

Town of Halton Hills Mobility Master Plan Terms of Reference

DRAFT

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Mobility Master Plan Terms of Reference

1.0 Introduction and Background Information

Located within the Greater Toronto Area, the Town of Halton Hills is famed for its quality of life, small-town feel, open-for-business approach, and leadership in sustainable development. With a population of over 62,951¹, the Town's population is forecasted to grow to approximately 98,890 by 2041 and 132,050 by 2051². With an average age of 39.3 years, Halton Hills has the second lowest average age in Halton Region.

Halton Hills strikes the perfect balance between urban and rural living and is known for a superior quality of life that attracts employers, families, and a high-quality workforce. An exceptional network of trails for hiking and cycling, along with a rich arts and culture sector, have helped Halton Hills rank in the Top 10 Places to Live in Canada.

Due to its strategic location, Halton Hills is expected to continue to grow and attract young families. The Town is committed to ensuring that current and future residents have access to local work opportunities, accessible infrastructure and an adequate supply and range of housing choices.

The Town of Halton Hills is undertaking a review of its Mobility Master Plan (formerly known as the Transportation Master Plan) to ensure conformity with upper tier policies and guide future growth to the year 2051. The current and future mobility needs in Halton Hills and the rest of the Greater Toronto and Hamilton Area have been and will be shaped by many emerging factors, such as growth projects, living/working/travelling preferences, technological innovations, and equity/environmental awareness.

As such, the Town of Halton Hills is looking to develop a comprehensive innovative strategy that supports future mobility planning with an emphasis on people movement. This plan is intended to reassess the function of the road network to support multi-modal mobility, land use planning, land development, and community building for a vibrant Halton Hills to 2051 and beyond.

Future Capital investments in infrastructure will require a prudent and detailed approach to achieving the transportation needs of the Town to accommodate existing and future development. Improvements will be needed to the existing transportation system. A master plan is needed for the Town to accomplish these objectives. The Town will be looking at updating the existing transportation system policies and standards with the master plan and integrating policies related to into the Official Plan.

¹ [Census Profile, 2021 Census of Population Profile table](#), Statistics Canada.

² As per approved ROPA 49 modified through Bill 162 in May 2024.

2.0 Project Goals and Objective

The Town of Halton Hills is seeking the services of a multi-disciplinary consulting team (consultant) to develop a Halton Hills Mobility Master Plan (MMP) that builds on the previous Transportation Master Plan of 2011, but also embraces the new and emerging transportation mobility options and technologies available. The consultant team will collect and analyze information to develop current and future transportation needs.

The development of the MMP will position Halton Hills for the next phase of community building to a planning horizon year of 2051, which for transportation planning principles is to provide travel choices as alternatives to the car, optimizing the right-of-way for multiple modes. While the need to accommodate the movement of vehicular traffic cannot be hindered, it is important to incorporate other modes of travel. The MMP will build upon and integrate other approved strategies and plans including active transportation, transit, goods movement and automobile travel within Halton Hills from present day to the planning horizon of 2051.

The vision and principles of the Town's transportation system should be to:

- Access the travel needs of residents and provide them with choices
- Foster a healthy community by supporting healthy and active lifestyles
- Support economic growth in the industrial/commercial sectors/areas while providing appropriate routes for truck traffic
- Identify key infrastructure requirements to build and maintain the system for forecast years of 2026, 2031, 2036, 2041 and 2051
- Integrate Transportation principles relating to safety, access, mobility and the environment

3.0 Policy Context

3.1 Official Plan Background

The current [Town of Halton Hills Official Plan](#) (HHOP) was adopted by Town Council in September 2006, approved by Halton Region in March 2008, and consolidated to include the most recent Official Plan Amendments in April 2024. The Official Plan sets out the Town's policies for growth and development to the 2031 planning horizon.

The document consists of three components: Part 1: The Preamble, Part 2: the Official Plan text and Schedules and Part 3: The Appendices, which do not constitute part of the Official Plan, but provide additional information to assist in implementation of the Official Plan. Between March 2008, and April 2024, Council adopted several Official Plan Amendments, a number of which were initiated as part of the 2010 Official Plan Review.

3.2 Town of Halton Hills Strategic Plan

The Town's [Strategic Plan](#), guides decision-making, sets priorities and focuses the Town's efforts on the specific areas of strategic action required to achieve the Town's vision. The new Mobility Master Plan must consider the goals and priorities identified by Council in the approved Strategic Plan.

3.3 Climate Change

The Town is focusing on corporate and community-wide actions to reduce or remove greenhouse gas (GHG) emissions through mitigation and adaptation measures. These measures are mutually beneficial. Effective mitigation can reduce climate change impacts; therefore, reducing the level of adaptation required by a community. Similarly, mitigation actions help us to adapt to climate change and to protect and preserve the Town's natural assets and ecosystem. To achieve measurable results, the Town has adopted a [Low Carbon Resilience Framework](#).

