

## TERMS OF REFERENCE

### CONSULTING SERVICES FOR TOWN OF STE. ANNE Detailed Development Plan Review

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#### I. INTRODUCTION

The current Town of Ste. Anne Development Plan By-law 8-2009 was adopted on October 12, 2010. The Town of Ste. Anne Development Plan states that the development plan shall be formally reviewed no later than eight years after adoption. Council initiated a review of the Development Plan and Zoning By-law on May 12, 2018.

The *Provincial Planning Regulations* provide details on the content and studies required for the review of the development plan. The Regulations are designed to promote high standards to support more comprehensive planning. It will be the responsibility of the successful consultant to ensure the development plan and necessary studies comply with the Regulations.

In addition to the requirement to review the Development Plan under The Act, there are several significant planning issues which are in need of review. These include but are not limited to:

- The Town of Ste. Anne is experiencing record growth. The Town grew 30% in last census period (2011-2016) and rapid growth continues.
- Servicing and development of land south of the Seine River for residential purposes.
- Identifying future residential growth areas and policies regarding bringing land on-stream for development.
- Identifying lands for future commercial development.
- Lagoon expansion plans

The Town of Ste. Anne Zoning By-law, adopted in May of 2010 has undergone numerous amendments and required revising concurrently with a review of the Development Plan to ensure cohesive alignment. Development and design standards require analysis to ensure that development is consistent with evolving policy direction outlined in the Development Plan. A new zoning by-law should reflect current development trends in the Town and a comprehensive set of uses.

The Provincial Planning Regulations, updated in 2011, provide details on the content and studies required for the review of a development plan. The regulations are designed to promote higher standards in support of more comprehensive planning. It will be the responsibility of the successful consultant to ensure the development plan and necessary studies comply with the regulation.

Please consult Appendix D for a more detailed list of items to be addressed in the review of the development plan.

## **II. ROLE OF THE PLANNING CONSULTANT**

The successful planning consultant will complete the following tasks under contract:

1. **Background Study** – Prepare an assessment of the relevant conditions within the Town of Ste. Anne to be presented as a public document in the form of a background study. This study must include, but is not limited to, a survey and analysis of: socio-economic trends, population change, local economic circumstances, school capacity (DSFM and Seine River), housing, immigration and opportunities for inter-municipal partnerships with the Town of Ste. Anne. For further details of the requirements of the background study, please refer to Appendix A: Background Study Terms of Reference and Appendix C: Provincial Planning Regulation.

The survey construction and analysis to be included in the review requires the assistance of registered professionals in planning and other disciplines. The circumstances which correspond to the Town of Ste. Anne shall inform the level of detail and complexity to be carried out within the Background Study.

2. **Public Participation** - Public participation is an essential component of good planning processes. Decisions made about the use of land will impact the lives of community members, with implications being felt over the long term. As a result, the public has an interest in what decisions are made and the how those decisions are reached. Bringing diverse interests into the planning process is essential to building consensus and making the process more meaningful.

The successful consultant must undertake an effective community consultation process based on the background information research. *The Planning Act requires when preparing a development plan, a board or council must: (a) hold one or more public meetings to receive representations on the plan; and (b) consult with a registered land use planner.* This process will require the inclusion of a visioning exercise and will need to include not only individual community members, but other business and organizational stakeholders within the municipality. Furthermore, the consultation process will be required to adhere to the following procedures outlined in *The Planning Act*.

- a) The consultation will lead to development of a long term vision that will support the health and well-being of residents, the economy of the Town of Ste. Anne and set goal policies and timelines for achieving the Vision.
- b) The consultation shall utilize the Town of Ste. Anne website to provide relevant information about the municipality, summarized from the

Background Study. The consultant shall also prepare a series of information articles about the Town of Ste. Anne development plan review process to be published in the local newspapers and distributed in community newsletters or other means of dissemination as deemed by the Council.

- c) At least one (1) community “open house” meeting shall be held, with a view to engaging meaningful discussion on development objectives and policy options.

