

## 4.0 Terms of Reference

### 4.1 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 62,951<sup>1</sup>, the Town's population is forecasted to grow to approximately 98,890 by 2041 and 132,050 by 2051<sup>2</sup> 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's Official Plan is a legislated and overarching municipal planning document that establishes policies for how land in Halton Hills should be used. It is a forward-looking document that describes the community's vision and goals for development, and establishes directions for municipal decision-making, including:

- i. a growth strategy;
- ii. land use designations, permitted uses and accompanying policies;
- iii. infrastructure, transportation and public service facilities requirements;
- iv. active and passive parkland/open space requirements;
- v. built form and design requirements; and
- vi. policies for the protection of the Town's natural and cultural resources.

The current Plan provides an excellent foundation for the preparation of a new Plan which will incorporate Regional Policies and conform with current Provincial Policy, provide direction on land use planning matters, including criteria for evaluating new development proposals, and position Halton Hills for the next phase of community building to the year 2051.

### 4.2 Project Goals and Objective

The Town of Halton Hills is seeking a qualified Consulting Team with the required technical skills and experience to complete the necessary technical work, analysis, and policy recommendations. The

---

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

<sup>2</sup> As per approved ROPA 49 modified through Bill 162 in May 2024.

Consultant must have a proven track record of excellent project management, technical and community engagement skills, and sufficient resources to meet the project timelines.

The new Official Plan will reflect the strengths and long-term vision of the community and guide growth in the Town to the year 2051. The Halton Hills Official Plan Review Project (HHOPR) will result in a concise forward-looking policy document that:

- i. conforms to new or revised upper tier policies<sup>3</sup>;
- ii. reflects the community's vision of the future;
- iii. responds to the Town's current growth and development context;
- iv. is in keeping with the Town's three-pronged growth strategy consisting of: Intensification inside the Georgetown and Acton Built Up Area (BUA), Compact residential and mixed-use development within Designated Greenfield Areas (DGA) and development within Designated Employment Areas with a focus on an expanded Premier Gateway;
- v. coordinates all major components of the community's physical development including transportation, parks, housing, cultural heritage, environment and open space;
- vi. incorporates the pertinent recommendations of the Town's Master Plans and Studies related to land use planning in a manner that is appropriate for a policy document; and,
- vii. serves as a framework for reviewing whether specific development proposals and projects align with the policies as well as addressing other implementation matters.

The new Official Plan will guide the creation and use of implementation tools, such as detailed zoning regulations, site plan requirements, incentive programs, and other municipal documents. Area Specific Secondary Plans that are in force and effect will be incorporated into the new Official Plan to present a concise and complete land use policy document. A review of the Secondary Plans will not be required as part of this project.

## **4.3 Policy Context**

### **4.3.1 Provincial Legislation, Plan and Policies**

The Planning Act sets out the ground rules for land use planning in Ontario. Specifically, Section 2 of the Planning Act, indicates that municipalities in carrying out responsibilities under the Act, shall have regard to matters of provincial interest including:

- i. the conservation and management of natural resources;
- ii. the protection of the agricultural resources of the Province;
- iii. the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;

---

<sup>3</sup> Bill 23 removed planning responsibilities and approval authorities from the Region of Halton. Once in force, the Regional Official Plan would be deemed to form part of the Town's official plan.

- iv. the orderly development of safe and healthy communities;
- v. the adequate provision of a full range of housing, including affordable housing;
- vi. the adequate provision of employment opportunities; and,
- vii. the mitigation of greenhouse gas emissions and adaptation to a changing climate.

Since the Halton Hills Official Plan (HHOP) came into effect in 2008, the Province has made significant changes to the Planning Act, the Ontario Heritage Act, the Provincial Policy Statement and the Growth Plan. In addition, the Niagara Escarpment Plan (2017) and the Greenbelt Plan (2017) have been updated. More recently, the Province has advanced a number of legislative and policy changes that are designed to respond to the housing crisis and expedite construction, including the pending replacement of the 2020 PPS and the Growth Plan with the 2024 Provincial Planning Statement.

