

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. PB-2015-0001

**FOR THE CONSIDERATION OF
COUNCIL**

JANUARY 14, 2015

**SUBJECT: TOWN OF GEORGINA OFFICIAL PLAN REVIEW UPDATE
FILE NO. 02.180**

1. RECOMMENDATION:

- 1. That Council receive Report No. PB-2015-0001 prepared by the Planning Division, dated January 14, 2015, respecting the Town of Georgina Official Plan Review Update.**
- 2. That Council endorse the 2015 timetable for completing the Town of Georgina Official Plan Review, included as Attachment 3 to Report No. PB-2015-0001.**
- 3. That Council amend the Official Plan Review Steering Committee Terms of Reference, included as Attachment 5, to indicate that the Committee shall consist of up to eight (8) members, including 2 members of Council and the Mayor as ex-officio, and up to five (5) members to be selected from the public at large.**
- 4. That Council confirm Councillor Davison and Regional Councillor Wheeler's continued appointments on the Steering Committee, as well as acknowledge Mayor Quirk as an ex-officio member on the Steering Committee.**

2. PURPOSE:

The purpose of this report is to provide a project status update on the Official Plan Review (OPR), along with a 2015 timeline for the remaining OPR tasks to be completed for Council endorsement. This report is also recommending an amendment be made to the OPR Steering Committee Terms of Reference, as well as to confirm the Council Committee appointments to the OPR Steering Committee.

3. BACKGROUND:

Council authorized staff to commence a review of the Town's Official Plan in accordance with Section 26 and 27 of the Planning Act on October 15, 2012. The

OPR project is being led by Jim Dymont of MHBC Planning, Urban Design and Landscape Architecture.

The OPR work plan contains 39 tasks and is organized into the following three major phases:

- Phase 1: Background Research and Policy Review
- Phase 2: Policy Development
- Phase 3: Official Plan Amendment Preparation

The original project timetable with all the listed OPR tasks is included as Attachment 1.

Staff Report PB-2014-0041, which was presented at the June 18, 2014 Council meeting, reported that the first two phases of the OPR work plan had been completed, with the exception of a few ongoing tasks, and that the third phase was underway. Previous staff reports and two completed key background documents being the Planning Policy Review Report and the Planning Directions Report, are available for viewing on the Town's website (<http://www.georgina.ca/opr-index.aspx>).

At the June 18, 2014 meeting, Council also endorsed a revised timeline for the remaining OPR tasks to be completed. This revised project timetable is included as Attachment 2.

4. ANALYSIS:

The following analysis provides an update in regards to the completed, ongoing and remaining tasks, as well as proposes a 2015 timeline for the remaining tasks to be completed.

4.1 Completed Tasks

Vision, Guiding Principles & Objectives (Task 24):

The Town's Consultant provided planning staff with a draft version of the vision, guiding principles and objectives in May 2014. Staff and the consultant have since revised this section of the Official Plan and have now completed a final draft.

4.2 Ongoing Tasks

Site-Specific Land Use Designation Review (Task 15):

Planning staff have reviewed all 82 properties that contain a site-specific land use designation, which are located within the study area of the OPR. These

designations include Estate Residential Area, Parkland Area, Commercial Recreation Area, Rural Commercial Area, Rural Industrial Area and Urban Residential Area. Staff reviewed the designations based on the protocol established in the Planning Directions Report, which was supported by the OPR Steering Committee and presented to Council at the June 18, 2014 Council meeting.

Twelve properties have been identified as potentially falling into the category of recommending removal of the designation or removing a portion of the designation where the subject property contains key natural heritage and/or key hydrological features that could adversely be impacted by development. The details surrounding all twelve properties was provided to the Lake Simcoe Region Conservation Authority and a meeting was held with the Conservation Authority on December 10th to discuss the environmental features on the properties. Planning staff will be seeking input on these designations from the Steering Committee in February 2015 and will present recommendations to Council in the spring.

Pefferlaw Secondary Plan Boundary Review (Task 20):

The Pefferlaw Secondary Plan, which was approved in 1996, contains a significantly large boundary that subsequently was recognized as a Towns and Villages designation in the Greenbelt Plan. The large Towns and Villages designation in the Greenbelt Plan provides a false representation of the actual size and future growth potential in Pefferlaw. As a result of this, planning staff requested that the Town Consultant conduct a review of this boundary and recommend whether environmental and rural/agricultural lands be considered for removal from the Pefferlaw Secondary Plan boundary and included into the Official Plan. Revisions to the area would not be included in the OPR, but would be the basis for the Town's comments on the Provincial Review of the Greenbelt Plan, which is scheduled to commence in 2015.

