

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. DS-2019-0016

**FOR THE CONSIDERATION OF
COUNCIL
MARCH 6, 2019**

**SUBJECT: KESWICK SECONDARY PLAN REVIEW AND STEERING COMMITTEE
FORMATION
PLANNING DIVISION FILE: 02.195**

1. RECOMMENDATION:

- 1. That Council receive Report No. DS-2019-0016 prepared by the Planning Division, Development Services Department dated March 6, 2019 respecting the Keswick Secondary Plan Review and Steering Committee Formation.**
- 2. That Council refer the Draft Terms of Reference for the Keswick Secondary Plan Review Steering Committee included as Attachment 4 to Report DS-2019-0016 to the Selection Committee for review and final approval, in consultation with the Planning Division.**
- 3. That Council appoint three (3) Members of Council to sit on the Keswick Secondary Plan Review Steering Committee.**
- 4. That Council authorize the Office of the Clerk and the Selection Committee to commence the selection process to appoint four (4) members of the public to sit on the Keswick Secondary Plan Review Steering Committee.**
- 5. That the Town Clerk forward a copy of Report DS-2019-0016 and Council's Resolution thereon to the York Region Director of Community Planning and Development Services and the Lake Simcoe Conservation Authority, General Manager, Planning and Development.**

2. PURPOSE:

The purpose of this report is to:

- 1. Provide Council with a high level overview of the major components of the Keswick Secondary Plan Review (KSPR);**
- 2. Request that three (3) members of Council be appointed to sit on the KSPR Steering Committee; and,**

3. Request Council to authorize the Office of the Clerk and the Selection Committee to commence the selection process to appoint four (4) members of the public to sit on the KSPR Steering Committee.

3. BACKGROUND:

In 2013 the Town of Georgina undertook a review and update to the Town of Georgina Official Plan, 2002, as it relates to the policies and schedules that apply to all the lands in Georgina, excluding the lands within the Secondary Plan areas of Keswick, Keswick Business Park, Sutton/Jackson's Point and Pefferlaw. The Official Plan review process came to a conclusion on November 23, 2016 with the Town of Georgina Official Plan, 2016 coming into force and effect. Attachment 1 is a copy of Schedule A2, Land Use Plan to the Town of Georgina Official Plan, 2016 which illustrates the Secondary Plan areas in grey.

The Official Plan identifies the planned Municipal Structure for the Town of Georgina in accordance with the Regional Official Plan (refer to Attachment 2). The Municipal Structure is generally comprised of Settlement Areas and the Countryside Area. Of the Settlement Areas, Keswick and the Keswick Business Park are identified as Urban Areas which are anticipated to accommodate the majority of future growth, while the communities of Sutton/Jackson's Point and Pefferlaw are considered Towns and Villages which will see more limited growth.

Since the Keswick Secondary Plan (KSP) came into force in 2004, the land use planning system in Ontario has dramatically changed with the implementation of several key provincial planning policy documents which affect land use and development within the community of Keswick. In order to bring the KSP into compliance with provincial documents and to appropriately plan for future growth in the community, it is appropriate to undertake a comprehensive review and update to the KSP.

Furthermore, in the fourth quarter of 2018, York Region Staff restarted a municipal comprehensive review¹ (MCR) of the York Region Official Plan, 2010 (as modified). The Region anticipates adoption of a new Regional Official Plan in the fourth quarter of 2020. The timing of the KSPR dovetails nicely with the Region's MCR, which will help ensure that the KSP will be in conformity with the Region's new Official Plan.

¹ The Growth Plan for the Greater Golden Horseshoe, 2017 defines a municipal comprehensive review as "a new official plan, or an official plan amendment, initiated by an upper-or single-tier municipality under section 26 of the Planning Act that comprehensively applies the policies and schedules of this Plan."

Due to the length of the KSP, it has not been attached to this report; however, the text, schedules and appendices can be viewed online at the Town's website through the Planning & Development Services webpage as follows:

- <https://www.georgina.ca/living-here/planning-and-development/official-plan-and-secondary-plans/keswick-secondary-plan>

4. ANALYSIS:

4.1 CONSULTANT SELECTION

As of the completion of this report, Planning staff have been working with the Procurement Division in order to finalize a Request for Proposal (RFP) to retain a qualified Consultant to complete the KSPR. When complete, the RFP will be posted to the Bids and Tenders forum. Once the posting closes, Staff will review and evaluate the submissions in order to select a Consultant and award the contract. It is anticipated that the contract to complete the Project will be awarded by early to mid-April 2019.

