



## **Staff Report for Committee of the Whole Meeting**

**Date of Meeting:** October 2, 2019

**Report Number:** SRPRS.19.053 – Referred to the November 20, 2019 Council meeting

**Department:** Planning and Regulatory Services

**Division:** Policy Planning

**Subject:** Official Plan Update

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### **Purpose:**

To seek Council endorsement to initiate the review and update of the Official Plan in alignment with other related City studies and initiatives.

### **Recommendation(s):**

- a) That Staff Report SRPRS.19.053 be received;
- b) That the Business Case provided in Attachment 1 for staffing and consulting resources to support the Official Plan update as identified in SRPRS.19.053 be approved and funded from the General Government DC Reserve Fund (90%) and Cash to Capital Reserve Fund (10%);
- c) That the contract for the provision of consultation services throughout the Official Plan update process, including consultation related to the Yonge and Bernard Secondary Plan, be awarded non-competitively to LURA Consulting for a cost not exceeding \$200,000 (exclusive of taxes) pursuant to Appendix "B" Part 2 (b) of the Procurement Policy By-law Number 113-16; and
- d) That the Mayor and the Clerk be authorized to execute any necessary documentation to effect the contract with LURA Consulting upon the recommendation of the Commissioner of Planning and Regulatory Services.

### **Contact Person:**

Patrick Lee, Director, Policy Planning, telephone number 905-771-2420

Sybelle von Kursell, Manager, Policy, telephone number 905-771-2472

### **Report Approval:**

**Submitted by:** Kelvin Kwan, Commissioner of Planning and Regulatory Services

**Approved by:** Neil Garbe, City Manager

## Page 2

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

### **Summary:**

This report provides recommendations and rationale for staff to undertake the process to update the City's Official Plan by Q2 of 2021. The process to undertake the update will be in alignment with other related City studies and initiatives.

#### *What is an "Official Plan update"?*

The Official Plan update will be in the form of a comprehensive municipally-initiated Official Plan Amendment that will address all relevant statutory requirements such as the requirement to update the Official Plan to be consistent with the Provincial Policy Statement and to conform with applicable Provincial plans as well as the Region of York Official Plan.

The Official Plan update will consider changes to the Vision and Principles of the Official Plan, the urban structure of the City, as well as matters such as height, density, protection of employment areas, and more detailed planning for the City's intensification areas (e.g. Centres and Corridors).

#### *Why should the Official Plan be updated?*

The initiation of the Official Plan Update at this time is important to ensure that the City's Official Plan is responsive to changes within our local context as well as changes to planning policy at the Provincial and Regional level.

#### *Why should the Official Plan update be undertaken now?*

Since the adoption of the Official Plan in 2010, many Provincial planning policy documents have been updated, and require the City Official Plan to conform with those changes.

York Region is currently updating its Official Plan to conform with the Provincial plans. Lower-tier municipalities (such as Richmond Hill) must update their Official Plans within one year of the approval of the Region's Official Plan.

At the City level, many studies and initiatives are underway, or are planned within the next couple of years, that contribute to the work that is needed to undertake a comprehensive update to the Official Plan update.

Undertaking the Official Plan update expeditiously ensures that planning decisions by Council are consistent with an up-to-date vision for the City, which is established under the latest Provincial and Regional policy frameworks and context. The expectation of

## Page 3

this Official Plan update is to ensure that implementing plans, studies and by-laws such as the Comprehensive Zoning By-law are designed to implement a new City vision.

### *How will the update be undertaken?*

Staff and Council will engage with agencies, stakeholders, the development community, and the public on a city-wide scale to best determine how the City is expected to accommodate growth and protect our resources over the long term.

Technical studies will also inform policy and mapping changes to the Official Plan.

The majority of the work related to the Official Plan update will be undertaken in house and with resources allocated to related projects such as the Comprehensive Zoning By-law, the Urban Master Environmental Servicing Plan update, and the Transportation Management Plan update. Nevertheless, additional resources are required to support the necessary public consultation process and the significant technical analysis to complete for the Official Plan update. Staff recommend an in-year approval of a budget of \$450,000 that is currently identified in the 2020 10-year capital forecast. Funding is recommended from the General Government DC Reserve Fund (90%) and Cash to Capital Reserve Fund (10%).

