

## Appendix D

### Neighbourhoods Work Plan

### Official Plan Review 2012

August 10, 2012

#### 1. Purpose

To identify and prepare policies to recognize and provide planning direction for neighbourhoods in the City of Burlington.

#### 2. Background

The City Official Plan does not identify neighbourhoods. Past practice in residential land use planning has taken the form of secondary plans for new development by plan of subdivision. This focus is characteristic of municipalities growing into their 'greenfields' to accommodate population increases.

The City has now absorbed its available 'greenfield' lands, and is approaching a condition of 'build out'. Build out encourages the City to consider the future of its established residential areas. In addition, recent public consultation regarding the Official Plan has identified issues of inappropriate intensification, connectivity, accessibility, and the equitable distribution of community infrastructure across the city's residential areas.

Council has identified as a strategic direction the creation of vibrant neighbourhoods. This strategic direction is to be achieved through a number of actions including:

- Develop a plan to enhance the use of public spaces in neighbourhoods, with the expected results to include more 'complete' neighbourhoods with residential, retail, and green space;
- Create a strategy to redevelop aging retail areas into mixed-use 'people spaces' with the expected result of an increased number of complete neighbourhoods;
- Promote walking and cycling-friendly neighbourhoods to ensure community safety and accessibility with the expected result that neighbourhoods are active and school routes feel safe for walking and cycling.

Council has also identified as a strategic direction the creation of a prosperous community. This direction is to be achieved through a number of actions including:

- Develop an Official Plan that considers lifestyle opportunities for young adults with the expected result of a wide range of housing opportunities;
- Engage the community in discussions on how the city can create more mixed residential/commercial places within existing neighbourhoods with the expected result being an informed community.

Council has also provided staff directions to study two residential areas, Indian Point and Roseland. These are established residential areas for which area-specific planning issues have been identified.

### 3. Issues Identification

In the context of the Official Plan Review, Council's action priorities could be framed in the following terms.

- Any neighbourhood policy review should be City-wide.
- Any neighbourhood analysis should consider all community infrastructure with particular focus on open space and streets, integration of commercial activity with neighbourhood needs, active transportation options, and housing opportunities.
- The Official Plan Review should align with the Parks and Recreation Master Plan Review and the Transportation Master Plan Review in considering the respective elements of community infrastructure.
- Consideration of the integration of commercial activity with neighbourhood needs could be supported and informed by complementary analysis of the nodes and corridors adjacent to established residential areas.
- Consideration of housing opportunities should be aligned with consideration of affordable housing as an element in community infrastructure.

A municipal neighbourhood planning program is typically based on a geographic understanding of where the neighbourhoods are. This understanding needs to be developed for Burlington. Once neighbourhoods have been identified, the planning approach could address questions of vision, objectives, and actions for each neighbourhood. This analysis in turn can focus on discussion of the challenges facing the neighbourhood, opportunities to be seized, and areas for specific actions.

### 4. Approach

Given the absence of a neighbourhood planning framework in the Official Plan, the city will need to develop a process to develop a framework, identify the city's neighbourhood planning objectives, and confirm the issues to be addressed in the Official Plan Review. The city will then need to develop a process to respond to Council's objectives and resolve current issues within the adopted framework.

These conjoined process requirements suggest a two-stage approach in which the findings of and decisions made in the first phase will inform the effort to be made in the second phase. It is understood that the overall process will deliver policies that will be appropriate for inclusion in the Official Plan.

#### Stage 1 - Neighbourhood Planning Program and Framework, Definition, Identification Criteria, Issues Confirmation

- Council workshop

- Two interactive workshops (downtown and Tansley)
- Council Workshop Debrief Report – summarize discussion and findings from the Council Workshop
- Public consultation
- Directions report – recommendations regarding framework, boundaries, need to address priority neighbourhoods

Stage 1a (if selected) – Mapping

- Using input from Stage 1, preparation of map by staff
- Endorsement by Council

Stage 1b (if selected) – Identification of ‘Priority’ Neighbourhoods

- Using input from Stage 1, preparation of neighbourhood specific work plans by staff
- Direction from Council to undertake in Stage 2

**5. Timeline**

For details on the timeline please refer to Appendix C.

