



## OFFICIAL PLAN STEERING COMMITTEE AGENDA

Tuesday, June 25, 2013, 5.00p.m.  
55 Zina Street, Orangeville – Sutton Room (2<sup>nd</sup> Floor)

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Declarations of Pecuniary Interest by Members

### **REPORTS**

1. OFFICIAL PLAN STEERING COMMITTEE – June 25, 2013 – ITEM #1  
Draft Terms of Reference

A copy of the Draft Terms of Reference for the Official Plan Steering Committee.

**Recommendation:**

**THAT the Terms of Reference for the Official Plan Steering Committee be adopted.**

2. OFFICIAL PLAN STEERING COMMITTEE – June 25, 2013 – ITEM #1  
County Official Plan Report #4 – Project Scope

A report from the Chief Administrative Officer dated June 24, 2013 with respect to the County Official Plan, project scope.

**Recommendation:**

**THAT the report of the Chief Administrative Officer dated Jun 25, 2013 with respect to County Official Plan Report #4 – Official Plan Project Scope;**

**AND THAT the committee recommends to County Council**

1. **Scope of the Plan** - \_\_\_\_\_
2. **Level of Consultation** - \_\_\_\_\_

## **CORRESPONDENCE**

### **3. OFFICIAL PLAN STEERING COMMITTEE – June 25, 2013 – ITEM #3 Townships of Amaranth and East Garafraxa**

Correspondence from the Townships of Amaranth and East Garafraxa with respect to County Planning.

***Recommendation:***

***For the consideration of the Committee.***

**Next Meeting:** August 25, 2013 – 4.45 p.m.  
55 Zina Street, Orangeville – Sutton Room



## **TERMS OF REFERENCE OFFICIAL PLAN STEERING COMMITTEE**

### **PURPOSE**

Amendment to Regulation 352/02 of the *Planning Act* requires the County of Dufferin to adopt an Official Plan by March 2015.

Council agreed, at its meeting held on June 13, 2013, to strike a committee of 8 councillors (one from each municipality) to provide regular input and feedback to the process. Administrative and technical support will be provided by a project manager.

### **COMPOSITION OF COMMITTEE**

One Member from each of the eight municipalities. If the main member cannot attend, the other member (if applicable) will attend in their place if possible.

Quorum for meetings is five members.

### **FACILITATOR**

The Project Manager will facilitate the meetings.

### **FREQUENCY OF MEETINGS**

The Committee will meet monthly unless timelines require more frequent meetings.

### **MANDATE**

The Committee will review options with respect to the scope of the Official Plan, the County planning function, and the level of consultation to be incorporated in the process.

The Committee will steer the process of the creation of an Official Plan working with the staff, consultants and project manager. The project manager will facilitate regular meetings with the staff working group of local CAOs and planners and bring forward recommendations to the Committee for review.

The committee will review feedback from public consultations, provide comments on draft reports from the consultants, and make recommendations to County Council.

**TERM**

The term of the committee will be for the duration of the project. Upon adoption of the Official Plan by County Council the committee will no longer be required.

**REPORTING**

Minutes of the meetings will appear on the County Council agenda for review and adoption.

DRAFT



## REPORT TO OFFICIAL PLAN STEERING COMMITTEE

**To:** Members of the Committee  
**From:** Sonya Pritchard, Chief Administrative Officer  
**Meeting Date:** June 13, 2013  
**Subject:** County Official Plan Report #4 – Project Scope

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### **Purpose**

The purpose of this report is to provide Council with background information with respect to the scope of the Official Plan project.

### **Background & Discussion**

The scope of the project is most significantly impacted by the desired contents or scope of the plan and the level of public consultations.

#### Official Plan Scope

The general consensus at County Council was to develop an overarching plan. To this end the Official Plan will set out general policy directions of County significance while detailed land use planning will be managed and administered locally through the local Official Plans which will remain in place to drive local decision making.

The following excerpt from the *Planning Act* details the mandatory and optional items to be contained in an official plan

#### ***Contents of official plan***

**16. (1)** *An official plan shall contain,*

*(a) goals, objectives and policies established primarily to manage and direct physical change and the effects on the social, economic and natural environment of the municipality or part of it, or an area that is without municipal organization; and*

*(b) such other matters as may be prescribed. 2006, c. 23, s. 8.*

#### **Same**

**(2)** *An official plan may contain,*

- (a) a description of the measures and procedures proposed to attain the objectives of the plan;
- (b) a description of the measures and procedures for informing and obtaining the views of the public in respect of a proposed amendment to the official plan or proposed revision of the plan or in respect of a proposed zoning by-law; and
- (c) such other matters as may be prescribed. 2006, c. 23, s. 8

In addition the Act requires municipal Official Plans to conform to provincial policy as per the following:

***Policy statements and provincial plans***

*(5) A decision of the council of a municipality, a local board, a planning board, a minister of the Crown and a ministry, board, commission or agency of the government, including the Municipal Board, in respect of the exercise of any authority that affects a planning matter,*

- (a) shall be consistent with the policy statements issued under subsection (1) that are in effect on the date of the decision; and*
- (b) shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be. 2006, c. 23, s. 5.*

The County Official Plan must conform to the Provincial Policy Statement, the Places to Grow Act, and others plans of provincial significance that apply to the area. The Ministry of Municipal Affairs and Housing has indicated that they will provide relevant background information pertaining to all Ministries for matters of provincial interest. Examples provided included information on aggregate development, agricultural issues.