This consultation process will assist in the formulation of a draft development policy, prior to the formal public process for by-law adoption.

- 3. a) Review and revise the existing Development Plan for the Town of Ste. Anne in conformity with Provincial Planning Regulation 81/2011 and prepare a new Development Plan for the municipality. The Development Plan must reflect and coordinate with other relevant plans and polices that are mutually supportive. Among other requirements, the Development Plan must consider, and be generally consistent with the policies in Part 3 of the Provincial Planning Regulation 81/2011:
  - i) highway system upgrading and access management plans;
  - ii) environment plans and climate action change plans;
  - iii) municipal wastewater management and drinking water service plans;
  - iv) Appropriate policies to support needs of the school board finances and local school division needs and future siting of public education facilities in the district.
- b) The Development Plan is to be suitable for adoption, administration and approval by the Province of Manitoba.
- 4. Direct Manitoba Municipal Relations to prepare appropriate maps, including background study and a development plan map to be adopted as part of planning by-law. For a detailed description of map and mapping data standards, see Appendix C.
- 5. Prepare a Zoning By-law – Work with Town administration to draft a Zoning By-law that is suitable for adoption and administration by the Town. The administration of a Zoning By-law is complex and requires a local perspective. The consultant would be required to coordinate the drafting of a new zoning by-law. To assist in the review, the Province of Manitoba has drafted the “Municipal Planning Guide for Zoning By-laws in Manitoba.” Taking direction from the Town of Ste. Anne and provincial guide, the consultant is responsible for preparing the text of the document and directing Manitoba Municipal Relations to create adoptable zoning maps.
- 6. The contract with the consultant will be complete when the Town of Ste. Anne Council has given the Development Plan and Zoning By-law second reading. Please note that the consultant will be responsible for all changes

to the By-laws required following provincial review and public consultation that may be required for the second reading of the by-laws.

### **III. ROLE OF MUNICIPAL RELATIONS**

1. Manitoba Municipal Relations (the Department) will provide financial assistance to the Town of Ste. Anne (Municipality) for hiring a planning consultant to aid in writing a development plan and zoning by-law in accordance with a contract between the Minister and the Municipality.
2. The Department will provide mapping support to complete the mapping portion of the project for both the Development Plan and Zoning By-law. The department will share spatial geo-referenced data with the consultant for mapping purposes if requested.
3. The Department may assist the Municipality with the review of consultant proposals and planning consultant selection to undertake work involving preparation of the development plan, zoning by-law and background studies.
4. The Department will assist Town of Ste. Anne Council by providing an advisory service to Council during all phases of the development of the development plan and zoning by-law, including review and comments on draft documents submitted by the consultant to the Municipality.
5. Departmental staff may be contacted on various matters as may be required by the consultant.
6. The Department will also assist the Municipality with the provincial review and approval of the Development Plan By-law as prescribed by *The Planning Act*.

### **IV. AWARDING THE CONTRACT**

The contract for work will be awarded by the Town of Ste. Anne on the quality of the proposal and an interview, including but not limited to the qualifications and experience of the planning consultant and the proposed cost estimate submitted for consideration. Upon review of the proposals submitted, the top three scoring firms will be invited to an interview prior to awarding the contract.

An invitation to the interview process is not assurance that you will be awarded a contract. Interviews and proposals will be evaluated with the proposal evaluation counting fifty (50%) and the interview counting fifty (50%) of the final score, which is the basis for contract award. The contract award is not necessarily based solely on the lowest proposal. The Town of Ste. Anne will not reimburse firms for the cost incurred in preparing this proposal or for participating in the interview.

Time shall be of the essence in the study, and consultants must submit timelines for the completion of work with the submission of proposals.

## **V. DELIVERABLES**

The consultant shall supply any and all necessary copies of draft studies, by-laws, final document copies of Background and Engineering Study and Development Plan, and Zoning as follows:

1) Town of Ste. Anne Municipal Council

- \* One (1) electronic copy on a flash drive as above;
- \* Seven (7) bound paper copies of the final development plan and zoning by-Law.