**6. Public Engagement**

Event	Who	When	Level of participation	Objectives
Council Workshop: Neighbourhoods (main focus)	Council	Q4 2012	Inform, consult, involve	Present draft policy directions and receive input
Public Workshop: Neighbourhoods (main focus)	-City-wide -Council	Q1 2013	Inform, consult, involve	Present draft policy directions and receive input.
Directions Report	-City-wide -Council	Q1 2013	Inform	-Present policy directions. -Present Phase 2 Policy Development Work Plan.

**7. Resources**

- Staff time to oversee consultant study and to facilitate engagement
- Facilitation support for Council workshop and public engagement
- Time of Council, external staff, agency and public for review and input

- Stage 2 resources to be determined in Stage 2 work plan

#### **8. Deliverables**

- Directions Report including Phase 2 policy development work plan

## Appendix E

### Downtown Work Plan Official Plan Review 2012 August 10, 2012

#### 1. Purpose

To review Official Plan policy as it relates to the downtown and recommend any necessary revisions to incorporate policy related to the Mobility Hub designation, and arising from concurrent work including the Commercial Study, Core Commitment review and the Cultural Action Plan.

#### 2. Background

The Official Plan recognizes the importance of downtown and its unique history, function and character, as well its status as the city's Urban Growth Centre under the provincial growth management plan. *Places to Grow*. It is intended that the policy framework for the downtown be maintained intact. That is, that the precinct approach and land use designations remain appropriate as the means to achieve the targets mandated under *Places to Grow*. The policy approach to downtown is linked to many other policy areas, including commercial structure, transportation, culture and the waterfront. Making these connections and applying the complete communities and place making lenses will be integral to the policy review.

Core Commitment, adopted by Council in 2005, is a strategic plan for the downtown, addressing initiatives and considerations traditionally considered to be outside of the purview of an Official Plan. Council has directed that a review of Core Commitment be undertaken and has appointed a Task Group, supported by staff, to undertake that review. The work of the Task Group, and the public input garnered through the review of Core Commitment may have Official Plan policy implications.

#### 3. Issues Identification

- Confirmation of the boundary of the downtown
- The role of the downtown in the city's commercial/retail hierarchy to be clarified
- the Mobility Hub designation to be addressed
- Policy recommendations arising from the Core Commitment review.
- Policy recommendations arising from the Cultural Action Plan.

#### 4. Approach

- Align timing with the Core Commitment review.
- Analyze input received from stakeholders and public through the Core Commitment review.
- Analyze findings of the Commercial/Retail study as they pertain to the downtown.
- Prepare policies arising from the commercial/retail study
- Integrate a mobility hub designation and develop a policy context for consideration.

- Prepare a directions report on the downtown for Council consideration.
- Prepare draft policy based on the approved directions report.
- Undertake public consultation on the draft policies.
- Prepare final policy recommendations for integration into the Official Plan.

## 5. Timeline

For details on the timeline please refer to Appendix C.

## 6. Public Engagement

Event	Who	When	Level of participation	Objectives
Council Workshop: Downtown	Council	Q4 2012	Inform, consult, involve	Initial discussions
Community Meeting(s): Downtown	City-wide	Q4 2012	Inform, consult	Discussions on Core Commitment and Downtown vision*
Community meeting(s): Downtown	City-wide	Q2 2013	Inform, consult	Receive public input on directions and draft policies
Directions Report	-City-wide -Council	Q2 2013	Inform	Present policy directions

## 7. Resources

- Staff time in support of the downtown task group
- Facilitation support and expert speakers for Council workshop and public engagement at an estimated cost total cost of \$47k\*.

*Note: there will be some synergies with community engagement undertaken through the Core Commitment Downtown Vision exercise. Wherever possible events and associated costs will be shared and co-funded.*

## 8. Deliverables

- Directions Report

## Appendix F

### Mobility Hubs Work Plan Official Plan Review 2012 August 10, 2012

#### 1. Purpose

To incorporate strategic policy in the Official Plan regarding mobility hubs.

