

TO:	CHAIR AND MEMBERS STRATEGIC PRIORITIES & PLANNING COMMITTEE
FROM:	JOHN M. FLEMING DIRECTOR, LAND USE PLANNING AND CITY PLANNER
SUBJECT:	OFFICIAL PLAN REVIEW - TERMS OF REFERENCE PUBLIC PARTICIPATION MEETING ON JANUARY 30, 2012 @ 4:00 P.M.

RECOMMENDATION

That, on the recommendation of the Director, Land Use Planning and City Planner, and based upon the legislative requirements of Section 26.(1) of the Planning Act and the Public consultation process to date, the following actions be taken with respect to the five year review of the City of London Official Plan:

- (a) pursuant to Section 26(1) of the *Planning Act*, the need for an Official Plan update **BE CONFIRMED**, and that Civic Administration **BE REQUESTED** to initiate such a review;
- (b) the attached Terms of Reference for the Official Plan Review (Appendix A), as revised based on comments received from various stakeholders including, the Public; the development industry; and relevant governmental agencies and ministries **BE ADOPTED**;
- (c) the following information report detailing the Public input received on the draft Terms of Reference for the Official Plan Review **BE RECEIVED**.

IT BEING NOTED that, pursuant to Section 26(1) of the *Planning Act*, a public open house was held on December 13, 2011.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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June 8, 2011 – Planning Report to Committee regarding the preliminary approach and timeline for the 2011 Official Plan Review.

October 4, 2011, Planning Report to Committee regarding the draft Terms of Reference for the 2011 Official Plan Review.

December 12, 2011, Planning Report to Planning and Environment Committee regarding the interim comments received on the draft Terms of Reference (attached as Appendix 'C'), and Planning Report regarding the Public Engagement program.

PURPOSE

This report serves to provide public comments received on the Terms of Reference and seeking Council endorsement to proceed with the Official Plan Review.

To satisfy the legislative requirements of the *Planning Act*, a statutory public participation meeting is necessary to do the following:

- Confirm the need for the Official Plan review, and to

- Confirm the Terms of Reference.

STATUS UPDATE

On December 12, 2011, Planning staff provided an update on the OP Review process. The planning report included the interim comments received from the Public on the draft Terms of Reference, and defined the scope of review of the OP Review.

A public “drop-in” open house was held on December 13, 2011 to hear representations from the Public concerning the need for revisions to the City’s Official Plan in developing the terms of reference for the Official Plan review. Approximately 100 people attended the open house, though the attendance record only lists 30 people. The comments received at the meeting were consistent with the feedback received to-date, relating to three main areas for consideration: City Vision, property specific requests for changes to the Urban Growth Boundary, and property specific land use changes. The majority of the people that attended the open house supported the user-friendly document format of other Official Plan documents used in other municipalities.

Overall, the Public consultation review of the Terms of Reference for the Official Plan has generated considerable discussion about the future vision of the City. There appears to be five emerging themes coming out of the initial discussion with the Public, as follows:

1. **Dialogue** - importance of engaging the Public to help define the Vision for the City,
2. **Sustainability** - effective ways to integrate and/or protect lands relating to land use, transportation and the environment,
3. **Prosperity** – promote a quality of life that attracts innovation and diversity of business investment to the City,
4. **Efficiencies** – efficiencies & reliability in City infrastructure/operations for best value of tax dollars,
5. **Vibrancy** – to address matters relating to social quality of life, cultural diversity, and safety issues.

PUBLIC FEEDBACK RECEIVED AT OPEN HOUSE

For the Public open house, three triggers - Thoughts, Comments & Questions, were provided on message boards to initiate discussion from members of the Public. The summary of items raised by the Public, provided below, is followed by a staff response to each of the items. The staff response to each item is “flagged” to be addressed as part of the OP Review resulting in the item either being added to the Terms of Reference (ToR), or an individual staff response, is included below. The staff response to certain items, below, also serves to provide a sign-off to the item so that the item does not need to be carried forward into the next phase of the Official Plan Review.

Thoughts:

Public Feedback	Action	Document Location
a) Educate public – Planning 101	a) Added to ToR	a) & b) Phase 2 –
b) Focus on Youth. They will be adults at the end of the Plan.	b) Added to ToR	Communications and Consultation Strategy
c) More residential development in Crumlin planning district (lands east of	c) Added to ToR	c) Phase 2 – Land Needs Background Study
	d) Added to ToR	
	e) <i>Planning response – City practice encourages public participation on a</i>	d) Phase 2 –

<p>Crumlin Sideroad).</p> <p>d) Engage cultural groups.</p> <p>e) Provide stipend for volunteers.</p>	<p><i>voluntary basis for those interested in any given public review process. Also, it is not standard practice to provide financial compensation for public participation processes. A stipend for volunteers is not possible for this project based on the above reasons and given Planning Division's limited budget to conduct the Official Plan Review.)</i></p>	<p>Communications and Consultation Strategy</p> <p>e) No further action required</p>
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Comments:

Public Feedback	Action	Document Location
<p>a) Urban growth boundary in east London be extended eastward to the easterly boundary of the City of London and south of Dundas St to the southerly boundary to enable residential development.</p> <p>b) Future residential in Crumlin planning district should be supported because it can promote residential growth that is more symmetrical, mixed-use, and opportunity for residents to live close to work.</p> <p>c) Urban growth boundary in northwest London be extended to include the Rural Settlement area lands along Fanshawe Park Road W.</p> <p>d) Keep ESA's protected – they are not the same as parks, and should be prioritized for flora/fauna rather than for people.</p> <p>e) Respect Zoning By-law 2000 (Westminster) and vision of planning for lands previously located in the Town of Westminster, and</p> <p>f) Show existing industrial lands (eg. Orgaworld) on Zoning map.</p>	<p>a) Added to ToR b) Added to ToR c) Added to ToR d) Added to ToR</p> <p><i>e) & f) Planning Response – The zoning of certain lands, as a result of the Annexed Area Zoning By-law, is currently under appeal to the Ontario Municipal Board. The Decision from the Board will ultimately determine the vision for those lands under appeal. Matters relating to the Z.-1 Zoning By-law (maps & text) are generally not considered as part of the Official Plan Review; however, consideration has been included in the Official Plan Review Terms of Reference to consider a comprehensive review of the Z.-1 Zoning By-law to align with the Official Plan Review.</i></p>	<p>a) to c) Phase 2 – Land Needs Background Study</p> <p>d) Phase 3 – Background Studies and Papers</p> <p>e) & f) No further action required</p>

Questions

Public Feedback	Planning Response
<p>a) What is planned for the “Main Street” in Downtown London (Dundas St)?</p> <p>b) Demolition of South Street Hospital?</p> <p>c) Why the lack of land designated residential in the area east of Crumlin Road.</p>	<p>a) <i>The City is currently in the process of reviewing options for the Downtown, including Dundas Street. The planning recommendations will be dealt with through the Downtown Master Plan, expected to be completed by June 2012.</i></p> <p>b) <i>On January 16, 2012, Planning and Environment Committee will be considering the proposal for demolition of the South Street Hospital. With the movement of the Hospital from these lands, there exists a significant opportunity for redevelopment. The SOHO Community Improvement Plan (CIP), adopted by Council in June of 2011, established the first stages of a plan for the City to redevelop these lands. The SOHO CIP recognizes that the redevelopment of the South Street Campus lands, together with potential rehabilitation and re-use of some buildings thereon, can serve as a tremendous catalyst for revitalization of the SOHO neighbourhood.</i></p> <p>c) <i>The lands east of Crumlin Sideroad are located outside of the City Urban Growth Boundary (UGB), which are primarily intended for agricultural uses, existing uses and natural heritage features. Lands outside the UGB may allow for new non-farm residential uses on an infill basis; and infill development of small-scale commercial, industrial and institutional uses that serve the rural settlement and surrounding rural community, can be accommodated on individual on-site services and are compatible with existing uses. “Residential” designated lands are not contemplated, in the City Official Plan, on lands located outside of the City UGB. It is the primary intent of the Official Plan is to direct urban development to the urban community and designated growth areas.</i></p>

Public comments received up to January 11, 2012 have been included in this planning report. Any public comment submissions on the draft Terms of Reference received after January 11th would be sent to the Clerk’s office to be included in the agenda. At the time of the preparation of this report, Planning staff compiled a comprehensive list of issues/requests for consideration in the OP Review (refer to Appendix ‘B’).

CONFIRM THE NEED FOR THE OFFICIAL PLAN REVIEW

Provincial legislation, and the policies of the Official Plan, provides the opportunity for Council to review its Official Plan. While this does not mean that an Official Plan review and update is necessary, the June 8, 2011 and the October 4, 2011 planning reports have identified possible reasons that Council may consider another review for the purpose of policy development and/or refinement to the OP layout/structure. Recognizing the recent adoption and completion of the final OMB Hearings of the 2006 Official Plan review in June 2011, Council may consider a limited scope of review for the 2011 Official Plan Review.

In the December 12, 2011 report to Planning & Environment Committee, Planning staff identified the goals of the OP Review to clarify the vision for London, and to create a user-friendly new 'City Plan' document. These identified goals also confirm the need for the Official Plan Review.

The following objectives, outlined in the December 12th report, is consistent with the Public feedback on the Terms of Reference for the Official Plan Review.

- *Clarify the strategic vision of the City*
- *Clarity of the document*
- *Try to avoid unnecessary bureaucracy for future amendments to the City Plan document*
- *Emphasize 3 priority areas related to land use planning*
 - Use
 - Intensity
 - Form
- *Consider implementing the policies in a different way*

A new, revitalized, user-friendly City Plan Document can be achieved by applying the 'FACTS':

FLEXIBLE:

adaptable for future planning applications,
consistent with Provincial requirements & regulations;

ACCESSIBLE:

easy to navigate through the document,
relatable to Council and the Public's vision;

CAPTIVATING:

create an inviting & inspiring document,
capture Council 's and the Public's interest;

TRANSPARENT:

easy to read,
easy to understand;

SUCCINCT:

concise, direct, to the point, and
use graphics to frame the policy direction.

CONFIRM THE TERMS OF REFERENCE FOR THE OFFICIAL PLAN REVIEW

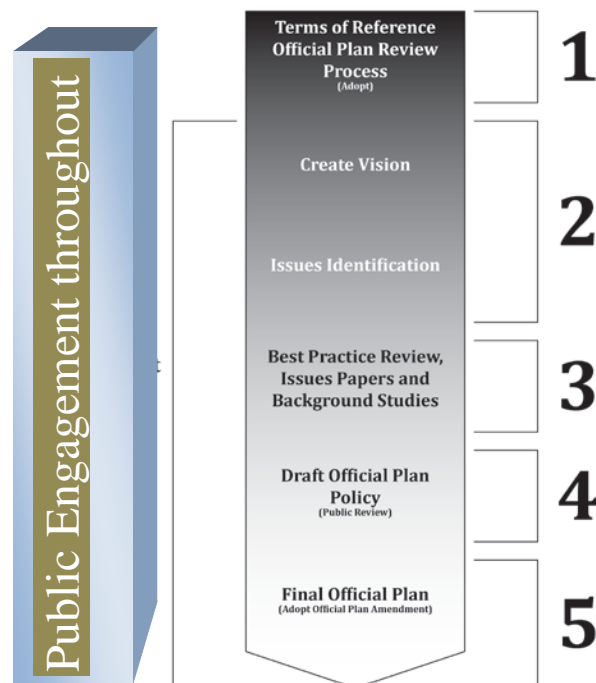
The staff recommended Terms of Reference is attached (refer to Appendix 'A') for Committee's review and confirmation. The attached Terms of Reference includes public comments received between October 29, 2011 and January 11, 2012. Further refinements to the Terms of Reference may be necessary to adequately reflect public comments received after January 11th.

