

Hamlet of Glen Williams Scoped Secondary Plan Review Terms of Reference

4.0 Project Terms of Reference

4.1 Project Summary

The Town of Halton Hills requires the services of a qualified consultant to prepare the Glen Williams Scoped Secondary Plan Review. The Hamlet of Glen Williams is located directly north of Georgetown in the Town of Halton Hills.

The existing Secondary Plan for the Hamlet of Glen Williams was adopted by the Town of Halton Hills Council on July 7, 2003 and approved by the Region of Halton on July 29, 2005. However, the Secondary Plan only came into full force and effect in 2007, once all appeals were settled at the Ontario Municipal Board.

The planning horizon for the existing Glen Williams Secondary Plan is 2021. A planned population of approximately 2,000 persons for the Hamlet was established based on a limited amount of growth. This will maintain the Hamlet's scale and character without exceeding the 2,600 population equivalent that the Region had reserved in the Georgetown Wastewater Treatment Plant for the three Hamlets of Glen Williams, Norval and Stewarttown. Growth was to be largely accommodated on six development sites by way of the plan of subdivision (see Appendix B). To date, only one of the six developments (Intracorp – 91 lots) is fully built out. The Eden Oak-Creditview subdivision was draft approved by the Ontario Municipal Board in 2017, and is in the process of working to clear the various agencies' (e.g. Town departments, Region

departments) conditions to receive final approval. The other sites are the subject of applications that are either currently in process or have proceeded to the pre-consultation stage.

In June 2017, Council approved a 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.

4.1.1 Scope and Objectives of the Secondary Plan 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 Glen Williams Community Association (i.e. GWCA-HGWRA) have identified a number of local issues that require further review and consideration as part of this Review. 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 Scoped Secondary Plan 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 which 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 transition between the Georgetown Urban Area and the Surrounding agricultural and rural landscape).

The Secondary Plan must:

- Articulate the vision for the Hamlet of Glen Williams
- Define the Town's intended policy direction for residential, commercial, institutional, recreational and natural areas within the Hamlet
- Ensure that the natural, cultural, and heritage character of the Hamlet is retained and enhanced
- Ensure the character of the various neighbourhoods in the Hamlet is enhanced and retained.

The community has raised a number of traffic concerns particularly related to speeding and cut-through traffic. The Town completed a detailed Transportation Study in 2009 and implementation is ongoing as projects are identified in the capital forecast. Other initiatives such as the update to the Transportation Master Plan (TMP), which is to begin in 2020, will consider broader traffic flow concerns. For the purpose of the Secondary Plan Review, the Project Consultant will complete a scoped review of the recommendations listed in the detailed Transportation Study (2009) and identify the initiatives that have been implemented

and those that are still pending. The review will identify additional transportation policies which could be included in the secondary plan to address the main concerns identified in the Transportation Study final report. In addition, the Project consultant will consider the following issues:

- Community core parking requirements and associated pedestrian flow
- Student access to the Glen Williams Public School

Other key items that will be considered through this review include an examination of the Hamlet buffer policy framework and an evaluation of parkland, trails and usable open space to ensure connectivity of areas of the Hamlet.

At the end of the Review through a recommendations report, the Project Consultant will identify additional policies and procedures of other Town Departments that need to be modified to implement the Secondary Plan.

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).

4.1.2 Study Area

The 367-hectare study area is reflective of the existing boundary of the Hamlet of Glen Williams (see appendix A).

The varied topography and natural heritage in and around the hamlet of Glen Williams are some of its most noticeable and valued characteristics. A flood plain runs through the heart of the hamlet following the line of the Credit River. The Greenbelt surrounds the hamlet apart from a small area to the south west which borders Georgetown.

4.2 Study Approach and Timelines

The Hamlet of Glen Williams Secondary Plan Review will be completed between fall of 2019 and spring of 2021. The Study will be defined by the following key phases:



Phase 1: Background and Policy Options (fall 2019 – winter 2020)

Phase 1 involves a comprehensive background and policy options review, which includes an analysis of the current policy context of the Secondary Plan and identified issues of local concern. The framework of provincial, regional, and local planning policy is inclusive of, but not limited to:

- Provincial Policy Framework
 - The Greenbelt Plan 2017
 - A Place to Grow (Growth Plan for the Greater Golden Horseshoe - 2019)
 - The Provincial Policy Statement 2014
- Regional Policy Framework
 - Halton Region Official Plan ROPA 38
- Municipal Policy Framework
 - [The Town of Halton Hills Official Plan Consolidated in 2017](#),
 - [The Hamlet of Glen Williams Secondary Plan 2007](#) (including Hamlet Design and Heritage Protection Guidelines and Terms of Reference for Environmental Implementation Reports)
 - The Glen Williams Traffic Study-Final Report (2009)
 - Green Development Standards, 2014 (currently being updated)
 - [The Town of Halton Hills Transportation Master Plan 2011](#)
 - [The Town of Halton Hills Recreation and Parks Strategic Action Plan 2007](#) (currently being updated)
 - [The Town of Halton Hills Cycling Master Plan 2010](#)
 - [The Glen Williams Mature Neighbourhood Study](#)
 - [The Town of Halton Hills Comprehensive Zoning By-law 2010-0050](#)

- [Imagine Halton Hills 2013](#) (Integrated Community Sustainability Strategy)
- [The Town of Halton Hills Strategic Plan](#)
- The Town of Halton Hills Private Tree Management Strategy (currently being developed)
- The Town of Halton Hills Active Transportation Master Plan (currently being developed)
- The Town of Halton Hills Climate Emergency Resolution 2019

- Other Agencies
 - [Credit Valley Conservation policies, regulations, and mapping](#) (including Subwatershed Studies 11, 12, and 14)

The review of the Background and Policy Options will culminate in a Draft Background and Policy Options Report, which:

- Identifies and analyzes provincial, regional, and local planning policies pertinent to the Hamlet of Glen Williams
- Discusses implications of the policy framework on the Glen Williams Secondary Plan
- Identifies objectives, policies, schedules, or appendices of the existing Secondary Plan that require revision in order to conform to the policy framework
- Recommends revisions to the existing Secondary Plan in response to provincial, regional, or local policy direction. The Draft Background and Policy Options Report will be presented to the Technical Advisory and Steering Committees, and any subsequent revisions or recommendations will be addressed or accommodated in a Final Report

Deliverables:

Deliverables required in Phase 1 of the Secondary



Plan Review include:

- Attending a kickoff meeting with the Planning Management Team to discuss the Project goals, milestones and introduce the consulting team
- Preparing a Public Engagement and Consultation Plan
- Creation of Draft Background and Policy Options Report. Two revisions of the report will be required: revision one considering Planning Staff comments, and a final iteration capturing comments from the Technical Advisory Committee and Steering Committee
- Presentation of Draft Background and Policy Options Report to the Technical Advisory Committee
- Presentation of Draft Background and Policy Options Report to the Steering Committee
- Creation of Final Background and Policy Options Report
- Attending approximately two (2) coordination meetings in person or via conference call with the Project Manager to review the scope and required timelines.

Phase 2: Community Vision (winter – spring 2020)

Reflecting on the Final Background and Policy Options Report of Phase 1, Phase 2 involves the engagement of the Glen Williams community. The Final Background and Policy Options Report will be presented to the public at a Public Open House, which will be the first community engagement event of the Secondary Plan Review and provide residents and stakeholders with an opportunity to be engaged in the Review process. The intent of the Public Open House is to collect community input on the vision for the Secondary Plan, within the defined policy framework.

All input received at the Public Open House will be included in a Public Consultation Report– Community Vision, which:

- Summarizes and categorizes public comments and feedback into an issues matrix
- Analyzes comments and feedback, and identifies major themes
- Indicates which of the above issues and themes are subject to provincial, regional, and local policy directions
- Addresses questions and concerns of residents and stakeholders
- Recommends revisions to the existing Secondary Plan in response to public input

Deliverables:

Deliverables required in Phase 2 of the Secondary Plan Review include:

- Facilitation of Public Open House;
- Presentation of Final Background and Policy Options Report at Public Open House
- Creation of Public Consultation Report– Community Vision
- Attending approximately two (2) coordination meetings in person or via conference call with the Project Manager to review the project scope and required timelines

Phase 3: Policy Formulation (summer – fall 2020)

Guided by the Final Background and Policy Options Report of Phase 1 and the Public Consultation Report– Community Vision of Phase 2, Phase 3 involves the revision of the existing Secondary Plan, in the culmination of a Draft Hamlet of Glen Williams Secondary Plan, which:

- Integrates necessary revisions to the vision and objectives as recommended by the Final Background and Policy Options Report and the Public Consultation Report– Community Vision
- Integrates necessary revisions to the direction, intent, and implementation of



policies as recommended by the Final Background and Policy Options Report and the Public Consultation Report– Community Vision

- Integrates necessary revisions to the schedules and appendices of the existing Secondary Plan as recommended by the Final Background and Policy Options Report and the Public Consultation Report– Community Vision

The Draft Hamlet of Glen Williams Secondary Plan will be presented to the Technical Advisory and Steering Committees, and any subsequent revisions or recommendations will be addressed.

