

Memorandum

Date: November 19, 2019

To: Members of Council

From: Sylvia Kirkwood, Manager of Policy & Sustainability
Marisa Williams, Project Manager Official Plan 2041

Subject: Official Plan 2041 Review – Project Update

The purpose of this memo is to provide Council with an update on the ongoing Official Plan 2041 Review project.

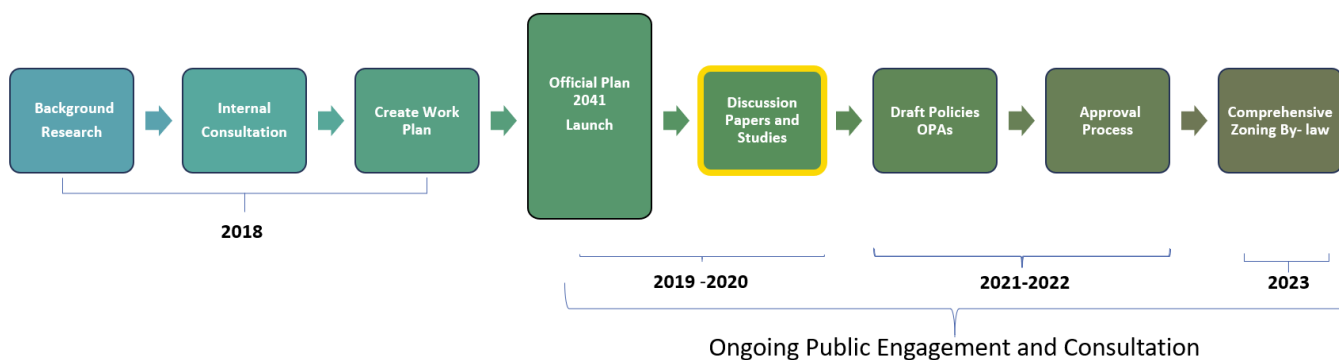
On March 5th, 2019, Council formally initiated the Town's Official Plan review process, under the *Planning Act*. The intent of this review is to bring the Town's Official Plan into conformity with provincial and regional plans and to provide for an overall comprehensive review of the document. The intent is to create a document that is streamlined, easier to read and more flexible in approach and one that will prepare the Town for growth to 2041 and beyond.

Over the last few months, staff have been working on completing background studies and discussion papers, participated in regional and provincial conformity work and completed a comprehensive engagement strategy and marketing campaign to support the Town's Official Plan. The following discussion will provide an outline of the work completed to date and identify next steps on the workplan and public engagement and outreach.

BACKGROUND

As the Town's primary planning document, the Official Plan (OP) sets out the goals, objectives and policies on how the Town will develop to 2041 and to possibly 2051 for employment land uses. The OP guides decisions about land use, development and growth – it also directs other key local policy areas such as transportation, aggregate resources, agriculture, housing, cultural heritage, climate change, natural resources, community well-being, etc.

In 2018, staff began working on the timeline and workplan for the Official Plan Review (OPR) process. At its March 5, 2019, a special meeting under the *Planning Act*, the OPR process was publicly initiated. The timeline below illustrates the key steps of the OPR and indicates where in the process we are to date. The anticipated completion of the OPR is 2022 and corresponds with the current term of Council, this would be in advance of the provincial requirements for completion of 2023.



Accompanying the workplan, staff developed a governance structure to manage the process and define roles and responsibilities and a project charter to guide the overall OPR process.

Part of the workplan was the development of the following five topic areas which focus the Town's work and align closely with the Region of Peel's Official Plan review topic areas:



Each of these focus areas includes all the requirements that need to be reviewed and updated to culminate in an OP that is new, modern and accessible and will guide land use for the next 20 to 30 years.

