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Date: November 27, 2020

To: Mayor and Council

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RE: Official Plan Five-Year Review – Adoption of Plan

Report No.: PS 2020-068

AIM

To provide the Mayor and Council with an overview of the final version of the Official Plan resulting from the five-year review process for consideration and adoption.

BACKGROUND

At the January 13, 2020 meeting of Council the Manager of Planning Services and the five-year Official Plan review consultant WSP presented a summary of the proposed changes to the current 2012 Official Plan. This meeting was to service as the official public presentation of the revised document and provide an opportunity for any final comment and questions.

The recommendations of the January 13, 2020 report were that Council:

Receive the report outlining the details on the conclusion of the 5-year Official Plan review process and presentation by the consultant, WSP, for information purposes, and

Direct administration and the consultant, WSP, to complete the final Official Plan document for final adoption by Council, subject to:

completion of consultation with First Nations representatives;

inclusion of requested changes, if any, presented at the January 13, 2020 public meeting of Council.

The motions approved were to include the request from Prince Albert St North residents that wording under the residential policies limit development in the Prince Albert Street North area to single and semi-detached dwellings. A further motion was for administration and the consultant to further update the Official Plan in consultation with the public and First Nations and return a follow-up report to Council.

Further review of the plan was completed including wording in the Residential policies limiting the type of residential development in the Prince Albert St. N area including the provision of the map outlining the specific limits. This was circulated to both of the residents which spoke on the issue. The second item was related to the inclusion of updated wording in the plan that addresses secondary dwelling units based on changes to the Planning Act. That wording has been included and the individual that spoke on the matter advised that the revision has been made. Finally, a copy of the revised Official Plan was forwarded to both Caldwell and Walpole First Nations for review the end of January 2020. No comments have been provided.

Prior to the January 13 meeting expanded policy on affordable housing had been adopted by Council for inclusion in the plan along with updates resulting from the work of the Greenhouse Policy Review Committee.

As part of the review process a number of areas were identified that may require additional work including items outlined in the ERCA discussion paper on natural heritage, regional storm water management and future flood prone area development restrictions. Each of these items are significant undertakings and beyond the scope of the review process. The plan also acknowledges that the Main Street review is underway. If additional update or changes are recommended by the Committee and approved by Council these will require amendment to the plan at that time.

DISCUSSION

With public comment and input completed and a final revised version of the Official Plan (Appendix A & B) prepared the next step in the process is for Council to consider adoption of the plan. If adopted the plan is forwarded to the County for review. The County has been provided with drafts over the last year for review and comment. If the plan is accepted and approved it will then come into full effect. There is however, some likelihood that the County may have modifications that need to be made. In this event the plan would return to Council to outline any modifications that have been requested.

Since the review process has taken some additional time it is important to outline to Council and the public what has occurred since the fall of 2017. The following is a summary of the main benchmarks.

- Fall of 2017 the review process started
- Council workshop December 2017
- January 2018 – initial stakeholders meeting
- February 2018 – Mandatory Section 26 (Planning Act) meeting with Council/public
- March 2018 – second stakeholders meeting
- June 2018 – third stakeholders meeting
- June 2018 – completion of the Issues and Policy Direction report
- August 2018 – introductory public open house

November 2018 – initial draft based on staff and stakeholder input
May 2019 – second public open house
September 2019 – second draft based on public comment
November 2019 – third public open house
January 2020 – public meeting to introduce final document to Council /public
May 2020 – revised draft completed based on feedback from Jan 2020 meeting
September 2020 – additional revision based on ERCA and County technical comment

[2018 – Affordable Housing Policy Development (6-8 months)
2019 – Greenhouse Policy Review Policy (6 months)]¹

If the five year review process were limited to a routine updating of policy either legislatively mandated or based on a simple internal review of outdated policy it would likely be completed within approximately one year, this is rarely the case. The reason for this centres on amalgamation. One of the planning related undertakings resulting from amalgamation was to consolidate the former Official Plans into one document, the current Kingsville Official Plan (2012). This is not a simple undertaking and in fact there are still municipalities across Ontario which have not completed this work. Consolidation of these documents has to take into consideration what can be very different directions and policy. The goal is to minimize the impact the consolidation has while trying to develop a new consolidated direction in the best interest of all of the former communities. This is the initial review of the 2012 plan for Kingsville and was anticipated to take additional time to complete.

As noted earlier the review process identified issues in different areas that needed immediate attention as part of the review and still others that will need additional focus as we move forward. A five-year review will never address all of the issues identified as part of the process. The best outcome is that it fixes the immediate issues and clearly outlines a comprehensive to-do list.

Finally the most recent impact on the timeline for completion of the five-year process has been the recent COVID-19 pandemic and the associated restrictions and limitation on public gatherings (open houses) and in-person Council meetings. Staff has attempted to make sure that documentation was kept available on the website and up-to-date. It was not anticipated that additional open houses were to be held after the January 2020 meeting. Had COVID not happened it was anticipated that the final document would have been presented to Council late spring or early summer.

Any further delay in bringing the plan forward for adoption by Council and final review by the County simply further delays the implementation of the policies and directions that have been developed. Staff keep the new direction in mind during consideration of application review but until the policy is officially approved, it is difficult to utilize.

LINK TO STRATEGIC PLAN

Manage growth through sustainable planning.

¹ AHP and GPR were not part of the timelines in the five-year review request for proposal (RFP)

FINANCIAL CONSIDERATIONS

The completion of the Affordable Housing Policy and Greenhouse Policy review were not items included in the original RFP for the review process. There have also been additional legislative changes that have resulted in added time. These policies then eventually had to be incorporated into the final document.

The original budget for the review was \$75,000. The WSP portion of the budget is very close to fully billed. An additional \$5000 was allocated in the 2020 budget to cover anticipated overages. An additional \$5000 is possible depending on the length of time to final approval. This can be covered under the unused allocation for Professional and Legal Fees for Planning Services so it will not affect the budget negatively for 2020.

CONSULTATIONS

Administration, County Planner, ERCA

RECOMMENDATION

That Council:

Adopt the Official Plan, based on the five-year review process, as presented and direct administration to forward the plan to the County for final review and approval.

Prepared by:

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