Once revised, the Draft Hamlet of Glen Williams Secondary Plan will be presented to Town of Halton Hills Council, in order to seek authorization for the formal release of the Plan for public comment.

Once approval has been granted by Town Council, the Draft Hamlet of Glen Williams Secondary Plan will be presented to the public at a second Public Open House in order to verify findings and recommendations, and collect community input.

All input received at the Public Open House will be included in a Public Consultation Report– Policy Formulation, which:

- Summarizes and categorizes public comments and feedback into an issues matrix
- Analyzes comments and feedback, and identifies major themes
- Indicates which of the above issues and themes are subject to provincial, regional, and local policy directions
- Addresses questions and concerns of residents and stakeholders
- Recommends detailed revisions to the Draft Hamlet of Glen Williams Secondary Plan

Deliverables:

Deliverables required in Phase 3 of the Secondary Plan Review include:

- Creation of Draft Hamlet of Glen Williams Secondary Plan. Three revisions of the Draft Hamlet of Glen Williams Secondary Plan will be required: revision one capturing the comments of Planning Staff, revision two considering comments from the Technical Advisory Committee and Steering Committee and a final iteration capturing the comments recorded in the Public Consultation Report
- Presentation of Draft Hamlet of Glen Williams Secondary Plan to Technical Advisory Committee
- Presentation of Draft Hamlet of Glen Williams Secondary Plan to Steering Committee
- Presentation of Draft Hamlet of Glen Williams Secondary Plan to Town Council
- Facilitation of Public Open House;
- Presentation of Draft Hamlet of Glen Williams Secondary Plan at Public Open House
- Attending approximately two (2) coordination meetings in person or via conference call with the Project Manager to review the scope and required timelines

Phase 4: Recommendation (winter – spring 2021)

Continuing with the Draft Hamlet of Glen Williams Secondary Plan and Public Consultation Report– Policy Formulation of Phase 3, Phase 4 involves final policy revision in the culmination of the Final Hamlet of Glen Williams Secondary Plan, which:

- Integrates detailed revisions to the vision and objectives as recommended



- by the Public Consultation Report– Policy Formulation
- Integrates detailed revisions to the direction, intent, and implementation of policies as recommended by the Public Consultation Report– Policy Formulation
- Integrates detailed revisions to the schedules and appendices of the existing Secondary Plan as recommended by the Public Consultation Report– Policy Formulation

Once revised, the Final Hamlet of Glen Williams Secondary Plan will be presented to the public at a Statutory Public Meeting, as mandated by the Planning Act. All input received at the Statutory Public Meeting will be included in a Statutory Public Meeting Report.

The Final Hamlet of Glen Williams Secondary Plan and Statutory Public Meeting Report will be presented to the Town of Halton Hills Council, in order to seek adoption of the Plan.

Deliverables:

Deliverables required in Phase 4 of the Secondary Plan Review include:

- Creation of Final Hamlet of Glen Williams Secondary Plan. Two revisions of the Final Hamlet of Glen Williams Secondary Plan will be required capturing the comments of Planning Staff and a final iteration capturing the comments from the Statutory Public Meeting
- Presentation of Final Hamlet of Glen Williams Secondary Plan at Statutory Public Meeting
- Creation of Statutory Public Meeting Report
- Presentation of Final Hamlet of Glen Williams Secondary Plan and Statutory Public Meeting Report to Town Council

- Attending approximately two (2) coordination meetings in person or via conference call with the Project Manager to review the scope and required timelines

4.3 Consultation Strategy

The Hamlet of Glen Williams Secondary Plan Review will be a highly consultative process that is guided by advisory committees and community engagement. This consultative approach will assist Town staff in the research and evaluation of social, economic, environmental, and cultural issues pertinent to the Secondary Plan, and recommendation of effective and equitable solutions.

4.3.1 Committees

The Secondary Plan Review will be guided by a Technical Advisory Committee and a Steering Committee. The role of these committees is to provide comments and data input during the study process, assist with the identification and resolution of issues, and liaise with respective organizations to ensure consistent and accurate input.

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

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

The Steering Committee will be comprised of selected members of:

- Town of Halton Hills Council
- Town of Halton Hills Advisory Committees
- Town of Halton Hills Staff
- Region of Halton Staff
- Glen Williams Community Association (GWCA-HGWRA) representatives, Local



residents, landowners, and business owners.