## **Background:**

Under the *Planning Act*, as amended, municipalities are required to review and update their Official Plan within 10 years of it coming into effect (i.e. by 2022 for the City of Richmond Hill), and every 5 years thereafter. This mandatory review is to ensure that municipalities update their Official Plan to reflect changes in Provincial planning documents and to ensure that the Official Plan remains current within the local context.

The 2010 Richmond Hill Official Plan was designed to usher in an approach to urban intensification, consistent with conditions and expectations for growth that existed at that time. Over the past decade, there has been considerable investment in transportation infrastructure, most notably, the Highway 7 and Yonge Street Viva Bus Rapid Transit corridors, and there have been changes in market conditions favouring higher-density development. Further, all levels of government continue to commit to the construction of the extension of the Yonge Street subway from Finch Avenue to Richmond Hill Centre. Based on the foregoing, it is prudent that Richmond Hill investigate opportunities to facilitate the next wave of urban intensification consistent with recent infrastructure improvements and a vision for the City through to 2041.

## **Provincial Planning Initiatives**

Provincial planning has evolved since 2010. Provincial planning policy documents that have been updated or introduced since the adoption of the City's current Official Plan include: the Provincial Policy Statement 2014 ("PPS"); the CTC Source Protection Plan, 2015; the Oak Ridges Moraine Conservation Plan, 2017; the Greenbelt Plan, 2017; the

## Page 4

Metrolinx Regional Transportation Plan (2018), and the Growth Plan for the Greater Golden Horseshoe, 2019 (“Growth Plan”).

In May 2019, the Province updated the Growth Plan for the Greater Golden Horseshoe. This update institutes shifts in the Growth Plan policy, including addressing housing supply by “unlocking” lands and facilitating intensification for residential development, and increasing economic prosperity by being more strategic with the identification of employment lands. The City’s Official Plan is required to conform with the policies of the updated plan.

On June 6, 2019, Bill 108 – the *More Homes, More Choice Act* received royal assent. This legislation amends the *Planning Act*, as well as other legislation such as the *Development Charges Act*, *Ontario Heritage Act*, and the *Local Planning Appeal Tribunal Act*. The majority of the changes to the *Planning Act* have come into force as of September 3, 2019 as such, consideration should be given as to how the Official Plan may need to be modified to implement the relevant *Planning Act* changes.

On July 22, 2019, the Province announced its intent to amend the Provincial Policy Statement. The proposed amendments are intended to further the Government’s “More Homes, More Choice” initiative. The proposed policy changes bring greater parity with the in-effect 2019 Growth Plan and would apply to all municipalities within the Province. The consultation period for this initiative concludes on October 21, 2019. Similar to the Growth Plan, once these changes are brought into effect, the City’s Official Plan would be required to be consistent with the amended Provincial Policy Statement and to be responsive to amendments to the *Planning Act*.

### York Region Planning Initiatives

York Region is currently working on a Municipal Comprehensive Review (MCR) and update of its Official Plan. Their review re-commenced in 2017 after the release of the updated Growth Plan, 2017. City staff have been involved with this review by participating in working groups and providing requested data to Regional staff in a number of areas related to their review, including the Agricultural System, Employment Areas, and Major Transit Station Areas. Subject to any additional direction from the Province, the Region currently expects to finish its review and adopt their new Official Plan in late 2020. The Region’s Official Plan will include an updated population and job forecast and related intensification targets for each lower-tier municipality. (A more robust overview of the Region’s MCR will be provide to Council in a future staff report.) In accordance with the *Planning Act*, the City is required to update its Official Plan within one year of the Regional Official Plan coming into effect. Accordingly, undertaking the City’s Official Plan review concurrently with the Region’s review will ensure that the City is appropriately engaged in both review processes, and ensures a timely adoption of an up-to-date Official Plan.

Over the last five years, York Region Transit has been constructing the VIVA rapid transit system along Highway 7 and Yonge Street. It has also been improving its overall

## Page 5

transit service with more frequent and streamlined bus services. The actualization of this project provides new information for staff, Council, and the public to consider when visioning the growth and development of our communities.

