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4.1 Project Summary



The Town of Halton Hills is seeking the services of a consulting team to undertake the Phase 2B Employment Area Integrated Planning Project (also referred to as a Secondary Plan). These Terms of Reference set out direction for the undertaking of a detailed development framework for the Premier Gateway Phase 2B area describing the project goals and objectives and identifying key stakeholders and participants, roles and responsibilities, required resources, deliverables and a general work program for the project. The Premier Gateway Phase 2B has an area of approximately 257 hectares and is located north of Steeles Avenue, between Eighth Line and Winston Churchill Boulevard.

The successful team will possess the required technical skills to complete complex studies such as a scoped subwatershed study and demonstrate excellent project management skills, community consultation and facilitation expertise and sufficient resources to meet the project timelines.

4.2 Background

Through the completion of the Sustainable Halton Process (the Region of Halton's growth management exercise) and the approval of Regional Official Plan Amendment 38 (ROPA 38), an additional 340 gross hectares (840 acres) of employment lands were designated for development in the Town of Halton Hills (on the north side of Steeles Avenue further extending the Premier Gateway Employment Area) to accommodate employment land needs for the 2021 to 2031 planning horizon. In addition, these lands were added to the Urban Area in the Regional Plan and identified to be serviced with municipal water and sewer.

The Town's implementing Official Plan Amendment for Sustainable Halton and ROPA 38, Official Plan Amendment 10, included the additional 340 gross hectares of land to the Town's Urban Area and designated the land for employment uses as Employment Area. OPA 10 set out a framework to guide Secondary Planning exercises for the lands to

determine specific land use designations and policies. The Premier Gateway Phase 2B Secondary Plan is an exercise to establish local development policies for a portion of the employment lands previously identified through OPA 10.

GTA West/HPBATS Corridor Protection

In June 2014, the Region of Halton adopted Regional Official Plan Amendment No. 43 (ROPA 43) to, among other matters, implement a corridor protection area and policies to protect for the Halton Peel Boundary Area Transportation Study (HPBATS)/Greater Toronto Area (GTA) West Corridor Study Area. The corridor protection area restricts development within the overlay through the Towns of Halton Hills and Milton to allow for the completion of the GTA West Corridor Environmental Assessment (EA) study being undertaken by the Ministry of Transportation (MTO). ROPA 43 was appealed to the Ontario Municipal Board by the South Georgetown Landowners Group and Maple Lodge Farm. To date, the ROPA 43 Corridor Protection policies have not proceeded to a full hearing.

Following the adoption of ROPA 43, in July 2014, Council for the Town of Halton Hills approved Official Plan Amendment No. 21 (OPA 21) to implement the required Regional corridor protection policies. OPA 21 is currently being held in abeyance by the Region of Halton at Council's request.

In 2017, the previous Provincial government announced the suspension of the GTA West Study and the re-evaluation of the project to consider additional transportation options for the corridor such as utilities, transit or other transportation alternatives and released a refined corridor which partially affects the Premier Gateway Phase 2B Lands.

In June 2019, the current Provincial government announced that it would resume the GTA West Environmental Assessment. On September 26, the Technically Preferred Route (TPR) was presented at a Public Information Centre in the Town of Halton



Hills (see Figure 2 below). The MTO stated that they have reduced interest in areas outside the Focused Analysis Area (FAA), which indicates that those lands can be removed from corridor protection; however, the FAA will not be confirmed until the spring of 2020.

In addition, the Ministry of Energy, Northern Development and Mines (ENDM) and the Independent Electricity System Operator (IESO) are undertaking a separate study for a transmission corridor. It is understood that this corridor would be in addition to the 170 metre wide multi-modal corridor; however, the Study Area for the transmission corridor continues to follow the draft TPR and be for the most part located inside the proposed Focused Analysis Area (FAA) for the GTA West Corridor.

The Premier Gateway Phase 2B lands are currently frozen for development until the GTA West EA process has progressed to a point that provides clarity on what lands are/are not required for the transportation corridor. Based on the draft TPR and FAA, we anticipate that a portion of the lands within the Study Area (approximately 19.42 ha) will be permanently precluded from development in order to accommodate the multi-model corridor. The confirmed FAA area (approximately 47.79 ha) will likely need to be excluded from the Secondary Plan exercise since the MTO has indicated that properties within the FAA could be directly impacted by the GTA West Transportation Corridor, ancillary uses or if refinements are made to the TPR; therefore, the secondary plan will need to take into consideration the location of the confirmed FAA and plan for appropriate uses along the area.

