survey  School and Students Engagement  Games and Contests  Council Information Report #1  Public Information Session 1  Public Information Session 2  Public Event #1  Finalize Draft Official Plan Amendments  Council Information Report #2  Statutory Public Open House  Statutory Public Meeting  Refine Official Plan Amendments  Recommendation Report  Council Adoption</p>	To be Completed by early Fall 2022
Phase 2	<p>Phase 2 Project Kick Off  Background Policy Papers Start  Official Plan Survey #2  Games and Contests #2  School and Students Engagement #2  Council Information Report #1  Public Information Session 1  Public Information Session 2  Public Information Session 3  Public Information Session 4  Public Information Session 5  Public Event #2  Council Information Report #2  Finalize Draft Official Plan Amendments  Council Information Report #3  Statutory Public Open House  Statutory Public Meeting  Refine Official Plan Amendments  Recommendation Report  Council Adoption</p>	To be Completed Winter 2023
Phase 3	<p>Project Budget  Project Start</p>	<p>Budget Consideration Process for 2024  January 2024</p>