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Job Title:	Town of The Blue Mountains Water and Wastewater Allocation Policy		
Project Number:	CA0007746.6435	Date:	Friday, March 28, 2024
Time:	10:00 AM to 11:30 AM	Venue: Teams Meeting	Microsoft Teams
Purpose:	Engagement Session with Georgian Triangle Development Institute (GTDI)		

ATTENDEES		
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*** PLEASE NOTE: THE RECORDING OF THE ENGAGEMENT SESSION WAS FOR COMMENT TRACKING PURPOSES ONLY WHICH ARE DETAILED IN THIS DOCUMENT.***

ITEM	ACTION
<p>1.0 INTRODUCTIONS</p> <ul style="list-style-type: none"> • Adam Smith of the Town of the Blue Mountains (the Town) introduced the engagement session. • GTDI Introductions 	<p>No Action</p>
<p>2.0 WSP PRESENTATION ON DRAFT ALLOCATION POLICY AND EVALUATION CRITERIA</p> <ul style="list-style-type: none"> • Project Team • Context & Background • Best Practice Research • Policy Walkthrough • Criteria Table Review • Evaluation Example • Q & A 	<p>No Action</p> <p>WSP to Update Presentation</p>
<p>3.0 DISCUSSION</p> <ul style="list-style-type: none"> – Kenneth Hale (Comment): expressed the concerns about the Town’s statutory authority to implement this policy; Governance and due process; and expiry of the policy as it pertains to available capacity. – Kenneth Hale (Comment): GTDI expressed concerns with the Town of Collingwood’s Allocation Policy during its development. GTDI notes that the Town’s policy builds on Collingwood’s approach. – Kenneth Hale (Question): What is the statutory authority to enact a policy like this? Does this policy fall under the <i>Municipal Act</i>? Section 86.1 of the Act states that the municipality shall provide servicing allocation if it is available. <ul style="list-style-type: none"> • Adam Smith: <ul style="list-style-type: none"> ○ Yes, we will be looking at this from the lens of the <i>Municipal Act</i>. ○ A further legal review is anticipated to accompany the policy with applicable sections of the <i>Municipal Act</i> being cited. ○ It was noted that the intent of this policy is not a means to stop development, but rather to produce better development outcomes. – Kenneth Hale (Question): The Town’s current Official Plan has policies regarding allocation and the Town is undergoing an Official Plan Review. Will this Servicing Allocation Policy be integrated into the new Official Plan? <ul style="list-style-type: none"> • Adam Smith: <ul style="list-style-type: none"> ○ At this time, it is not intended that this Policy be integrated into the new Official Plan. ○ An Infrastructure and Servicing Background Paper is available that contemplates potential changes to Official Plan Servicing policies. – Kenneth Hale (Question): Governance inquiry. Who is making decisions on this policy’s evaluation points? Can decisions be 	<p>The Town to provide commentary on their statutory authority to enact this policy for the GTDI’s understanding.</p> <p>The Town to provide commentary on current issues with respect to the current ‘first come, first serve’ method of service allocation for the GTDI’s understanding.</p>

appealed? Would there be a third party dealing with the appeal process or is an appeal taken to the same Council reviewing the evaluation criteria? A third party would be ideal in this instance.

- Adam Smith:
 - The Town notes that it is not the intent to change Development Agreement processes regarding authority.
 - The Town’s administration would intake and evaluate applications.
 - Council may be involved with an appeal or the appeal process. The Town will need to determine and refine appeal considerations as this policy advances.

– **Kenneth Hale (Question): Does this policy expire if capacity is increased significantly? Can this policy be rescinded in the future?**

- Adam Smith:
 - Regardless of where and how capacity and infrastructure evolve, the Town would like to have this policy in place long term to support development moving forward. This approach aligns with the policy review done by the project team.

– **Kenneth Hale (Question): What other factors have led to the creation of this policy? It is GTDI’s understanding that it’s just capacity.**

- Adam Smith:
 - Development Agreement execution and related timelines were noted as major factors.
 - The ‘first come, first serve’ model has proven to be problematic in terms of strategizing allocation of the current capacity.
 - This policy will have further benefits to the community and address issues with the current ‘first come, first serve’ model.