The Town's consultant has completed a draft recommendations report, which concludes that there is planning rationale for reducing the current Secondary Plan Area boundary of Pefferlaw. Planning staff are currently working to finalize this report, which will be provided to Council in April 2014 for review. This report will also be brought back to Council and discussed in more detail when the Greenbelt Plan Review commences, as boundary changes can only be made during that time.

Official Plan Schedules/Land Use Policies (Task 25):

The Town's Planning Consultant provided planning staff with draft schedules/mapping and land use policies in May 2014, which staff have been reviewing and making revisions to. Staff and the consultant are now in the process of finalizing the draft policies and schedules/mapping.

4.3 Remaining Tasks and 2015 Timetable

The revised project timetable endorsed by Council in June 2014, did not contain details regarding the tasks that were scheduled to be completed in 2015. A further revised timetable is included as Attachment 3, and contains a breakdown of when each remaining task is scheduled to be complete in 2015.

The 2015 timetable indicates that staff will circulate a Draft Official Plan to the Steering, Technical Advisory, Agricultural Advisory, Environmental Advisory, Heritage Advisory and Economic Development Committees for their review within the next month (Task 26). Meetings with the Committees will then be held in February and March, 2015 in order to receive and discuss their comments (Tasks 27 & 28).

It should also be noted that a few of the tasks that were originally scheduled to be completed in 2014 have now been carried over to 2015. It was previously anticipated that the first finalized draft of the OPA (Task 29) would be completed and brought to all the appropriate Committees before the end of 2014, however, staff dedicated more time than originally allocated to this task. After reviewing the initial draft policies provided by the Town's Planning Consultant, it became apparent that there are more revisions required to the current Official Plan than originally anticipated, which has required additional staff time.

The Town's Consultant and planning staff will then revise the first Draft of the Official Plan based on the comments received from the various Committees in order to produce a second draft of the Official Plan (Task 29). Planning staff will then be bringing a report to Council to approve the release of the Draft Official Plan in April for public and agency review and comments (Task 30).

The Statutory Open House will be held in May, and further revisions will then need to be made to the Draft Official Plan based on public, Agency, Technical Advisory Committee and Steering Committee comments in order to prepare a third Draft of the Official Plan (Tasks 31-34).

Several public submissions have also been received in regards to the OPR, which staff and the Town Consultant have been reviewing. A more detailed review will occur with the Steering Committee in February 2015, and staff will report to Council on the particular responses to each one. A letter with staff's response to the submission including any proposed recommendations will also be sent to those public members who made a submission (Part of Tasks 34 & 37).

Following this, the third draft will be presented at a Statutory Public Meeting, and further revisions made to form the final new proposed Official Plan that will be

recommended to be adopted by Council and submitted to York Region for approval in September (Tasks 35-39).

4.4 Steering Committee Appointments

The Steering Committee was formed to provide direction, guidance and recommendations as necessary, regarding the OPR background reports and draft Official Plan documents, and to participate in public consultation throughout the OPR process.

The original terms of reference for the Steering Committee, which is included as Attachment 4, states that the Committee shall consist of not more than twelve members, including three members of Council and the Mayor as ex-officio, and up to five members to be selected from the public at large.

Currently, the Committee consists of three members of Council plus the Mayor as an ex-officio and 3 members of the public, for a total of 7 Committee members. However, the previous Mayor had not attended the meetings, so the Committee actually functioned with three Council representatives (Regional Councillor Wheeler, Councillor Davison and former Councillor Smockum) and three public representatives (Art Field, Ted Brown and Mike Fenton). This Committee size and makeup has worked effectively. As a result of this, planning staff are recommending that the terms of reference be amended to allow two members of Council and the Mayor as ex-officio, rather than three members of Council. This is due to Mayor Quirk expressing interest in being an active participant on the Committee, which would result in a quorum of Council with the three other appointed Council members. The Town's Procedural By-law would therefore need to be followed for Steering Committee meetings, which would require staff to conduct a significant amount of work since the meeting would have to be run similar to a Council meeting. This additional work is not justified as planning staff currently prepare agendas and meeting notes, which are posted on the Town's website, which is sufficient for this type of Committee. It is therefore being recommended that the revised OPR Steering Committee Terms of Reference, included as Attachment 5, be approved.

