

MEMO

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BARRIE

To:	Craig Davidson, Treasurer/Administrator	- CONFIDENTIAL -
From:	Jamie Robinson, BES, MCIP, RPP and Patrick Townes, BA, BEd	
Date:	February 12, 2020	
File:	12134D	
Subject:	Official Plan Review	

MHBC Planning and its staff, has worked closely with the Municipality of Temagami as their day-to-day planning consultants, for a number of years and has an in depth understanding of the policies of the Official Plan that function well and those that can be improved upon.

The current Municipality of Temagami Official Plan was adopted by the Council of the Corporation of the Municipality of Temagami by By-law 11-1031 on October 13, 2011, and further modified and approved by the Ministry of Municipal Affairs and Housing on April 18, 2013. Overall, the current Official Plan recognizes that the large degree of Crown land within Temagami has influenced how land use planning has unfolded on the landscape. At a broad level, the goals and objectives outlined in the Official Plan seek to achieve a sustainable future for the Municipality by balancing the social, environmental and economic needs of residents to secure a high quality of life in the area. As such, the current Official Plan strives to recognize Temagami for its social and recreational activities, distinct environmental values and experiences, and economic opportunities presented through the area's natural resources.

In addition to specific Crown Land policies and designations, the current Official Plan divides the Municipality into five Neighbourhood Planning Areas, with the intention of providing more specific land use planning guidance and detailed policies based on area characteristics. These Neighbourhoods include, Urban Neighbourhood, Lake Temagami Neighbourhood, Marten River Neighbourhood, Matabitchuan Neighbourhood, Backcountry Neighbourhood. Within the current Official Plan, each Neighbourhood Planning Area has a distinct set of goals, objectives, policies and permitted uses, along with a more refined set of land use designations applicable to each Neighbourhood.

In accordance with the mandated requirements of the Planning Act, the Township must initiate a review of the Official Plan. Following a request from Staff, we have created a work program that will address the following:

- Satisfy the legislative requirements of the Planning Act;
- Provide the necessary updates to the Official Plan based on changes to Provincial policies;
- Update mapping to include the most up to date environmental features;
- Incorporate Council, stakeholder and public comments in the updated Official Plan document; and,
- Deliver a cost effective product.

As with any land use planning document the Official Plan is not static and requires amendment from time-to-time in order to effectively manage land use and development pressures that result from environmental, economic and social change.

The purpose of the Official Plan Review is to update the Official Plan in accordance with legislative requirements, and to update the Official Plan to address recent and upcoming trends and issues that relate to land use.

The Official Plan Review can be broken down into the following components. A breakdown of the tasks and fees associated with the Official Plan Review are also provided in the attached budget sheet and work program.

Public Consultation and Public Meetings

As part of the process for the Official Review the following meetings and public sessions are anticipated:

- (a) Start-up Meeting with Staff/Statutory Section 26 Special Meeting;
- (b) Pre-consultation Meeting with the Ministry of Municipal Affairs and Housing;
- (c) Meeting with Temagami First Nation;
- (d) Review of Planning Issues with Council;
- (e) Planning Workshop to Review Neighbourhood Policies;
- (f) Present Background Report to Council;
- (g) Present First Draft of Official Plan to Council
- (h) Open House;
- (i) Meeting with Council and Staff to Discuss Second Draft of Official Plan; and,
- (j) Statutory Public Meetings required under the Planning Act.

A Visioning Workshop was already completed for the Official Plan Review.

Provincial Policies and Planning Issues Review

New legislation including the Northern Ontario Growth Plan, Green Energy Act, Bill 51, Endangered Species Act and new local planning issues including, but not limited to, the items in the below list, be the focus of the Official Plan Review. This Section of the Review will include the preparation of a component of the Background Report to Council, for which the updates to the Official Plan will be based. The Provincial Policy Statement is also being updated by the Province, and the updated policies within this document will be included in the updated document.

Planning Issues:

- Growth Management;
- Goals and objectives to reflect community;
- Areas of archaeological potential;
- Consultation with Temagami First Nation;
- Pre-consultation;
- Development on private roads or in proximity to public roads;
- Lake Temagami access point;
- Character on Lake Temagami;
- Home industries, home occupations, second units;
- Lake capacity;
- Wildland fire risks;
- Conversions of existing land uses; and,
- Land use compatibility.

We are proposing a meeting with Council to discuss the planning issues that are present in the Municipality.

Policy Preparation, Mapping and Drafting of the Official Plan

The review of the Provincial policies and the planning issues will provide the basis for the policies to be updated, in combination with comments received throughout the process from Council, staff, stakeholders and members of the public.

