

Clause 10 in Report No. 1 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on January 22, 2015.

## Official Plan Review Consultation and Engagement Work Plan

Committee of the Whole recommends adoption of the following recommendations contained in the report dated December 19, 2014 from the Commissioner of Corporate Services and the Chief Planner

### 1. Recommendations

It is recommended that:

1. Council endorse the Official Plan Review consultation and engagement work plan as set out in Attachment 1 to this report.
2. A special meeting of Council be held in accordance with the requirements of Section 26 of the *Planning Act*, on Thursday, March 5, 2015, to discuss revisions that may be required to the Regional Official Plan.
3. Notice be provided for the March 5, 2015 special meeting of Council.

### 2. Purpose

To seek Council endorsement of the consultation and engagement work plan for the Official Plan Review and Regional Municipal Comprehensive Review (see Attachment 1) and to authorize a special meeting of Council to be held during the Committee of the Whole meeting on Thursday, March 5, 2015 to discuss revisions that may be required to the Regional Official Plan.

### 3. Background

The *Planning Act* requires that official plans be reviewed every five years

In May 2014, Regional Council endorsed the Regional Municipal Comprehensive Review (Regional MCR) work plan detailing the project components and anticipated timing. Section 26 of the *Planning Act* requires that official plans be reviewed at least every five years to ensure they conform with provincial plans, have regard to matters of provincial interest and are consistent with provincial policy statements. Section 26 also requires municipalities to assess and confirm employment land requirements.

The Official Plan update provides the opportunity to ensure that the Official Plan continues to address Regional priorities and changing community needs. Public and stakeholder consultation and engagement will be a key component of the process.

Comprehensive review requirements of the *Provincial Policy Statement* and *Growth Plan* will be addressed through this review

As part of the *Planning Act* requirement for a review of the Official Plan at least every five years, this update addresses requirements of the *Provincial Policy Statement* (PPS) and the *Growth Plan for the Greater Golden Horseshoe* (Growth Plan). The Official Plan review process is the time at which the Region comprehensively assesses how to accommodate forecasted growth. This includes assessing the need to expand settlement areas, as well as land needs and policy framework to deliver updated population and employment forecasts. The Official Plan Review being undertaken by the Region will address all of the requirements of the *Planning Act*, the PPS, and the Growth Plan.

### 4. Analysis and Options

Consultation on the Official Plan update will be coordinated with Regional infrastructure master plan updates

Updating the Official Plan to address additional growth requires comprehensive consideration of infrastructure requirements. The PPS requires that available or planned infrastructure and public service facilities be suitable for development over the long term, be financially viable over their life cycle and protect public health and safety and the natural environment. Accordingly, Planning, Finance, Transportation, and Water and Wastewater staff will work together on the

development of a Financial Impact Statement as part of the Official Plan Review, and as input into an updated Development Charges By-law to be completed in 2016.

To reinforce the relationship between these planning processes, and to streamline the process for the public and stakeholders, the consultation and engagement work plan emphasizes the need to coordinate consultation on the Regional Official Plan update, the Transportation Master Plan update, and the Water and Wastewater Master Plan update.

Official Plan update consultation will occur in three phases

It is proposed that the Region reach out to stakeholders and the public on the Official Plan update through three distinct phases. Phase 1 involves introducing the Official Plan update process, seeking input on policy areas to be reviewed, and growth management considerations. Phase 2 will seek input on growth management scenarios and focused policy updates. The final phase will involve consultation on a recommended growth scenario, and a draft Regional Official Plan Amendment (ROPA), which will have been developed at the end of Phase 2.

The *Planning Act* legislates three key points of consultation

Section 26 of the *Planning Act* requires that a special meeting of Council, open to the public, be held to discuss revisions that may be required to the Official Plan. As input into the review process, this special meeting will occur during Phase 1.

The *Planning Act* also requires that at least one open house be held to give the public an opportunity to review and ask questions about the information and material available, including the current proposed plan. In this regard, the work plan includes a round of public consultation, early in Phase 3, following endorsement of a draft ROPA. The final legislative requirement is to hold at least one statutory public meeting to give the public an opportunity to make representations on the proposed plan/ROPA. This statutory meeting will occur in Phase 3 prior to Council adoption of the ROPA.

