

February 25, 2010

Ms. Denise B. Holmes, AMCT  
CAO/Clerk-Treasurer  
Township of Melancthon  
157101 Highway 10  
R.R. #6  
Shelburne ON L0N 1S9

Dear Ms. Holmes:

**February 2010 Draft  
New Official Plan**

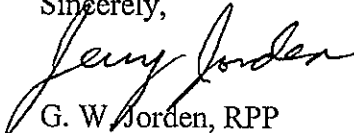
In accordance with our recent communications, I have delivered 6 hard copies and one digital copy of the revised draft of the Township's new Official Plan.

As noted on the cover of this edition of the Plan, the map schedules are not included. We are currently attempting to merge GIS mapping obtained from various government agencies with the AutoCAD mapping used in the previous edition of the Plan. This has proved to be rather difficult and it may be necessary to do a new GIS edition of the previous mapping. I hope to have more information on this shortly.

In view of these technical problems with the mapping, I would suggest that readers of the new draft simply reference the maps from the previous draft since it appears those maps will probably not change substantially and the general approach to land use designations is largely unchanged. One of the main changes in approach is the use of overlay designations for some of the environmental features and the mineral aggregate resource area. Also, the latter feature is one aspect of the mapping that will change substantially since recently mapped primary bedrock resource areas have been added to the sand and gravel areas that were shown as an aggregate resource area on Schedule A to the previous edition of the Plan.

I will provide the revised draft maps as soon as possible and am prepared to review the revised text of the Plan with Council at their convenience.

Sincerely,

  
G. W. Jordan, RPP

MAR - 4 2010

March 1, 2010

VIA EMAIL

Ms. Denise B. Holmes, AMCT  
CAO/Clerk-Treasurer  
Township of Melancthon  
157101 Highway 10  
R.R. #6  
Shelburne ON L0N 1S9

Dear Ms. Holmes:

**New Official Plan**

This is intended to provide comments on the process to be followed in reviewing, revising and finalizing the draft Official Plan to the point where Council can adopt it by by-law and forward it to the Ministry of Municipal Affairs and Housing (the Ministry) for approval.

My letter of January 5<sup>th</sup>, 2010, listed six general steps in the process from completion of the latest draft of the Plan through to Council adoption of the Plan for submission to the Ministry for final approval. The principal broad legislative requirements during this process, particularly relating to consultation and public participation, are outlined in section 17(15) of the Planning Act. These requirements can be summarized as follows:

1. the approval authority (the Ministry) be consulted and given an opportunity to review the draft Plan and any related material;
2. any public bodies identified by regulation be consulted and given an opportunity to review the draft Plan and related documentation;
3. adequate information, including the proposed Plan, be made available to the public; and,
4. at least one public meeting be held to provide an opportunity for input from the public.

Within this general legislative framework, together with some more detailed statutory and regulatory requirements, Council has considerable flexibility in moving forward to finalize the proposed Plan. In my letter of January 5<sup>th</sup>, 2010, I suggested a general course of action for proceeding. The following outlines the main components of that suggested process and includes a few explanatory comments after each of the stages in the process.

1. Council review of the latest draft Plan and completion of any revisions resulting from that review.

It is appropriate to have the proposed Plan reflect Council's initial preferences and requirements prior to providing it to the Ministry for review. If Council wished, opportunities for informal

public review and comment could be provided during this stage of the process, as was done with the previous draft. This could include posting the Plan on the website immediately, inviting written comments and inviting brief verbal comments at regular Council meetings. If this approach was pursued, it would have to be clearly explained to any party examining the Plan that there has not yet been significant Council involvement in this latest draft Plan.

2. Provincial and first nations draft Plan review process.

Once Council has a draft Plan that it considers generally acceptable as a basis for moving forward, that Plan would be provided to the Ministry and key review agencies for comment.

3. Revisions arising from provincial review process.

Council would carefully consider the comments received from the Ministry and other agencies and authorize whatever related revisions to the Plan it considers appropriate. Again, in this process Council could provide for informal input from the public.

4. Completion of public participation process.

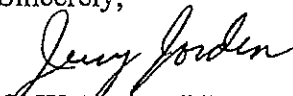
With the Plan revised to reflect Council's initial input and its subsequent input in response to the Ministry's comments in particular, it would now be appropriate to proceed into the formal public participation process. This would involve both a public open house and at least one public meeting. This would be the preferred point for formal public input because they now would be commenting on a draft Plan that has had approval authority input. If that formal public input was obtained prior to the Ministry's review of the Plan, there would almost certainly have to be a second round of formal public participation following the Ministry review process.

5. Plan finalization and Council adoption

Council would fully review the input from the public based, in part, on a planning report providing recommendations on the various submissions, both verbal and written, received from the public. Final revisions would be made and those making submissions notified of the actions taken as a result of those submissions. The Plan would then be adopted by by-law and submitted to the Ministry for approval.

I trust this is of some assistance to Council as it considers its options for proceeding. Please advise if you require anything further at this time.

Sincerely,

  
G. W. Jorden, RPP