



Town of East Gwillimbury

DEVELOPMENT SERVICES REPORT P2020-19

To: Council

Date: July 28, 2020

Subject: Official Plan Review and Land Needs Assessment Award of Contract

Origin: Development Services, Planning Branch

RECOMMENDATIONS

1. **THAT** Development Services Planning Branch Report P2020-19 dated July 28, 2020, regarding the Official Plan Review and Land Needs Assessment project award of contract be received;
2. **THAT** Council authorize the award of contract for the Official Plan Review and Land Needs Assessment project to The Planning Partnership with an upset limit of \$573,685 excluding taxes to complete the following project components:
 - Develop a visually appealing Official Plan with easy to read policies that comprehensively articulate the Town's unique vision to 2051.
 - Complete a consistency review with Provincial and Regional legislation and plans including implementing recent amendments from Bill 108.
 - Align and incorporate ongoing Town initiatives such as the Highway 404 Employment Corridor Secondary Plan, the Water and Wastewater Master Plan, and the Transportation Master Plan, amongst others.
 - Update Official Plan schedules (maps) and develop policies for new community areas as part of the Town's existing Whitebelt lands.
 - Conduct a Land Needs Assessment and review and refine population projections, housing, and employment forecasts, residential growth strategies, and opportunities for extension of utilities and infrastructure.
 - Fully engage the community, stakeholders, and Council through a comprehensive, inclusive, and innovative public engagement process.
3. **THAT** the recommendations of this report be ratified at the Council meeting held on July 28, 2020 in order to secure contractual arrangements.

PURPOSE

The purpose of this report is to seek award of contract from Council to retain The Planning Partnership and initiate the Town-wide Official Plan review process including a

comprehensive Land Needs Assessment. Council approval will allow the General Manager of Development Services and Town Solicitor to execute a contract with The Planning Partnership to complete the project for a price of \$573,685.

BACKGROUND

The Official Plan review and Land Needs Assessment project was formally procured, and The Planning Partnership was the successful bidder

The Planning Partnership was the successful proponent for RFP P-20-09, which closed on July 13, 2020. There were a total of eleven plan takers and three proposals submitted for the RFP. The successful proposal was evaluated based on consensus evaluation and was deemed to have fulfilled all the Town's technical requirements and qualifications related to the project. The RFP process was facilitated by the Procurement Manager and adhered to the Town's Procurement By-law.

Council previously adopted a new Official Plan in 2010

Council adopted a new Official Plan on June 28, 2010, which remains in place today. This Official Plan accounts for a planning horizon to the year 2031 and reflects the community's goals and Town's planning objectives for the time. An office consolidation for the Official Plan was performed in 2018, which implemented the Official Plan Amendments that had been approved since adoption.

The Planning Act requires municipalities to update new Official Plans 10 years after they come into effect

Section 26 of the Planning Act requires Councils to revise their Official Plan 10 years after it comes into effect as a new Official Plan, and then every five years thereafter. The Town is required to update its Official Plan as it has been 10 years since the new Official Plan was last adopted in 2010.

The Town's Official Plan is required to conform with Provincial policies as well as the Regional Official Plan, which is currently being updated through the Region's ongoing Municipal Comprehensive Review (MCR) process

With the Region currently updating their Official Plan, pursuing the Town's own Official Plan review process now will ensure that the Town's Official Plan is consistent with the updates being made to the Regional Official Plan. This will allow for a more streamlined approval of the Town's Official Plan based on consistency of both documents.

The Official Plan review project will also ensure consistency with recent changes to Provincial plans and legislation, including Bill 108, the Growth Plan, and the PPS. Municipalities are required by the Province to bring their local Official Plans into conformity with the updated Growth Plan by July 1, 2022, and approved changes to the Growth Plan will be accounted for in the Town's Official Plan Review, such as proposed

new population and employment forecasts and a proposed new planning horizon of 2051.

The Official Plan review will establish policies for new community areas based on the findings of a comprehensive Land Needs Assessment

Recognizing the need to build complete communities, coordinate infrastructure planning, and accommodate future residential and employment growth, Council endorsed the need to include the remaining Whitebelt lands within the Town as part of the Urban Area through report P2019-34 on December 3, 2019. Previous report P2019-21 from May 22, 2019 spoke to having the Official Plan review prepare residential and non-residential phasing policies for these new community areas, and report P2019-29 from July 16, 2019 presented Council with the Town's required growth obligations from the Province and Region, where East Gwillimbury is expected to grow substantially over the next three decades.

Council has recognized the need to be proactive in planning for this future growth, and the Official Plan review project will ensure the necessary policies are in place to direct Whitebelt growth in a sustainable and logical manner as part of the development of complete and cohesive new community areas. The Land Needs Assessment will provide demographic, housing and employment analyses to comprehensively evaluate the Town's forecasted growth and prepare recommendations to ensure policies are in place to manage growth sustainably and efficiently.

ANALYSIS

The work plan for the project anticipates four phases with final completion by October 31, 2021

The work plan for the Official Plan is as follows:

Phase 1 – Visioning and Consultation

- Development of unique project website and community engagement plan
- Review of existing policies and Master Plans including preliminary land needs evaluations
- Special Workshop with Council and visioning exercises with the public
- Initial stakeholder and steering committee meetings

Phase 2 – Discussion Papers and Background Studies

- Develop innovative policy directions to address the Town's growth management objectives and align with the Provincial and Regional planning framework
- Incorporate policies of the Town Master Plans
- Prepare Land Needs Assessment and Market Analysis
- Update Official Plan schedules (maps)
- Prepare discussion papers on key Official Plan review updates/themes
- Public Open House to present findings and updates

Phase 3 – Policy Development and Preparation of Policy Direction Reports

- Key policy development based on the findings and requirements of Phase 2
- Preparation of Draft Official Plan and schedules
- Additional Open Houses and statutory Public Meeting
- Update to Council

Phase 4 – Finalization of Draft Official Plan

- Incorporate feedback into final Official Plan
- Council meeting for adoption
- Submission to Region as Approval Authority

Throughout the project, multiple public open houses and meetings are planned to receive community-level feedback, with the first public visioning session planned for the Fall of 2020. Meeting project timelines will ensure the project is fully completed on time and under budget by October of 2021, with work commencing as soon as the contract is awarded.

FINANCIAL IMPLICATIONS

The proposal of \$573,685 is under the allocated project budget

The project is to be funded through development charges and Community Capital Contributions. There are sufficient funds available in these reserves to fund the project costs, and the proposal is under the reserved budget allocated for the project, which is \$600,000.

NEED FOR PUBLIC CONSULTATION

This report is presented to Council in public session and no additional public consultation is needed at this time. As part of the Town's Official Plan review, extensive public consultation will be held throughout the duration of the project.

ALIGNMENT TO STRATEGIC PLAN

The recommendations of this report align with the following Strategic Priorities:



Responsible
Growth &
Environmental
Protection

Ensure that communities are built in a respectful manner, with resident and business quality of life protected



Build
Complete
Communities

Effectively manage new and existing assets to deliver exceptional services to residents while ensuring a sustainable community



Quality Programs & Services

Continue to advocate for a safe and livable community for our residents while leveraging opportunities and partnerships



Culture of Municipal Excellence

Ensure strong fiscal responsibility and program delivery

CONCLUSION

Staff seek Council authorization for the award of contract for the Official Plan review and Land Needs Assessment to The Planning Partnership with an upset limit of \$573,685 excluding taxes. This authorization will allow the General Manager of Development Services and Town Solicitor to execute a contract with The Planning Partnership to initiate the Town's Official Plan Review immediately.

APPENDICES

None.

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