The proposed consultation plan includes public consultation and engagement beyond what is required by the *Planning Act*

The work plan proposed includes additional consultation beyond that required by the *Planning Act*. Specifically, the Region will be hosting three rounds of open houses, one during each phase of the review. It is further proposed that the Region seek input on the Official Plan update through a Technical Advisory Committee, social media, York.ca and focused stakeholder meetings (including First Nations).

Phase 1 consultations undertaken to date have been well received

Since May 2014, Regional staff have been consulting on the Regional Official Plan Review. Start-up meetings were held with planning managers and directors from each of the nine local municipalities, public open houses were hosted in November, and a Technical Advisory Committee meeting was held in December.

The public open houses were held to introduce and receive input on the Regional Official Plan, the Transportation Master Plan and Water and Wastewater Master Plan. Open houses were hosted in three locations across the Region and close to 200 people attended. Attendees included residents, landowners, developer groups, consultants and other stakeholders. To date, comments from the public are supportive of the coordinated consultation process. Preliminary input confirms the need to keep the Official Plan updated with current provincial legislation and to build complete communities as a means to manage transportation. The information received will inform the next phase of planning for all three plans.

The special meeting of Council on March 5, 2015 will be the final key point of consultation for Phase 1.

The *Planning Act* requires specific notice for the Phase 1 special meeting of Council

Notice of the special meeting of Council must be given for two consecutive weeks, not less than 30 days prior to the meeting. Regional staff recommend that notice be given between January 16 and February 3, 2015 for the special meeting of Council which will occur during the Thursday, March 5, 2015 Committee of the Whole meeting. Public notices will be provided in local newspapers as well as the Toronto Star. In addition, staff will provide notice of the special meeting on York.ca, and by email to those on the stakeholder contact list.

Link to key Council-approved plans

The Regional Official Plan update supports all of the *2011 to 2015 Strategic Plan* goals, and will continue to support the upcoming goals within the *2015 to 2019 Strategic Plan*. Specifically, by strengthening the Region's Economy, Supporting Community Health and Well-being, Managing Environmentally Sustainable Growth and Providing Modern and Efficient Public Service. The Official Plan also supports *Vision 2051*.

## 5. Financial Implications

Consultation and engagement on the Regional Official Plan update work will be undertaken within the existing Long Range Planning staff complement and budget.

## 6. Local Municipal Impact

Local municipal planning staff are part of the Technical Advisory Committee supporting the Regional Municipal Comprehensive Review and Official Plan Review. A broad cross-section of local municipal staff have been, and will continue to be, consulted on potential policy areas for review and modification. Local municipalities will be engaged throughout the process, informing the development of background material, growth management scenarios and draft policies.

## 7. Conclusion

Regional staff have developed a comprehensive and coordinated consultation and engagement plan (see Attachment 1) for the Official Plan update that meets and exceeds the requirements of the *Planning Act*. To complete the Phase 1 consultation, it is recommended that staff be authorized to issue notice of a special meeting of Council to be held on Thursday, March 5, 2015, during the Committee of the Whole meeting pursuant to section 26 of the *Planning Act*.

For more information on this report, please contact Sandra Malcic, Manager, Policy and Environment at Ext. 75274, or Valerie Shuttleworth, Chief Planner, at Ext. 71525.

The Senior Management Group has reviewed this report.

December 19, 2014

Attachments (1)

eDOC #585460

Accessible formats or communication supports are available upon request

# York Region Official Plan: 5-Year Review and Municipal Comprehensive Review

## Public Consultation and Engagement Plan

### 1.0 Introduction

#### 1.1 Purpose and Goals

The purpose of this Public Consultation and Engagement Plan is to guide the work of the project team in engaging residents and stakeholders in the York Region Official Plan 5-Year Review and Municipal Comprehensive Review (MCR). The goals of the Public Consultation and Engagement Plan are to:

##### *Offer multiple methods of participation*

Ensure that people who do not want to, or cannot, attend public meetings can provide comments through alternate means.

##### *Engage a range of stakeholders*

Use different strategies and communication tools (e.g. social media) to generate interest and get residents and stakeholders involved in helping shape the future of York Region.

##### *Establish clear goals and objectives for the consultation process*

Clearly articulate the opportunities for resident and stakeholder consultation and engagement for each phase of the project so that residents and stakeholders understand how they can participate and how their participation will be taken into consideration.

