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Ministère de l'Infrastructure
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May 31, 2024

Jane Clohecy
Chief Administrative Officer
Town of Oakville
1225 Trafalgar Road
Oakville, ON L6H 0H3

RE: Working together to support the implementation of the Transit-Oriented Communities (“TOC”) Program within the Town of Oakville and Halton Region.

Dear Jane Clohecy:

This letter is pertaining to the Province of Ontario’s (“Province”) TOC Program, administered by Infrastructure Ontario, which is part of the government’s plan to build vibrant, mixed-use communities that are near or connected to priority subway stations and/or GO Heavy Rail and Light Rail Transit (LRT) stations.

This letter is intended to provide the Town of Oakville (the “Municipality”) and the Region of Halton (the “Region”) with further information on the TOC Program, formally notify the municipality and the region that potential TOC project(s) are under exploration within the municipality and establish key principles for governance and next steps for engagement between the province, municipality and region.

The province recognizes the municipality and region as critical delivery partners in advancing the review and consideration of TOC proposals within the municipality. The province is fully committed to continuing to build a productive and collaborative working relationship and ongoing, proactive and good faith collaboration, in respect of the TOC program, with the municipality and the region as well as the public and Indigenous communities. There are many potential associated benefits of the TOC Program for the province, municipality, region and the public, and we look forward to realizing these benefits together.

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Transit-Oriented Communities Program

The provincially-led TOC Program is meant to leverage opportunities whereby private sector builders will deliver vibrant, mixed-use communities that will bring more housing (including affordable housing options), jobs, retail, public amenities and entertainment within a short distance of new and existing transit stations.

The objectives of the TOC Program are to:

- Increase transit ridership and reduce traffic congestion;
- Increase housing supply (including affordable housing);
- Create jobs and stimulate the economy through major projects;
- Build complete communities, including bringing retail and amenities within a short walking distance of transit stations, and,
- Offset the cost of new station infrastructure.

More information on the TOC Program is available at <https://www.ontario.ca/page/transit-oriented-communities>.

Governance

This letter outlines a principles-based process, based on past partnerships and successes, to help inform roles, responsibilities and activity-based timelines for each of the province, municipality and region to advance the provincially-led TOC projects.

The process and formally structured timelines will ensure ongoing sharing of information and documentation associated with the review of, and comment on, TOC proposals as well as opportunities to capture municipal and regional inputs on the TOC proposals and on community amenities, which will be considered by the province for inclusion in TOC projects at or near the station sites.

Collaboration between the province, municipality and region will occur through an iterative process, as outlined through this governance and engagement framework, and involve leveraging the expertise of each party in terms of technical considerations related to the TOC proposals.

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Provincial Roles and Responsibilities

The province is committed to:

- Spearheading negotiations with third-party building partners related to prospective TOC proposals and acting as the single commercial interface with the third-party building partners at the TOC sites. Engaging with the municipality and region to ensure TOC proposals align and balance program objectives, consider and acknowledge municipal/regional (where applicable) input, including input related to community amenities and other applicable planning documents/policies.
- Working with third-party building partners to provide, in a timely manner, the municipality with all documentation, based on a reasonable standard of quality, required for the review and input into a provincial TOC proposal.
- Ensuring, in anticipation of potential increased servicing costs or impacts to infrastructure arising from TOC construction, the municipality continues to collect development charges and relevant third-party building partners support like-for-like replacement or relocation of municipal or regional-owned infrastructure and assets.
- Working with the municipality, the region and third-party building partners (as applicable) to seek and receive public input through an engagement process.

Municipal and Regional Roles and Responsibilities

The province will work directly with the municipality and region (as needed on items of regional significance) and is seeking their commitment to:

- Treat the TOC proposals as a priority to ensure that the committed project delivery schedules are met, and that the TOC Program outcomes can be realized.
- Engage with the province in accordance with the governance and engagement framework contained herein in a manner consistent with the timelines determined through the process for:
 - Reviewing and commenting on the provincial TOC proposals and ensuring the appropriate staff resources are available to support this process;
 - Undertaking and prioritizing all applicable municipal/regional-led permitting processes related to the provincial TOC proposals.
- Initiate any amendments that may be required to applicable planning documents/policies to reflect changes to density and land uses for the identified TOC sites, as consistent with the provincial TOC proposals.
- Ensure that municipal/regional utility and service upgrades necessary to enable TOCs are implemented.
- Work with the province to seek and receive public input throughout the engagement process.

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Review Process and 'Zoning Certainty'

The process to engage with municipalities on TOC proposals and secure zoning certainty will be implemented through a streamlined review and approvals process that balances consideration for the intent of planning policy with the certainty and efficiency required to deliver housing faster. Provincial tools may be leveraged and would be initiated by the Ministry of Infrastructure. This process remains rooted in principles of good planning and involves careful study of the existing and emerging context of local neighbourhoods and the potential impacts of proposed TOC sites; and is anticipated to take between six to twelve months.

A working group structure is proposed to drive coordination and decision-making on matters of planning, commercial and financial significance. This working group structure will be established subsequent to this letter and will develop mutually agreed internal processes, escalation, and timelines to ensure TOC proposals can be transacted and are realized within the agreed upon timelines.

Confidentiality Agreement

The province, the municipality and the region shall enter into a confidentiality agreement to ensure that commercially sensitive materials may be shared in good faith to support ongoing information exchange and collaboration.

Engagement Approach

Throughout the review process, the province will engage with municipal and regional (as applicable) staff/officials, the public and local stakeholders.

- **Municipal and regional partners:** The province will engage with municipal and regional staff and elected officials on the TOC proposal(s). Municipal and regional staff will review TOC proposals and technical submissions and provide input for consideration.
- **Stakeholders:** The province and the third-party building partner (as applicable) will engage with community stakeholder representatives, through local advisory committees, to receive feedback on the priorities for the community.
- **Public:** The province and the third-party building partner (as applicable) will engage with the wider public to collect valuable input through public meetings and engagement platforms.

The province will coordinate with the municipality and with the region on the planning and implementation of engagements with local stakeholders and the public.

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Resourcing

The province acknowledges that funding for additional municipal resources, subject to provincial approval and the provincial funding appropriation process, may be needed for the municipality to be able to operationalize the commitments in this letter. The scope of work for such additional funding shall be addressed through a separate resourcing agreement to be negotiated between the province and municipality. The intention is to make municipalities whole for recovery of staff time normally spent on technical work related to zoning submission reviews (applicability to be confirmed on a case-by-case basis).

Next Steps

1. Municipality, region and province to sign a confidentiality agreement prior to the first meeting – **June 2024**
2. Province to convene a meeting with Municipality to discuss the TOC Program, terms of reference package and establishment of working tables – **June 2024**
3. Establish Working Group and Steering Table (CAO/ADM/CDO level)– **July 2024**
4. Technical discussion on TOC proposal and public/stakeholder engagement – **August 2024**

Sincerely,

A handwritten signature in black ink, appearing to read "Mirrun Zaveri".

Mirrun Zaveri
Assistant Deputy Minister
Transit Oriented Communities and Agency Oversight Division
Ministry of Infrastructure