



FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: Grant Brouwer, Director of Building and Development

Date of Meeting: 27 June 2017

Subject: **DEV 14-2017 Town of St. Marys Official Plan Review**

PURPOSE

The purpose of this report is to provide Council with an update on the status of the Official Plan review and an overview of a proposed work plan, schedule and budget to complete the project.

RECOMMENDATION

THAT DEV 14-2017 Town of St. Marys Official Plan Review be received for information; and

THAT MLS Planning Consulting be retained to complete the Town's Official Plan review.

BACKGROUND

In 2012, the Town commenced a five-year review of the Official Plan in accordance with Section 26 of the *Planning Act*. The purpose of a Section 26 review is to ensure that the Official Plan conforms with provincial plans (or does not conflict with them), has regard to matters of provincial interest and is consistent with policy statements, such as the Provincial Policy Statement which was updated in 2014. In addition to meeting statutory requirements under the *Planning Act*, the review provides an important opportunity for the Town to identify and address administrative, interpretation, policy and mapping issues with the current Official Plan. Also, this review provides the community and agencies with the opportunity to assist in the identification of opportunities and issues that can be addressed through the Official Plan.

Through the provision of planning services to the Town, the County of Perth assisted with the preparation of a series of draft Discussion Papers between 2012 and 2016. These Discussion Papers were presented to the Planning Advisory Committee as summarized in Table 1 below.

Table 1: Discussion Papers Prepared between 2012 and 2016

Paper	Topic	Presented to Planning Advisory Committee
1	Population	April 2013
2	Interpretation / Implementation	May 2013
3	Transportation and Services	August 2013
4	Residential	September 2013
5	Rural Lands, Attainable Housing and Source Water Protection	July 2016

6	Extractive Industrial	August 2016
7	Employment Areas: General Industrial	August 2016
8	Recreation and Parkland	September 2016
9	Environmental Constraints	September 2016

Earlier this year, Council retained MLS Planning Consulting (MLS) to provide planning services to the Town. As part of these planning services, Town Staff asked that MLS prepare a work plan and budget to complete the Official Plan review project (attached).

REPORT

MLS has prepared a proposed work plan, schedule and budget to complete this project. Mark Stone of MLS will serve as the Project Planner. Mr. Stone will lead all aspects of the proposed work plan and will provide professional planning advice throughout the project. Further, Mr. Stone will manage and participate in all background tasks, consultation events, presentations, and will prepare / oversee the preparation of all deliverables. As Project Planner, Mr. Stone has 25 years of experience managing and contributing to Official Plan and Zoning By-law review projects across the Province.

Table 2 summarizes the tasks included in the proposed work plan. The following provides a summary of some key components of the work plan:

- **Section 26 Meeting** - Section 26(3) of the *Planning Act* requires Council to consult with the approval authority and prescribed public bodies, and to hold a special meeting of Council, open to the public, to discuss required revisions to the Official Plan. The Town held a Section 26 meeting in the early stages of the project however, it is recommended that Council hold another meeting given the time that has elapsed since the original meeting.
- **Project Team and Technical Advisory Committee (TAC)** – For the purposes of the work plan, MLS proposes the establishment of a Project Team consisting of Grant Brouwer, Susan Luckhardt, Jeff Wolfe, Laurel Davies Snyder and MLS, and a TAC consisting of Town staff, the Upper Thames River Conservation Authority, the Perth Health District Health Unit and MLS.
- **Community Consultation** - The proposed work plan was prepared with a focus on ensuring there are multiple opportunities for community input and involvement throughout the project. MLS recommends that the Town establish a webpage on the Town's website dedicated to providing background information (including copies of Discussion Papers and draft Amendments) and a portal for the public to provide comments. MLS is also proposing to prepare newsletters to update the community regarding the project at key points in the work plan.
- **Update Discussion Papers** - All of the draft Discussion Papers prepared to date will be reviewed and updated, in particular those Papers presented to PAC in 2013. The following is a general summary of tasks required to update the draft Discussion Papers:
 - Provincial Policy Statement (2014) conformity
 - Discuss issues identified through public and agency consultation
 - Population Paper 1 – update population projections and other statistics
 - Residential Paper 4 – update land needs assessment, existing dwelling size, infill potential, building permit activity, etc., and include discussion related to infill and intensification, density and building heights.
 - Employment Areas: General Industrial Paper 7 – update land needs
 - Recreation and Parkland Paper 8 – update regarding parkland dedication and trails

- **Prepare Remaining Discussion Papers** - The following additional Discussion Papers will be prepared:
 - Central Commercial Discussion Paper
 - Cultural Heritage, Urban Design, Economic Development and Tourism Discussion Paper
 - Natural Heritage Discussion Paper