### City of Richmond Hill Related Planning Initiatives

The City has undertaken, or is in the process of undertaking, a number of studies that can be relied upon to inform the update and/or development of new land use policies within the Official Plan. These studies include:

- The updated **Transportation Master Plan (TMP)** includes the cycle and pedestrian master plan and recreational trails plan in one document. The TMP analysis and consultation will inform updates to both policies and schedules of the Official Plan. This update was initiated to implement the 2010 Official Plan and to inform the next update to the Development Charges By-law in 2021. In order for the TMP to implement any update to the Official Plan with respect to transportation and trails, it is recommended that the TMP update be finalized following the adoption of the Official Plan update.
- The updated **Urban Master Environmental Servicing Plan (UMESP)** identifies infrastructure improvements to support planned intensification within the City's Centres and Corridors. Similar to the TMP, the analysis that is undertaken for the UMESP update will inform policy and schedule updates of the Official Plan. The UMESP update was initiated to implement the 2010 Official Plan and to inform the next update to the Development Charges By-law in 2021. In order for the UMESP to implement any update to the Official Plan with respect to servicing, it is recommended that the UMESP update be finalized following the adoption of the Official Plan update.
- The updated **Development Charges Study** informs changes to the Development Charges By-law (DC By-law), which is used to collect funds that are required to provide infrastructure that supports new growth within the City. As noted in Staff Report SRCFS.19.026, this study is expected to be complete by the end of 2021. The MCR process is not anticipated to delay the update to the DC By-law. In fact, the Official Plan Update would ensure that the DC By-law update is based on the new vision for the City's near- and long-term growth.
- The **Richmond Hill Centre Secondary Plan** guides development within this important urban growth centre and mobility hub. It is expected to be completed in early 2021. Undertaking the Official Plan review concurrently with the development of the Secondary Plan for this very significant redevelopment area will ensure that there is a singular vision for this area and that there is a cohesive policy framework in place to be able to realize that vision.

## Page 6

- The **Socio-Economic Study 2019 and Ward Profiles** (completed) provides an overview of the City's current socio-economic characteristics. It provides insightful information to consider when developing a long-term planning framework for the City, to ensure that the plan is responsive to current and future needs of our residents and workforce.
- The **Urban Forest Management Plan** (to be completed in early 2020) provides a plan to ensure the long-term management of the City's trees and their growing environment. Recommendations related to land use that come from this plan can inform the update to the Official Plan.
- The **Community Energy and Emissions Plan** is expected to be completed in 2021. This Plan is intended to provide guidance to the City regarding energy conservation and reduction in greenhouse gas emissions. Any policy recommendations emerging from this plan can be addressed through the Official Plan Review.
- The **Comprehensive Zoning By-law (CZBL)** project is expected to be completed by 2022. This project includes undertaking research and receiving input on a variety of matters, including built form trends and transit-supportive parking requirements. Undertaking the Official Plan review concurrently with the CZBL will ensure that the resulting zoning by-law is in conformity with proposed policy and mapping updates, and that, where appropriate, the City can undertake joint consultation. Furthermore, staff will be able to "test" policy changes using a zoning lens and propose zoning provisions in concert with those policy proposals.

All of these aforementioned studies and plans inform and implement the policies of the Official Plan. Undertaking this work concurrently through the Official Plan update process ensures clear cohesion among these various initiatives. Running the TMP, UMESP, and Official Plan Review concurrently is particularly important to ensure that the update to the DC By-law 2021 is based on the most current vision for growth and development within the City of Richmond Hill. Ultimately, this will ensure that DC charges that are being collected are in accordance with the necessary infrastructure improvements to service new growth.

### Recent Official Plan Implementation and Projects

The policies of the Official Plan were adopted by Council nine years ago, and there have been a large number of development approvals during this time. Many of these development approvals were granted through the Ontario Municipal Board (now the Local Planning Appeal Tribunal (LPAT)), and some of those have received approvals beyond the current Official Plan permissions through site specific exception policies that, among other things, permit increases in height and density. It would therefore be prudent to review and analyze the policies of the Plan in the context of these approvals, and the consideration of a future vision for the City.