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

4.3.2 Community Engagement

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

Stakeholders to be involved in the Review include:

- The Glen Williams Community Association (GWCA-HGWRA), residents, land owners and businesses owners within the study area
- Appropriate Town of Halton Hills Advisory Committees
- Credit Valley Conservation;
- The Region of Halton
- Town of Halton Hills staff
- Town of Halton Hills Council

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

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

4.4 Accountabilities

Under direction of the Manager of Planning Policy, a Senior Policy Planner will manage, coordinate,

and supervise the Hamlet of Glen Williams Scoped Secondary Plan Review, with the responsibility of:

- Ensuring compliance with the Terms of Reference
- Ensuring financial resources are well managed
- Securing and providing existing information to the consultant;
- Ensuring participation and co-ordination of all stakeholders;
- Coordinating and conducting individual stakeholder meetings
- Coordinating a Technical Advisory Committee
- Coordinating a Steering Committee;
- Serving as Chair of Technical Advisory and Steering Committees
- Liaising with Technical Advisory and Steering Committees
- Coordinating the community engagement program and events;
- Coordinating any other pertinent studies
- Coordinating all project communications
- Meeting regularly with the consultant;
- Answering all consultant questions;
- Approving in-progress deliverables submitted by the consultant
- Updating the project information page on the Town website and coordinating online consultation activities on Let's Talk Halton
- Preparing and submitting status and staff reports to the Planning, Public Works and Transportation Committee and Council

The consulting team's Project Manager will manage, coordinate, and supervise the Hamlet of Glen Williams Scoped Secondary Plan Review technical work, with the responsibility of:

- Ensuring compliance with the Terms of Reference
- Ensuring financial resources are well managed



- Overall supervision of project activities including public consultations as required
- Coordinating deliverables with other technical experts from the consulting team
- Ensuring that quality control is completed on all deliverables
- Delivering reports and other project activities on time

4.5 Digital Information

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

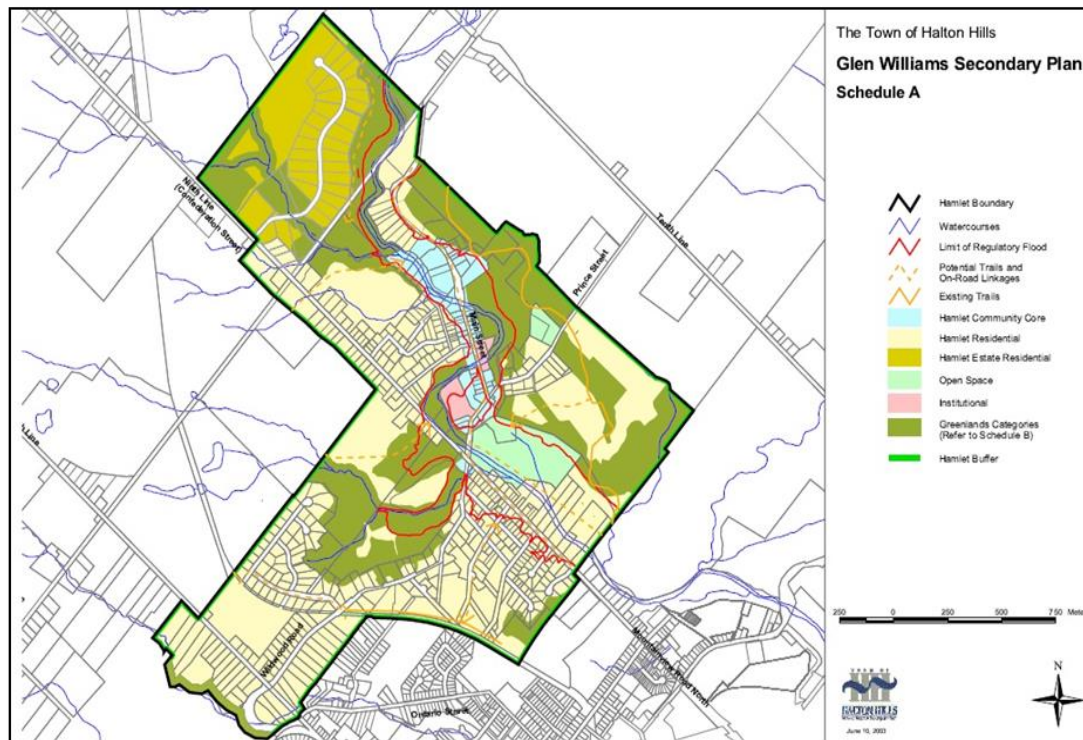
- Data, sketches, drawings and reports generated by the Project Consultant for the purpose of this study shall become the property of the Town of Halton Hills
- Digital copies of the written reports are to be provided in both MS Word 2010 (or any other original format) and PDF format

4.6 Budget

The Hamlet of Glen Williams Secondary Plan Review is to be completed within 18 months of approval of the Terms of Reference, within a budget of ninety-five thousand (\$95,000).



Appendix A



Appendix B