RECENT PROVINCIAL INITIATIVES

Over the past year the Province has released numerous updates and proposed changes to key provincial documents that affect the OPR process. In particular, the Province released a new growth plan called "A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019. This plan outlines the process and requirements that are required to be undertaken to update official plans and to prepare for growth to 2041 and beyond. Some of the key initiatives and status of each undertaken by the Province are outlined below for reference:

Provincial Policy Statement

- September 17, 2019 Planning Committee Report 2019-0133: <https://pub-caledon.escribemeetings.com/filestream.ashx?DocumentId=6309>
- Key Proposed changes include:
 - Increase in the planning horizon from 20 to 25 years and increase in land supply from 10 to 12 years
 - Increased mix and supply of housing to achieve the goals of Ontario's Housing Supply Action Plan and Bill 108 and 2019 Growth Plan
 - Align affordable housing targets with Housing and Homelessness Plans

- Prioritization of intensification near transit stations and corridors
- Flexibility for communities without servicing to permit individual on-site servicing
- Maintain a 5-year supply of residential lands
- Municipalities can fast track priority applications
- Employment land conversions can now be considered outside of a comprehensive review, at the time of an Official Plan review
- Municipalities can plan beyond 25 years for the protection of employment areas

STATUS: Province closed commenting period on October 21, 2019. Awaiting further direction or release of a new PPS from the Province.

Aggregate Act Review

- October 22, 2019 Planning Committee Report 2019-0217: <https://pub-caledon.escribemeetings.com/filestream.ashx?DocumentId=6877>
- Proposed changes include:
 - Reducing duplication and inefficiencies in the application approval process
 - Protection of agricultural and water resources
 - Clarification on haul route determination
 - Reduce municipal zoning duplication
 - Enhanced reporting on rehabilitation

STATUS: Comments sent to Province on November 4, 2019. Awaiting final direction from Province on direction/next steps.

GTA West Transportation Corridor Route Planning and Environmental Assessment Study

- The Province resumed the GTA West Transportation Corridor Route Environmental Assessment (EA)
- The EA will identify the route, determine interchange locations and complete the preliminary design for a new transportation corridor.
- The proposed route will include a 400 series highway, transitway and potential goods movement priority features. It will include a 110 m wide highway, 60m wide transitway for a total of 170m wide corridor. Utilities (20 m wide Hydro Corridor) to be considered under separate process but may run parallel to the GTA West corridor.
- A 2nd PIC was held in October. A number of boards were displayed and staff representing the province were available to answer questions: <https://www.gta-west.com/consultation/public-information-centres-and-community-workshops/>
- Technically Preferred Route: https://www.gta-west.com/wp-content/uploads/2019/09/Technically-Preferred-Route-Roll-Plan_Aerial-Photography.pdf
- Next steps include:
 - Province will hold meetings with Indigenous communities, Advisory Groups, and Regional Municipal Councils this fall
 - Spring 2020: Confirm Preferred Route and Focused Analysis Area, commence preliminary design of Preferred Route
 - 2020-2021: Develop Community Value Plans, additional meetings with stakeholders
 - Fall/Winter 2021: Present preliminary design of Preferred Route at next PIC
 - The anticipated submission of the final environmental assessment report in 2022

STATUS: Ministry of Transportation staff to attend Planning Committee on November 19, 2019 to present proposed plans. Town staff to prepare report and detailed comments on PIC #2 materials and preferred route alignment for Planning Committee on December 3, 2019.

