



CITY OF HAMILTON
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Planning Division

TO:	Chair and Members Planning Committee
COMMITTEE DATE:	June 5, 2018
SUBJECT/REPORT NO:	Kirkendall Neighbourhood Strategy (PED18099) (Ward 1)
WARD(S) AFFECTED:	Ward 1
PREPARED BY:	Shannon McKie (905) 546-2424 Ext. 1288
SUBMITTED BY:	Steve Robichaud Director, Planning and Chief Planner Planning and Economic Development Department
SIGNATURE:	

RECOMMENDATION

- (a) That the Kirkendall Neighbourhood Strategy – Terms of Reference (attached as Appendix “A” to Report PED18099) be approved;
- (b) That staff from Healthy and Safe Communities, Healthy and Safe Communities Department, be directed to retain a consultant to assist the neighbourhood in the preparation of a Neighbourhood Strategy for the Kirkendall Neighbourhood;
- (c) That the procurement, budget and payment schedule be overseen and administered by the Children’s Services and Neighbourhood Development Division;
- (d) That the Children’s Services and Neighbourhood Development Division provide ongoing support through the Neighbourhood Strategy process to the Kirkendall Neighbourhood Strategy Steering Committee.

EXECUTIVE SUMMARY

In October, 2016, Council approved funding in the amount of \$125,000 from the Ward 1 2016 Area Rating budget for the preparation of a Neighbourhood Strategy for the Kirkendall neighbourhood. Council directed staff to report back to Planning Committee with a proposed scope and terms of reference for a consultant assignment to undertake the Neighbourhood Strategy.

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Staff have worked with members of the Kirkendall Neighbourhood Association (KNA) to draft a terms of reference (attached as Appendix "A" to Report PED18099) for a consultant to undertake the development of a Neighbourhood Strategy.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Funding has been allocated from the Ward 1 2016 Area Rating fund in the amount of \$125,000.

Staffing: Staff will be required to provide technical assistance and information as needed. Planning staff will provide contract management on the project.

Legal: N/A

HISTORICAL BACKGROUND

General Issues Committee, at its meeting on October 21, 2016, considered a motion regarding funding for the preparation of a Neighbourhood Strategy for the Kirkendall neighbourhood and approved the following:

- “(d) That funding in the amount of \$125,000 from the Ward 1 2016 Area Rating budget be approved for the preparation of a Neighbourhood Strategy for the Kirkendall neighbourhood;
- (e) That Planning staff be directed to report to the Planning Committee on a proposed scope and terms of reference for a consultant assignment to undertake the strategy in collaboration with the Kirkendall Neighbourhood Association.”

The most recent neighbourhood planning occurred in 1974 with the approval of the Kirkendall North and South Neighbourhood Plans. Since 1974, the neighbourhood has experienced change with continual residential, retail, and commercial growth.

The KNA has identified a need for a process that will act as a foundation to acknowledge existing and build new community connections, highlight the strengths of the neighbourhood, and implement community based priorities and actions. The objective of a Neighbourhood Strategy is to provide asset-based, inclusive, and resident-led community development that builds on the skills, strengths, and supports of residents, groups, and institutions to build a stronger community.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The following Finance/Procurement process is proposed:

Council authorized \$125,000 for this project. Staff estimate that the cost to develop the strategy will be less than \$100,000 so a Request For Quotation process (three quotes)

will be used for procurement. The remaining funds on the allocation will be available for implementation of the strategy.

For funding between \$10,000 up to but not including \$100,000 and in accordance with Procurement Policy No. 5.2 – Request for Quotations, a Request for Quotations will be sent to more than three qualified vendors for submissions.

RELEVANT CONSULTATION

Children's Services and Neighbourhood Development Division of Healthy and Safe Communities Department and Procurement, Corporate Services were consulted and have no concerns with the recommendation.

Staff have worked with the KNA Planning subcommittee in the development of the terms of referenced (attached as Appendix "A" to Report PED18099).

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The purpose of the terms of reference for a Neighbourhood Strategy for the Kirkendall Neighbourhood is to create an action-based plan for the residents of the Kirkendall neighbourhood by engaging with the neighbourhood, identifying assets, priorities, goals and objectives for maintaining and improving the neighbourhood. While issues relating to land use planning processes and decisions may be identified through this engagement process, the Neighbourhood Strategy does not function as a land use planning document. The Strategy provides a plan to address community goals and objectives to make overall improvements in the Kirkendall Neighbourhood.

The KNA has established the following Project Objectives:

- To develop a Vision Statement for the neighbourhood based on resident values;
- To identify the key assets of the Kirkendall neighbourhood;
- To reach out to all residents, using a variety of methods, to identify strengths and issues;
- To inform residents about best practices related to urban issues;
- To develop recommendations and actions based on resident input;
- To develop a final report that summarizes data and recommendations using clear language; and,
- To communicate the findings to the broader community using a variety of methods.

The Children's Services and Neighbourhood Development Division will provide technical and administrative support throughout the strategy development process.

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To address these objectives, the proposed Terms of Reference (attached as Appendix “A” to Report PED18099) sets out the following framework:

1. Study Initiation

Background Review – The Consultant will be required to review the background documents provided by the City and the KNA.

Engagement Strategy – The Consultant is required to develop an Engagement Strategy including a range of engagement methods for reaching the community throughout the process.

2. Engagement

Engage Existing Groups – Prior to starting the formal process the Consultant will need to reach out to existing community leaders and neighbourhood organizations to help champion and participate in the process.

Asset Mapping Engagement – Engaging the larger community in identifying relevant information about the neighbourhood from the perspective of the people who live and work there.

Establish a Steering Committee – The Neighbourhood Steering Committee should be representative of the neighbourhood and inclusive for all. The Planning Team should be built from existing groups, new recruits, service providers and business owners.

Neighbourhood Profile and Vision Statement – The Consultant, in collaboration with the Planning Team and the KNA, will gather as much information as possible to understand the dynamics of the Kirkendall neighbourhood. This data will help understand the neighbourhood and the issues they face as a community.

The Consultant will facilitate a visioning exercise to help the Neighbourhood Strategy Planning Committee form an inspirational and motivational vision that will be the foundation for the objectives, goals, and actions. Additional engagement with the broader community will help endorse and support the Vision Statement.

Develop Neighbourhood Strategy and Implementation Plan – Using the data collected from previous engagement, the Planning Team, with facilitation from the Consultant, will create broad themes. Goals, objectives, and actions will be associated with each theme.

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3. Final Neighbourhood Strategy Plan

The Consultant, in collaboration with the Planning Team, will create draft and final documents that will include the Asset Map, Neighbourhood Profile, Terms of Reference for the Planning Team, Vision, Goals, Objectives and Implementation Plan.

4. Implementation and Monitoring

The Neighbourhood Strategy Workplan will lay out timeframes for the actions. The Consultant will continue to participate for one year, to ensure that the plan is being implemented as planned and updated as required.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

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Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

Healthy and Safe Communities

Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.

Culture and Diversity

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” – Kirkendall Neighbourhood Strategy - Terms of Reference

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