## Page 7

More recently, the City has been receiving various development proposals within Centres and Corridors for buildings that are significantly higher in height and greater in density than what the 2010 Official Plan permits. Consideration of these applications on a comprehensive basis will also inform the Official Plan update and the development of a new City planning vision.

The current Official Plan directs the preparation of Secondary Plans for areas where major intensification within the City is proposed. These Secondary Plans are inserted in the Official Plan as new (Part 2) chapters and are intended to provide more area-specific guidance in implementing the vision and policies of the Official Plan. Parts 1 and 2 of the Official Plan are required to be read together and all relevant policies of the Official Plan are applied.

Secondary planning for these areas are in various stages of the planning process:

- Richmond Hill Centre Secondary Plan – In process

As noted above, development of the Richmond Hill Centre Secondary Plan is underway, with completion of the Secondary Plan targeted for early 2021. The Richmond Hill Centre is an Urban Growth Centre as defined by the Growth Plan for the Greater Golden Horseshoe and a Regional Centre in the Region's Official Plan. As such, it is the City's area for development with the greatest mix of land use, building heights, and density.

- Downtown Local Centre Secondary Plan - Repealed

Council adopted the Downtown Local Centre Secondary Plan in February 2017. Following approval by the Region, the Secondary Plan was appealed by landowners. Two years later, Council adopted a motion to initiate the repeal of the Downtown Local Centre Secondary Plan. After completing the required public consultation, Council approved the repeal of the Secondary Plan. As of July 3, 2019 the Secondary Plan is repealed in its entirety and has no effect.

- Yonge and Bernard Key Development Area Secondary Plan – Appealed, LPAT hearing adjourned to June 2020

The Yonge and Bernard Key Development Area (KDA) Secondary Plan and Zoning By-law were adopted by Council in November 2017. Exempt from Regional approval, landowners and residents appealed these planning documents to the LPAT. As a result of new direction from Council, the hearing of this matter has been adjourned to June 22, 2020 to provide staff and Council the opportunity to re-consult with the public and stakeholders regarding the long term vision and planning direction for this area.

## Page 8

- Yonge and Carrville/16<sup>th</sup> Key Development Area Secondary Plan - Draft

The Yonge and Carrville/16<sup>th</sup> Key Development Area Secondary Plan was drafted, and brought to Council Public meetings in May 2017 and May 2018. A recommendation to adopt the Secondary Plan has yet to be brought to Council.

Given the impending changes to planning direction from the Region and the Province, undertaking the Official Plan update concurrent with finalizing the Secondary Plans would permit the City to comprehensively reconsider the urban structure (including the height and density regime) of the City and provide a cohesive and up-to-date policy framework for our Centres and Corridors. A key objective of undertaking the Official Plan update is to ensure that the secondary planning for these areas is completed by the conclusion of the update process. In the case of the Yonge and Bernard KDA, however, given that a hearing is scheduled for June 2020, that secondary planning process will conclude sooner than that of the other centres.

### Areas of Focus for the Official Plan Update

The Official Plan update will be undertaken in accordance with the requirements of Section 26 of the *Planning Act*. Accordingly, this update will include policy changes to the Official Plan that address changes to the *Planning Act* since 2010, including changes resulting from the following legislation:

- Bill 140 - *Strong Communities through Affordable Housing Act, 2011*, which promotes the provision of secondary units in ground related houses or their accessory building;
- Bill 73 – *Smart Growth for Our Communities Act, 2015*, which includes changes regarding public consultation;
- Bill 7, *Promoting Affordable Housing Act, 2016*, which enables municipalities to adopt an Inclusionary Zoning By-law for the provision of affordable housing;
- Bill 139 - *Building Better Communities and Conserving Watersheds Act, 2017*, which requires official plans to include policies and strategies for the provision of affordable housing and climate change mitigation and adaptation; and
- Bill 108 – *More Homes, More Choice Act, 2019* which includes changes to how parkland and community benefits are secured through development approvals, focuses the use of Inclusionary Zoning to areas identified as Protected Major Transit Station Areas, and permits Secondary Suites to occur both within a residential unit as well as within a structure that is accessory to the primary unit (i.e. permitting 3 units per lot where the primary dwelling is a single detached, semi-detached or townhouse unit).