These deliverables shall be provided within 18 months of the date of commencement of the consultant contract, or on such other date as may be mutually agreed upon by the Town of Ste. Anne and the consultant.

All text material shall be provided using Microsoft Word software, and shall be formatted to fit within a conventional 8 ½ x 11-inch page, and stored electronically on a flash drive.

Maps shall be provided using:

- a) ArcGIS and AutoCAD .dxf format; and
- b) a reproducible system for production of paper copies.

GIS Data produced as part of map creation for the project shall be provided according to the attached Data Creation Standards.

The deliverables and all related materials thereto shall be deemed to be the property of the Town of Ste Anne and Municipal Relations. The consultant, in accepting this project, waives any copyright privileges.

In its discretion, the Town of Ste. Anne may further modify the text and maps, and may make additional copies of the material, whether or not it has been modified. Further duplication and distribution by the consultant of the deliverables and materials related thereto shall be prohibited without the expressed written permission of the Town of Ste. Anne.

## **VI. CONSULTANT'S PROPOSAL SUBMISSION**

The consultant shall provide a proposal submission to the Town of Ste. Anne, consisting of the following:

1. Identification of the consultant project team, their roles in the project, examples of relevant experience, references and charge out rate.
2. A time flow chart indicating the start-up and completion dates of the various stages of the project.
3. Identify the methodology to be employed for the background study, public consultation, and drafting the development plan and zoning by-law.
4. Provide a cost-breakdown for each major component of the study, background study, by-law preparation and mapping, plus meeting, travel, and incidental costs.

Consultant shall submit one (1) hard copy and one (1) electronic copy and should be forwarded in sealed envelopes, by:

**Friday, March 15, 2019 to**

Marc Darker  
Chief Administrative Officer  
Town of Ste. Anne  
Unit B – 30 Dawson Road  
Ste. Anne MB R5H 1B5

- If you require any further information or clarification about this proposal, please contact Marc Darker at 1-204-422-5293.

## **APPENDIX “A”**

### **BACKGROUND STUDY TERMS OF REFERENCE**

#### **TOWN OF STE. ANNE**

According to the 2016 census, the current population of the Town of Ste. Anne is 2,114 people. The Town has grown rapidly in the last five years and Council is eager to see growth continue. The Town is a bilingual community located approximately 40 kilometres southeast of Winnipeg surrounded by the Rural Municipality of Ste. Anne. The Town is well situated at the crossroads of two major expressways: the Trans Canada Highway to the north, and Provincial Trunk Highway to the west.

Dating back to 1856, The Town of Ste. Anne is one of the first settlements away from the banks of the Red and Assiniboine Rivers. It has an independent police force and acts as a regional hub for many health and recreation facilities. Ste. Anne's main street, Centrale Avenue, was part of the historical Dawson Trail that linked Fort William to St. Boniface

In order to proceed with the preparation of a long-term development strategy for the Town, it will be necessary to undertake a background study of the municipality. This study will need to include, but may not be limited to, an assessment of the current socio-economic context, infrastructure assessment and potential for development within the municipality. With recent rapid growth, the Town is particularly interested in a robust supply and demand study that could be used to justify expanding the Town borders if required. Beyond this, the consultant may also outline with detail the need for further studies required within the municipality, if the scope of the work is determined to be necessitated by growth and/or environmental considerations. Additional studies recommended by the consultant must have Ministerial approval, prior to undertaking. This should be indicated at the stage of proposal submission.

