



# Planning Services Report

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**Report To:** Planning and Development Committee

**Date of Meeting:** June 4, 2018

**Report Number:** PSD-052-18      **Resolution:** PD-123-18

**File Number:** PLN 41      **By-law Number:**

**Report Subject:** Update on Secondary Plan Studies

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## Recommendations:

1. That Report PSD-052-18 be received;
2. That the Director of Planning be authorized to initiate secondary planning studies and to execute funding agreements from landowners groups for the updates of the South West Courtice and Brookhill Secondary Plans; and
3. That the Director of Planning be authorized to execute a funding agreement to facilitate the advancement of the Courtice Employment Area Secondary Plan, as outlined in Report PSD-052-18.

## Report Overview

The purpose of this report is to provide an update regarding the status of Secondary Plans following approval of the Clarington Official Plan after OPA 107. It also recommends a process to streamline consultant selection and acceptance of developers' contributions for completing secondary plans.

## 1. Background

- 1.1 After Council adoption and Regional approval of OPA 107 that included the new policies and process for secondary plans, staff presented two reports for consideration by Council at Planning and Development Committee. PSD-071-17 dealt with new residential secondary plans and the required subwatershed studies, and PSD-072-17 considered the updates of the Bowmanville West and Bowmanville East (Historic Downtown) Urban Centres Secondary Plans.
- 1.2 The reports also highlighted the scope of work necessary to implement Council's policies for the preparation/update of twenty secondary plans:
  - Seven new residential Secondary Plans;
  - Seven existing Secondary Plans to be updated to conform to the new Official Plan; and
  - Six existing Neighbourhood Design Plans will be converted to Secondary Plans.
- 1.3 Council policy requires that all municipal expenses for any privately initiated secondary plan, be recovered 100% by landowners, while municipal funds would be used to update and prepare secondary plans that are of strategic importance to the Municipality like Bowmanville West and Bowmanville East Urban Centres and the Courtice Employment Lands Secondary Plan. These Secondary plans also include the work for the planning of the two GO Stations and surrounding areas.

## 2. Progress

- 2.1 After Council approval of the direction recommended previously, arrangements have been made with different land owners groups to initiate some of the secondary plans and background studies as follows:

### **Subwatershed Studies Underway**

- 2.2 Subwatershed studies are a pre-requisite for many of the new secondary plans. Staff secured 50% of funding from developers for the Robinson Creek and Tooley Creeks Subwatershed Study, the other 50% is a municipal responsibility as the subwatershed

area also covers the Courtice Employment Lands Secondary Plan Area. Staff also secured the 100% private funding for the Soper Creek Subwatershed Study in Bowmanville.

- 2.3 The respective Terms of Reference (TOR) were prepared and Requests for Proposals (RFP) issued. Funding agreements with the landowner groups for both projects have been executed and field work is underway.

### **Secondary Plan Studies Underway**

- 2.4 Staff have been working with four landowner groups, in collaboration, we have prepared the TOR and Council have held the required four public meetings with the respective areas landowners. The status is as follows:

#### **Privately Initiated**

- **Southeast Courtice Secondary Plan and Wilmot Creek Secondary Plans:** Council has approved the contract awards and staff is in the process of finalizing the funding agreements with landowners groups. The initial public consultation will start in June and July. The Wilmot Creek Secondary Plan is unique in that a facilitator is being retained to work with the residents and the consulting team.
- **Soper Hills and Soper Springs Secondary Plans** Public Meetings on the proposed TOR were held by Council in April. Once the TORs are finalized, the RFP will be issued. This process may take place while Council is on summer recess.

#### **Municipally Initiated**

- **Bowmanville West and Bowmanville East Urban Centres Secondary Plans:**  
  
The Bowmanville West Urban Centre Secondary Plan is underway and the kick-off meeting for the Bowmanville East Urban Centre Secondary Plan will commence shortly. Plans are being prepared for the initial phase of public consultation.
- **Energy Business Park Secondary Plan Update:** The update for the secondary plan has started and the first technical steering committee meeting held. Stakeholder meetings are being scheduled.

## **3. Additional Secondary Plan Studies**

- 3.1 Over the last few months, the land owner groups for the South West Courtice Neighbourhood and Brookhill Neighbourhood Secondary plan areas (see Attachment 1) and a major land owner in the Courtice Employment Lands have approached staff to initiate the updates in 2018 as they feel Clarington's market will be the focus of development for years to come. Given the time necessary to prepare the technical studies and the public participation process required, they would like to see the secondary plan process initiated as soon as possible.