Table 2: Proposed Official Plan Review Work Plan

	TASK	DESCRIPTION
1	Project Team Meeting #1	<ul style="list-style-type: none"> • Discuss required revisions to draft Discussion Papers • Identification and discussion of new or emerging issues • Discuss consultation strategy
2	Project Communications	<ul style="list-style-type: none"> • Assist Town with content for dedicated webpage • Preparation of Newsletter #1
3	Update Discussion Papers	<ul style="list-style-type: none"> • All draft Discussion Papers to be updated as required
4	Preparation of draft Discussion Paper 10	<ul style="list-style-type: none"> • Central Commercial Discussion Paper
5	Preparation of draft Discussion Paper 11	<ul style="list-style-type: none"> • Culture, Urban Design, Economic Development and Tourism Discussion Paper
6	Preparation of draft Discussion Paper 12	<ul style="list-style-type: none"> • Natural Heritage Discussion Paper
7	TAC Meeting #1	<ul style="list-style-type: none"> • Present and discuss draft Discussion Papers 1 through 12
8	Meet with MMAH	<ul style="list-style-type: none"> • Consultation meeting
9	Section 26 Meeting	<ul style="list-style-type: none"> • Public meeting of Council as required by Planning Act
10	Revise draft Discussion Papers	<ul style="list-style-type: none"> • Revisions based on comments received through consultation
11	Staff Report and Presentation to PAC	<ul style="list-style-type: none"> • Present draft Discussion Papers 1 through 12 • Seek authorization to proceed to Public Open House
12	Revise draft Discussion Papers	<ul style="list-style-type: none"> • Revise Papers based on input from PAC
13	Project Communications	<ul style="list-style-type: none"> • Assist Town with content for dedicated webpage • Preparation of Newsletter #2 • Draft Discussion Papers posted on Town's website
14	Public Open House #1	<ul style="list-style-type: none"> • Drop-in format with presentation at set time to provide overview of project, process and draft Papers
15	Staff Report and Presentation to PAC	<ul style="list-style-type: none"> • Staff report and presentation outlining comments received from community and recommended modifications to Discussion Papers
16	Staff Report and Presentation to Council	<ul style="list-style-type: none"> • Staff report and presentation • Seek authorization to prepare draft Official Plan Amendment
17	Preparation of draft Official Plan Amendment	<ul style="list-style-type: none"> • Text and mapping
18	Project Team Meeting #2	<ul style="list-style-type: none"> • Review and discuss draft Official Plan Amendment

19	Revise draft Official Plan Amendment and circulate to TAC	<ul style="list-style-type: none"> Revisions based on input from Project Team
20	TAC Meeting #2	<ul style="list-style-type: none"> Discuss draft Official Plan Amendment
21	Meetings with Heritage St. Marys, St. Marys BIA, Economic Development Advisory Committee and Accessibility Advisory Committee	<ul style="list-style-type: none"> Presentation and discussion of draft Official Plan Amendment
22	Revise draft Official Plan Amendment	<ul style="list-style-type: none"> Revise draft Official Plan Amendment based on input from TAC and Committees
23	Staff Report and Presentation to PAC	<ul style="list-style-type: none"> Staff report and presentation of draft Official Plan Amendment to PAC
24	Revise draft Official Plan Amendment	<ul style="list-style-type: none"> Revise draft Official Plan Amendment based on input from PAC
25	Staff Report and Presentation to Council	<ul style="list-style-type: none"> Staff report and presentation of draft Official Plan Amendment to Council Seek authorization to proceed to Statutory Public Open House and Public Meeting
26	Revise draft Official Plan Amendment	<ul style="list-style-type: none"> Revisions based on Council feedback and direction
27	Project Communications	<ul style="list-style-type: none"> Assist Town with content for dedicated webpage Preparation of Newsletter #3 Draft Official Plan Amendment posted on Town's website
28	Statutory Public Open House	<ul style="list-style-type: none"> Drop-in format with presentation at set time to provide overview of draft Official Plan Amendment
29	Statutory Public Meeting	<ul style="list-style-type: none"> Presentation at public meeting
30	Present Final proposed Official Plan Amendment to Council	<ul style="list-style-type: none"> Staff report and presentation of final proposed Official Plan Amendment

Mapping for the Official Plan review will be completed by MLS. MLS has prepared a proposed work plan schedule to complete the project (attached to this report) and has assured the Town that the project can be commenced immediately.

FINANCIAL IMPLICATIONS

MLS is also proposing to retain Mark Swallow on a part time basis, outside of his duties for the County of Perth, to assist with this project. A total fee budget of \$27,000.00 is proposed to complete the project, excluding HST. The project and the required budget will be allocated over 2017 and 2018 (\$15,000.00 in 2017 and \$12,000.00 in 2018). Any meetings required in addition to those identified in the work plan will be charged at an hourly rate of \$100.00 per hour.

OTHERS CONSULTED


Brent Kittmer, CAO / Clerk

ATTACHMENTS

- 1) Proposed Work Plan


REVIEWED BY

Recommended by the Department



Grant Brouwer
Director, Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk