Non-Core Services Proposal

July 22nd, 2019

Land Use Planning Services: Township of Adelaide Metcalfe Special Policy Areas Land Use Planning Study
1) BACKGROUND

Concerns from Council and members of the community have been raised in respect to the appropriateness of the land use policies currently in place in the Township’s Special Policy Areas (“SPAs”) due to inconsistencies between the land use designations in the Township’s Official Plan and the zoning provisions in the Township’s Zoning By-law, as well as changes in land use policy objectives in the Township in recent years. As such, the Council of the Township of Adelaide Metcalfe has directed staff to undertake a land use planning study of the Official Plan and Zoning By-law for the lands designated Special Agricultural Policy Areas 1, 2, 3, 4, 5, 6 and 7; and Special Urban Policy Areas 2 and 4 in the Township’s Official Plan.

The County of Middlesex and the Township of Adelaide Metcalfe have entered into a Planning Services Agreement, which divides the planning services into Core and Non-Core services with land use planning studies being a Non-Core service.

The scheduling and delivery times for Non-Core Planning Services will be discussed between the County and Township, and reasonable efforts will be made to accommodate the scheduling requests of the Township subject to the County still being able to provide Core Planning Services without delay.

The County is therefore providing this outline proposal to undertake a land use planning study of the Township of Adelaide Metcalfe’s Official Plan and Zoning By-law for the lands designated Special Agricultural Policy Areas 1, 2, 3, 4, 5, 6 and 7; and Special Urban Policy Areas 2 and 4. The Special Policy Area Review will be completed by the following Planning Staff: Erin Besch (Planner), Abby Heddle (Planner), Tim Williams (Senior Planner) and Alex Colesberry (Planning Technician).

On May 21st, 2019, Township Council passed an Interim Control By-law (“ICB”) to temporarily prohibit uses other than those existing and occurring on those lands identified as Special Policy Areas within the Official Plan. The ICB will expire on May 21st, 2020, one year following the date of passing. Based on the current workload and scope of this land use study, it is estimated that the Special Policy Area Review will take between 6-8 months to complete, leaving time if any changes are necessary prior to the expiration of the ICB.

2) PURPOSE

The purpose of this study is to provide the Township of Adelaide Metcalfe Council with comprehensive land use information on the planning policies and regulations concerning Special Agricultural Policy Areas 1, 2, 3, 4, 5, 6 and 7; and Special Urban Policy Areas 2 and 4. This information will enable Council to determine if changes to the Special Policy Areas or zoning regulations are warranted. This may include amendments to the Township’s Official Plan and Zoning By-law.

3) STUDY APPROACH

This land use study will begin with a background report that will review the history of the subject properties, and include an analysis of the existing Official Plan policies concerning those specific SPAs, an analysis of Provincial and County policy, as well as a jurisdictional scan with the intent of
identifying best practices. The purpose of the background study is to ensure that relevant information pertaining to each SPA is considered. In addition, the policy analysis and jurisdictional scan will provide direction in regard to any changes that may be required after the study is completed. Following the background study, a public consultation session is proposed to present the findings of the background report and to highlight a list of best practices identified through the jurisdictional scan.

Subsequently, recommendations will be prepared that may include both Official Plan amendments and Zoning By-law amendments, and will be brought before Township Council.

4) PROJECT OUTLINE

1.0 Project Initiation

2.0 Background Study

2.1 History of Properties within SPAs

The background study will commence with a review of the history of the subject properties. The intent of the review of each property is to distinguish why the property falls within an SPA. Throughout the review of each property, past applications under the Planning Act will be considered and past and present uses of each property will be investigated.

2.2 Policy Analysis

The specified SPA Official Plan policies identified as the focus areas of the study will be further examined with the goal of identifying why the permitted uses under each SPA came into effect and to further identify if the policies for that SPA are consistent with the Township’s Zoning By-law. Consistency with the Provincial Policy Statement, County Official Plan and any other relevant legislation will also be considered.

2.3 Jurisdictional Scan & Identification of Best Practices

The jurisdictional scan will involve a limited comparative analysis of SPA policies in the Official Plans of select municipalities outside of Adelaide Metcalfe. The purpose of the jurisdictional scan is to assess the SPA policies of other Official Plans, compare such policies to that jurisdiction’s zoning by-law, as well as any relevant provincial policy, and draw inferences to identify best practices that may be valuable in the formation of possible recommendations.

3.0 Public Consultation to Present Findings of Background Study & Jurisdictional Scan

Following the background study, a public consultation session will be held to inform Council and members of the community of the findings of the background study and highlight best practices. Planning staff will prepare an informal consultation session with visual aids. In addition, planning staff will engage in conversation during this session to gain insight on possible direction to be used when drafting recommendations.
4.0 Draft Recommendations

Drawing on the findings of the background study and comments received from the first public consultation session, a set of preliminary recommendations will be drafted.

5.0 Final Report with Recommendations

Planning staff will compile all relevant information into a final report that will be presented to Council. The report will include background information and a summary of the land use planning study. In addition, the report will also include a set of recommendations informed by the background study and public consultation session. These recommendations may include Official Plan Amendments and Zoning By-law Amendments.

6.0 Planning Act Process for Official Plan/Zoning By-law Amendments

If council proceeds with an Official Plan or Zoning By-law amendment, the statutory process of the Planning Act would have to be followed including at least one public meeting be held to provide the public with the opportunity to make representations regarding the proposed changes.

5) Project Timeline

The project timeline depends on staffing and resource availability including decisions made through the County and Municipal budget process. It is noted that this project will require Township staff assistance at various stages. More specifically, Township staff will be drawn upon to provide any local history and knowledge regarding the subject lands and also provide notice of and host public meetings. As with any project that involves public consultation, timelines can require adjustment based upon the issues involved and raised.

The Land Use Planning Study would include the following timeline:

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