



REPORT

PLANNING AND DEVELOPMENT COUNCIL MEETING

MEETING DATE: JULY 9, 2018

FROM: Economic Development Department

DATE: June 5, 2018

SUBJECT: **Brownfield Community Improvement Plan (By-law 2018-098 & By-law 2018-099)**

LOCATION:

WARD: Town wide Page 1

RECOMMENDATION:

1. That By-law 2018-098, being a by-law to designate the Brownfield Community Improvement Project Area, be passed;
2. That By-law 2018-099, being a by-law to adopt the Brownfield Community Improvement Plan for the Brownfield Community Improvement Project Area, be passed;
3. That Council activate the incentive programs within the Community Improvement Plan, to be effective 2019 subject to 2019 Budget approval; and
4. That, subject to 2019 Budget approval, Council appoint the Director of Economic Development as Council's designate for the purpose of approving Environmental Study Grant applications.

KEY FACTS:

The following are key points for consideration with respect to this report:

- On June 11, 2018, Planning and Development Council held a statutory public meeting for the Brownfield Community Improvement Plan as required under the *Planning Act*. No delegations from the public attended the meeting.
- This report is to pass the designating and adopting by-laws and to activate the Community Improvement Plan incentive programs, effective 2019.

- Staff will develop a full implementation plan and materials in fall 2018.
- Staff will be bringing a budget request for the Environmental Study Grant program to Council through the 2019 budget process.
- Council will remain the approval authority for the Tax Increment Grant and Tax Assistance Programs.

BACKGROUND:

This report provides a recommendation to Planning and Development Council to pass two by-laws, in accordance with the *Planning Act*, to:

1. Designate the Brownfield Community Improvement Project Area; and
2. Adopt the Brownfield Community Improvement Plan for the Community

In order for Council to designate a community improvement project area – to which a community improvement plan can apply - the area must have an official plan in effect which contains provisions related to community improvement. As the Livable Oakville Plan and the Official Plan of the Oakville Planning Area (with regards to the North Oakville lands) contain policies relating to community improvement, by-law 2018-098 has been prepared to designate a community improvement project area known as the Brownfield Community Improvement Project Area. The recommended Brownfield Community Improvement Project Area for the Town of Oakville is “all land within the urban area of the Town of Oakville, as amended from time to time.” By-law 2018-098, including a map of the Brownfield Community Improvement Project Area, has been included as an attachment with this report.

Once the by-law has been passed to designate a community improvement project area (i.e. item one from above), under the *Planning Act*, Council may provide for the preparation of a community improvement plan suitable for adoption for the community improvement project area. As Council previously provided staff with direction to prepare a Brownfield Community Improvement Plan, a by-law has been prepared to adopt the community improvement plan in accordance with the required process. The Brownfield Community Improvement Plan offers three incentive programs – the environmental study grant, the tax increment grant and the tax assistance program. By-law 2018-099, a by-law to adopt a community improvement plan for the Brownfield Community Improvement Project Area, as well as a copy of the Brownfield Community Improvement Plan has been included as an attachment with this report.

COMMENT/OPTIONS:

Staff has addressed the following comments with regard to the Brownfield Community Improvement Plan. Comments were received from internal departments, Halton Region and the Ministry of Municipal Affairs. No comments were received at the statutory public meeting. Copies of the comments provided by the Ministry of Municipal Affairs and Halton Region have been included as **Appendix A**.

Implementation

At the statutory public meeting, Council was advised that staff would develop a full implementation plan as to how to address and process applications. This implementation plan will be completed before the launch of the programs, scheduled for January 2019.

Community Improvement Project Area

Clarification, in both text and mapping, regarding the geographic extent of the Community Improvement Project Area was advised. The map was updated to be consistent with the urban area as designated in the Town's Official Plan.

Affordable Housing

The Ministry of Municipal Affairs acknowledged that the CIP incorporates good use of affordable and special needs housing provisions by including these housing types into the calculation of the eligible tax increment grant and in program targets. It was recommended that language be added around increasing the supply and range of various housing types to meet projected requirements of current and future residents. Staff updated section 4.2.3 Livability to reflect this language and better align with the Provincial Policy Statement.