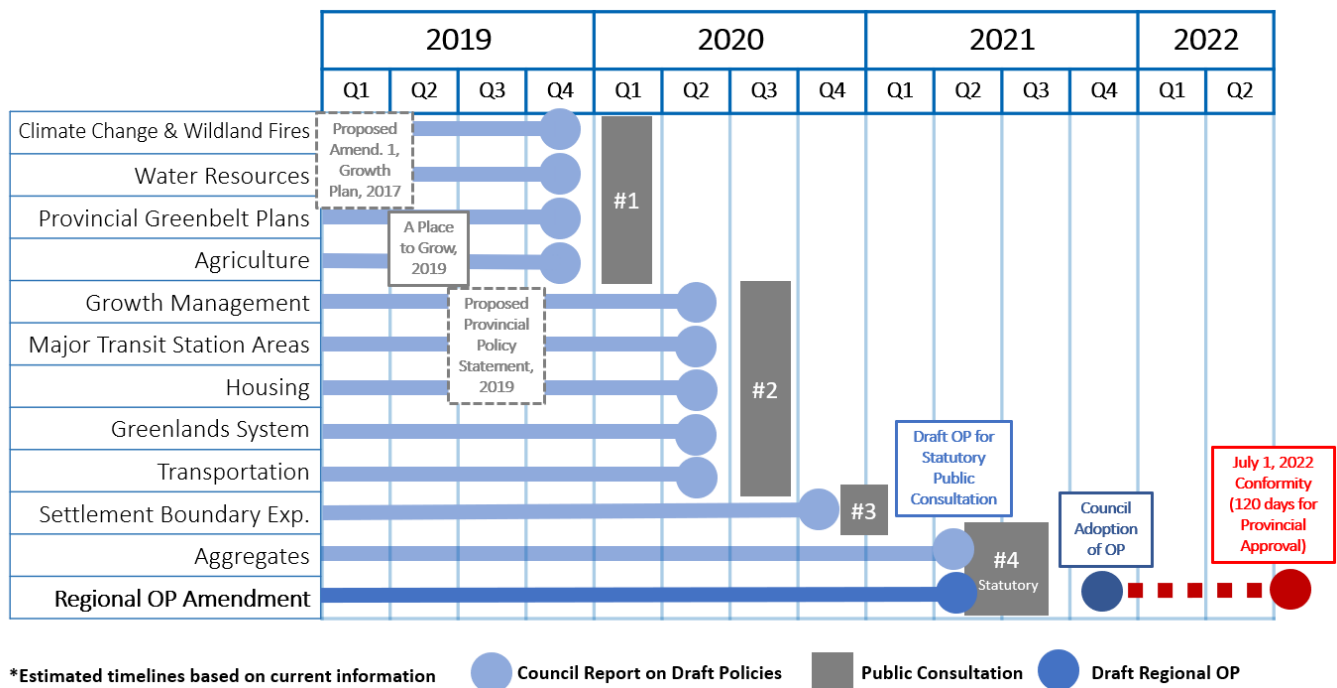
REGION OF PEEL – OFFICIAL PLAN REVIEW

The Peel 2041 Official Plan Review and Municipal Comprehensive Review (MCR) process is being undertaken to ensure consistency and conformity with provincial plans and policies under Section 26 of the *Planning Act*. The provincial deadline to achieve Regional Official Plan conformity by July 1, 2022. The Region's conformity exercise will need to be completed before the Town's Official Plan Amendment is approved, as many of the policies therein will need to be incorporated into the Caledon's Official Plan.

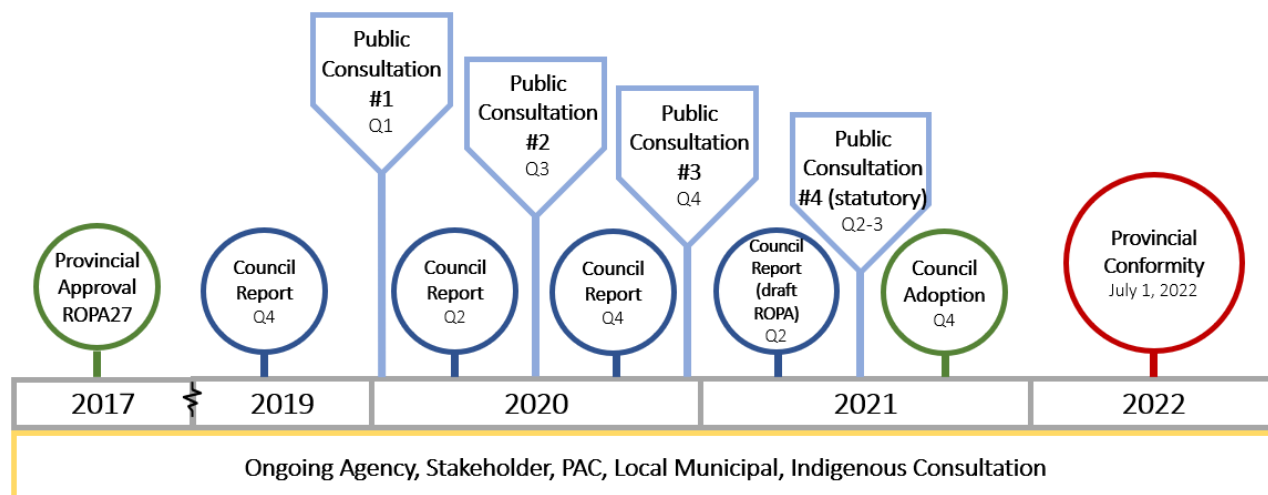
Regional staff recently updated their OPR work plan to allow for regular public consultation, meet study timelines and deliverables, adapt to anticipated provincial changes, and harmonize the overall Regional Official Plan look and feel. A final Peel 2041 Amendment and updated Regional Official Plan for Council adoption is anticipated by Q4 2021. The Province has 120 days to review and provide a decision before the July 1, 2022 conformity deadline.