4.2 MAJOR COMPONENTS OF THE REVIEW

Typically, Official Plan/Secondary Plan reviews are completed in three (3) major stages: 1) Background Research and Analysis; 2) Issues/Options/Policy Direction; and, 3) Drafting of the Plan. The general components of each stage are outlined in Attachment 3. A work program outlining all the detailed tasks, meetings, and consultations will be developed in collaboration with the retained Consultant. It is anticipated that the consultant will undertake the majority of the background review and analysis, identify major policy and mapping gaps, implement a public consultation program, and make policy direction recommendations. The consultant, in consultation with Planning Staff, will then draft the policy wording and schedules for a new KSP.

A major requirement of the KSPR will be to update the policy framework of the Plan so as to make it consistent with the 2014 Provincial Policy Statement and bring it into compliance with the applicable Provincial and Regional planning policy documents, and any amendments thereto.

Key elements of the study shall include, but are not limited to:

- Residential and non-residential land budgeting/growth exercise;
- Environmental policy/mapping review;
- Transportation demand management component;
- Commercial/employment land analysis;
- Intensification policies to encourage a full range/mix of housing;
- Establishing appropriate density targets and built forms;
- Affordable housing and inclusionary zoning;

- Review and update of urban design guidelines and creation of architectural design guidelines; and,
- An innovative and effective public consultation strategy.

In addition to fulfilling the statutory requirements under the *Planning Act*, the Planning Division is seeking to “modernize” the KSP so as to make it as easily legible, engaging, and user-friendly as possible. In this regard, the Planning Division is looking to employ leading-edge ideas in terms of how the KSP will be structured and presented, while still ‘fitting in’ within the framework and context of the Town of Georgina Official Plan, 2016.

4.3 STEERING COMMITTEE

The purpose of a KSPR Steering Committee will be to provide leadership, direction and feedback on the Review process. The Steering Committee will be a formal committee of Council and therefore will be subject to the Town’s Procedural By-law (By-law No. 2016-0014 (COU-2)).

It is proposed that the Committee will be comprised of three (3) members of Council along with four (4) members of the public for a total of seven (7) members. In this regard, Council will need to appoint three (3) members of Council to the Steering Committee. A recommendation to this effect has been included in Section 1 of this report.

Pursuant to the Procedural By-law, the Office of the Clerk shall publicly advertise and recruit applicants for the Steering Committee. The Selection Committee will then conduct the selection process of applications and make recommendations to Council for appointments. A recommendation has been included in Section 1 of this report which would allow the Office of the Clerk and the Selection Committee to commence the selection process for members of the public to sit on the Steering Committee. Once the Steering Committee members have been selected, Council shall appoint the members to the Steering Committee by by-law.

The Office of the Clerk has advised that the draft terms of reference (TOR) for the Steering Committee shall be prepared by Staff and approved by the Selection Committee. In this respect, the draft TOR prepared by Staff is provided as Attachment 4 and a recommendation for Council to refer the TOR to the Selection Committee for approval is contained in Section 1. Following the establishment of the Steering Committee, they will be required to elect and appoint a Chair and Vice-Chair from the citizen appointees.

4.4 TECHNICAL ADVISORY COMMITTEE

It is proposed that a Technical Advisory Committee (TAC) be established for the KSPR. The purpose of the TAC will be to provide professional advice and expertise from various disciplines. The TAC will be comprised of internal staff members from Town departments, and staff members from York Region and the Lake Simcoe Region Conservation Authority.

5. RELATIONSHIP TO STRATEGIC PLAN:

This report addresses all four strategic goals:

- GOAL 1: "Grow our Economy" – SUSTAINABLE ECONOMIC GROWTH & EMPLOYMENT;
- GOAL 2: "Promote a High Quality of Life" – HEALTHY, SAFE, SUSTAINABLE COMMUNITIES;
- GOAL 3: "Engage Our Community & Build Partnerships" – COMMUNICATION, ENGAGEMENT, COLLABORATION & PARTNERSHIPS; and,
- GOAL 4: "Provide Exceptional Municipal Service" – ORGANIZATIONAL & OPERATIONAL EXCELLENCE.