#### 2. Background

Downtown Burlington and the Burlington GO station areas have been identified as mobility hub sites in the *Big Move*, Metrolinx's 25 year transportation plan for the Greater Toronto and Hamilton Area. *The Big Move* envisions a system of connected "mobility hubs" throughout the regional public transportation network. These hubs are intended to be significant points of intersection within the system where different modes come together seamlessly and where an intensive concentration of mixed land uses is focused to generate activity and to enable opportunities to live, work, shop and play. Metrolinx has developed and adopted the *Mobility Hub Guidelines (2012)* to guide planning and development of mobility hubs in the GTHA.

As part of the last Official Plan review, a study of the three GO stations was undertaken. Policy was incorporated to facilitate intensification and transit-supportive development at these major transit station areas. Land use and transportation at mobility hubs and major transit station areas must be effectively coordinated to enable transit-supportive development. The upcoming City of Burlington Transportation Master Plan update should help to define the transportation vision (or rationale) for the mobility hubs, and must align with the Official Plan vision and policies in the upcoming review.

The review will seek to incorporate the "mobility hub" lens into the Official Plan. Applying the mobility hub guidelines to the designated mobility hubs as well as the GO stations, opportunities and constraints, and strategic directions will be assessed and incorporated into the revised Official Plan. Although master plan work will not be undertaken as part of this review, policies will be developed to define parameters and objectives for future master plan work at the designated mobility hubs.

#### 3. Issues Identification

- Define the boundaries of mobility hubs
- Understand the role of the Downtown and Burlington GO mobility hubs, and the connecting corridor, Brant Street, in the city's nodes and corridors structure
- Identify strategic opportunities for mobility hubs (e.g. land use, public realm, transportation, programs, funding, and partnerships) for consideration in the Official Plan
- Understand how the Downtown mobility hub can contribute to the Downtown vision
- Consider the Lot 4/5 decision-making process outcomes in the review of the downtown mobility hub
- Articulate the transportation and land use vision for the mobility hubs
- Identify the policy directions and revisions for Official Plan and Transportation Master Plan
- Define parameters, policies and requirements to frame future mobility hub master plan studies
- Align with Other City Initiatives: Transportation Master Plan update, Transit Master Plan

- Align with OP Work Plans: Downtown, Nodes and Corridors, Community Infrastructure

#### 4. Approach

The mobility hubs work will be carried out as follows:

- The mobility hub study would review strategic opportunities for the two designated mobility hubs and the other two GO Stations as per the Mobility Hub Guidelines.
- The mobility hubs work plan is to be conducted in conjunction with the Transportation Master Plan update.
- Policy staff will monitor the Lot 4/5 process and will consider outcomes of decisions as part of the mobility hubs work for the Downtown.
- This work would result in a strategic policy foundation in the Official Plan for future master plan work, in particular for the Burlington GO and Downtown Mobility Hubs.
- A consultant would be hired to undertake best practices research and review of opportunities and constraints for the mobility hubs and the GO stations as per the mobility hub guidelines and make recommendations for policy directions. The consultant may also undertake some visualization work. The consultant will be required to work closely with the Transportation Master Plan staff and consultant in addition to the interdepartmental working team to integrate and align strategic directions and policy recommendations for mobility hubs.
- An interdepartmental working team will be formed to oversee the consultant studies (including representation from Planning, Transportation, and Transit staff, and potentially others) to ensure alignment between the Transportation Master Plan, Official Plan Review, and Downtown vision.
- Explore collaborative opportunities with Metrolinx and Region of Halton – invite Metrolinx to participate as an advisory body in the process and explore opportunities emerging from the GO Rail Station Parking strategy to make better use of the GO lands in Burlington.
- Engage stakeholders and transportation citizens' advisory committees where appropriate.
- An interdepartmental staff workshop (Q4 2012) and a Council workshop (Q1 2013) will be undertaken to kick-start the study and to identify opportunities and constraints. Staff and Council will be involved as appropriate throughout the process.
- A directions report will be issued prior to policy development.

#### 5. Timeline

For details on the timeline please refer to Appendix C.