It was also recommended that the Town work with Halton Region around the affordable housing provisions included in the CIP to ensure alignment with the Region's Comprehensive Housing Strategy. As noted above, the draft Brownfield Community Improvement Plan incorporated provisions for affordable and special needs housing as criteria for calculating the amount and duration of the Tax Increment Grant (TIG) program. Based on discussions with Regional staff, it was determined that assisted housing should be included alongside affordable and special needs housing and the CIP has been updated accordingly. The monitoring variables identified to track affordable and special needs housing units created were also updated to track the number of assisted housing units created.

Sustainability Criteria (formerly LEED certification)

The Draft Community Improvement Plan included achieving any level of LEED certification in the calculation of the eligible tax increment grant program. Staff have updated the criteria to achieving a minimum of LEED silver certification, achieving net-zero (energy) or equivalent, or including initiatives that demonstrate progress towards achieving Oakville's community greenhouse gas emissions reduction target. This update allows the Community Improvement Plan to better align with the Town's sustainability goals.

NEXT STEPS:

Staff, subject to 2019 Budget approval, intend to launch the three incentive programs in January 2019. During the fall of 2018, all required implementation materials will be developed, a staff team for program administration will be formed, and staff will receive training on how to administer the programs.

In order to encourage participation in the incentive programs, staff will also develop a full marketing plan and materials to communicate the benefits of the program to target audiences (e.g. local property owners/managers, realtors, potential brownfield developers who are active in the Halton and GTA markets, etc.). This full marketing plan will be based on the preliminary plan that is included in the Community Improvement Plan. That plan recommends marketing tools such as:

- Program brochures
- Profiles in publications and newsletters
- Web site materials
- Outreach
- Media releases

The following By-laws are located under the by-law section of this agenda:

By-law 2018-098, a by-law to designate the Brownfield Community Improvement Project Area

By-law 2018-099, a by-law to adopt a community improvement plan for the Brownfields Community Improvement Project Area

CONSIDERATIONS:

(A) PUBLIC

A statutory public meeting was held on June 11, 2018. No public delegations attended that meeting.

(B) FINANCIAL

None arising from this report. The Environmental Study Grant program will require a budget - estimated to be \$30,000 for 2019 - which will be brought to Council through the 2019 budget process.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

The Brownfield Community Improvement Plan and the incentive programs will be administered by a cross-departmental team including Economic Development, Planning, Environmental Policy and Finance. It is anticipated that input may be required from other Town departments, depending on the application.

(D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS

This report addresses the corporate strategic goal to:

- enhance our natural environment
- enhance our economic environment
- have environmentally sustainable programs/services
- continuously improve our programs and services
- provide outstanding service to our residents and businesses

(E) COMMUNITY SUSTAINABILITY

The Brownfield Community Improvement Plan will work to enhance the social, environmental and economic aspects of the community through the provision of financial incentive programs to stimulate more remediation and renovation, expansion, adaptive re-use and development/redevelopment on brownfield sites in the urban area of the Town of Oakville.

APPENDICES:

Appendix A – Comments from Halton Region and Ministry of Municipal Affairs

Prepared by:
Rebekah Stormes, BA, BURPI
Senior Economic Development Officer

Recommended & Submitted by
Dorothy St. George, MBA, EcD
Director of Economic Development

APPENDIX A

**Ministry of
Municipal Affairs**

**Ministère des
Affaires municipales**

Ministry of Housing

Ministère du Logement

Municipal Services Office
Central Ontario
777 Bay Street, 13th Floor
Toronto, ON M5G 2E5
Phone: 416-585-6226
Facsimile: 416-585-6882
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May 2, 2018

Sent via Email Only

Rebekah Stormes
Senior Economic Development Officer
Town of Oakville
1225 Trafalgar Road
Oakville, ON L6H 0H3

Dear Ms. Stormes:

**Re: Town of Oakville – Draft Brownfield Community Improvement Plan
MMA File #: 24-CIP-188056**

Thank you for providing the Ministry of Municipal Affairs (Ministry) with the opportunity to review and comment on the Town of Oakville's (the Town) draft Brownfield Community Improvement Plan (CIP).

Ministry staff understand that the purpose of the CIP is to stimulate remediation and adaptive re-use of brownfield sites in the Town's Urban Area. The CIP establishes three incentive programs which offer financial support for environmental studies, to assess levels of contamination and potential remediation costs, and tax exemptions and grants to assist with the cost of remediation.