There has been a desire expressed for a simplified plan to be produced. Most County Plans are fairly extensive having evolved over a long period of time. However, there are some County Plans that take an overarching, high level approach. After an extensive review of County Plans the following examples are provided:

- County of Haliburton – “the plan sets the role of the County as one of general policy development and guidance”. The plan deals with the environment, resources, and settlement patterns. It can be found at <http://www.haliburtoncounty.ca/documents/Consolidated%20OP.pdf>
- Huron County – this example was cited by the staff from MMAH. The County is currently finalizing a five year review. The plan deals with agriculture, community services, economy, resources, natural environment, and settlement patterns generally taking a high level policy approach. It should be noted that the County of Huron provides all planning services to the local municipalities even though the County Plan is not detailed. [http://www.huroncounty.ca/plandev/downloads/OfficialPlan\\_5yrReview\\_Jun2010.pdf](http://www.huroncounty.ca/plandev/downloads/OfficialPlan_5yrReview_Jun2010.pdf)

- County of Elgin – Elgin just completed its first Official Plan which, “recognizes the planning powers and authorities vested in the local municipalities through the Planning Act and other legislation. Given that the Elgin County Official Plan is intended to establish an overall land use planning framework for the County and its municipalities, this Plan does not duplicate the policies of the lower tier Official Plans. Instead, this Plan is intended to provide the guidance necessary for the establishment of detailed strategies, policies and land use designations at the local level.” As the Elgin plan is recent it closely follows the layout of the Provincial Policy Statement.  
<http://www.elgincounty.ca/sites/www.elgincounty.ca/files/documents/ElginCountyAdoptedOfficialPlan.pdf>

A sample outline of the scope/contents of a County of Dufferin Official Plan was prepared by the Planner from Grand Valley and provided to the staff working group of local CAOs and Planners. The draft outline is attached. It attempts to address matters identified under the Provincial Policy Statement. It also identifies county-wide services and initiatives.

Some matters of County-wide interest that may be included are: source water protection, a general statement with respect to economic development and tourism (in relation to support for Dufferin.biz and local initiatives), regional transportation in the context of the work being completed by the Headwaters Communities in Action group.

With respect to the ongoing planning functions it appears that municipalities in the County are desirous of maintaining all approval authorities currently place or of receiving additional authority.

### Official Plan Consultation

It is necessary to determine the level of consultation to be integrated into the Official Plan process. The extent of consultation impacts both the timing and the cost of the project. Ideally, a balance between the amount of consultation and the resources required to gather and analyze the information should be sought.

The minimum level of consultation is detailed in the *Planning Act* (an excerpt on this section is attached) and requires:

#### ***Consultation and public meeting***

***(15)*** *In the course of the preparation of a plan, the council shall ensure that,*

- 1. The approval authority (the Ministry of Municipal Affairs) must be consulted on the preparation of the plan and given the opportunity to review the draft and supporting material;*
- 2. Other prescribed public bodies must also be consulted;*

3. *Adequate information and the proposed plan must be made available to the public;*
4. *There must be at least one public meeting to give the public the opportunity to make representation with respect to the proposed plan.*

Greater detail concerning the statutory requirement for consultation can be found in *Regulation 354/06 of the Planning Act*. It requires all municipalities both in the planning area and adjacent to it to be included. In addition, there is a requirement for the Niagara Escarpment Commission and all other conservation authorities to be part of consultation plan.

It may be valuable to have consultation with the following:

1. Local associations and organizations such as Chamber of Commerce, Homebuilders Association, Headwaters Communities in Action, Headwaters Tourism, Dufferin Federation of Agriculture, Dufferin.biz, economic development committees, etc..
2. Service organizations
3. On the recommendation of MMAH: First Nations, land owner associations, other provincial bodies

The frequency of consultation must also be considered and the number of times stakeholders are to be consulted should be determined:

1. One time
2. During each stage of the project
3. At the end of stage one and two

### Developing a work plan and RFP

The scope of the Official Plan and level of consultation will determine how the work plan is developed and the contents of the RFP document. A sample work plan was drafted by the Planner for the Town of Shelburne for discussion purposes. Additional dialogue through the staff working group of local CAOs and Planners will be scheduled to refine a work plan to be recommended to the committee. It is attached here to provide an overview of the work required.

The RFP will need to reflect the desired scope of the plan and level of consultation. It should also be broad enough to allow for some flexibility in the project as changes may occur during the process that necessitate additional consultation or review. A draft RFP scope of work based on one developed by Northumberland County for their first Official Plan is attached.

### **Local Municipal Impact**

The involvement of local Councils and staff in the process to develop the first County Official Plan is essential. The staff working group of local CAOs and planners is expected to be an integral part of the process.

**Financial, Staffing, Legal, or IT Considerations**

The cost of the Official Plan project can be funded with reserves and development charges on hand.

**Recommendation**

THAT the report of the Chief Administrative Officer dated Jun 25, 2013 with respect to County Official Plan Report #4 – Official Plan Project Scope;