## 6. Engagement

Event	Who	When	Level of participation	Objectives
Present results of Mobility Hubs consultant interim report (best practices & opportunities and constraints)	City-wide	Q1 2013	Inform  (May be presented on-line or at Transportation Master Plan open house)	Present opportunities and constraints and receive public input
Council Workshop: Mobility Hubs	Council	Q1 2013	Inform, consult, involve	Introduce mobility hubs and discuss preliminary opportunities and constraints identified by staff
Public Workshop: Mobility Hubs (main focus)	City-wide	Q1/Q2 2013	Inform, consult	Define transportation and land use vision for mobility hubs, confirm opportunities and constraints and opportunities and constraints
Present Mobility Hubs draft of final consultant report (potentially with draft Movement & Connectivity & TMP directions)	City-wide	Q3 2013	Inform, consult  (at Transportation Master Plan public event)	Receive public input on draft recommendations
Directions Report	-City-wide -Council	Q3 2013	Inform	Present policy directions

## 7. Resources

- Consultant budget: \$120,000

- Engagement: \$1,200 plus funding through the Transportation Master Plan. Staff will seek alignment opportunities for mobility hub and Transportation Master Plan engagement. A portion of the consultant budget will also include facilitation, workshops, etc.
- Staff time to oversee consultant study and to help coordinate facilitate engagement.
- Council, external staff, agency and public time to review and provide input at various points in the process

#### **8. Deliverables**

- Interim Consultant Report with best practices and opportunities and constraints
- Full Consultant Report with recommendations
- Staff Directions Report

## Appendix G

### Movement and Connectivity Work Plan Official Plan Review 2012 August 10, 2012

#### 1. Purpose

To review and update Official Plan policy related to movement and connectivity in the city. This work is to be undertaken in conjunction with the Transportation Master Plan update.

#### 2. Background

As the key long term planning document for the city, the Official Plan includes policies related to transportation and infrastructure and design for supporting walking, cycling, transit, in addition to vehicles.

The Official Plan includes a targeted modal split and is to work in conjunction with the Transportation Master Plan to ensure that land use and transportation are coordinated to achieve the city's long-term objectives. The City's Transportation Master Plan is due for an update in Q4 of 2012. A key goal is to achieve alignment between the Official Plan review and Transportation Master Plan update. The City is also in the process of completing its Transit Master Plan (August 2012). The results of the Transit Master Plan will inform both the Official Plan review and the Transportation Master Plan.

Since the last Official Plan review and Transportation Master Plan update, new best practices and regional and provincial policy directions and guidelines have come into effect relating to topics such as active transportation, pedestrian and transit-supportive development, and complete streets. A part of the review will be to update the City's policies to conform with upper tier policy as well as to explore the application of best practices.

#### 3. Issues Identification

The following reflects potential issues that may be addressed through the Official Plan Review and Transportation Master Plan update processes. The detailed list of issues is to be confirmed within the Transportation Master Plan update Request for Proposals (pending Q4 2012).

- Align with Upper Tier policies such as:
  - *Places to Grow: Growth Plan for the Greater Golden Horseshoe*
  - *The Big Move: Regional Transportation Master Plan*
  - *Halton Region's Official Plan*
  - *Halton Region's Transportation Master Plan*
- Align with Burlington and regional transportation initiatives (e.g. transit, active transportation, etc.)
- Update policies related to roads
- Explore best practices in the field in areas such as complete streets and transit-oriented development

#### 4. Approach

- The movement and connectivity work plan is to be undertaken in conjunction with the Transportation Master Plan (TMP) update process. This work plan will be funded by the TMP update project.
- Significant interdepartmental collaboration is anticipated to align timing, engagement, and resulting policy, with TMP.
- Transportation will take the lead in developing the detailed work plan and request for proposals for the TMP. The Official Plan Review Movement and Connectivity work as well as the Mobility Hubs work will be informed by and in turn, inform the TMP.
- Form an interdepartmental working team to oversee alignment of the Official Plan Review and TMP. The TMP consultant will work closely with the interdepartmental staff team as well as the with the mobility hubs consultant to align work and resulting policy directions.
- Draw on staff Metrolinx Liaison Group for strategic decision-making on Metrolinx and regional related initiatives.
- Incorporate visualization where appropriate.
- Details of the work plan are to be established within the Transportation Master Plan Update Consultant Request for Proposal (pending Q4 2012).