Changes to the Terms of Reference include the following:

- Minor refinements to the work plan summary and the addition of Phase 6 - Implementation,
- The addition of a detailed Gantt Chart outlining the tasks & timelines of the project,
- The addition of various background reports/discussion papers to the scope of work, as requested by public/agencies (refer to this report and Appendix 'B' - Action Items),
- Flexibility to refine identified studies or to incorporate other studies, as needed, resulting from public consultation,
- Consideration of site specific requests to bring certain lands into the Urban Growth Boundary,
- Consideration of site specific requests to change the land use designations on certain lands,
- Possible changes to Schedules of the Official Plan,
- Possible changes to various Chapters & policies of the Official Plan, and
- Refinement public consultation delivery FROM the traditional target audiences/community interest groups/agencies TO a balanced and integrated approach of a City-wide audience with representation by age-group and geographic locations of the City.

TIMEFRAME & NEXT STEPS

The intent is to complete the entire project in thirteen months from the vision launch in April 2012. To accomplish the estimated targets, Civic Administration will parallel a portion of each of the phases with the next phase. A couple of phases will run parallel for the entire review. The flow chart, below, highlights the five phases of the project; and the Gantt chart in the Terms of Reference (see Appendix "A") serves to detail the major steps and highlight key milestones in the review process.



Planning staff will continue to receive public feedback on the Official Plan process throughout the entire review process.

April 2012 is the "kick-off" date for the community engagement program, a key milestone event of the Official Plan review process.

SUMMARY

The identified need to undertake a review of the Official Plan is:

1. To clarify the Vision of London. This is a primary goal of the Official Plan Review. Structuring the policies of the City Plan will also be necessary to ensure that we can achieve that Vision of London, and
2. To create a document that is clear, understandable, and user-friendly. A more user-friendly document is consistent with the Public feedback on the draft Terms of Reference. It is a goal of the Official Plan Review to create a new City Plan that will be policy driven and more graphically presented so that Council and the Public have a clear picture of how London will develop over time.

The staff recommended Terms of Reference, developed in consultation with members of the Public and key agencies, provide the necessary scope and direction for the comprehensive review, as well as a clear direction requiring a communication and consultation strategy that targets as many Londoners as possible. Each phase of the Official Plan review process will have extensive public consultation, starting with a major public launch in April 2012, for clarifying the Vision for London. Following the extensive public consultation for the Official Plan Review, a final product for Council's consideration and adoption will be presented in June 2013.

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RECOMMENDED BY:	
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January 13, 2012

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"ATTACH"

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APPENDIX 'A' - Work Plan Summary and Terms of Reference for the Official Plan Review

Product		<ul style="list-style-type: none"> • Terms of Reference • Consultants Retained 	<ul style="list-style-type: none"> • Vision Statement • Urban Structure Plan • Goals, objectives and strategies • Growth strategies 	<ul style="list-style-type: none"> • Issues papers • Background Studies • Best practices review 	<ul style="list-style-type: none"> • Vision and images • New policies • New land use designations and mapping • Goals, objectives and strategies 	<ul style="list-style-type: none"> • New 'City Plan' document 	<ul style="list-style-type: none"> • New 'City Plan' strategy and brand
		Phase 1-Setting the Stage	Phase 2-Vision and Planning Framework	Phase 3-Studies and Research	Phase 4-The Plan	Phase 5-Confirmation and Approval	Phase 6 – Implementation
Process	Consultation	<ul style="list-style-type: none"> • Public solicitation • Internal and external stakeholders • LDI/LHBA • Urban League 	<ul style="list-style-type: none"> • Public solicitation • Internal and external stakeholders • LDI/LHBA • Urban League 	<ul style="list-style-type: none"> • CMHC • OPPI/CIP • Urban Land Institute • Best practices 	<ul style="list-style-type: none"> • Public • Province • Internal and external stakeholders 	<ul style="list-style-type: none"> • Province • Public 	<ul style="list-style-type: none"> • Training sessions for internal and external stakeholders • Public
	Communication	<ul style="list-style-type: none"> • Social media • Public forums • Meetings • Blogs • Newspaper/Rogers • Web • Flash Mobs and other marketing techniques/social media 	<ul style="list-style-type: none"> • Social media • Public forums • Charettes • Meetings • Blogs • Newspaper/Rogers • Web 	<ul style="list-style-type: none"> • Social Media • Web • Blogging • Solicit input through <i>Living in the City</i> • London Hydro inserts 	<ul style="list-style-type: none"> • Social media • Web • Blogging • "Brand" the process and product • Traveling Road Show/Meetings in neighbourhoods • Public Open House • Flash Mobs 	<ul style="list-style-type: none"> • Reinforce the Strategy/ Brand Name • Launch Planning Brand • Hold events for Launch • Celebrate the document • Get Press, furthers the brand • Flash Mobs • Launch with Police/LTC 	<ul style="list-style-type: none"> • Promote/market strategy /brand • Web • Blogging • Integrate with other Corporate projects/initiatives <p style="text-align: center;">1</p>

Terms of Reference Official Plan Review

Embarking on a Different Official Plan Review Process

The proposed approach of the Official Plan Review process is built upon a vision of the type of London the community wants to be in the future. The intent is to make the Official Plan review process a community discussion about our future, rather than an exclusively land use planning exercise. Fulsome, open and on-going community engagement and dialogue to create a “community buzz” would be the underlying premise of this exercise.

This extensive community discussion would be accomplished through traditional mechanisms, such as a series of open houses, community forums and charettes, and modelling or imaging of alternatives. In addition, the City will embark on the use of new, innovative approaches, including various forms of social and digital media, and public engagement tools.

Background Details

The City of London is undertaking a review of its Official Plan. As mandated by the *Planning Act*, if Council deems necessary, this review can occur every 5 years. The Official Plan is the overarching document that provides the vision for the future of the municipality. This comprehensive planning document identifies infrastructure requirements, growth strategies, transit delivery methods, built form design requirements and land use designations for all lands within the municipal boundary. Ultimately, the Official Plan guides the formation of the municipal implementation tools such as, the zoning by-law, site plan by-law and other municipal documents. This review requires Municipal Council direction to move forward and at this time is considered a multi-phase process. The attached Terms of Reference is an outline of the entire review process.

Reporting Structure and Working Groups

Presentations to Committee of the Whole (Strategy and Policy Committee after December 1, 2011) will be conducted at major milestones of the OP Review to facilitate direct dialogue with staff and the Public. Committee (Planning and Environment Committee after December 1, 2011) will act as the oversight committee for the review process. Reports relating to the Official Plan review process will be vetted through Committee (Planning and Environment Committee), who will then forward their recommendations to Council.

Working groups (composed of City staff, technical experts from various organizations, agencies and ministries, consultants, and members of the Public) will be formed to provide input in the preparation of Background Studies and Discussion Papers, and the formulation of the Plan. It is proposed that Working Groups represent the following “interest” streams:

- The Community;
- The Development Industry; and,
- Provincial/agency/area municipalities.
 - Provincial resource - consultation with First Nations, environmental, transportation and agricultural matters, and to develop policies that are consistent with the PPS and other Provincial documents.
 - Middlesex-London Health Unit – built environment to ensure health promoting features of land use, community environment, and transportation planning.

Working groups will be coordinated by City Planning staff and will do the following:

- Review information from the related Background Studies;

- Review input from the community consultation process and identify key issues and priorities arising from them;
- Assist with developing the vision for the City, including strategic directions and key initiatives;
- Evaluate alternative strategies for the resolution of identified issues; and,
- Provide input and review Discussion Papers.

Where appropriate, Working Groups may participate in focus group sessions to obtain input from key external agencies and interest groups that will have a stake in the outcome of the review process. Working groups may be established to represent the thematic areas of the Official Plan review.

The Working Groups will remain in place until the completion of the Official Plan Review process.

Public Consultation

Perhaps the most important component of any Official Plan Review process is public consultation. A community public engagement program will be designed to:

- Inform groups, agencies and the general public about the Official Plan Review Process;
- Involve as many Londoners as is reasonably possible in the process through a variety of traditional and innovative consultation techniques that will maximize accessibility and input;
- Fulfil all requirements of the *Planning Act* for public information, notice and meetings;
- Seek public involvement in all stages of the planning process. Input on issues, ideas and priorities will be important in the early stages of the program and the feedback from the review of the Background Studies and Position Papers will assist in the refinement or re-direction of objectives and/or policies; and,
- Provide for the careful documentation and reporting of all community input such that it is clearly understood and documented.

Process and Timelines

Process:

Figure 1 illustrates the proposed Official Plan Review process. The process anticipates that a request for issue identification be circulated to identified stakeholders for consideration and comment. Following this consultation period, a refined Terms of Reference would be prepared and brought forward to a statutory public meeting of the Planning Committee for confirmation and adoption. Visioning and establishing a Planning framework, followed by Issue identification would be completed in Phase 2 as part of the Public engagement and consultation program.

Background Studies will be undertaken in Phase 3. Discussion Papers, which will include summary recommendations outlining a proposed policy framework, will be prepared as an addendum to Background Studies. Individual Background Studies will be brought forward to the Strategy and Policy Committee as they are completed. The Studies will subsequently be released for public review and comment.

Upon completion of all of the Background Studies, Planning staff will set about to prepare a draft comprehensive Official Plan Amendment in Phase 4. The draft comprehensive amendment would be “rolled out” through a series of issue specific Public Forums, as determined/warranted by the Public Engagement & Consultation Program, wherein input would be solicited. In the last

phase of the review, Phase 5, the draft Official Plan Amendment would be subsequently refined and thereafter brought forward to the Statutory Public Meeting of Committee for confirmation and approval.