6. FINANCIAL AND BUDGETARY IMPACT:

Through Council's approval of the 2017 Budget, \$100,000 was allocated to undertake the KSPR, of which \$90,000 was to come from the Development Charges Reserve Fund and \$10,000 was to come from the Reserve Fund. These funds have been carried forward through to the 2019 Budget. With the recent approval of the 2019 Budget, an additional \$100,000, bringing the total budget for the Project to \$200,000, has been provided by Council in order to carry out the KSPR.

7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

Pursuant to the Planning Act, there are no public consultation or notice requirements for this report.

With respect to public consultation and notice requirements for the KSPR, the *Planning Act* outlines the minimum requirements for public consultation when conducting an Official Plan Review, which includes:

- Holding a special meeting of Council, open to the public, to discuss the revisions that may be required;

- Holding an open house for the purpose of giving the public an opportunity to review and ask questions about the information and material made available on the proposed plan; and,
- Hold at least one public meeting for the purpose of giving the public an opportunity to make representation in respect of the proposed plan.

Notwithstanding the minimum requirements of the Act, a key component of the KSPR will be working with the retained consultant to maximize opportunities for public participation throughout the process. As such, staff are seeking to retain a consultant who will be able to develop an innovative public consultation strategy utilizing various methods of engagement and technologies.

8. CONCLUSION:

At this time, staff have initiated the RFP process in order to retain a Consultant to complete the KSPR and require Council's authorization to initiate the Steering Committee member selection process.

In consideration of the foregoing, Staff recommend that Council approve the recommendations contained in Section 1 of this report in order to authorize the formulation of the KSPR Steering Committee.

Prepared by:



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Reviewed & Recommended by:



Harold W. Linters, M.Sc.PI, MCIP, RPP
Director of Development Services

Approved by:



David Reddon
Acting Chief Administrative Officer

February 19, 2019

Attachment 1 – Schedule A2 – Land Use Plan to the Town of Georgina Official Plan, 2016

Attachment 2 – Schedule A1 – Municipal Structure to the Town of Georgina Official Plan, 2016

Attachment 3 – Major Components of the KSPR

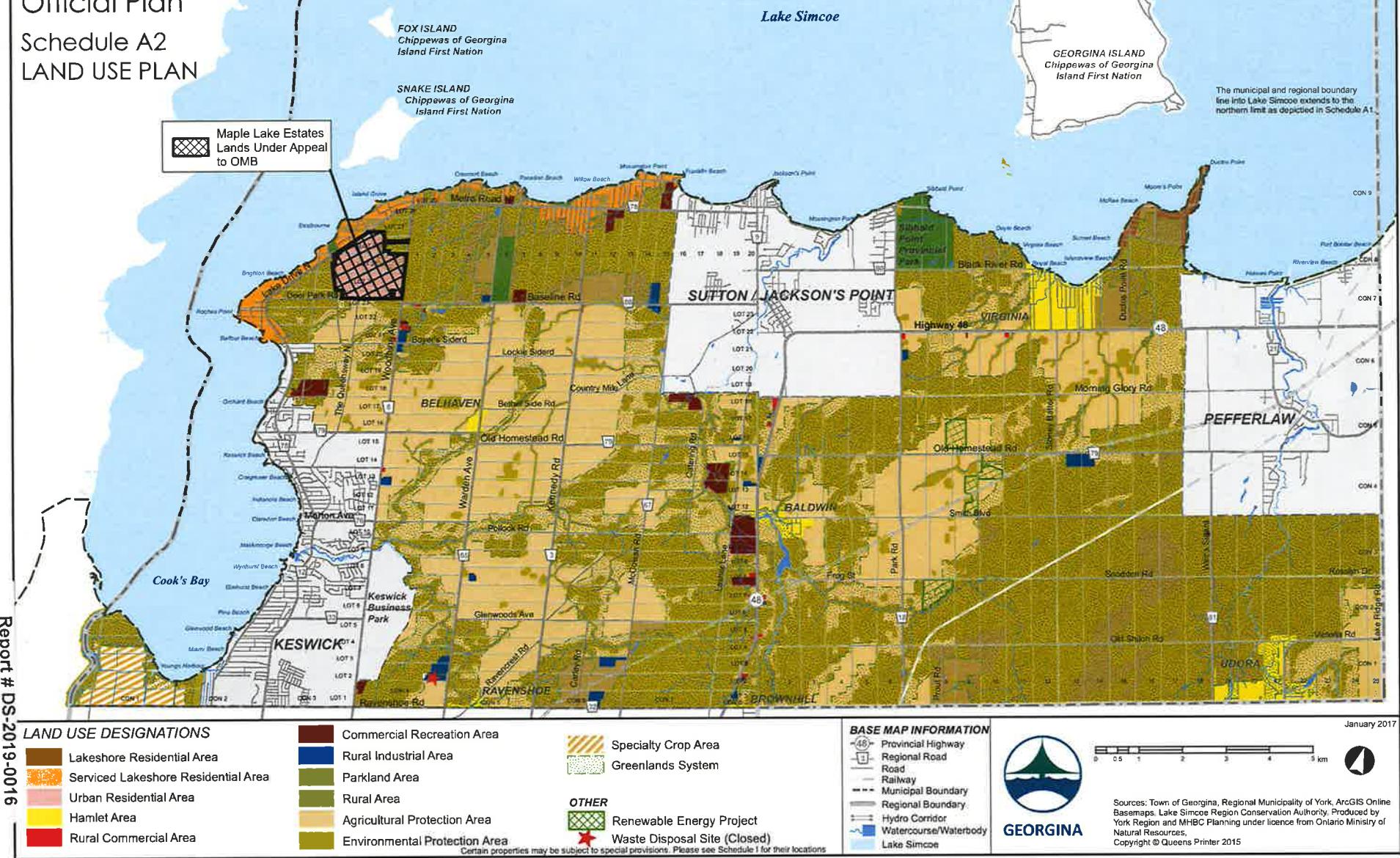
Attachment 4 – Draft Terms of Reference for the Keswick Secondary Plan Review Steering Committee