Premier Gateway Employment Lands Re-phasing

As a result of the introduction of corridor protection (through ROPA 43 and OPA 21), and the re-phasing of employment lands by the Region of Halton (through ROPA 43) the Town took steps to re-phase the employment lands in the Premier Gateway Employment Area. This re-phasing was accomplished through modifications to OPA 10,

which were ultimately approved by the Local Planning Appeal Tribunal on May 01, 2019 (see Appendix A- Schedule 8 of the Town's Official Plan showing the re-phased lands).

An exercise to re-phase 2021-2031 employment lands outside of the GTA West Route Planning Study Area, west of Eighth Line, to the pre-2021 planning horizon, thereby permitting the initiation of a secondary planning exercise for this area to facilitate timely development of these lands as a replacement for those subject to corridor protection was completed through the Premier Gateway Phase 1B Secondary Plan (currently before the Region of Halton for consideration and approval.)

The Premier Gateway Phase 2B area is the second phase of employment lands to the 2031 planning horizon, for which a separate secondary planning exercise and infrastructure planning process is now required.

4.4 Study Area

The Phase 2B Employment Area designation applies to an expansion to the Premier Gateway Employment Area north of Steeles Avenue, between Eighth Line and the City of Brampton boundary (see Appendix A). The Study Area is located within the Sixteen Mile Creek Watershed and the Credit River Watershed, which are under the jurisdiction of Conservation Halton and Credit Valley Conservation respectively.

4.4 Time Frames

The project is expected to take 36 months to complete following its awarding to the successful consultant team.

4.5 Detailed Work Plan

These Terms of Reference will serve as a framework to guide the preparation of a more detailed work plan by the selected Project Consultant. This detailed Work Plan will be reviewed and approved by the Project Team, in



consultation with the Technical Advisory Committee, which includes staff from the Town of Halton Hills, Region of Halton, Conservation Halton, and Credit Valley Conservation.

A chart summarizing the deliverables for the project is attached as Appendix C.

The final deliverables for the project will include:

- A Secondary Plan in accordance with the requirements of the Halton Hills Official Plan.
- An implementing Town Official Plan Amendment.
- A Zoning By-law amendment which zones the lands in accordance with the Secondary Plan.
- A Scoped Subwatershed Study for the Secondary Plan Area.
- Urban Design Guidelines for the Secondary Plan Area.

All electronic documents and reports prepared for and submitted to the Town shall be compliant with the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended.

4.5.1 Scoped Subwatershed Study Integration

A major component of the project is to undertake a Scoped Subwatershed (SWS) Study for the Study Area. The overall goal of the Scoped SWS Study is to provide recommendations and a strategic framework for the protection, conservation and sustainable management of natural resources within and adjacent to the Study Area.

The objectives of the SWS Study include ensuring the protection of natural heritage features and hydrological functions. The Study will require detail technical assessments to determine the limits of development, confirm the extent of the Regional Natural Heritage System, and make preliminary stormwater management recommendations.

The project will integrate the Secondary Planning and Scoped SWS planning processes in order to

ensure that the Scoped SWS provides technical support to the Secondary Plan land use planning process. It is intended that the Scoped SWS Study will be approved in conjunction with the approval of the Secondary Plan.

The Terms of Reference for the Scoped Subwatershed Study are attached as Appendix B.

4.5.1 Project Phases

Phase 1: Project Initiation

The following steps will initiate the Secondary Plan Process:

- **Project Charter**
 - This initial task will include the completion and agreement on the contents of a Project Charter between the Town, Region and Conservation Halton setting out agreed upon roles and responsibilities of each stakeholder.
- **Detailed Work Program**
 - This task will involve start-up meetings with the Project Consultant Team to review and finalize a detailed work program for the project, based upon the proposed work program contained in the chosen consultants' proposal. The detailed work program including review timeframes will also be reviewed with the Technical Advisory Committee for the project.
- **Project Kick-off**
 - Notice will be given to the public of the commencement of the project and will include creating a project website and placing a newspaper notice in the local news papers

Deliverables:

- Project Kick-off Meeting
- Project Charter
- Detailed Work Plan
- Newspaper Notice



- Project Website
- Approximately three coordination meetings with the Project Manager in person or via conference call are anticipated for this phase

- Public Consultation Paper
- Presentation to Council
- Approximately three coordination meetings with the Project Manager in person or via conference call are anticipated for this phase

Phase 2A: Existing Conditions

This Phase entails a review of relevant background material to provide a sound basis for developing the proposed land use alternatives.

