

**Report to CPHAC #1  
Overview Report and Study Framework**

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**Prepared by:** MHBC Planning  
(MHBC File 08219M)

**Report Date:** November 25, 2011

**CPHAC Date:** December 1, 2011 (PH 2011-012)

**Attachments:** Appendix A - Scope of Official Plan Review  
Appendix B - Official Plan Review Components  
Appendix C - Official Plan Review Proposed Timeline

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## **RECOMMENDATIONS**

It is recommended that the Community Planning and Heritage Advisory Committee (CPHAC):

- 1) Adopt Report #1 from MHBC Planning dated November 25, 2011 and the general framework for the 5-year Official Plan Review of the City of Owen Sound Official Plan;**
- 2) Recommend that City Council hold a special public meeting pursuant to Section 26(3) of the Planning Act and that City Council have regard for written and verbal submissions received regarding the review of Official Plan; and,**
- 3) Direct the City Clerk to provide notice of a special public meeting, as required under the Planning Act .**

## **BACKGROUND**

In 2006, the City of Owen Sound adopted a new Official Plan which was subsequently approved by the County of Grey on August 10, 2006. The 2006 Official Plan followed a background study and an in-depth review process which included consideration of relevant documents, trends and issues as documented in the Background Study. The Planning Act, RSO 1990, requires that a municipality review its Official Plan a minimum of once every 5 years. On September 1, 2011, CPHAC adopted the recommendation of City staff to initiate the 5-year Official Plan Review. City Council approved the CPHAC recommendation at the September 26, 2011 meeting.

The purpose of this 5-year Official Plan Review is to ensure ongoing Official Plan effectiveness, conformity with current provincial legislation, conformity with the County of Grey Official Plan and improving or enhancing policies which will contribute to achieving the goals and objectives of the City.

The Official Plan Review has been scoped to review key policy areas, as outlined in previous City staff reports and identified in Appendix 'A' to this report. Since the City Official Plan is relatively new, this Official Plan Review is not intended as a comprehensive review and major changes are not anticipated. Other policy review matters may arise as a result of public input and further agency review and will be assessed in context of the scope of the review. The need for and exact nature of specific policy revisions and refinements will be determined as the City proceeds through the review process.

The process for a 5-year review is slightly different than for any other official plan amendment process. Specific requirements for consultation are laid out in the Planning Act and include the requirement for an open house in addition to a public meeting, as well as specific notice requirements.

The first opportunity for public input on the Official Plan review is at an initial special meeting of Council. As part of the 5-year review process, Section 26 (3) of the Planning Act, R.S.O. 1990, as amended, requires the Council of the municipality that has adopted an Official Plan to hold a special meeting that is open to the public to discuss the revisions to the Plan that may be required. Notice of such a meeting is to be given not less than 30 days in advance of the meeting.

Any member of the public attending the meeting will be given the opportunity to share their comments regarding the need for amendments to the Plan. Any verbal or written submissions received from the public on or before the special public meeting will be provided to Council. At the special meeting of Council, there is potential for the public to raise additional issues that they feel are in need of review or amendment. A subsequent report to CPHAC and/or Council may be required to provide an overview of any submissions received at the special public meeting, together with recommendations as to how they should be considered in context of the scope of the Official Plan Review. Council's direction will be sought with respect to the incorporation of additional issues into the Official Plan Review process.

A general timeline and overview of the public engagement process for the Official Plan Review are provided in Appendix 'B' and Appendix 'C'. The tables outline the Official Plan Review components and are intended to provide a framework to guide the process and public consultation program.

The Province has initiated a 5-Year Review of the PPS and, if this process was completed prior to conclusion of the City's 5-Year Official Plan Review process, changes to the PPS will need to be considered in the review. If the PPS review results in changes to the PPS and this occurs after the completion of the 5-Year Official Plan Review process of the City, further updates or revisions may be required through a separate process.

The City Official Plan establishes a review process and indicates a 5-year review of the Official Plan shall consist of a minimum of one public meeting held by City Council or a designated Committee of Council. The Official Plan provides direction that notice of the public meeting is to be in accordance with Provincial legislation including but not limited to advertisement in the local newspaper, notice to applicable government agencies and authorities and others who have filed in writing a request for notification.

Consultation requirements also arise from a 2008 Memorandum of Understanding with the County of Grey as provided for by Planning Act O. Reg. 699/98 exempting local official plan amendments from County of Grey Approval. The City is the approval authority for the Official Plan Amendment. The County will be consulted during the process.