Timelines:

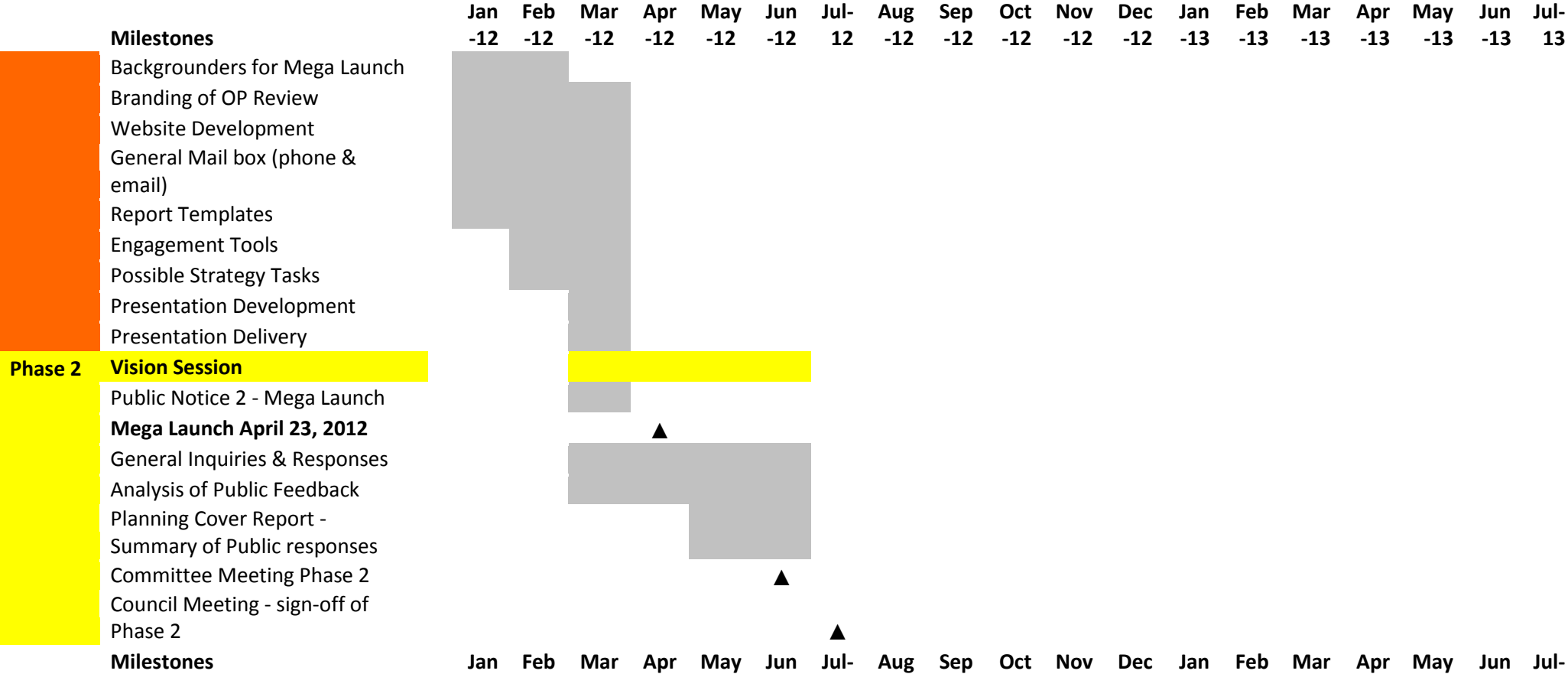
It is anticipated that the Official Plan Review process will take approximately 13 to 15 months to complete, commencing with Phase 2 in January 2012 with the Public vision & planning framework, and issue identification, and seeking confirmation and final approval in April 2013 to June 2013. This time frame is based on the possible range of issues that may be raised by the Public in Phase 2; the completion and outcome of a land needs study; consulting services that may be required for certain component studies; and an exhaustive, interactive public engagement program throughout the process.

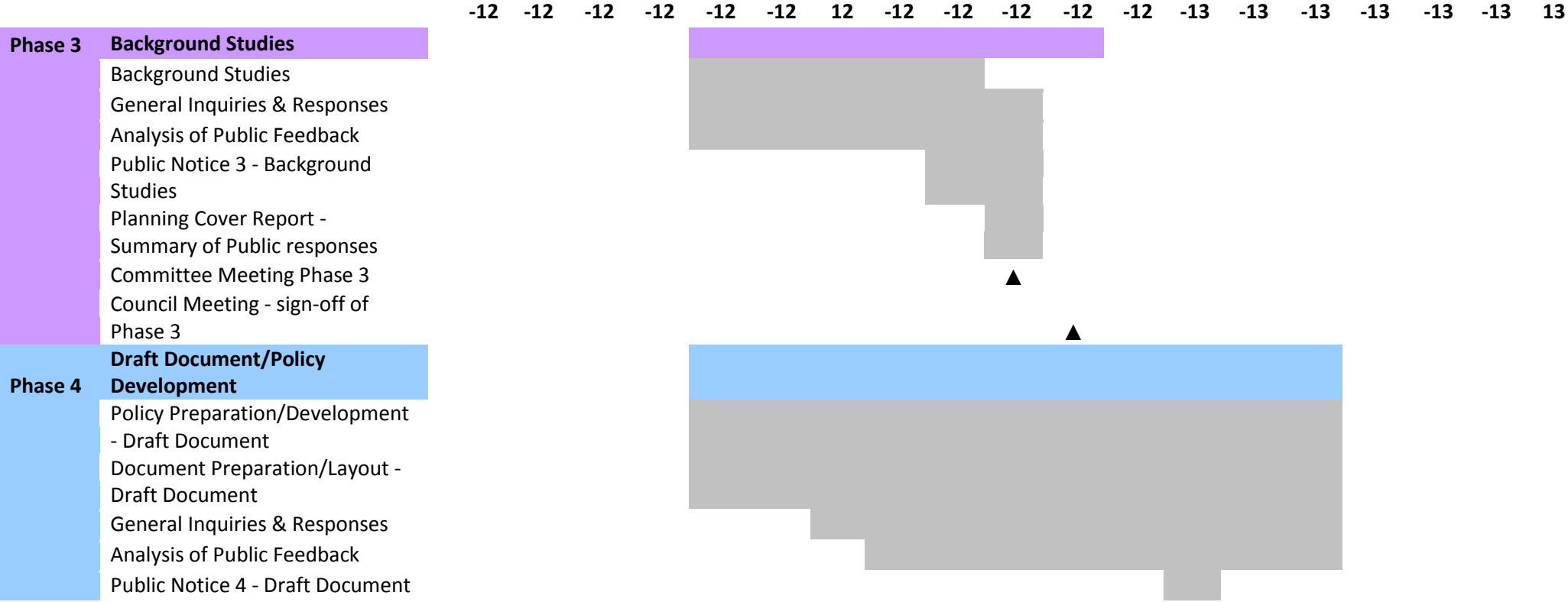
The following is an overview of each Phase, including a timeline (refer to chart Critical Path – Tasks and Timelines) for the anticipated work program. The timeline may be refined subject to the identification of additional issues, or needs, through the initial and subsequent public consultation components. The scheduling of the Public consultation component and the summer holiday schedule is factored into the development of the project timeline.

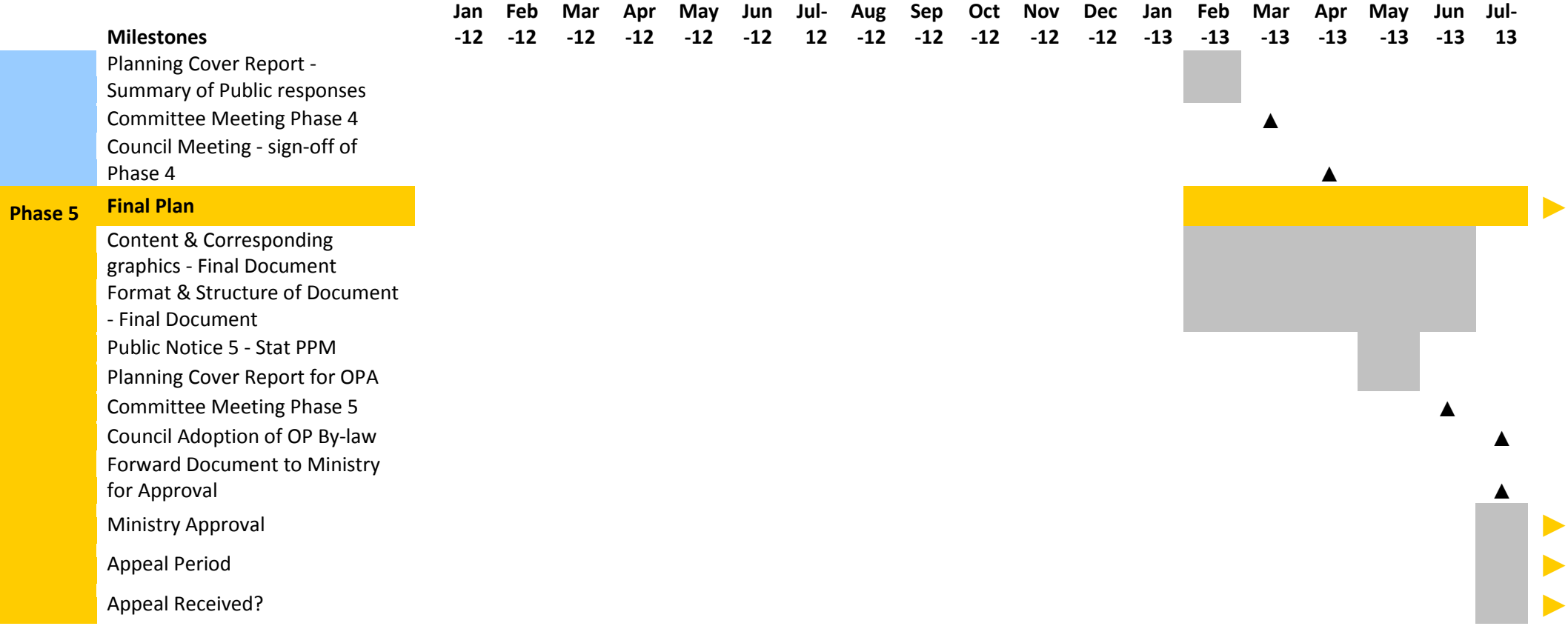
**Official Plan Review -
 Critical Path Chart**

Tasks & Timelines

Milestones		Jan -12	Feb -12	Mar -12	Apr -12	May -12	Jun -12	Jul- 12	Aug -12	Sep -12	Oct -12	Nov -12	Dec -12	Jan -13	Feb -13	Mar -13	Apr -13	May -13	Jun -13	Jul- 13	
Phase 1	Terms of Reference																				
	Public Notice 1 - Terms of Reference (completed Oct 2011)																				
	General Inquiries & Responses																				
	Analysis of Public Feedback																				
	PPM Notice - Terms of Reference																				
	Committee Meeting Phase 1																				
	Planning Cover Report - Summary of Public responses																				
	Report Templates																				
	Terms of Reference (approved by Council) & sign-off Ph 1																				
	Hire Public Engagement Consultant																				
	Communication & Consultation Strategy finalized																				







	Jan -12	Feb -12	Mar -12	Apr -12	May -12	Jun -12	Jul- 12	Aug -12	Sep -12	Oct -12	Nov -12	Dec -12	Jan -13	Feb -13	Mar -13	Apr -13	May -13	Jun -13	Jul- 13	
Milestones																				
OMB Hearing?																				▶
OPA In-effect																				▶
Phase 6 Implementation (pending approval by Province)																				▶
Marketing & Promotion																				
Website Development																				
Planning Coordinator																				
Monitoring Updates to Council (June 2014)																				

Phase 1 – Setting the Stage Project Details

Project Components	Resource	Deliverables	Timeline
Preliminary Terms of Reference	In-house	Draft document for public circulation	October 2011
Final Terms of Reference	In-house	Document for Council consideration and Confirmation to Proceed with OP Review	February 2012
Growth Forecasting for Land Needs Evaluation	Outsourced	Population and Employment, Housing and Non-Residential Projections	March 2012

Scope of Work

Planning Staff to undertake & prepare Terms of Reference:

- > Identify the preliminary scope for the work plan, deliverables and proposed timelines
- > Emphasis on the Public engagement program through consultation and communication methods to reach the Public
- > Data collection and report preparation and finalization for Committee/Council.