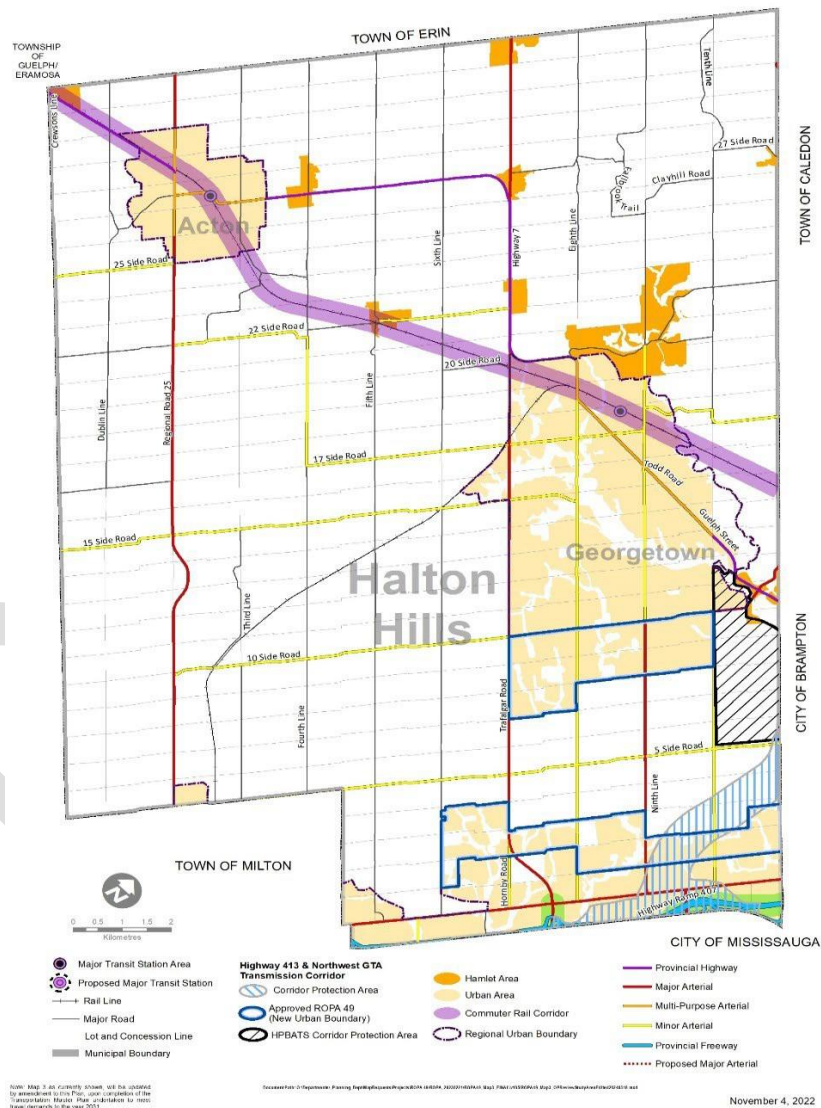
3.4 Other Local Strategies/Priorities

The Town is undertaking a number of initiatives that must be considered as part of the Mobility Master Plan Project. These initiatives provide important content to the MMP and any relevant recommendations from these initiatives are to be integrated into the new MMP in a manner that is appropriate in the development of the final report. The Town is initiating an Official Plan Review scheduled to commence in late 2024. **Appendix A** provides a list of relevant reports, studies and data to provide additional background information for this project.

4.0 Study Area

The Study Area includes the lands within the jurisdiction of the Town of Halton Hills. The Review must also consider the location and context of the Town within the Region of Halton and consider infrastructure connections within the Greater Toronto Area. A map identifying lands within the Niagara Escarpment and Greenbelt Plans and the Conservation Authorities' regulated limits is included as **Appendix C**.

Figure 1: Town of Halton Hills



5.0 Scope of Work

The basic work plan for the retained consultant will need to reflect the following tasks, at a minimum:

Task 1 – Project Kick Off

This phase will require the consulting team to work with the Town Project Manager to kick off the project by developing a detailed work program and addressing logistical elements (e.g., dedicated MMP webpage and Let's Talk Halton Hills page, creative branding for the development of the MMP). During this phase the Town will promote the project to the community and ensure project visibility.

Town staff will launch the Let's Talk Halton Hills engagement site and prepare an online survey (with assistance from the consultant) to gather initial community feedback. The project launch will be supported by media releases and social media, where applicable. The results of the survey will be provided to the consultant to be considered as part of the initial feedback of the project and assist in the preparation of future engagement opportunities.

Task 2 – Establishing the Vision and Values

In order to lay out the strategic direction for the MMP, a guiding vision and key values need to be defined in the early stages of the project development. The previous TMP is over a decade old and there have been many advancements in the transportation network and industry. The successful proponent will be expected to develop a new vision statement and value proposition that will assist in framing the Problem and Opportunity Statement. The vision and values will work in conjunction with the Towns Official Plan. The Towns preliminary statements based on the Towns Strategic Plan include the following:

- To encourage alternative forms of transportation such as walking, cycling, and public transit
- Reduce dependency on passenger vehicles and increase the modal share of public transit and active transportation
- A transportation system that is integrated, safe and efficient, facilitating the movement of people and goods within and outside the Town.
- Consideration of the needs of all users including pedestrians, cyclists, transit users, those with disabilities (in accordance with the provisions of the Accessibility for Ontarians with Disabilities Act) automobiles, trucks, local residents and visitors.

Task 3 – Background Review, Issues Identification, Analysis and Emerging Directions

The Mobility Master Plan is an updated study drawn upon the Towns 2011 Transportation Master Plan. The next task to be completed is the preparation of a discussion paper reporting on the current state of transportation. The current state will benchmark present-day demographics, mode share, transit ridership and travel characteristics and will be used to reaffirm the need to achieve a multi-modal transportation vision. Consideration of the environmental impacts associated with greenhouse gas emissions at current levels of automobile use, should be included as part of the discussion and considered in the development policy framework. Provide recommendations on the appropriate metrics to inform the Town's Asset Management Division with respect to transportation assets.

Building on from the existing policies, the consultant will prepare discussion papers for each of the transportation-related topics. Each discussion paper will comprise of current state of environment, best practices, and recommendation of applicable tailor-fit-for-Halton Hills policies, plans, actions to be included in the Towns Official Plan Review, and the Town's policies, by-laws, procedures, guidelines, standards, plans and programs for consideration by the Town. The policy review will lead to the development of a series of policy discussion papers and develop supporting policy and actionable items that implement the vision of the master plan. The policy topics to be reviewed include, but are not limited to, the following:

- Electric Vehicle Opportunities
- Transportation Demand Management
- Sustainable Mobility (i.e. Car Sharing, Bike Share, etc)
- Transportation Equity: Complete Streets and Multimodality
- Active Transportation
- Transit
- Goods Movement
- Parking Management

Any policy topic not specifically mentioned above but deemed necessary to satisfy the goals and intent of the MMP, shall be clearly identified in the proposal.

