

# Staff Report



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To **City Council**

Service Area Infrastructure, Development and Enterprise Services

Date Monday, April 9, 2018

Subject **Clair-Maltby Secondary Plan:  
Planning and Design Charrette**

Report Number IDE-2018-49

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## Recommendation

1. That the Clair-Maltby Secondary Plan Preferred Community Structure be received.

## Executive Summary

### Purpose of Report

The purpose of this report is to provide Council with a description of the five-day planning and design charrette that is taking place as part of the Clair-Maltby Secondary Plan (CMSP) project. The charrette will result in the creation of a 'Preferred Community Structure' plan which is being presented to Council for information purposes.

### Key Findings

- The planning and design charrette will be an exciting, multi-disciplinary, intensive and collaborative five-day event that will include a number of opportunities for stakeholder input.
- The charrette will result in a Preferred Community Structure for the secondary plan area that reflects good planning and input from the community and stakeholders.
- All of the work completed through the charrette process, including the Preferred Community Structure, will proceed through a further technical review to confirm the conclusions before being considered by Council for approval in June, 2018.

### Financial Implications

Capital funding to undertake this project was approved through the 2013-2015 and 2017 capital budgets.

# Report

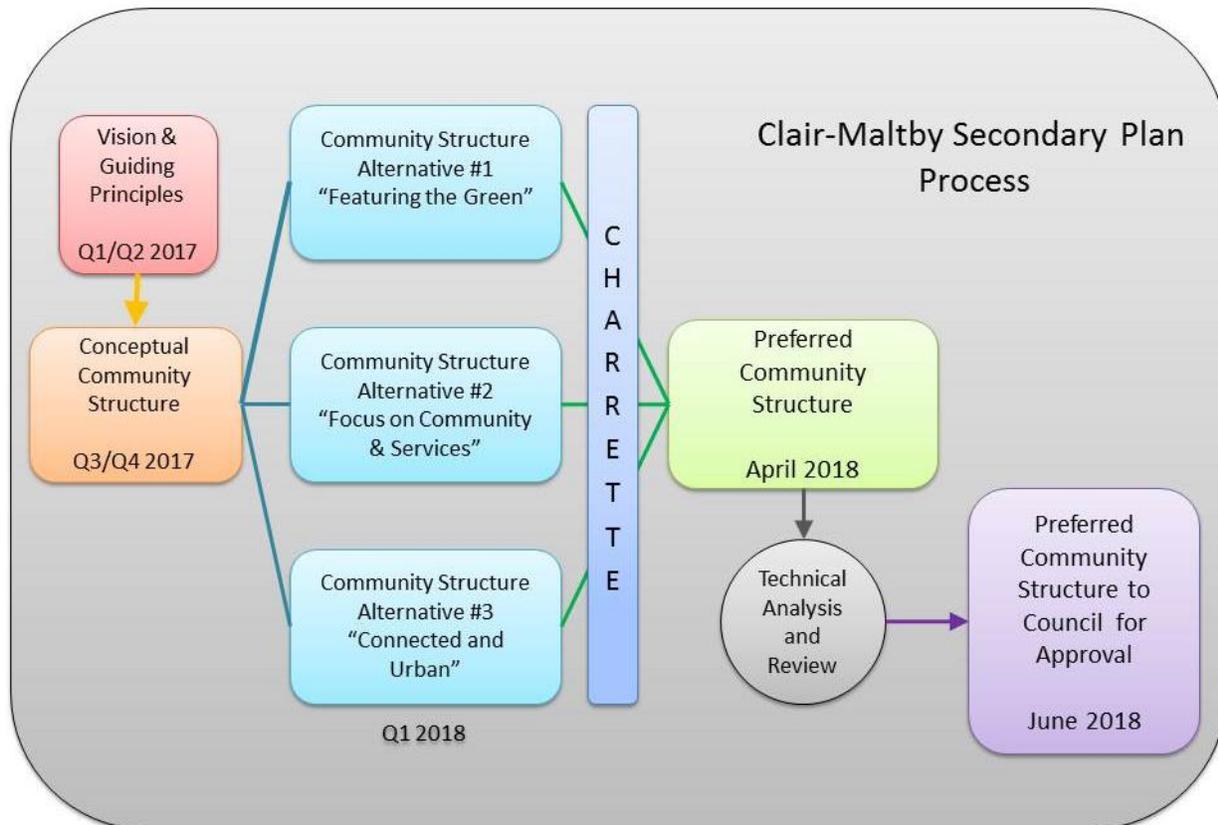
## Background

Phase 2 of the CMSP project is underway and has consisted of:

- Developing the Conceptual Community Structure (CCS)
- Approval of the CCS as the basis for technical studies and analysis
- Undertaking the required technical studies
- Developing three community structure alternatives based on the approved CCS and technical studies

The final significant task of Phase 2 is a five-day planning and design charrette which will evaluate the three Community Structure Alternatives and result in a Preferred Community Structure.

