

Georgetown GO Station Area/Mill Street Corridor Secondary Plan Review Terms of Reference

4.0 Project Terms of Reference



4.1 Project Summary

The Town of Halton Hills is seeking the services of a qualified consultant to update the Georgetown GO Station Area/Mill Street Corridor Secondary Plan Review. The Secondary Plan Area is situated in north central Georgetown, around the Georgetown GO Station (as shown in Appendix A).

The existing Secondary Plan for the Georgetown GO Station Area was adopted by the Town of Halton Hills Council on May 11, 2010 through Official Plan Amendment 7 (OPA 7). It was approved by the Region of Halton on August 19, 2011, save and except for population and employment targets to 2031 identified in Section H3.3.1, and for the property at 60 John Street. The targets remain unapproved while the 60 John Street property remains part of an ongoing appeal to the Ontario Land Tribunal.

The re-defined Secondary Plan Area will match the Georgetown GO Major Transit Station Area (MTSA), which was delineated by the Region of Halton, and established through Regional Official Plan Amendment 48 (ROPA 48) in July of 2021. Density targets for population and employment within the Georgetown GO MTSA are expected to be set by the Region of Halton by mid-2022, and must be implemented into the Georgetown GO Station Area/Mill Street Corridor Secondary Plan.

The current Georgetown GO Station Area Secondary Plan contains designated lands for residential intensification through redevelopment, and mixed-use areas to generate future employment. These areas will be critical in reaching long-term density targets in the area.

Also present within the Plan Area are well-established low-density neighbourhoods and complimenting protected natural areas. The stability and character of these areas must also be maintained.

4.1.1 Scope and Objectives of a Secondary Plan

The Georgetown GO Station Secondary Plan was adopted in advance of revisions to several Provincial Plans, as well as the current Halton Region Official Plan Review.

In addition, Town staff has identified a number of local issues that require further review and consideration as part of this Review, including but not limited to redefining the Plan Area to mirror that of the regionally defined Georgetown GO MTSA, and implementing population and employment densities while taking into account existing community character. A scoped review of the Georgetown GO Station Secondary Area/Mill Street Corridor Secondary Plan is timely and will enable the Town to appropriately respond to these planning considerations. The Secondary Plan Review will ensure:

- Conformity to Provincial and Regional Plans;
- Confirmation that the goals and objectives of the Secondary Plan remain relevant;
- That Plan Area Design policies and guidelines are updated to reflect best practices which are sensitive to the community context.
- That natural heritage and environmental policies are updated to conform to provincial and regional policy.
- Ensuring that updated land use alternatives can adequately accommodate newly implemented population and employment targets for the Georgetown GO Major Transit Station Area (as outlined in Regional policies).

The Secondary Plan must:

- Include a Vision Statement for the Georgetown GO Station Area/Mill Street Corridor Secondary Plan, that reflects both the need for growth in an established Major Transit Station Area, and the need for stability in existing low density neighbourhoods.
- Define the Town's intended policy direction for residential, commercial, employment, recreational and natural areas within the Plan Area.



- Ensure the character of the various neighbourhoods in the Plan Area are respected and enhanced where possible.

Regional Official Plan Amendment 48 (ROPA 48), as part of the most recent Municipal Comprehensive Review (MCR), delineated five Major Transit Station Area boundaries, including the Georgetown GO Area. The MTSA includes the existing Secondary Plan area, plus an additional 52ha to the east and south. A major component of the Secondary Plan Review will be to refine the Plan Area to match that of the Georgetown GO MTSA as defined in ROPA 48.

The adopted ROPA 48 did not specify a density target for the Georgetown GO MTSA. This target is expected to be set upon the completion of the MCR by mid-2022, and will need to be considered as part of the review process.

Throughout the ROPR process to date, Halton Hills residents within the Secondary Plan Area have expressed concern over increased densities and intensification in close proximity to established low density residential neighbourhoods. Careful consideration will need to be given in the Secondary Plan Review process to balancing intensification needs with preserving the existing stable, low-density neighbourhoods.

The review will be a community-integrated process that is shaped by input from the public and key stakeholders, as defined in Section 4.3 (Consultation Strategy).