Task 4 – Technical Assessment & Network Analysis

Based on the above, the consultant will undertake a technical assessment – network analysis to recommend growth-related transportation improvements and their prioritization, that are required to meet the Town's growth objectives and to inform the on-going Forecasted Capital Project Plan and Development Charges (DC) Background Study. These recommended improvements will be:

- For all modes of transportation, with emphasis to address capacity constraints, safety issues and level of services;
- Addressed comprehensively that fulfill the Phase 2 of the EA requirement (as required);

- Justified by industry-accepted data, tools, and technical analyses.

For all recommended capital improvements, the consultant will prepare a discussion paper on all supporting documents/maps (i.e. link/screen line level of service map) and results of the technical assessment approach, in the forms of evaluation matrix, maps and lists of right-of-way improvements. Once a preliminary preferred multimodal network improvements are identified, the consultant will prioritize these network improvements into short and medium term (for the Forecasted Capital Project Plan and DC Background Study), and long and longer term that correspond with the growth projections, and coordinate with other capital improvement plans in the vicinity by the Province/Region/Town to ensure an integrated road improvement plan. The result of this work is a set of maps and lists of right-of-way improvements by horizon years, such as:

- Pedestrian and cycling existing infrastructure and future improvements by length and type.
- Transit existing services and future routes/improvements, transit hubs, amenities and interconnectivity with walking/cycling existing and future networks.
- Future road improvements such as widening, bridge rehab/widening, intersection geometric and signal improvements.
- Creating an updated street hierarchy schedule of roads in Halton Hills.
- Recommended updates for the Official Plan ultimate right-of-ways to reflect 2051 proposed preferred alternative network

The consultant is expected to work with staff and the Official Plan Review team to develop, identify and examine several scenarios to service mobility needs of the Towns network. The Official Plan Review team will be looking at various growth scenarios considering development approaches, intensification, etc.

The proponent will develop a transportation demand model based on the Regional model. A sub-area for Halton Hills will be developed from the Regional model. The Town model will be calibrated and validated for use in Halton Hills. The Town model will load in the new land use showing the planned growth comprised of existing and Best Planning Estimates to the 2051 horizon. Access to the Halton Region Model will need to be coordinated by the consultant.

The consultant will be required to propose the planning scenarios to be considered for each of the horizon years. The model will develop a technical assessment of the road, cycling and pedestrian needs to establish an understanding of the future conditions for:

- Short Term (i.e. 2031)
- Medium Term (i.e. 2036)
- Long Term (i.e. 2041)
- Longer Term (i.e. 2051)

Area Specific Analysis

- Maple Avenue & Eighth Line/Main Street
- Maple Avenue & Guelph Street
- Main Street & Mill Street (Acton)
- Mountainview Road & Guelph Street
- Mountainview Road North & River Drive
- Eighth Line & 5 Side Road
- Review of potential realignment of River Road and 17 Side Road at 10th Line.
- The analysis of these intersections/corridor must also consider the interaction of cyclists and pedestrians along with any specific improvements related to the non-auto user.

Multiple model runs may be needed because travel demand modeling is an iterative process. The final cost must be accounted for the work necessary to get the best outcomes. Any tasks not specifically mentioned above but deemed necessary to complete the forecasting and modelling tasks, shall be clearly identified in the proposal. The cost of such tasks will be deemed within total project cost if not itemized separately in the cost proposal.

The final approach will be for the consultant to recommend a preferred scenario for a multi-modal network and appropriate mix of recommendations/projects to balance needs to defined horizon years of 2031, 2036, 2041 and 2051. Evaluate and determine project prioritization between horizon years based on the evaluation tool and scoring system developed by the study.

Task 5 – Transportation Demand Management (TDM) Guideline Development

TDM refers to strategies and policies designed to reduce vehicular traffic demand, wherever feasible, and encourage other sustainable modes of transportation such as walking, cycling, transit, carpooling and teleworking. Besides mode choice, it also refers to other mobility choices such as time of day, day of week, fossil-fuel energy consumption, etc., for people and goods movement. The Town has a number of existing programs that have a goal of reducing transportation demand on the existing network, such as the Smart Commute program. The consultant will, but not limited to, undertake the following:

- Develop a Transportation Demand Management (TDM) Guideline to build on existing programs such as Smart Commute
- Identify education/outreach/incentive initiatives aimed at including more agencies, employers, institutions, landowners / developers in TDM initiatives
- Make recommendations for TDM requirements in the development review process including recommending methods to ensure that TDM measures are sustainable
- Recommend a collaborative promotional campaign for the Smart Commute Program that integrates all sustainable transportation initiatives
- Prioritize and optimize the TDM Guideline, through coordination with infrastructure

improvement, individualized strategy for targeted audiences, and phasing and incremental approach for short-, medium-, long- and longer-term future

- Provide cost estimates to implement the TDM Guideline
- Define baseline and expected outcome, and develop key performance indicators to measure the success of the TDM Guideline

Task 6 – Implementation, Recommendation, & Monitoring

The successful proponent will synthesize the results of the previous tasks in order to provide a robust suite of recommendations and prioritization for implementation that achieve the goals and objectives of the MMP.

The successful Proponent shall develop a methodology and approach for an implementation strategy that coordinates the infrastructure recommendations to result in efficient delivery, prioritization, and implementation timeframes.

