

**COMMITTEE OF THE WHOLE MEETING
MAY 1, 2017**

REPORT #PD-2017-16

**OFFICIAL PLAN REVIEW
PHASE 1: CONSULTATION/VISIONING**

RECOMMENDATION

That Report #PD-2017-16 be received;

And further that a Community Liaison Committee be established to provide input into the Official Plan Review;

And further that staff be directed to advertise for citizens interested in the Official Plan Review process to serve as members of the Community Liaison Committee and report back on the selected members to be appointed by Council.

OBJECTIVE

The purpose of this report is to present Council with details of Phase 1 of the Official Plan Review which includes consultation and visioning with the public and to endorse a process for establishing a Community Liaison Committee who will provide input to the project.

BACKGROUND

On March 20, 2017, Council awarded proposal P17-03, the Town's Official Plan Review ("OPR") to The Planning Partnership. Town staff and the consulting team are in the process of initiating the project and have met on two separate occasions. The workplan for the OPR anticipates completion of the project by May, 2018.

The work plan prepared by the Planning Partnership outlined completion of the OPR over five (5) phases as follows:

- Phase 1 - Consultation/Visioning (March - June, 2017);
- Phase 2 - Background Studies and Discussion Papers (April - August, 2017);
- Phase 3 - Directions and Recommendations (August - November, 2017);
- Phase 4 - Draft Official Plan (November, 2017 - February, 2018); and,
- Phase 5 - Final Official Plan (March - May, 2018).

A work plan overview of the OPR is provided as Attachment No. 1.

COMMENTS AND CONSIDERATIONS

As noted, Phase 1 of the project consists of a thorough Consultation and Visioning program to inform the consultants as they complete the OPR. As part of this Phase, a variety of actions are occurring: branding of the project; the establishment of a Staff Steering Committee ("SSC") and a Community Liaison Committee ("CLC") (as discussed herein); one-on-one interviews with Council; the development of a Consultation Strategy and consultation media (Community Newsletters, project webpage, etc.), the holding of a community visioning workshop and the preparation of a Vision Summary Report.

Each task is being completed by staff and the Town's consultants, however Council direction is required with respect to the manner in which the CLC is selected. With respect to the one-on-one meetings with Council, staff will be reaching out to Council in the near future to determine availability to meet with the Planning Partnership. The intent of the meetings is to provide the consultants with an understanding of key issues that should be addressed through the OPR and how the future of the Town is envisioned from Council's perspective.

As noted above, Phase 1 of the OPR includes the establishment of the SSC and the CLC. The role of the SSC is to provide strategic advice and direction throughout the course of the OPR, to act as technical advisers as the OPR progresses, to help address any data or information gaps and to review relevant draft material and submissions. The SSC has been established and is comprised of the Director of Planning and Development, the Senior Planner of Long Range Planning, the Senior Planner of Development Control, the Director of Engineering, the Director of Parks, Recreation and Culture, the Economic Development Coordinator, the Senior GIS Coordinator and the Town Solicitor (as required).

The role of the CLC is to act as a sounding board and to provide input to the project team. Further, the role of the CLC is to:

- review the project teams work at various milestones throughout the study;
- provide feedback that reflects the needs and interests of the community; and,
- assist with communicating the OPR's progress to the larger community i.e. project 'champions'.

The CLC is not a decision making body but is an advisory body that represents the local community. The Planning Partnership have prepared a Terms of Reference for the CLC which is provided herein as Attachment No. 2 which all members will be required to agree too. It is intended that representation on the CLC would be as varied as possible to gain the widest array of opinions and perspectives, inclusive of:

- Two Councillors;

- Four residents (distributed among Alliston, Beeton, Tottenham and the rural area);
- One member from each Chamber of Commerce; and,
- One member of each Business Improvement Association ("BIA").

There are four (4) CLC meetings planned, each two hours in length and held during weekday afternoons or early evenings in late May 2017, early October 2017, mid-late February 2018 and mid May 2018. Planning staff suggest that the members of the CLC be selected as follows:

- Council select two members to participate in the CLC for the duration of the project;
- A call for applications be issued, which involves placing an advertisement in the local newspapers, the Town's website, etc., requesting that interested residents complete and submit an application outlining their desire and reasons why they would be a good candidate to sit on the CLC. Further, the application would specify that all candidate must agree to collaborate in a positive manner and commit to attending four meetings as well as reviewing all material. Applications would then be reviewed by staff and the Planning Partnership to select CLC members; and,
- To capture members of the business community from the BIA's and Chambers of Commerce, staff suggest that a letter be delivered to each organization seeking a representative to sit on the CLC.

Public consultation is an important component to the OPR process and the Planning Partnership have outlined a thorough and comprehensive consultation program that will provide much needed input. There are other accepted methods for selecting public representatives on a committee such as the CLC, however the method described above should help to determine membership in the shortest time frame. The formation of the CLC will help to not only provide public input into the preparation of the plan, but promote the OPR to as wide an audience as possible to make the public consultation program a success.