AND THAT the committee recommends to County Council

1. Scope of the Plan - \_\_\_\_\_
2. Level of Consultation - \_\_\_\_\_

Respectfully submitted by

*Original signed by,*

Sonya Pritchard, CMA  
Chief Administrative Officer

Attachments: 3

**Attachment #1**

**COUNTY OF DUFFERIN**

**SAMPLE OFFICIAL PLAN CONTENT - FOR DISCUSSION PURPOSES ONLY**

- 1. Introduction, Basis and Context of The Plan, Guiding Principles Vision, Purpose**
- 2. Structure of the Plan and Relationship between Lower Tier and Upper Tier**  
(PPS section 1.2 Coordination, GP 5.4.2-Coordination)
- 3. Strategic Direction** (PPS section 1.0 – Building Strong Communities)
  - a. Growth Management
  - b. Land Use Patterns (PPS section 1.1 – Managing and Directing Land Use. GP 2.2 -Managing Growth)
  - c. Density (GP 2.2.1- Growth Forecasts)
  - d. Settlement Areas (PPS 1.1- Settlement Areas,, GP 2.2.4 - Urban Growth Centers, PPS 1.4 Housing)
  - e. Employment Areas PPS 1.3 – Employment Areas, GP 2.2.6- Employment Lands)
  - f. Intensification (GP 2.2.3-General Intensification)
  - g. Settlement Expansion (GP 2.2.8 – Settlement Area Boundary Expansion)
  - h. Rural and Agricultural Areas (PPS 1.1 –Rural Areas in Municipalities, GP 2.2.7 – Designated Greenfield Areas, GP 2.2.9- Rural Areas)
- 4. County Infrastructure (Transportation & Utilities)**
  - a. County Infrastructure Planning coordination with local infrastructure, defining responsibilities (GP 3.2 – Policies for infrastructure to support growth)
  - b. County Roads (GP 3.2.2 – Transportation, 3.2.3 – Moving People, 3.2.4 – Moving Goods, PPS 1.6 – Transportation Systems, Transportation and Infrastructure Corridors)
  - c. Water and Wastewater systems (High level policies leaving options for Municipalities, GP 3.2.5 – water and wastewater systems)
  - d. Waste Management (PPS 1.6- Waste Management)
  - e.
  - f.
- 5. Economics** (PPS 1.7 – Long-Term Economic Prosperity)
  - a. Built Economic Resources, Tourism, Economic Development (Dufferin Biz or leave in local plans)
- 6. Social & Community Services**
  - a. Community Infrastructure (GP 3.2.6 – Community Infrastructure)

- b. Affordable Housing Strategy
- c. Parks and Open Space (PPS 1.5 Public Spaces, Parks and Open Space)

**7. Environment & Resources**

- a. Natural Heritage (GP 4.2.1 Nature Systems, GP 4.2.4 – A culture of Conservation, PPS 1.8 – Energy & Air Quality, PPS 2.0 – Wise Use and Management of Resources, 2.1 Natural Heritage, 2.2 – Water)
  - i. Provincially Significant Wetlands (keep local wetlands at Municipal level)
  - ii. Habitat of Endangered and Threatened Species
  - iii. Fish
  - iv. County Woodlots, Significant Woodlands
  - v. Significant Valleylands
  - vi. Significant Wildlife Habitat
  - vii. Areas of Natural and Scientific Interest
- b. Natural Hazards (PPS 3.0 Protecting Public Health and Safety, 3.1 Natural Hazards, 3.2 Human-made Hazards)
  - i. Hazardous lands
  - ii. Hazardous sites
  - iii. Flood hazards
  - iv. Human made hazards
- c. Agriculture (GP 4.2.2 – Prime Agricultural Areas, PPS 2.3 - Agriculture)
- d. Mineral Resources (GP 4.2.3 – Mineral Aggregate Resources, PPS 2.5 – Mineral Aggregate Resources)
- e. Greenbelt (might be specific policies or over-arching with policies in local plans)
- f. NEC(might be specific policies, replication of NEC policies or over-arching with policies in local plans)
- g. Water Resources & Source water protection (might be specific policies or over-arching with policies in local plans)

**8. Cultural Heritage** (PPS 2.6 Cultural Heritage and Archaeology)

**9. Implementation** (GP 5.4.1- general Implementation and Interpretation, PPS 4.0 – Implementation and Interpretation)

- a. Development Permit System?
- b. Delegation of Authority?
- c. Monitoring & Official Plan Amendments (GP 5.4.2 – Monitoring and Performance Measures, GP 5.4.4 – Public Engagement)

**10. Definitions** (PPS, GP, Greenbelt, NEC?)

**11.**

## **Schedules**

1. Policy Applicability Schedules (Growth Plan, Greenbelt, NEC, Municipal Boundary)
2. County Infrastructure (County Roads, services, trails)
3. Settlement Boundaries (GP)
4. Resource Mapping (updated with local plans)

**Attachment #2**

**County of Dufferin Official Plan  
SAMPLE WORK PROGRAM & SCHEDULE - for discussion  
Project Manager, Consultants, Staff**

Stage #	TASK	DELIVERABLES	TIMING
1-1	<b>Establish Work Plan</b> <ul style="list-style-type: none"> <li>• Comments from staff working group*</li> <li>• OP Steering Committee</li> <li>• Circulation to MMAH for comments/input</li> </ul>	Final Work Plan & Consultation Plan	July-September 2013
1-2	<b>Assemble Background Information</b> <ul style="list-style-type: none"> <li>• Existing reports and studies</li> <li>• Demographics, population/housing/employment forecasts</li> <li>• Local Official Plans</li> <li>• GIS Mapping</li> <li>• Additional data collection and information needs</li> <li>• Staff Working Group (Meeting)</li> <li>• OP Steering Committee</li> </ul>	Relevant background information to be summarized in Background, Issues & Options Report	July-October 2013
1-3	<b>Community Awareness</b> <ul style="list-style-type: none"> <li>• County website</li> <li>• Media release</li> <li>• County/local newsletters</li> <li>• Presentations to local Councils</li> <li>• Agency notifications/invitations</li> <li>• Other?</li> <li>• Staff Working Group (Meeting)</li> </ul>	Website information, media release, other awareness materials	Initiate August 2013, Ongoing to project completion
1-4	<b>Agency Pre-Consultation</b> <ul style="list-style-type: none"> <li>• Confirm required procedures, notifications and circulations of draft and final materials, review timelines, etc.</li> <li>• Available information, mapping data</li> <li>• Scope of required research, mapping and other supporting materials</li> <li>• Discussion of key issues and potential policy options and approaches</li> <li>• Discussion of upper-tier municipal planning service models</li> <li>• Staff Working Group (Meeting)</li> </ul>	Pre-Consultation Meeting Record; Agency input to be summarized in Background, Issues & Options Report	Fall 2013