The update will also consider any new policy direction resulting from updated Provincial and Regional land use planning documents, as noted above.

## Page 9

Staff recognize that the planning context in Richmond Hill is changing, accordingly, the Official Plan update will consider trends in planning and related issues. This consideration will include matters such as:

- **Urban Structure:** staff will undertake analysis and consult on the Official Plan's vision and policy framework related to the overall urban structure, and take into consideration the promotion of transit supportive development and measures to prioritize growth areas in order for growth to be aligned with existing or planned infrastructure.
- **Height and Density:** building on the urban structure analysis and trends within Richmond Hill and the GTA overall, staff will examine and consult on what levels of height and density will be appropriate and possible to realize the new vision of the Official Plan.
- **Housing Affordability:** as noted in the 2019 Capital budget, staff will undertake an Affordable Housing Strategy and any recommendations related to Official Plan policy will be considered as part of this review.
- **Increasing Live and Work Opportunities** – staff will review best practices and consult with the business and land development communities on Official Plan policy that enables increasing local job supply and better matching housing supply for people who work in Richmond Hill but commute from somewhere else.
- **Climate Change Adaptation and Mitigation** – as staff work on the development of the City's Community Energy and Emissions Plan (CEEP) and the update to Sustainability Metrics, any policy recommendations resulting from the CEEP and the updated Sustainability Metrics can be addressed through the Official Plan Review.

### Immediate Actions to be Undertaken

In order to complete the Official Plan update, in a comprehensive and collaborative manner, a number of additional actions are required to ensure that there is sufficient resource capacity. The following are three immediate actions:

1. **Establish a Council Task Force** to permit staff-Council discussions regarding the progress and strategic directions of the Official Plan update. Within a Task Force forum, staff and Council are able to have dedicated time set aside for the Official Plan update. Additionally, this forum lends itself well for discussion between staff and council to collaborate with and seek clarification from each other.
2. **Establish technical working groups and committees** to inform and steer the Official Plan update. Developing the committees and working groups early on in this process will ensure that roles and responsibilities are clarified and communicated to all who are involved in this project.

## Page 10

3. **Prepare a detailed terms of reference for the review**, and initiate processes to assist with its overall execution. While it is anticipated that the majority of the work to undertake this update will be conducted “in house,” there will be some elements of the project that will require the expertise of outside resources. Resource needs are outlined in the attached Business Case (Attachment 1).

### **Additional Work to be Undertaken in Support of Official Plan Update**

Further to the above-noted projects and activities, staff will need to undertake the additional work to ensure that the Official Plan update meets the requirements of the *Planning Act* and also the needs of the City, as the document to direct land use planning within the City. As such, staff will:

- Develop a **consultation plan** that includes: on-line surveys; notices and signage; dedicated website and e-mail address; community workshops; public open house(s); statutory public meeting(s); staff Lunch ‘n’ Learn; and stakeholder consultation including: Region, Province, school boards, City departments; utility providers; transit authorities; First Nation and Metis communities; business and development communities. Where and when possible, the consultation plan will co-ordinate with other related projects undertaken by the City to minimize confusion and build in efficiencies for staff resources, Council, and the general public.
- Review and analyze development applications in process, and identify any **planning trends** that should be considered as part of the Official Plan update.
- Undertake a comprehensive review of the **City’s Urban Structure**:
  - identifying areas for growth through various forms of intensification,
  - confirming areas required for employment purposes (to support the City’s aspirations to increase the supply of local jobs and increase the non-residential tax assessment), and
  - identifying areas that require long-term protection for agricultural, natural heritage protection as well as preservation of neighbourhood character.

This process will form the basis of the Official Plan and re-establish the City’s long-term vision for growth and prosperity. This review will build on research and analysis that has already been conducted as part of the Region’s work related to Major Transit Station Areas and Employment Areas. The review will test the City’s current Urban Structure vision and make recommendations as to what could change to better address emerging trends, issues, and policy direction coming from both the Region and the Province.

