



REPORT TO COUNCIL

To: Warden Mills and Members of County Council

From: Darrell Keenie, Director of Planning, Economic Development and Culture

Date: July 12, 2018

Subject: **County Official Plan – Municipal Comprehensive Review (MCR)**

In Support of Strategic Plan Priorities and Objectives:

Communication and Connections: 2.2 Fostering two way communication with local and neighbouring municipalities

Good Governance: 3.3 Improving policies, practices and procedures

Purpose

The purpose of this report is to provide an outline of the tasks and process that must be undertaken to complete the County's Municipal Comprehensive Review (MCR) Process, as required by the policies of the Growth Plan for the Greater Golden Horseshoe, 2017 (the "Growth Plan").

Background & Discussion

The memo attached to this report from WSP, the County's consulting planners, gives an outline of the MCR Process and major tasks.

The purpose of the MCR is to bring the upper-tier official plan into full conformity with the Growth Plan through various processes and supporting studies. The MCR Process will involve the County undertaking - in co-operation with local municipalities - a series of studies and activities including background research, public consultation, and policy formulation. It is anticipated that the MCR Process will be approximately two years in duration.

The County is required to submit an official plan or official plan amendment implementing the MCR that has been adopted by Council for approval by the Minister under the Planning Act, by 2022. Lower-tier municipalities are required to bring their official plans into conformity with the applicable upper-tier official plan and the Growth Plan, 2017 within one year of the County MCR being approved and in effect. The timely initiation and completion of the MCR Process is also necessary in view of local

municipal plan amendments and planning applications in Dufferin that are pending the completion of the County’s MCR.

Planning consultants WSP have been requested to prepare a budget and schedule to complete required tasks for the MCR, which will be provided to the County by the end of July. The phasing of the process, including the order of studies to be undertaken, is being given additional consideration in light of the recent change in provincial government. It is possible that certain policy directions of the Province may be impacted by the change in government, and thus any MCR-related consideration of those subjects will be placed appropriately within the schedule to allow time for any change in Provincial direction to become known and clear.

Local Municipal Impact

In view of the studies and activities to be undertaken as part of the MCR Process, and the requirement for lower tier municipalities to bring their official plans into conformity with the County official plan within one year of the MCR being approved and in effect, County staff and consultants will necessarily be working in conjunction with local planning staff and consultants throughout the process.

Financial, Staffing, Legal, or IT Considerations

Planning consultants WSP will be providing the County with a budget and schedule to complete the MCR Process by the end of this month. It is important to note that a significant portion of costs associated with completing the MCR Process will be offset by the County’s development charges.

Strategic Direction and County of Dufferin Principles

Establishing planning policies and procedures in consultation with local municipalities is in line with the corporate strategic directions and principles:

1. **We Manage Change** – by developing policies and procedures based on changes to legislation and County responsibilities;
2. **We Deliver Quality Service** – by creating cohesive procedures to ensure clarity, transparency and efficiency in the planning processes;
3. **We Communicate** – by providing information to the partners, local media, posting information on the website, social media posts, electronic newsletters and newspaper advertising;
4. **We Make Good Decisions** - by consulting with partners and researching legislation and best practices and procedures.

Recommendation

THAT the report of the Director of Planning, Economic Development and Culture dated July 12, 2018 be received.

Attachments: WSP Memo dated June 28, 2018

Respectfully Submitted By:

Darrell Keenie
Director of Planning, Economic Development and Culture

MEMO

TO: Darrell Keenie, Director | Planning, Economic Development and Culture | County of Dufferin

FROM: WSP

SUBJECT: Dufferin County Municipal Comprehensive Review Process and Major Tasks

DATE: June 28, 2018

The purpose of this memo is to provide an outline for the tasks and process that must be undertaken to complete the County’s Municipal Comprehensive Review (MCR) Process, as required by the policies of the Growth Plan for the Greater Golden Horseshoe, 2017 (the “Growth Plan”). The purpose of the MCR is to bring the upper-tier official plan into full conformity with the Growth Plan through various processes and supporting studies. Figure 1 was produced by the Province and presents an overview of the components within this process. Due to the interconnection between supporting studies, the MCR will be an iterative process that will need to be flexible and reactive in regards to the various studies incorporated in the process.