4.1.1.1 Policy, Plans and Studies Review

In preparation of the Secondary Plan, a concise overview of relevant local, regional and provincial policies will be required. This will include, but not limited to:

Provincial

- Provincial Policy Statement, 2020
- A Place to Grow (Growth Plan for the Greater Golden Horseshoe), 2020
- Ontario's Transit-Supportive Guidelines

- The Greenbelt Plan, 2017
- Metrolinx 2041 Regional Transportation Plan
- Metrolinx Kitchener GO Rail Service Expansion: Preliminary Design Business Case, 2021

Regional

- Region of Halton Official Plan (Office Consolidation June 19, 2018)
 - Regional Official Plan Amendment 48
 - Policies related to Area-Specific Plans under Sections 77(5) and 145(9) of the Regional Official Plan
- Region of Halton Best Planning Estimates, 2011
- Halton Region Water and Waste Water Master Plan
- Halton Region Transportation Master Plan & Active Transportation Master Plan
- Halton Region Access Management Guideline and By-law

Local

- The Town of Halton Hills Official Plan Consolidated in 2020
- Green Development Standards, 2021
- The Town of Halton Hills Transportation Master Plan, 2011
- Town of Halton Hills Transit Service Strategy, 2019
- The Town of Halton Hills Active Transportation Mater Plan, 2020
- The Town of Halton Hills Recreation and Parks Strategic Action Plan, 2020
- The Town of Halton Hills Comprehensive Zoning By-law 2010-0050
- Imagine Halton Hills 2013 (Integrated Community Sustainability Strategy)
- The Town of Halton Hills Strategic Plan
- The Town of Halton Hills Private Tree Management Strategy (currently being developed)
- Town of Halton Hills Intensification Opportunities Study
- Town of Halton Hills Long Range Financial Plan
- Halton Hills Community Improvement Plan (currently under review)
- The Town of Halton Hills Climate Emergency Resolution, 2019



- Mill Street Corridor Precinct Neighbourhood Study, 2018
- Climate Change Adaptation Plan
- Low-Carbon Transition Strategy

Credit Valley Conservation

- Silver Creek Subwatershed Study
- Low Impact Development and Stormwater Management Planning and Design Guide (Credit Valley Conservation)
- Credit Valley Conservation Storm Water Management Criteria
- Credit Valley Conservation Natural Heritage System Strategy, 2015
- Credit Valley Conservation Regulation O. Reg. 160/06, and Watershed Planning and Regulations Policies, April 2010.
- CTC Source Protection Plan

4.1.2 Study Area

The current Plan area boundary is approximately 78 hectares surrounding the Georgetown GO Station. This area is identified within the larger, re-defined study area shown in Appendix A.

An additional 52 hectares will be added to the east and south of the existing area so that redefined boundary will mirror that of the Georgetown GO MTSA defined in ROPA 48 (See Appendix A).

The study area, as a whole, will include the Mill Street Neighbourhood to the west, the established low density residential area to the south of the GO Station, the John Street neighbourhood to the north, medium density residential areas to the east and south, as well as two pockets of established Employment Area. Lastly, the area will also include the Community Node Area to the south at Guelph Street and Maple Avenue, which was included in the Georgetown GO MTSA in ROPA 48.

4.1.3 Silver Creek Subwatershed Study

The Silver Creek Subwatershed Study was completed by Credit Valley Conservation, in partnership with the Town of Halton Hills, in 2003. This study will be used to inform all environmental

work completed for this Secondary Plan Review.

4.1.4 Public Engagement Focus

The review of the Georgetown GO Station Area/Mill Street Corridor Secondary Plan is to be a community-integrated process, informed by public input and key stakeholders. Feedback gathered through public engagement will be analyzed and considered when developing the finalized secondary plan and associated policies.

It is anticipated that public events planned for this project will be virtual, with the potential to shift to a hybrid format allowing for both virtual and in-person consultation.

In keeping with the Town's Public Engagement Charter, the review of the Georgetown GO Station Area Secondary Plan is to align with the promises of Transparency, Notification and Participation held within. Additionally the Plan will adhere to the concepts, roles and responsibilities outlined in the Charter Appendix and Public Engagement Matrix, identified in the Public Engagement Charter.

4.2 Study Approach and Timelines

The Georgetown GO Station Area/Mill Street Corridor Secondary Plan Review will be completed over a two year period and will be broken down into the following phases:

Phase 1: Background and Policy Options Review

Phase 1 involves a comprehensive background and policy options review. The framework of provincial, regional, and local planning policy is inclusive of, but not limited to:

- A review and analysis of all policies, plans and studies identified in Section 4.1.1.1, as they relate to the review of a Secondary Plan and;
- Identification of existing public issues and concerns as they relate to land use matters in the Georgetown GO Station Area/Mill Street Corridor and the surrounding area.