Messaging for the OPR

During the Official Plan Review, it is anticipated that some landowners will make requests to changes to the land use designation/policies that affect their properties and consequently the development potential of said properties. These requests are often made without the submission of a formal application with the intent being to align their development aspirations with the broader process of the OPR.

These types of requests present the following potential issues:

- should the Town process site specific amendments to the Official Plan through the OPR? The concern is that details of the specific proposal may be lost as part

of the broader OPR process, and that potentially, the public has not been specifically informed about the change. Further, does Council lose the ability to specifically consider the details and merits of a specific request?; and,

- is it fair to allow site specific amendments to the OP through the OPR without the typical requirements of the Town i.e. a complete application, application fee, appropriate justification, etc.?

Town staff and the Planning Partnership have established a process wherein each request would be considered and presented to Council in due course, with a recommendation as to how they should be addressed; either through the OPR or through a formal site specific application.

FINANCIAL CONSIDERATIONS

There are no financial considerations as a result of this report.

Respectfully submitted:



Tim Schilling, MCIP, RPP
Senior Planner

Attachments:

- [Attachment No. 1 - Work Plan Overview](#)
- [Attachment No. 2 - Community Liaison Committee Terms of Reference](#)

Approved By:

Bruce Hoppe, MCIP, RPP
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Department:

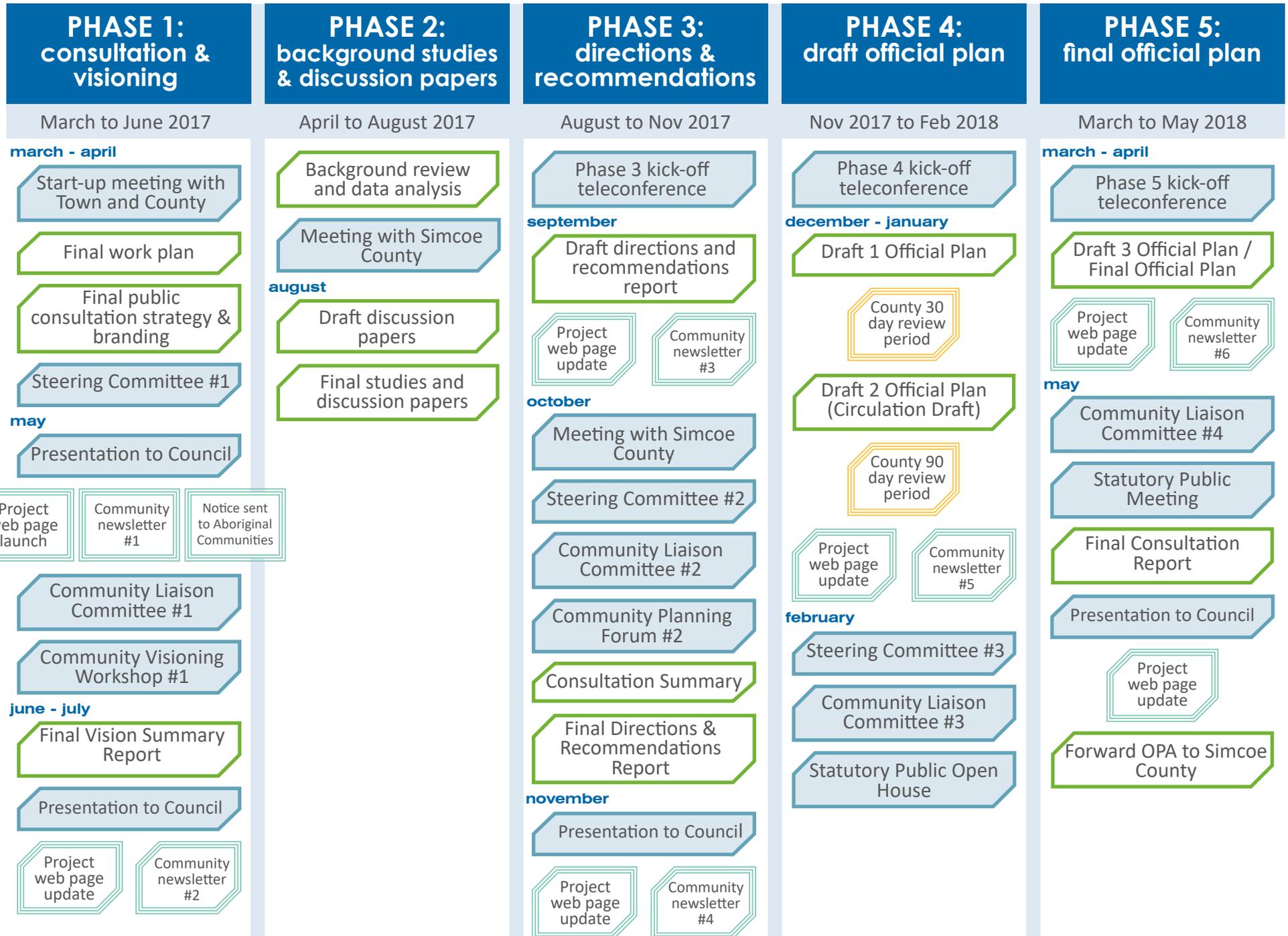
Planning
CAO

Status:

Approved - 27 Apr 2017
Approved - 27 Apr 2017

NEW TECUMSETH OPR project work plan overview

Updated April 2017



**Official Plan Review
Community Liaison Committee
TERMS OF REFERENCE**

Background

The purpose of this Official Plan Review (OPR) process is to conduct a comprehensive review, assessment and update to the vision, goals and objectives, policies and schedules of the Town Official Plan (OP), and to identify the need for and an appropriate manner to address any settlement area expansion requirements. There have been a number of changes to County and Provincial planning policies since the approval of the current OP. The new OP policies resulting from this project must conform to the Simcoe County Official Plan and Provincial planning documents and be consistent with the Provincial Policy Statement, all the while addressing local municipal and community objectives. This OPR exercise will find a balance between ensuring that new growth and development is planned to contribute to and build upon the existing communities, while also supporting and protecting the thriving agricultural and rural areas.

The Official Plan Review is being undertaken within the context of broad-based community consultation to ensure the voices of New Tecumseth landowners, business owners, service providers/community organizations, home builders/developers and residents of all ages are heard throughout the Official Plan Review process. This will ensure that there is a variety of ways people can share their thoughts over the course of this project. This project is anticipated to be completed by May 2018.

The following sets out the Terms of Reference for the Community Liaison Committee (CLC).

Purpose

The CLC is intended to act as a 'sounding board' and provide input to the project team (Town staff and the consultant team). CLC members are encouraged to bring varied opinions and perspectives to the meeting. This group is not a decision making body where the goal is to reach consensus, rather it is an advisory body that is representative of the local community.

The CLC will work to:

- review the project team's work in progress at key milestones throughout the study
- provide feedback that reflects the needs and interests of the local community
- assist with communicating the study's progress to the larger community

Composition

The CLC is comprised of residents, business owners, representatives of stakeholder groups and Town Council Members. Town staff and consultant team members will attend these meetings to present material, answer questions and record input received.

Schedule of Meetings

CLC meetings will be two hours in length and held during weekday afternoons or early evenings. Four meetings are planned:

- Meeting #1: Late May 2017
- Meeting #2: Early October 2017
- Meeting #3: Mid-late February 2018
- Meeting #4: Mid May 2018

Members of the CLC will not be reimbursed for parking or travelling related expenses.

Roles and Responsibilities

Members of the CLC are expected to:

- familiarize themselves with the OPR material on the OPR webpage: TBD
- come prepared to meetings by reviewing any materials provided in advance
- participate equally in the meetings providing feedback to the information shared by Town staff and the consulting team
- respect the agendas for each meeting including the topics of discussion and the timing
- share information with members of your community
- attend each of the four CLC meetings (or provide regrets in advance of the meeting). Members that represent an organization may send a designate in the event that they cannot attend one of the meetings

The project team will:

- circulate the agendas, confirmation of the meeting location and background information at least one week in advance of each meeting
- chair and facilitate the meetings such that each meeting begins and ends on time
- prepare minutes of the meetings and circulate them to members of the CLC (final minutes may be posted publicly on the OPR webpage)

Code of Conduct

The Code of Conduct is built on individual integrity and respect of others' opinions. Participants at the CLC meetings must adhere to the following Code of Conduct:

- Participants should be courteous, listen to others and respect the opinions of others.
- Participants should not request that items outside of the mandate of the OPR be discussed at meetings.
- Participants should participate fully in discussions but not dominate the discussion.
- Participants should speak one at a time and not interrupt other participants while they are speaking.
- To ensure equal participation, participants wishing to make comments should do so through the facilitator.
- Participants should remain focused on the set agenda topics; participants wishing to hold private discussions shall move outside of the meeting room while the meeting is in progress.
- Participants shall not use foul language.
- Participants shall not make derogatory comments based on gender, race, ethnicity, religion, sexual orientation or disability.
- Personal insults toward other CLC members and/or to the project team will not be tolerated.

Confidentiality and Conflict of Interest

In order to maintain confidentiality and integrity of the process, CLC members shall not express an opinion on behalf of the CLC or discuss with the media any information discussed during CLC meetings. If confidential information is shared with the CLC, members may be required to sign and abide by a confidentiality agreement. Members should declare any conflict of interest associated with the OPR.

Freedom of Information and Protection of Privacy

Please note that all information will be used in accordance with the Freedom of Information and Protection of Privacy Act and the Access to information Act. With the exception of personal information, all information provided through the CLC process will form part of the public record including the names of CLC member and organizations.

COMMUNITY LIAISON COMMITTEE MEMBER’S AGREEMENT

I agree to these Terms of Reference and to take part as a member of the New Tecumseth Official Plan Review Community Liaison Committee.

Signature Date

Name

Organization (if applicable)

Email Phone No.

Questions about these Terms of Reference can be directed to planning@newtecumseth.ca