Figure 1: Other Analysis and Strategies Associated with Land Needs Assessment



The County is required to submit an official plan or official plan amendment implementing the MCR that has been adopted by Council for approval by the Minister under the *Planning Act*, by 2022. Lower-tier municipalities are required to bring their official plans into conformity with the applicable upper-tier official plan and the Growth Plan, 2017 within one year of the County MCR being approved and in effect.



The following outlines the County Municipal Comprehensive Review (MCR) major tasks and supporting deliverables for review/discussion, and provides a basis for establishing a detailed work program, schedule and budget to undertake the County MCR. Using this table as a starting point, there is opportunity to further scope certain components, while focusing on the core planning issues.

Tasks	Deliverables	Key Tasks
1. Consultation / Communications	Consultation Plan	<ul style="list-style-type: none"> • Prepare communications and consultation strategy for County MCR (i.e., engagement with Councils, Local Planners, Stakeholders, Public, Indigenous Communities, Province) • Refer to Checkpoints with Provincial Staff below, further consultation requirements will be identified. • Coordinate consultation meetings for all studies required by this MCR
2. Agricultural System	Agricultural Study Agricultural Impact Assessment(s) (if needed)	<ul style="list-style-type: none"> • Refine/augment Provincial Agricultural System Mapping • County Official Plan policy updates • AIA for Settlement Area Expansions (if required) • AIA for infrastructure (if required) • Re-designation of agricultural / rural land for settlement are expansion (if required) • Implement an Agri-food strategy
3. Natural Heritage System	County Natural Heritage System Strategy	<ul style="list-style-type: none"> • Undertake County Natural Heritage System Strategy • Refine Provincial Natural Heritage System Mapping • County Official Plan policy updates
4. County Population and Employment Forecasts	County Land Needs Assessment (LNA) (Forecasts – based on Provincial LNA Methodology)	<ul style="list-style-type: none"> • Prepare population, housing and employment forecasts to 2041 • Establish preliminary Urban Structure and confirm boundary mapping • Confirm net new unit data (completions and demolitions)
5. Designated Greenfield Area Density Analysis (Baseline Target Analysis)	Input to County LNA	<ul style="list-style-type: none"> • Allocate forecasts based on existing and required future targets • Determine demand / supply gap • Establish justification for alternate target request(s)

Tasks	Deliverables	Key Tasks
6. Employment Strategy	County Employment Strategy Mapping of Employment Areas Employment Area Conversions and Justification (if required)	<ul style="list-style-type: none"> • Update vacant employment land inventory • Undertake employment land intensification analysis • Identify Employment Areas and Prime Employment Areas in consultation with local municipalities • Assess Employment Area conversions
7. Intensification Strategy	County Intensification Strategy	<ul style="list-style-type: none"> • Prepare Intensification Strategy based on Provincial Application of the Intensification and Density Targets Guidance Document • Assess intensification opportunities/strategies • Identify appropriate targets (input into LNA) • Assess Alternative intensification targets, justification, and make request to Province • Identify built-up area and other strategic growth areas
8. County Land Needs	County Land Needs Assessment (Land Needs – based on LNA Methodology)	<ul style="list-style-type: none"> • Prepare Land Needs Budget based on Provincial Methodology for Land Needs Assessment • Apply alternate targets, if requested / granted • Determine need for settlement area expansion • Assess/identify excess lands and how to manage, if applicable • Determine lower-tier targets
9. Settlement Area Expansion Justification	Settlement Area Expansion Supporting Studies Undertake required supporting studies and justification in support of policy 2.2.8.3 of the Growth Plan (i.e., infrastructure master plans, environmental assessment for new or expanded water and wastewater services, stormwater master plan, watershed master plan)	<p>Depending on the location/extent of required settlement area expansions, it is anticipated that a greater level of coordination with the local municipality (i.e., Shelburne, Grand Valley) will be required to address more detailed study requirements to support a settlement area expansion (i.e., EA for new or expanded water and wastewater services, stormwater master plan, sub-watershed master plan).</p> <p>Need to assess long-term servicing capacities.</p>