The background and policy options review will result in the development of a Background Paper, which:

- Identifies and analyzes provincial, regional, and local planning policies pertinent to the Georgetown GO Station Area/Mill Street Corridor.
- Discusses implications of the policy framework on the Georgetown GO Station Area/Mill Street Corridor Secondary Plan.
- Identifies objectives, policies, schedules, or appendices of the existing Secondary Plan that require revision in order to conform to the policy framework.
- Discussion on the implementation of the Silver Creek Subwatershed Study, and any subsequent information and policy updates that will feed into the Scoped Natural Heritage System Analysis.
- Recommends revisions to the existing Secondary Plan in response to provincial, regional, or local policy direction. The Draft Background and Policy Options Report will be presented to the Technical Advisory and Steering Committees, and any subsequent revisions or recommendations will be addressed or accommodated in a Final Report.

Deliverables:

- Project ‘kick-off’ meeting with the Project Team for formal introductions and to discuss goals, milestones and timelines for the project;
- Preparation of a Public Engagement and Consultation Plan (including both in-person and virtual engagement platforms);
- Creation of a draft Background Paper to be circulated to Town staff and the Technical Advisory and Steering Committees for comment;
- Presentation of the draft Background Paper to the Technical Advisory and Steering Committees (two separate presentations);

- Preparation of the final Background Paper Report;
- Virtual (or in-person) neighbourhood tour and online engagement; and,
- One or two (1-2) meetings (virtual or conference call) with the Project Manager to review the scope and timelines of the project.

Phase 2: Land Use Alternatives and Assessment

Building off the Phase 1 Background Paper, Phase 2 will include the development of a Land Use Alternative Paper. Given that there is an existing Secondary Plan for the majority of the Study Area, the Land Use Alternative Paper should focus on potential refinements and enhancements.

A Public Open House will provide the Project Team the opportunity to solicit feedback from the public that will assist in the development of the Land Use Alternative Paper.

All public input received in Phase 2 will be included in a Public Consultation Report, which will:

- Assess, summarize and organize public comments;
- Provide analysis of the content of public comments and identify major themes;
- Identify local, regional and provincial policies applicable to each theme;
- Provide response to recorded questions and concerns of residents and stakeholders; and,
- Use public feedback to identify revisions to draft policies and land use alternatives.

Deliverables:

- Facilitation of Public Open House;
- Creation of the Land Use Alternative Report;



- Presentation to the Technical Advisory and Steering Committees;
- Creation of Public Consultation Report;
- Presentation to Town Council;
- Online public engagement and coordination with Town staff; and,
- One or two (1-2) meetings (virtual or conference call) with the Project Manager.

Phase 3: Preferred Land Use Alternative and Detailed Planning Study

Building off the results of Phase 1 and Phase 2, the purpose of Phase 3 is to select a preferred land use alternative for the Secondary Plan lands along with supporting land use policy framework which is to be considered by the Technical Advisory and Steering Committees. The preferred land use alternative and related land use policy framework will be presented to the public by way of an Open House, and to Council for endorsement.

This phase of the Study involves the completion of a series of studies which will support the development of the Secondary Plan policies and land use designations. The deliverables for this phase include the following studies:

- Scoped Transportation/Traffic Study
 - This study will review future planned road improvements and will consider and make recommendations of any additional improvements necessary to facilitate development of the area. This study should build off and complement the work completed on the Mill Street Corridor Precinct Neighbourhood Study, including:
 - Identifying existing transportation deficiencies and potential means to address them;
 - Assess the potential to incorporate recommendations from the Active Transportation Master Plan to promote pedestrian and cyclist safety;
 - Assess the impact that future development (through intensification)

could have on current and planned transportation infrastructure.

- As the Transportation/Traffic Study will cover a range of transportation related components, as part of this study, a detailed scope of work for the transportation study must be circulated and reviewed by the Town of Halton Hills and Region of Halton.

- Area Servicing Plan
 - This study will review the servicing needs and develop a servicing plan for the area. Consultation will take place with the Region of Halton regarding water and wastewater servicing, and consideration will be given to the Sustainable Halton Water and Wastewater Master Servicing Plan, and Section F8.2 of the Town of Halton Hills Official Plan. Recommendations regarding stormwater management infrastructure are to correspond with the findings and recommendations of the Silver Creek Subwatershed Study. Low impact development techniques should be incorporated where appropriate.
 - Region of Halton staff to be consulted prior to completion of ToR for this study.
- Urban Design Study
 - Building on the Infill Design Guidelines, created as part of the Town's Intensification Opportunities Study, this scoped study will provide recommendations for Urban Design Guidelines in the Secondary Plan Area.
 - This study will be developed in accordance with Section F2 of the Town of Halton Hills Official Plan. Sustainable development practices and concepts such as LEED and low impact development (LID) techniques will be promoted and incorporated where



appropriate.

