

Subject: **Terms of Reference: Official Plan Review Steering Committee**

Department: **Infrastructure Services**

Division: **Planning**

Report #: **INS-2021-043**

Meeting Date: **2021-06-28**

Recommendations

That Report INS-2021-043, Terms of Reference: Official Plan Review Steering Committee, be received;

And that the Terms of Reference for the Official Plan Review Steering Committee as attached to this report, be approved;

And that Council appoint no more than two (2) of its members to serve on this Committee;

And that staff proceed with the recruitment of members pursuant to the Committee composition outlined in the Terms of Reference.

Background and Analysis

The Planning Division is undertaking a review and update to the Town's Official Plan (OP). In accordance with the Planning Act, all municipalities are required to periodically review and update their official plan. This ensures municipal official plans maintain consistency/conformity with provincial policies and planning documents, and continue to implement any changing planning interests or priorities of the municipality.

The Town originally initiated its OP review in 2015, but this process was stalled due to several provincial planning policy changes that occurred from 2017 to 2019. The Town has since resumed this review exercise, and with the County of Dufferin now undertaking a Municipal Comprehensive Review (MCR) of its Official Plan (to bring the County Plan into conformity with updated provincial planning documents), the review has been split into two phases. Phase 1 has focused on updating policy areas of the plan that are not directly related to growth management direction or land use allocation. Areas of the Plan related to growth management and land use matters are being

reviewed in Phase 2 of this exercise because these are items that will be influenced by the outcome of the County's MCR. The County has also recently phased their approach to the MCR and expect to have the growth allocation framework completed for municipal implementation by the end of 2021.

To date, the following milestones have been completed for Phase 1 of the OP Review:

1. [Special Council Meeting](#) held on July 6, 2020
2. [Statutory Public Open House](#) held on April 19, 2021
3. Completion of [draft policy updates](#) and supporting [Background Report](#)

All notices, presentation materials, staff reports, draft policy amendments and background information have been posted to the Town's webpage dedicated to this review project: www.orangeville.ca/official-plan-review

Creation of an Official Plan Review Steering Committee

On August 10, 2020, Council passed the following resolution to establish a Steering Committee for the OP Review:

Whereas the Town recognizes the importance of community engagement to ensure decisions reflect the interests and concerns of those affected by involving them in the decision-making process; and

Whereas several planning applications involving new developments or intensification redevelopments have come forward, which have generated considerable interest from the members of the public about future development and land use activity within their community; and

Whereas the Official Plan for the Town of Orangeville stipulates the Town's land use and growth management framework where all planning decisions must conform to the Town's Official Plan; and

Whereas the Town is currently undertaking a review and update of its Official Plan in accordance with the Planning Act, which includes statutory requirements for public consultation; and

Whereas the Official Plan review has been split in two phases, with the second phase focusing on the Town's growth management and land use framework upon the completion of the County of Dufferin Official Plan Municipal Comprehensive Review ("MCR") exercise; and

Whereas Council wishes to enhance community engagement in the Town's Official Plan review so there is greater public input and awareness about the growth management and land use direction being reviewed and updated;

Now therefore be it resolved that an Official Plan Review Steering Committee be created prior to the second phase of the Official Plan Review, which shall:

1. be comprised of representatives from internal Town Departments and external public agencies, as well as pertinent stakeholders and interest groups;
2. generate further community engagement and participation in the review exercise, in addition to the statutory public participation process; and
3. be established at least six (6) weeks prior to the commencement of the second phase of the review exercise, to generate discussion and input for key growth management and land use matters to be evaluated.

Municipalities undertaking a comprehensive review of their official plan often establish a committee or working group to provide more detailed input on the project as it moves forward. Such committees may be comprised of pertinent municipal staff, key agency staff, council/committee members, representatives from various stakeholders or interest groups and/or members of the public at large. Essentially, the committee establishes a platform to facilitate more in-depth discussions around policy areas of the official plan, drawing from the various perspectives of members according to their different interests and backgrounds.