A preliminary list of plans, legislation, and regulations that must be considered in the review of the Official Plan is included as **Appendix A**. The HHOP must be reviewed within the context of these changes.

On August 22, 2023, the Ministry of Municipal Affairs and Housing advised the Mayor in writing that the Town of Halton Hills' Housing Target is 9,500 homes to be constructed by 2031. The Mayor confirmed the Town's commitment to meeting the 9,500 homes target and outlined the actions and constraints that the Town will need to address in order to achieve the target. The HHOPR will need to consider these housing targets.

#### 4.3.2 Regional Official Plan Review

The Region of Halton initiated a review of its Official Plan in 2014. A number of technical discussion papers were prepared as part of the review and two Regional Official Plan Amendments were submitted to the Province for approval. ROPA 48 and ROPA 49 were approved by the province in 2021 and 2022 respectively.

ROPA 48 implements components of the Regional Urban Structure to establish a hierarchy of strategic growth areas in the Regional Official Plan. ROPA 49, as amended by the Province through Bill 162 (Get It Done Act), in May 2024, extended the planning horizon to 2051, distributed population and employment growth to that horizon amongst the four local municipalities and expanded the urban boundary in Halton Hills to accommodate the projected population and employment growth to the year 2051. Considering that Bill 162 amends ROPA 49 to ensure that sufficient land is allocated to accommodate population and employment growth in the Town to 2051, and reflects Council's endorsed growth concept, further urban boundary expansions are not intended to be considered through the Official Plan Review (OPR). **Appendix B** includes the Council endorsed community and employment urban expansion areas.

The HHOP must incorporate recent Regional Official Plan Amendments including ROPA 48 and ROPA 49. Any pending work on the Regional Official Plan Review including ROPA 50 (updates to the Natural Heritage System and Agricultural Policies) and other minor policy amendments to ensure conformity to Provincial Plans will need to be completed by the Town through this review. The review must also address planning responsibilities for the Town and coordination with the Region of Halton because of their new role in a

single-tier planning regime<sup>4</sup> and other agencies.

#### 4.3.3 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 I: 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. Each consolidation incorporated all in force and effect Official Plan Amendments except for matters which have not been approved by Halton Region or the Ontario Land Tribunal. For a list of Official Plan Amendments that have been incorporated and certain matters which have not yet been approved by Halton Region or continue to be under the Ontario Land Tribunal, see **Appendix C**.

#### 4.3.4 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 Official Plan must consider the goals and priorities identified by Council in the in effect Strategic Plan.

#### 4.3.5 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](#).

#### 4.3.6 Other Local Strategies/Priorities

The Town is undertaking a number of initiatives that must be considered as part of the Official Plan Review. These initiatives provide important content to the Official Plan and any relevant recommendations from these initiatives are to be integrated into the new HHOP in a manner that is appropriate for a land use policy document prepared in accordance with *The Planning Act*.

