

## **SCHEDULE 2 – SUMMARY OF WORK COMPLETED IN PHASE 1**

As part of Phase 1, the following were completed: detailed work program; workshops with the Technical Advisory Committee (TAC) and development stakeholders (landowners); issue identification summary; webpage launch; public open house and survey; newspaper and mail notices; and, Issues Review and Analysis Report.

### **Project Initiation/Kick-off**

This task focused on the preparation of the work program and related schedule. It included an initial meeting between Planning staff and the consultant team to review and finalize the work program, as well as to discuss study background and issues.

### **Issues Identification**

This task involved the review of the existing Zoning By-law 2000-138 and the Urban Design Guidelines to identify issues and areas in need of review. The focus of the review was two (2) workshops to identify and discuss issues. The first workshop was with the Technical Advisory Committee (TAC) on June 28, 2016, and the second was with landowners in the Premier Gateway Employment Area on October 3, 2016.

### **Zoning/Guidelines Review and Recommendation**

The consultant team carried out a detailed review of the identified issues and any additional matters, including other municipal standards and best practice examples in the Greater Toronto Area. Based on the results of this analysis, draft amendments to the Zoning By-law and new Urban Design Guidelines were developed and then reviewed by the TAC before being presented to the public at a Public Open House.

The Public Open House was held virtually through the Town's website public engagement program "Let's Talk Halton Hills" via a pre-recorded PowerPoint presentation posted on June 18, 2020. A 16-question survey was also posted to allow the public to provide detailed feedback regarding the proposed changes. A summary of the Public Open House and survey results is provided in **SCHEDULE 6 – PUBLIC OPEN HOUSE AND SURVEY RESULTS**.