Stage #	TASK	DELIVERABLES	TIMING
1-5	<p><b>Prepare Draft Background, Issues &amp; Options Report</b></p> <ul style="list-style-type: none"> <li>• Policy context</li> <li>• County context</li> <li>• Demographics and forecasts</li> <li>• Related studies summary</li> <li>• Background and policy discussion for specific topic areas:               <ul style="list-style-type: none"> <li>– Agriculture</li> <li>– Natural Resources</li> <li>– Natural Heritage</li> <li>– Sourcewater Protection</li> <li>– Transportation/Infrastructure</li> <li>– Community Services</li> <li>– Economic Development</li> <li>– Cultural Heritage</li> </ul> </li> <li>• Summary of planning service models, issues and options               <ul style="list-style-type: none"> <li>– Legislative Context</li> <li>– Existing Context (MMAH/local municipal planning authorities, status of local plans, etc)</li> <li>– Approval Authority/Delegation</li> <li>– Administration of County OP and Planning Service Roles/Functions</li> <li>– Organizational/Staffing Requirements</li> <li>– Planning procedures, forms, guidelines, fees, etc.</li> </ul> </li> <li>• Staff Working Group (Meeting)</li> <li>• OP Steering Committee</li> <li>• Local/County Council updates</li> <li>• Public availability, review period</li> <li>• Agency circulation and comments</li> </ul>	<p>Draft Background, Issues &amp; Options Report; Consultation Record of written submissions and agency comments; input to be summarized in Background, Issues &amp; Options Report</p>	<p>Fall 2013</p>
1-7	<p><b>Finalize Background, Issues &amp; Options Report</b></p> <ul style="list-style-type: none"> <li>• Consultation summary and response</li> <li>• Final revisions to report and maps</li> <li>• Staff Working Group (Meeting)</li> <li>• OP Steering Committee</li> <li>• Presentation to Council(s)</li> </ul>	<p>Finalize Background, Issues &amp; Options Report</p>	<p>January 2014</p>
2-1	<p><b>Prepare Draft County Official Plan</b></p> <ul style="list-style-type: none"> <li>• Structure/format/examples</li> <li>• Overall vision and goals</li> <li>• Policies by topic area</li> </ul>	<p>Draft Official Plan</p>	<p>February – March 2014</p>

Stage #	TASK	DELIVERABLES	TIMING
	<ul style="list-style-type: none"> <li>Implementation, interpretation, etc.</li> <li>County planning roles, procedures, delegation of authority, etc.</li> <li>Map schedules</li> <li>Staff Working Group (Meeting(s))</li> <li>OP Steering Committee</li> <li>Presentation/updates to Council(s)</li> </ul>		
2-2	<b>Public Open Houses/Agency Circulation</b> <ul style="list-style-type: none"> <li>Public and agency notifications</li> <li>Circulation / review period</li> <li>Public and agency feedback on draft</li> <li>Summary of input and response</li> <li>Agency meeting(s) if necessary</li> <li>Staff Working Group (Meeting)</li> <li>OP Steering Committee</li> </ul>	Consultation Record	April 2014
3-1	<b>Revised Draft Official Plan</b> <ul style="list-style-type: none"> <li>Consider revisions based on input from public, agencies, Councils</li> <li>Prepare revised Draft OP</li> <li>Staff Working Group (Meeting(s))</li> <li>OP Steering Committee</li> <li>Presentation/updates to Council(s)</li> </ul>	Draft Official Plan v. 2	May 2014
3-2	<b>Public/Agency Notification/Circulation</b>	Consultation Record, Minutes	April-May 2014
3-3	<b>Statutory Public Meeting(s)</b>		June 2014
3-4	<b>Finalize Official Plan</b>	Final OP	July 2014
3-5	<b>County Council Adoption</b>	By-law, Notice	July or September 2014
3-6	<b>Submission to Ministry for Approval</b>	Final Adopted OP, Record to Ministry	September 2014

**\*Staff working group refers to local CAOs and Planners**

**Note – document developed by Town of Shelburne Planner with modifications made by County CAO to address timelines and input from County Council Official Plan Steering Committee**

**Attachment #3**

This a draft working document for discussion purposes. Items **highlighted** throughout the document require special consideration.

The County of Dufferin  
The Office of the Chief Administrative Officer

**The County of Dufferin  
Request for Proposal No.**

**Consulting Services to Develop a County Official Plan**

Closing Date: , 2013  
Time: 2:00 p.m. local time

Contact:

**County of Dufferin**  
**Request for Proposal No. 06-13**

**Consulting Services to Develop a County Official Plan**

**1. DEFINITIONS**

Wherever the words “Owner” or “County” are used in these documents, it shall be understood that it means **The County of Dufferin**.

Whenever the word “Proponent” or “Consultant” is used, it shall mean the individual, firm, company or corporation who has undertaken to carry out this contract.

Whenever the words “Successful Proponent”, “Successful Consultant” or “Consultant” are used, it shall mean the individual, firm, company, corporation whom a contract is awarded against this offer.

Whenever the words “Project Manager” or “Project Team Manager” are used, it shall mean, a contract employee who has been retained by the County on a fee for service basis to provide overall project direction.

Whenever the words “Project Leader” or “Consultant Project Leader” are used, it shall mean the Consultant’s individual who is providing overall project coordination and management.

**2. GENERAL**

Submissions of Proposals for ***Consulting Services to Develop a County Official Plan*** will be received in a sealed envelope, clearly marked as to its contents, by the County of Dufferin.

Proposals will be received at the following address:

County of Dufferin  
55 Zina Street  
Orangeville, ON  
L9W 1E5

no later than \_\_\_\_\_, **2013, 2:00 p.m.** local time, as designated by the date stamp clock in the main (downstairs) reception area. **Fax Proposals are NOT acceptable.**

Late submissions will not be given consideration and will be returned unopened.

The lowest or any bid will not necessarily be accepted and the County reserves the right to accept or reject any part of or all proposals.

Award of the Proposal does not, in any manner, guarantee award of any future related component of the identified work program. Award of the Proposal shall be subject to a review by a selection panel and subject to Council approval.

### **3. PROCURMENT BY-LAW**

Proposals will be called, received, evaluated, accepted, and processed in accordance with The Corporation of the County of Dufferin Procurement By-law (copy available upon request). By submitting a proposal each Bidder agrees to be bound by the terms and conditions of that By-law and those Procedures and any amendments to them, as fully as if it were reproduced and attached to this Tender.

