

Town of The Blue Mountains Official Plan 5 Year Review Official Plan Steering Committee Terms of Reference

Introduction:

The Blue Mountains in accordance with Section 26 of the Planning Act, is undertaking an Official Plan 5 Year Review. This review is done to ensure that the Plan remains current with upper tier planning documents including: Legislative Changes, Provincial Policy, other Provincial Plans and County Policy. It is also an opportunity to update or revise the Plan with recently approved municipal policies, plans, direction and strategies. The Town of The Blue Mountains Official Plan was first approved in October 2007 and reviewed/updated last in June 2016.

This document identifies the purpose, scope, roles and responsibility of the Steering Committee who will oversee the development of the OP Review and to provide guidance and direction during the process.

Steering Committee Terms of Reference:

1.	<p>Purpose</p> <p>The purpose of the Steering Committee is to provide Project Management and oversee the entire Official Plan Review Process. The Committee will provide direction, guidance, and recommendations as necessary regarding Issue Papers / Research Policy Papers and Draft Documents. The Committee will actively participate in the public consultation process throughout the project and prepare recommendations for the consideration of Town Council. Steering Committee members are to be leaders and advocates for good planning and should have a reasonable understanding of land use planning related matters at the local, County and Provincial level.</p>
2.	<p>Roles and Responsibilities</p> <p>The role of the Steering Committee is to advise Town Staff and Council on first level direction and to scope the options to be considered through the research stages of the project. The Steering Committee will direct Town Staff and Consultants on issues and tasks. Decisions and acceptance of recommendations will remain with Council. The Steering Committee will report directly to Town Council. The roles and responsibilities of each Steering Committee member are as follows:</p> <ul style="list-style-type: none">• Attend scheduled Committee meeting dates and work collaboratively with other Committee members.• Will develop the Terms of Reference and Request for Proposal documents in consultation with the Finance Department.• Will prepare the Project Work Plan and List of Discussion Papers for endorsement by Town Council.• Will provide advice and guidance to the Project Consultant throughout the Official Plan review process.

	<ul style="list-style-type: none"> • Will provide ongoing progress reports and updates to Town Council as necessary.
3.	<p>Membership</p> <p>Two members of Council (Cllr. Jim Uram and Cllr. Paula Hope)</p> <p>Town Planning Staff (Director of Development Services Nathan Westendorp, Manager of Community Planning Trevor Houghton, Senior Policy Planner Shawn Postma)</p> <p>County Planning Staff (Senior Planner Scott Taylor)</p> <p>Support Staff (Administrative Assistant Sarah Merrifield / Kyra Dunlop)</p>
4.	<p>Meetings</p> <p>The Steering Committee will meet often and regularly throughout the review process to implement the Official Plan work plan, work directly with the Consultant. The number of meetings, and meeting dates to be confirmed by the Steering Committee.</p> <p>A chairperson to the Steering Committee will be appointed at the first Steering Committee meeting. The Chairperson will be responsible for directing and managing Steering Committee meetings and, with support from the Project Co-Ordinator, all other aspects of the Steering Committee process.</p> <p>Meetings will be scheduled and managed by the chairperson with assistance from Town Planning Staff.</p> <p>Minutes of Committee meetings shall be recorded by Support Staff and shall be approved by the Committee at the next meeting and forwarded to Council for information.</p>
5.	<p>Amendment, Modification or Variation</p> <p>This Term of Reference may be amended, varied or modified as needed during the review process by the Director of Planning & Development Services in consultation and upon mutual agreement with the Chief Administrative Officer and Mayor.</p>