The consultant needs to review current reports prepared for the municipality in order to ensure that the background study builds on existing information while avoiding duplication of work. This should be reflected in the proposal submitted for consideration to the Town of Ste. Anne. Available reports include:

- Lagoon expansion
- Preliminary background work on southwest secondary plan
- Northeast secondary plan (repealed)
- New proposed developments

The background study shall reflect the current circumstances existing within the Town of Ste. Anne. Consultants will be required to consider both the historical and current contexts within the municipality, offering an assessment of changes in the recent past. The Background Study shall consider the following:

- a) identification of relevant social and economic issues, including socio-economic trends, historic changes in population, demographic projections, immigration, and local economy.
- b) consultation with the Public School Finance Board and local school divisions (DFSM and Seine River) to ensure that it has incorporated all development programs of the school divisions.
- c) supply and demand for residential development, existing housing stock and projected housing needs.
- d) analysis of the bio-physical settings, focussing natural resources, agriculture, mineral resources, and wildlife.
- e) capacity of resources, such as water, to support development.
- f) existing and forecasted drinking water servicing and wastewater management needs of the municipality and options for addressing those needs.
- g) land use potential and restrictions, development trends, density of development, and identification of relevant land use, and resource development.
- h) the traffic impacts of development and the options for addressing future transportation needs.
- i) examination of agricultural livestock development in the municipality and identify issues and recommendations to facilitate the development of sustainable agriculture.
- j) existing and forecasted amounts and sources of greenhouse gas emissions.
- k) vulnerabilities of the municipality to climate change; and
- l) other matters related to the present or future physical, environmental, social, cultural or economic characteristics of the municipality that may be relevant to the Development Plan.

A general overview and analysis will be required considering community infrastructure systems, particularly water supply and distribution systems, sewage disposal systems, including collection and treatment, transportation and drainage systems, and solid waste management. It is expected that the awarded consultant will advise the Town of Ste. Anne on the necessity of additional studies required within the municipality which cannot be considered within the scope of the Development Plan.

A lagoon expansion is planned. It is important that any relevant recommendations and policies from this lagoon expansion (development setbacks, capacity issues, etc.) are appropriately reflected in the detailed review of the Town of Ste. Anne Development Plan.

Furthermore, the consultant shall be expected to identify any major deficiencies with respect to development pattern within the district, advising how remedies might be achieved within the foreseeable future.

## **APPENDIX “B”**

### **TERMS OF REFERENCE MAP & MAPPING DATA STANDARDS**

#### **TOWN OF STE. ANNE**

**Consultants should be aware of, and agree to, the following:**

The completed digital data and/or database and the information contained therein are the property of the planning authorities/local governments that are issuing this contract.

The completed mapping and/or database and the information contained therein are to be shared without restriction with Indigenous and Municipal Relations.

These standards refer to the creation and provision of digital data used in a GIS (geographic information system) and/or to create ‘maps.’ For the purposes of this document, a ‘map’ is the illustration of features as depicted by different thematic layers of a geographic region, and has a title, north arrow, scale, and legend explaining the layers the map is comprised of. This document refers to the creation of data to be used as the individual layers.

#### **I. STANDARDS FOR MAP DATA CREATION**

Data consisting of Assessment property parcels (as defined according to Manitoba Assessment’s Roll List), property parcels as defined by registered survey plan, and property parcels registered by description have the most stringent requirements. In short, these types of property parcel data are to be created using Coordinate Geometry (COGO) based on control points obtained with a differential GPS. No other means of creating this data is acceptable (with the one exception of ‘natural boundaries’ (shoreline); see section VI).

Digital data comprised of ‘areas’ or ‘polygons’ that represent areas such as by-law designations and districts do not require the same level of geographical referencing accuracy.

#### **Requirements for Spatial Data**

- 1) The layers must be created as digital vector data.
- 2) Individual areas must be closed polygons.
- 3) Each digital data layer must be seamless (i.e. a specific data layer for a single municipality must be in a single file) and topologically correct. This means that polygon and line layers must have coincident nodes so there are absolutely no:
  - a. overshoots,
  - b. undershoots,
  - c. slivers,
  - d. open polygons, or
  - e. unresolved line segment intersections, and

- f. straight line segments must be represented by two-point lines only (no partial segments or line fragments will be accepted).
- 4) Boundaries of areas that have circular or elliptical sections, or arcs, shall be represented by a number of points so that those sections appear smooth. The arcs must be subdivided by points so that the maximum perpendicular deflection between points does not exceed 1 cm.
  - 5) The data shall be projected in the UTM NAD 83 Zone 14N coordinate system.
  - 6) The digital data must be properly geographically referenced. This is to be accomplished using the following data types, in descending order of priority:
    - a. an existing property Assessment parcel dataset (confirm its geographical referencing accuracy with MR staff),
    - b. a registered plan parcel dataset (produced by Manitoba Conservation's Geomatics Branch), or
    - c. the geographically referenced digital Quarter Section Grids.