### **4. INQUIRIES DURING PROPOSAL PREPARATION**

Inquiries regarding this Request for Proposal (RFP) shall be directed to the office of the Chief Administrative Officer.

Proponents shall submit inquiries via e-mail to the contact above. All questions must be submitted no later than 2:00 p.m. on \_\_\_\_\_, **2013**. After this date and time no further inquiries, concerns or questions may be submitted. The County reserves the right to distribute all questions received to, with the County's response, to all Proponents through an addendum.

For purposes of this request, no Proponent may consider any oral representations or statements by an office, employee, or agent of the County to be an official expression of on the County's behalf, unless representations or statement are made in a written communication executed by the Treasury Department.

Any clarification of the Proposal Documents required by the Consultant prior to the submission of its Proposal shall not in any way alter the Proposal Documents, and the Consultant and the County hereby agree that in no case shall verbal arrangements be considered.

### **5. ADDENDA**

Proponents may be advised by addenda, of required additions, deletions or alterations in the requirements of the Request for Proposal documents. All such changes shall become an integral part of the Request for Proposal documents. Proponents shall insert and state on the Bidder Covenant, in the space provided,

any addenda received by them during the Request for Proposal period. Failure to acknowledge all addenda on the Bidders Covenant or failure to include the signed addenda with you Proposal response may result in your Proposal being disqualified

## 6. PROPOSAL SCHEDULE

The schedule for this Proposal is as follows:

- |                               |                              |
|-------------------------------|------------------------------|
| 1. Issue date:                | Monday, July 15, 2013        |
| 2. Question Deadline:         | Tuesday, July 30, 2013       |
| 3. Closing Date:              | Tuesday August 6, 2013       |
| 4. Short Listing:             | Wednesday, August 14, 2013   |
| 5. Consultant Interviews:     | Week of August 26, 2013      |
| 6. Anticipated Council Award: | Thursday, September 12, 2013 |
| 7. Project Initiation         | late September, 2013         |

## 7. SELECTION PROCESS

The County will follow a two-step and two-envelope process to select the preferred consultant. In Step 1 the County will receive and review consultant submissions and develop a short list of 2-3 consultants for interviews. In Step 2, the shortlisted consultants will make presentations to a Selection Committee who will score the firms on the basis of predetermined criteria. At the conclusion of their interview, each firm will provide a detailed fee proposal in a sealed envelope. The firm with the highest overall combined score for the interview and the fee proposal will be recommended by the Selection Committee to County Council for award of the assignment. Award of this assignment will be subject to the availability of the approved budget and Dufferin County Council approval.

### STEP 1

In Step 1 interested consultants will submit their proposal in a sealed envelope which shall include six signed copies of the consultant's qualifications and experience, the project team members, a list of relevant and similar projects, a detailed methodology, and a list of reference contacts to a maximum of twenty (20) pages.

Résumés of the consultant's staff shall be included and can be in addition to the twenty page maximum, provided that they are included as Appendices to the proposal.

Proposals will be evaluated for completeness, clarity, conciseness and general suitability by a Selection Committee, on the basis of the following criteria:

<b>a) Quality of the Proposal</b>	<b>30 Points</b>
<ul style="list-style-type: none"><li>• Grasp of the overall vision, goals and challenges of the assignment in accordance with the Project Scope and Purpose</li><li>• Consideration of the Provincial Planning Policy Statements and the Growth Plan for the Greater Golden Horseshoe, the Oak Ridges Moraine Conservation Plan, the Dufferin County Growth Management Study and Plan and local Official Plans</li><li>• Incorporation of strategies to increase the supply of investment ready industrial lands</li><li>• Innovative approaches</li><li>• Stakeholder consultations</li><li>• Innovative approaches and value-added elements</li></ul>	
<b>b) Experience and Qualifications of Project Leader</b>	<b>30 Points</b>
<ul style="list-style-type: none"><li>• Directly related, previous County Official Plan assignments</li><li>• Relevant municipal planning experience, skills and knowledge</li></ul>	
<b>c) Experience and Qualifications of Consulting Team</b>	<b>20 Points</b>
<ul style="list-style-type: none"><li>• Directly related previous experience</li><li>• Other relevant municipal planning experience, skills and knowledge</li><li>• Organizational capacity to undertake this assignment</li></ul>	
<b>d) Work Plan and Schedule</b>	<b>20 Points</b>
<ul style="list-style-type: none"><li>• A sufficiently detailed work plan suitable to undertake the work of this assignment within the specified time lines</li></ul>	
<b>TOTAL</b>	<b>100 Points</b>

The 2-3 firms with the highest scores will be recommended to proceed to Step 2 – an interview with the Selection Committee. In Step 1, consultants will NOT provide envelope # 2 with their detailed fee proposal for the assignment.

## **STEP 2**

In Step 2 the 2-3 shortlisted consultants will be invited to make a formal presentation to the Selection Committee. At that time, they will present their detailed fee proposal, in a sealed envelope.

Each consulting team will have 20-30 minutes to make their presentation to the Selection Committee, which will be followed by a 20-30 minute question and answer period. The presentation will be led by the proposed Project Leader, with participation by key team members, as appropriate. The presentation is the opportunity for the consulting firm to highlight key project elements and why their approach, methodology and experience will result in a successful project. The consultant may wish to highlight their value added elements and the impact on the fee proposal.