The successful Proponent will develop an integrated set of key performance metrics and targets to monitor as the MMP recommendations are implemented. This monitoring strategy will be used to track the effectiveness of the recommendations and Town's progress towards achieving the goals and objectives of the MMP.

Task 7 – Costing, Funding & Financing

The recommended improvements plan will be accompanied by a high-level cost estimate based on the Town capital budget costing process and benchmarks. Where recommended improvements have a cost share component between the Town and an upper tier government, the successful proponent shall identify the cost share component and adjust the cost estimate to reflect anticipated cost responsibilities between each party.

The consultant will provide cost estimates and funding sources of the capital and operating of all the MMP recommendations, with an emphasis on the Forecasted Capital Projects Plan and programming plan. As well, based on the Technical Assessment work in support of the Development Charges Background Study, the consultant will prepare the technical background work required to establish and support the growth-related capital requirements will need to be identified to inform the next Development Charges Background Study.

Task 8 – Project Completion

The consultant will consolidate all findings, draft recommendations and deliverables into a full technical report. As well, the consultant will prepare a separate executive summary or synopsis for the general public, that clearly identifies all finds and recommendations in an easy to understand package. The executive summary shall provide all levels of readers with a written and visual method of quickly discerning the MMP objectives and recommendations.

The Town's Project Manager, with the assistance of the consultant, will prepare a final council

report. The consultant will work with the Town Project Manager to prepare and present a Council presentation to support the final recommendation report. During this phase a final public open house and meeting of council will take place. Following the public meeting, public comments will be addressed and the MMP will be finalized and brought forward to Council for adoption.

The Final MMP report is to be provided to the Town, along with a full PDF (searchable friendly document) version. Final submission shall include digital versions of all images, data collection, spreadsheets, analysis, etc. completed in support of the final recommendation and conclusions.

Project Deliverables

The following deliverables will be required as part of this study process. In general, the consultant will provide the deliverables as first draft one month in advance prior to a milestone (e.g., public meeting). The town's project team will review and provide feedback within a week's time for the consultant to provide a revised second draft for the following week. The remaining two weeks prior to the milestone is reserved as buffer for the contingency of another round of review/revise for a third draft, or extra time required for the review and revision.

- Notice of Study Commencement
- Monthly meetings with Project Manager
- Meetings with Project Team as required
- Public & Stakeholder Engagement and Community Engagement Strategy
- Technical Memorandum for each Task
- Discussion Papers as outlined within the Scope of Work
- Display and presentation materials for Public Information Centres
- Preparation, distribution, collection, analysis of (and response to) public letters, leaflets and flyers, newspaper ads, surveys and questionnaires as required
- Work with Council, staff, the public to affirm/build upon a vision, and guiding principles for the multi-modal transportation network
- Refine the project plan and provide an overview of discussion papers to be developed to understand existing conditions, goals/objectives/principles, issues, opportunities, challenges, current Halton Hills travel patterns, emerging trends for each mode of transportation, etc.
- Conduct a best practices scan and benchmarking to understand how municipalities are using new trends in transportation planning to address traditional objectives of mobility building a complete network while addressing economic development, equity and safety
- Develop a series of policy discussion papers. Resultant policy is to be rooted in the Vision and Values of the community and establish enabling strategies and future action that are required to realize the goals and objectives of the MMP
- Facilitate on-line engagement and in-person public open house on completed policy briefs
- Facilitate stakeholder meetings, as required, to present policy briefs and solicit preliminary feedback
- Check-in with Council (Council workshop, presentation to Council, etc.) to present the Vision and Values of the community, report on the Current State of mobility and introduce

- the policy framework which will map the path forward in developing the MMP
- Memo on technical assessment approach, including input, assumptions, supporting parameters such as traffic zone revisions, screenline definitions, evaluation criteria, scenario definitions
 - Memo on the results of the technical assessment approach, in the forms of evaluation matrix, maps and lists of right-of-way improvements for short, medium, long and longer terms
 - Development of a Transportation Demand Management (TDM) Guideline
 - Full technical report (AODA & PDF copy and 3 bound copies)
 - Executive Summary Report
 - Council presentation
 - Notice of Study Completion
 - Final Engagement Summary Report (including an infographic incorporating community feedback)
 - Background package will all info / raw data / GIS layers / references provided to the Town

The consultant shall be responsible for providing this list of deliverables and other deliverables mentioned in the Terms of Reference to the satisfaction of the Town of Halton Hills. All deliverables shall become the property of the Town of Halton Hills.

Schedule

The consultant shall provide as part of their proposal submission, a work schedule in Gantt chart format which shall form part of the contract documents. The consultant shall provide an updated assignment schedule and present it to the Town at the kick-off meeting. It is expected that the MMP project duration will be approximately 18-24 months.

Schedule of Progress:

Project Start-up	Q4 2024
Notice of Study Commencement	Q4 2024
Public Open House #1	Q1 2025
Public Open House #2	Q2 2025
Public Open House #3	Q4 2025
Draft discussion papers	Q4 2024 to Q2 2026
Final Study Report & Council Presentation	Q2 2026
Notice of Study Completion	Q2 2026

The location and timing of meetings and PICs will be determined in consultation with the Project Team. A one-quarter grace period will be provided to accommodate any potential setbacks. However, it is imperative to ensure the project is completed by no later of Q3 2026.

6.0 Project Management

This project is being undertaken by the Town of Halton Hills who will enter into a consulting services contract with the selected consultant. The project will be managed by the Transportation Planning Coordinator who will be the primary Town contact and responsible for the overall delivery of the MMP.

A Project Leadership Team comprised of key Town staff will meet as required with the consulting team to discuss the project status, identify potential issues, and next steps (approximately one, (2) one-hour meeting during each Project Task is anticipated). In addition, biweekly check-in meetings will be scheduled as required between the Town's Project Manager and the Consultant Project Lead throughout to discuss issues and monitor the Project timeline and deliverables. Additional meetings to prepare for upcoming Public Open Houses may be required with the Town's Communications Team.

