



OFFICIAL PLAN STEERING COMMITTEE MINUTES Tuesday September 24, 2013

The Committee met at 4:00 pm in the Sutton Room, 55 Zina Street, Orangeville

Members Present: Warden Laura Ryan
Councillor Rhonda Campbell Moon (4:37 p.m.)
Councillor Bill Hill
Councillor John Oosterhof
Councillor Allen Taylor

Staff Present: Sonya Pritchard, Chief Administrative Officer
Pam Hillock, Clerk/Director of Corporate Services

Others: Tracey Atkinson, Project Manager
Andrea Bourrie, MMM Group, Planning Consultants
Randall Roth, MMM Group, Planning Consultants

Declarations of Pecuniary Interests – None

The quorum requirements were not met until 4:37 p.m.

1. **OFFICIAL PLAN STEERING COMMITTEE –September 24, 2013 – ITEM #1**
Overview of Project

Andrea Bourrie of MMM Group gave an overview of the critical dates associated with the creation of a County of Dufferin Official Plan and circulated a calendar for review.

Moved by Councillor Campbell Moon, Seconded by Warden Ryan,

THAT the calendar circulated with project schedule that includes critical dates for meetings, consultations and drafting of the Official Plan document, attached hereto as Schedule A, be approved.

-Carried-

2. **OFFICIAL PLAN STEERING COMMITTEE –September 24, 2013 – ITEM #2**
Draft Communication Strategy

Andrea gave an overview of the communications strategy for the project. Tracey will update the document and circulate the list of agencies and stakeholders that have identified for consultation purposes.

3. **OFFICIAL PLAN STEERING COMMITTEE –September 24, 2013 – ITEM #3**
Consultations with Local Municipal Staff

Andrea reported that meetings had taken place with local municipal staff and the following comments were captured:

- The County Official Plan should have a “County” focus
- The level of detail should be at the County level
- Respect existing planning regimes
- Avoid duplication
- Growth Management - ie. Pro-active numbers, boundaries, population and employment
- Respect local role
- Agri-rural - history and economy
- Trust with the process

4. **OFFICIAL PLAN STEERING COMMITTEE –September 24, 2013 – ITEM #4**
Consultations with Provincial Staff

Andrea reported that meeting had taken place also with staff from various Provincial ministries and the following were captured:

- County-level detail
- Need to keep in mind multiple Provincial policies: Niagara Escarpment Commission, Oak Ridges Moraine policy, Provincial Policy Statement, etc.
- Growth Management – allocation of numbers – the 2013 numbers are good
- Urban Boundaries – need to be fixed and definitive
- Co-ordination of inter-municipal issues ie. Servicing relating to growth
- Mapping Features and Detail – natural heritage mapping, aggregates, focus on planning

ADJOURNMENT

The meeting adjourned 5:40 p.m.

NEXT MEETING: Tuesday, November 26, 2013 5:00 p.m.
55 Zina Street, Orangeville

Dufferin County
Consulting Services to Develop a County Official Plan



Project Timeline by Major Tasks and Deliverables (Revised Sept. 25, 2013)