---

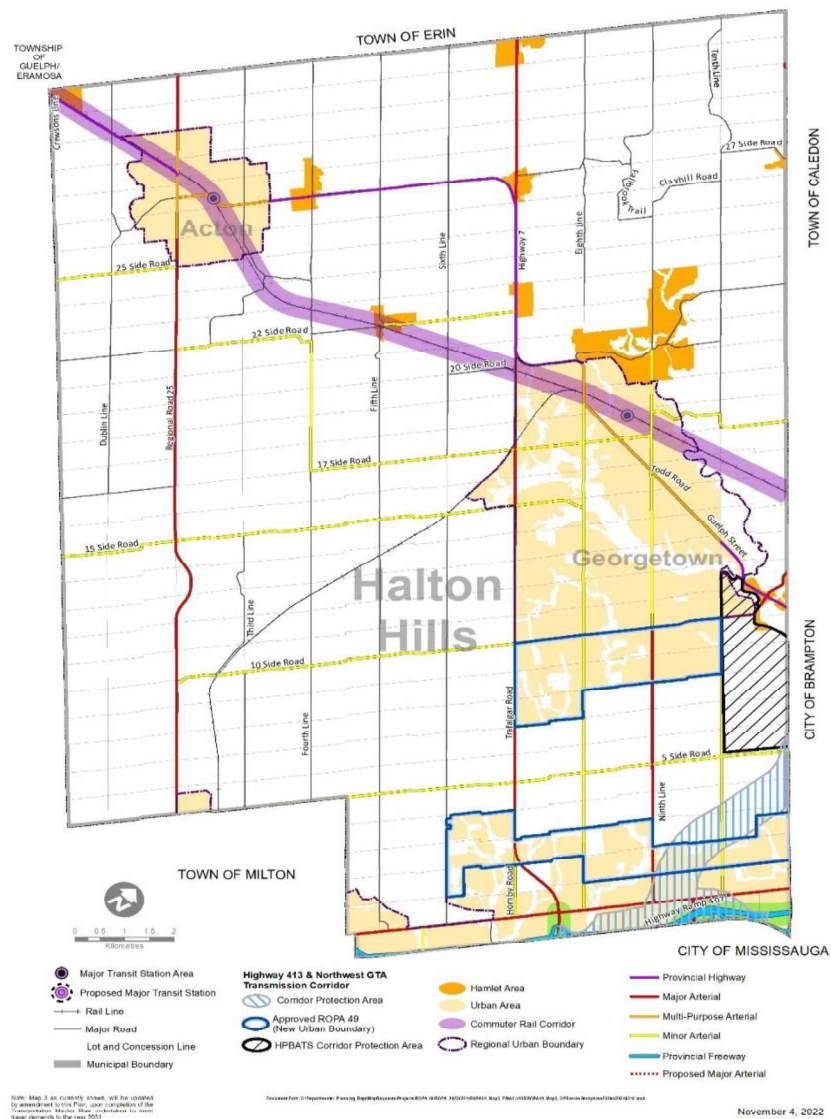
<sup>4</sup> In November 2022, Bill 23 introduced the pending removal of land use planning responsibilities from the Region of Halton; nonetheless, upper-tier municipalities without planning responsibilities will continue to play a critical role in the provision of servicing and major transportation facilities.. Bill 185, which was introduced on April 10, 2024, identifies Halton Region as an Upper-tier without planning responsibility as of the later of July 1, 2024 or when Bill 185 receives Royal Assent.

The Town's Transportation Master Plan was last updated in 2011. A review of the Mobility Master Plan is scheduled to commence in 2024. Another key initiative that may need to be considered through this review is the ongoing Stormwater Master Plan which is anticipated to be completed by winter 2024. **Appendix D** provides a list of Town master plans and initiatives.

#### 4.4 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 E**.

Figure 1: Town of Halton Hills



## 4.5 Scope of Work

The Official Plan Review will be completed in five phases.

### Phase 1: Set the Stage (Fall-Winter 2024)

During Phase 1, the consulting team will work with Town staff to set the stage by developing a

detailed work program and addressing logistical elements (e.g., dedicated HHOPR webpage and Let's Talk Halton Hills page, creative branding for HHOP Review program). During this Phase, the Town will promote the project to the community and ensure project visibility.

A kick-off meeting with the Technical Advisory Committee (TAC) and with the Community Working Group (CWG) will take place to introduce the work plan, project vision and scope, and establish goals and responsibilities. The consultant will be responsible for preparing the agenda, presentation or other meeting materials and meeting minutes following the meeting. A comprehensive Communication and Engagement Plan will be prepared by the consultant and will include initial consultation with the approval authority and other relevant agencies like the Conservation Authorities in order to meet the legislative requirements for this review.

Working with the Town's Manager of Culture and Equity, Diversity and Inclusion, the Town will reach out to the Indigenous Communities to welcome their interest and participation in the HHOP Review (for additional information regarding Indigenous Engagement see Section 7.0 Engagement Strategy).