Assessment parcel datasets can be obtained from Municipal Relations or the municipality issuing the contract, if available. The data types identified in points 'b' and 'c' are available (free) from the Province's Manitoba Land Initiative website (<https://web2.gov.mb.ca/mli/>).

The digital Quarter Section Grids, which are the least accurate layer available, SHALL NOT be used for the creation of any property parcel data.

Other methods of geographical referencing can be discussed with Indigenous and Municipal Relations staff.

- 7) All data layers must meet the requirements listed in sections III, IV, and V.

### **Further Requirements for Property Parcel Mapping**

- 1) To help ensure the property parcel data is as precise as possible, Coordinate Geometry (COGO) techniques must be used to calculate closures between the dimensions obtained from survey plans and the ground control point fabric to directly produce property parcel data in ground coordinates.
- 2) To help ensure the property parcel data based on described parcels is as precise as possible, the available lot dimension information will be created within the control point fabric using Coordinate Geometry (COGO) techniques to produce property parcel data in ground coordinates.
- 3) New or modified parcel data for areas with existing parcel data need only use the existing data as a geographic reference (confirm its geographical referencing accuracy with MR staff). Digital parcel data for areas without existing parcel data must be located in relationship to cadastral markers.

Suitable cadastral markers may include those sorts of features referred to in land records, such as deeds, survey plans, survey plats and other land surveying records which purport to monument or mark property lines or points geometrically related to property lines. The intent is to more accurately associate the parcel data with points that are directly related to the underlying land record information.

- 4) The data must be referenced to geodetic control points of the Manitoba Spatial Reference System and/or points established by other parties using geodetic grade surveying equipment and methods. See section II for details.
- 5) The data need not include every survey marker in a given location, but should include sufficient control points to accurately reproduce the intent of the original land records used in the compilation of the parcel data (see section II for details).
- 6) The target absolute accuracy of the parcel data is required to be 1 meter. The target relative accuracy of the parcel data in urban areas should be 4 cm.
- 7) Any errors or inconsistencies in property dimensions encountered during the development of the parcel data layers must be identified during the project.

## **II. Control Point Collection Requirements**

### **General Requirements**

The consultant must use Global Positioning System (GPS) technology and try to include a minimum of two primary Canadian Spatial Reference System (CSRS) stations that are evenly spaced more or less over the entire parcel mapping area (the use of these stations will not always be possible).

Georeferencing shall include the following processes:

- direct measurements between CSRS stations and external legal survey monuments (do not use intermediate or eccentric stations) to be used as control points governing the parcel mapping.
- redundant measurements in the geometric figures created from the CSRS stations and the external legal survey monuments.
- the use of a clear and unambiguous numbering system to identify the integrated legal survey monuments in all documents and files.
- the establishment of geographic and UTM Zone 14 coordinates for each integrated legal survey monument to within the following accuracy tolerances relative to the Manitoba Spatial Referencing Framework:
  - Urban – 5 cm.
  - Rural/Community – 10 cm.
  - Sparsely populated townships – 50 cm (includes areas of low parcel density).

### **Recommended Control Point Spacing**

For a standard DLS township in southern Manitoba, 22 section corners should be captured; 12 of which shall be on the perimeter at a spacing of 2 miles and 10 in the interior at 1 mile spacing (see Figure 1).

In sparsely populated townships where the value of the land and number of parcels to be mapped is low, this scheme can be reduced to a minimum of 12 section corners; 8 on the perimeter with a spacing of 3 miles and 4 in the interior at 2 mile spacing (see Figure 2).