At its September 26, 2019, Region of Peel Council meeting, the Peel 2041 OPR Status Update Report was received. Provided is a link to the report: <http://www.peelregion.ca/council/agendas/2019/2019-09-26-revised-rc-agenda.pdf#page=159>

The Region's work plan schedules draft policies to be brought forward to Council in four stages. The four stages will include three informal public consultations, and a final statutory consultation as prescribed by the *Planning Act*.



Below are the Region's targeted consultation timelines.



TOWN OF CALEDON OFFICIAL PLAN

Engagement and Branding

Town Staff have committed to developing an Official Plan that will guide land use for the next 20 to 30 years using a modern approach that is both cohesive and clear in its application. Creating an Official Plan that can achieve this will require a high level of community engagement throughout the process that will help build an understanding of the purpose of planning and build support for the vision that the Plan will ultimately put forward.

Due to the length and complexity of the project and the importance of ensuring that all stakeholders are able to fully participate staff decided that a creative and modern approach to engagement would assist in informing policy decisions. The Town retained the firms WSP and Letter M Marketing to develop a Marketing and Engagement Strategy.

The purpose of the Engagement Strategy is to provide staff and Council with strategies on engaging the public, stakeholders and agencies throughout the OPR process. The Strategy has been developed in accordance with the principles, tactics and processes of the International Association for Public Participation (IAP2). Public Engagement for the OPR will be divided into three stages:

Stage 1 – Informing

- Educating Stakeholders on the purpose of the OP and the OPR process will proceed
- Advising the public their role in informing the OPR process
- Visioning exercises will also serve as a basis to grow understanding of stakeholder needs and aspirations

Stage 2 – Data Collection

- Data collection through engagement to help understand public and stakeholder perspectives
- Consultation as part of various OPR studies

Stage 3 – Reporting

- Providing inputs into policy development
- Reports and Surveys to stakeholders will be used to draft policies for the new OP

The Marketing and Engagement Strategy work involved extensive interviews and best practice scans and a review of how we currently engage the public. The result of this work is a communication plan with key messaging and an extensive toolkit for implementing the various engagement tactics throughout the different stages of the OPR process.

To approach the OPR in an innovative and creative way, the second component was the creation of a *Marketing and Branding* strategy. The key deliverables of this work included developing an OPR brand, communications direction, and key messaging. This work will help staff and Council to engage with key stakeholders, residents and agencies to provide consistent messaging along with an identifiable brand.

Staff are pleased to announce the launch of the new Official Plan 2041 Review brand:



All future materials, background documents, promotional materials and social media campaigns will reference this new brand. The chevron element is a forward/future facing icon meant to represent moving forward, looking ahead and the five coloured components reflect the five focus areas of the OP:

- Growth, Settlement, Housing and Employment
- Transportation, Technology and Infrastructure
- Community Wellbeing
- Natural Resources and Aggregate
- Climate Change

Outreach

Digital Platform

The recommendations of the Engagement Strategy identified the need for an improved digital platform that would allow staff to share information on the OP and related supporting projects. A two-way platform that would allow stakeholders and the public to ask questions, share stories and ideas and for staff to ask questions and gather public feedback was needed.