## CONCLUSION

There is a legislative requirement to review the City Official Plan. City Council has approved the initiation of the 5-Year Review of the Official Plan. The process outlined in this report is in accordance with the Planning Act and the City Official Plan.

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Submitted by:



David Aston  
MSc, MCIP, RPP



## **Appendix A - Scope of Official Plan Review**

The following provides the scope of the City of Owen Sound 5-Year Official Plan Review:

- Review and update Official Plan, as required, to address conformity with Provincial legislation and plans:
  - Planning Act
  - Provincial Policy Statement
  - Niagara Escarpment Plan
  - Greenbelt Plan
  - Source Water Protection
- Review and update Official Plan, as required, to address conformity with County of Grey Official Plan 5 Year Review (OPA 80) (once in effect) specifically growth and intensification policies and significant woodlands mapping
- Review and update Official Plan, as required, to implement recommendations and directions from City documents:
  - Strategic Plan
  - Transportation Master Plan (TMP)
  - Cultural Master Plan
  - Recreation, Parks & Facilities Master Plan
  - East Owen Sound Master Servicing Study (EOSMSS)
  - Economic Development Strategy
  - Community Improvement Plan (CIP)
  - Heritage Permit Process
  - Community Gardens Policy
  - Street Furniture and Sidewalk Patio Policy
  - Affordable Housing Policies (pending)
  - Trails Master Plan (pending)
  - Tree Preservation Policy (pending)
  - Zoning By-law 2010-078
- Housekeeping amendments and refinements to Schedules
- Hazard lands, update mapping per 2010-078 and amend policies as appropriate to recognize this more detailed mapping
- Opportunities to strengthen City objectives such as healthy communities
- Preparation of a Secondary Plan for Sydenham Heights Planning Area
- Develop policies to provide additional direction to Renewable Energy projects

**Appendix B – Official Plan Review Components**

<b>DATE</b>	<b>ACTIVITY</b>	<b>COMMENTS</b>
December 2011	CPHAC Meeting # 1: <ul style="list-style-type: none"> <li>• Authorize Holding of of Special Meeting for Official Plan Review</li> <li>• Direction to Provide Notice of Special Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of the Official Plan Review and Special Public Meeting to include:</li> <li>• Newspaper ad (2 weeks)</li> <li>• Media Release to various community organizations (e.g. Chamber of Commerce, Downtown Association)</li> <li>• Posting of information on the City website and social media page</li> </ul>
January 2012	Special Meeting of Council	<ul style="list-style-type: none"> <li>• Public comments received</li> </ul>
February – March 2012	Detailed Review and Assessment of Official Plan	
March 2012	Prepare Summary Report and Draft Official Plan Amendment	<ul style="list-style-type: none"> <li>• Meeting(s) with City staff will occur to Review Draft Official Plan Amendment</li> </ul>
March 2012	Agency Circulation	<ul style="list-style-type: none"> <li>• Draft OPA to be circulated to applicable agencies. Meetings/discussions with agencies to occur, if necessary.</li> </ul>
April 2012	Open House and CPHAC Meeting	<ul style="list-style-type: none"> <li>• Draft OPA to be presented for public review.</li> <li>• A summary report to be provided, as necessary.</li> <li>• Notice of the Open House to the public by standardized methods.</li> </ul>
May 2012	Council Meeting and Public Meeting*	<ul style="list-style-type: none"> <li>• Notice of the Public Meeting to the public by standardized methods.</li> <li>• Draft OPA to be presented to Council with a summary report outlining comments received at the open house.</li> </ul>
May – June 2012	Finalize Proposed Official Plan Amendment	
June 2012	Present Final Report and Official Plan Amendment for Council Consideration*	<ul style="list-style-type: none"> <li>• Final Official Plan Amendment presented to CPHAC/Council. OPA amended to reflect comments from CPHAC and the public, as may be appropriate. A summary report to be provided to identify any changes from the draft OPA.</li> </ul>

\*Consideration may be given to a combined Council meeting and public meeting

**Appendix C – Official Plan Review Proposed Timeline**

Activity	2011	2012					
	Dec	Jan	Feb	March	April	May	June
Review Background Material							
CPHAC Meeting and Notice of Special Meeting							
Section 26 - Special Public Meeting		P					
Detailed Review and Assessment of Official Plan							
Prepare Summary Report and Draft OPA							
Meeting with City staff							
Agency Circulation							
Open House / CPHAC Meeting					P		
Council Meeting / Public Meeting*						P	
Finalize Proposed Official Plan Amendment							
Present Final Report and OPA for Council Consideration*							

\*Consideration may be given to a combined Council meeting and public meeting

**P** - denotes public meeting with notice requirements