



## REPORT

**REPORT TO:** Chair and Members of the Community Affairs Committee

**REPORT FROM:** Anne Fisher, Heritage Planner - Policy

**DATE:** October 24, 2017

**REPORT NO.:** PLS-2017-0027

**RE:** Glen Williams Mature Neighbourhood Study Terms of Reference, Single Source Award for the Study and an Interim Control By-law

### RECOMMENDATION:

**THAT** Report No. PLS-2017-0027, dated October 24, 2017 regarding the Glen Williams Mature Neighbourhood Study Terms of Reference, Single Source Award for the Study and an Interim Control By-law be received;

**AND FURTHER THAT** the Terms of Reference for the Glen Williams Mature Neighbourhood Study attached as Schedule One to this report be approved;

**AND FURTHER THAT** Council approve the single source award of the Glen Williams Mature Neighbourhood Study to MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) 442 Brant Street, Suite 204, Burlington, Ontario L7R 2G4, to an upset limit of \$40,000.00 plus applicable taxes;

**AND FURTHER THAT** the Manager of Purchasing be authorized to issue a single source purchase order to MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) 442 Brant Street, Suite 204, Burlington, Ontario L7R 2G4, to an upset limit of \$40,000.00 plus applicable taxes, to undertake the Glen Williams Mature Neighbourhood Study in accordance with the Terms of Reference set out in this report;

**AND FURTHER THAT** staff report back on the results of the public open house for the Glen Williams Mature Neighbourhood Character Study and any recommendations resulting from the final Study Report;

**AND FURTHER THAT** a Steering Committee be established to provide input into the Glen Williams Mature Neighbourhood Character Study to be comprised of Members of

Council, Heritage Halton Hills and residents of Glen Williams (including at least one member of the Glen Williams Community Association);

**AND FURTHER THAT** Council pass the Resolution pertaining to the Glen Williams Mature Neighbourhood Study attached as Schedule Two to this report;

**AND FURTHER THAT** the Interim Control By-law which implements interim control of large home rebuilds in the mature neighbourhoods of Glen Williams pending the completion of the Glen Williams Mature Neighbourhood Study, and attached as Schedule Three to this report, be approved;

**AND FURTHER THAT** a process to consider exemptions/site-specific exceptions to the Interim Control By-law as outlined in this report be established.

## **BACKGROUND:**

In May 2017 Council adopted changes to the Official Plan and the Zoning By-law as a consequence of recommendations resulting from the Mature Neighbourhoods Character Study (MNCS) for the mature residential neighbourhoods of Acton and Georgetown. This study was undertaken following public concerns about the impact that new large houses (known as “monster homes”) were having on the mature neighbourhoods of these communities. The MNCS did not cover the hamlet of Glen Williams and during the study process some of the residents of Glen Williams raised similar concerns regarding the potential for large home rebuilds harming the character and appearance of Glen Williams. As a consequence in June 2017, through Report PI-2017-0066, Halton Hills Council approved a work plan for the Glen Williams area that included a similar study and directed that Staff report back in the Fall of 2017 with a proposed Terms of Reference for Council consideration.

The Glen Williams Mature Neighbourhood Study will focus on whether the regulatory framework of the Town’s Zoning By-law is effective in maintaining the character of mature neighbourhoods of Glen Williams. It will build on the work of the earlier Mature Neighbourhoods Character Study of Georgetown and Acton, and propose recommendations for amendments to the Comprehensive Zoning By-law and include minor related amendments to the Official Plan and the Glen Williams Secondary Plan if needed. This report seeks Council approval for the Terms of Reference of this study.

Following Council direction at the meeting in June 2017 staff have consulted the Glen Williams Community Association (GWCA) and their comments were considered in finalizing the Terms of Reference as attached in Schedule One. The GWCA have confirmed that they are supportive of the level of public consultation that is proposed as

part of the Study. The GWCA requested that the Terms of Reference include some minor changes to the Study boundary and ensure that the boundary will only be finalized following the walking tour of the hamlet with staff, councillors, the consultants and the public. The Study Terms of Reference has been amended in response to these requests. The Terms of Reference have also been amended, at the GWCA request, to specify that the Study Steering Committee will include at least one member of the GWCA.

The GWCA are concerned to ensure that the study covers both new house construction on existing lots and large additions to existing houses within the mature neighbourhoods of the hamlet and for some consideration to be given to buffering the existing properties from areas zoned for new development (D Zone). The study will cover new house construction and additions to houses on existing lots but does not cover the areas zoned for new development (D Zone).