The MMP will be guided by a Technical Advisory Committee, Steering Committee and a Community Working Group.

6.1 Technical Committee:

The committee of key affected public agencies and Ministries will be formed at the outset to ensure early communications on both the goals and tasks involved in the preparation of the study. The TAC will be established consisting of, but not limited to, the following:

- i. Ministry of Transportation Ontario (MTO)
- ii. The Niagara Escarpment Commission
- iii. Halton Region & Peel Region
- iv. Wellington County
- v. Towns of Milton, Oakville, Caledon & Erin
- vi. Cities of Mississauga, Brampton, Burlington
- vii. 407 Electronic Toll Route (ETR)
- viii. Railway Companies
- ix. Metrolinx
- x. Conservation Authorities
- xi. Halton District School Board
- xii. Halton Catholic District School Board
- xiii. Other public agencies, as determined appropriately

The role of the Technical Advisory Committee is as follows:

- i. Review project deliverables and provide comments during the study process
- ii. Assist with issue identification and resolution

- iii. Members to liaise with their respective organizations to ensure study awareness and to provide one-window coordination on behalf of their organization
- iv. Provide data input
- v. Meet on a regular basis to monitor the progress of the HHMMP Project

6.2 Steering Committee

A steering committee comprised of key Town staff from other departments will provide direction during the course of this project. The steering committee may include staff members from the following divisions:

- Climate Change & Asset Management
- Purchasing
- Corporate Communications
- Planning Policy
- Heritage Planning
- Parks & Open Space
- Development Engineering
- Transportation
- Engineering & Construction
- Public Works

6.3 Community Working Group:

The Community Working Group (CWG) will be comprised of selected members of the community and special interest groups, including (but not limited to) the following:

- i. Chamber of Commerce
- ii. Neighbourhood Associations
- iii. Business Improvement Areas
- iv. Local businesses
- v. Halton Hills Agricultural Round Table
- vi. Seniors/Youth groups
- vii. Developers and landowners

Composition of the CWG will be confirmed upon project initiation. The role of the CWG is to bring together community resources, and to provide local knowledge and input at key stages of the project and/or on key issues.

6.4 Halton Hills Town Council:

Council members will be engaged during early, mid-point and end stage via Council Reports, presentations, and workshops. Updates to Council via reports, presentations and

workshops will be scheduled as required to inform Council of key project milestones. Council Workshops at key project milestones will focus on engaging Council on their goals and objectives for the Mobility Master Plan. The Consultant will be responsible for preparing a presentation and any other materials required for the workshop as well as presenting to Council.

7.0 Community Engagement Strategy

Public and stakeholder consultation is an integral part of MMP process, and the successful proponent must ensure that various interests are considered in the decision-making process. Below are key items to consider through the development of the Engagement Strategy for the Project.

The Community Engagement Strategy for the Mobility Master Plan Project must conform to the Town's Public Engagement Charter and align with Accessibility for Ontarians with Disabilities Act and branding requirements outlined by the Town's Communications Department.

The Community Engagement Strategy must identify:

- i. Community engagement goals for the new MMP project
- ii. The methods and types of notice and engagement, including:
 - a. Advertisements, newsletters, email notification
 - b. Online engagement e.g., online surveys, (alternative formats should be developed for those unable to participate online i.e., mail drop)
 - c. Focus group discussions
 - d. Community meetings, workshops/pop up workshops
 - e. Project webpage and the use of social media (including graphics/photos for social media).
 - f. A communications plan, including local media relations
- iii. Key stakeholder and community groups
- iv. A strategy to inform and educate the public about future growth and development (greenfield and intensification) in the Town
- v. Areas of the review that are prescribed to ensure conformity with Regional and Provincial Policy and areas of the review that the community can influence
- vi. The best format (virtual, in-person or hybrid) to engage the community during each phase of the project. This will include considerations for engaging the following groups:
 - a. Residents from Georgetown, Acton, Hamlets and the rural community
 - b. Local businesses including major employers, industrial and commercial and tourism sectors
 - c. The development industry
 - d. All age groups in the community including young people and seniors.

- vii. How to report back, collect feedback, and evaluate success
- viii. Integration with the Town's communication function including use of the Town's Let's Talk Halton Hills community engagement platform.

7.1 Indigenous Engagement Strategy

An Indigenous Engagement Strategy for those communities that have historically lived on the land now located within the Town of Halton Hills will be led by the Town. The Consulting Team will need to incorporate feedback received through this process. Below are key Indigenous groups that will need to be engaged as part of the MMP development:

- Mississauga's of the Credit First Nation
- Haudenosaunee Development Institute
- Metis Nation of Ontario
- Six Nations of the Grand River
- Huron-Wendat Nation

7.2 Online Engagement

The Town of Halton Hills uses its official website, social media accounts and Let's Talk Halton Hills platform to engage with the community virtually. Let's Talk Halton Hills is an online engagement platform for Town-led initiatives. Various tools are available for use on the platform, including surveys, two-way communication with Town staff, project timelines, interactive mapping, quick polls, forums, ideas, guestbook and newsfeed. Recorded virtual Open Houses and other relevant materials can be published for residents to view at a later time.

The Town's official website, haltonhills.ca can be linked to the Let's Talk Halton Hills project page, providing residents and stakeholders with on-going information, and completed projects. The Town's official social media channels: Twitter, Facebook, LinkedIn and Instagram are used strategically to provide updates on the MMP and to promote public open houses. The Town also has other engagement platforms like the Town's e-newsletters (The Current and Economic Development Newsletter).