- **Background Research**
 - the successful Project Consultant will prepare a Background Paper which provides pertinent information on various Provincial, Regional, local and conservation authority plans and policies and their implications on the Study Area (for a list of pertinent background information see Appendix D)
 - The Project Consultant, with the support of appropriate Town staff will present the Background Paper to the Technical Advisory and Steering Committees. Any revisions that are necessary to the Paper flowing from the Committee consultation will then be undertaken prior to proceeding to a Public Open House. The Public Open House presents the first opportunity to actively engage residents and stakeholders in the Secondary Plan development. All public comments are to be summarized and analyzed through the preparation of a Public Consultation Paper. Input from the public will be considered prior to the Background Paper being finalized.

Deliverables:

- Background Paper (three (3) revisions)
- Presentations to the Technical Advisory and Steering Committees
- Public Open House

Phase 2B: Subwatershed and Natural Heritage System Planning

This phase involves the completion of a Scoped Subwatershed Study. The Subwatershed Study will guide appropriate land use policies within the Secondary Plan. The Study will apply a systems-based approach to confirm the extent of the Regional Natural Heritage System (NHS) and measures to protect and enhance natural heritage features within the Regional NHS. The recommendations of the study will be used to develop appropriate land use policies within the Secondary Plan.

This study will be conducted in accordance with Section C7 of the Halton Hills Official Plan, and must provide sufficient detail to support the completion of Secondary Plan servicing studies. It is intended that the Scoped Subwatershed Study be completed in conjunction with the approval of the Secondary Plan.

The Scoped SWS process consists of three phases:

- Phase 1 – Background Review and Characterization
- Phase 2 – Analysis and Management Strategy
- Phase 3 – Implementation and Monitoring



The Subwatershed Study will be the subject of a Detailed Work Plan to be developed based upon a specific Terms of Reference (See Appendix B). The Detailed Work Plan for the Scoped SWS Study will be developed by the chosen Project Consultant, in consultation with the Subwatershed Technical Advisory Committee (TAC). The TAC will be comprised of staff from the Town of Halton Hills, Region of Halton, and Conservation Halton.

The Terms of Reference for the Study have been purposely scoped shifting the implementation and monitoring details to the later more detailed Subwatershed Impact Study phase. According to the Halton Hills Official Plan, Subwatershed Impact Studies are to be completed at the development application stage when more site specific details are available as part of a development proposal. The Scoped Subwatershed Study will identify the specific work that will need to be included and completed as part of the more detailed Subwatershed Impact Study phase at the time of development.

Deliverable(s), (which shall be reviewed and approved by Council):

- Scoped Subwatershed Study

Phase 3: Detailed Planning Study

This phase of the Study involves the completion of a series of studies which will support the development of Secondary Plan policies and land use designations. The deliverables for this phase include each of the following completed studies:

- Transportation/Traffic Study
 - This study will review future planned road improvements and will consider and make recommendations of any additional improvements necessary to facilitate development of the area. Factors to consider include: the need for a conceptual design of a local internal road system,

incorporation of active transportation (sidewalks, bike lanes, trails), streetscaping and incorporating “Complete Street” design principles, traffic impacts of development, entrance and intersection locations, intersection and turn lane improvements, road network changes such as introducing cul de sacs, and or by-passes to address rural residential concentrations, particularly on Tenth Line. The Region of Halton will also be consulted through the undertaking of this report as the road authority for Steeles Ave, Ninth Line and Winston Churchill Blvd.

- Heritage Impact Assessment
 - Building on the heritage inventory work completed by Heritage Halton Hills and the Town’s Heritage Register this study will review and inventory heritage resources in the area, and will develop a strategy to conserve those resources where appropriate in accordance with Section F5 of the Official Plan.
- Functional Servicing Plan
 - This study will review the servicing needs and develop a servicing plan for the area. Consultation will take place with the Region of Halton regarding water and wastewater servicing, and consideration will be given to the Sustainable Halton and Wastewater Master Servicing Plan, and Section F8.2 of the Town of Halton Hills Official Plan. Recommendations regarding stormwater management infrastructure are to correspond with the findings and recommendations of the Scoped Subwatershed Study. Low impact



development techniques should be incorporated where appropriate.