Town of Georgina

Official Plan

Schedule A2

LAND USE PLAN



LAND USE DESIGNATIONS	
Lakeshore Residential Area	Commercial Recreation Area
Serviced Lakeshore Residential Area	Rural Industrial Area
Urban Residential Area	Parkland Area
Hamlet Area	Rural Area
Rural Commercial Area	Agricultural Protection Area
	Environmental Protection Area

	Specialty Crop Area
	Greenlands System
OTHER	Renewable Energy Project
	Waste Disposal Site (Closed)
Certain properties may be subject to special provisions. Please see Schedule 1 for their locations.	

BASE MAP INFORMATION	
48	Provincial Highway
17	Regional Road
	Road
- - -	Municipal Boundary
- - -	Regional Boundary
- - -	Hydro Corridor
- - -	Watercourse/Waterbody
	Lake Simcoe

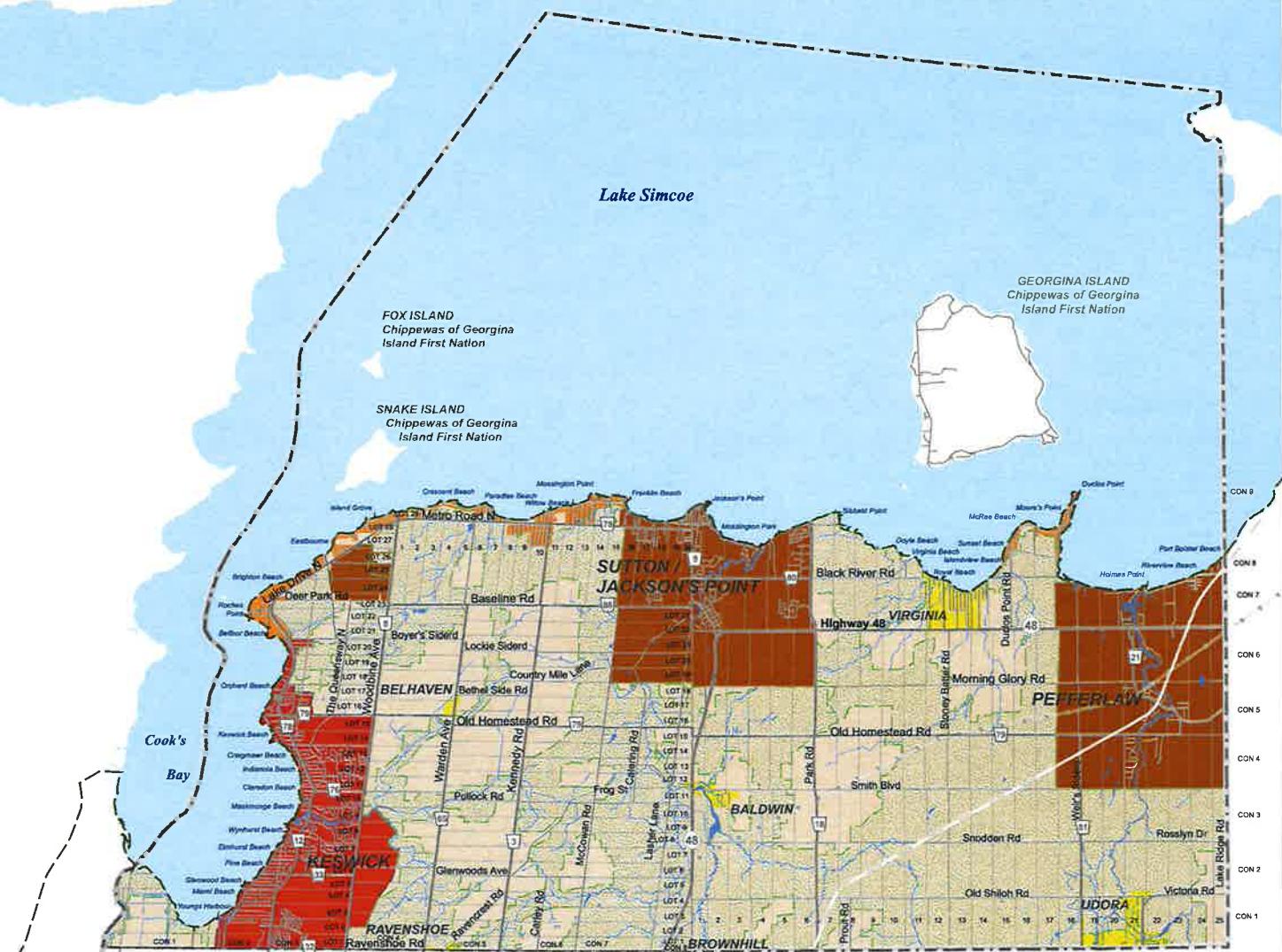


Sources: Town of Georgina, Regional Municipality of York, ArcGIS Online Basemaps. Lake Simcoe Region Conservation Authority. Produced by York Region and MHC Planning under licence from Ontario Ministry of Natural Resources, Copyright © Queens Printer 2015

Town of Georgina

Official Plan

Schedule A1 MUNICIPAL STRUCTURE



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Attachment 2
Page 1 of 1



- Urban Area
- Towns and Villages
- Hamlet
- Lakeshore Residential Area
- Countryside Area

BASE MAP INFORMATION

- (48) Provincial Highway
- (2) Regional Road
- Road
- Railway
- - - Municipal Boundary
- Regional Boundary
- : : Hydro Corridor
- Watercourse/Waterbody
- Lake Simcoe



Sources: Town of Georgina, Regional Municipality of York, ArcGIS Online Basemaps, Lake Simcoe Region Conservation Authority. Produced by York Region and MHBC Planning under licence from Ontario Ministry of Natural Resources,
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MAJOR COMPONENTS OF KSPR