7.3 Other Innovative Engagement Activities

There are other innovative tools and activities that will allow the Project Team to engage with the community in different ways and to respond to the changing needs of the community. For example, it is expected that a number of innovative engagement activities will be considered as part of the development of the Engagement Plan including:

- i. Consultation Kits for residents and community groups to hold Mobility Master Plan engagement sessions
- ii. Virtual/Augmented Reality

- iii. Interactive Mapping, Modelling, and Graphic Communications
- iv. Planner Pop-Ups- Participation at Town of Halton Hills Festivals, Events, and Markets
- v. Community Storytelling and Art Projects
- vi. Community Walking Tour/ Self Guided Walking Tours
- vii. Special guests' public presentations focusing on specific themes such as urban design, best planning principles
- viii. Focus Group Discussion (BIAs, Seniors, Youth, Cultural Groups)

8.0 Accountability

Under direction of the Director of Transportation, the Town's Project Manager will manage, coordinate, and supervise the MMP, with the responsibility of:

- i. Ensuring compliance with the Terms of Reference
- ii. Ensuring financial resources are well managed
- iii. Securing and providing existing information to the consultant
- iv. Ensuring participation and co-ordination of all stakeholders
- v. Coordinating and conducting individual stakeholder meetings
- vi. Coordinating a Technical Advisory Committee
- vii. Coordinating a Community Working Group
- viii. Prepare Council reports and arrange Council presentations/Workshops in conjunction with the consultant
- ix. Serving as Chair of Technical Advisory & Steering Committees and Community Working Group
- x. Liaising with Technical Advisory & Steering Committees and Community Working Group
- xi. Coordinating the community engagement program and events
- xii. Coordinating any other pertinent studies
- xiii. Coordinating all project communications
- xiv. Meeting regularly with the Consultant
- xv. Answering consultant questions
- xvi. Approving in-progress deliverables submitted by the consultant
- xvii. Updating the project information page on the Town website and coordinating online consultation activities on Let's Talk Halton

The Consulting team's Project Manager will manage, coordinate, and supervise the technical work, with the responsibility of:

- i. Ensuring compliance with the Terms of Reference
- ii. Ensuring financial resources are well managed. Any changes to the scope of work must be pre-approved by the Town's Project Managers in advance
- iii. Overall supervision of project activities including public consultations as

- required
- iv. Coordinating deliverables with other technical experts from the Consultant's team including meeting minutes and agendas
- v. Ensuring that quality control is completed on all deliverables
- vi. Delivering reports and other project activities on time (approximately 3 iterations of all documents/submissions are anticipated to address comments from Town staff, external agencies and the community)
- vii. Meet regularly with the Town of Halton Hills
- viii. Answering all Town's questions

9.0 Digital Information

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

- i. Data, sketches, drawings and reports generated by the Project Consultant for the purpose of this study shall become the property of the Town of Halton Hills
- ii. Digital copies of the written reports are to be provided in both MS Word 2010 (or any other original format) and PDF format
- iii. Refer to the Town's AODA compliance Section 7.28 of this RFP document
- iv. Final GIS data must be provided in Desktop/ArcMap 10.x format. The Town does not support Map Packages, ArcGIS Pro or ArcGIS Online packages. The final maps should be provided as .mxd map files with a single ArcGIS Desktop geodatabase.

See **Appendix D** for additional information regarding the Town's ArcGIS Preferred Format and data requirements.

10.0 Budget

The Town has allocated a total budget of \$500,000 (exclusive of HST) for consulting services for this project as outlined in this Request for Proposal. The total budget is inclusive of all project expenses, administrative cost and disbursement for this performance of the work. No additional fees shall be accepted.

In the event that the highest scoring Proponent's Total Price exceeds the stated budget, the Town may, at its discretion, consider the next ranking Proponents whose price is within the specified budget.

All prices shall remain firm for the duration of the Contract.

In addition, Proponents are asked to provide hourly rates of key staff members, in the event there is a request from the Town to provide work in addition to the original scope of work. Any additional work that may or may not incur additional cost must be approved by the Town prior commencing the work.

Appendix A: Project Reference Materials

Documents with no hyperlinks will be provided separately to the awarded consultant.

Town of Halton Hills

- Transportation Master Plan 2011
- Active Transportation Master Plan 2020
- Traffic Calming Policy
- Cultural Heritage Strategy
- Green Development Standards (2021)
- Employment Land Needs Assessment (2019)
- Intensification Opportunities Study (2017)
- Retail Commercial Demand (2016)
- Southeast Georgetown Secondary Plan
- Stewarttown Secondary Plan
- The Georgetown GO Station Area/Mill Street Corridor Secondary Plan Review
- Market Study Update: Georgetown Trade Area (2016)
- Fire Master Plan
- Climate Change Adaptation Plan
- Low Carbon Transition Strategy
- Land-Based Renewable Energy
- Mapping Study
- Natural Assets Management
- Tree Canopy Management Program
- Privately-Owned Tree Management Strategy
- Economic Development and Tourism Strategy
- Cultural Master Plan Update
- Public Art Master Plan
- Truth and Reconciliation Strategy
- Equity, Diversity, and Inclusion Strategy
- Updated Community Improvement Plan
- Mill Street Neighbourhood Study
- Trucking Strategy
- Eighth Line EA
- Transit Service Strategy
- Specialized Transit Plan
- Stormwater Master Plan
- Parking Study
- Recreation and Parks Strategic Action Plan
- Parkland Acquisition Study