The terms of reference also states that the public members on the Committee shall be appointed for the duration of the OPR. The previously appointed public members will therefore remain on the Committee, as they have also confirmed their continued interest to participate on the Committee. With the new Council in effect; staff would also like to confirm the continued Council appointments, being Councillor Davison and Regional Councillor Wheeler, as well as to acknowledge Mayor Quirk as an ex-officio member. It is beneficial that Councillor Davison and Regional Councillor Wheeler remain on the Committee, given their level of experience with the project and to maintain continuity.

5. FINANCIAL AND BUDGETARY IMPACT:

There is no financial or budgetary impact resulting from this report.

6. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

There is no requirement for public consultation/notice with respect to this report. However, if Council endorses the 2015 project timetable, staff will provide notification of this to all interested parties as well as to the Steering Committee, Technical Advisory Committee and all other relevant Town Committees. The revised project timetable would also be placed on the Town website under the Planning Division's OPR page.

7. CONCLUSION:


In summary, staff and the Town's consultant are currently underway with the last phase of the OPR and staff are respectfully recommending that Council endorse the 2015 timetable included as Attachment 3. It is also being recommended that Council amend the OPR Steering Committee Terms of Reference, included as Attachment 5, and confirm Councillor Davison and Regional Councillor Wheeler's continued appointments on the Steering Committee, as well as acknowledge Mayor Quirk as an ex-officio member on the Steering Committee.

Prepared by:



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Recommended by:



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Director of Planning and Building

Approved by:



Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

15 December 2014

- Attachment 1 – Original Project Timetable
- Attachment 2 – June 2014 Council Endorsed Revised Timetable
- Attachment 3 – 2015 Timetable
- Attachment 4 – Steering Committee Terms of Reference
- Attachment 5 – Amended Steering Committee Terms of Reference

Town of Georgina - Original Official Plan Review Project Timing

TASKS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
BACKGROUND RESEARCH AND POLICY REVIEW														
1 Start-up TAC Meeting #1														
2 Prepare Base Maps														
3 Upper Tier Policy Review														
4 Growth and Development														
5 Natural Features Mapping														
6 Start-up Steering Committee Mtg #1 & TAC Mtg #2														
7 Initial Discussions with Agricultural, Environmental & Heritage Committees														
8 Public Workshop #1 Vision /Guiding Principles/Objectives														
9 Sec.26 (3) Special Public Meeting of Council/Report														
10 Hamlet Open Houses														
11 Planning Policy Review (Draft Report)														
12 TAC Mtg #3 and Steering Committee Mtg #2														
POLICY DEVELOPMENT														
13 Public Workshop #2														
14 Economic Development, Environmental, Heritage & Agricultural Committees														
15 Site Specific Designation Review														
16 Update Report to Council/Planning Policy Review (Final Report)														
17 Environmental/Natural Heritage Features														
18 Shoreline Development														
19 Agriculture and Rural Resources														
20 Rural Settlements and Pepperlaw SP Boundary Review														
21 Draft Policy Directions Report														
22 Steering Committee Mtg #3														
23 Final Policy Directions Report														
OFFICIAL PLAN AMENDMENT PREPARATION														
24 Vision, Guiding Principles and Objectives														
25 Official Plan Schedules/Land Use Policies														
26 First Draft of OP Amendment														
27 Steering Committee Mtg #4 and TAC Mtg #4														
28 Agricultural, Environmental & Heritage Advisory Com. Review														
29 Second Draft of OP Amendment														
30 Report to Council to Approve Release of Draft OPA														
31 Agency Circulation														
32 Sec.17(16) Open House														
33 TAC Mtg #5														
34 Prepare Third Draft of OP Amendment														
35 Sec. 17(15) Statutory Public Meeting														
36 Steering Committee Meeting #5														
37 Prepare Final Amendment														
38 Council Meeting to Adopt Final Amendment														
39 Submit Final Documents to Approval Authority														

