Meeting Date: November 30, 2021

Subject: Town of Caledon Official Plan Review Update: Future Caledon – Our Official Plan

Submitted By: Bailey Loverock, Senior Policy Planner, Strategic Policy Planning, Planning Department

RECOMMENDATION

That Staff be authorized to refine a workplan for the Future Caledon 2051 Official Plan;

That additional funding in the amount of $80,000 included as part of the proposed 2022 Budget funded from Capital Project 21-108 to meet the June 2022 adoption target, be approved; and

That the Future Caledon 2051 Official Plan be brought forward for consideration in June 2022.

REPORT HIGHLIGHTS

- On March 5th, 2019, Council formally initiated the Town's Official Plan (OP) review process, as required by the *Planning Act*. The purpose of this review is to bring the Town's OP into conformity with provincial and regional plans and deliver an overall comprehensive review of the document, all with the goal to create a document that is streamlined, easier to read and more flexible in approach.
- The new OP will prepare the Town for growth to 2051 and beyond.
- Further to memos in November 2019 and May 2020, this report provides an update on the ongoing Official Plan 2051 Review project, known as Future Caledon – Our Official Plan, providing an overview of the work completed from April 2020 to now, and next steps in the project.
- Staff understands there is an interest in bringing forward the new Official Plan for Council adoption prior to the fall election, in June 2022. This report seeks confirmation of this timeline.
- Considering the current status of the Official Plan Review process, staff has identified concerns of achieving a June 2022 adoption date without additional resources and funding, and have noted other risks.
- Should Council direct staff to bring forward the Official Plan for adoption in June 2022, additional funding is required to achieve this date, which will be included in the 2022 budget.

DISCUSSION

The purpose of this report is to confirm Council's direction for the timelines associated with adoption of the OP and to request additional funding be considered in the 2022 budget to achieve the delivery of an OP for adoption by Council in June 2022.

Background

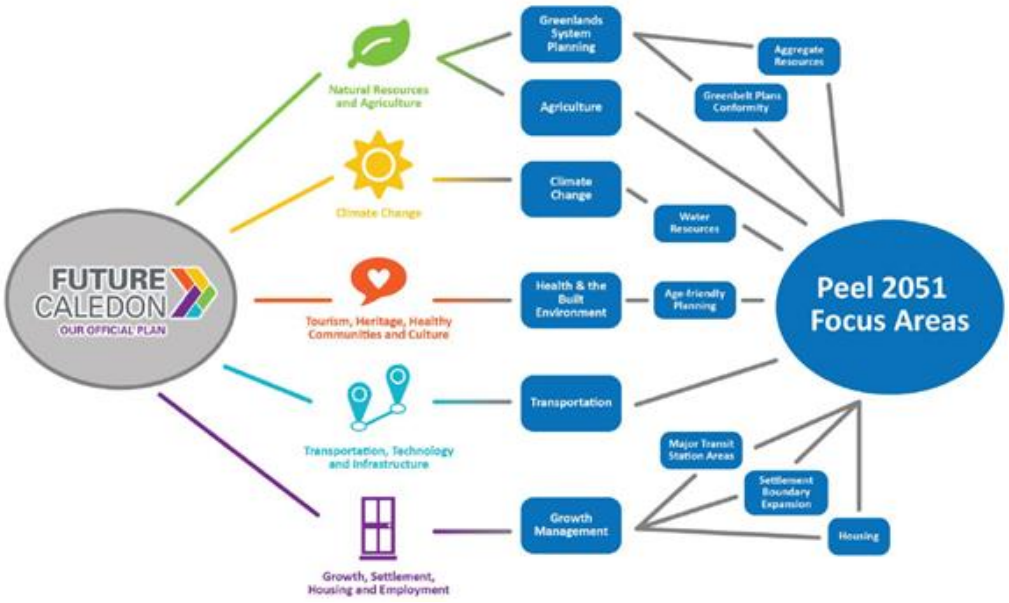
On March 5th, 2019, Council formally initiated the Town's OP review process, as required by the *Planning Act*. This review intends to bring the Town's OP into conformity with provincial and regional plans and deliver an overall comprehensive review of the document, all with the goal to create a document that is streamlined, easier to read and more flexible in approach. The new OP will prepare the Town for growth to 2051 and beyond.

In November 2019 and May 2020, updates on the status of the project were provided through update memos to Council. Those memos provided an outline of several background studies and discussion papers completed or underway, an overview of the regional and provincial conformity work and the comprehensive engagement strategy and marketing campaign. In those updates, staff informed Council that it was anticipated that the new OP would be brought forward for Council approval in 2022. With this timeline the Official Plan Review would be completed earlier than the provincial requirements (one year after approval of the Regional Official Plan) for completion in 2023.

The project is currently in the policy formulation stage, with a number of completed and near-complete studies being utilized to develop a draft Official Plan.



The Town's five key focus areas were developed to focus the Town's work and align closely with the Region of Peel's Official Plan review topic areas.



Region of Peel Official Plan Review

The Peel 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. A final Regional Official Plan for Council adoption is anticipated in early 2022. The province has 120 days to provide a decision. Currently, the Province has not revised these timelines due to the COVID-19 pandemic.

