



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Melissa Ricci, Senior Policy Planner

DATE: February 17, 2021

REPORT NO.: PD-2021-0011

RE: Scoped Glen Williams Secondary Plan Review– Next Steps

RECOMMENDATION:

THAT Report No. PD-2021-011, dated February 17, 2021 regarding an update on next steps for the Scoped Glen Williams Secondary Plan Review Project be received;

AND FURTHER THAT the capital project budget for the Scoped Glen Williams Secondary Plan Review (7100-22-1502) be increased by \$16,231 (inclusive of non-refundable HST) from \$125,949 to \$142,180 and that the additional funding requirement of \$16,231 be financed by transferring \$6,788 from the General Government Development Charges Reserve and \$9,443 from Strategic Planning Reserve as set out in PD-2021-0011.

BACKGROUND:

Through Report No. PD-2020-0014, Council approved the award of the Request for Proposal for the Scoped Glen Williams Secondary Plan Review Project to MacNaughton Hermesen Britton Clarkson Planning (MHBC) in association with WSP. The Project includes four Phases: Background and Key findings, Community Vision, Policy Formation and Recommendations. We are currently undertaking Phase 3 – The Policy Formation Phase. As part of this phase, updated Secondary Plan policies will be drafted to ensure consistency with Provincial and Regional policies while taking into consideration the community context and input received from the public.

Despite the exceptional circumstances surrounding Covid-19, staff have undertaken successful virtual public engagement through the initial phases of the project and are committed to ensuring there is meaningful engagement with the community as the Project moves forward to the Policy Formation and final Recommendation Phases. On November 19, 2020, MHBC and WSP submitted a memo to the Town requesting a budget increase to ensure that there are no resource issues in completing the remaining required work, including an emphasis on additional work required as it relates to the

virtual public engagement process and the materials and approach to ensure all public engagement needs are met.

COMMENTS:

Project Next Steps:

During Phase 3, the project team has continued to review technical information, gather feedback from the public and has started drafting the proposed Secondary Plan policy updates. The Draft Secondary Plan will be presented to the Technical Advisory Committee and the Steering Committee in late-March for their review. Additionally, two open houses will be hosted in Mid- April to present the initial policy updates to the community (one during the day and one in the evening) and to Council, through a report and presentation in early- May.

Phase 4 will finalize the updated Secondary Plan and will include a final Public Open House in late-May, and a Statutory Public Meeting to Council. Subject to the nature of the agency and public comments received, the Council Recommendation and Final Report is expected to be presented to Council at the July 5 meeting.

Through the next phases, staff will continue to update the Project Website and Let's Talk Halton Hills page to ensure the material is as accessible as possible. In January, a postcard was sent via email to the 126 residents and businesses in the Project's Notification List providing a project update and encouraging residents to participate in the process. We have also communicated to the community that if there are members that cannot access the material via the internet but would like to participate in the process, they can call staff who will ensure that paper copies of the material are mailed out to them. Staff are also available via phone if needed. Opportunities for future engagement will be advertised in the Georgetown Independent & Free Press, Let's Talk Halton Hills, a variety of social media platforms and via email to the Project's Notification List.

Budget Increase Request:

The Terms of Reference for the Scoped Glen Williams Secondary Plan Review were approved by Council on October 21, 2019 through Report No. PLS-2019-0043. The Town allocated \$100,000 to undertake the review, which was approved by Council in the 2020 Capital Budget. On January 23, 2020, through Report No. PD-2020-0014, Council approved the Request for Proposal for the Scoped Glen Williams Secondary Plan Review Project to MacNaughton Hermesen Britton Clarkson Planning (MHBC) and WSP in the amount of \$118,388.75 (excluding HST). Council also approved the total transfer of \$25,949 to fund the shortfall between the budgeted amount and the consultant's bid. The shortfall was primarily because the proposal included additional scope of work to complete a cultural heritage landscape strategy.