The preparation of the new Official Plan will include a review of the existing policies, which will be updated where necessary to reflect new legislation, and to reflect the comments and direction received during public consultation.

The current Official Plan utilizes Neighbourhood policies. These policies capture the dynamics between communities within the Municipality, however the policies within each of these sections are very repetitive. The Neighbourhood policy framework can be carried forward, however it is recommended that there are specific policies that apply to each Neighbourhood, and general policies that apply to the whole Municipality. A workshop is proposed in the work program for members of the community to provide comments on the existing Neighbourhood structure within the Official Plan.

Other updates will be prepared to the following sections of the Official Plan:

- General Development Policies – Population and Housing, Services, Transportation, Cultural Heritage, Environmental, Land Use Compatibility.
- Shoreline Policies – Policies that control land uses and shape the character of the shoreline within the Municipality.
- Implementation Policies – Complete Applications, Notification and Consultation, Pre-consultation.
- New Lot Creation Policies – Review of lot sizes, lot frontages, intensity of uses within shoreline areas.

In addition to the preparation of the updated policies within the Official Plan, the mapping schedules will also be updated to reflect the latest environmental features. Mapping is a vital component of the project. Mapping will inform staff and members of the public not only what Neighbourhood and land designation they are located within, but will also assist in providing direction on whether additional studies would be required to support a proposed development or application.

A review of existing land uses will also occur to ensure the land use designations are reflective of the uses on various properties. The review of the above noted sections of the Official Plan and policies will also form a component of the Background Report, which will be presented to Council to provide recommendations for policies to be included in the first draft of the Official Plan.

An open house will be held to for members of the public to review of first draft of the Official Plan. The fee schedule and work plan also includes meetings to present information to Council throughout the process.

MMAH Review and Finalization

Following the adoption of the Official Plan by Council, we can assist staff as required on the approval of the document with the Ministry of Municipal Affairs and Housing. Time has also been budgeted to respond to Ministry comments on the first draft of the Official Plan.

Please do not hesitate to contact us if you would like to discuss the proposal to complete the Official Plan Review project.