The Region completed two open houses in October 2021, and a statutory public meeting on November 4, 2021. In person sessions were also held in each municipality, with two hosted in Caledon on November 9, 2021 in Bolton and November 17, 2021 in Caledon Village.

The Town has been circulated on the Region's draft Official Plan, and staff have prepared comments on the document, contained in Staff Report 2021-0430.



Workplan

Although the workplan targets Council adoption of the plan in 2022, it was not anticipated that the new Official Plan would be brought forward to Council for adoption in June 2022. This report provides for an accelerated workplan as shown on Schedule C to achieve adoption by June 2022 and seeks direction from Council to confirm the revised OP schedule and associated funding.

As a result of COVID-19, staffing resources, and a condensed timeline, a substantial amount of work remains to be completed within a compressed timeline prior to adoption. This requires substantial effort, resources and time, resulting in a change of scope and increased costs associated with the Official Plan project. At this time, the current budget does not provide sufficient funding for the increased costs. Additional funds are required and are incorporated into the 2022 budget requests. Without these additional funds, the project is at significant risk of not being completed in the accelerated timeline.

In order to bring forward an Official Plan for adoption in June, the following tasks would need to be completed:

- Completion of the background studies by February 2022
- Further public engagement prior to establishment of a draft OP document
- Draft Official Plan presented to Council in March 2022
- Statutory open house and public meeting in March 2022
- External agency, internal Department review and stakeholder comment period
- Requisite revisions to the draft OP considering comments received

A detailed workplan has been prepared to meet the timeline of June 2022, (as indicated in Schedule 'C'). It is important to note that there are associated risks with this workplan, which include:

- Current staffing resources cannot address the increased workload
- Shortened consultation timelines, including external and internal review timelines
- Compressed timeframe for public engagement
- A compressed timeline between releasing the draft OP for review and feedback and preparation of the final plan
- A parallel process for background reports and draft documentation instead of sequential process
- Aggregate resources policy review is on a separate timeline therefor new policies may need to be incorporated as an amendment to the new OP at a later date
- Misalignment of the Region of Peel Official Plan timeline and issues (i.e. Provincially Significant Employment Zones, GTA West Corridor, other issues as outlined in Staff Report 2021-0430). There may not be resolution to some of these issues by June 2022.
- Provincial election and potential change in priorities

The Region will be the approval authority and has 120 days to approve the Town's Official Plan. Work will continue after the new Official Plan has been adopted by Council and will include:

- Development of a phasing and sequencing plan
- Secondary planning process
- Potential development of block plans

Background and Gaps Analysis Report

A Background Review and Gaps Analysis is a component of Future Caledon and represents a first step to developing a framework for the new Official Plan. Together with the Background Studies and Discussion Papers (discussed below), this document provides an overall direction to the new Official Plan. This Report gives consideration to

matters that will inform preparation of the new Official Plan, such as legislative requirements, the MCR, policy assessment, document formatting and organization, and an approach to consolidate the Town's various Secondary Plans, among others. This report has been completed, and is attached to this Report as Schedule 'A'.

Background Studies and Discussion Papers

Over the past couple years staff have completed and initiated several background papers and policy reviews as noted in the detailed workplan below that will assist in informing the Official Plan Review. These studies formulate strategic direction and provide draft policies or direction for inclusion in the new Official Plan. These studies are instrumental to achieving a strategic future Official Plan. Six studies have been completed, five are being brought forward for Council review before the end of 2021, with several of the remaining studies planned for completion in Q1 2022.

The following table provides more information about each study and its status:

Study Name	Purpose	Status
Age-Friendly Planning Study	To develop age-friendly draft OP policies relating to housing, public spaces and built environment	Completed: November 2017
Caledon Housing Study	Provide detail demographic, demand and supply analysis of Caledon's housing continuum and recommend draft OP policies	Completed: April 2018
Bolton Queen Street Corridor Study	Examined land use and design directions to promote active transportation and connectivity; identified future land uses for the Queen Street/Highway 50 Bolton Corridor	Completed: May 2019
Palgrave Estate Residential Community Policy Review	This policy review considered environmental constraints, servicing policies and broader community planning concerns	Completed: June 2019
Preservation of Rural Character and Infill Study	Examined policy direction to permit appropriate infill of the Town's villages, hamlets and Caledon East	Completed: September 2019