Ministry staff generally support the direction outlined in the CIP, which strategically promotes affordable and/or special needs housing, employment densities, environmentally sustainable building design and heritage restoration within Employment Areas, Major Transit Station Areas and Midtown Oakville. The following comments on the CIP provided for the Town's consideration are based on the *Planning Act*, the Growth Plan for the Greater Golden Horseshoe, 2017 (Growth Plan), the Provincial Policy Statement, 2014 (PPS), the *Municipal Act* and the Region's Housing and Homelessness Plan (HHP).

Community Improvement Project Area

The CIP recommends designating the entire Urban Area of Oakville as a Community Improvement Project Area; however Figure 2 designates the entire municipality as the Community Improvement Project Area. Further, the Urban Area on Figure 2 does not appear to be consistent with the Urban Area as designated in the Town's Official Plan.

Accordingly, it is recommended that the CIP be revised to clarify, in both text and mapping, the geographic extent of the Community Improvement Project Area. In addition, the designations on Figure 2 should be revised for consistency with the Town's Official Plan.

Affordable Housing

Overall, the CIP incorporates good use of affordable and special needs housing provisions, including these housing types into the calculation of the eligible grant and in program targets. One of the goals under *Section 4.2.3 - Livability* is to "Increase the supply of affordable and accessible housing". To better align this goal with the PPS, Ministry staff recommend adding language around increasing the supply and range of various housing types to meet projected requirements of current and future residents of the regional market area (PPS policy 1.4.3).

While the draft CIP references provisions around affordable housing, its linkages with the Region's HHP are not explicit, as the HHP was not part of the draft's "Background Policy Review". The Region's HHP includes the action to "Partner with Local Municipalities to prepare Community Improvement Plans that support increased supply of assisted, affordable or special needs housing." It is recommended that the Town work with the Region around the affordable housing provisions included in the CIP to ensure alignment with the HHP.

Section 3.1.2 – Places to Grow Growth Plan

It is recommended that the Town change references to the "Places to Grow Growth Plan" to "the Growth Plan for the Greater Golden Horseshoe" throughout the draft CIP to reflect the correct name of this provincial plan.

Additional Planning Tools

In addition to the CIP, we would encourage the Town to consider the various other planning and financial tools available to municipalities that can be used to support municipal goals for economic development. These tools are outlined in the Municipal Planning and Financial Tools for Economic Development handbook which explores ways to approach economic development based on the built environment. The handbook is available on the Ministry website at <http://www.mah.gov.on.ca/Page9392.aspx>.

Conclusion

Thank you for providing Ministry staff the opportunity to review and comment on the Town's draft Brownfield CIP. Overall the Ministry is quite supportive of the direction being advanced in this draft CIP. If you have any questions or wish to discuss these comments in more detail, please do not hesitate to contact me at 416-585-7323 or by email at loralea.tulloch@ontario.ca or Darryl Lyons, Manager at 416-585-6048 or by email at darryl.lyons@ontario.ca.

Best regards,



Loralea Tulloch
Planner, Community Planning and Development (West)

Rebekah Stormes

From: McCabe, Owen <Owen.McCabe@halton.ca>
Sent: Wednesday, May 09, 2018 9:48 AM
To: Rebekah Stormes
Subject: RE: Region Comments - Brownfields

Hi Rebekah,

Please see the comments below from Regional staff regarding the Brownfield CIP:

Housing

- The ROP contains policies that encourage the development of brownfield sites for affordable, special needs and assisted housing. Assisted housing is defined in the ROP (but not yet defined in the Town's OP), and monitored through the Annual State of Housing report. It is also referenced in the Regional Guidelines for CIPs. Assisted Housing is not included in the Brownfield CIP. The Town should consider including the term assisted housing, alongside affordable and special needs housing within the report (Appendix H). If there is a reason for not including this, please advise. As previously noted, a definition of Assisted Housing should be in accordance with the ROP (Section 218):
 - Housing that is available to low and moderate income households for rent or purchase where part of the housing cost is subsidized through a government program (with direct government subsidy/assistance, not including the incentives being considered through this CIP).
- As part of the Monitoring Variables, consider including the number of affordable, assisted or special needs units created.

Minor Comments

- On Figure 2, consider grouping the 'Priority Area 1' elements together.

Thanks again for the opportunity to review and comment. Please let me know if I can provide any other information or assistance.

Regards,
Owen