To officially launch the project, Town staff will create a video introducing the Official Plan Review and showcasing Town highlights – past, present, and future. The video will help generate interest in the project while showcasing Halton Hills' key planning initiatives. Town staff will launch the Let's Talk Halton Hills engagement site, and prepare an online survey 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.

Phase 1 will also include the preparation of a Background Report by the Consultant to provide an assessment of the existing Official Plan.

At the end of this phase, a Technical Advisory Committee (TAC) meeting, a Community Working Group (CWG) meeting, and a Public Open House will take place to present the results of the Background Report. In addition, Town staff will prepare a report to Council providing an update on the project. The Consulting team will work with Town staff to prepare and deliver a Council presentation.

**Deliverables<sup>5</sup>:**

- i. Project commencement notice
- ii. Virtual Project kick off meeting with the Technical Advisory Committee (TAC)
- iii. In person Project kick off meeting Community Working Group (CWG)
- iv. Public Engagement Plan

---

<sup>5</sup> At least three revisions are anticipated for each document under the list of deliverables.



- v. Background Report
- vi. Virtual TAC Meeting #1
- vii. In person CWG Meeting #1
- viii. Public Open House #1 – Information Session
- ix. Council Meeting – Official Plan Review Project Update

## **Phase 2: Refresh the Vision & Confirm Priorities (Spring-Summer 2025)**

Leveraging the vibrant local art community, Town staff will host a 'What is Next for our Town? Art Contest at the beginning of this Phase. The Town will invite local artists of diverse backgrounds, experience, and practice to submit their proposals highlighting how they would work with Town staff to run an engagement session with the community using art. The winner will be selected to host, with the assistance of Town staff and support from the Consultant, an art interactive community engagement session at the end of Phase 2 of the Project. This engagement session would aim to gather feedback from the community on their vision for the Town to the year 2051 and identify key goals and priorities through this review.

A Commercial Needs Assessment will be prepared to examine the current market context and expected demand for commercial floorspace over the study period to 2051 and propose appropriate policy directions. A Growth Capacity Analysis to corroborate growth projections and land budgets for the Town will also be completed during this phase. In addition, an innovative Housing Strategy will be developed to identify key actions for the Town to undertake to increase housing supply, enhance housing choices and accelerate housing delivery to achieve complete communities. These technical studies will recommend modifications to the policies to ensure that they respond effectively to current and emerging trends and projected growth.

The Town initiated the Rural Policy and Zoning Review in 2016 to conform with Regional Official Plan Amendment 38. Although some of the background work was completed through that study, the project was put on hold awaiting the upcoming Regional Official Plan Review. In addition, as part of the Regional Official Plan Review, the Region prepared draft Regional Official Plan Amendment (ROPA 50) to address remaining policy matters associated with the Region's Municipal Comprehensive Review including updates to the Agricultural and Natural Heritage System policies. ROPA 50 did not advance to final approval due to the changing role of the Region as an upper tier without planning responsibilities. As part of this project, a review of the Agricultural and Natural Heritage policies will be required. The review will include an analysis of required policy updates, appropriate agriculture- related and on-farm diversified uses and a desktop review of the Natural Heritage System mapping. During this Phase, the consultant will also provide environmental services on an as needed basis to assess specific mapping discrepancies.

Based on the results of the Background Report and technical reports, Research Briefs related to key thematic policy areas (e.g., growth management and density, complete community, infrastructure, employment and commercial, housing, natural heritage and water resources, agricultural system and rural areas, parkland, cultural heritage and urban design) will be prepared. The Research Briefs will be concise and clear information sheets explaining the key areas for review to the community. In keeping with the work the Town is undertaking on climate change adaptation and mitigation, climate change should be integrated into all themes. The Research Briefs will guide community engagement through the



key thematic policy areas. In addition, Phase 2 will provide an opportunity to consider new trends, ideas, and policy implications (e.g., urban agriculture, green planning, innovative hubs).