Halton Region

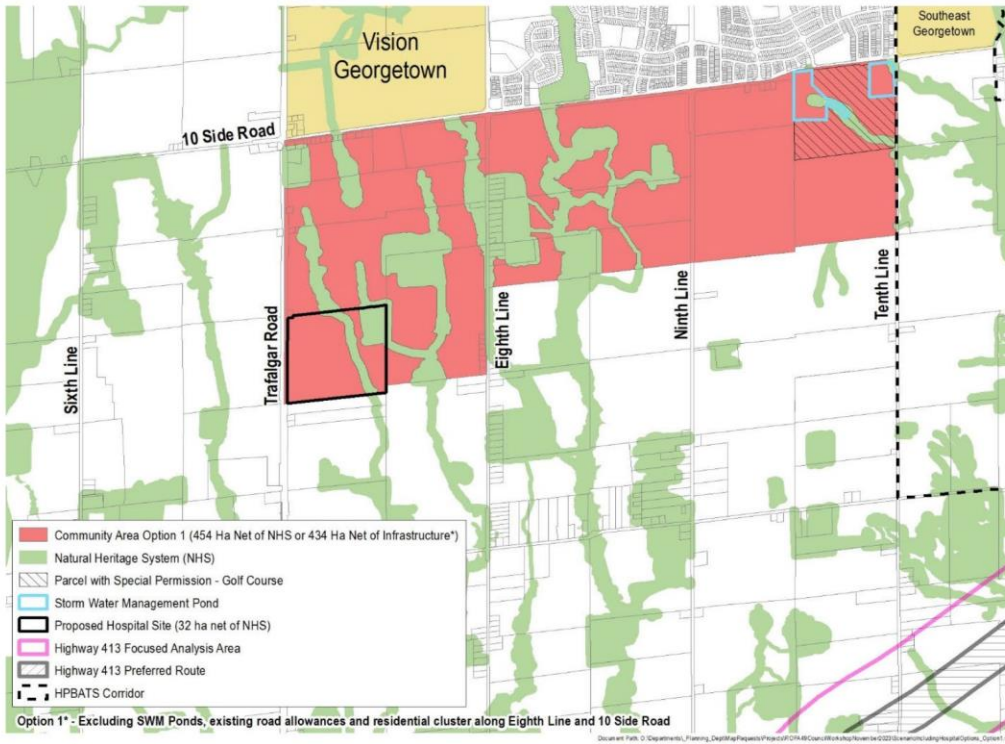
- Region Transportation Master Plan
- Region Active Transportation Master Plan
- Transit Operationalization Study – ongoing
- [Region of Halton Municipal Comprehensive Review and Official Plan Update Review](#) (specifically ROPA 48 and ROPA 49 and draft ROPA 50)

Province of Ontario

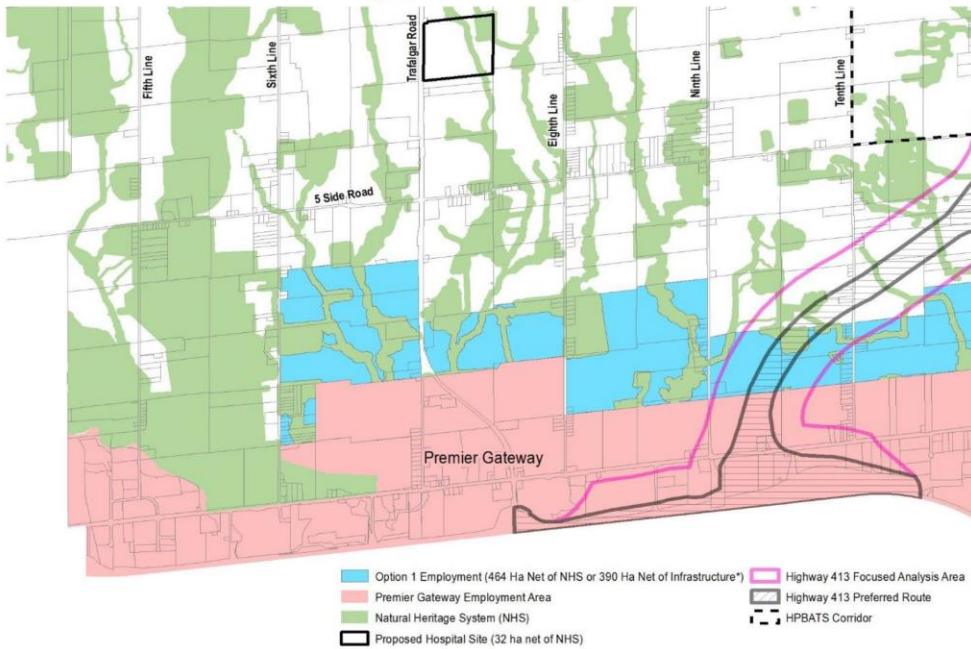
- [A Place to Grow: Growth Plan for the Greater Golden Horseshoe \(2020\) or updated Provincial Planning Statement as approved](#)
- [Provincial Policy Statement \(2020\) or updated Provincial Planning Statement as approved](#)
- GO Transit Rail Parking and Station Access Plan
- Accessibility for Ontarians with Disabilities Act (AODA)
- [Metrolinx 2041 Regional Transportation Plan \(RTP\)](#)
- [Greater Golden Horseshoe Transportation Plan to 2051](#)