Municipality of Temagami Official Plan Review

Budget Sheet

Task	PROJECT ACTIVITY	Days										Fees/Day										TOTAL BY TASK	
		STAFF TIME										STAFF COSTS											
		Days	Rate	Days	Rate	Days	Rate	Days	Rate	Days	Rate	Fees	Rate	Fees	Rate	Fees	Rate	Fees	Rate				
1	Review Background Material	1.00		1.00		1.00		0.00		3.00		\$ 1,200.00		\$ 787.50		\$ 637.50		\$ -		\$ -		\$ 2,625.00	
2	Start-up Meeting with Staff/Section 26 Special Meeting	1.00		1.00		0.50		0.50		0.00		\$ 1,200.00		\$ 787.50		\$ 318.75		\$ -		\$ -		\$ 2,306.25	
3	Pre-consultation Meeting with Ministry	0.50		0.50		0.50		0.50		0.00		\$ 600.00		\$ 393.75		\$ 318.75		\$ -		\$ -		\$ 1,312.50	
4	Meeting with Temagami First Nation	0.50		0.50		0.50		0.00		1.00		\$ 600.00		\$ 393.75		\$ -		\$ -		\$ -		\$ 993.75	
5	Vision, Goals and Planning Issues Workshop	Complete		Complete		Complete		Complete		Complete													
6	Planning Issues Review	2.00		3.00		3.00		0.00		8.00		\$ 2,400.00		\$ 2,362.50		\$ 1,912.50		\$ -		\$ -		\$ 6,675.00	
7	Review of Planning Issues Review with Council	1.25		1.25		0.50		0.00		3.00		\$ 1,500.00		\$ 984.38		\$ 318.75		\$ -		\$ -		\$ 2,803.13	
8	Review Official Plan Conformity to Provincial Policy - PPS, Bill 51, Endangered Species Act, Green Energy Act	0.50		1.00		2.00		0.00		3.50		\$ 600.00		\$ 787.50		\$ 1,275.00		\$ -		\$ -		\$ 2,662.50	
9	Review of Implementation Policies	0.25		0.50		0.25		0.00		1.00		\$ 300.00		\$ 393.75		\$ 159.38		\$ -		\$ -		\$ 853.13	
10	Review of Neighbourhood Policies	2.00		2.00		2.00		0.00		6.00		\$ 2,400.00		\$ 1,575.00		\$ 1,275.00		\$ -		\$ -		\$ 5,250.00	
11	Planning Workshop to Review Neighbourhood Policies	1.25		1.75		0.50		0.00		3.50		\$ 1,500.00		\$ 1,378.13		\$ 318.75		\$ -		\$ -		\$ 3,196.88	
12	Review of Lot Creation Policies	0.25		0.50		0.50		0.00		1.25		\$ 300.00		\$ 393.75		\$ 318.75		\$ -		\$ -		\$ 1,012.50	
13	Review and Consider Shoreline Character Policies to ensure Implementation of Zoning By-law Regulations	1.00		1.00		0.50		0.00		2.50		\$ 1,200.00		\$ 787.50		\$ 318.75		\$ -		\$ -		\$ 2,306.25	
14	Review General Development Policies	1.00		2.00		1.00		0.00		4.00		\$ 1,200.00		\$ 1,575.00		\$ 637.50		\$ -		\$ -		\$ 3,412.50	
15	Official Plan Review Background Report	2.00		3.00		4.00		1.00		10.00		\$ 2,400.00		\$ 2,362.50		\$ 2,550.00		\$ 637.50		\$ -		\$ 7,950.00	
16	Present Background Report to Council	1.00		1.00		0.25		0.00		2.25		\$ 1,200.00		\$ 787.50		\$ 159.38		\$ -		\$ -		\$ 2,148.88	
17	Prepare First Draft of Official Plan	2.00		4.00		5.00		10.00		21.00		\$ 2,400.00		\$ 3,150.00		\$ 3,187.50		\$ 6,375.00		\$ 15,112.50		\$ 15,112.50	
18	Present First Draft of Official Plan to Council	1.25		1.25		0.00		0.00		2.50		\$ 1,500.00		\$ 984.38		\$ -		\$ -		\$ -		\$ 2,484.38	
19	Public Open House	1.25		1.25		1.00		1.00		4.50		\$ 1,500.00		\$ 984.38		\$ 637.50		\$ 637.50		\$ 3,759.38		\$ 3,759.38	
20	Address Ministry and Public Comments on First Draft of Official Plan	1.00		3.00		4.00		0.00		8.00		\$ 1,200.00		\$ 2,362.50		\$ 2,550.00		\$ -		\$ -		\$ 6,112.50	
21	Prepare Second Draft of Official Plan	1.50		3.00		4.00		8.00		16.50		\$ 1,800.00		\$ 2,362.50		\$ 2,550.00		\$ 5,100.00		\$ 11,812.50		\$ 11,812.50	
22	Meeting with Council and Staff to Discuss Second Draft of Official Plan	1.00		1.25		0.00		0.00		2.25		\$ 1,200.00		\$ 984.38		\$ -		\$ -		\$ -		\$ 2,184.38	
23	Address Comments on Second Draft of Official Plan	1.00		2.00		3.00		0.00		6.00		\$ 1,200.00		\$ 1,575.00		\$ 1,912.50		\$ -		\$ -		\$ 4,687.50	
24	Prepare Final Draft of Official Plan	1.00		2.00		2.00		5.00		10.00		\$ 1,200.00		\$ 1,575.00		\$ 1,275.00		\$ 3,187.50		\$ 7,237.50		\$ 7,237.50	
25	Statutory Public Meeting	1.00		1.50		0.50		0.00		3.00		\$ 1,200.00		\$ 1,181.25		\$ 318.75		\$ -		\$ -		\$ 2,700.00	
26	Adoption of Official Plan	1.00		1.50		0.00		0.00		2.50		\$ 1,200.00		\$ 1,181.25		\$ -		\$ -		\$ -		\$ 2,381.25	
Total		27.50		48.75		34.00		25.00		128.25		\$ 33,600.00		\$ 32,896.63		\$ 25,696.88		\$ 15,987.50		\$ 98,679.13		\$ 98,679.13	

Team Members		Initials	Rate
James Robinson - Planner	AR		\$ 160.00
Patrick Downes - Planner	PD		\$ 160.00
Planner	Planner		\$ 85.00
Technician	Technician		\$ 85.00

TOTAL BASE COSTS		HST		Total with HST	
Total Staff	\$ 103,978.13	\$ 13,517.16	\$	\$ 117,495.29	
Expenses	\$ 4,200.00	\$ 546.00	\$	\$ 4,746.00	
Typing	\$ 4,900.00	\$ 637.50	\$	\$ 5,537.50	
Total	\$ 113,078.13	\$ 14,700.16	\$	\$ 127,778.29	

Work Plan

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