



## **Terms of Reference**

### **Official Plan Review Steering Committee**

**Date Approved by Council:** June 28, 2021

**Sunset Date:** Will dissolve upon the final reporting to Council with respect to the adoption of the final Official Plan amendment related to this review.

**Mandate:**

- 1) To provide input, guidance and recommendations regarding the Official Plan Review (OPR), based on:
  - good planning principles
  - maintaining harmony with provincial and County planning policy frameworks; and
  - planning objectives of importance to the Town
- 2) To engage in public consultation throughout the OPR Process.

**Goals/Objectives:**

The Official Plan Review Steering Committee will accomplish its mandate through its involvement in the phasing of the OPR process as follows:

**Phase 1 - Amendments and updates to policies not related to growth management or land use permissions:**

- Review draft amendments and background information and provide general guidance and input to Town staff through the completion of the Phase 1 amendment to the Plan
- Hold meetings, as required, throughout Phase 1 of the OPR to discuss the proposed amendments to the Plan
- Provide direction to Council with respect to the final amendment proposed for adoption to conclude Phase 1 of the OPR.

**Phase 2 - Updates to growth management and allocation framework, including land use designations and use permissions:**

- Provide input and guidance to Town staff and to any consultant retained by the Town, with respect to the advancement and completion of Phase 2 of the OPR.
- Review and provide input and comment on any draft background report(s), engagement plans and draft amendments to the Official Plan.

- Hold meetings, as required, to review and discuss: i) amendments proposed to the plan; ii) supporting background information; and iii) comments received through public engagement and agency consultation.
- Facilitate additional public engagement by hosting public consultation meetings and/or inviting members of the public or stakeholder group representatives to appear before the Steering Committee to provide input on the OPR.
- Invite Town staff or agency representatives, that have subject matter expertise, to provide advice to the Steering Committee regarding the OPR.
- Provide direction to Council with respect to the final amendment proposed for adoption to conclude Phase 2 of the OPR.

### **Reporting to Council:**

The Committee will:

- 1) Report to Council through the distribution of minutes,
- 2) Submit comments to the Planning Division for inclusion in any recommendation reports and/or presentations to Council,
- 3) Provide presentations and/or delegate to Council, as necessary.

### **Enabling Legislation, By-Law or Staff Report:**

Council passed Resolution 2020-284, to establish a Steering Committee for the Town of Orangeville Official Plan Review, in order to increase awareness and inclusion in the decision-making process with respect to the completion of the review and update to the Town's Official Plan

### **Committee Composition:**

The Committee shall consist of nine (9) members comprised of:

2 Members of Council\*

1 member recommended from each of the following Advisory Committees and 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

\*Councillors that serve on any of the Committees or interest groups listed cannot be appointed as the representative of that Committee.

## **Skills Requested**

Members should:

- i) be advocates for good planning and the broader public interest; and
- ii) have a reasonable understanding of land use planning related matters at the Town, County and Provincial levels.

## **Administration Section**

Department Linkage: Infrastructure Services Department, Planning Division

Administrative Support: Administrative Assistant, Planning and Building

Staff Support: Manager, Planning: to provide technical expertise and advice; and to assist in facilitating meeting discussions

Senior Planner: to provide technical expertise and advice.

Meeting Frequency: Monthly, or at the call of the Chair