The interviews will be scheduled between **August 26-29**, 2013 to suit both the Selection Committee's and consultants' availability. The Selection Committee will evaluate the interviews on the basis of the following criteria:

- |  |                  |
|--|------------------|
| <b>a) Quality of the Proposal</b>  | <b>30 Points</b> |
| <ul style="list-style-type: none"><li>• Effectiveness of the proposed study approach</li><li>• Approach to deal with supply of investment ready industrial lands</li><li>• Innovative approaches</li><li>• Stakeholder consultation plan</li></ul> |                  |
| <b>b) Experience and Qualifications of Project Leader</b>  | <b>20 Points</b> |
| <ul style="list-style-type: none"><li>• Presentation skills</li><li>• Directly related previous experience</li><li>• Relevant municipal planning experience and skills</li></ul>   |                  |
| <b>c) Experience and Qualifications of Consulting Team</b>   | <b>20 Points</b> |
| <ul style="list-style-type: none"><li>• Directly related previous experience</li><li>• Organizational capacity</li></ul>   |                  |
| <b>d) Quality of Interview</b>   | <b>15 Points</b> |
| <ul style="list-style-type: none"><li>• Clarity and effectiveness</li></ul>  |                  |

- Communications skills

**e) Fee Proposal**

**15 Points**

Note: Points for the proposed fees will be based upon the lowest bid receiving 100% of the 15 available points and a factor will be used for each subsequent bid in order of increasing price. Value-added elements shall be costed and identified separately. The basis for comparing the fee proposals will be based upon the core project requirements.

**TOTAL**

**100 Points**

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## **8.0 BACKGROUND**

### **8.1 General – County of Dufferin Information**

General information from all County RFPs to be included here

### **8.2 Provincial Direction to Prepare Official Plan**

On December 10, 2012 the Ministry of Municipal Affairs and Housing advised the County that the Province was considering amending Ontario Regulation 352/02 under the Planning Act so that any upper-tier municipalities that currently are without an Official Plan would be required to adopt one. Subsequently, on March 19<sup>th</sup>, 2013 the Deputy Minister of MMAH confirmed that the amendments to Regulation 352/02 have been made and the County will be required to adopt an Official Plan by March 31, 2015.

### **8.4 Dufferin Growth Management Study**

On June 16, 2006, the Government of Ontario released the Growth Plan for the Greater Golden Horseshoe, 2006. The Plan was prepared under the Places to Grow Act, 2005 and guides decisions related to transportation, infrastructure planning, land-use planning, urban form, housing, natural heritage and resource protection in ways that promote economic prosperity. The Growth Plan builds on other government initiatives including the Greenbelt Plan and the Provincial Policy Statement, 2005. Dufferin County is located within the Greater Golden Horseshoe Plan Area.

The County is one of two upper-tier municipalities in Southern Ontario that has not had any upper-tier planning responsibilities or functions, nor a County Official Plan. Upon receipt of the Provincial government's direction to develop a Growth Management Strategy, the County and its eight member municipalities established a joint Steering Committee to direct the development of an overall Growth Management Strategy (GMS), in keeping with the principles of the Growth Plan while ensuring a realistic level of growth is anticipated and managed.

The County's GMS contains the following directions:

- the population and employment projections allocations
- expected population growth within existing built-up areas
- recommendations on the density of development for new development areas

## **9.0 PURPOSE**

The County of Dufferin requests the services of a qualified consultant(s) to prepare a County Official Plan in a form that is acceptable for County Council adoption and that contains policies that are “consistent” with the Provincial Policy Statement (PPS) under Section 3 of the Planning Act and the Places to Grow legislation.

While this RFP document is detailed, the consultant should not feel constrained by it. In this context, the consultant is free to submit a proposal that may include **innovative alternatives** and options which the County of Dufferin could consider. Such options would be encouraged by the County provided there is no major deviation from the basic intent and purpose of the project.

## **10. SCOPE OF WORK**

### **10.1**

The new County of Dufferin Official Plan should focus on setting a future direction for land use planning over the next 20 to 30 year time horizon throughout County-wide growth and development policies.

### **10.2**

**The role of County planning in Dufferin will be to address matters of County importance while providing guidance for land use planning at the local municipal level. The new County Official Plan is intended to be an overarching plan which sets out general policy directions of County significance while detailed land use planning will be managed and administered locally through the local Official Plans which will remain in place to drive local decision making.**

### **10.3**

Land use planning in Ontario is led by Provincial legislation (Planning Act) and guided by policy (Provincial Policy Statement 2005). As well as maintaining consistency with the Provincial Policy Statement, municipal planning decisions must integrate matters of Provincial interest which are itemized in Section 1 of the Planning Act. In effect, upper tier official plans are now required to implement provincial policy.

**10.4**

The Scope of Work shall include the desire for a “high level” policy-based Official Plan.

**10.5**

The County’s Official Plan should be a tool to enhance both Dufferin.biz and the lower tier municipalities’ economic development efforts.

**10.6**

The new Official Plan must include appropriate policies related to the Hills of Headwaters and local municipalities’ Tourism Strategies.

**10.7**

The County’s Official Plan should include appropriate policies to guide the implementation of the County’s Housing and Homelessness Plan which is currently under development. (as required by MMAH)

**10.8**

Source water protection coordination should be included.

**10.9**

The Scope of Work for the development of the Official Plan shall include appropriate stakeholder consultation and communication.

**10.10**

In conjunction with the development of the County’s first Official Plan , the planning consultant, as assisted by the County and its member municipalities, will concurrently carry out a review of delegated planning approvals and authorities as well as those implementation tools and documents that may be required to potentially implement delegated planning approvals and authorities to member municipalities. The aforementioned implementation tools and documents will be developed to support the delegated planning approvals and authorities decisions to be made by County Council. It is presently generally understood that those municipalities currently with delegated planning approvals and authorities are desirous of retaining such and that other municipalities may be desirous of attaining such.

## **11. STUDY COORDINATION**

Study direction will be provided by a Steering Committee comprised of eight Councillors, one representing each of the member municipal Councils. The Steering Committee will make recommendations to County Council.

The Steering Committee will be supported by a technical team, the staff working group, comprised of CAOs and planners from each local municipality, the County CAO, and the County Project Manager. Overall coordination will be provided by the Project Manager.