The GWCA have also requested that consideration be given to some interim protection to be included to protect the hamlet from new “monster home” development while the study is underway. Staff is recommending the passage of an Interim Control By-law for Council’s consideration to address these concerns (attached as Schedule Three).

#### **COMMENTS:**

The purpose of this Study is to examine the issue of large home re-builds in the older, established residential neighbourhoods of Glen Williams, and to determine if amendments are required to the Comprehensive Zoning By-law (and minor related amendments to the Official Plan and Glen Williams Secondary Plan) to better protect the character of these neighbourhoods. The scope of the study is confined to large home rebuilds within the mature neighbourhoods of the hamlet. It will not address residential redevelopment in the form of infill development or intensification, in which the number of residential units increases.

The work plan that was approved by Council proposed that the study focus on the older residential areas at the centre of the hamlet as this is where the older homes and smaller lots are concentrated (see Figure 1 in the Terms of Reference attached as Schedule One to this report). Outside of these areas are larger lots or new developed areas where large new homes are either unlikely to be developed or are unlikely to have a significant impact. The Terms of Reference includes a draft study area boundary; however the final boundary will only be determined following a walking tour of the hamlet with local residents.

The work plan makes clear that the study will focus on the impact of new housing, replacement housing, additions and alterations to houses in Glen Williams that comply

with the provisions of the Zoning By-law. It will consider the potential for new large home construction in the hamlet's mature neighbourhoods within the framework of the Comprehensive Zoning By-law. Following public consultation and a review of a number of alternative scenarios of change, the study will conclude with recommendations regarding changes to the Zoning By-law.

The Terms of Reference are attached as Schedule One to this report. These set out the direction and purpose of the Glen Williams Mature Neighbourhood Study, describing the project objectives, scope, deliverables, roles and responsibilities, required resources, and a general work program for the project. The study is expected to take twelve (12) months to complete. It will have three phases and will include opportunities for public engagement.

The project will be guided by input from a Steering Committee comprised of members of Council, Town Staff, a representative of Heritage Halton Hills, and interested residential property owners from older, established neighbourhoods; including at least one member of the Glen Williams Community Association (GWCA).

#### Single Source Award:

MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) was retained by the Town to complete the Mature Neighbourhoods Character Study (MNCS) of Acton and Georgetown. It is the view of Staff that it would be appropriate to retain this firm on a Single Source Award basis, as per the Town's Purchasing Policy, to undertake the Glen Williams Mature Neighbourhood Study given the similarity between the two studies. The work they have already undertaken would mean less background research is needed and this will bring cost savings. MHBC would build upon the work of the earlier study and refine it to take into account the unique characteristics of Glen Williams.

#### Interim Control By-law

The Glen Williams Community Association (GWCA) has requested that consideration be given to putting in place interim protection to protect the hamlet from new large home development while the study is underway. This would be similar to the approach adopted by Council for the MNCS for Acton and Georgetown. An Interim Control By-law (ICBL) can prohibit the use of land, buildings or structures within a defined area, except for the purposes set out in the By-law.

Section 38 (1) of the Planning Act allows for the passing of an ICBL for up to 2 years; however once an ICBL ceases to be in effect, the municipality cannot for a period of three years, pass another ICBL that applies to any lands to which the original ICBL applied. It should also be noted that an ICBL cannot prevent demolitions, which typically occur before the building permit for the new construction has been issued.

Section G4.4 of the Halton Hills Official Plan specifies that Council may pass an ICBL in order to provide Council with the time to study a particular land use planning issue. It goes on to state that the passage of such a by-law must be preceded by the passage of a Council Resolution that identifies the land use planning issue and authorizes the appropriate study of the issue. A draft Council Resolution is attached as Schedule Two to this report. In this case the land use issue is the impact that new large houses (known as “monster homes”) and large additions to existing homes are thought to be having on the mature neighbourhoods of Glen Williams. The Terms of Reference attached as Schedule One outlines the parameter of the study that is proposed to be undertaken to address this issue.

Attached as Schedule Three to this report, is a draft ICBL. This would prohibit any new single-detached dwellings on existing lots of record or additions to existing single-detached dwellings, resulting in greater than a twenty-five percent (25%) increase in gross floor area while the Glen Williams Mature Neighbourhood Study is being undertaken. The proposed ICBL boundary corresponds to the draft study area for the Glen Williams Mature Neighbourhood Study and is shown in Schedule ‘1’ of the draft by-law.

### Exemption Process

Staff recommend that an exemption process from the Interim Control By-law (ICBL) is established in a similar way to the ICBL that was in effect for the mature neighbourhoods of Acton and Georgetown in 2016 and part of 2017. This would allow new residential development that does not comply with the restrictions outlined in the by-law to be considered, on a case-by-case basis, to determine their compatibility with the existing neighbourhood character. Council approval would be required to grant a site-specific exception to the ICBL.

