

Report

To: Mayor and Council
 From: Tracy Zander, Manager of Planning and Development
 Renée Mask, CAO
 Subject: Calabogie Secondary Plan

Recommendation

That Council direct Staff to proceed with the workplan for the Calabogie Secondary Plan Project, attached herein, including preparing and circulating an RFP for the consulting team to manage the project.

Background

At a Special Council meeting on January 16, 2025, Staff and Council discussed the options from the Local Official Plan Background Report prepared by Ecovue in the fall of 2024. Council passed a motion directing staff to "prepare a workplan for developing a Secondary Plan for the Village of Calabogie while considering other options from the local OP review report."

SECONDARY PLAN OVERVIEW

A Secondary Plan sets out the vision, guiding principles and land use policies for a more specific area than the general Official Plan policies. It is a focused policy document with a plan/map and associated policies and even urban design standards for a defined area where growth and development are anticipated to take place and is intended to promote a desired form and type of development and to guide public and private investment. A Secondary Plan would allow the Township to develop a comprehensive understanding of how the various development parcels in the Village of Calabogie fit together cohesively, while giving consideration to density, massing, public spaces, services, built form, etc. Further, a Secondary Plan would establish an appropriate range and mix of land uses for a sustainable and complete community. A Secondary Plan is implemented through an amendment to the Official Plan; an amendment to the Zoning By-law will also be required to establish appropriate zones and performance standards for the study area.

Council Concerns Raised at the Special Council Meeting included the following:

Council Comments	Staff Response
Concern was expressed that the Villages of Matawatchan, Griffith, and Dacre are not recognized as Villages in the County Official Plan.	The other villages besides Calabogie fall under the Rural designation in the Official Plan, which currently permits a wide range of land uses including rural subdivisions; some of them are also labelled on the OP schedule. Section 5.3(9) of the Official Plan has Rural

Council Comments	Staff Response
	<p>policies specifically for "rural small communities" which apply to those areas; the policies are intended to guide growth in these smaller settlement areas.</p> <p>If the outcome of the Secondary Plan exercise suggests that the other settlement areas should be altered, that could potentially be done through the same Official Plan Amendment.</p>
<p>Why are we bothering with Settlement Area boundaries if they don't matter?</p>	<p>As defined in the PPS, settlement areas are "<i>built-up areas where development is concentrated and which have a mix of land uses; and lands which have been designated in an official plan for development over the long term.</i>" The designation of Settlement Areas helps to target and focus development in a community where residential uses, services, facilities, infrastructure, etc are in close proximity and compliment one another, and where we use land efficiently and encourage growth.</p> <p>It is unrealistic to require all growth to be located within the settlement areas, as there is a limited amount of undeveloped land and the majority is in private ownership. We can establish policies to focus and encourage growth within settlement areas. However, development in rural areas feeds into and supports the villages, and there needs to be a balance of rural and village development.</p>
<p>Concern was expressed about the random sprawl of growth, as well as about the type of design, lot sizes, number of homes, etc, based on location. How can the Township influence this?</p>	<p>The Township continues to build relationships with the County and work towards playing a bigger role in the planning process and how it impacts our Township.</p> <p>We must work with what is in the Official Plan and PPS, therefore, we can not prohibit uses; however, we can work towards managing growth and compatibility, and ensuring that growth is done responsibly and considers all aspects such as road impacts, emergency services, etc. We can also use the Zoning By-law to define specific land uses.</p>

Council Comments	Staff Response
<p>There should be a 6th option through the options, ie, combining Options 2 to 5.</p>	<p>There is definitely some overlap in the options proposed in the Ecovue report. It is anticipated that the outcome of the studies and public consultation for the Calabogie Secondary Plan will be useful in considering other policies and options in the Township.</p>
<p>Can we work towards tightening definitions of what fits locally or is appropriate?</p>	<p>"Locally appropriate" development is referenced in the PPS but is not defined there. It should include consideration for things like the size and scale of development, the availability of servicing, and compatibility with surrounding land uses. It is also influenced by the strategic direction of the Township as set out in the Strategic Plan, and is expected to be further informed by residents through the public engagement aspects of the Secondary Plan project. This will allow us to give further consideration to what is "locally appropriate" and then incorporate into our policies accordingly.</p>
<p>Since the County of Renfrew is going through the exercise of updating their OP, is there an opportunity to provide more input, as they go forward?</p>	<p>Currently, we are recommending to proceed with the Secondary Plan, however, there may be opportunities when the County OP is being reviewed and updated in the future to influence policy changes we feel are important in the County OP.</p>
<p>Council expressed concern that there were no public meetings in Greater Madawaska during the last OP review. They were only in Pembroke.</p>	<p>County planning staff have advised that there were approximately 40 public meetings hosted during the last review/update of the Official Plan, including some in every lower-tier municipality and at least two held in Greater Madawaska, as well as numerous discussions with Township staff during the process.</p>

Discussion

Staff are recommending that the Township proceed with the development of a Secondary Plan for the Village of Calabogie and surrounding lands at this time. The outcomes from this project and its associated public feedback/consultation will help inform both the Secondary Plan and other development objectives for the Township in the future.