Figure 1: Clair-Maltby Secondary Plan Process



A charrette is a multi-disciplinary, intensive and collaborative design and planning workshop inclusive of all affected stakeholders with the aim of developing a design or vision for a project or planning activity.

The purpose of the CMSP charrette is to create an implementable Preferred Community Structure for the Secondary Plan Area that reflects good planning and input from the community and stakeholders. As part of the charrette process potential versions of all elements required for the Preferred Community Structure

including environment, mobility, urban design and servicing will be considered. The charrette will be a five-day event.

### **Description of the Planning and Design Charrette**

At the end of the charrette, it is intended that the following will be understood at a high-level:

- a land use plan including preliminary density ranges;
- collector and arterial mobility/road network;
- preliminary and conceptual trail network;
- demonstration plans for three key areas that will include additional detail such as potential local road layouts and block patterns;
- potential park and school locations;
- preliminary water and wastewater servicing concepts with general phasing considerations;
- conceptual stormwater management system showing drainage areas and general locations of drainage system elements;
- preliminary high-level grading plan; and,
- illustrative street and trail cross-sections.

All of the work completed through the charrette process will proceed through a further technical review before being considered by Council for approval in June, 2018.

Preliminary or conceptual information related to mobility, stormwater management and water and wastewater servicing strategies will be validated and confirmed upon the completion of technical analysis (including numerical modeling) in accordance with the Master Plan requirements of the Municipal Engineers Association Class Environmental Assessment (EA) process (Section A.2.7 of the Class EA document-October 2000, as amended in 2007 and 2011) which is an approved process under the Ontario Environmental Assessment Act. This is expected to be completed throughout Phase 3 of the project.

### **Pre-charrette – March 21, 2018**

A Council Workshop was held to allow Council to participate in the charrette activities. An evaluation exercise of the three alternatives was completed by Council members. Council's evaluation of the alternatives, in addition to the feedback received through the design charrette from the public and other stakeholders, will inform the development of the Preferred Community Structure for the Clair-Maltby Secondary Plan area. The Council Workshop was for discussion and information purposes only and no decisions were made at the meeting.