- Based on the urban structure, develop an associated **height and density regime**. This regime will take into consideration key urban design concepts related to built form, such as shadowing, privacy, public-private realm interface, transition to stable

## Page 11

neighbourhoods, as well as climate change adaptation and mitigation. It will also consider infrastructure capacity to accommodate and support growth.

- Co-ordinate **transportation and servicing** analysis with the work that is being undertaken to update the City's Transportation Master Plan and Urban Master Environmental Servicing Plan, as well as the Region's Master servicing plans, to identify any constraints and appropriate mitigation related to interim and build-out growth.
- Develop an **Affordable Housing Strategy**. This study will help to inform the development of new policies to address the City's affordable housing needs.
- Identify any changes to policy regarding **implementation tools**, to simplify the planning process as a means to expedite and better facilitate the realization of the Official Plan's vision, and to provide greater certainty and transparency in the planning process.
- Identify **technical policy updates** to ensure on-going conformity/consistency with Provincial Plans and the Provincial Policy Statements, and the Regional Official Plan, and proper implementation of *Planning Act* changes as noted above.
- Identify **mapping updates**, such as identification of new streets/street classifications; Major Transit Station Area boundaries; new land use designations (if needed); and other such matters.

### Overall Process and Timing of Official Plan Update:

As shown in the below diagram, the Official Plan update process starts with research and analysis that is informed by Provincial and Regional planning policy, is followed by public and stakeholder consultation, emerges with recommendations from professional staff, and is finalized with decision making that takes all of these inputs into account. The process concludes with various documents to ensure proper implementation, starting with an up-to-date Official Plan, from which are derived an updated Transportation Master Plan (TMP), Urban Master Environmental Servicing Plan (MESP), Development Charge By-law and a Comprehensive Zoning By-law, among other matters.

## Page 12



While elements of the Official Plan update are already underway, the timing of the approval of the updated Official Plan is dependent on the Provincial and Regional policy documents being finalized. It is understood that the Province is interested in undertaking its programs expeditiously in order to address its housing supply and economic prosperity interests. While the Region is working towards adoption of its new Official Plan by fall of 2020, the *Planning Act* requires that lower-tier official plans be in conformity with upper-tier Official Plans. Therefore, should there be a delay in the adoption of the Region's Official Plan, that may set back the timing for City Council's adoption of the Official Plan update. Once adopted, the comprehensive Official Plan Amendment that updates the Official Plan will be forwarded to the Region for approval.

Based on the foregoing, the work plan would aim to bring forward recommendations for Council adoption in Q2 2021, at the earliest. This would allow the City to then finalize its TMP, UMESP and DC By-law Study in time for the DC By-law update by the end of 2021.

### Implications for Applications in Process

Until such time as the City adopts new polices and schedules for the Official Plan, staff will continue to accept and review development applications. Such applications will be considered in relation to both existing and emerging Official Plan policy direction, emerging Provincial and Regional policy direction, up-to-date planning best practices, and public input.

### Financial/Staffing/Other Implications:

The current 10 Year Capital Plan allocates \$450,000 towards the review and update of the Official Plan, commencing in 2020. As noted in Attachment 1 staff are recommending approval of resources totaling \$450,000 from the General Government DC Reserve Fund (90%) and Cash to Capital Reserve Fund (10%) to cover the costs associated with the overall process.

## Page 13

A critical component of the Official Plan update is to undertake a robust public consultation process. Staff recommend retaining LURA Consulting to undertake this work as outlined in the Draft Terms of Reference provided in Attachment 2 of SRPRS.19.053. Given the expedited timeline that staff have identified above (particularly as it relates to the Yonge and Bernard KDA LPAT hearing which begins in June 2020), staff recommend a sole source non-competitive acquisition in accordance with Appendix B, Part II (b) of the Procurement Policy By-law 113-16, which states:

“A single Source Acquisition may be made when: (b) an Unforeseen Situation of Urgency exists and the Goods and/or Services cannot be obtained in time by means of a Competitive Procurement;”

