

Staff Report

Report To: Community Services Committee
Report From: MHBC Planning on behalf of the Planning Division
Meeting Date: January 15, 2020
Report Code: CS-20-007
Subject: OFFICIAL PLAN REVIEW METHODOLOGY (REPORT NO. 1)

Recommendation:

THAT the Community Services Committee recommends that City Council:

- 1) Receive report CS-20-007 by MHBC Planning Adopt regarding the Official Plan Review Methodology; and,
- 2) Hold a Public Meeting on April 27, 2020, pursuant to Section 26(3) of the Planning Act and that City Council will have regard for written and verbal submissions received; and
- 3) Direct the City Clerk to provide notice of a special public meeting held on April 27, 2020, as required under the Planning Act.

Background:

In 2006, the City of Owen Sound adopted a new Official Plan, which was approved by the County of Grey on August 10, 2006. In accordance with the *Planning Act*, the Official Plan was updated in 2012 as part of a five-year review.

The *Planning Act* requires that municipalities conduct a review of their Official Plan every 10 years, and the City of Owen Sound has initiated the current review in order to meet this requirement. City Council approved the Official Plan review through its 2019 budgetary review.

The Official Plan is a long-range planning policy document that manages land use, growth and development over a 20-year time horizon.

The Official Plan contains goals, objectives and policies to manage and direct physical development within the context of social, economic, built and natural environmental matters in the City.

The Official Plan establishes the policies for implementing provincial policies and interests and sets out the framework for City decisions associated with land use

designations and policies. All municipal decisions, including public works projects and by-laws passed, must conform with the Official Plan.

Since the adoption of the existing Official Plan, there have been a number of significant studies, strategies and planning documents prepared or initiated by the City that will provide direction for future growth and land use planning. These documents include the Recreation, Parks and Facilities Master Plan and the Commercial Policy Update.

The Official Plan review process will also address changes to Provincial and County policies, while also assessing challenges and opportunities associated with housing choice, environmental sustainability and climate change, transportation, and land use and design. The City is required to update their Official Plan to ensure conformity with all applicable planning legislation.

Review Methodology:

The Official Plan review will comprehensively assess the Plan's vision, goals, objectives and polices. Through the comprehensive review process, the City's Planning Vision and Mission Statements will be evaluated to confirm or update the general goals and objectives the City aims to achieve through the implementation of the Official Plan.

Discussion Papers

Although the review will encompass all subject matter in the OP, there will be a series of discussion papers researched and written that will focus on key policy areas for review. These papers will outline trends and best practices, analyse the existing policy framework, and assess potential options and recommendations to be considered for the new Official Plan.

The discussion papers are proposed to include:

1. Housing Choice and Opportunity

This discussion paper will explore the City's current housing supply in relation to current and future demographics to understand how density available housing supply and ownership types contribute to a balanced housing environment, while creating housing choice and opportunity in Owen Sound.

Housing affordability and access to attainable housing will be considered in the context of Official Plan polices that support housing for all residents in the City. The paper will also recognize and account for the role of the County in housing initiatives.

2. Environmental Sustainability and Climate Change

The objective of this discussion paper is to review the City's existing policies associated with the natural environment and to determine the need for any policy modifications. This paper will consider and address policies related to climate change, while establishing a broad vision for policy development within the City.

3. Transportation

This discussion paper will assess the existing transportation network, including public transit, vehicular, pedestrian and cycling infrastructure and evaluate existing policy to ensure there is support for all modes of transportation within the City. A review of policies associated with development and design of transportation infrastructure and general engineering practices will also be executed.

4. Land Use and Design

This discussion paper will review the existing land use designations and related policy frameworks associated with the different land uses within the City. Consideration will be given to identifying nodes and a corridor development strategy to encourage investment and intensification in strategic locations. Urban design policies will be reviewed and updated or clarified to strengthen the City's ability to ensure high quality design for all new development and redevelopment within the City.

Conformity Review Exercise

There has been a number of changes to Provincial Legislation and the Provincial Policy Statement that will be incorporated through the comprehensive review to ensure the City's Official Plan is consistent with the direction of the Province. The County of Grey has also recently completed a new Official Plan, with which policy conformity is required. This review process will identify relevant changes to the policies and required modifications to the City's Official Plan. Planning legislation and policy to be reviewed through the Official Plan update include the Planning Act, Provincial Policy Statement, Niagara Escarpment Plan, and County of Grey Official Plan.

