

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Melissa Ricci, Senior Planner- Policy

DATE: September 4, 2019

REPORT NO.: PLS-2019-0043

RE: Terms of Reference Glen Williams Scoped Secondary Plan Review

RECOMMENDATION:

THAT Report PLS-2019-0043 dated September 4, 2019, with respect to the Terms of Reference for the Glen Williams Scoped Secondary Plan Review, be received;

AND FURTHER THAT the Terms of Reference (attached as Schedule 1 to this report) for the proposed Glen Williams Scoped Secondary Plan Review be approved;

AND FURTHER THAT the Manager of Purchasing be authorized to release a Request for Proposal in keeping with the Terms of Reference as described in this report;

AND FURTHER THAT a Project Steering Committee be established to provide input into the Glen Williams Scoped Secondary Plan Review comprised of Members of Council, Town staff from Planning, Engineering and Parks and Recreation and three interested residents/landowners of Glen Williams including representatives from the Hamlet of Glen Williams Residents Association Inc. (HGWRA).

AND FURTHER THAT a Glen Williams Scoped Secondary Plan Review project web page be created to communicate the study deliverables, opportunities for community engagement and progress of the study to the public;

AND FURTHER THAT a copy of this report be forwarded to the Region of Halton for information.

BACKGROUND:

Through Report P&I-2017-0066 in June 2017, Council approved the Glen Williams Work Plan comprised of two distinct phases. Phase 1 – the Glen Williams Mature Neighbourhood Study was recently completed with the adoption of OPA 34 and the related implementing Zoning By-law 2019-0018. Phase 2 was identified as a scoped review of the Secondary Plan and targeted for initiation in 2019. This Report presents the Terms of Reference prepared to initiate Phase 2 of the Glen Williams Work Plan.

Purpose of the Review

The Hamlet of Glen Williams Secondary Plan preceded a number of Provincial and Regional plans which have revised policy directions for growth and development in Ontario. In addition, Town staff and the Hamlet of Glen Williams Residents Association Inc. have identified a number of issues that require further review and consideration. A scoped review of the Hamlet of Glen Williams Secondary Plan is timely, and will enable the Town to appropriately respond to these planning considerations. The Review will ensure:

- Conformity to Provincial and Regional Plans.
- Confirmation that the goals and objectives of the Secondary Plan remain relevant.
- That Hamlet Design policies and guidelines are updated to reflect best practices that are sensitive to the community context, including best practices for the design of stormwater management ponds to minimize impacts on adjacent Neighbourhoods.
- That natural heritage and environmental policies are updated to conform to provincial and regional policy while acknowledging the existing community context of Glen Williams (e.g., a Hamlet that provides a transition between the Georgetown Urban Area and the surrounding agricultural and rural landscape).

Other key items that will be considered through this review include parkland and trail policies, the Hamlet buffer policy framework, and transportation issues such as community core parking requirements and associated pedestrian flow, and student access to the Glen Williams Public School.

The Review will be a community-integrated process that is shaped by input from the public and key stakeholders, as defined in Section 4.4 (Consultation Strategy) of the Terms of Reference attached to this report as Schedule 1.

The Hamlet of Glen Williams Scoped Secondary Plan Review is to be completed within 18 months of approval of the Terms of Reference, within a budget of one hundred thousand dollars (\$100,000), which has been approved by Council in the capital budget.

RELATIONSHIP TO STRATEGIC PLAN:

The Strategic Plan sets the Corporate Mission, Strategic Directions and Goals of the Town. The purpose of the Glen Williams Scoped Secondary Plan Review relates to the following Strategic Directions:

- Preserve, Protect and Enhance our Countryside
- Provide Responsive, Effective Municipal Government

Preserve, Protect and Enhance our Countryside

Objectives E1 (a) and E.2 (b) of the Strategic Plan directly indicate the need to actively participate in the statutory review of Provincial Plans and update the Glen Williams Secondary Plan respectively.

Provide Responsive, Effective Municipal Government

Objective I of the Strategic Plan speaks about initiating dedicated community consultations on issues of significant importance to communities-of-interest or the public at large. The Glen Williams Scoped Secondary Plan Review will include a review of planning issues that have been raised by the community in consultation with the Glen Williams Community Association including Hamlet buffers, transportation issues, parkland and trail policies, and potential community core parking requirements.

FINANCIAL IMPACT:

As noted earlier in this report, through the 2015-2019 Capital Budget process, Council approved the development of a scoped review of the Glen Williams Secondary Plan. A total budget of \$100,000 has been set aside to cover the costs associated with completion of this study, identified by Project No. 7100-22-1502.

CONSULTATION:

In preparing the draft Terms of Reference, Planning staff has consulted with the Senior Management Team and the Hamlet of Glen Williams Residents Association Inc. (HGWRA). Two meetings with the HGWRA were held in the summer to discuss their comments and incorporate their feedback into the Terms of Reference.

Staff will continue to work with the HCWRA through the Secondary Plan Review. Staff will also continue to update Council as to the progress of the study.

PUBLIC ENGAGEMENT:

Ongoing Consultation will be conducted with interested residents and other key-stakeholders via Steering Committee Meetings, Public Open Houses and online engagement. The Study follows the Mayor's Public Engagement Charter which is built on three pillars; Transparency, Notification, and Participation.

SUSTAINABILITY IMPLICATIONS:

This report supports the Environmental Health and Social Well-Being pillars of sustainability. This is accomplished by reviewing the Glen Williams Scoped Secondary Plan to ensure conformity to the Provincial and Regional Plans and by working with the Glen Williams residents to address relevant issues and concerns in the community. This will help ensure that residents feel welcomed, safe, connected, respected and actively engaged in Halton Hills.

Overall, the alignment of this report with the Community Sustainability Strategy is:
Good

COMMUNICATIONS IMPACT:

Public consultation has been conducted with the Hamlet of Glen Williams Residents Association Inc. (HGWRA) through the development of the Terms of Reference. If the proposed Terms of Reference for the Scoped Secondary Plan is approved, a Project Steering Committee would be established to form a key component of the community engagement for this study. Staff recommends a project specific web page be created and that the "Let's Talk Halton Hills" community engagement platform be utilized throughout the project lifecycle to share information about the project and gather feedback from the community.

CONCLUSION:

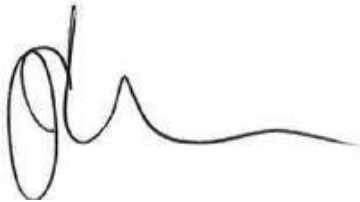
Considering that the Glen Williams Work Plan was approved in 2017 with the intent to begin the Secondary Plan Review in 2019, once Council approves the Terms of Reference appended to this report, staff will immediately begin the process of hiring a consulting team, establishing a Technical Advisory and a Steering Committee, and beginning Phase 1 of the Review.

Through the Secondary Plan Review, staff will provide regular updates to Council on the progress and the public consultation strategy.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Bronwyn Parker". The script is cursive and somewhat informal.

Bronwyn Parker, Manager of Planning Policy

A handwritten signature in black ink that appears to be "John Linhardt". The signature is very stylized and cursive.

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink that reads "Brent Marshall". The signature is cursive and clearly legible.

Brent Marshall, Chief Administrative Officer