A Public Open House will take place at the end of this phase to collect feedback on the vision and priorities. During the Public Open House, an interactive engagement session will be held by the artist who wins the Art Contest (during the beginning of Phase 2), with assistance from Town staff and support from the consulting team. The consultant will be responsible for incorporating feedback collected during the interactive engagement session. At the end of Phase 2, the current OP Policies will be reviewed, consolidated, and simplified to facilitate the preparation of a Policy Directions Report during Phase 3 of the project. A Council Workshop will take place to provide Council a status update on the project and public engagement.

**Deliverables<sup>5</sup>:**

- i. What's Next for our Town- Art Contest- Town staff will be responsible for organizing this workshop with assistance from the Consultant as required
- ii. Commercial Needs Assessment
- iii. Growth Capacity Analysis
- iv. Housing Strategy
- v. Agricultural Policy Review
- vi. Natural Heritage System Analysis
- vii. Virtual TAC Meeting #2
- viii. In person CWG Meeting #2
- ix. Thematic Research Briefs
- x. Public Open House #2 – to confirm vision and priorities
- xi. In- person Council Workshop #1
- xii. Engagement Summary Report (including infographics incorporating community feedback)

**Phase 3: Assess Directions (Summer-Fall 2025)**

During Phase 3, a Policy Directions Report will be prepared to provide the basis for the draft policies in the new Official Plan and the framework for making planning decisions. Policy Direction Briefs by key thematic policy areas will be prepared to highlight new and revised policies. The Policy Direction briefs will be concise and clear information sheets explaining the key areas that require updates to the community.

A meeting with the CWG and the TAC, and a Council Workshop will be taking place during this phase to present the results of the Policy Direction Report and gather public input.

Before amending an Official Plan as part of a statutory review, the Town must hold a Council meeting to discuss the revisions that may be needed. To address this requirement, during this phase, the policy directions report will be presented and discussed at a Formal Public Meeting of Council. The Consultant will work with Town staff to prepare and deliver presentations for these meetings.

**Deliverables<sup>5</sup>:**

- i. Policy Directions Report
- ii. Policy Direction Briefs
- iii. Virtual TAC Meeting #3
- iv. In person CWG Meeting #3
- v. In person Council Workshop #2
- vi. Engagement Summary Report (including an infographic incorporating community feedback)
- vii. Special Meeting of Council (as per Section 26 (3)(b) of the Planning Act)

**Phase 4: Refine the Plan (Fall - Winter 2025)**

During Phase 4, the draft Official Plan will be prepared and presented to the community. A session of Public Meetings/ Workshops will take place to seek feedback on the draft HHOP. The draft HHOP will be revised accordingly.

**Deliverables<sup>5</sup>:**

- i. Draft Official Plan
- ii. Virtual TAC Meeting #4
- iii. In person CWG Meeting #4
- iv. Council Workshop #3
- v. Engagement Summary Report (including infographics incorporating community feedback)
- vi. Public Open House #3 – to present the Draft Official Plan (approximately 3 sessions, two in person and one virtual Public Open Houses, will take place)

**Phase 5: Finalize the Plan (Spring - Summer 2026)**

During this Phase, the draft HHOP will be finalized, and a public meeting and Statutory Public Meeting of Council will take place. Following the Statutory Public Meeting, public comments will be addressed and the HHOP will be finalized and brought forward to Council for adoption. The new HHOP will then be submitted to the corresponding approval authority. The Consultant will work with Town staff to prepare and deliver a Council presentation to support the final Recommendation Report.

