



August 21, 2020  
**Delivered by Email**

City of Burlington  
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**West End Home Builder's Association | Taking a Closer Look at the Downtown Reports – Release of Appendix 14 of PL-16-20: Fiscal Impact Analysis & Appendix 15 of PL-16-20: draft Downtown Burlington Placemaking and Urban Design Guidelines**

Attn: Heather MacDonald, Director & Chief Planner, Department of City Building

The West End Home Builders' Association (WE HBA) has been closely following the proposed updates to the April 2018 adopted Official Plan, and particularly the re-examination of the policies related to the Downtown and Urban Growth Centre. We appreciate all opportunities to comment on the work being conducted by the City and its consultants in relation to the proposed modifications.

As you are aware, the WE HBA has been actively involved in the process leading up to the adopted Official Plan to ensure that the goals of the City, its residents and members of the development industry were all sufficiently incorporated. We have made every effort to provide comments, written submissions, and feedback via delegations, in order to have input and a role in the process to develop a new Official Plan and corresponding policies for the downtown intensification area.

On June 8<sup>th</sup>, 2020, the City released the recommended policy changes for Downtown Burlington, including the associated staff report, consultant report and most technical studies. We were also informed that by July 2020, the City would release the Draft Downtown Burlington Placemaking and Design Guidelines for public review, as well as the Financial Impact Analysis concerning the recommended Downtown policy modifications. On July 14<sup>th</sup>, the City hosted an open-forum style call with the Housing and Development Liaison Committee (HDLC), as well as other interested parties and stakeholders, to discuss the recommended modifications to the downtown policies in the Adopted Official Plan. At that time, the additional two documents had not yet been released, however participants on the call were informed we would receive them by the end of the month at the latest.

WE HBA is writing at this time to follow up on the two additional documents – the Fiscal Impact Analysis and the Downtown Burlington Placemaking and Urban Design Guidelines – as we have yet to receive these. The deadline to submit comments on the recommended modifications to the adopted Official Plan, in order for the project team to have time to consider the feedback in advance of the September 30<sup>th</sup> Committee meeting, is August 28<sup>th</sup>. At the time of writing this letter, that leaves less than one week before the

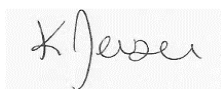


submission deadline, if released today, to review and consider these two documents, both of which are substantial studies and cannot be taken lightly.

We continue to maintain that the submissions and comments we have provided to date have not been addressed or responded to. This is evidenced in the various modifications to the Downtown that are up for discussion. Throughout the process, we have made our desire to participate apparent on multiple occasions. At the outset of the 're-examination of the adopted Official Plan' process, City staff and consultants were directed to work with stakeholders and the public to formulate updates to the Official Plan policies, with the goal of conforming to the Region of Halton OP as well as Provincial policies and growth targets for the Urban Growth Centre. We recognize there has been an increased effort to engage with the industry over the past few months in the form of two open-forum style meetings about the modifications to the OP. Unfortunately, without access to all required documentation that contributed to these modifications, we are unable to provide as fulsome an assessment and level of feedback that we would otherwise like to.

Our aim with this letter is to request that these documents be provided immediately, albeit the time to sufficiently review these in advance of the submission deadline is considerably minimal. WE HBA, in partnership with our consultants, will be providing comment to the City on the recommended modifications to the OP by the submission deadline. This said, we are disappointed that all reports promised to the stakeholders in the OP review process have not been provided, especially considering the significantly expanded timelines that have already been experienced in 2020. We look forward to receiving the final two documents and providing additional commentary on the recommended modifications to the downtown policies of the OP.

Sincerely,



Kirstin Jensen, MPI, MA  
 Manager of Planning & Government Relations  
 West End Home Builders' Association

c.c. Mayor Marianne Meed Ward  
 Members of Council  
 Robert Molinaro, President, West End Home Builders' Association  
 Suzanne Mammel, CEO, West End Home Builders' Association