Bang the Table (BTT) an Online Engagement Platform was identified that would be ideal for this purpose. This platform has been extensively used in other jurisdictions with much success.

The Town has retained this for our OPR to showcase the five (5) focus areas of work, provide a current update to these areas & workplans, timelines and a direct two-way link to Town staff.

The launch of BTT is targeted for December 2, 2019. The URL link to this platform will be:

<https://future.caledon.ca>

and will provide opportunities for the public and stakeholders to stay informed on project status and to provide comments as necessary.

Satellite Locations

Starting in December, Policy and Sustainability staff will be “out and about” by hosting a variety of outreach locations. Staff will be working out of libraries and community centres in each of the Wards to provide an opportunity for public and stakeholders to become more engaged by: asking questions, staff to become more aware of local matters specific areas of interest; and for staff to share and provide updates on projects, workplans & timing. Some of the locations include Inglewood, Margaret Dunn and Alton Libraries and the Firehall in Caledon East and CCRW in Bolton. Exact locations and timing for satellite locations will be posted on the new Bang the Table Platform (***<https://future.caledon.ca>***)

Pop-up events

Policy and Sustainability staff will be also be “out and about” at a variety of on-site locations and at various Town and community run events to inform stakeholders of the OPR process and to engage with them in-person. Locations and timing for pop-up events will be posted on the new Bang the Table Platform (***<https://future.caledon.ca>***)

Panel Discussions/Workshops/Speaker Series/Tours

In early 2020, staff will host several speaker series and panel discussions on topics of interest. Topics may include an Introduction to Planning, Housing – affordability, Employment – new trends, Agri-tourism, etc. Local site tours on areas of interest that pertain to future planning may also be arranged. More information on this will be posted on the new Bang the Table Platform (***<https://future.caledon.ca>***)

Caledon Community Advisory Team (CCAT)

To assist with specific stakeholder concerns, through the OPR process, a Caledon Community Advisory Team will be established comprised of local residents, business owners and stakeholders as part of the governance process. Ideally the Team of 8 to 10 stakeholders would meet regularly over the next 3 years. An open nomination process will be held in early 2020 through advertisement in the local newspapers and on the BTT platform. Details of the selection process will be provided in the

Social Media & Newsletters

Policy and Sustainability staff will be working in conjunction with Town Communication staff to commence a campaign of social media updates to keep stakeholders informed of the OPR process. Staff will be providing regular updates in either newsletters, media releases and Council updates.

Members of Council can assist this process by acting in the capacity of ambassadors, encouraging participation in engagement activities through their own networks and social media.

Background Studies and Discussion Papers

Studies Completed

Over the past year staff have completed several background papers and policy reviews that will assist in the updating of the official plan. Some of these studies have included the following:

Bolton Queen Street Corridor Study

The Bolton Queen Street Corridor Study examines recent transportation and infrastructure changes, which significantly altered traffic activity along the Queen Street/Highway 50 corridor in Bolton. The Study focused on identifying land use and design directions to promote active transportation (walking, accessible and cycling) and improve connectivity. Several key policy areas identified in the study include:

- Promote enhancement of the corridor as a "complete street"
- Identify future land uses that can thrive within such a modified landscape while accommodating changing demands for growth to 2041
- Accommodate and support future transit demands

In May 2019, 2019, a memorandum of the key findings of the study was provided to Council. The findings of this Study will contribute to the development of planning policy for areas of Bolton as part of the Caledon 2041 Official Plan Review.

Palgrave Estate Residential Community Policy Review

The Palgrave Estate Residential Community Policy Review examined current official plan policies to ensure policy conformity with provincial and regional policy frameworks. This policy review considered environmental constraints, servicing policies and broader community planning concerns. The conclusions of this review were presented in a discussion paper. Some topics addressed in the paper include:

- Initial geographic and historical development context regarding the Palgrave Estate Residential Community
- Summary of the relevant current policy and regulatory framework
- Key issues/opportunities and themes to be considered based on the background review and consultation

In June 2019, a memorandum of the key findings of the review was received by Council.