The new Official Plan will also include input and recommendations received through previous studies and Master Plans completed by the City, which will include a major public consultation component. These studies include, but are not limited to, the following:

- Commercial Policy Review
- Recreation, Parks and Facilities Master Plan
- Transportation Master Plan
- Community Improvement Plan
- East Owen Sound Master Servicing Plan

Public Consultation and Engagement

The Official Plan affects everyone in Owen Sound and involvement of all community members is encouraged. A number of community stakeholder sessions and open houses will be held in the coming months.

Opportunities for public engagement are planned throughout the review process, and identified on the approved work plan (see Schedule A, attached). In addition to two (2) community engagement sessions, two (2) public meetings will be held in accordance with the Planning Act.

The public engagement component of the Official Plan review is beginning in March 2020, with a focus on setting a vision for Owen Sound's future for the next twenty years. As part of a comprehensive public engagement process for the Official Plan update, the following consultation opportunities are proposed:

Community Engagement Sessions

These interactive events will include various 'stations' covering each of the discussion paper areas. This will create opportunities to gather input from community members on key priority issues and policy changes.

- The first community session is scheduled for March 4th, 2020
- The second community session will be held in April 2020 (date to be confirmed)

Online Survey

A short online survey has been developed and will be shared via the City's social media platforms, and other engagement avenues (Newspaper, radio, tax receipts, etc.). The survey is available now for completion.

The [survey link](#) is posted on the City's Official Plan Review webpage.

City Website and Social Media

A [new webpage](#) has been created to provide information about the review project and to provide a continuous interface with the public. Throughout the project, the City's homepage will have an info tile linking directly to the OP Review page. The OP Review webpage will have links to all staff reports, background material, discussion papers, newsletters and media releases. The page will also have important dates, contact information and a commenting tool for use by the public.

Facebook and Twitter will also be used to announce the launch and share the online survey, as well as information regarding future engagement and info sharing opportunities.

Public Meetings

Section 26(3) of the Planning Act requires the Council of the municipality to hold a special meeting that is open to the public to discuss revisions to its Official Plan

that may be required. Notice of such a meeting is to be given not less than 30 days in advance of the meeting. Two public meetings are scheduled as follows:

- April 27, 2020
- October 19, 2020

Any member of the public attending these meetings will be given the opportunity to share their comments regarding the need for amendment to the Plan. Any verbal or written submissions received from the public on or before the special public meeting will be provided to Council.

All comments received through the process will be documented, reviewed and considered in preparation of the update.

Council and Staff Input

Through the proposed Official Plan review process, there are a number of opportunities for City staff and Council members to provide input. Over the course of the year-long process, there will be at least three (3) meetings held with the Community Services Committee.

To obtain input from Council on the overall vision for the new Official Plan, a visioning session is scheduled to be held on:

Monday, January 27th from 4:00 – 6:00 pm in Council Chambers, City Hall

The purpose of this meeting is to discuss the current Official Plan with Council, and to gather input on the areas that require further attention, or emerging issues that need to be incorporated into the Plan.

City staff will have an opportunity to submit comments through a request for comment through the Planning Division. A kick-off meeting was held December 16, 2019 with members of the Community Services Department to confirm the proposed process and to prepare the Community Engagement Strategy for the Official Plan review.

Proposed Process Timing

The Official Plan review will be undertaken in four phases and completed by December 2020. The project phases are summarized below:



Next Steps:

The next steps in the OP review and public consultation process is anticipated to be as follows:

Anticipated Date	Step
January 27, 2020	Council Visioning Session
March 4, 2020	Community Engagement Session #1
April 1, 2020	Community Engagement Session #2 (date to be confirmed)
April 15, 2020	Report to Community Services Committee with preliminary consultation findings
April 27, 2020	Public Meeting and presentation of preliminary consultation findings to Council

Attachments:

- Schedule A: Project Work Plan
- Schedule B: Official Plan Newsletter #1
- Schedule C: Official Plan Review Logo

Prepared by: Dave Aston, MSC, MCIP, RPP
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Reviewed by: Amy Cann, M. PL., MCIP, RPP

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Reviewed by: Pam Coulter, BA, MCIP, RPP

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Submitted by: Wayne Ritchie

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APPENDIX B: Work Plan and Project Schedule - NRFP-19-057