An increase of \$16,231 (incl. non-refundable HST) to the current budget is now required to ensure project costs, particularly related to additional transportation analysis and

virtual public engagement, are covered. The requested increase to the budget is broken down primarily as per the items described below:

- Intersection Analysis: additional analysis related to road/intersection capacity will be completed to inform the Secondary Plan with respect to the transportation network
- Accommodations for COVID-19: as a result of the pandemic there has been additional work required as it relates to the public engagement process and the materials and approach to ensure all public engagement needs are met.
- Additional Work on Background Report to address comments from the Technical Advisory Committee
- The detailed proposal and associated budget inadvertently excluded assigned hours and associated fees associated with the project workplan

RELATIONSHIP TO STRATEGIC PLAN:

This report directly aligns to the following values in the Strategic Plan 2019-2022 including:

Foster a Healthy Community

To maintain and enhance a healthy community that provides a clean environment and a range of economic and social opportunities to ensure a superior quality of life in our community.

Preserve, Protect and Enhance our Environment

To preserve, protect and enhance our natural environment for the health benefits and enjoyment it provides to present and future generations.

Preserve, Protect & Promote our Distinctive History

To preserve the historical urban and rural character of Halton Hills through the conservation and promotion of our built heritage, cultural heritage landscapes and archaeological resources.

Achieve Sustainable Growth

To ensure that growth is managed so as to ensure a balanced, sustainable, well planned community infrastructure and services to meets the needs of its residents and businesses

The report is also closely linked with a number of Focus Areas/Priorities including Shaping Growth.

FINANCIAL IMPACT:

To ensure that there are no resource issues in completing the required work, particularly deliverables related to transportation analysis and virtual public engagement, it is recommended that the project budget for the Glen Williams Secondary Review (7100-22-1502) be increased by \$16,231 (inclusive of non-refundable HST) from \$125,949 to \$142,180.

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|---|------------------|
| 2015 & 2019 Capital Budget | \$100,000 |
| Rpt PD-2020-0014 | \$25,949 |
| Net | \$125,949 |
| Additional Funding Requested | \$16,231 |
| Total Capital Budget | \$142,180 |
| | |
| Contract Award (excl. HST) | \$118,388 |
| Requested Contract Incr. (excl. HST) | \$15,950 |
| Total Contract Amount (excl. HST) | \$134,338 |
| Total Contract Amount (incl. Non-refundable HST) | \$136,702 |

The additional funding requirement of \$16,231 will be financed by transferring \$6,788 from the General Government Development Charges Reserve (Fund No. 17) and \$9,443 from Strategic Planning Reserve (Fund No. 41).

CONSULTATION:

Planning and Transportation staff have reviewed the additional budget request from the consultant and agree with the same. This report also reflect input from the Finance Department.

PUBLIC ENGAGEMENT:

A Consultation Strategy has been prepared for the project which identifies objectives, key stakeholders and a consultation strategy and activities for all phases of the Project.

SUSTAINABILITY IMPLICATIONS:

As this report is dealing with the project budget and next steps, sustainability implications are not triggered.

COMMUNICATIONS:

N/A

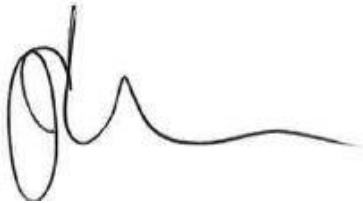
CONCLUSION:

The Scoped Glen Williams Secondary Plan Review Project has entered its final phases. To ensure that critical deliverables related to transportation analysis and virtual public engagement are completed on time, staff are asking that the Project budget be increased by \$16,231 (inclusive of non-refundable HST).

Reviewed and Approved by,

A handwritten signature in cursive script that reads "Bronwyn Parker".

Bronwyn Parker, Director of Planning Policy

A handwritten signature in cursive script, appearing to be "John Linhardt".

John Linhardt, Commissioner of Planning and Development

A handwritten signature in cursive script, appearing to be "Chris Mills".

Chris Mills, Acting Chief Administrative Officer