When the Town's OP Review was initiated in 2015, a Steering Committee was established at that time, which served as a working group comprised of staff from internal divisions and external agencies, as well as certain stakeholder representatives. The Steering Committee provided guidance on the review process underway at the time and was discontinued when the project was halted in 2017.

Consistent with Council's resolution and the Town's Committee Policy, a new Steering Committee will be established for the completion of the OP Review. The following provides a summary of the Terms of Reference proposed for the new Steering Committee. The specific Terms of Reference are included as Attachment 1 to this report.

Terms of Reference: Orangeville Official Plan Review Steering Committee

1. Mandate, Scope and Reporting

The general mandate of the Committee is to provide guidance and recommendations regarding the review and update of the Town's Official Plan (OP), based on:

- i) principles of good planning;
- ii) maintaining harmony with prevailing provincial and County policy; and
- iii) planning objectives of importance to the Town.

The Committee's mandate also includes facilitating additional community consultation throughout the completion of the OP review process. Consistent with the Town's Committee Policy, all meetings of the Steering Committee would be open to the public.

In addition to this, it is expected that the Committee's function for enabling additional community engagement would become more prominent in Phase 2 of the OP review. Committee meetings can serve as a platform to host public open house/engagement sessions. The Committee may also invite interested members of the community or representatives from stakeholders, interest groups, etc. to address the Committee regarding the OP review.

Continuing with the phased approach to the OP review, the Committee would offer input and comment on draft amendments currently under consideration as part of Phase 1. As we move into Phase 2 of this review, (focusing on growth management and land use aspects of the Plan), the Committee will provide further input and guidance on growth and land use matters, focusing on background information, public consultation comments and draft OP amendments for consideration.

The Committee will report to Council through distribution of meeting minutes, and through the following means where appropriate:

- i) Providing comments to Town staff for inclusion in any staff recommendation report or presentation to Council; and/or
- ii) Making presentations or delegations to Council.

2. Committee Membership

The Committee will consist of nine (9) members, comprised of:

- 2 members of Council*
- 1 member recommended from each of the following Committees/interest groups:
 - Heritage Orangeville
 - Joint Accessibility Advisory Committee (JAAC)
 - Sustainable Orangeville
 - Business and Economic Development Advisory Committee (BEDAC)
 - Committee of Adjustment
 - Orangeville Business Improvement Area (BIA)
 - Greater Dufferin Area Homebuilders Association

*It is important to note that Councillors already serving on any of the other Committees outlined above cannot be appointed as the corresponding representative for that Committee.

Consistent with the Town's Committee Policy, Town staff will not serve as members of this Committee. However, Planning Division staff will provide technical guidance and advice to the Committee and will assist in facilitating meeting discussions where appropriate. Additional staff from other Town Divisions, as well as external public agencies, may provide technical guidance to the Committee on occasion.

3. Committee Meetings, Duration and Next Steps

The Committee will operate until the final reporting to Council to adopt the final Official Plan Amendment that would conclude Phase 2 of the review, which is expected to conclude late 2022. Committee meetings would be held monthly, or at the discretion of the Chair.

Should the Terms of Reference for the OP Review Steering Committee, as attached to this report, be approved, staff will canvass the respective Committees/interest groups for their recommended member representatives to serve on this Committee. With the upcoming Committee schedule, this is expected to occur in September, with a recommendation report to be brought forward later in September for Council to approve the Steering Committee membership.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Sustainable Infrastructure
Objective: Plan for Growth

Sustainable Neighbourhood Action Plan

Theme: Land Use and Planning
Strategy: Co-ordinate land use and infrastructure planning to promote healthy, liveable and safe communities.

Notice Provisions

Not applicable.

Financial Impact

Staff resources will be required to provide subject matter expertise and administrative support to the Committee. However, it is not anticipated that there will be any direct financial impact to the Town as a result.

Respectfully submitted

Prepared by

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Attachment(s): 1. Terms of Reference, Official Plan Review Steering Committee