Preservation of Rural Character and Infill Study

The Preservation of Rural Character and Infill Study examined, and informed policy aimed toward providing direction on the infill of the Town's villages, hamlets and Caledon East. While identifying infill opportunities, the study's recommendations sought to preserve and protect the unique character of each community. Some topics addressed in the study include: monster homes, land-use compatibility, preservation, connectivity, vitality, community amenities and services.

A Directions Report outlined outcomes of this study and will provide the policy support for the Town's Official Plan Review process. In September 2019, a memorandum of the study's key findings was provided to Council.

Policy and Sustainability staff will continue to work on the completion of current studies that are underway such as the development of the first Aggregate Rehabilitation Plan near Caledon Village and the review of the Bolton Special Policy Area policies and to continue to support the background work being undertaken by the Region as part of the Municipal Comprehensive Review:

Studies Underway

Aggregate Rehabilitation Plan (RMP)

- An update was provided to Council at September 17, 2019 Planning Committee: <https://pub-caledon.escribemeetings.com/filestream.ashx?DocumentId=6323>
- It has been determined that Areas 5a and 6a of the Town is the study area for the initial RMP. Lands adjacent to Areas 5a and 6a will also be fully considered for opportunities to provide compatibility, linkages and connectivity for any future land uses and amenities
- A Draft RMP - Vision Plan was presented to area Councilors' October, 2019 and a further update will be presented to Planning Committee on December 3, 2019.
- The final RMP and Implementation Plan is expected in early 2020

Bolton Special Policy Area

- Staff is awaiting further direction from the Province regarding the Provincial "Special Advisor on Flooding" report and for the new Provincial Policy Statement
- A public meeting may be required should the province require substantial changes to the recommended policies arising from the Bolton Special Policy Area Study
- It is anticipated that an OPA will be brought forward to Council in 2020

Archaeological Master Plan and Duty to Consult

- Completion of this work targeting Q2 of 2020

Municipal Comprehensive Review – Region Background Studies/Town Involvement

- The Municipal Comprehensive Review process undertaken by the Region (as prescribed by the Province) requires specific studies to determine future Settlement Boundary Expansions within the Whitebelt area:
 - The Region of Peel has commenced a Subwatershed Study being undertaken by WOOD (Consultant) in early September 2019. Town staff are participating as part of the project's technical advisory team.
 - The purpose of the study is to identify the "most/least" preferred expansion areas from an environmental/ watershed planning perspective. The approach will be based on agreed upon technical criteria in order to provide technical recommendations to support the further refinement and selection of a recommended settlement area expansion boundary(s) within the focused study area(s).
 - The Region retained HEMSON to undertake an MCR Peer Review and Settlement Boundary Expansion Study in late fall, Town staff are participating as part of the project's technical team.
 - The purpose of the Settlement Area Boundary Expansion (SABE) Study, as informed through several technical input studies, will identify and recommend settlement boundary expansion areas in the Town of Caledon.

- The Province held Land Needs Assessment Methodology workshop with staff on October 11, 2019.
 - Region and Town staff will look at the Provincial Land Budget and expansions will be considered in accordance with the density targets identified by the Province.
 - The Town has retained WATSON & ASSOCIATES to assist in peer reviewing land needs methodology
 - The Land Budget exercise will determine population and employment numbers, along with associated densities for residential and employment land. Draft results are expected from the Region in early 2020.

Town staff will continue to participate in both the Subwatershed and Settlement Boundary and Land Needs Methodology review and ensure as appropriate any technical items are reviewed by peer review consultants or key technical staff. Planning Staff will bring forward updates to Council on these matters as required. Town and Region are collaborating on joint public meetings being held on these topics as needed

NEXT STEPS

Policy and Sustainability will be commencing the Engagement and Outreach work as noted above and will continue to work on the background studies and discussions currently underway. Over the next couple of months staff will initiate further crucial background work such as:

- Employment Study (Commercial/Industrial/Institutional) upon completion of the Economic Development (ED) Strategy
- A Multi Modal Transportation Plan Update – 2041
- Intensification Study Update – 2041
- Secondary Plan Consolidation & Updating