It is recommended that property owners who choose to apply for a site-specific exception to ICBL be required to submit a written request to the Town’s Planning and Sustainability Department, and include the following information with their request:

- the address, lot dimensions, and legal survey of the subject property;
- photos of all four sides of the existing dwelling (front, sides, and rear), as well as photos of the streetscape that depict the relationship between the existing dwelling and adjacent dwellings;
- the gross floor area of the existing dwelling with dimensioned floor plans;
- the gross floor area, dimensioned floor plans and conceptual site plan of the proposed dwelling or addition;
- four elevations of the proposed dwelling or addition (front, sides, and rear);

- explanation of how the proposed dwelling or addition is compatible with the existing character of the neighbourhood; and,
- the applicant's contact information.

Staff recommend that exception requests be evaluated against the following two criteria:

- Physical Character  
Compatibility of the proposed dwelling or addition with the physical character of the existing neighbourhood, inclusive of height, massing, roof lines, and built form; and,
- Streetscape Character  
Compatibility of the proposed dwelling or addition with the streetscape character of the existing neighbourhood, inclusive of setbacks, building projections, siting on property, and relationship to adjacent dwellings.

Exception requests will be reviewed internally by planning, zoning, and building staff to ensure coordination and compliance with municipal zoning regulations and building permit processes.

Staff recommend that upon receipt of an exception request, the Town notify all abutting property owners of the applicant's request for exception from Interim Control By-law, and provide abutting property owners and property owners across the street within 25 metres of the subject property with ten (10) days to make a written submission to the Town for staff consideration. Exception requests and written submissions are to be reviewed by staff in a timely manner, so that the proposed process would not be onerous on applicants. Subsequently, a recommendation will be presented in a staff report to Committee/Council for approval.

If an exception is granted by Council, the Town will notify all abutting property owners. There will then be a sixty (60) day appeal period (as required by the Planning Act). The Town will only issue the required building permits for proposed residential dwellings or additions after a site-specific exemption has been granted by Council and the associated appeal period has lapsed.

If Council approves the proposed ICBL for Glen Williams, staff will update the Frequently Asked Questions (FAQ) document that was prepared for the ICBL for Acton and Georgetown to relate to the ICBL for Glen Williams.

**RELATIONSHIP TO STRATEGIC PLAN:****2014-2018 Strategic Action Plan:**

The Glen Williams Mature Neighbourhood Study and proposed ICBL relates to the following 'Top 8' priority of Council's 2014-2018 Strategic Action Plan:

**3. Planning for Growth**

- C.** Preserve the established character of stable neighbourhoods by focusing development in identified intensification areas, and utilizing 'best practices' in urban design for infill development.

**Town Strategic Plan:**

The Glen Williams Mature Neighbourhood Study and proposed ICBL relate to the following Strategic Directions outlined in the Town of Halton Hills Strategic Plan (September 2015):

- **Strategic Direction G: Achieve Sustainable Growth** – which “*seeks to ensure that growth is managed so as to ensure a balanced, sustainable, well planned community that meets the needs of its residents and businesses*” and in particular the following **Strategic Objective**:
  - G.7** To ensure that the character and stability of existing residential neighbourhoods is maintained when accommodating growth.
- **Strategic Direction I: Provide Responsive, Effective Municipal Government** – which aims to “*provide strong leadership in the effective and efficient delivery of municipal services*” and in particular the following **Strategic Objective**:
  - I.4** To encourage and support community participation in municipal decision-making.

**FINANCIAL IMPACT:**

In June 2017 Council approved the Glen Williams Work Plan (Report P&I-2017-0066). This included a proposed budget for this study of \$40,000 which is to be taken from the Capital Replacement Reserve.

**COMMUNICATIONS IMPACT:**

Public consultation will be an important component of the Glen Williams Mature Neighbourhood Study and opportunities to meaningfully and effectively engage the public will be addressed through community engagement strategy and integrated into

the project work plan, as outlined in the Terms of Reference. The public engagement strategy will be designed to ensure the opportunities for public engagement are specific to the study goals and that they address the needs of key stakeholders.

### **SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life. The relationship between this report and the Strategy is summarized below:

Do the report's recommendations advance the Strategy's implementation? **Yes**

Which pillar(s) of sustainability does this report support?

**Economic Prosperity and Social Well-being**

**In Summary, the Sustainability Implications of this report are as follows:**

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

**Good**

### **CONSULTATION:**

The Manager of Purchasing was consulted with respect to the Single Source provisions of the Town's Purchasing Policy and approves of the proposed Single Source award.