The consultant will assist City Planning staff in the following:

- > Review the City's forecasts for population, housing and land requirements, and confirm that they are accurate and current for the 2011 Official Plan Review.

Phase 2 – Vision and Planning Framework Project Details

Project Components		Resource	Deliverables	Timeline
Communications and Consultation Strategy	Strategy Preparation	Outsourced/Staff	Public Engagement Program	January 2012 – March 2012
	Brand Development	Outsourced	Logos, Project Naming, etc	January 2012 – February 2012
	Technology Development	Outsourced	Website Engagement Tool /Social Media/Mobile Apps and other technology oriented services	February 2012 – March 2012
	Material Preparation	Outsourced	Print Materials (i.e. brochures, email blasts, pdfs, event invitations, etc)	February 2012 – March 2012
	Strategy Implementation	Outsourced	Delivery of recommended deliverables from the Communications Strategy (i.e. Event coordination, marketing, media	February 2012 – June 2013

			coordination, online services, etc)	
Public Engagement - Vision Setting				
	Public Outreach	Outsourced/Staff	Facilitating and operating a Public Open House and other forms of public consultation to identify "Vision" as it relates to the following: - How & Where does the City grow, -What does the City look like, and -a User-friendly OPdocument	April 2012
	Data Collection and Report Development relating to public engagement process	Outsourced/Staff	Collect and decipher data from the Public review process. Prepare report for Committee/Council with identified community issues and other data collected through the process	April 2012 - September 2012
Public Engagement - Issue Identification				
	Public Outreach	Outsourced/Staff	Facilitating and operating a Public Open House and other forms of public consultation to solicit issue identification	May 2012
	Data Collection and Report Development relating to public engagement process	Outsourced/Staff	Collect and decipher data from the Public review process. Prepare report for Committee/Council with identified community issues and other data collected through the process	May 2012 - September 2012
Lands Needs Background Study	Confirm the land requirement	Outsourced/Staff	Review and evaluation of data projections prepared	March 2012 - November 2012

	projections, identify priority areas for development based on cost - effective servicing considerations, and evaluate individual requests for adjustments to the Urban Growth Boundary		by consultant; if needed, develop criteria to be considered in evaluating and prioritizing lands for inclusion in the Urban Growth Boundary.	
Growth Plan and Urban Structure Plan	Develop a growth plan and Urban Structure Plan.	Outsourced/Staff	Review and evaluation of data received through public vision session, and develop criteria, if needed, to be considered in evaluating and applying hierarchy to certain lands through a nodes & corridor study.	April 2012 - September 2012

Scope of Work

Communications and Consultation Strategy

The consultant will assist City Planning staff in the following:

- > Develop and implement a public engagement program, including the possibility of a website engagement tool, that encourage the Public to get involved with creating a future vision for their City, including:
 - o “Backgrounders” to inform the Public (eg. How We Plan, How We Move, How We Live, How we Green, How We Prosper),
 - o community vision for the City of London over the next 20 year planning horizon,
 - o current planning issues within the City of London.
- > Consideration be given to target public focus groups based on theme areas (eg. age, geographic location) rather than special interest groups (eg. community interest groups, development industry) to achieve a better integration/mix of the people at public sessions or discussion on certain topic areas.
- > With the assistance of the Province, develop a consultation strategy to engage the First Nations communities.
- > Incorporate into the Vision session, questions that ask the Public that generally reflect the following:
 - o Where are we now?
 - o Where do we want to go? (intent to determine how the Public sees growth and change for the City)
 - o How are we going to get there? (apply examples/pictures that represent other places/cities that should be reflected in this Plan)
- > Identify a range of task objectives such as but not limited to, the following:
 - o Define the scope for the Official Plan Review, and
 - o Conduct best practice review to determine deliverable(s) for a new Official Plan

document that will achieve a liveable City.

- > Identifying a preliminary community vision, based on public feedback, for the City of London over the next 20-year planning horizon.
- > Identifying current planning issues, based on public feedback, within the City of London.
- > Data collection and report preparation and finalization for Committee/Council.
- > Oversee each Phase of the Official Plan Review, and integrate public issues that are raised in each Phase of the project to ensure the issue is addressed/signed-off before proceeding with next Phase, or as part of completing the last Phase - Confirmation and Final Approval.

Land Needs Background Study

The following specific tasks are proposed to be completed by City Planning staff and the Consultant:

- > Review the 2005 Provincial Policy Statement as it directly and indirectly relates to land needs, in particular Section 1.1.3 (Settlement Areas), and formulate revised policies that may be required in the Official Plan to ensure consistency with the provisions of the PPS;
- > Review the City's forecasts for population, housing and land requirements, and confirm that they are accurate and current for the 2011 Official Plan Review;
- > Review and update the Vacant Residential Land Inventory and the Vacant Industrial, Commercial and Institutional Land Inventory so that they are accurate and current as of January 1st, 2012;
- > If needed, develop criteria, including cost/benefit analysis for servicing, to be considered in evaluating and prioritizing lands for inclusion in the Urban Growth Boundary,
- > Itemize, define and evaluate proposals that have been referred by City Council, or received directly from landowners, for adjustments to the Urban Growth Boundary.
- > In addition to requests throughout the OP Review, as noted above, consideration be given to site specific adjustments to the Urban Growth Boundary, as follows:
 - o 3378 Homewood Lane,
 - o North side of Bradley Avenue, between Highbury Avenue and Innovation Park Industrial Development,
 - o South-west corner of Southdale Road W and Colonel Talbot Road,
 - o 1217 Gainsborough Road,
 - o 2679 Dundas St; and comprising lands located east of Crumlin Sideroad extending east to the City boundary and south of Dundas Street extending south to the City boundary,
 - o Lands located south of Longwoods Road, north of Hwy 402, and between Murray Rd and Colonel Talbot Road,
 - o Land and road extension to accommodate Veterans Memorial Parkway

Growth Plan and Urban Structure Plan

The following specific tasks are proposed to be completed by City Planning staff and the Consultant:

- > Evaluate public input from Vision sessions on growth for the City;
- > Review the 2005 Provincial Policy Statement as it directly and indirectly relates to growth planning, in particular Sections 1.1 and 1.2 (Managing and Directing Land Use to Achieve Efficient Development and Land Use Patterns, and Coordination), and formulate revised policies that may be required in the Official Plan to ensure consistency with the provisions of the PPS;
- > Review, with area municipal planners and the Provincial officials, the need for regional growth strategies;
- > If needed, develop criteria to be considered in evaluating and establishing hierarchy of certain lands through a nodes & corridor study;

- > Formulate criteria and graphics to identify and prioritize areas for future development, based on corporate priorities and cost-effective servicing considerations; and
- > Itemize, define and evaluate proposals that have been referred by City Council, or received directly from landowners, for priority growth areas.

Phase 3 – Studies & Research
Project Details

Project Components		Resource	Deliverables	Timeline
Best Practices Review	Validate the issues raised through the Public engagement program in Phase 2.	In-house	Prepare report for Committee/Council with identified community issues and other data collected through the process.	June 2012
Issues Papers	Confirm information required to complete the Plan.	In-house	Review and evaluate identified issues based on public input; prepare implementation strategy, if necessary, for the evaluation and prioritization of lands for inclusion in the Urban Growth Boundary.	June 2012 – November 2012
Background Studies	Confirm information required to complete the Plan.	Outsourced (as required) /Staff	Review and evaluation of study components, raised through the Public review process, including servicing, transportation, natural heritage, and cultural heritage.	June 2012 – November 2012
Public Engagement				
	Public Outreach	Outsourced/Staff	Facilitating and operating various forms of public consultation methods as it relates to issue papers and background studies, above.	June 2012 to November 2012
	Data Collection and Report Development relating to public engagement process	Outsourced	Collect and analyze data from the Public review process. Prepare report for Committee/Council with identified community issues and other data collected through the process.	November 2012

Scope of Work

Public Engagement Program

The consultant will assist City Planning staff in the following:

- > Identify public issues in response to issue papers and background studies.
- > Data collection and report preparation and finalization for Committee/Council.
- > Oversee each Phase of the Official Plan Review, and integrate public issues that are raised in each Phase of the project to ensure the issue is addressed/signed-off before proceeding with next Phase, or as part of completing the last Phase - Confirmation and Final Approval.

In-house and Outsourced Background Studies and Issues Papers

- i) The Official Plan represents the City of London's blueprint for the future. Adding, deleting and modifying policies through the Official Plan Review process is critical in aligning this blueprint with Council's goals and objectives for the future.
- ii) Given the myriad of issues to be addressed through the Official Plan Review process, consulting services will be required to supplement staff resources. The proposed Work Plan anticipates that consultants will be retained to assist in the preparation of the Land Needs Background Study, and certain planning, design, environmental, natural heritage or cultural heritage studies. It is proposed that upon completion of issue identification, in Phase 1, specific Background Studies for this review be further refined to provide a detailed description of the scope of work to be undertaken by the Consultants and the relevant deliverables. A Request for Proposals will be prepared, issued and reported to Council.
- iii) Background Studies & Papers - Recommendations from a range of possible studies and reports to be incorporated into the Official Plan document through the review of such matters, including but not limited to, the following:
 - o Land Needs Study,
 - o Growth Planning,
 - o Infill & Intensification,
 - o Integration of Transportation & Land Use,
 - o Market Demand/Economic Analysis,
 - o Urban Structure Plan,
 - o Transportation Master Plan (TMP),
 - o Downtown Master Plan,
 - o Cities of the Future (eg. Creative Class),
 - o Thames Valley Corridor Study (TVCS),
 - o EA for Veterans Memorial Parkway, and other major road networks in the City,
 - o Southwest Area Study (SWAP),
 - o Industrial Land Development Strategy (ILDS),
 - o Urban Design Policies,
 - o Heritage Conservation District Policies,
 - o Placemaking Implementation Guidelines,
 - o Climate Change,
 - o Community Sustainability,
 - o Drinking Water Source Protection,
 - o Protection of Natural and Built Heritage, and
 - o Impacts of built environment on health, and influence of built environment on health factors.

**Phase 4 – The Plan
Project Details**

Project Components		Resource	Deliverables	Timeline
Policy Development and Formulation	Identify, evaluate and develop new policies, new land use designations and associated policies, a revised format and layout of the OP document, and new implementation tools.	In-house	Review and evaluate public feedback, background studies and best practices for the preparation of new policies, new land use designations and mapping, if applicable and incorporate new implementation tools, such as form-based code & performance standards, and conditional zoning.	January 2013 – April 2013
Public Engagement	Public Outreach	Outsourced/Staff	Facilitating and operating various forms of public consultation methods for public feedback on the draft OP document.	January 2013
	Data Collection and Report Development relating to public engagement process	Outsourced	Collect and decipher data from the process. Prepare report for Committee/Council with identified community issues and other data collected through the process	March 2013 – April 2013

Scope of Work

Public Engagement Program

The consultant will assist City Planning staff in the following:

- > Identify public issues relating to the draft OP document, including format, layout and readability.
- > Data collection and report preparation and finalization for Committee/Council.
- > Oversee each Phase of the Official Plan Review, and integrate public issues that are raised in each Phase of the project to ensure the issue is addressed/signed-off before proceeding with next Phase, or as part of completing the last Phase - Confirmation and Final Approval.

Policy Development and Formulation

- i) The final product to be generated from the Official Plan Review Process is an Official Plan Amendment. The Official Plan Amendment would reflect the summary recommendations advanced by way of the various Phase 3 Background Studies, public feedback and best practice review. The Amendment may propose the replacement or modification of existing Official Plan policy or may propose new policy that more accurately reflects the priorities that

have been identified through the review process. Consideration be given to undertaking a comprehensive Zoning By-law review concurrent with the Official Plan review.

- ii) Once prepared in draft form, the policies will be released to the Public for review. Public forums will be held to provide an opportunity for feedback and comment. It is anticipated that issues may arise with respect to some of the proposed policies, or the need identified for some additional policies to address detailed or site specific concerns.
- iii) A range of task objectives that may result in policies/guidelines such as but not limited to, the following:
 - o Build in flexibility to incorporate the results of the Provincial review of the update to the “Provincial Policy Statement (PPS)”, and apply the Provincial tool - Natural Heritage Reference Manual (NHRM) to update the Official Plan so that it is consistent with the PPS,
 - o Practical and efficient plan review guidelines that permit innovative residential development, in order to build “communities” as opposed to traditional “subdivisions”,
 - o Planning policies that prevent dysfunctional, automobile dependent, strip development,
 - o Planning policies that encourage the creation of pedestrian friendly neighbourhoods,
 - o Guidelines that will help the reverse the trend toward deterioration of many small commercial enterprises,
 - o Policies that streamline plan review and approval timelines,
 - o Review efficiencies for submission requirements of new planning applications,
 - o Promote land use designations that permit a viable mix of compatible land uses, similar to successful implementation in other cities (best practices for National and International cities),
 - o Planning policies/land uses designations that facilitate implementation of development plans that promote the creation of communities,
 - o Planning policies and guidelines that promote communities to develop based on innovative urban design,
 - o Incorporate the City’s Placemaking Implementation guidelines and Urban Design guidelines,
 - o Consideration for focus and direction regarding intensification corridors,
 - o Consideration for review/expansion to limits of Downtown core and where DC exemptions are permitted,
 - o Consideration for the review/establish policies and appropriate criteria relating to the City’s Urban Growth Boundary (UGB),
 - o Consideration for the full perspective of economic and technical feasibility of alternative images that may be presented in the OP document,
 - o Consider how will London “function” as we move forward as part of the vision,
 - o Planning policies around principles of “backcasting” and “end of growth”,
 - o Updates to Schedules to incorporate UTRCA and Provincial mapping, and
 - o Planning policies relating to Drinking Water Source Protection (DWSP), Climate Change and Green Infrastructure

- iv) Provincial Requests for policy review to be incorporated into the Official Plan document through the review of such matters, including but not limited to, the following:
- MDS policies,
 - Urban/Rural Interface,
 - Growth Planning:
 - (“Ontario Ministry of Transportation Guidelines for Municipal Official Plan Preparation and Review” as it applies to the growth related issues along the Highway 401/402 corridor. Specifically, Section 3.1 – Local Growth and Development adjacent to and in the vicinity of a Provincial Highway, and Section 3.3.4 – Access Connections in the Vicinity of a Provincial Highway Intersection or Interchange Ramp Terminal.)
 - Natural heritage inventory for the southern extent of the City in the vicinity of Hwy 401/402 corridors.
 - Updates to the City’s Guidelines for the Preparation and Review of EIS’s to ensure consistency with the PPS,
 - Review of Section 15 Environmental Policies to include/address Provincial requirements for:
 - a comprehensive natural heritage systems approach for the entire City,
 - strengthen wetland policies,
 - improve the Species at Risk policies, and not rely only on the *Endangered Species Act, 2007*,
 - update to reflect new recommended distances for adjacent lands, including 120m for all natural heritage features, except 50m for Earth Science Areas of Natural and Scientific Interest,
 - provide consistency in the implementation of aggregate resource policies across the entire City, as well as provide consistency with how the OP policies are meeting section 2.4.2.4 & 2.4.2.5 of the PPS, and incorporate petroleum resources and wells in the OP Schedules.
 - Reference to the provincial Natural Heritage Reference Manual (NHRM), dated April 2010, which provides recommended criteria and approaches for being consistent with the PPS.
- v) Itemize, define and evaluate proposals that have been referred by City Council, or received directly from landowners, for site specific land use designations, or changes to existing land use designations. Consideration also be given to site-specific adjustments to the Urban Growth Boundary, as follows:
- Lands located on the north and south sides of Bradley Avenue, between Highbury Avenue and Innovation Park Industrial development.
 - 1523 Bradley Avenue (and other land holdings under the same owner) as commercial or alternatively residential use.
 - 1150 Fanshawe Park Rd E – specifically change designation of wetland to “under review”.
 - Request not change to the land use designations that currently apply to the community comprising the North Westmount Rosecliffe Neighbourhood Association.

Phase 5 – Confirmation & Approval Project Details

Project Components		Resource	Deliverables	Timeline
Committee/Council consideration of the Plan	Material Preparation and Mapping	In-house	Planning report and Official Plan Amendment	June 2013
	Public Open House	Outsourced/Staff	Facilitate and operate the Public open house	March 2013
	Statutory Public Meeting	In-house	Conduct a Statutory Public Meeting on the Official Plan Amendment	June 2013

Scope of Work

Public Engagement Program

The consultant will assist City Planning staff in the following:

- > Oversee each Phase of the Official Plan Review, and integrate public issues that are raised in each Phase of the project to ensure the issue is addressed/signed-off before proceeding with next Phase, or as part of completing the last Phase - Confirmation and Final Approval.

Committee/Council Consideration of the Plan

Following public input and any identified issues from Phase 4 have been addressed, a statutory public meeting of Committee will be held at which the final draft Official Plan Amendment will be tabled for consideration and Council Approval.

Phase 6 – Promotion & Implementation Project Details

Project Components		Resource	Deliverables	Timeline
Committee/Council consideration of the Implementation Strategy	Material Preparation	In-house	Planning report on the implementation strategy	Following approval of the Official Plan document by the Province

Appendix 'B'
Terms of Reference
Summary of Responses

Public Responses:

	NAME	ADDRESS	NATURE OF INQUIRY/COMMENT	ACTION TO AMEND TERMS OF REFERENCE (ToR)	DOCUMENT LOCATION
1.	Labreche Patterson & Associates Inc. <i>Professional Planners, Development Consultants, Project Managers</i>	330-A1 Trillium Drive, Kitchener, ON N2E 3J2 Attention: Victor Labreche	Representing Ontario Restaurant Hotel and Motel Association (ORHMA), and its member brands: <ul style="list-style-type: none"> - A&W Food Services of Canada Inc, - McDonald's Restaurants of Canada Ltd., - The TDL Group (Tim Horton's Restaurants), - Wendy's Restaurants of Canada. <p>REQUEST TO BE GIVEN NOTICE of all open house and public meeting notices, draft documents for public review and/or any related reports or studies, and intent to pass any by-laws.</p> <p>Inquiry if the City will be undertaking a</p>	<u>ADD:</u> a) Contact information on Planning Division's direct mail notification list, and b) Consideration for undertaking a concurrent comprehensive ZBA review with the OP review.	a) Planning Division added mailing list b) Phase 4 – Policy Development & Formulation

			concurrent Zoning By-law review with the OP review.		
2.	Darla and Mike White	3378 Homewood Lane London ON N6P 1K2	UGB Adjustment - bring their lands into the City boundary.	<u>ADD:</u> Site specific change to UGB	Phase 2 – Land Needs Background Study
3.	Phil McLeod	30-869 Whetherfield St London ON N6H 0A2	General Inquiry regarding process & timelines to complete the project. REQUEST TO BE GIVEN NOTICE.	<u>ADD:</u> Contact information on Planning Division's direct mail notification list.	Planning Division added mailing list.
4.	William Hill	2168 Bradley Ave London ON N6M 1E6	Representing multiple landowners for lands located on the north and south sides of Bradley Avenue, between Highbury Avenue and Innovation Park Industrial development. Planning Note: portion of lands on the north side of Bradley are located outside of the UGB. REQUEST TO BE GIVEN NOTICE.	<u>ADD:</u> a) Contact information on Planning Division's direct mail notification list, and b) Site-specific change to UGB. c) Consideration for alternative land use from industrial to commercial or residential	a) Planning Division added mailing list. b) Phase 2 – Land Needs Background Study. c) Phase 4 – Policy Development & Formulation
5.	William Pol c/o West Talbot Landowners	William Pol & Associates	UGB Adjustment - bring in lands located on the south-west corner of Southdale Road W & Colonel Talbot Road.	<u>ADD:</u> Site specific change to UGB	Phase 2 – Land Needs Background Study

6.	West Talbot Landowners Lynn Moir, Ted Brown, Tim Brown, and Lloyd & Shirley Courtney		UGB Adjustment - bring in lands located on the south-west corner of Southdale Road W & Colonel Talbot Road.	<u>ADD:</u> Site specific change to UGB	Phase 2 – Land Needs Background Study
7.	John and Marjorie Hewitt	1857 FANSHAWE PARK RD W LONDON ON N6H 5L3	REQUEST TO BE GIVEN NOTICE.	<u>ADD:</u> Contact information on Planning Division's direct mail notification list.	Planning Division added mailing list.
8.	Gibson Bennett Groom & Szorenyi	36 Broadway PO Box #5 Tillsonburg ON N4G 4H3 Attention: Michael G. Szorenyi	Representing George Gilvesy, M.I.T. Group Inc. REQUEST TO BE GIVEN NOTICE. Request to designate the lands at 1523 Bradley Avenue (and other abutting land holdings) from Urban Reserve Industrial Growth as Commercial Growth, or alternatively Residential Growth.	<u>ADD:</u> a) Contact information on Planning Division's direct mail notification list, and b) Site Specific request to designate the lands at 1523 Bradley Avenue (and other abutting land holdings) as commercial, or alternatively residential.	a) Planning Division added mailing list. b) Phase 4 – Policy Development & Formulation
9.	M.I.T. Group Inc. c/o George Gilvesy	145143 Potters Road Tillsonburg ON	REQUEST TO BE GIVEN NOTICE.	<u>ADD:</u>	a) Planning Division added mailing list.

		N4G 4G7		<p>a) Contact information on Planning Division's direct mail notification list.</p> <p>b) Consideration for alternative land use from industrial to commercial or residential</p>	b) Phase 4 – Policy Development & Formulation
10.	Joshua M Hurwitz	356 Sackville Street Toronto M4X 1S4	REQUEST TO BE GIVEN NOTICE.	<p><u>ADD:</u></p> <p>Contact information on Planning Division's direct mail notification list.</p>	Planning Division added mailing list.
11.	Sandy Levin	59 Longbow Road London, ON N6G 1Y5	<p><u>For the Vision:</u> Ask the Public, "How does your City grow and change?" – the Official Plan points the way, and "What have you seen in other places that should be reflected in this plan?"</p> <p>The use of pictures, before & after images of the areas that have changed, will help give a better understanding of why an OP is so important.</p> <p><u>Express Concern:</u> That the development industry gets to have its own working group. Increases the</p>	<p><u>ADD:</u> Vision type questions into public engagement and consultation program.</p> <p>Consideration of targeting public focus groups based on theme areas rather than by special interest group to ensure a mix of public being represented.</p> <p>Consider targeting working groups around topic areas for Urban Structure Plan versus traditional method of obtaining feedback from</p>	Phase 2 – Communications and Consultation Strategy

			<p>lack of trust of the Public towards the development industry. If differentiating between interest groups, including advisory committees, then all groups should be treated equally.</p> <p><u>Urban Structure Plan:</u></p> <p>Working groups should be structured around the topic areas, rather than by interest groups – better opportunity to synthesize the Public input.</p>	<p>selected interest groups and advisory committees.</p>	
12.	John D. Ross	1150 Fanshawe Park Rd E London ON N5X 3Z8	<p>One major issue regarding the Sun/High property is a wetland designation.</p> <p>This matter relates back to the City's 2006 Review of OPA 88 and is not tied to the timeline of the 2011 Review. However, because of our ongoing examination under its open file status, the property's OP designations should be identified</p>	<p><u>ADD:</u></p> <p>Site specific review of the wetland and its designation.</p>	<p>Phase 4 – Policy Development & Formulation</p>

			<p>as "under review" in the 2011 Review.</p> <p>Status is pending the owner's consultant report being prepared & finalized. The owner will contact the Planning Division regarding presentation of the report findings and the associated issues.</p>		
13.	Corlon Properties Inc.	<p>379 Sunningdale Rd W London ON N6G 5B9</p> <p>Attention: Dave Schmidt</p>	<p>Support the objective to develop a simpler, more visual, user-friendly document.</p> <p>Support the requirement for a land needs study to verify the land requirement projections, identify priority areas, and evaluate individual requests for adjustments to the UGB.</p> <p><u>REQUEST:</u> Land Needs Background Study should include a cost benefit analysis relating to servicing issues of lands presently included within the UGB in order to</p>	<p><u>ADD:</u> Incorporate a Cost/Benefit Analysis relating to servicing issues to the "Land Needs Background" review.</p>	Phase 2 – Land Needs Background Study

			<p>evaluate proposals for adjustments to the UGB.</p> <p>The review process should include an analysis to ensure that the lands that are ultimately included within the UGB are representative of Council's priorities, make effective use of prior infrastructure investments and are the most efficient and economical to service.</p>		
14.	North Westmount Rosecliffe Homeowners Association (Nancy Moser, Nancy Ort, Don Ambrose)	c/o Nancy Moser 163 Commissioners Rd E Suite 12 London ON	Requesting NO CHANGE to the existing Official Plan designation as it applies to their community.	<u>ADD:</u> Consideration for a task objective that will maintain a land use designation that the community enjoys.	Phase 4 – Policy Development & Formulation
15.	Nancy Moser	163 Commissioners Rd W Suite 12 London ON N6J 1X9	REQUEST TO BE GIVEN NOTICE. General Inquiry regarding timing of the OP review process.	<u>ADD:</u> Contact information on Planning Division's direct mail notification list.	Planning Division added mailing list.
16.	Nancy Ort	555 Commissioners Rd W London ON N6K 1B6	REQUEST TO BE GIVEN NOTICE.	<u>ADD:</u> Contact information on Planning Division's direct mail notification list.	Planning Division added mailing list.
17.	Adam & Janise Kempinski	1217 Gainsborough Rd	UGB Adjustment - bring their lands into the City boundary.	<u>ADD:</u> Site specific change to UGB	Phase 2 – Land Needs Background Study

18.	Shmuel Farhi	<p>2679 Dundas St. (Former Lagrou Farms Property on Dundas St. Described as 1 NRT N PT Lots 1&2 RP 3313782 Parts 1-3)</p> <p>AND</p> <p>West of Lambeth</p>	<p>UGB Adjustment - bring Lagrou lands into the City boundary.</p> <p>AND</p> <p>UGB Adjustment - bring lands into the City boundary located south of Longwoods Road, north of Hwy 402, and between Murray Rd and Colonel Talbot Road.</p>	<p><u>ADD:</u> Site specific changes to UGB</p>	<p>Phase 2 – Land Needs Background Study</p>
19.	Southeast London Community Council	<p>Lynda Cowie c/o Councillor's Office</p>	<p>Allow for a new creative and innovative planning policies, consistent with the City's new vision for "City of Opportunity".</p> <p>Include practical descriptive guidelines regarding plan implementation procedures.</p> <p>Avoid status quo approach – OP appears to have become progressively more prescriptive, cumbersome, and exclusionary.</p> <p>Avoid an OP that perpetuates the creation of sterile residential subdivisions.</p>	<p><u>ADD:</u> Consideration for task objectives that will result in procedures, as outlined in the letter from Southeast London Community Council, dated November 25, 2011.</p>	<p>Phase 4 – Policy Development & Formulation</p>

			<ul style="list-style-type: none">• Promote vibrant neighbourhoods that support pedestrian lifestyle and create communities in which we can live, work & play.• Promote enlightened and innovative planning & development models that have been adopted and successfully implemented in other municipalities. <p>Recognize past planning & policy errors to address the demise of many small businesses, commercial plazas & malls while supporting development of automobile dependant big box stores.</p> <p>Apply innovative planning initiatives from the City, such as the “Placemaking Principles” for creating viable communities.</p> <p>Acknowledge a change to the restrictive, exclusionary policies in the existing OP; instead develop planning policies that create attractive, socially functional communities in London.</p>		
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20.	London Development Institute – Jim Kennedy	630 Colborne Street London ON	Request to simplify the message and clarify the scope of the OP review and Plan, as follows: c) Clarify the vision for this Plan that Council and the entire community can take ownership of, d) Develop a Plan that is easier to understand and use, e) Clarify/define what the Urban Structure means, and how it can be applied to London, f) Develop a flexible Plan that will allow for streamlined implementation process, and g) Clarify/demonstrate how implementation measures, such as form-based code or performance standards, have worked in other municipalities, and develop a model that would work for London.	<u>ADD:</u> Consideration for task objectives that will result in: - defining the scope for the OP Review, and - deliverables for the new OP that will achieve a liveable City.	Phase 2 – Communication and Consultation Strategy
21.	Lou Flannigan, Drew Lolliffe on behalf of the Crumlin Road Residents	36 Scarlett Ave London ON N6G 1Z5	*25 name petition submitted Interested in additional lands to be brought into the UGB for future residential growth for lands east of Crumlin Road to	<u>ADD:</u> Site specific changes to UGB.	Phase 2 – Land Needs Background Study

	Association and Argyle Community Association		the east City limit boundary, and south of Dundas Street to the City boundary.		
22.	Maureen Zunti, on behalf of Sifton Properties	195 Dufferin Ave Ste 800 London ON N6A 1K7	<p>Support intent to make the OP document easier to understand, more flexible and engaging.</p> <p>Request for specific attention to:</p> <ol style="list-style-type: none"> 1. Greater focus and direction regarding intensification corridors, 2. Additional review/expansion to limits of Downtown core and where DC exemptions are permitted is important, 3. Definite need to review/establish policies and appropriate criteria relating to the City's Urban Growth Boundary (UGB). 4. Phase 2 – Issues identification & confirmation would be more useful to identify prior to establishing the goals and objectives to ensure the issues are adequately addressed. 	<p><u>MODIFY:</u></p> <p>Components relating to the OP Document structure to include the following:</p> <ol style="list-style-type: none"> 1. consideration for focus and direction regarding intensification corridors, 2. consideration for review/expansion to limits of Downtown core and where DC exemptions are permitted, 3. Consider the review/establish policies and appropriate criteria relating to the City's Urban Growth Boundary (UGB), 6. Consider the full perspective of economic and technical feasibility of alternative images that may be 	Phase 4 – Policy Development & Formulation

			<p>5. Phase 3 – background studies & research, would be useful for public education regarding provincial policies/directives regarding infill & intensification (among other things) to help ground the OP consultation.</p> <p>6. Public engagement mechanisms such as open houses, charettes etc. should consider the full perspective of economic and technical feasibility of alternative images that may be presented.</p> <p>7. Issues identification should be done in advance of establishing the “Vision” and the “Growth” discussion.</p> <p>8. The “Vision” should also consider how will London function as we move forward as part of the vision.</p>	<p>presented.</p> <p>8. Consider how will London function as we move forward as part of the vision.</p> <p><u>Planning Response:</u> 4. & 7. The intent of this Terms of Reference review process is to ensure the Public issue identification & confirmation are established prior to the goals and objectives for the Official Plan Review are established, as well as the “Vision” & “Growth” components of the discussion with the Public.</p> <p>5. The intent is for Planning staff to develop “backgrounders” as part of/prior to the Public launch in April 2012 to help frame the discussion with the Public.</p>	
23.	Gabor Sass		Two issues regarding the re-writing of the OP document:	<u>ADD:</u>	

			<p>1. Participatory ‘Backcasting’ from Principles – opposite to ‘forecasting’. The focus of backcasting is <u>‘what type of future are we most likely to get?’</u>(supporting article submitted to Planning staff)</p> <p>2. Visioning of the future – Consider <u>“The end of growth”</u> (referenced Richard Heinberg) where a minority of scientists/economists/and urban planners question the primary focus on growing the economy, growing our cities, growing our business etc., based on the realization that infinite growth on a finite planet is impossible. Limits are now being manifest in resource depletion, environmental degradation, societal upheaval, and financial instability.</p>	<p>Possible background studies/policy development around the principles of “backcasting” and “end of growth”. Consideration of incorporating relevant policies into the Official Plan.</p>	<p>Phase 4 – Policy Development & Formulation</p>
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Departmental/Agency Responses:

	AGENCY	NATURE OF COMMENT	ACTION TO AMEND TERMS OF REFERENCE (ToR)	DOCUMENT LOCATION
1.	Ministry of Municipal Affairs & Housing (MAH) – One Window Provincial Planning System	<p>Formal comments from Ministry of Environment & Ministry of Tourism and Culture on the OP Review Terms of Reference will be provided at a later date.</p> <p>MAH:</p> <ol style="list-style-type: none"> 1. Incorporate ability to amend any OP Policies required to be amended as a result of the PPS review update. 2. Incorporate results of the City’s Transportation Master Plan (TMP). 3. Engage First Nations communities at this stage to ensure appropriate dialogue can occur and to ensure meaningful consultation occurs prior to the adoption of the OP. 4. The EA process for the Veteran Memorial Parkway extension, to service lands outside of London’s UGB, should work/compliment the OP review. 	<p><u>ADD:</u></p> <ol style="list-style-type: none"> 1. Build in flexibility to amend OP as a result of the PPS review update. 2. Identify recommendations of TMP and other studies that will need to be incorporated into OP. 3. Develop communication & consultation strategy to engage First Nations communities. 4. Consideration of changes to UGB for land and road extension to accommodate Veterans Memorial Parkway. 6. Apply NHRM as a tool to update OP to be consistent with PPS. 7. & 8. Identify updates to related documents. 	Refer to Phases 2, 3 & 4

		<p>Ministry of Natural Resources (MNR):</p> <p>5. Support the need to complete the OP review and will continue to offer support to the City throughout the process.</p> <p>6. The Province's Natural Heritage Reference Manual (NHRM) was released in April 2010, after the City's 2006 OP review was completed. The NHRM provides recommended criteria and approaches for being consistent with the PPS. This tool can ensure the OP policies are consistent with the PPS, especially in effectively developing and implementing policies on natural heritage.</p> <p>7. Updates to the City's Guidelines for the Preparation and Review of EIS's during the OP review process to ensure consistency with the PPS.</p> <p>8. Through a secondary plan process, MNR suggests a natural heritage inventory for the southern extent of the City in the vicinity of Hwy 401/402 corridors.</p>	<p>9. Updates to Section 15, Environmental Policies.</p> <p>11. Identify the "Ontario Ministry of Transportation Guidelines for Municipal Official Plan Preparation and Review" as a resource too.</p> <p>13. Updates to MDS policies.</p> <p>14. Updates to urban/rural interface policies.</p> <p>3, 5, 12 and 15. Identify the Province as a resource relating to consultation with First Nations, environmental, transportation and agricultural matters, and to develop policies that are consistent with the PPS and other Provincial documents.</p>	
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		<p>9. Updates to Section 15 Environmental Policies to include:</p> <ul style="list-style-type: none"> - use a comprehensive natural heritage systems approach for the entire City, - strengthen wetland policies, - improve the Species at Risk policies, and not rely only on the <i>Endangered Species Act, 2007</i>, - update to reflect new recommended distances for adjacent lands, including 120m for all natural heritage features, except 50m for Earth Science Areas of Natural and Scientific Interest, - provide consistency in the implementation of aggregate resource policies across the entire City, as well as provide consistency with how the OP policies are meeting section 2.4.2.4 & 2.4.2.5 of the PPS, and - map petroleum resources and wells in the OP Schedules. <p>10. Support reformatting the OP document to improve readability of the Plan and make certain the intent of the applicable policy is clearly understood. This will assist with consistent implementation of the policies.</p> <p>Ministry of Transportation (MTO):</p>		
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		<p>11. Review the “Ontario Ministry of Transportation Guidelines for Municipal Official Plan Preparation and Review” as it applies to the growth related issues along the Highway 401/402 corridor. Specifically, Section 3.1 – Local Growth and Development adjacent to and in the Vicinity of a Provincial Highway, and Section 3.3.4 – Access Connections in the Vicinity of a Provincial Highway Intersection or Interchange Ramp Terminal.</p> <p>12. Request that they continue to be included in the City’s TMP review, and be included in other working groups for link between transportation and planning in the vicinity of provincial highways.</p> <p>Ministry of Agriculture, Food and Rural Affairs (OMAFRA):</p> <p>13. Open for review the Minimum Distance Separation (MDS) policies for considering the application of these policies to a broader part of the City as well as considering other compatibility issues.</p> <p>14. Open for review the urban/rural interface</p>		
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		<p>policies for considering the application of these policies to a broader part of the City as well as considering other compatibility issues.</p> <p>15. OMAFRA will work with planning staff to develop policies that are consistent with the PPS and MDS Guidelines as well as develop policies that are innovative and proactive.</p>		
2.	Upper Thames River Conservation Authority	<p>All three Conservation Authorities within the jurisdiction of the City will provide technical support to the City.</p> <p>Items for Consideration in the Terms of Reference:</p> <p><u>Regulation Mapping</u> – updated layer of regulation limits to be provided to City to be incorporated in OP.</p> <p><u>Provincially Significant Wetlands</u> – defer to MNR for information update.</p> <p><u>Flood Plain Policy – Two Zone Approach</u> – request opportunity to review recommendations prior to the policies being incorporated into the new OP.</p>	<p><u>ADD:</u> Consideration for task objectives to include the following: h) Updated mapping from UTRCA and the Province be incorporated into the OP Schedules, Incorporate new policies relating to DWSP, Climate Change and Green Infrastructure.</p>	Phase 4 – Policy Development & Formulation

		<p><u>Special Policy Areas (SPA)</u> – clarify whether Ada Street is a candidate for SPA or can be abandoned, and revise Schedule B-1 accordingly. Give priority to West London as a SPA.</p> <p><u>Drinking Water Source Protection (DWSP)</u> – Incorporate policies into new OP, and Schedule B-1 incorporate groundwater recharge areas consistent with information approved by the Province through technical studies for DWSP.</p> <p><u>Natural Heritage</u> - incorporate new natural heritage systems mapping into the new OP.</p> <p><u>Climate Change</u> – introduce land use policy pertaining to climate change into the new OP.</p> <p><u>Stormwater Management (SWM)</u> – consider green infrastructure, as well as low impact development and how they relate to climate change.</p>		
3.	London Advisory Committee on Heritage	Request that natural and built heritage be included in the Terms of Reference.	<u>ADD:</u> Specific reference to Natural and	Phase 3 – Background

			Built Heritage.	Studies
4.	Middlesex-London Health Unit	<p>Public Health has a long history of involvement in built environment matters. Built environment can impact the risks for heart disease and stroke, and is an important influence on health factors such as how physically active we are and levels of air pollution.</p> <p>Important to bring planners and health professionals together so that health promoting features of land use, community environment and transportation planning can be achieved.</p> <p>Request the opportunity to be directly involved in the OP review process.</p>	<p><u>ADD:</u> Health Unit as a staff resource.</p> <p>Include background study on impacts of built environment on health, and influence on health factors.</p>	<p>Phase 3 – Background Studies</p>

Appendix 'C'

December 12, 2011 Planning Report – Interim Status Report

TO:	CHAIR AND MEMBERS PLANNING & ENVIRONMENT COMMITTEE
FROM:	JOHN M. FLEMING DIRECTOR, LAND USE PLANNING AND CITY PLANNER
SUBJECT:	2011 OFFICIAL PLAN REVIEW INFORMATION REPORT INTERIM COMMENTS ON THE DRAFT TERMS OF REFERENCE MEETING ON DECEMBER 12, 2011, 4:40 PM

RECOMMENDATION

That, on the recommendation of the Director, Land Use Planning and City Planner, the following report concerning public feedback on the draft Terms of Reference **BE RECEIVED** for information;

IT BEING NOTED that a public “drop-in” open house is being held on December 13, 2011; and

IT BEING FURTHER NOTED that Civic Administration will be reporting on January 16, 2012 at the statutory public participation meeting regarding the modifications to the Terms of Reference in response to the feedback received from the general public, municipal departments and review agencies.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

June 8, 2011 – Planning Report to Built and Natural Environment Committee regarding the preliminary approach and timeline for the 2011 Official Plan Review.

October 4, 2011, Planning Report to Built and Natural Environment Committee regarding the draft Terms of Reference for the 2011 Official Plan Review.

December 12, 2011, Planning Report to Planning and Environment Committee regarding the Public Engagement program.

PURPOSE

This report serves to provide interim comments received from various members of the Public; and to reiterate the scope of this Official Plan review and the key milestones that Council can expect from the review.

STATUS UPDATE

On October 4, 2011, Council directed Civic Administration to circulate the draft Terms of Reference for public review and comment and report back to Committee in December 2011 following public consultation.

At the time of writing this report, various agencies indicated their comments will be forthcoming but would not be received in time for the December 12th report deadline. It is anticipated the outstanding comments would be submitted in time for the Public participation meeting scheduled in January. Feedback received from the meeting between London Development Institute (on December 7, 2011), and the Public “drop-in” open house (on December 13, 2011) will also be reported to Planning and Environment Committee in January.

Comments Received To-date:



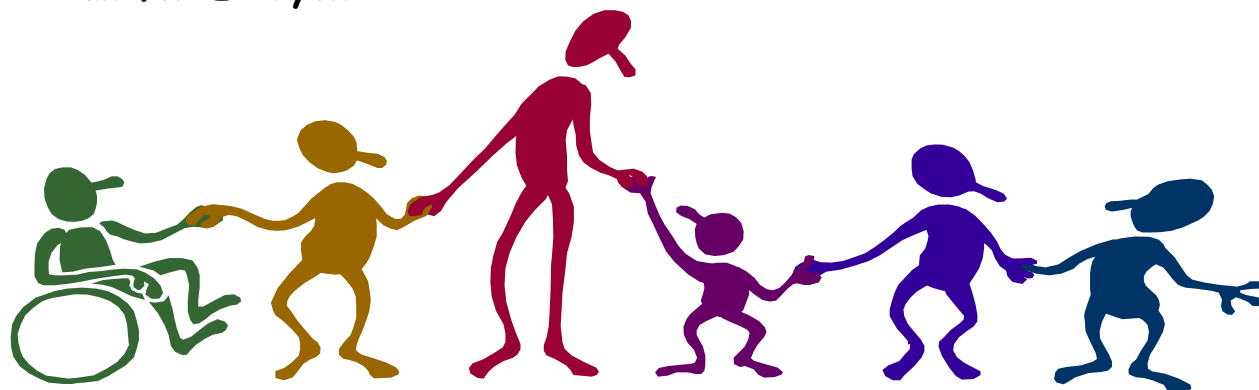
General support is being received for clarifying the vision for the City, including re-imagining the focus of industrial lands and opportunities for industrial growth along Highways 401 & 402 gateway; and for improvements in the usability and readability of the OP document.

Similar to previous OP review updates, requests for site-specific land use changes and modifications to the Urban Growth Boundary (UGB) have also been received. A detailed summary of the responses received to-date is attached in Appendix 'A'.

A full comprehensive list of issues/requests to be considered in the OP Review will be included in the planning report on the final Terms of Reference for the statutory public participation meeting on January 16, 2012.

DEFINING THE SCOPE OF THE OP REVIEW

A Plan for Everyone:

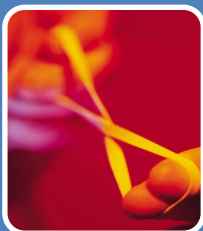


A goal of this Official Plan review is to create a user-friendly new 'City Plan' document with the following objectives:

- ***Clarify the strategic vision of the City***
 - What do Council and the Community want the City to look like in the future?
 - How do Council and the Community want to grow in the future?
- ***Clarity of the document***
 - Usability
 - Readability
- ***Try to avoid unnecessary bureaucracy for future amendments to the City Plan document***
 - Avoid associated costs and delays for applicants
 - Create a document that is robust & lasting, consistent with the vision of the Plan
- ***Emphasize 3 priority areas related to land use planning***
 - Use
 - Intensity
 - Form
- ***Consider implementing the policies in a different way***
 - Dependant on an Urban Structure Plan
 - i) provides the context for the policies
 - ii) land uses and other traditional policies in the Plan will support and implement the Vision
 - Conditional Zoning
 - Form-based Code & Performance Standards

By applying "FACTS", we can achieve a new, revitalized, user-friendly City Plan Document!

Here are the **FACTS**:



FLEXIBLE:

- adaptable for future planning applications,
- consistent with Provincial requirements & regulations;



ACCESSIBLE:

- easy to navigate through the document,
- relatable to Council and the public's vision;



CAPTIVATING:

- create an inviting & inspiring document,
- capture Council 's and the Public's interest;



TRANSPARENT:

- easy to read,
- easy to understand;



SUCCINCT:

- concise, direct, to the point, and
- use graphics to frame the policy direction.