– **Rebecca Alexander (Comment): The Policy’s proposed one-year expiration of awarded allocation could be problematic in the future based on experience with timelines and the phrase, “substantial works completed.”**

- Adam Smith:
 - The Town advised that this wording mimics similar wording in existing Development Agreements. The Town recognizes that there would be some discretion given depending on the circumstance.
 - If there are timeline issues due to unforeseen circumstances, then there is room and discretion for specific project expectations.

– **Andrew Pascuzzo (Question): So, the Clarksburg example scored 58%? No services in Clarksburg to build that development.**

- Jefferey Taylor:
 - This was a fictitious example for this meeting and was intended to simply show the criteria process.
- Adam Smith:
 - The Town and WSP will look at the example and update as needed.

– **Kenneth Hale (Question): If servicing infrastructure is going to be funded by development charges (note: the new By-law is raising Development Charges by 100% in some areas), how can the Town restrict access to services provided by the development community?**

- Adam Smith:
 - The linkage between Development Charges and this Policy is recognized and it would be beneficial to follow up with a formal

Town of the Blue Mountains/WSP to determine and refine the appeal process for the policy

GTDI to follow-up with written submission detailing their comment on infrastructure funding and the servicing allocation policy purpose.

WSP to update example development in presentation.

question for our full team to answer, including Finance as they are working on the Development Charge By-law.

- **Kenneth Hale (Question): Seems like the private development industry cannot directly contribute to community considerations (i.e., CIHA, Hospitals, Long Term Care Facilities, and Campus of Care). The private development industry has concerns regarding attaining points in these categories.**
 - Adam Smith:
 - The Town wants to have as many categories as possible and to be inclusive. The Town wants some commercial diversification.
 - There may be an opportunity for categories to be amended further to make up for this potential lack of available points.
 - The scoring threshold is subjective and there is flexibility depending on the specific context and if the Town has capacity and Equivalent Residential Units (ERUs) available.
 - A Development Charge Front-Ending Agreement could support scoring in the evaluation.

- **Kenneth Hale (Question): What is the timing around Council Adoption? What would the process be if we were looking to get Development Agreements?**
 - Adam Smith
 - Timeline for adoption is tentative as of right now, but June 3, 2024, is targeted.
 - The Town is not looking to stop development in the interim or use this Policy as a tool to do so.

- **Amanda Stellings (Question): Will the recording be available for attendees?**
 - Adam Smith:
 - No concerns with the distribution of the recording but want to ensure that the recording is not distributed outside of the group.
 - Nadia De Santi
 - The recording will not be made publicly available. Meeting minutes capturing this session will be circulated.

- **Brain Worsley (Comment): Perhaps there is a way to release the recording on a view only basis.**
 - Nadia De Santi:
 - We can look into this and follow up.

- **Kevin Fergin (Question): Is the Town defining a Development Agreement to also include Supplemental Agreements?**
 - Adam Smith
 - The Town acknowledged that clarity is required to better define ‘Development Agreement’ within the Policy.
 - The trigger for a Development Agreement is related to when getting a “pipe in the ground” is feasible which determines when this policy will become applicable.

- **Kenneth Hale (Question): What are the next steps with respect to questions?**
 - Nadia De Santi
 - WSP will provide “draft meeting minutes” for GTDI to review and return to the Town for finalization the week of April 8, 2024.
 - Participants are free to submit additional comments or questions.

Following internal discussions, it is not recommended that the recording be circulated as there is no mechanism to prevent further sharing or recording outside of attendees. The meeting was recorded for the purposes of notetaking.

The Town and WSP to review and refine definition of ‘Development Agreement’ for use in the policy.

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<p>4.0 PROJECT NEXT STEPS</p> <ul style="list-style-type: none">– Town to host a Public Meeting on May 14, 2024.<ul style="list-style-type: none">• Comments can be submitted to the Town of the Blue Mountains via email.– Committee of the Whole Meeting to be held on May 27, 2024, at 9:30 AM.– Second and Final Engagement Session<ul style="list-style-type: none">• Targeted for May 16, 2024 or May 17, 2024. Date and Time TBD.– Council Meeting<ul style="list-style-type: none">• June 3, 2024.	<p>WSP to circulate Draft Meeting Minutes one-to-two weeks following this meeting.</p> <p>The Town and WSP to confirm timing of Second Engagement Session with GTDI.</p>
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These minutes are considered to be accurate recording of all items discussed. Written notice of discrepancies, errors or omission must be given within seven (7) days, otherwise the minutes will be accepted as written.