**Deliverables<sup>5</sup>:**

- i. Public Open House # 4 & Statutory Public Meeting Presentation
- ii. Final Engagement Summary Report (including an infographic incorporating community feedback)
- iii. Final Official Plan
- iv. Recommendation Report and Council Presentation

**4.6 Project Team**

A Project Leadership Team comprised of key Town staff will meet as required with the Consultant to

discuss the project status, identify potential issues, and next steps (approximately one, two--hour meeting during each Project phase is anticipated). In addition, biweekly check-in meetings will be scheduled as required between the Town's Project Manager and the Consultant Project Lead 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 HHOP Review will be guided by a Technical Advisory Committee and a Community Working Group.

#### **4.6.1 Technical Committee:**

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

- i. Pertinent Town of Halton Hills departments
- ii. Provincial Ministries (MMAH, MTO)
- iii. The Niagara Escarpment Commission
- iv. Halton Region
- v. Credit Valley Conservation
- vi. Conservation Halton
- vii. Grand River Conservation
- viii. Halton Hills Hydro and other utility companies as required
- ix. Halton District School Board
- x. Halton Catholic District School Board
- xi. Conseil Scolaire Viamonde (Public French Board)
- xii. Conseil Scolaire Mon Avenir ( Separate French Board)
- xiii. Other public agencies, as determined appropriate

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 HHOPR Project.

#### **4.6.2 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.

#### **4.6.3 Halton Hills Town Council:**

Council members will be engaged throughout all project phases 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 Official Plan Review and providing information on Council's statutory obligations regarding conformity with the Provincial policy and legislative framework. The Consultant will be responsible for preparing a presentation and any other materials required for the workshop.

#### **4.7 Engagement Strategy**

Community engagement and public participation will form a large component of the Official Plan Review. Below are key items to consider through the development of the Engagement Strategy for the Project.

The Community Engagement Plan for the Official Plan Review 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 Plan must identify:

- i. Community engagement goals for the new Official Plan 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.

#### **4.7.1 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.

#### **4.7.2 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 HHOP and to promote public open houses. The Town also has other engagement vehicles like the Town's e-newsletters (The Current and Economic Development Newsletter).

#### **4.7.3 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 Official 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)

#### **4.8 Accountability**

Under direction of the Director of Planning Policy, the Town's Project Manager will manage, coordinate, and supervise the HHOP Review, 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 and Community Working Group
- x. Liaising with Technical Advisory 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

#### **4.9 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 provide in Desktop/ArcMap 10.x format. The Town does not support Map Packages, ArcGIS Pro or ArcGIS Online packages. The final maps should be provide as, .mxd map files with a single ArcGIS Desktop geodatabase.

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

#### **4.10 Milestone Payment**

The payment structure for this project shall be contingent upon the successful completion and acceptance of the milestone.

Upon delivery of each milestone, the Town shall thoroughly review and officially accept the deliverables. If, in the Town's reasonable opinion, changes are deemed necessary due to the shortcoming of the Consultant, the Consultant shall promptly revised deliverables upon agreement on a mutually acceptable timeline for the Town's review and approval.

Upon receipt of official acceptance from the Town, the Consultant shall submit the invoice for the corresponding milestone achieved. The invoice shall be processed, and payment shall be made within a net 30 days term unless otherwise mutually agreed upon in writing between the Town and the Consultant. Each invoice must prominently display the Consultant's company name, the unique purchasing order number issued by the Town and a clear description of the accepted milestone(s). Failure to do so may result in delays in invoice processing and payment.

The Town reserves the right to withhold payment in the event of non-compliance with the agreed-upon milestone or failure to meet the acceptance deliverable outlined for each milestone.

#### **4.11 Project Team Member Retention and Replacement**

The Consultant must ensure the retention of their proposed project team members throughout the contract period using commercially reasonable efforts. In the event that a replacement is required and/or deem necessary, the Consultant shall provide written notice to the Town and promptly replace the team



member without causing delays to the project. The replacement team member must possess equivalent or greater qualifications and experience to perform the work, with no additional incremental cost to the Town.

#### **4.12 Budget**

The Town has allocated a total budget of \$485,000 (exclusive of HST) for consulting services for this project as outlined in this Request for Proposal. The total budget, 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 to commencing the work.