Town of Georgina - Official Plan Review Revised Project Timing

TASKS	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	2015
POLICY DEVELOPMENT												
15 Site Specific Designation Review												
20 Pefferlaw SP Boundary Review												
OFFICIAL PLAN AMENDMENT PREPARATION												
24 Guiding Principles and Objectives												
25 Official Plan Schedules/Land Use Policies												
26 First Draft of OP Amendment												
27 Steering Committee Mtg #4 and TAC Mtg #4												
28 Agricultural, Environmental, Heritage, Econ.Dev.Committee Review												
29 Second Draft of OP Amendment												
30 Report to Council to Approve Release of Draft OPA												
31 Agency Circulation												
32 Sec.17(16) Open House												
33 TAC Mtg #5												
34 Prepare Third Draft of OP Amendment												
35 Sec. 17(15) Statutory Public Meeting												
36 Steering Committee Meeting #5												
37 Prepare Final Amendment												
38 Council Meeting to Adopt Final Amendment												
39 Submit Final Documents to Approval Authority												

*Black box indicates original proposed completion date

*Red box indicates revised project timing

*Timetable only displays ongoing/remaining tasks to be completed

*Timing of tasks scheduled to be completed in 2015 will be provided at a later date

Town of Georgina - 2015 Official Plan Review Project Timing

TASKS	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
POLICY DEVELOPMENT												
15 Site Specific Designation Review												
20 Pefferlaw SP Boundary Review												
OFFICIAL PLAN PREPARATION												
25 Official Plan Schedules/Land Use Policies												
26 First Draft of OP												
27 Steering Committee Mtg #4 and TAC Mtg #4												
28 Agricultural, Environmental, Heritage, Econ.Dev.Committee Review												
29 Second Draft of OP												
30 Report to Council to Approve Release of Draft OP												
31 Agency Circulation												
32 Sec.17(16) Open House												
33 TAC Mtg #5												
34 Prepare Third Draft of OP												
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36 Steering Committee Meeting #5												
37 Prepare Final OP												
38 Council Meeting to Adopt Final OP												
39 Submit Final Documents to Approval Authority												

**OFFICIAL PLAN REVIEW STEERING COMMITTEE
COUNCIL OF THE TOWN OF GEORGINA**

TERMS OF REFERENCE

1. Purpose

The purpose of the Official Plan Review (OPR) Steering Committee of Council is to provide direction, guidance and recommendations as necessary, regarding the OPR background reports and draft Official Plan documents, and to participate in public consultation throughout the OPR 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. Members and Responsibility

The Steering Committee will elect and appoint a Chair and Vice Chair, and shall:

- i. Hold meetings, as required, throughout the OPR process and provide the Town Clerk with the minutes of such meetings for submission to Council.
- ii. Provide general direction, guidance and recommendations regarding the background reports and draft Official Plan policies and schedules that are prepared throughout the OPR process.
- iii. Participate in public consultation events held by the Town or the Town's retained consultant(s).

The Committee shall consist of not more than twelve (12) members, including three members of Council and the Mayor as ex-officio, and up to five (5) members to be selected from the public at large.

3. Length of Term/Vacancies

The Committee shall be appointed for the duration of the OPR. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

The duration of the OPR process is anticipated to be approximately one (1) year, but unforeseen delays may extend the anticipated time frame.

4. Frequency of Meetings

The number of meetings required over the OPR will be determined by the Town and the retained consultant. It is not anticipated that more than five (5) to ten (10) meetings will be required over the course of the OPR.

A member shall not be absent for three (3) consecutive meetings without notice. For any anticipated lengthy absence (3 meetings or more), the member shall submit a request for a leave of absence in order to preserve membership standing.

5. Member in Good Standing

All members should reflect appropriate conduct when attending meetings and/or representing the OPR Steering Committee of Council in public.

Consequences:

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 six-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.

Updated by Council resolution August 12, 2013

OFFICIAL PLAN REVIEW STEERING COMMITTEE COUNCIL OF THE TOWN OF GEORGINA

TERMS OF REFERENCE

1. Purpose

The purpose of the Official Plan Review (OPR) Steering Committee of Council is to provide direction, guidance and recommendations as necessary, regarding the OPR background reports and draft Official Plan documents, and to participate in public consultation throughout the OPR 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.

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The Steering Committee will elect and appoint a Chair and Vice Chair, and shall:

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The Committee shall consist of up to eight (8) members, including two (2) members of Council and the Mayor as ex-officio, and up to five (5) members to be selected from the public at large.

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The number of meetings required over the OPR will be determined by the Town and the retained consultant. It is not anticipated that more than five (5) to ten (10) meetings will be required over the course of the OPR.

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