STAGE 1

BACKGROUND RESEARCH AND ANALYSIS

- Work Program to be finalized
- Steering Committee and TAC initial start-up meetings
- Consultant provided with all available background information for review
- Review of current KSP policies and schedules for major gaps to be addressed
- Background reviews and studies on various topics to be completed

STAGE 2

ISSUES/OPTIONS/ POLICY DIRECTION

- Visioning exercise/workshop to create guiding principles and vision for the Plan
- Prepare issues paper on results of policy scan, mapping review and workshop findings
- TAC and SC meeting(s) to gather feedback and direction
- Report to Council and hold a public meeting to discuss revisions that may be required and receive feedback

STAGE 3

DRAFTING OF THE PLAN

- Preparation of the first draft of the KSP
- TAC and SC meeting(s) to gather feedback on the draft KSP
- Prepare second draft and report to Council to present draft KSP and request it to be released to the public
- Hold a public open house to present draft KSP to the public and receive feedback
- Incorporate necessary revisions into the third draft KSP
- Public meeting to present KSP to Council and the public
- Recommendations to Council on final KSP

KESWICK SECONDARY PLAN REVIEW
STEERING COMMITTEE
DRAFT TERMS OF REFERENCE

1. Purpose

1. The purpose of the Keswick Secondary Plan Review (KSPR) Steering Committee (herein referred to as 'Committee') of Council is to provide direction, guidance and recommendations as necessary, regarding the KSPR background reports and draft Secondary Plan documents, and to participate in public consultation throughout the KSPR process. As such, 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, Regional and Provincial level.