Tasks	Deliverables	Key Tasks
	(assessment of key hydrologic areas and options to avoid them), natural heritage system, Agricultural Impact Assessment, Minimum Distance Separation, etc.)	
10. Housing Strategy	County Housing Strategy	<ul style="list-style-type: none"> • Assess and identify range and mix of housing options (including affordable housing) and densities to meet forecasted needs • Identify affordable housing targets <ul style="list-style-type: none"> i. Updating affordable housing targets based on growth allocations • Identify mechanisms for implementation of strategies (land use and financial)
11. Infrastructure – Servicing	Servicing Capacity Analysis Infrastructure Master Plan	<ul style="list-style-type: none"> • Integrate planning for infrastructure and public service facilities • Assess infrastructure capacities and required improvements • Requires significant coordination with local municipalities (municipal servicing) • Analysis to support Settlement Area Boundary Expansions and Employment Land Conversions
12. Infrastructure – Transportation	Transportation Master Plan Active Transportation Master Plan Update (if desired)	<ul style="list-style-type: none"> • Develop transportation demand management approaches and policies (beyond official plan policies) to support growth • Implement new directions of the Growth Plan in regards to transportation
13. Infrastructure – Public Service Facilities	Community Services Master Plan	<ul style="list-style-type: none"> • Collaborate and consult with service planning, funding and delivery sector to facilitate the co-ordination and planning of other public service facilities • Develop plan to optimize location of new public service facilities and community hubs



Tasks	Deliverables	Key Tasks
14. Watershed Planning	Watershed Plan	<ul style="list-style-type: none"> Undertake Watershed Planning based on Provincial Watershed Planning in Ontario: Guidance Document and Growth Plan policies
15. Climate Change Initiatives	County Community Energy Plan	<ul style="list-style-type: none"> Develop County Community Energy Plan Coordinate requirements with infrastructure and asset management planning and risk assessment Develop climate change policies Provincial Low Impact Development Technical Manual and Green House Gas Reduction Strategies
16. Fiscal Impact Analysis	Fiscal Impact Analysis	<ul style="list-style-type: none"> Financial considerations related to infrastructure/asset management
17. County Official Plan Updates	Updated County Official Plan (OPA)	<ul style="list-style-type: none"> Review and update key policy areas based on PPS, Provincial Plans, MCR work, and emerging planning trends Implement Source Protection Plan policies Implement policy updates to other Provincial Plans at the County level (Niagara Escarpment Plan, Greenbelt Plan, Oak Ridges Moraine Conservation Plan)

Checkpoints with Provincial Staff – to be incorporated into the Consultation Plan

The MCR Guidance Document identifies consultation with the Province at certain critical milestones in the MCR process, in addition to the *Planning Act* requirements, including:

- Prior to undertaking the land needs assessment, to discuss the background work (including its completeness) and the rationale provided for all of the key inputs (e.g., targets) that are required; and
- After undertaking the land needs assessment, to discuss any issues of compliance with the Provincial methodology, discuss reasonableness of applicable assumptions and to determine next steps for implementing the results.

In addition, prior to submitting the adopted official plan or official plan amendment to the Province for approval, upper- and single-tier municipalities should consult with Provincial staff on the following, where applicable:

- Proposed urban structure;



- Proposed delineations of the areas to which targets will apply;
- Proposed settlement area boundary expansions and all related studies;
- Proposed identification of excess lands;
- Proposed employment area conversions;
- Proposed allocation of forecasts and targets for lower-tier municipalities;
- Identification of deposits of mineral aggregate resources;
- Identification of key natural heritage features, key hydrologic features, key hydrologic areas, and hazardous lands; and
- Proposed refinements to the Natural Heritage System and Agricultural System mapping.

Provincial Guidance Documents:

- Land Needs Assessment Methodology for the GGH, May 4, 2018, Final
- Municipal Comprehensive Review Process: Draft Guidance, March 2018 (Comments due June 19, 2018)
- Application of the Intensification and Density Targets: Draft Guidance, March 2018 (Comments due June 19, 2018)
- Draft Agricultural Impact Assessment (AIA) Guidance Document, March 2018 (Comments due July 13, 2018)
- Agricultural System, effective February 9, 2018
- Regional Natural Heritage System, effective February 9, 2018
- Watershed Planning in Ontario: Draft Guidance, February 2018 (Comments due April 7, 2018)
- Other Guidance Documents: Low Impact Development Technical Manual, Green House Gas Reduction Strategies