TASK	Target Date	Actual Date
Stage One: Background, Issues and Options Report		
1.1 Draft Communications and Engagement Strategy	September 17, 2013	
1.2 Meeting Cluster #1 (Agency, Local Municipal Pre-Consultation)		
a) Project Initiation Meeting and Local Municipality Meetings (Meeting #1)	September 16, 2013	September 16, 2013
b) Province, Local Municipality and and Steering Committee Meetings (Meeting #2)	September 24, 2013	September 24, 2013
1.3 Finalize Work Program and Schedule and Initiate Social Media	September 27, 2013	
1.4 Growth Projections and Land Needs Update	October 28, 2013	
1.5 Draft Background, Issues and Options Report	October 28, 2013	
1.6 Meeting Cluster #2		
a) Steering Committee Meeting (Meeting #3)	November 26, 2013	
a) Technical Committee Meeting (Meeting #3)	November 4, 2013	
b) Stakeholder Focus Group (Meeting #4)	November 4, 2013	
c) County Council Presentation (Meeting #5) (Special Meeting)	November 26, 2013	
d) Local Municipal Council Presentations (8) (Meetings #6-13)	Refer to Calendar for Dates	
1.7 Revised Draft Background, Issues and Options Report	December 9, 2013	
1.8 Meeting Cluster #3		
a) Public Open House (North) (Meeting #14)	January 7, 2014	
b) Public Open House (South) (Meeting #15)	January 6, 2014	
<i>Technical Committee Meeting</i>	January 27, 2014	
1.9 Finalize Draft Background, Issues and Options Report	January 31, 2014	
1.10 Present Final Draft Background, Issues and Options Report to County Council (Meeting #16)	February 13, 2014	
1.11 Final Background, Issues and Options Report and Circulation to MMAH	February 28, 2014	
Stage Two: Draft County Official Plan		
2.1 Draft County Official Plan	March 24, 2013	
2.2 Meeting Cluster #4		
a) Steering Committee Meeting (Meeting #17)	April 22, 2014	
a) Technical Committees Meeting (Meeting #17)	April 7, 2014	
b) Stakeholder Focus Group (Meeting #18)	April 7, 2014	
c) County Council Presentation (Meeting #19) (Special Meeting)	May 1, 2014	
d) Local Municipal Council Presentations (8) (Meetings #20-27)	Refer to Calendar for Dates	
2.3 Revise Draft County Official Plan (for Circulation to Province)	May 5, 2013	
2.4 Meeting Cluster #5		
a) Meeting with Technical Committee (Meeting #28)	May 26, 2014	
a) Meeting with Steering Committee (Meeting #28)	May 27, 2014	
b) Public Open House (North) (Meeting #29)	May 21, 2014	
c) Public Open House (South) (Meeting #30)	May 22, 2014	
Stage Three: Final County Official Plan		
<i>County Council Presentation</i>	June 12, 2014	
3.1 Consultation Report on Draft County Official Plan	June 16, 2014	
3.2 Meeting Cluster #6		
a) Joint Meeting with Technical Committee and Province (Meeting #31)	July 14, 2014	
b) County Council Presentation (Meeting #32)	July 10, 2014	
c) Local Municipal Council Presentations (8) (Meetings #33-40)	July 10 and 17, 2014	
3.3 Revise Final Draft County Official Plan (for Statutory Public Meeting and Circulation to Province)	July 23, 2014	
3.4 Statutory Public Meeting (Meeting #41)	August 13, 2014	
3.5 Final County Official Plan Due for Adoption	August 21, 2014	
3.6 County Council Adoption (Meeting #42) (Special Meeting)	August 28, 2014	
Sustained Communications and Engagement Strategy (On-going)		
County Website and Social Media (On-line Commenting Forum)	on-going	
Updates to On-line Issues Disposition Matrix (Comment/Response Table)	on-going	
Status Updates (County Council, Local Municipal Councils, Public Newsletters)	on-going	
Agency Consultation/Circulation	on-going	
Public Awareness Campaign (on-line, newsletters)	on-going	

NOTES

Meeting dates subject to availability of staff and Council meeting schedules

Dufferin County Official Plan

September 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Statutory Holiday Labour Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16 1.2 a) Project Initiation Meeting and Local Municipality Meetings	17 1.1 Draft Communications and Engagement Strategy	18	19	20	21
22	23	24 1.2 b) Province, Local Municipality and Steering Committee Meetings	25	26	27 1.3 Finalize Work Program and Schedule and Initiate Social Media	28
29	30	Notes:				

Dufferin County Official Plan

October 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Statutory Holiday Thanksgiving	15	16	17	18	19
20	21	22	23	24	25	26
27	28 1.4 Growth Projections and Land Needs Update, 1.5 Draft Background, Issues and Options Report	29	30	31	Notes:	

Dufferin County Official Plan

November 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 1.6 a) Technical Advisory Committee Meeting (1pm), 1.6 b) Stakeholder Focus Group (3pm), 1.6 d) Orangeville Council (7pm)	5	6 1.6 d) Mulmur Council (11am), Amaranth Council (1 pm)	7	8	9
10	11 Remembrance Day 1.6 d) Shelburne Council (7pm)	12 1.6 d) Grand Valley Council (6pm), Mono Council (7pm)	13 1.6 d) East Garafraxa Council (2:15pm)	14	15	16
17	18	19	20	21 1.6 d) Melancthon Council (6pm)	22	23
24	25	26 1.6 a) Steering Committee/ c) Council Presentation (Special Meeting) (5pm) Tentative	27	28	29	30