#### 1.2 Background

The York Region Official Plan is a policy document that describes how to accommodate future growth and development while meeting the needs of existing residents and businesses in York Region. The York Region Official Plan is being updated for the following reasons:

1. *The Planning Act* requires official plan reviews every five years to ensure conformity with provincial direction on land use planning and to review and confirm employment land

requirements. The current Regional Official Plan was adopted by Council in 2009.

2. The province amended the *Growth Plan for the Greater Golden Horseshoe* and released updated population forecasts to 2041. York Region is forecasted to grow to 1.79 million residents and 900,000 jobs, up from our current 1.1 million residents and 550,000 jobs. The 2041 population and employment forecasts need to be included in the York Region Official Plan.

The York Region Official Plan update will include a review of the Region’s population and employment forecasts, and a review of Official Plan polices. The York Region Official Plan 5-Year Review will also be coordinated with the York Region Transportation Master Plan and Water and Wastewater Master Plan updates to ensure growth will continue will be efficiently serviced.

### 1.3 Scope of Engagement

Resident and stakeholder consultation and engagement are essential components of the planning process and are integral to the York Region Official Plan update. Resident and stakeholder consultation and engagement will be conducted by staff from Long Range Planning, Planning and Economic Development Branch.

#### Technical Advisory Committee (TAC)

A Technical Advisory Committee will be established to convene on a regular basis and provide input and direction to the Regional MCR staff team. Membership will include staff from a number of Regional departments, local municipalities, conservation authorities and the Province. Many of these individuals will also be on the Transportation Master Plan TAC and/or the Water and Wastewater Master Plan TAC. To reduce duplication, the meetings of these three TACs will be coordinated to the extent possible.

#### Key Organizations and Stakeholder Groups

Stakeholder consultation and engagement will focus on key organizations and groups including the following:

Internal Stakeholders	External Stakeholders
Office of the CAO	Local Municipalities
Community and Health Services	Conservation Authorities
Environmental Services	Utilities
Transportation Services	Building Industry and Land Development Association (BILD)
Corporate Services	First Nations
York Regional Police	Ministry of Municipal Affairs and Housing
Emergency Medical Services	School Boards

## **REGIONAL COUNCIL**

Regional Council will be engaged throughout the York Region Official Plan Review. A number of staff reports will be sent to Regional Council for endorsement. These reports will provide opportunities for Council to provide their input and make key decisions throughout the project.

A Council workshop/education session may be used as a tool to introduce the technical details of the York Region Official Plan update and will also be coordinated with the York Region Transportation Master Plan and Water and Wastewater Master Plan to the extent possible.

## **PUBLIC**

A series of three public open houses are planned throughout the duration of the York Region Official Plan update. This phased consultation and engagement approach maximizes the flow of information and establishes an on-going conversation with York Region residents and stakeholders.

### ***Phase 1***

Phase 1 outlines the process to update the York Region Official Plan and will provide residents and stakeholders with the opportunity to provide input related to growth management considerations and Regional Official Plan policy areas benefitting from review.

