

REPORT

LIVABLE OAKVILLE (OFFICIAL PLAN) COUNCIL SUB-COMMITTEE

MEETING DATE: MAY 16, 2016

FROM: Planning Services Department

DATE: May 11, 2016

SUBJECT: Urban Structure Review - Work Program

LOCATION: Town wide

WARD: Town wide

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RECOMMENDATION:

That the report entitled *Urban Structure Review – Work Program*, dated May 11, 2016, be received.

KEY FACTS:

The following are key points for consideration with respect to this report:

- Council identified the Urban Structure Review on February 1, 2016 as a land use planning policy study required to confirm the town's urban structure and policies outlined in the Official Plan.
- The study was initiated on February 16, 2016 when the Livable Oakville (Official Plan) Council Sub-Committee received the report entitled *Urban Structure Review*.
- Since then, Planning staff has continued to meet with the Urban Structure Review Consultant Team to refine the work program and timelines.
- The Consultant Team includes Macaulay Shiomi Howson, Watson & Associates Brook McIlroy Inc. and Tate Economic Research.
- The work program proposes four main study phases with a timeline scheduled to complete the work in February 2017.
- The work program proposes to engage with the Livable Oakville (Official Plan) Council Sub-Committee towards the completion of each phase.
- In terms of public engagement, appropriate communication tools will be used, depending on the level of interest and the type of stakeholder involved, and may include public sessions such as workshops or open houses and in addition use techniques such as on-line surveys.

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BACKGROUND:

On February 1, 2016, Council identified the Urban Structure Review as a land use planning policy study required to confirm the town's urban structure and policies outlined in the Official Plan. Council directed that this study be included in the ongoing five-year Official Plan Review.

On February 16, 2016, the Livable Oakville (Official Plan) Council Sub-Committee received the report entitled *Urban Structure Review*, dated February 9, 2016. That report provided a brief overview of the study including four proposed phases.

The Sub-Committee was also advised that staff had retained the consulting firm of Macaulay Shiomi Howson to lead the review, in association with Watson & Associates who will undertake the population and employment forecast analysis.

The report indicated that an update would be provided in the spring on the background analysis of the study. This report entitled *Urban Structure Review – Work Program*, dated May 11, 2016, provides an update on the study status and includes additional detail regarding the work program to be undertaken.

COMMENT/OPTIONS:

Since the study was initiated in February, Planning staff has continued to meet with the Urban Structure Review Consultant Team to refine the work program and timelines. The full work program is attached in Appendix A of this report.

Study Organization and Timeline

The study will be guided by a staff Steering Committee (SC) that will include:

- Jane Clohecy, Commissioner, Community Development
- Mark Simeoni, Director, Planning Services
- Diane Childs, Manager, Policy Planning
- Kirk Biggar, Senior Planner, Policy Planning.

The Consultant Team consisting of Macaulay Shiomi Howson (study lead) and Watson & Associates (population and employment forecasting) has now expanded to include Brook McIlroy Inc. (urban design and community engagement) and Tate Economic Research (economic forecasting).

The study organizational chart is shown in Appendix A - Figure 1 and shows the Consultant Team reporting to the staff SC.

The work program proposes the formation of a Technical Advisory Committee (TAC) that will report to the staff SC. The TAC will be comprised of staff from key town

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departments including: Finance, Engineering & Construction, Development Engineering, Oakville Transit, Parks & Open Space and Recreation & Culture. As well, agency staff from the region and the province will be included in the TAC.

The staff SC will be the contact point for the Livable Oakville (Official Plan) Council Sub-Committee throughout the study.

Public Engagement

In terms of public engagement, appropriate communication tools will be used and may include public sessions such as workshops or open houses and in addition use techniques such as on-line surveys.

Initially, communications related to the study will be focused on the town webpages as a component of the Official Plan Review website.

Broader public engagement will take place in fall 2016 once the study has sufficiently advanced. The type of engagement tools to be used will depend on the level of public interest and the type of stakeholder involved.

Work Program Phases and Timeline

The work program proposes four phases (Appendix A - Figure 2) with highlights of each phase given below. Currently, Phase 1 is concluding and Phase 2 is underway.

The timeline is scheduled to see the work completed by February, 2017.

Phase 1: Study Initiation

The purpose of Phase 1 is to finalize a detailed work program and schedule. While this component is largely complete, there are implementation activities remaining in this phase including an update to the Official Plan Review website and the finalization of the Technical Advisory Group (TAC)

Phase 2: Background Review

The purpose of Phase 2 is to conduct a background review and analysis of recent studies, plans and forecasts by the town, region and province as well as examination of broader societal trends.

Study input will also be provided through discussions with key town and agency staff through the Technical Advisory Committee. The work in this phase will culminate in a discussion paper to be reviewed by study participants, Livable Oakville (Official Plan) Council Sub-Committee (LOCSC) and to be used as the basis for broader public engagement.

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Phase Three: Option Development & Review

The purpose of Phase 3 is to develop and review urban structure options. Building on the background work completed in the previous phase, additional analysis will be carried out on specific issues arising.

As well, updated and new information from ongoing studies will be incorporated. The method to develop, map and evaluate the options according to established criteria will be through a facilitated combined workshop involving staff and the TAC.

Phase 4: Urban Structure Framework & Directions

To develop a preferred urban structure and related policy directions for consideration as part of the Official Plan Review. Based on the results of the work in Phase 3, a final preferred urban structure will be developed together with related policy directions for consideration as part of the Official Plan Review. These results will be incorporated into a draft framework & directions report.

CONSIDERATIONS:

(A) PUBLIC

There will be broad-based public engagement throughout the study process.

(B) FINANCIAL

Council approved funding for the Urban Structure Review on February 1, 2016.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

There are numerous town departments engaged in the five-year Official Plan Review in order to provide for stronger integration between key master plans and the Official Plan. These town departments will be consulted through the study process and key staff will be identified to participate in the Technical Advisory Committee.

(D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS

This report addresses the corporate strategic goal to:

- be accountable
- be the most livable town in Canada

(E) COMMUNITY SUSTAINABILITY

The proposed work program generally complies with the sustainability objectives of the Livable Oakville Plan.

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APPENDICES:

Appendix A – Urban Structure Review – Work Program

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