The minimum level of integration for any DLS township is the 4 corners of the township; where these monuments are not available or accessible, use the nearest found monument.

In urban areas (where the population around or greater than 8,000) every 10th street intersection, preferably at block face corners of the major arteries, should be captured. In communities (where the population is around or less than 5,000) the collection of 4 to 6 points, spread more or less evenly throughout the area is sufficient based on the local street configuration.

## APPENDIX “C”

### TERMS OF REFERENCE PROVINCIAL PLANNING REGULATIONS (REG. 81/2011)

#### PROVINCIAL INTEREST

Planning authorities are responsible for land use planning within their own **planning areas**. To help guide development and manage change, planning authorities adopt development plan by-laws.

Development plan by-laws set out the goals and policies for development within a **planning area**. They are the cornerstone for decision-making related to land use and development and must be kept current to reflect the goals and vision the community is trying to achieve. They also need to be respectful of aboriginal and treaty rights and any requirements for consultation.

While land use decisions are a local responsibility, the Province has a vested interest in how land and resources are planned and how development occurs across Manitoba. The **PLUPs** express this interest and development plan by-laws must be generally consistent with them.

"Generally consistent" means that development plan by-laws will embody the principles of sound land use planning as expressed in the **PLUPs**, and the goals, plans and policies contained in development plan by-laws will reflect the spirit and intent of the **PLUPs**. This is important because once a development plan by-law is adopted, the **PLUPs** no longer apply to the **planning area** until a plan is being amended or reviewed. As such, a development plan by-law is ultimately jointly approved and endorsed by both the **planning authority** and the Province.

To ensure that development plan by-laws are prepared consistently and of a high standard, the following requirements outline how plans should be prepared, amended and reviewed. In addition, the policy areas set out in the **PLUPs** provide the content that should be addressed by development plan by-laws, as they reflect the provincial interests.

It is also intended that development plan by-law policies be mutually supportive of the policies of other local or regional plans, including integrated watershed management plans, transportation plans, municipal emergency and business continuity plans and climate change action plans.

Development plans need to be respectful of Treaty and Aboriginal rights and any requirements for consultation.

The ultimate goal is to ensure that all planning authorities adopt comprehensive and integrated development plan by-laws within the overall provincial policy framework that supports the sustainable development of Manitoba and reflects the provincial interest in and local considerations for land, resources and development.

#### Long-term vision to guide process

- 1(1)** A **planning authority** must, when preparing its development plan, develop a long-term vision that supports the health and well-being of residents, the economy and environment of the **planning area**, and set goals, policies and time lines for achieving the vision.
- 1(2)** When reviewing or amending its development plan, a **planning authority** must ensure that:
- (a) its long-term vision is reviewed and updated if necessary; and
  - (b) amendments to the development plan are considered in the context of the long-term vision.

### **Coordination**

- 2(1)** A **planning authority** must ensure that its development plan reflects and is coordinated with:
- (a) other relevant plans, and that the policies within the various plans are mutually supportive; and
  - (b) provincially approved plans for highway system upgrading or enhancement.
- 2(2)** For the purposes of subsection (1), and without limitation, a **planning authority** must consider the following when preparing its development plan:
- (a) the development plans for the areas within the same region as the **planning authority**, and in particular the development plans for the areas adjacent to the **planning area**.
  - (b) local environmental plans, including any applicable climate change action plans.
  - (c) integrated watershed management plans and basin or aquifer plans that have been done for any part of the **planning area**.
  - (d) local wastewater management and drinking water service plans.
  - (e) transportation plans.
  - (f) access management plans that are based on the local road hierarchy and traffic forecasts.
- 2(3)** A **planning authority** must consult with the Public Schools Finance Board and local school divisions to ensure that its development plan and any subsequent secondary plans:
- (a) contain appropriate policies to support the needs of the Finance Board and local school divisions; and

(b) take into consideration the long-term land use and development impacts that the siting of public education facilities will have in the **planning area**.