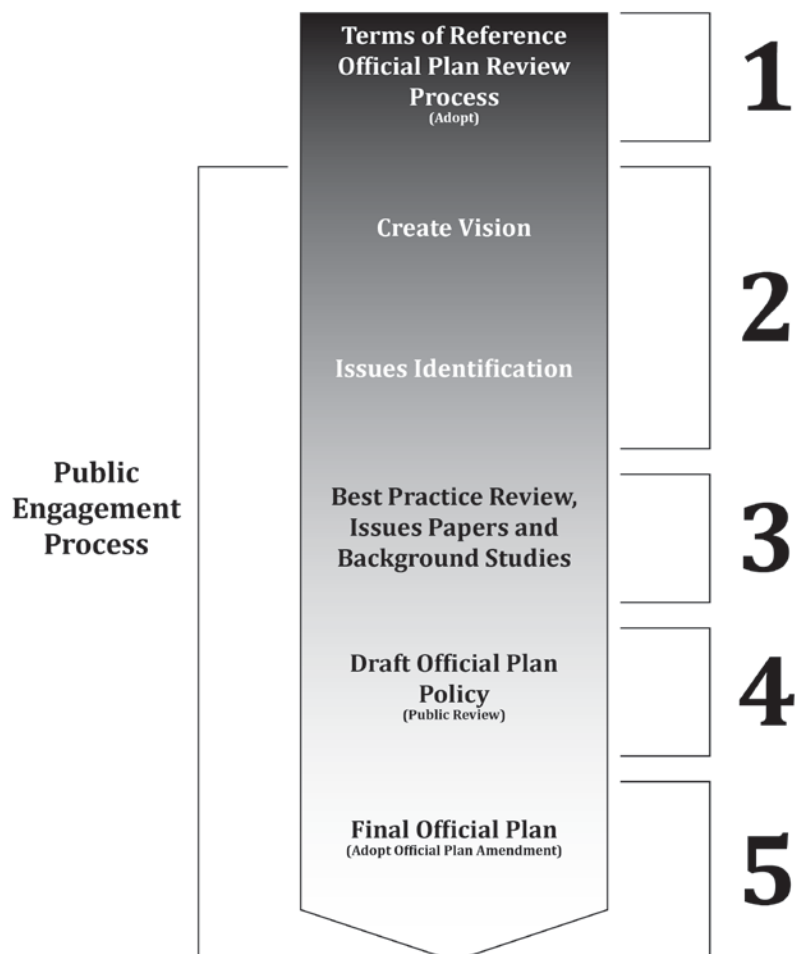
MILESTONES:

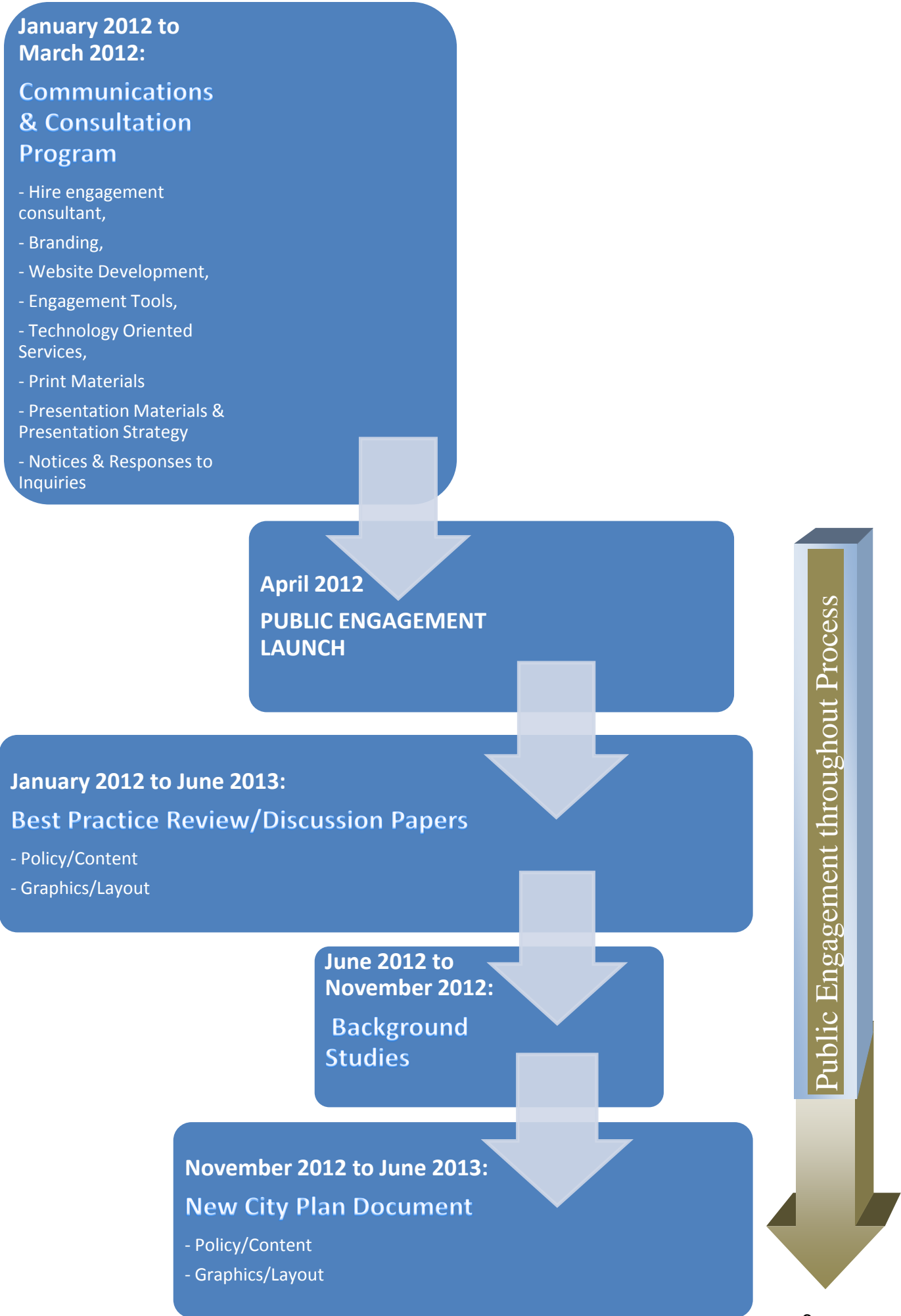


The intent is to complete the entire project in thirteen months from the vision launch in April 2012. To accomplish the estimated targets, Civic Administration will parallel a portion of each of the phases with the next phase. A couple of phases will run parallel for the entire review. The flow chart, below, highlights the five phases of the project, and the Gantt chart on the next page serves to illustrate the parallel phases.

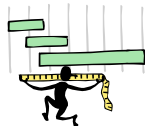
For Phase 1 of the OP Review, certain actions are currently underway, or will be underway in January 2012 once the Public engagement consultant is retained, including:

- Public consultation on the draft Terms of Reference,
- Defining the scope of this Official Plan review,
- Developing an RFP for the Public engagement consultant,
- Developing a Communication Strategy (collaboration between Corporate Communications & Planning Division),
- Conducting 'best practice review' of examples from other municipalities,
- Identifying and commencing "Backgrounders",
- Developing the Public Engagement program, and
- Report out to Council.





Work in Progress:



On September 20, 2011, Council confirmed the immediacy of reviewing industrial lands and possible changes to the Urban Growth Boundary (UGB) for industrial lands in advance of the OP Review process. The “Industrial Land Development Strategy” (ILDS) and the UGB evaluation process, is anticipated to be completed in the 2nd Quarter of 2012.

Altus Group (formerly Clayton Research) has been retained to undertake a “Population, Household and Employment Forecast” to serve as the basis for the development of the policies of the Official Plan. A major component of this work will be to determine if sufficient lands have been identified to accommodate future population and employment growth, and whether changes to the City’s Urban Growth Boundary will be required to support this anticipated growth. The Altus Group has worked with the City in the past, and has a thorough understanding of London’s growth and development.

A public open house “drop-in” is scheduled for December 13, 2011 to receive feedback and input into the Terms of Reference for the Official Plan Review.

It is expected that by the end of January 2012, the Public engagement consultant will be selected. Corporate Communications and Planning Division staff will be collaborating with the Public engagement consultant to develop and implement the Public engagement tools for the Vision launch in April, 2012.

Next Steps:



To satisfy the legislative requirements of the *Planning Act*, a statutory public participation meeting is necessary to do the following:

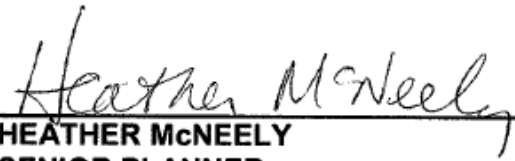
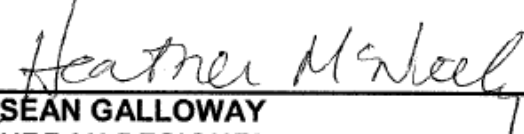
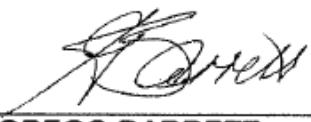
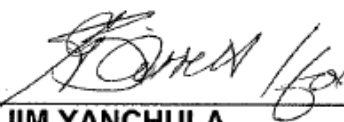

- Confirm the need for the Official Plan review, and to
- Confirm the Terms of Reference.

Planning staff will continue to receive public feedback on the draft terms of reference until December 16, 2011, including the feedback received at the Public open house on December 13th. The statutory public meeting to begin the Official Plan process will take place on January 16, 2012.

April 2012 will be the community engagement launch. This milestone is considered to be the most important event of the Official Plan review process. This community launch will be the kick-off for the community engagement strategy, and will focus on establishing the Vision for how we want London to grow, and what that growth will look like. This launch of the new “City Plan” will set the stage for on-going discussion and dialogue with the London community in creating this common Vision for the City Plan, the policies of the Plan will be structured around how we achieve that Vision. This Vision will also include creating a document that is clear, understandable, and user-friendly. The new City Plan will be policy driven and more graphically

presented so that Council and the public have a clear picture of how London will develop over time.

Within the 2nd Quarter of 2012, it is anticipated the Industrial Land Development Strategy will be completed and ultimately feed into the Official Plan Review Process. The recommendations may identify specific changes to the Urban Growth Boundary (UGB), in proximity to Highway 401/402 corridor to support industrial development. The "Land Needs" study will determine if other changes to the UGB, are warranted.

PREPARED BY:	PREPARED BY:
	
HEATHER McNEELY SENIOR PLANNER CITY PLANNING & RESEARCH	SEAN GALLOWAY URBAN DESIGNER COMMUNITY PLANNING & URBAN DESIGN
SUBMITTED BY:	SUBMITTED BY:
	
GREGG BARRETT MANAGER, CITY PLANNING & RESEARCH	JIM YANCHULA MANAGER, COMMUNITY PLANNING & URBAN DESIGN
RECOMMENDED BY:	
	
J. M. FLEMING DIRECTOR, LAND USE PLANNING AND CITY PLANNER	

December 2, 2011

GB/hmcn
"ATTACH"

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