#### 5. Timeline

For details on the timeline please refer to Appendix C.

#### 6. Engagement

The engagement strategy is to be confirmed and established within the Transportation Master Plan Update Consultant Request for Proposal (pending Q4 2012).

Event	Who	When	Level of participation	Objectives
Shared Background Report: Community Infrastructure	City-wide	Q4 2012	Inform	Present policy background

and Movement and Connectivity				
Public Workshop(s) as appropriate (in conjunction with Transportation Master Plan update process)	City-wide	Q1/Q2 2013	Inform, consult, involve	-Understand citizens' experience of movement and connectivity  - Consultant on key concepts and directions under consideration
Directions Report	-City-wide -Council	Q3 2013	Inform	Present policy directions

## 7. Resources

- Staff time to oversee consultant work, facilitate engagement and coordinate alignment
- Consultant fees: Funding through Transportation Master Plan
- Engagement and visualization: Funding through Transportation Master Plan
- Time of Council, external staff, agency and public for review and input

## 8. Deliverables

- Potential visualization work
- Directions Report

## Appendix H

### Nodes and Corridors Work Plan Official Plan Review 2012 August 10, 2012

#### 1. Purpose

To assess what policies may be required to support long term transformation from suburban to urban environments. To assess what policies may be required to facilitate the integration of these areas with residential neighbourhoods.

#### 2. Background

The OP contains principles, objectives and policies related to the Major Retail Areas and Mixed Use Activity areas. These areas are referred to as “nodes” and “corridors”, characterized as areas where employment, shopping and residential land uses will be integrated in a compact urban form, at higher development intensities and will be pedestrian-oriented and highly accessible by public transit. Also, these areas will foster community interaction by providing focus on community facilities. The primary focus of some of the areas pertains to a commercial function at a city-wide, and community basis.

As the city approaches build-out, these areas are expected to transition from suburban to urban environments as they densify and serve as critical destinations within the transportation network of the city. Also, they will increasingly grow in terms of areas of relevance and importance to the surrounding neighbourhoods.

The City’s Strategic Plan provides direction on creating and improving vibrant neighbourhoods and creating a prosperous community. Nodes and corridors have an important role in these city strategic directions. These strategic directions are to be achieved through actions including:

- Develop a plan to enhance the use of public spaces in neighbourhoods, with the expected result of more ‘complete’ neighbourhoods with residential, retail, and green space;
- Create a strategy to redevelop aging retail areas into mixed-use ‘people places’ with the expected result of an increased number of complete neighbourhoods.
- Engage the community on how the city can create more mixed residential/commercial places within existing neighbourhoods.

#### 3. Issues Identification

- Review and develop updates, as warranted, to the policy framework related to the planned function of the nodes and corridors.

- Develop policy to enable master planning exercises to determine appropriate land use designation mix necessary to achieve the planned function for the nodes and corridors and establish considerations to be addressed as part of the master planning exercises.

#### 4. Approach

- Review the principles, objectives and policies and confirm whether adequate policy is in place to assist in the transformation of nodes and corridors and how they relate to strategic objectives.
- Consider if there are any policy gaps in addressing the considerations noted above.
- Refer to the City Council adopted Intensification Strategy and GO Station Lands Intensification Opportunities Study.
- Integrate recommendations from the Commercial Strategy Study, Neighbourhoods Study, Employment study, and Community Infrastructure and Infrastructure Review.
- Consider which recommendations from Downtown Core Commitment may also be relevant for areas located with nodes and corridors.
- Review existing and emerging City master plans including the parks and recreation master plan, transportation master plan and cultural master plan.
- Consider if there are any barriers that impact the implementation of the policy vision and identify potential policy solutions.
- Compile issues that have implications to policy and implementation approaches.

#### 5. Timeline

For details on the timeline please refer to Appendix C.

#### 6. Public Engagement

Event	Who	When	Level of participation	Objectives
Public Workshop: Neighbourhoods (secondary focus)	-City-wide -Council	Q1 2013	Inform, consult, involve	Present draft policy directions and receive input.