The Glen Williams Community Association was consulted in the finalization of the Terms of Reference for the Glen Williams Mature Neighbourhood Study.

The Town's Zoning Officer and the Supervisor of Zoning and Plans Review were consulted on the proposed Interim Control By-law and exemption/site-specific exception process.

### **CONCLUSION:**

This report discusses the proposed measures to address the concerns by residents of Glen Williams relating to new large home construction harming the character and appearance of the hamlet. The Terms of Reference for the proposed Glen Williams Mature Neighbourhood Study are attached as Schedule One to this report. It is recommended that these Terms of Reference be approved.



It is also recommended that the contract to undertake this study be awarded to MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) as a Single Source Award.

To prevent any new large home development taking place on existing lots of record in Glen Williams while the study is underway it is recommended that an Interim Control By-law (ICBL) be approved and that an exemption process be established for new house construction within the study area that is compatible with the existing character and appearance of the Hamlet of Glen Williams.

Respectfully submitted,

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Anne Fisher, MCIP, RPP, MRTPI, CAHP  
Heritage Planner - Policy

**Reviewed and Approved by,**

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Steve Burke, MCIP, RPP  
Manager of Planning Policy

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John Linhardt, MCIP, RPP  
Commissioner of Planning and  
Sustainability

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Brent Marshall  
Chief Administrative Officer

Schedule One: Terms of Reference for Glen Williams Mature Neighbourhood Study



Glen Williams by A. J. Casson (c.1938)

## Glen Williams Mature Neighbourhood Study

# TERMS OF REFERENCE

# Introduction

The Town of Halton Hills has recently completed a Mature Neighbourhoods Character Study (MNCS) for the mature residential neighbourhoods of Acton and Georgetown. This study was undertaken following public concerns about the impact that new large houses (known as “monster homes”) are having on mature neighbourhoods. This study resulted in the adoption of Official Plan and Zoning-By-law amendments in May 2017. The MNCS did not cover the hamlet of Glen Williams and during the study process some of the residents of Glen Williams raised similar concerns regarding the potential for large home rebuilds harming the character and appearance of Glen Williams. As a consequence in June 2017 the Halton Hills Council approved a work plan for a similar study for the Glen Williams area.

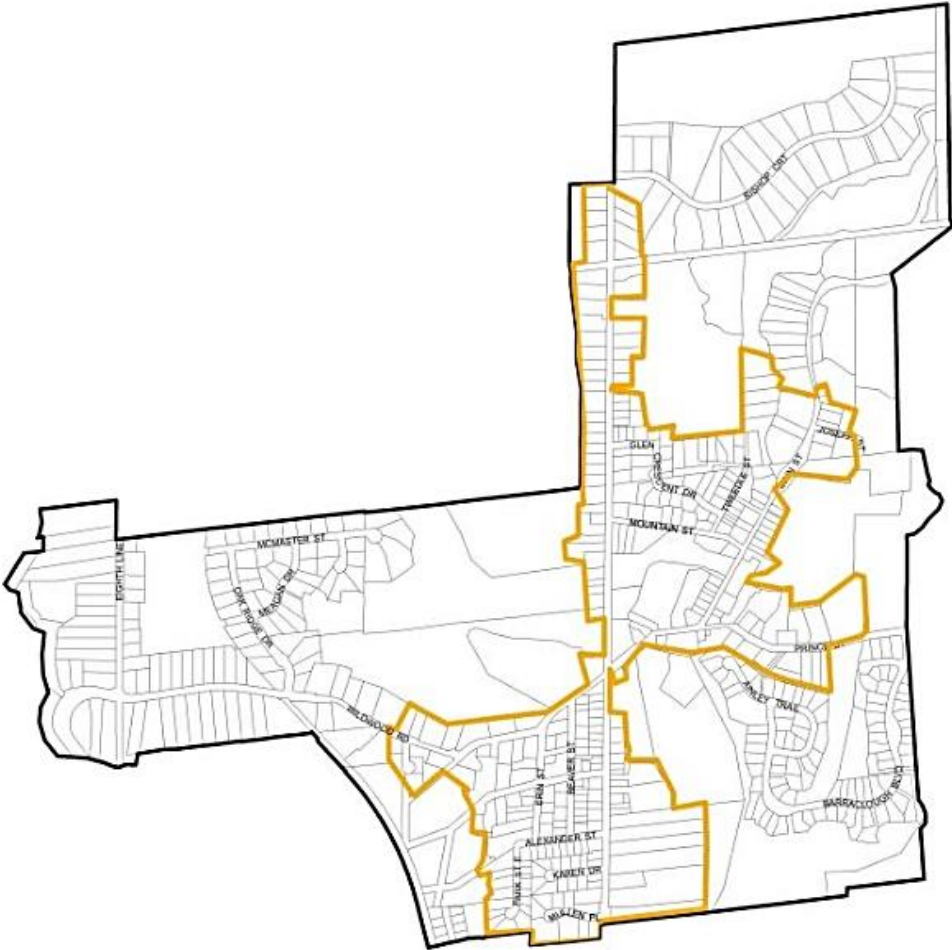
The work plan that was approved by Council proposed that the study focus on the older residential areas at the centre of the hamlet as this is where the older homes and smaller lots are concentrated (see Figure 1 below). Outside of these areas are larger lots or new developed areas where large new homes are either unlikely to be developed or are unlikely to have a significant impact.