Dufferin County Official Plan

December 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 1.7 Revised Draft Background, Issues and Options Report (For Circulation to Province)	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Statutory Holiday Christmas Day	26 Statutory Holiday Boxing Day	27	28
29	30	31	Notes:			

Dufferin County Official Plan

January 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Statutory Holiday New Year's Day	2	3	4
5	6 1.8 b) Public Open House (South) (Orangeville 7-9pm) Tentative	7 1.8 a) Public Open House (North) (Shelburne 7-9pm)	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 <i>Provincial Comments due on Draft Background, Issues and Options Report</i> Technical Committee (2pm)	28	29	30	31 1.9 Finalize Draft Background, Issues and Options Report	

Dufferin County Official Plan

February 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 <i>Background Report for County Council Due</i>	7	8
9	10	11	12	13 1.10 Present Final Draft Background, Issues and Options Report to County Council	14	15
16	17 Statutory Holiday Family Day	18	19	20	21	22
23	24	25	26	27	28 1.11 Final Background, Issues and Options Report	

Dufferin County Official Plan

March 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 2.1 Draft County Official Plan	25	26	27	28	29
30	31	Notes:				

Dufferin County Official Plan

April 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 2.2 a) Technical Committee (1pm), 2.2 b) Stakeholder Focus Group (3pm), 2.2 d) Shelburne Council (TBD 7pm)	8 2.2 d) East Garafraxa Council (2pm), Grand Valley Council (6pm), Mono Council (7pm)	9	10	11	12
13	14 2.2 d) Orangeville Council (TBD 7pm)	15	16 2.2 d) Mulmur Council (6pm), Amaranth Council (7pm)	17 2.2 d) Melancthon Council (6pm)	18 Statutory Holiday Good Friday	19
20	21	22 2.2 a) Steering Committee Meeting (5pm)	23	24 <i>Revised Official Plan for County Council Consideration Due</i>	25	26
27	28	29	30	Notes:		

Dufferin County Official Plan

May 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 2.2 c) County Council Presentation (Special Meeting)	2	3
4	5 2.3 Revised Draft County Official Plan (for Circulation to Province)	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Statutory Holiday Victoria Day	20	21 2.4 b) Public Open House (North) (Shelburne 7-9pm)	22 2.4 c) Public Open House (South) (Orangeville 7-9pm)	23	24
25	26 2.4 a) Technical Committee Meeting (2pm)	27 2.4 a) Steering Committee Meeting (5pm)	28	29	30	31

Dufferin County Official Plan

June 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12 County Council Presentation (7pm)	13	14
15	16 3.1 Consultation Report on Draft Official Plan	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Notes:				

Dufferin County Official Plan

July 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Statutory Holiday Canada Day	2	3	4	5
6	7 <i>Provincial Comments on Draft Official Plan Due</i>	8	9	10 3.2 c) Local Municipal Council Presentation (1 of 2), 3.2 b) County Council Presentation	11	12
13	14 3.2 a) Joint Meeting Technical Committee and Province (Tentative)	15	16	17 3.2 c) Local Municipal Council Presentation (2 of 2)	18	19
20	21	22	23 3.3 Revise Final Draft County Official Plan (For Statutory Public Meeting and Circulation to Province)	24 <i>20 days Notice for Statutory Public Meeting</i>	25	26
27	28	29	30	31	Notes:	

Dufferin County Official Plan

August 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Statutory Holiday Civic Holiday	5	6	7	8	9
10	11	12	13 3.4 Statutory Public Meeting	14	15	16
17	18 AMO Conference Provincial Comments on Final Draft County Official Plan Due	19 AMO Conference	20 AMO Conference	21 3.5 Final County Official Plan Due (for Adoption)	22	23
24	25	26	27	28 3.6 County Council Adoption (Special Meeting)	29	30
31	Notes:					