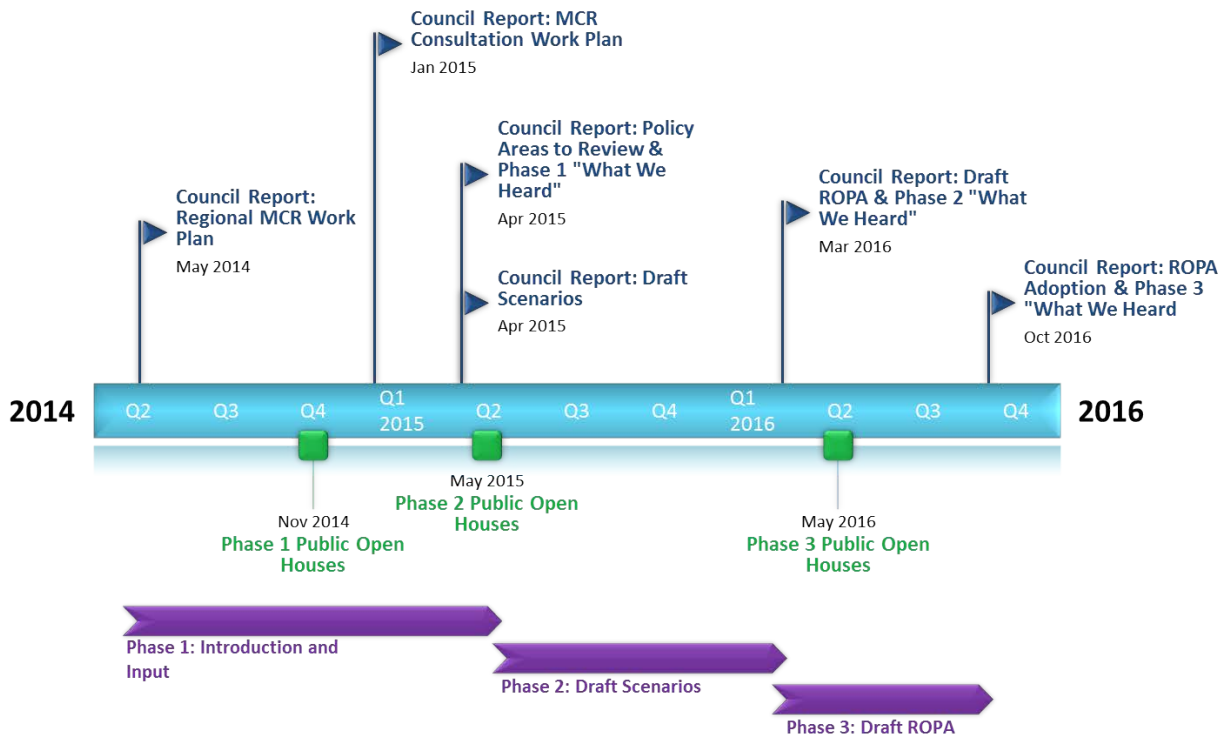
### ***Phase 2***

In Phase 2, residents and stakeholders will be provided the opportunity to provide feedback on draft growth management scenarios and policy areas proposed for more detailed reviewed.

### ***Phase 3***

Finally, in Phase 3 residents and stakeholders will be provided an opportunity to comment on a preferred growth scenario and proposed policy modifications to the Regional Official Plan.





Note: This figure identifies project phases and key milestones. For a complete listing of all consultation activities please refer to Section 3.

Long Range Planning staff will be responsible for responding to all resident and stakeholder inquiries related to the York Region Official Plan update.

### FIRST NATIONS

First Nations will be engaged during the York Region Official Plan update process per the recommendations of the York Region Archaeological Management Plan working group, who is developing the "York Region First Nations and Métis Consultation Tool". The draft tool recommends that an appropriate level of consultation for a Regional Official Plan Update would include an invitation to meet with First Nations and Métis Nation representatives with an interest in York Region. Further consultation with First Nation and Metis Nation representatives would be offered based on expressed interest.

### Roles and Responsibilities

Long Range Planning is responsible to:

- Develop and lead public engagement
- Inform senior management of public engagement activities
- Respond to all resident and stakeholder inquiries
- Facilitate public open houses
- Coordinate public engagement with the Transportation Master Plan and Water and Wastewater Master Plan
- Support public engagement process with communications planning

## 2.0 PUBLIC CONSULTATION AND ENGAGEMENT PROCESS

### 2.1 Communication Tools

The York Region Official Plan update will utilize a wide range of communication tools and approaches to engage stakeholders and the public to provide meaningful input. These tools include:

- Print Media Outreach
- Social Media
- Public Open Houses
- Planning Act Notice
- Council Education Sessions
- Targeted Stakeholder Consultation

This section provides a summary of how some of these tools will be utilized. A list of activities, timing, and responsibilities is provided in Section 3.

#### **MEDIA OUTREACH**

The York Region Official Plan update will be highly dependent on media to increase public awareness of the project. Providing timely and useful information to assist the media in reporting on the York Region Official Plan update will be important. Media will also be utilized to satisfy the legislative requirements of the Planning Act for giving notice of special council meetings, statutory public meetings, etc.

#### **SOCIAL MEDIA**

Social media can be an effective tool to gather input and engage non-traditional audiences, particularly younger citizens or those who may not have the time to attend a public open house or complete more time-intensive engagement activities. York Region uses the full range of popular social media services including Twitter and Facebook. The York Region Official Plan update will utilize these social media platforms and coordinate content with the Transportation and Water and Wastewater Master Plan updates.