- Cultural Heritage Resource Assessment
 - Building on the heritage inventory work completed by Heritage Halton Hills and the Town's Heritage Register, this study will review and inventory heritage resources in the area, identify potential heritage resources, and will develop a strategy to conserve those resources where appropriate in accordance with Section F5 of the Official Plan.
- Fiscal Impact Analysis
 - Building upon the Town's Long Range Financial Plan, the Fiscal Impact Analysis will determine the overall financial contribution and cost implications of the development. This analysis should take into consideration potential parkland needs resulting from housing and population increase.
- Scoped Natural Heritage System Analysis
 - To be guided by the Silver Creek Subwatershed Study, updated information (if applicable) identified in the Phase 1 Background Report, Regional Natural Heritage System policies, Conservation Authority policies, and any future Town studies on natural heritage and/or environmental impacts in the study area.
 - This analysis will inform the update to the environmental policies in the Secondary Plan and provide justification for any refinements to the boundaries of the Regional Natural Heritage System in accordance with s. 116.1 of the Regional Official Plan.
 - As part of this analysis, a detailed scope of work must be circulated and reviewed by the Town of Halton Hills, Region of Halton, and Credit Valley Conservation Authority.

Deliverables:

- Development of the Preferred Land Use Alternative Paper;
- Presentation to the Technical Advisory and Steering Committees;
- Transportation/Traffic Study;
- Cultural Heritage Resource Assessment;
- Area Servicing Plan;
- Urban Design Study;
- Scoped Natural Heritage Analysis;
- Fiscal Impact Analysis;
- Facilitation of a Public Open House;
- Separate presentations of the draft Plan to the Technical Advisory and Steering Committees;
- Presentation of the draft Plan to Halton Hills Town Council; and,
- One or two (1-2) meetings (virtual or conference call) with the Project Manager to review the scope and timelines of the project.

Phase 4: Development of the Revised Georgetown GO Station Area/Mill Street Corridor Secondary Plan

Phase 4 requires the preparation of a draft Secondary Plan for the Georgetown GO Station Area/Mill Street Corridor. The draft plan will be presented to both the Technical Advisory and Steering Committees for input prior to any draft being released to the public or presentation to Committee/Council. As part of this phase it is expected that a Statutory Public Meeting will be held in accordance with the Planning Act. The draft Secondary Plan will also be circulated to all relevant agencies for review and comment.

It is expected that prior to Council consideration for adoption of the Secondary Plan, a summary of the public and agency input will be prepared and provided to Council in order to identify any changes to the plan arising from the consultation.



The revised Secondary Plan will include:

- i) A general statement and intended character to be achieved on the subject lands;
- ii) Policies to protect the Regional Natural Heritage System
- iii) Capacity targets of population, housing units and employment, including targets for affordable housing;
- iv) Housing mix and density;
- v) Land use pattern;
- vi) Location, type and density of land uses for the Georgetown GO Station Area/Mill Street Corridor;
- vii) Key urban design principles;
- viii) Transportation requirements, including active transportation; and
- ix) Infrastructure requirements, including water and wastewater servicing.

The Secondary Plan will also identify the requirements for any privately-initiated planning applications including but not limited to:

- i) Environmental Impact Study;
- ii) Sanitary sewer, storm water management, and water servicing feasibility report;
- iii) Traffic Impact Study;
- iv) Community Design Brief;
- v) Active transportation network linkages;
- vi) Development phasing; and
- vii) Any other report that may be required by the Town.

For adoption and implementation of the revised Georgetown GO Station Area/Mill Street Corridor Secondary Plan, an Official Plan Amendment must be prepared that will:

- Identify the purpose and basis for the Amendment;
- Include a brief summary of how the Secondary Plan Review was completed; and,
- Outline how the revised Georgetown GO Station Area/Mill Street Corridor Secondary Plan will be implemented into the Halton Hills Official Plan.

Deliverables:

- Draft Georgetown GO Station Area/Mill Street Corridor Secondary Plan.
- Facilitation of Public Open House, including presentation of the draft Georgetown GO Station Area/Mill Street Corridor Secondary Plan;
- Final Georgetown GO Station Area/Mill Street Corridor Secondary Plan.
- Separate presentations of the final Plan to the Technical Advisory and Steering Committees;
- Statutory Public Meeting;
- Preparation of a draft Official Plan Amendment ahead of the Statutory Public Meeting;
- Presentation of the final Georgetown GO Station Area/Mill Street Corridor Secondary Plan to Town Council; and,
- One or two (1-2) meetings (virtual or conference call) with the Project Manager.

