



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Bonnette and Members of Council

FROM: Keith Hamilton, Planner - Policy

DATE: November 19, 2021

REPORT NO.: PD-2021-0071

SUBJECT: Stewarttown Secondary Plan – Project Update

RECOMMENDATION:

THAT Report No. PD-2021-0071 dated November 19, 2021 regarding the Stewarttown Secondary Plan – Project Update be received for information.

KEY POINTS:

The following are key points for consideration with respect to this report:

- The Stewarttown Secondary Plan project commenced in April of 2022 following the selection of a Project Consultant.
- A virtual tour and accompanying survey was posted on the Let's Talk Halton Hills project page, created for the project in June of this year.
- The project now sits in Phase 2 of a four phase process.
- A Public Consultation and Engagement Plan, and Background Report have been prepared by the Project Consultant as part of Phase 1. The Background Report is expected to be finalized and posted for public viewing shortly.
- A Public Open House was held virtually on October 27 of this year, where the public had the opportunity to provide input and ask questions.
- Technical Advisory and Steering Committees have been established and met virtually to discuss the project's progress and provide input to help guide the process.

BACKGROUND AND DISCUSSION:

On November 24, 2020 through Delegated Authority under the Emergency Management and Civil Protection Act, the Terms of Reference for the Stewarttown Secondary Plan were approved. Following this, a Request for Proposal seeking a consultant to prepare the Secondary Plan was issued.

RFP P-006-21 was posted on the Town's Bids and Tenders website on January 5, 2021. The RFP closed on January 28, 2021 and four (4) submissions were received. On March 22, 2021, through staff report PD-2021-0013, the Town retained MHBC Planning to prepare and complete the Stewarttown Secondary Plan.

The study area for this Secondary Plan consists of the former hamlet of Stewarttown and adjoining expansion lands to the southwest (as shown in Appendix 1). The primary objective of the plan is to facilitate the conversion of the expansion lands to residential uses, while maintaining the existing character of the former hamlet. The Stewarttown Secondary Plan has been broken down into four phases as outlined below.

Phase 1: Background and Policy Options Review

This phase has included a review of the Provincial, Regional and Municipal policy framework as well as a review of Credit Valley Conservation (CVC) policies, regulations and mapping. Information gathered through this review fed into the preparation of a draft Background Report, which is expected to be finalized in December.

This phase has also included a virtual tour of Stewarttown, with an accompanying survey, which were uploaded onto the Let's Talk Halton Hills (LTHH) project page. Virtual engagement using LTHH has been the primary driver of public consultation throughout this phase.

A Technical Advisory Committee and a citizen-led Steering Committee were also formed in this phase, with planned meetings to occur in each phase.

Phase 2: Land Use Alternatives and Assessment

Phase 2 will include the completion of a Land Use Alternatives Assessment Report which will identify and evaluate various land use alternatives for the Stewarttown expansion lands. Land uses for the remaining study area (former hamlet of Stewarttown) will also be evaluated.

A presentation to Council on the land use alternatives is expected sometime early in 2022 as part of this phase.

Phase 3: Preferred Land Use Alternative and Detailed Planning Study

Phase 3 will include the selection of a preferred land use concept for the expansion lands and a supporting land use framework for the Plan's study area. This phase also involves the completion of several technical studies (e.g. Area Servicing Plan, Agricultural Impact Assessment) to support the development of Secondary Plan policies.

A staff report and presentation to Council are also planned for this phase detailing the results of the Phase 3 analysis.

Phase 4: Preparation of the Stewarttown Secondary Plan

Phase 4 will include the development of the draft Stewarttown Secondary Plan. This Plan will be prepared in consultation with the Technical Advisory and Steering Committees. It will also be informed by all project deliverables, including technical studies. The consideration and incorporation of public feedback will also be critical in the drafting of this plan.

The Secondary Plan will include:

- i) A general statement and intended character to be achieved on the expansion lands, as they transition from the former hamlet area;
- ii) Policies to protect the Regional Natural Heritage System
- iii) Population targets;
- iv) Housing mix and density;
- v) Land use pattern;
- vi) Location, type and density of land uses for the Hamlet of Stewarttown and expansion lands;
- vii) Key community 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 as determined by the Town.

A public presentation of the draft Secondary Plan, Statutory Public Meeting, and presentation to Council will all be included in this phase. The project will conclude with a staff recommendation to Council that the Secondary Plan be adopted and forwarded to the Region of Halton for approval.