Study Name	Purpose	Status
Caledon Agricultural Trends Study	This study examines trends in the agriculture sector for the next 30 years (2051). The goal of this study is to generate background research to support the development of new agriculture land use policy for the new Official Plan	Completed: May 2021
Aggregate Rehabilitation Plan (RMP)	This work includes a plan that integrates the rehabilitation requirements of all the contiguous pits and creates a landscape consisting of compatible land uses and integrated environmental features to promote linkages, recreational and tourism opportunities	Draft to Planning & Development Committee November 2021
Archaeological Master Plan	A review of existing OP policies and proposed policy directions for guiding the conservation of archaeological resources	Draft to Planning & Development Committee December 2021
Affordable Housing Strategy	The Affordable Housing Strategy (the "Strategy") is a study recommendation from the Caledon Housing Study (2017). This work will form additional specific policy direction for the OP and to highlight the Town's supportive role in providing affordable housing	Draft to Planning & Development Committee November 2021
Indigenous Engagement Protocol	Preparation of a protocol to assist with consultation with Indigenous groups through the planning process	Draft to Planning & Development Committee December 2021
Climate Change Focus Area - Land-use and Climate Change Discussion Paper	This study examines Climate Change policy directions for each of the focus areas	Draft to Planning & Development Committee December 2021
Bolton Special Policy Area (SPA) Study	A provincially required review of the Town's existing OP policies for the Bolton SPA; the study examined development potential versus flood risk, technical mapping analysis and recommended draft OP and Zoning By-law amendments	Staff awaiting further direction from the Province regarding Ministerial approvals
Urban Design Policy Study	To create a new policy section for the OP regarding design directions for rural, transitional and urban areas	Estimated timing for completion: January 2022

Study Name	Purpose	Status
Intensification Study Update	This work entails an update to the Intensification Strategy 2015. The Intensification Study identified potential areas and sites for future development, redevelopment and infill within the delineated built up areas. This update provides policy direction to guide the Town in meeting future intensification targets as prescribed by the Region of Peel Official Plan and Provincial Plans.	Estimated timing for completion: January 2022
Employment Land Needs Study	To review Employment, Retail and Institutional needs to 2051	Estimated timing for completion: January 2022
Aggregate Policy Review Study Joint study with the Region of Peel (Region is the lead)	This project is being undertaken by the Region of Peel to review Aggregate policies. Town to cost share in the study and update the Town OP policies	Estimated timing for completion: Region has a separate timeline from the Peel 2051 Official Plan
Multimodal Transportation Plan Update	This work will update existing policies and to provide direction to formulate policy framework to 2041. This would serve as a technical basis for the review of the transportation and related policy work. It will create updated mapping	Estimated timing for completion: Iterative approach, parallel with OP, to be filed after OP adoption so there is clear alignment
Excess Soils	To establish excess soil policies in the Official Plan.	Estimated timing for completion: January 2022

Vision Statement

Through public engagement events held in 2021, the project team has been working with stakeholders to create a vision statement for the Caledon Official Plan. In addition to discussions on this topic occurring at stakeholder sessions and the Public Open House on October 18, 2021, a public survey was also made available to residents and stakeholders. Using the feedback received throughout the Official Plan review project, the project team is revising the vision statement to reflect what was heard. This draft vision statement can be refined further and will be incorporated into the project work moving forward.

Public Engagement

The Official Plan Review and associated engagement for Future Caledon – Our Official Plan, was launched on December 3, 2019, with the creation of a new website future.caledon.ca. The website has now been transitioned to haveyoursaycaledon.ca and is being utilized for additional projects outside of planning, such as the budget, and specifically the Official Plan Review.

Since the OP Review launch, the team has reached over a thousand residents and stakeholders throughout Caledon using a variety of methods. The team connected with individuals and groups from a variety of age groups and interests, discussing issues and concerns that will inform policies for the new OP. While COVID-19 paused in-person engagement, staff have made an effort to engage with residents on the Future Caledon website and through virtual engagement sessions. Virtual, project-specific engagement sessions have taken place through 2020 and 2021.

A Public Open House was conducted on October 18, 2021 on Zoom. A presentation was provided and there were opportunities to ask questions via Zoom's chat feature. A recording of this meeting has been uploaded to the haveyoursaycaledon.ca website, along with the presentation slides. A record of questions and comments received at the meeting has also been posted on the website.

This Engagement Summary Report documents the engagement activities completed during Phase 1 of the OP review. This report summarizes all feedback from the community, stakeholders and government agencies and is appended as Schedule 'B' to this report.

Public engagement is critical to informing the Future Caledon Official Plan and engagement will continue throughout the lifecycle of the project. Although virtual engagement sessions will continue, staff are continuing to evaluate opportunities for in-person engagement in the future.

FINANCIAL IMPLICATIONS

At this time, the existing approved budget does not provide sufficient funding for the increased costs of $80,000 necessary for the timeline under consideration. Should Council direct that the new OP be adopted by June 2022, additional funds will be required and have been included in the proposed 2022 budget under Capital Project 21-108 OP Review in the amount of $80,000. Without these additional funds, the project is at significant risk of not being completed within the expected timeframe. Capital Project 21-108 OP Review requests a total of $470,000 as part of the 2022 budget to complete the 2051 OP review.

COUNCIL WORK PLAN

Considering the scale and content of the Official Plan, there are a number of pillars which apply to the Future Official Plan, the most notable being:

Sustainable Growth:

- Complete the Official Plan Review including designation areas for employment, residential area growth (Mayfield West and Bolton Residential Expansion Study) and Comprehensive Zoning By-law review

ATTACHMENTS

Schedule A: Background and Gaps Analysis Report
Schedule B: Engagement Summary Report
Schedule C: Amended Workplan