## **12. DELIVERABLES**

### **12.1 Meetings**

The consultant will be expected to meet with County Council and the Steering Committee on an ongoing basis. Communication with County Council will be necessary and it is expected that the consultant would attend Council meetings on an as needed basis to keep Council apprised about research findings, planning issues and policy formulation. The consultant will be expected to attend Steering Committee meetings and any technical staff working group meetings which will be held on a monthly basis, or as needed. Every attempt will be made to coordinate these meeting dates. The consultant will prepare DRAFT meeting agendas for each Steering Committee meeting and submit them to the County's Project Manager for review and approval.

### **12.2 Communications and Public Consultation**

The scope of work must incorporate the consultation required under the *Planning Act*. It should also address other organizations identified as either provincially or locally sensitive; i.e. First Nations, local land owners associations. The public and other local associations and organizations should have the opportunity to participate in **each stage of the project**.

In order to provide and receive information, the Official Plan process should involve a sustained communications strategy which would include media releases, newsletters, web site information, public open houses, etc. Innovative public involvement techniques shall be encouraged.

### **12.3 Presentations**

Formal presentations will be made by the consultant to County Council and at all public meetings, both statutory and non-statutory. Formal Presentations will be required at each stage of the project to all local Councils. Informal presentations will be required for Steering Committee meetings. Minutes of such meetings shall be recorded by the consultant and submitted to the County's Project Manager within 5 working days.

### **13. CONSULTING EXPERTISE AND REFERENCES**

The consultant shall have the expertise to research, analyze and make recommendations on all aspects of an upper tier Official Plan. The consultant, therefore, shall have the resources to prepare various research documents and issue reports based on critical analysis of the base data and other input received. In addition, the consultant will possess the expertise to develop policies that are consistent with the Provincial Policy Statement (PPS), while at the same time fostering and promoting County interests and those of local municipalities within Dufferin County.

The consultant shall be knowledgeable with respect to the PPS and the Places to Grow legislation, the Niagara Escarpment Plan and other guidelines and legislation that have direct bearings on land use planning matters in Ontario.

The consultant will have a proven record in the preparation of Official Plans, preferably at the upper tier County level.

The consultant shall employ personnel with expertise in facilitating meetings and achieving consensus through group dynamics. In addition, the consultant's Project Leader shall have extensive experience in community planning and shall be a member of the Canadian Institute of Planners (MCIP).

Letters of Reference – include a minimum of two letters of reference from municipal jurisdictions.

The proposal must be accompanied by résumés of key personnel who are to be directly involved in this project. Names, qualifications and experience of key staff members along with their per diem rates and the estimated number of days each staff person will spend on their assignment should be included.

#### **14. FEE STRUCTURE AND TIMELINE FOR COMPLETION OF PROJECT**

The consultant will specify the timing of the project which should not extend beyond 12 months. The consultant shall calculate the maximum total cost of the project, broken down by project components with meetings, printings costs and disbursements listed separately. It is expected that if meetings or work are reduced over the course of this program, that project costs will be reduced accordingly, by the consultant.

#### **15. TIMING OF WORK PROGRAM – STAGES ONE, TWO & THREE**

##### **General**

It is contemplated that the project will be carried out in 3 stages over a 12 month period. This is an ambitious timeline that has been put in place to ensure the project is completed prior to the 2014 Municipal elections:

Stage 1	January, 2014
Stage 2	April, 2014
Stage 3	September, 2014

##### **Stage One**

This stage would include all of the background research required in order to assemble formal databases upon which planning issues can be identified and evaluated. Informal reports containing relevant data will be published and used as a basis for preparing a formal issues and options report. It is expected that a comprehensive literature review will be required to produce these background research reports. A partial list of available literature follows:

- Local Municipal Official Plans
- Growth Management Study (GMS) for the County of Dufferin
- Applicable Source Water Protection Plans
- Dufferin.biz and Hills of Headwaters Strategic Plans
- County of Dufferin Strategic Plan Background Information

It is the consultant's responsibility to investigate and obtain all studies/reports that may be relevant from the County and its lower tier municipalities.

In order to meet the County's work plan schedule, Stage 1 should be completed within the first five months of the program.

The consultant will be required to prepare "Issues and Options Report" which will discuss short and long term planning issues facing the County of Dufferin. The opportunities, constraints and development issues identified in the research reports shall be expanded upon and formalized in the "Issues and Options Report". In an effort to obtain public input, innovative public involvement processes are encouraged and should be detailed in the proposal. Comments received in this process shall be used to help determine the economic, social, environmental and physical issues that should be addressed in policy form by the County of Dufferin Official Plan.

The Issues and Options Report will include weighing of options and alternatives which have been identified. Once County Council has chosen options, this information will be used in the preparation of a draft Official Plan document.

It is anticipated that Stage One will be completed no later than January, 2014.

### **Stage Two**

This stage of the program would see the policy formulation of a draft Official Plan through committee, staff working group, public focus group and staff level review. As a minimum, it is expected that there will be at least one public meeting in each of the eight member municipalities. Stage Two would culminate with the completion of the first draft Official Plan document that would be suitable for Provincial, County, local municipal and public review and comment.

It is anticipated that this stage of the program would be completed by April, 2014.

### **Stage Three**

This stage of the program will focus on consultation and the preparation of finalized official plan policies and mapping. The draft official plan will be the focus of scrutiny by various stakeholders and will be reviewed and revised by the consultant over a period of a few months. A very high priority has been placed on review and consultation in this process and in this regard the County is seeking a sustained communications strategy and innovative proposals with respect to effective consultation methods that will enhance this stage of the program.

It is anticipated that this stage of the program will be completed no later than **September 1, 2014.**

## **Mapping**

The consultant will prepare computer mapping at a scale not smaller than 1:50,000 that will identify natural heritage features, agricultural soil capability, aggregate deposits, watercourses, transportation networks, local municipal boundaries, active and abandoned landfill sites, etc. Such mapping shall also be capable of depicting Official Plan land use designations at a County scale including, the Niagara Escarpment Plan, agriculture lands, settlement areas, significant wetlands, source water protection areas, etc., using the lower tier Official Plan schedules as the basis for the County schedule.