While staff have been prepared to commence the Official Plan update sometime in 2020, it had not been previously foreseen that the public consultation component of the review needs to start as early as the fall of 2019. The urgency is as a result of: (a) Council’s direction in May 2019 to re-visit the Yonge and Bernard Key Development Area Secondary Plan and Zoning By-law in advance of a hearing on this matter and (b) the Local Planning Appeal Tribunal’s decision (issued August 7, 2019) to set a new hearing date of June 22, 2020. Staff have determined that prior to finalizing the Yonge and Bernard KDA Secondary Plan and implementing by-law for the endorsement of Council, several broader planning questions need to be analyzed and answered at a city-wide scale, which can best be undertaken through the Official Plan update process. As such, staff recommend beginning the public consultation process with preliminary open house meeting(s) in November, which can then be followed by more specific Yonge and Bernard KDA public workshop(s) conducted by the same objective consultants. This will enable staff to be in a position to bring forward a recommendation report for endorsement by Council in March of 2020, with time to prepare for the June 2020 hearing on the KDA specifically. This will also enable staff to continue their work in relation to the balance of the Official Plan within the 2-year period identified in this report.

Staff have researched a few consulting firms that specialize in public consultation related to Official Plan reviews. LURA Consulting has had extensive experience, with various municipalities in the GTA and beyond, in undertaking the deliverables related to major planning projects. The consultant’s professional expertise includes a multidisciplinary team and range of planning professionals required to complete the public consultation process and provide advice and recommendations to inform the Official Plan update.

### **Relationship to the Strategic Plan:**

The Official Plan update aligns with all four goals of the Strategic Plan. By undertaking this update in co-ordination with the aforementioned related planning initiatives and by engaging with the public and stakeholders to update the Official Plan, we ensure that the Official Plan vision and principles continue to be relevant. We ensure that the guidance that comes from the Official Plan with respect to directing land use and

## **Page 14**

accommodating growth within the City is in line with the expectations of the citizens and businesses that are located within the City. At the same time, we ensure that we are implementing the policy direction that comes from the Region of York and the Province.

Working concurrently with the Regional Official Plan Municipal Comprehensive Review process and the Province's initiatives to improve land use policy and legislation will ensure that our Official Plan update is in line with these initiatives. The Official Plan will be ready for their implementation, thereby minimizing any delay in implementing policy improvements.

Undertaking this Official Plan update process concurrently with the Comprehensive Zoning By-law project ensures that the zoning by-law is up-to-date and that any policy changes resulting from the Official Plan update are addressed in the Comprehensive Zoning By-Law at the outset. Furthermore, undertaking this work concurrently ensures that we are using our resources more efficiently, and that we are considering matters comprehensively.

### **Conclusion:**

Staff are recommending that we formally initiate the update of the City's Official Plan. There are many contributing factors in support of undertaking this update project, as outlined above. Foremost, staff recommend a comprehensive analysis of the policy implications resulting from Provincial and Regional planning initiatives and engaging with the public to ensure that the City's implementation of those emerging policy changes is undertaken in a manner that is appropriate for the Richmond Hill context and has the general support of Richmond Hill residents, businesses, and development community.

As noted above, staff have undertaken many projects that will inform the Official Plan update; however, there are additional studies that are required before the update can be finalized. Staff will continue to monitor and report on emerging policy and legislative changes that will impact the finalization of the update. Commencing this update concurrently with the Provincial and Regional land use policy work, will ensure that the City's Official Plan update is undertaken and in effect, expeditiously.

### **Attachments:**

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call the contact person listed in this document.

- Attachment 1: Business Case for Consulting and Staffing Resources for the Official Plan Update
- Attachment 2: Draft Terms of Reference for Official Plan Update Public Consultation Services

## Page 15

### Report Approval Details

Document Title:	SRPRS.19.053 Official Plan Update.docx
Attachments:	- SRPRS.19.053_Att_1_BusinessCase.docx - SRPRS.19.053_Att_2_PublicConsultation-Terms of Reference.docx
Final Approval Date:	Sep 24, 2019

This report and all of its attachments were approved and signed as outlined below:

**David Dexter - Sep 24, 2019 - 1:36 PM**

**Task assigned to Patrick Lee was completed by delegate Sybelle von Kursell**

**Sybelle von Kursell - Sep 24, 2019 - 2:34 PM**

**Kelvin Kwan - Sep 24, 2019 - 2:43 PM**

**Neil Garbe - Sep 24, 2019 - 2:52 PM**