



# Staff Report

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## Planning & Development Services – Planning Division

**Report To:** Committee of the Whole  
**Meeting Date:** August 24, 2021  
**Report Number:** PDS.21.103  
**Title:** Follow Up Report – Official Plan 5-Year Review of Public Meeting  
**Prepared by:** Shawn Postma, Senior Policy Planner

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### A. Recommendations

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THAT Council receive Staff Report PDS.21.103, entitled “Follow Up Report – Official Plan 5-Year Review of Public Meeting” for information purposes.

### B. Overview

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The purpose of this report is to provide Council with an update on comments received through the initial Official Plan 5 Year Review Public Meeting, to confirm the Terms of Reference for the Official Plan Steering Committee and Official Plan Working Group, and to identify next steps for the project.

### C. Background

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Council hosted the Official Plan 5 Year Review Public Meeting on July 12, 2021. Planning Staff provided an overview of the project and received presentations, comments and questions from Council and residents/groups in attendance. The Town also received written comments from: Bell Canada; County of Grey; Lorraine Sutton and Sally Leppard of Climate Action Now Network (CANN); Jim Torrance, Pamela Spence, Brian Nelson and Janet Findlay of Blue Mountain Ratepayers Association (BMRA); plus additional letters were received from area residents, developers and stakeholders who wish to be kept informed of the 5 Year Review project and be included in future notifications.

Following the Public Meeting, the Official Plan Steering Committee consisting of Town Staff and two Council members met to discuss the Public Meeting comments, a Draft Terms of Reference for the Steering Committee and Working Group, and project next steps.

## **D. Analysis**

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Regarding the Public Meeting: the Official Plan 5 Year Review will include a new project component directly related to Climate Change with items raised by the Climate Action Now Network (CANN) and Blue Mountain Ratepayers Association (BMRA) to be included. Additional items raised by the BMRA will also be used to guide the final list of project components and scope of work.

Regarding the Terms of Reference: Attachment #1 provides the Draft Terms of Reference for both the Official Plan Steering Committee and Official Plan Working Group. The Steering Committee will focus on project management, will work directly with the Working Group, will finalize project components and discussion papers, and provide regular updates to Council throughout the project. The Working Group will report to the Steering Committee and will focus on policy review, develop research options, provide input and comment on discussion papers and the preparation of Official Plan documents, and to provide recommendations to the Steering Committee and Town Council. Further details on roles/responsibilities, membership and scheduling are provided under Attachment #1.

Regarding Project Next Steps: The Steering Committee will advertise and provide Notice seeking out Official Plan Working Group members. The Committee will finalize the list of project components and detailed scope of work. When finalized the Committee will prepare a Request for Proposal package to seek out a qualified consultant to aid in the preparation of discussion papers and OP review update.

## **E. Strategic Priorities**

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### **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.

## **F. Environmental Impacts**

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Environmental policies will be updated to current Provincial Policy, Provincial Plans, County Plan in consultation with the 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 will cover a portion of Salary and Benefits for in house work as well as utilizing outside consultants for some discussion papers related to the project components.

## **H. In Consultation With**

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

## **I. Public Engagement**

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The topic of this Staff Report will be the subject of a Public Meeting and/or a Public Information Centre at a future date.

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

## **J. Attached**

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1. Attachment 1 – Terms of Reference for the Official Plan Steering Committee and Official Plan Working Group

Respectfully submitted,

Shawn Postma, RPP MCIP  
Senior Policy Planner

Trevor Houghton, RPP MCIP  
Manager of Community Planning

Nathan Westendorp, RPP MCIP  
Director of Planning and Development Services

For more information, please contact:  
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**Report Approval Details**

Document Title:	PDS.21.103 Follow up Report - Official Plan 5-Year Review of Public Meeting.docx
Attachments:	- Steering Committee and Working Group Terms of Reference Aug.24.2021.docx
Final Approval Date:	Aug 11, 2021