Black Creek Subwatershed Study

The Black Creek Subwatershed Study was completed by Credit Valley Conservation, in partnership with the Town of Halton Hills, in the fall of 2019. This study was endorsed by Town Council on November 11th, 2019 with the recommendation that it be used in the preparation of the Stewarttown Secondary Plan. This study will guide appropriate

land use policies within the Secondary Plan and will apply a systems-based approach to confirm the extent of the Halton Region, and Credit Valley Natural Heritage Systems, and recommend potential refinements and measures to protect and enhance key natural heritage features.

This study will be used largely in developing a land use concept for the expansion lands, where conversion to residential uses and development is to occur. It is important to note that this study in no way replaces the need for further detailed environmental studies which may be required as part of the development approval process.

Project Summary to Date

On May 19, 2021, the project kick-off meeting was held. The meeting included the Consultant, and Town staff from various divisions and departments, including Development Review, Development Engineering, Communications, Transportation, Finance, and Recreation and Parks.

Following this, the consultant began work on the Background Report and a Consultation Plan. Additionally, a virtual tour of Stewarttown and accompanying survey were planned and developed between the Consultant and Town staff. The tour survey was posted on Let's Talk Halton Hills (LTHH) in early July for approximately one month, after which time the survey responses were recorded and analyzed. While the survey was taken off the page, the virtual tour will remain on LTHH for the life of the project.

The Background Report is still in draft form; however an Executive Summary of its contents has been posted on LTHH for public viewing. It is expected that a finalized version will be available in late December, or early January.

First Public Open House

The first Public Open House (POH) for this project was held virtually on October 27, with 58 attendees, including staff and Councillors. The POH consisted of a presentation by the Consultant, followed by a participant question and answer period which was facilitated by Town staff. The presentation focused primarily on background information gathered on Stewarttown, and preliminary work on land use alternatives for the expansion lands. Poll questions were asked throughout the presentation in an effort to gather public feedback.

Questions and concerns from the public attending the POH focused on access to the expansion lands, traffic, heritage preservation, land use and density. Town staff gathered and summarized questions received throughout the evening, which have been posted with draft responses on LTHH.

Technical Advisory and Steering Committees

To date, the Technical Advisory and Steering Committees have each met twice (virtually). The format for both is 1.5-2 hour meetings featuring a presentation by the Consultant, with opportunities for attendees to ask questions and provide input. Both

Committees have had the opportunity to review and provide input into the preparation of the Background Report and Public Engagement and Consultation Plan.

In November, Town staff organized a site visit to the expansion lands with the Steering Committee. This included a walk of the developable area, and a discussion of development constraints and natural heritage presence within the expansion lands.

The Stewarttown Secondary Plan will continue to be a highly consultative process that is guided by the Technical Advisory and Steering Committees, and community engagement. The project will continue adhere to the Town's Public Engagement Charter.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to achieve sustainable growth to ensure that growth is managed so as to ensure a balanced, sustainable, well planned community infrastructure and services to meet the needs of its residents and businesses.

This report also identifies shaping growth as one of the Town's Strategic priorities.

The Stewarttown Secondary Plan will facilitate the development of the expansion lands for residential uses and open space, fulfilling their intended purpose as part of the preferred growth option for Sustainable Halton in 2009. Through the Secondary Plan process, Town staff have the opportunity to shape how these lands will develop in character with the existing Stewarttown community.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

Town Planning Staff along with the consultant will continue to engage with the Town's Climate Change team throughout the Secondary Plan process regarding the inclusion of appropriate climate change policies. New development will be subject to the Town's updated Green Development Standards.

PUBLIC ENGAGEMENT:

Public Engagement has been conducted as follows: Open House/PIC.

A Public Engagement and Consultation Plan has been prepared for the project which identifies objectives, key stakeholders and consultation activities for all phases of the project. The public has the opportunity to familiarize themselves with the project through the Town's website and Let's Talk Halton Hills page, as well as engage in the surveys and review the posted materials. All public engagement will be managed in accordance

with the Town's Public Engagement Charter. There will also be many opportunities for the public to take part in Open Houses and public meetings throughout the project phases.

INTERNAL CONSULTATION:

Town staff will continue to consult with staff from various departments including Transportation, Development Engineering, and Recreation and Parks, as well as staff from the Region of Halton, Credit Valley Conservation and School Boards as part of the Technical Advisory Committee.

FINANCIAL IMPLICATIONS:

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Bronwyn Parker, Director of Planning Policy

John Linhardt, Commissioner of Planning and Development

Chris Mills, Chief Administrative Officer