Legend: Public Meeting Milestone

Phase	Task	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Phase 1 - Kick-off & Visioning	Project start-up meeting with City Staff													
	Finalize work plan and project schedule as discussed at meeting with staff													
	Meeting with Community Development and Marketing staff to prepare Community Outreach plan (Social media program to inform public of upcoming review process)													
	Provide newsletter and notification for Sun Times to be distributed to the community to announce the project													
	Prepare Background and Key Themes report to evaluate current vision and key themes													
	Present Background and Key Themes report to Community Services Committee and facilitate visioning session													
	Arrange for and attend community meeting to kick-off project													
	Launch online survey to public (Visioning Survey)													
Phase 2 - Policy Analysis & Preparation of Discussion Papers	Attend community events to engage with the general public and inform them of the Official Plan process (Attended events to be confirmed with City staff)													
	Review previous studies and background information													
	Conduct comprehensive review of Provincial policies and prepare conformity analysis													
	Conduct comprehensive review of County of Grey policies and prepare conformity analysis													
	Prepare Housing and Affordability Discussion Paper													
	Prepare Natural Heritage and Environmental Sustainability Discussion Paper													
	Prepare Land Use and Design Discussion Paper													
	Prepare Heritage Discussion Paper													
	Consult with approval authority and public bodies (County of Grey; Grey Sauble Conservation Authority)													
	Site Visits													
	Review and analyze online survey findings													
	Prepare summary including executive summary of Discussion Papers and consultation findings. Identify issues, options and recommendations for draft Official Plan													
	Meet with Community Services Committee to share findings of Discussion Papers and discuss proposed recommendations and proposed options for new Official Plan policy framework													
Organize and facilitate community consultation meeting to review results of work to date and obtain feedback on direction														
Phase 3 - Prepare New Official Plan	Prepare draft Official Plan amendment for discussion													
	Meet with City staff to review proposed Official Plan amendment													
	Consult with approval authority and public bodies													
	Finalize policy recommendations													
	Prepare draft consolidated Official Plan for review, and finalize for public comment													
	Present draft consolidated Official Plan to Community Services Committee for feedback													
Phase 4 - Finalize Official Plan	Organize and facilitate community consultation meeting to present draft Official Plan and obtain additional feedback													
	Prepare consolidated Official Plan with recommended changes													
	Prepare amendment to County of Grey Official Plan, as required													
	Prepare final reports, including summary of public and agency input													
	Attend statutory public meeting regarding proposed amendments													
	Finalize Official Plan revisions													
Present final documents to Council for consideration and adoption														



Municipal Comprehensive Review of Official Plan

The City of Owen Sound is reviewing and updating its Official Plan. The Official Plan is a legal document containing goals, objectives, and policies intended to guide land use development and growth in the City over a 20-year time horizon.

In conformity with the Planning Act and the Provincial Policy Statement, the City is required to update their Official Plan to ensure conformity with applicable planning legislation. The Official Plan review process will address changes to Provincial and County policies, while also assessing challenges and opportunities associated with housing choice, environmental sustainability and climate change, transportation, land use and design.

Since the adoption of the existing Official Plan, there have been a number of significant studies, strategies and planning documents prepared or initiated by the City that will be incorporated into the new Plan to provide direction for future growth and land use.

Did you Know?

The Official Plan guides decisions on the following:

- How residential and employment growth will occur and where;
- How to enhance and promote complete, healthy and vibrant communities;
- How to plan for the impacts of climate change and meet environmental targets;
- How to promote, enhance and protect natural and cultural heritage features; and
- How to enhance and promote connectivity, public transit and active transportation.

How to Engage:

The Official Plan affects everyone in Owen Sound and your involvement is encouraged. The Consulting Team from MHBC Planning and City staff are kicking off the public engagement component of the Official Plan review in March 2020 with a focus on developing a vision for Owen Sound for the next 20 years.

Watch the City's website for updates on the Official Plan review process, as well as details on opportunities to engage, including upcoming community stakeholder events: [owensound.ca](https://www.owensound.ca)

We invite you to share your thoughts on the City's Official Plan Review by taking our survey:
<https://www.surveymonkey.com/r/OwenSoundOP>



Questions about the Official Plan process can be directed to:
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A copy of Owen Sound's Official Plan can be viewed online at: [owensound.ca](https://www.owensound.ca). Or viewed at the Planning and Heritage Department between 8:30 am and 4:30 pm, Monday through Friday.

SCHEDULE C

Throughout the Official Plan Review Process, watch for our logo and banner as shown below.