- 3.2 Staff have met with these groups to review the scope of work; however given the number of secondary plan work already underway and committed resources, as explained above, staff resources are stretched to take on the additional work load, nor are there sufficient funds to cover the additional work required as discussed below.

#### **Brookhill Secondary Plan Update**

- 3.3 The Brookhill Landowners Group has committed to cover 100% of the Municipality's costs to update the Secondary Plan. The Planning Partnership was the firm that originally developed the Brookhill Secondary Plan and they have been retained to undertake the Wilmot Creek Secondary Plan. Subject to satisfactory pricing to municipal staff and the Landowners Group, we would propose to utilize the Planning Partnership to undertake the Secondary Plan update.

#### **Southwest Courtice Neighbourhood Secondary Plan Update**

- 3.4 The Southwest Courtice Neighbourhood Plan, prepared in 1996, did not designate specific land uses for the lands that were dependent on services from the Courtice Trunk Sewer. Those lands were designated "Future Urban Residential". The planning for this neighbourhood is highly integrated with the Courtice Employment lands not only because of trunk sanitary and water services but in relation to the new east-west road that extends from Courtice Road along the north side of the future Courtice GO Station to connect to Townline Road on the west. This new east-west road will be the southern limit for the residential neighbourhood. The environmental assessment for roads is part of the workplan for the Courtice Employment Area Secondary Plan. Accordingly, it is our plan to move forward simultaneously with the Southwest Courtice Secondary Plan Update and Courtice Employment Area Secondary Plan. A landowners group has been formed and will pay 100% of the costs for the Southwest Courtice Secondary Plan.

#### **Courtice Employment Lands Secondary Plan**

- 3.5 This is a municipally initiated secondary plan. Given the prices received for secondary planning studies to date, there are insufficient funds to proceed at this time until consideration of the 2019 budget. Tribute Communities, which is part of the landowners groups in Southeast Courtice and Southwest Courtice Secondary Plan areas, are also a significant landowner in the Courtice Employment Area. They have expressed an interest in bridging the gap between available municipal funds and the full funding required to advance the study so that the RFP process could be completed in 2018 and the study could commence in early 2019. They have advised that they would not be seeking development charge credits for any funds advanced. As a municipally initiated study there would be no landowners group participating in the technical steering committee.

### **RFP Process**

- 3.6 With the contracts to date for a number of secondary plan studies being awarded to major planning firms with consortiums of supporting consultants, it is proposed that these firms be utilized as a roster for future secondary planning studies. This will enable better coordination and simplify the RFP process at a time when staff resources are limited.

### **Staff Resources**

- 3.7 The number of secondary planning studies underway and upcoming are beyond staff's capacity without creating delays. The Southeast Courtice Landowners Group have indicated that would be willing to fund an additional staff person to assist with the studies referenced above for a period of two years. It is difficult to hire and retain a senior staff person for a limited time commitment. Staff are reviewing options to address this capacity issue through external resources to assist with all aspects of the secondary planning process, including project management, community coordination, report writing etc. Any resources would be hired at the expense of the landowners groups.

## **4. Conclusion**

- 4.1 The Planning Services Department has been working collaboratively with different landowner groups in implementing Secondary plan policies. The requested secondary plans by the private sector has exceeded both our expectations and resources; however, we are committed to continue our collaboration. We are recommending that based on the offer to provide more resources, the Municipality proceed with the additional work for the Courtice Employment Lands Secondary Plan and the updates to the South West Courtice and Brookhill Secondary Plans.

## **5. Concurrence**

Not Applicable.

## **6. Strategic Plan Application**

The recommendations contained in this report conform to the Strategic Plan. The Secondary Plan studies not only implement the Clarington Official Plan, but the Municipality's Strategic Plan as follows:

- to facilitate job creation in the Urban Centres and Employment Areas;
- to facilitate key projects such as the GO Rail stations;
- to manage growth through walkable neighbourhoods;
- to support affordable housing;
- to investigate further downtown revitalization programs;
- to promote resident engagement; and
- to enhance access to the natural environment.



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Reviewed by:

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There are no interested parties to be notified of Council's decision.

Attachment:

Attachment 1: Map showing location of Secondary Plans

DC/COS/tg