- Urban Design Study
 - This study will build on the existing 401 Corridor Urban Design Guidelines that were approved in 2002 and the Premier Gateway Phase 1 Urban Design Guidelines, and will develop new urban Design guidelines for the Study Area. The new Guidelines will apply to all new development in the Study Area and will be developed in accordance with Section F2 and F3 of the Official Plan. Sustainable development practices and concepts such as LEED and low impact development (LID) techniques will be promoted and incorporated into the Guidelines where appropriate.
- Agricultural Impact Assessment
 - This Study will examine the impact of future development of the area on the agricultural operations and resources in the surrounding area, (including Minimum Distance Setback requirements) and the development of measures to mitigate those impacts. Reference shall be made to the Region of Halton's Agricultural Impact Assessment Guidelines and Livestock Facility Guidelines.
- Supportive Commercial Needs Assessment
 - This study will determine the need for commercial floor space in the new development area to support the employment uses and how much land should be designated/zoned for these commercial uses.
- Fiscal Impact Analysis
 - Building upon the Town's Long Range Financial Plan, the Fiscal Impact Analysis will determine the overall financial contribution and cost

implications of the development of the lands for Employment uses, as the basis for the calculation of development charges.

- Land Use Compatibility Analysis
 - This study will review the potential impacts of employment uses on existing residential clusters in the Study Area in accordance with Section C14 of the Official Plan, the Region of Halton Official Plan, and Ministry of Environment Guidelines. Consideration will be given to noise, dust, light, odour, air quality and vibration impacts of new employment uses on the existing residential uses. The study will make recommendations to minimize and mitigate conflict by introducing greater setbacks, berming, landscaping etc. Reference shall be made to the Region of Halton's Land Use Compatibility Guidelines and Air Quality Impact Assessment Guidelines.
- Phasing Plan
 - This Plan will examine the best approach for a cohesive development phasing strategy which supports policy objectives for the area and maximizes Region and local servicing and infrastructure capacity and investment

Deliverables:

- Transportation/Traffic Study*
- Heritage Impact Assessment*
- Functional Servicing Plan*
- Urban Design Study*
- Agricultural Impact Assessment*
- Supportive Commercial Needs Assessment*
- Fiscal Impact Analysis*
- Land Use Compatibility Analysis
- Phasing Plan*

* Approximately three revisions will be required to capture comments from the project team, the Technical Advisory Committee and the Steering Committee members.



- Approximately three coordination meetings with the Project Manager in person or via conference call are anticipated for this phase

Phase 4A: Recommended Land Use Option

Building on the Background Paper and findings and recommendations of the various studies completed under Phase 3 of the project, a Recommended Land Use Option Report shall be prepared presenting and discussing the merits of a recommended land use option.

Initial recommendations from the Scoped Subwatershed Study including environmental constraint/limits of development mapping will also be considered and incorporated into the recommended land use option.

The recommended land use option will be presented to the Technical Advisory Committee and the Steering Committee for their review. Appropriate revisions to the Recommended Land Use Option Report resulting from input of the Committees will be made prior to the document being presented to the public.

The Project Consultant, with the support of appropriate Town Staff will present the recommended land use option to the public for comment at a second open house/workshop. Various design/technical scenarios such as potential road alignments will also be presented to the public for comment. All comments received are to be summarized and analyzed through the preparation of a Public Consultation Paper.

Deliverables:

- Recommended Land Use Option Report*
- Presentations to the Technical Advisory and Steering Committees
- Public Open House & Workshop
- Public Consultation Paper*

Phase 4B: Preferred Land Use Plan

Building on the work undertaken in Phase 4A of the project, the purpose of Phase 4B is to finalize a land

use plan based on public input received and to present the plan to the Technical Advisory and Steering Committees. Subject to any refinements following consultation with the Committees, a preferred land use plan (as part of a Preferred land Use Plan Report) will be forwarded to Council for approval. Recommendations of the Scoped Subwatershed Study will also be incorporated into the preferred land use plan.

Deliverables:

- Preferred Land Use Plan Report*
- Presentations to the Technical and Steering Committees
- Presentation to Council

Phase 5A: Draft Secondary Plan, Official Plan & Zoning By-law Amendments

Phase 5A involves the preparation of a draft Secondary Plan and draft Official Plan and Zoning By-law amendments for the area based on the preferred land use plan. The draft documents will be presented to the Technical Advisory and Steering Committees for input. Any revisions that are necessary based on the input of the Committees will be made to the documents before they are presented to Council. Council will be asked to authorize the release of the documents for public review and comment. The Project Consultant, with the support of appropriate Town Staff, will present the draft documents to the public at the third public open house and workshop. All comments received are to be summarized and analyzed through the preparation of a Public Consultation Paper.