2. Responsibilities

1. To elect and appoint a Chair and Vice Chair from its citizen appointees.
2. Hold meetings as required throughout the KSPR process.
3. Provide general direction, guidance and recommendations regarding the background reports and draft Secondary Plan policies and schedules that are prepared throughout the KSPR process.
4. Attend, and participate as needed, in public consultation events held by the Town or the Town's retained consultant(s). Such events will likely be held during the evening hours or possibly on weekends.

3. Composition, Term and Vacancies

1. The Committee is to be appointed by Council and shall consist of seven (7) members as follows:
 - a. Three (3) members of Council; and,
 - b. Four (4) members of the public.
2. To be eligible to make application and serve on this Committee, an individual must be a resident of the Town of Georgina and at least 18 years of age.
3. Under the direction of the Director of Development Services or the Senior Policy Planner, administrative and other support services will be provided to the Committee by the Town or the Town's retained consultant(s), as required.

4. The Committee shall be appointed for the duration of the KSPR process which is anticipated to be approximately one (1) year; however, unforeseen delays may extend the time frame.
5. Resignations from the Committee must be made in writing and addressed to the Steering Committee Chair and the Director of Development Services.
6. Should a vacancy occur, the Office of the Clerk will request application submissions from the public and will work with the Selection Committee to appoint a member of the community to fill the vacancy.
7. The office of a member becomes vacant if the member is absent from three (3) consecutive meetings without being authorized to do so by a resolution of the Committee.

4. Meetings

1. The number of meetings required over the KSPR will be determined by the Town and the Town's retained consultant(s). It is not anticipated that more than six (6) to ten (10) meetings will be required.
2. Committee meetings will be held at key times throughout the KSPR as generally set out in the work plan for the Review. The Committee in consultation with Town staff and the Town's retained consultant(s) will determine the exact date and time of the meetings. Generally, meetings will be held during regular Town business hours (i.e. 8:30 a.m. – 4:30 p.m.), but there may be occasions when a meeting will be held in the evening.
3. Quorum for the Committee shall be the majority of the active members. Majority is considered to be more than half of the members present.
4. Members of the Committee who are unable to attend a meeting are required to advise the Steering Committee Chair and the Senior Policy Planner of their absence as soon as reasonably possible prior to the meeting.

5. Remuneration

1. \$40.00 per meeting, not to exceed ten (10) paid meetings over the term of the Committee.

6. Orientation and Training

1. On the first scheduled meeting of the Steering Committee, all members will be provided with an orientation binder. The orientation binder is to be read and signed, as required, agreeing to comply with the Town's policies and procedures. The

sheets required to be signed by the members shall be returned to the Senior Policy Planner at the commencement of the second meeting of the Steering Committee.

7. Member in Good Standing

1. The rules governing the procedure of Council and the conduct of its members shall be observed by the Committee and its members.
2. All members shall reflect appropriate conduct when attending meetings and/or representing the Committee in public.
3. Upon any infraction of the above which infers a negative impact upon the effectiveness of the Committee's work, a member can be put on probation for a two (2) meeting period with a letter from the Chair and/or a vote from members. If the conduct of the member continues to impact negatively upon the Committee's work, during and following the probation, then the member, upon a majority vote from the members, will be required to resign from the Committee.

8. General Conduct

1. All Committee members shall abide by the Town of Georgina's Council Code of Conduct, and other applicable Town policies and procedures.
2. The *Municipal Act, S.O. 2001, c. 25*, shall bind the Committee members as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials

9. Authority

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference.
2. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required. Any information or action that binds the Corporation will require Council's approval.

10. Procedural By-law

1. The rules and regulations contained in the Town of Georgina Procedural By-law (By-law 2016-0014 (COU-2) shall be observed in all proceedings of the Committee and shall be the rules and regulations concerning dispatch of business by the Committee.