#### 7. Resources

Staff led.

#### 8. Deliverables

- Policy changes as required

## Appendix I

### Community Infrastructure Work Plan

#### Official Plan Review 2012

August 10, 2012

#### 1. Purpose

To develop a policy framework related to lands, buildings and structures that support the quality of life for people (health, education, recreation, socio-cultural activities, security and safety and affordable housing) in order to support the City's role in ensuring the adequate provision and distribution of these resources.

#### 2. Background

The term community infrastructure is a relatively new term in the planning dictionary and is a key component of the provincial policy directions for complete communities. The Official Plan review will investigate existing community infrastructure and opportunities to promote collaboration among City departments and other levels of government as well as other community infrastructure providers to enhance our ability to provide services to support intensification and vibrancy of neighbourhoods.

#### 3. Issues Identification

- Understand community infrastructure as a critical sub-component of infrastructure and to describe and map the concept concretely in support of a number of the parallel work plans for the Official Plan review.
- Develop a means of applying the concept of community infrastructure in land use policies, nodes and corridor policies, and implementation policies (reconcile existing language and approach).
- Recognize that service providers are facing new challenges in supporting residents in the context of a built up urban setting.
- Specifically, consider affordable housing policies in support of meeting Regional and local affordable housing targets. The review will also respond to recent changes to the *Planning Act* regarding secondary dwelling units.
- Specifically, consider places of worship<sup>1</sup>, as an issue that requires consideration in the Official Plan Review. Will include an assessment of the evolving role of places of worship in supporting community which may require the development of a policy framework.

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<sup>1</sup> Places of Worship, since they are private institutions have not been included in the definition of community infrastructure. Places of Worship have however been identified as an important and distinct institutional use found throughout the City. Places of Worship and their associated facilities have faced significant challenges to find suitable locations. Places of Worship are seen as a significant and traditional support to the community.



#### 4. Approach

This work plan will be carried out in two stages, as follow:

##### Mapping

- Consolidate existing known GIS layers.
- Build partnerships with other agencies and groups undertaking similar mapping exercises
- Consult with related work plans to ensure that the community infrastructure mapping supports Neighbourhoods, Nodes and Corridors and Movement and Connectivity.

##### Analysis

- Propose the development of a context setting document regarding Infrastructure (include Community Infrastructure and Movement and Connectivity).
- Review existing Official Plan policy.
- Consider the relationship of Community Infrastructure to Neighbourhoods and Nodes and Corridors.
- Propose an understanding of the terminology from PPS, Places to Grow, Regional Official Plan and the existing OP language.
- Consider five topics:
  - Strategic Directions
  - Land use directions
  - Implementation policy directions
  - Affordable Housing
  - Places of Worship

#### 5. Timeline

For details on the timeline please refer to Appendix C.

#### 6. Public engagement

Event	Who	When	Level of participation	Objectives
Community infrastructure mapping	City-wide	Q3/Q4 2012	Inform	Provide mapping background
Council Workshop: Neighbourhoods (secondary focus)	Council	Q4 2012	Inform, consult, involve	Present draft policy directions and receive input
Shared Background Report:	City-wide	Q4 2012	Inform	Present policy background

Community Infrastructure and Movement and Connectivity				
Public Workshop: Neighbourhoods (secondary focus)	-City-wide -Council	Q1 2013	Inform, consult, involve	Present draft policy directions and receive input.
Selected stakeholder engagement for affordable housing and places of worship	Selected stakeholders (will be a number of meetings)	Q1/Q2 2013	Consult, involve	Consult on draft policy directions on affordable housing and places of worship
Directions Report	-City-wide -Council	Q3 2013	Inform	Present policy directions

## 7. Resources

- Staff time for mapping, analysis and policy development,
- Staff time for facilitation support for public engagement,
- Time of Council, external staff, agency and public for review and input.

This work plan does not include any consultation resources. It is expected that engagement costs related to this work plan will be approximately \$1,750.00.

## 8. Deliverables

- Community infrastructure mapping
- Backgrounder "Supporting the City: Infrastructure"
- Directions Report