Social media engagement will be highly targeted on specific topics or issues in order to manage responses and receive meaningful input. It will also be used as a means to direct audiences to other engagement tools, such as the project website and public open houses. Long Range Planning staff will be responsible for monitoring social media channels and directing messages to the appropriate team member for response.

#### **PUBLIC OPEN HOUSES**

Public open houses provide a more traditional approach to engagement and will play a role through all phases of the York Region Official Plan update. Three series of public open houses are identified and will use a traditional format of display boards, interactive components (such as the use of “YorkMaps” to demonstrate historic growth patterns), comment sheets, and discussions with York Region Planning staff from the Long Range and Community Planning Branches . Long Range Planning staff will make every

effort to ensure that Public Open Houses are hosted in a variety of locations and municipalities throughout York Region.

### **PLANNING ACT REQUIREMENTS**

The *Planning Act* regulates three key points of public consultation that must be provided in undertaking an Official Plan 5-Year Review.

1. York Region will hold a Special Meeting of Council to provide the public the opportunity to discuss revisions that may be required to the York Region Official Plan.
2. York Region will also hold a public open house to let the public review, ask questions about the material and information available including the proposed plan.
3. Prior to adopting an Official Plan Amendment, York Region Council will also hold at least one statutory public meeting as an opportunity to formally provide Council with input on the proposed amendment.

### **FOCUSED STAKEHOLDER CONSULTATION**

Focused Stakeholder Consultation will be used to supplement broader public consultation and engagement. Targeted consultation with stakeholders can add value when used to conduct a detailed investigation on specific topic areas. These meetings will be scheduled as the need arises or by request. Examples of these potential stakeholders include other Regional Departments, local municipalities, conservation authorities, landowners, and industry representatives (e.g. agricultural sector, Building Industry and Land Development Association, and those representing cemetery interests).

### **COMMUNITY EVENTS**

York Region participates in many community events each year throughout the Region. Many of these events are hosted by local municipalities and attract participation from public agencies and community organizations. The Project Management Team will consider participation in community events as the York Regional Official Plan update progresses and in partnership with the Transportation Master Plan and Water and Waste Water Master Plans, where feasible.

### **ONLINE ENGAGEMENT ([www.york.ca](http://www.york.ca))**

The project webpage will serve as a source of general information about the York Region Official Plan update, an archive of public consultation materials, and an e-mail link for feedback. Long Range Planning staff will be responsible for the development and maintenance of the project webpage and monitoring of the project e-mail account.

### 3. ACTIVITIES AND TIMING

Phase	Timing (quarter)	Consultation Activity	Purpose	Responsibility
Phase 1	Q2-2014	Local Municipal meeting	Introduce MCR	LRP*
	Q3-2014	Internal Stakeholder meeting	Introduce policy update and identify potential areas for review	LRP
		Targeted Stakeholder Communication	Letter to First Nations introducing project	TRN**
	Q4 - 2014	3 Public Open Houses (joint with TMP/W&WW)	Introduce update to residents and stakeholders and seek input	LRP
		Technical Advisory Committee meeting	Technical updates	LRP
Q1 - 2015	Special Meeting of Council	Public opportunity to discuss revision that may be required ( <i>Planning Act Requirement</i> )	Council	
Phase 2	Q2-2015	3 Public Open Houses	Introduce and seek input on growth scenarios and potential policy updates	LRP
		Council Report	Council receipt of growth management scenarios	Council
	Q3 - 2015	Technical Advisory Committee meeting	Technical updates	LRP
Focused Stakeholder meetings			LRP	

	Q4 - 2015	Focused Stakeholder meetings  Council Report	As needed  Council endorsement of preferred growth management scenario	LRP  Council
Phase 3	Q2 - 2016	Focused Stakeholder meetings  Council Report  Public Open Houses (including Statutory Public Open House)	Issue/interest specific discussion  Council endorsement and circulation for public and stakeholder review of Draft Regional Official Plan Amendment  Presentation of recommended growth scenario and proposed policy modifications ( <i>Planning Act</i> requirement)	LRP  Council  LRP& Council
	Q3 - 2016	Statutory Public Meeting  Council Report	Public and stakeholder input on the proposed Regional Official Plan Amendment ( <i>Planning Act</i> requirement)  Council decision on Regional Official Plan Amendment	Council  Council

\*LRP – Long Range Planning Branch

\*\*TRN – Transportation Department