It is anticipated that the Secondary Plan will generally include the following:

- Vision and guiding principles for the Village and surrounding lands and appropriate land use policies
- GIS mapping depicting constraints and land uses which can be incorporated into existing Township/County mapping
- Recommendations on potential adjustments to the settlement area boundary
- Climate change and sustainability policies
- Cultural heritage, natural heritage and archaeology policies and recommendations to guide development
- Design guidelines for future development including public space improvements
- Design and accessibility standards for the transportation system including active transportation
- A Master Drainage Plan which can form the basis of a CLI-ECA application
- Incentives and implementation plan
- Draft wording and figures for Official Plan and Zoning By-law Amendments

A draft workplan for the project is attached for Council review. The goal is to have a complete Plan and associated policies in place by August 2026, to then move forward with the required Official Plan Amendment process. Overall, this is anticipated to be a two-year project.

Financial Implications

The estimated budget for the Secondary Plan project is between \$120,000 and \$140,000, with the final amount to be confirmed once the consulting firm for the project is selected. The Development Charge Study covers Planning Studies related to growth, providing 90% of the project's funding. Additionally, there are funds available for this type of work in the Parkland Reserve. Both funds are intended for growth-related projects funded by growth in the Township (growth funding growth).

Strategic Plan Alignment

- Open Communication and Engagement
- Growth Management
- Culture and Wellness
- Efficient and Effective Governance

Respectfully Submitted,
 Tracy Zander, Manager of Planning and Development
 Renée Mask, CAO

February 20, 2025
 Regular Council

VILLAGE OF CALABOGIE - SECONDARY PLAN WORKPLAN			
(Note: public information and consultation is intended to be ongoing throughout the project via Township website, social media, and open houses at key intervals)			
PHASE 1: PROJECT START UP (March to June 2025)			
TASK	TITLE	DESCRIPTION	TIMELINE
A	Project Launch	announce the project on website and social media	March, 2025
B	RFP for project lead	develop and circulate RFP for consultant team	award by end of April 2025
C	Background Research/ Data Collection Strategy	work with consultant team to evaluate existing reports and determine background requirements (eg. Transportation, natural heritage, cultural heritage, stormwater management)	end of May 2025
D	Public Consultation Strategy	work with consultant team to develop a public consultation strategy (eg. Survey, open houses, design charette)	end of May 2025
E	Council Presentation	Update to Council	June Council meeting
PHASE 2: PUBLIC CONSULATION (July to September 2025)			
A	Design Charette	consultant-led exercise with council and the public	July/August 2025
B	Survey	Survey to be circulated by various methods with targetted questions	July/August 2025
C	Open House	Open houses led by the consultant team	July/August 2025
D	Background Research	Research and constraints evaluation ongoing	ongoing
E	Council Presentation	Update for Council	September Council meeting
PHASE 3: BACKGROUND REPORT (October 2025 to March 2026)			
A	Background Report	Summarize background research / constraints and public consultation results	by end of January 2026
B	Public Consultation	Present the background information through Open House/ Public Consultation	February, 2026
C	Council Presentation	Update to Council	March 2026 Council meeting
PHASE 4: SECONDARY PLAN PREPARATION (March 2026 to September 2026)			
A	Develop First Draft Conceptual Plan for the Village	Work with project team to draft a plan for the Village	by end of April 2026
B	Develop First Draft Secondary Plan Policies	Work with project team to draft policies	by end of April 2026
C	Public Consulation	Present first draft of plan and report to the public	June, 2026

D	Develop Final Secondary Plan and Policies	Revise / finalize plan and policies based on feedback	August, 2026
E	Council Presentation	Update for Council	September 2026 Council
PHASE 5: APPROVALS PROCESS (September 2026 to March 2027)			
A	Finalize Secondary Plan and Report	Finalize Secondary Plan and Policies	October, 2026
B	Draft Official Plan and Zoning policies to implement Secondary Plan	draft policies for implementation	November, 2026
B	Draft OPA application form	Prepare and submit Official Plan Amendment to Renfrew County	November, 2026
C	Statutory Public Meeting	Hold statutory public meeting for Official Plan and Zoning Bylaw Amendments	February, 2027
D	Final Approval	Obtain Final Approval for OPA and ZBLA	April, 2027
E	Update Mapping	Update GIS mapping to show designations	April, 2027