### **Development plan requirements**

- 3(1)** A development plan must identify and compare the location of resources and environmental features with the location of existing development, in order to identify the opportunities for growth and the limits to growth in the **planning area**.
- 3(2)** A development plan must identify a road hierarchy for local roads that determines the functions and significance of those roads and their place within the regional and provincial transportation system. For the purposes of this policy, the provincial transportation system means provincial trunk highways, provincial roads, seasonal roads, airports, rail lines and facilities and ferry docking facilities identified on the map in Appendix 3.

### **Studies to be done as part of development plan**

- 4(1)** In preparing, amending or replacing a development plan, a **planning authority** must undertake the analysis and surveys of the **planning area** that are appropriate and necessary, including analysis and surveys of:
- (a) the economic and fiscal capacity of the **planning area** to support and pay for development.
  - (b) the agriculture, forestry, wildlife, heritage, natural lands and **mineral** resources in the **planning area**.
  - (c) the capacity of resources, such as **water**, in the **planning area** to support development.
  - (d) demographic and population projections.
  - (e) the supply and demand for residential and other land uses.
  - (f) the existing housing stock and projected of housing needs.
  - (g) the traffic impacts of development and the options for addressing future transportation needs.
  - (h) the existing and forecasted amounts and sources of greenhouse gas emissions.
  - (i) the existing and future drinking water servicing and wastewater management needs of the **planning area** and options for addressing those needs.
  - (j) the vulnerabilities of the **planning area** to climate change; and
  - (k) any other matter related to the present or future physical, environmental, social, cultural or economic characteristics of the **planning area** that may be relevant to the development plan.

- 4(2)** The ***planning authority*** must undertake the required analysis and surveys with the assistance of qualified professionals in planning and other related disciplines and have the level of detail and complexity of the analyses and surveys prepared to a degree that corresponds to local circumstances and the matter under consideration.

#### **Long-term land uses to be addressed**

- 5(1)** A ***planning authority*** must ensure that its development plan provides for an appropriate mix of land uses, within the ***planning area's*** regional context, to meet the anticipated needs of the ***planning area***.

- 5(2)** In order to ensure that the anticipated needs are met, the ***planning authority*** Must:

(a) use recent and projected growth rates.

(i) provide a sufficient supply of serviceable lots to accommodate demand for various land uses over the intermediate planning horizon.

(ii) designate land uses and identify directions for growth on the basis of a long-term planning horizon; and

(b) take into consideration the regional supply and demand for land uses when designating land.

- 5(3)** As part of its planning for the intermediate and long-term planning horizons, a ***planning authority*** must identify the ***public services*** that are planned or required over those periods, and address how the expenses respecting the ***public services*** will be paid.

#### **Inconsistency**

- 6** A provision of a development plan by-law that is inconsistent with an enactment in force in the province is of no effect to the extent of the inconsistency.

## **APPENDIX “D”**

### **TERMS OF REFERENCE DEVELOPMENT PLAN AND ZONING BY-LAW ITEMS TO BE ADDRESSED**

The review of the development plan and zoning by-law will include but is not limited to a review of the following items:

- Detailed review of uses and the use tables. For example, daycare is not identified as a use in any zone.
- Determine if mixed-use zoning would be beneficial and if so draft mixed use zones to include in the new zoning by-law.
- Review the policy requirement for a development public reserve setback from the Seine River.
- Review subdivision and servicing policies for currently identified development reserve areas.
- Review the development standards and lot size minimums for the Residential Suburban zone.
- Review properties with split zoning and propose recommendations for changing the zoning or dealing with development rights.
- Proposing policy to allow development and address constraints on highly constrained land.
- Policy to update building by-law, development standards every few years.
- Develop policy for using and implementing development agreements.
- Identify future growth areas for commercial and residential development.
- Review side yard requirements.
- Provide clarity in the Zoning By-law regarding the types of permits and how they are used (i.e. building permits, development permits, occupancy permits, etc)
- Development standards for commercial properties i.e. green spaces, land drainage, etc