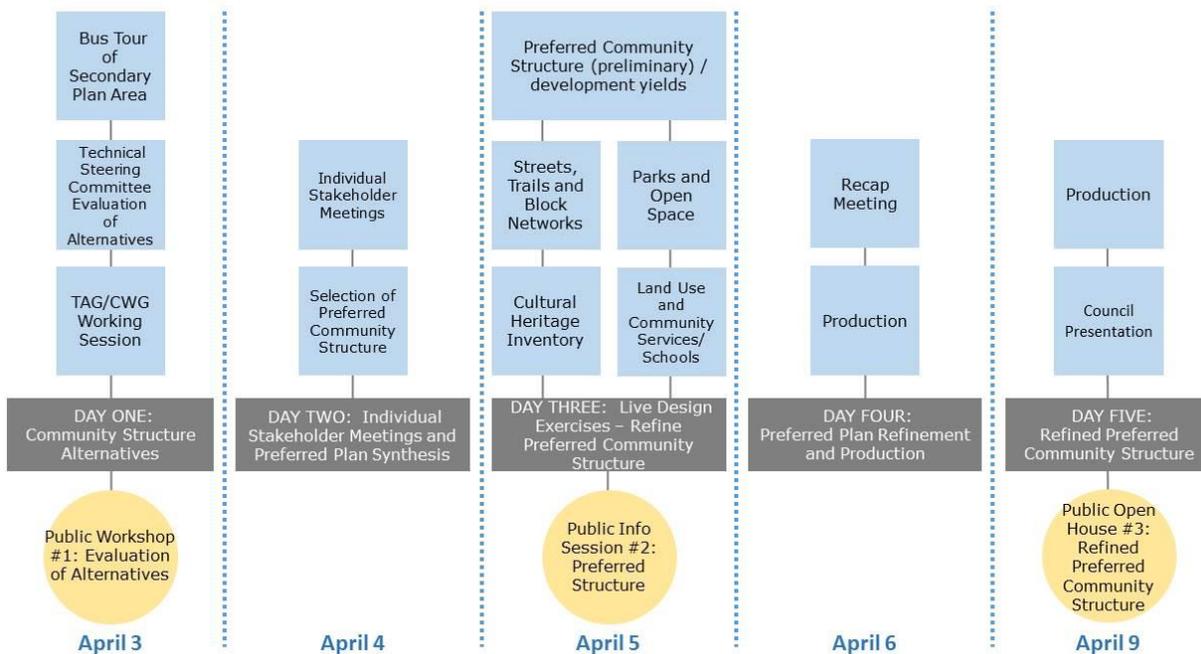
### **Charrette Day 1 – April 3, 2018**

The objective of Day 1 is to have all affected stakeholders participate in evaluating the three Community Structure Alternatives in order to inform the development of a Preferred Community Structure. Day 1 will include:

- a tour of the secondary plan area for City Councillors, City staff and the consultant team to ensure that participants are familiar with and have an understanding of the area;

- A Technical Steering Committee (TSC) session to evaluate the three Community Structure alternatives;
- A joint Technical Advisory Group (TAG)/Community Working Group (CWG) session to evaluate the three Community Structure Alternatives; and,
- A Public Workshop to present the three Community Structure Alternatives and a project update, as well as a facilitated small group exercise to evaluate the three Community Structure Alternatives.

**Figure 2: Design Charrette Overview**



### **Charrette Day 2 – April 4, 2018**

The objective of Day 2 is to synthesize all of the information received on Day 1, as well as the evaluation undertaken at the March 21 Council Workshop, to inform the creation of a preliminary Preferred Community Structure. In addition, interested stakeholders are invited to have an individual or small group meeting with members of the project team (including city staff and consultant team members). Interested stakeholders are encouraged to contact the project team at [clair-maltby@guelph.ca](mailto:clair-maltby@guelph.ca) on or before March 29, 2018 to arrange for a meeting on Day 2 of the charrette.

### **Charrette Day 3 – April 5, 2018**

The objective of Day 3 is to conduct a series of live design exercises in order to refine the preliminary Preferred Community Structure. Technical members of the consultant team and City staff will review the preliminary version of the Preferred Community Structure and work to ensure that it is technically feasible in a series of live design exercises.

In the evening of Day 3 a Public Open House will be held. The purpose of the Open House is to present the preliminary Preferred Community Structure to the public and receive feedback on it before it is finalized and presented to Council.

**Charrette Day 4 – April 6, 2018**

The objective of Day 4 is to resolve any outstanding issues and start generating the deliverables that are to be produced by the charrette. The deliverables include: the Preferred Community Structure; a mobility plan including a trail concept; water and wastewater servicing concept plans; a conceptual stormwater management system; preliminary high level grading plan; illustrative street and trail cross section; a virtual 3D model of three key locations within the secondary plan area; illustrative design concepts for buildings/development recognizing grading; and development yields.

**Charrette Day 5 – April 9, 2018**

The objective of Day 5 is to finalize deliverables and then present the charrette products at a public open house and to Council in the evening.

The deadline to register as a delegate for the April 9, 2018 Council meeting is on day 4 (April 6, 2018) of the charrette at 10 a.m. The final charrette materials will not be available for review ahead of the Council meeting. Anyone interested in delegating to Council on this matter is encouraged to register before the April 6, 2018 deadline based on the Preferred Community Structure that is presented at the Public Open House on Day 3 of the charrette. This presentation will be for information purposes only and no Council decisions will be made.

**Financial Implications**

Capital funding to undertake this project was approved through the 2013-2015 and 2017 capital budgets.

**Consultations**

Ongoing community engagement is a crucial component of the Clair-Maltby Secondary Plan project. Community engagement opportunities included as part of the five-day planning and design charrette include:

Charrette Community Engagement Opportunities	
Day 1: April 3, 2018	TAG/CWG Meeting
	Public Workshop – Evaluation of Alternatives Exercise Public Information Centre (PIC #2 for the project)
Day 2: April 4, 2018	Individual or small group stakeholder meetings
Day 3: April 5, 2018	Public Information Session and Open House
Day 5: April 9, 2018	Public Open House and Presentation to Council * The deadline to register as a delegate for the April 9, 2018 Council meeting is on Friday April 6, 2018 (day 4 of the charrette) at 10 a.m.

# Corporate Administrative Plan

## Overarching Goals

Innovation  
Financial Stability  
Service Excellence

## Service Area Operational Work Plans

Our Services - Municipal services that make lives better  
Our People- Building a great community together  
Our Resources - A solid foundation for a growing city

## Attachments

Not applicable

## Departmental Approval

Not applicable

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