Significant mapping resources are available from various Provincial Ministries, Conservation Authorities, the County, local municipalities and others. The consultant shall retrieve any available mapping that is required not only for background reports but mapping to be included in the Official Plan document.

All products produced for the County as part of this contract shall become the property of the County of Dufferin.

## **Reports**

The consultant will provide one electronic copy and \_\_\_ hard copies of all reports and documents at least two weeks prior to a scheduled presentation before Dufferin County Council. Such copies shall be submitted to the Chief Administrative Officer.

For presentations to the Steering Committee, the staff working group and local municipal councils, the consultant shall provide one electronic copy and \_\_\_ hard copies of each report or document. These copies shall be provided to the County's Project Manager at least two weeks prior to a scheduled committee meeting. If the meetings are statutory public meetings under the Planning Act, the reports must be available at least two (2) weeks in advance.

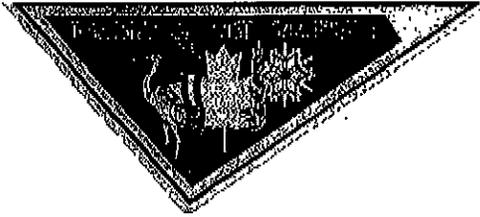
The consultant shall be required to provide sufficient numbers of reports and display materials for all Public Open Houses and Public Meetings to meet the requirements of an active public participation process.

## **16. INNOVATIVE APPROACH**

While this RFP document is detailed, the consultant should not feel constrained by it. In this context, the consultant is free to submit a proposal that may include innovative alternatives and options which the County of Dufferin could consider. Such options would be encouraged by the County provided there is no major deviation from the basic intent and purpose of the project.

This RFP contains suggested time deadlines. These should be viewed as latest possible dates. Given that there will be a municipal election in October, 2014 and studies such as this can become difficult to carry out and complete during an election campaign period, the County is interested in innovative approaches to complete this project prior to the end of August, 2014 if possible without compromising the quality of the work and appropriate public input and involvement.

DRAFT



CORPORATION OF  
***Township of East Garafraxa***

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SUSAN M. STONE-C.A.O./CLERK-TREASURER&TAX COLLECTOR*

June 19, 2013

County of Dufferin  
55 Zina Street  
Orangeville ON L9W 1E5

Attention: Sonya Pritchard, CAO

Dear Ms. Pritchard:

At a meeting of Council held June 18, 2013 the "County Official Plan Report #3 - Timeline and Next Steps" was discussed and the following motion was passed:

MOVED BY PINKNEY, SECONDED BY BANFIELD

BE IT RESOLVED THAT Council of the Township of East Garafraxa supports a simplified County Official Plan, with approval authority delegated to local municipalities for Consents, Plans of Subdivision, and Official Plan Amendments.  
CARRIED.

Further, Council feels that the local Chief Administrative Officers and Planners should provide the background and input into development of the County Official Plan. Please present this resolution to County Council and/or the County Steering Committee.

Do not hesitate to contact this office if you require any further information.

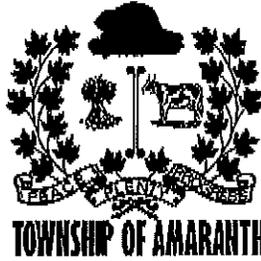
Yours truly,

CORPORATION OF THE  
TOWNSHIP OF EAST GARAFRAXA

Per: Susan M. Stone, A.M.C.T.  
CAO/Clerk-Treasurer

SMS/kc

**BEN RYZEBOL, Director of Public Works**  
PUBLIC WORKS - TELEPHONE: (519) 941-1065  
FAX: (519) 941-1802  
email: bryzebol@amaranth-eastgary.ca



**SUSAN M. STONE, C.A.O./Clerk-Treasurer**  
TELEPHONE: (519) 941-1007  
FAX: (519) 941-1802  
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374028 6<sup>TH</sup> LINE, AMARANTH, ONTARIO  
L9W 0M6

June 20, 2013

County of Dufferin  
55 Zina Street  
Orangeville, Ontario  
L9W 1E5

Attention: Pam Hillock - Clerk

Dear Pam:

Re: County Planning - Official Plan

At the regular meeting of Council held June 19, 2013, the following resolution was set forth.

**Resolution**

Moved by W. Kolodziechuk - Seconded by B. Besley

Resolved that Whereas the County of Dufferin is required to have an Official Plan, to be adopted by County Council and submitted to the Ministry of Municipal Affairs for approval by March, 2015;

And Whereas the local municipalities in Dufferin all currently have approved Official Plans and have certain delegated powers, and have the knowledge and expertise through the CAO's and Planners of the local municipalities to provide adequate input in order to make recommendations to County Council regarding the scope of the Plan and the process for development of the Plan;

Now Therefore the Council of the Township of Amaranth wishes to recommend the following to County Council:

1. The County Official Plan be a minimal policy document to reflect the Provincial Policy Statement, and to reflect current policy development of local Official Plans and Dufferin Growth Management Plan;
2. The Township of Amaranth be delegated approval authority of plans of subdivision, official plan amendments, and consents for applications with the Township;
3. The Staff Working Group, being the County CAO and CAO's and Planners of the local municipalities, to provide input for the RFP for consulting services for the development of an Official Plan and to work with the Consultant accordingly;

4. That the need for a Project Manager pursuant to recommendation contained in Report to County Council dated June 13, 2013 be reconsidered, based on cost, and the fact that there is more than adequate expertise within the Dufferin local municipalities through the Staff Working Group.
5. Local councils be included throughout the process, and be kept apprised of recommendations going forward to County Council. Carried.

If you have any questions, please do not hesitate to contact this office.

Yours truly,



Susan M. Stone, A.M.C.T.  
CAO/Clerk-Treasurer  
Township of Amaranth

SMS:cd

cc: Dufferin Municipalities