

Oakville-Trafalgar Memorial Hospital (OTMH) Lands Study Land Use/Design Options

January 28, 2011

Terms of Reference

The next stage in the OTMH Lands Study is to develop land use/design options for the subject lands and the identified additional lands. This stage of the study is to be carried out within a three month period by a professional consulting team with assistance of Town staff. The following outlines the terms of reference for this phase of the study. The proposal should identify how the team will undertake the study in accordance with these terms of reference.

Study Team

The study team should consist of planning/urban design staff and be led by a project manager. The study team should include expertise relating to heritage resources and conservation. Town staff will provide assistance to the team for the purpose of scheduling meetings, as well as organizing, attending and assisting with facilitation at the public workshop.

Work Program

The work program should include the following tasks:

- i) Background review – A review of the background materials which are to be provided by Town staff is to be undertaken. Background material will include the notes from the visioning session, background documents from Livable Oakville, and other relevant documents such as the draft Parks, Recreation and Libraries Master Plan Update (currently underway). The background review will also include consideration/assessment of the physical context, the existing buildings, and the surrounding area.
- ii) Key stakeholder interviews - The study team will be responsible for determining the extent and format of the interviews with stakeholders. The proposal should outline the approach to these interviews. The key stakeholders should include:
 - the two ward councillors and the Mayor;
 - representatives of Halton Healthcare Services (focus of this interview is to obtain an inventory/assessment of existing buildings);

- representatives of the area residents' associations (Trafalgar Chartwell Residents Association), the Oakville Historical Society, the Oakville Curling Club, the Downtown Oakville BIA and the Oakville Chamber of Commerce;
 - owners of the medical buildings on Sheddon Ave. and Reynolds St.; and,
 - town staff, including the executive management team - EMT (this interview can be scheduled with the EMT's monthly meeting).
- iii) Development of land use/design options for the OTMH site and other area properties (e.g. medical buildings, curling club, Brantwood Public School). The land use/design options should consider at least the following:
- an appropriate land use mix,
 - the placement, orientation, heights and massing of buildings,
 - on-site and through circulation for pedestrians, cyclists and cars,
 - parking lot locations,
 - transit stop locations,
 - public gathering spaces,
 - the transition of land uses and heights to the adjacent, established neighbourhood.
- iv) Staff Consultation – Prior to the public workshop the study team shall meet with staff including members of EMT to present and discuss the draft land use/design options.
- v) Public workshop - The study team will hold a workshop with the larger community* to present the land use/design options, and lead an exercise to discuss and evaluate the land use/design options. The team should develop an evaluation framework that should be based on criteria which allow the community to place preference or weight on various plan elements and benefits. Town planning staff will assist with the facilitation of this workshop.
- * There has been a high level of community interest in this project. The current list includes 126 people who have requested to be kept informed of the study, and 85 people attended the first workshop. It is expected that the second workshop will attract significant public interest and participation.*
- vi) Summary report with land use/design options, evaluation and recommendations.

The proposal should provide a detailed work program and schedule outlining the approach to the above-noted tasks.

Study Deliverables

The study team should produce at least three conceptual plans with a summary of comments received from the evaluation workshop. This information will then be used by staff who will undertake further detailed analysis of the options to present to Council.