4.3 Consultation Strategy

The Georgetown GO Station Area/Mill Street Corridor Secondary Plan Review will be a highly consultative process that is guided by advisory committees and community engagement. The consultant will be expected to adhere to the Town's Public Engagement Charter which can be found on the Town's website at:

www.haltonhills.ca. All communication methods will support accessibility and active participants will be kept informed about the results and/or decisions related to the Study. This consultative approach will assist Town staff in the research and evaluation of social, economic, environmental, and cultural issues pertinent to the Secondary Plan, and recommendation of effective and equitable solutions.

4.3.1 Committees

The Secondary Plan Review will be guided by a Technical Advisory Committee and a Steering Committee. The role of these committees is to



provide comments and data input during the study process, assist with the identification and resolution of issues, and liaise with respective organizations to ensure consistent and accurate input.

Both Committees will meet on a regular basis to monitor the progress of the study. Efforts will be made by Town staff to host meetings for each Committee on the same day at Town Hall.

The Technical Advisory Committee will be comprised of key representatives of:

- Relevant Town of Halton Hills departments
- The Region of Halton
- Credit Valley Conservation
- Other public agencies, as determined appropriate

The Steering Committee will be comprised of selected members of:

- Town of Halton Hills Council
- Town of Halton Hills Staff
- A representative from the Silver Creek Neighbourhood Association
- Local residents, land owners and business owners.

The respective committees will meet on a regular basis to monitor progress throughout the Secondary Plan Review as indicated under each of the Project Phases identified under Section 4.2 - Study Approach and Timelines.

4.3.2 Community Engagement

Community engagement and public and stakeholder participation will form a large component of the Secondary Plan Review.

The Review will combine formal and informal consultation. Formal community engagement will occur throughout the Review process as specified under the Project Phases identified in Section 4.2- Study Approach and Timelines.

In partnership with the consulting team, informal community engagement will be conducted by Town staff, consisting of individual stakeholder meetings as requested and online engagement opportunities using Let's Talk Halton Hills, the Town's online engagement platform. A project information page on the Town website will also be created to ensure that information on the Study is widely available and to advertise opportunities to participate through the Secondary Plan Review process.

4.4 Accountabilities

Under direction of the Director of Planning Policy, a Senior Policy Planner will manage, coordinate, and supervise the review of the Georgetown GO Station Area/Mill Street Corridor Secondary Plan (with the assistance of a Policy Planner), with the responsibility of:

- Ensuring compliance with the Terms of Reference;
- Ensuring financial resources are well managed;
- Securing and providing existing information to the consultant;
- Ensuring participation and co-ordination of all stakeholders;
- Coordinating and conducting individual stakeholder meetings;
- Coordinating a Technical Advisory Committee;
- Coordinating a Steering Committee;
- Organizing, and if necessary, facilitating the Technical Advisory and Steering Committees;
- Liaising with Technical Advisory and Steering Committees;
- Coordinating the community engagement program and events;
- Coordinating any other pertinent studies;
- Coordinating all project communications;
- Meeting regularly with the consultant;
- Answering all consultant questions;



- Approving in-progress deliverables submitted by the consultant;
- Updating the project information page on the Town website and coordinating online consultation activities on Let's Talk Halton Hills; and,
- Preparing and submitting status and staff reports to Town Council.

The consulting team's Project Manager will manage, coordinate, and supervise the Georgetown GO Station Area/Mill Street Corridor Secondary Plan Review technical work, with the responsibility of:

- Ensuring compliance with the Terms of Reference;
- Providing a clear and comprehensive list of all data requirements to Town staff, from the outset of the project;
- Ensuring financial resources are well managed;
- Overall supervision of project activities including public consultations as required;
- Coordinating deliverables with other technical experts from the consulting team;
- Ensuring that quality control is completed on all deliverables; and,
- Delivering reports and other project activities on time.

4.5 Digital Information

All digital information required as part of this review is to be provided in accordance with the following:

- Data, sketches, drawings, digital models and reports generated by the Project Consultant for the purpose of this study shall become the property of the Town of Halton Hills; and,
- Digital copies of the written reports (AODA compliant) are to be provided in both MS Word (and any other original format) and PDF format.

- Digital copies of land-use maps, proposed zoning maps and other maps, provided in the following format: *AutoCAD or shape file geo-referenced in NAD83 Zone 17 Coordinate System ESPG 26917.*
- Digital copies of any other maps prepared by the consultant.

4.6 Budget

The Georgetown GO Station Area/Mill Street Corridor Secondary Plan Review is to be completed within two years of the selection of the consulting team, within a budget of two hundred thousand (\$200,000).



APPENDIX A – Study Area