Deliverables:

- Draft Secondary Plan, Draft Official Plan and Zoning By-law Amendments*
- Draft Urban Design Guidelines*
- Presentations to the Technical and Steering Committees
- Presentation to Council
- Public Open House/Workshop



- Public Consultation Paper*

Phase 5B: Final Secondary Plan, Official Plan & Zoning By-law Amendments

In this final Phase of the project, the draft Secondary Plan, and draft Official Plan and Zoning By-law amendments will be revised as appropriate based on the public input received on the draft documents. The revised Secondary Plan and implementing amendments will be presented to the public for comment at a statutory public meeting under the *Planning Act*. Following the public meeting, the Project Consultant with the support of appropriate Town Staff will summarize and address public comments on the draft documents in a final recommendation report to Council regarding the adoption/approval of the Secondary Plan and related amendments.

Deliverables:

- Statutory Public Meeting Presentation
- Final Secondary Plan & Amendments
- Council Presentation

4.5.3 Responsibilities of the Town

The Policy Division of the Town of Halton Hills Planning and Development Department will be responsible for leading and managing the completion of the Secondary Plan project. Under the direction of the Manager of Planning Policy, the Sr. Planner – Policy will coordinate and supervise the completion of the project. Responsibilities of the Sr. Planner-Policy will include:

- Coordinate a Technical Advisory Committee
- Coordinate a Steering Committee
- Ensure financial resources are well managed
- Ensure compliance with the Terms of Reference
- Ensure participation of all stakeholders

* Approximately three revisions will be required to capture comments from the project team and the TAC and Steering Committee members.

- Chair Technical Advisory and Steering Committee meetings
- Coordinate communications
- Coordinate public consultation program
- Update web information
- Prepare status reports to Council
- Coordinate with other studies as appropriate

4.6 Consultation and Community Engagement

Consultation with keystoneholder/agencies and public engagement are critical components for the development of the Secondary Plan.

Town Staff will organize a Technical Advisory Committee and a Steering Committee. Town staff and the selected consultant will ensure that material developed for public consultation is clear. The role of the Technical Advisory Committee is as follows:

- Provide comments during the study process
- Assist with issue identification and resolution
- Members to liaise with their respective organizations to ensure study awareness and to provide one-window coordination on behalf of their organization.
- Provide data input
- Meet on a regular basis to monitor the progress of the study

The Project Technical Advisory Committee shall include the following members:

- Town of Halton Hills staff representing the following Departments and Sections:
 - Planning and Development – Manager of Planning Policy, Sr. Planner – Policy and Planner – Development Review
 - Infrastructure Services – Transportation & Development Engineering
 - Finance
 - Recreation and Parks



- Economic Development
- Staff from other departments as needed
- Region of Halton representative – Planner (Planner to coordinate with Transportation, Water/Waste Water Staff to attend as required)
- Conservation Halton representative – Planner
- Credit Valley Conservation- Planner
- Halton Hills Hydro representative
- Ministry of Transportation representative

The role of the Steering Committee is as follows:

- Meet on a regular basis to monitor the progress of the study
- Provide comments during the study process
- Assist with issue identification and resolution
- Members to liaise with their respective organizations or community of interest, both to ensure broad community awareness of the project and to obtain broader community input.
- Awareness of the project and to obtain broader community input.

The Project Steering committee shall include the following members:

- Mayor (ex-officio)
- Regional Councillor – Ward 2
- Local Councillors – Ward 2
- Town Sustainability Advisory Committee representative (1 alternate)
- Heritage Halton Hills representative (1 alternate)
- Region of Halton representative – Planning Staff
- Area Residents (3 representatives)
- Area Landowner(s) – Development Interests (3 representatives)

Public comments will be considered throughout the

planning process. Opportunities for public consultation and community engagement have been incorporated throughout the various Study phases. The Public Consultation strategy for the Secondary Plan process must conform to the Town’s Public Engagement Charter.

The public consultation and engagement strategy will include newspaper advertisements, newsletters, a project website, email notification, public open houses/workshops, and a project Steering Committee that includes land owners and members of the public. Additional social media public engagement methods such as blogs, twitter, Facebook, Let’s Talk Halton Hills, etc. will be considered for use and employed when/where appropriate.

Proposed public engagement activities have been included in the chart summarizing deliverables for the Study attached as Appendix C.

4.4 Budget

An upset limit of \$1.2 million is approved and allocated for the Study in the Town’s Capital Budget.