Appendix B: Council Endorsed Urban Expansion

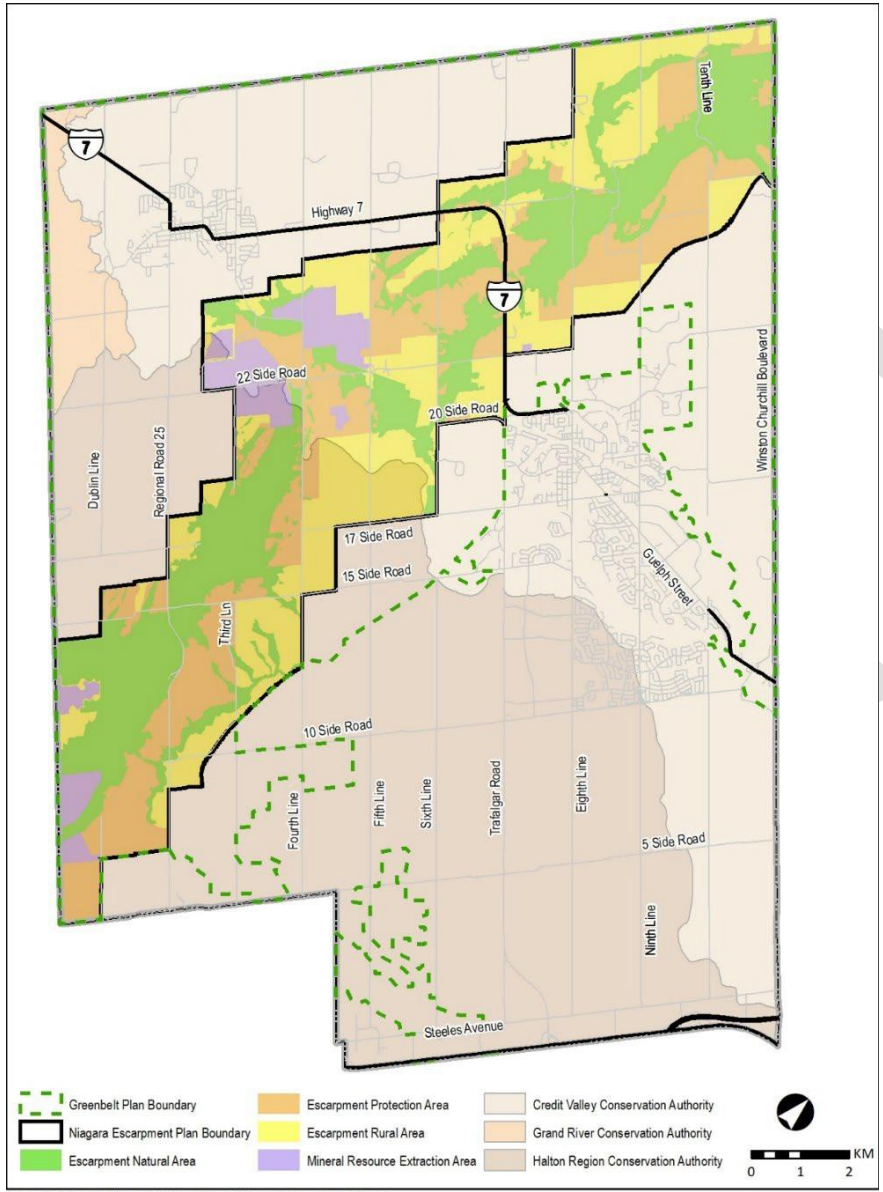
Community Area - Option 1



Employment Area - Option 1



Appendix C: Provincial Jurisdiction



Appendix D: ArcGIS Preferred Format and Data Requirements

1. ArcGIS Preferred Format

The Town of Halton Hills uses ESRI applications and will provide initial data in ESRI's geodatabase format. The Town will expect that new and updated layers and data will be returned in ESRI's geodatabase format. Similarly, any mapping provided back to the Town should be in ESRI's map document format (.mxd). We currently only use ArcGIS Desktop and will only expect ESRI's map document format (.mxd) as deliverable as opposed to ArcGIS Pro project files (.apr) or any other format.

It is important that the Consultant follow the existing data structure and schema used by the Town of Halton Hills. In other words, the data structure in the provided town's layers should not be altered. On the other hand, any new or updated data should follow the Town's established database standards, should be added to the provided ArcGIS Desktop geodatabase in the appropriate folder (feature dataset) and returned to the Town at the completion of the Mobility Master Plan project.

The following is the explanation of the structure of provided geodatabase that will help exchange data between the town and the consultant:

2. Geodatabase Structure and Instructions

This geodatabase will contain four folders (feature datasets).

Four Folder Structure of the Geodatabase

a) **TOHH**

This first folder contains the Town's Data in terms of multiple individual layers. The contents of this folder should not be altered in anyway.

b) **OtherAgencies**

This second folder will contain Data from other sources such as Ministries, Conservation Authorities, and external organization that the Town sublicenses to the Consultant. The contents of this folder should not be altered in anyway.

c) **ModifiedData**

This third placeholder folder should be used by the Consultant to provide any data layer containing updated information. Please note that only modified feature should be identified through appropriate legible symbolization in the provided mapping. It is important to note that only the updated feature(s) should be the only object in the modified layer. Finally, all associated attribute fields of the altered objects should be filled appropriately.

d) NewData

This fourth folder should be used for any new Data that will be created by the Consultant. The new data should also be identified in the mapping being returned to the Town through legible and appropriate symbolization. It is expected that the new layer will also contain the appropriate attribute information associated with the features being provided through the layer. If the consultant brings data from other agencies that is more appropriate or recent, it should be saved and sourced from this folder by the map documents (.mxd's) that will be provided by the Consultant to the Town at the end of the project.

3. Returning the Updated Geodatabase and Map Documents (.mxd's)

Once the geodatabase and mapping have been updated, they should be returned to the Town of Halton Hills electronically.

4. Mapping Requirements

Wherever possible, the consultant should use the current symbolization that are used by the Town in the previous TMP. Similarly, new features should be appropriately symbolized and labelled. It is important to inform the Town's GIS staff in case new symbolization is required in the MMP mapping.

5. Additional GIS Information

The Consultant is also required to review and meet the standards described in TOWN OF HALTON HILLS ITS-GEOMATICS - CONSULTANT DATA SUBMISSION GUIDE in lieu of this initial guidance being provided with in the RFP. Please note again that we currently only use ArcGIS Desktop and will only expect ESRI's map document format (.mxd) as a deliverable as opposed to ArcGIS Pro project files (.apr) or any other format. The ArcGIS map document (.mxd) should be returned with ArcGIS Desktop geodatabase.