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

**Trevor Houghton - Aug 10, 2021 - 2:14 PM**

**No Signature - Task assigned to Nathan Westendorp was completed by delegate Tim Murawsky**

**Nathan Westendorp - Aug 10, 2021 - 3:23 PM**

**Shawn Everitt - Aug 11, 2021 - 2:39 PM**

# Town of The Blue Mountains Official Plan 5 Year Review

## Terms of Reference for the Official Plan Steering Committee and Official Plan Working Committee

### 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 and Working Group who will work in tandem to oversee the development of the OP Review and to provide guidance and direction during the process. The two-committee approach is being used to distribute the Committee focus and to clearly identify roles and responsibilities throughout the process.

### Terms of Reference:

	<b>OP Steering Committee</b>	<b>OP Working Group</b>
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 management, direction and guidance. The Committee will actively participate in the public consultation process throughout the project and forward recommendations from the Working Group forward 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>	<p><b>Purpose</b></p> <p>The purpose of the Working Group is to focus on specific issues raised in consultation with the Steering Committee, Council and the Public. The Working Group will focus on policy review identifying and evaluating issues, developing options and will work directly with Staff and the Project Consultant to prepare recommendations for consideration by Town Council.</p>
2.	<p><b>Roles and Responsibilities</b></p>	<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 the Working Group on issues and tasks. Decisions and acceptance of recommendations will remain with Council.</p> <p>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 and members of the Working Group.</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> <li>• Will provide ongoing progress reports and updates to Town Council as necessary.</li> </ul>	<p>The Role of the Working Group is to advise and assist Town Staff and the Project Consultant. Each working group member will be open, receptive and give careful consideration to the advice and ideas received from Town Staff, Consultants, the Public and Council. As a group, issues will be discussed and consensus sought on options that require Consultant or Staff Review to reach resolutions or options for the consideration of the Steering Committee.</p> <p>The Working Group will report directly to the Steering Committee. The roles and responsibilities of each Working Group member are as follows:</p> <ul style="list-style-type: none"> <li>• Attend scheduled Working Group meeting dates and work collaboratively with other Working Group members, Town Staff and Project Consultant.</li> <li>• To evaluate all project components and provide suggestions and options to be considered for the preparation of Official Plan Discussion Papers.</li> <li>• To review, provide input and comment on all draft reports, discussion papers, communications and consultation plans and the various drafts of the proposed Official Plan 5 Year Review Documents as determined by Working Group consensus.</li> <li>• To provide policy recommendations to Town Staff and the Steering Committee on Discussion Papers, amendment documents, and other documents for public consultation purposes..</li> </ul>
<p>3. 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 Karen Long)</p>	<p>Membership</p> <p>Two members of the Public (Notice to be provided)</p> <p>One member of Georgian Triangle Development Institute</p> <p>Grey Sauble Conservation Authority Staff, Nottawasaga Valley Conservation Authority Staff (persons to be determined)</p> <p>Town Planning Staff (Manager of Community Planning Trevor Houghton, Senior Policy Planner Shawn Postma)</p> <p>Support Staff (Administrative Assistant Karen Long)</p>

<p>4.</p>	<p><b>Meetings</b></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, and attend meetings with the Working Group as needed. 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>	<p><b>Meetings</b></p> <p>The Working Group will meet regularly as required. It is anticipated that the Working Group will meet every two to four weeks throughout the project for a total of 5 – 10 meetings. The Working Group meeting schedule and meeting dates will be determined in consultation with the Steering Committee and Working Group members.</p> <p>Town Staff will chair the working group meetings, set the meeting agenda, and manage the meetings.</p> <p>Minutes of the Working Group meeting will be prepared for action items and assigned tasks.</p> <p>Minutes regarding the Working Group discussion are not required.</p>
<p>5.</p>	<p><b>Amendment, Modification or Variation</b></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>	<p><b>Amendment, Modification or Variation</b></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>