The work plan makes clear that the study will focus on the impact of new housing, replacement housing, additions and alterations to houses in Glen Williams that comply with the provisions of the Zoning By-law. It will consider the potential for new large home construction on existing lots of record in the hamlet’s mature neighbourhoods within the framework of the current Official Plan and Zoning By-law. Following public consultation and a review of a number of alternative scenarios of change, the study will conclude with recommendations regarding changes to the Zoning By-law that will prevent the construction of new large homes that would harm the character and appearance of the mature neighbourhoods of Glen Williams.

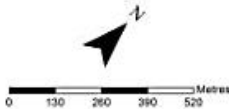
The Study is not intended to involve a complete review of the Hamlet Area Policies of the Official Plan, Glen Williams Secondary Plan or the Glen Williams Design and Heritage Protection Guidelines. Instead it will review the existing policies that relate to new housing, replacement housing, additions and alterations to existing houses to ensure that the policy framework is in place that adequately protects Glen Williams from new large home construction that would harm the character and appearance of the hamlet. In this way the changes recommended by the study are intended to work with the existing Official Plan and Secondary Plan policies to manage future change in the mature neighbourhoods of Glen Williams. A review of the Hamlet of Glen Williams Secondary Plan is planned to commence in 2019.

Schedule One: Terms of Reference for Glen Williams Mature Neighbourhood Study

Figure 1: Hamlet of Glen Williams showing the potential study area



□ Hamlet Boundary  
— Potential Study Area Boundary



# Planning Background

## Town of Halton Hills Strategic Action Plan 2014-2018

A Strategic Action Plan had been developed by the Town of Halton Hills Council that identifies the Town's "Top Eight" priorities for the 2014-2018 Council term. The Glen Williams Mature Neighbourhoods Study relates to:

Priority 3: Planning for Growth

- C Preserve the established character of stable neighbourhoods by focusing development in identified intensification areas, and utilizing "best practices" in urban design for infill development.

## Town of Halton Hills Strategic Plan 2015

The Town's Strategic Plan sets out goals and strategic objectives to lead the Town into the future. Relevant goals and objectives relating to the Glen Williams Mature Neighbourhoods Study include:

Goal G: Achieve Sustainable Growth

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

Strategic Objective G.7

- To ensure that the character and stability of existing residential neighbourhoods is maintained when accommodating growth.

## Town of Halton Hills Official Plan 2008

The hamlet of Glen Williams is designated as a Hamlet Area in the Town of Halton Hills Official Plan. Within the Hamlet Areas the Official Plan's objective is to:

Schedule One: Terms of Reference for Glen Williams Mature Neighbourhood Study

- a) *“recognize the Hamlets of Glen Williams and Norval as unique communities that provide a transition between the Georgetown Urban Area and the surrounding agricultural and rural landscapes;*
  
- b) *Carefully control new residential development in the Hamlets in order to maintain the character and scale of Glen Williams and Norval;”* (Policy E3.1)

A number of different land use designations exist within the Hamlet Areas of Glen Williams (see Appendix 1). The Study Area will primarily comprise of areas designated as Hamlet Residential Area and Hamlet Community Core Area.

## Schedule One: Terms of Reference for Glen Williams Mature Neighbourhood Study

## Hamlet of Glen Williams Secondary Plan

The overall goal of the Secondary Plan is to “*ensure the retention and enhancement of the natural, cultural and heritage resources of the Hamlet and to guide change so that it contributes to and does not detract from the compact character of the Hamlet, in an environmentally protective and cost effective manner.*” The Plan stresses the need to permit change and limited growth while preserving the heritage character and environmental features of the Hamlet.

## Town of Halton Hills Comprehensive Zoning By-law 2010

The Town’s existing Comprehensive Zoning By-law regulates many development standards for low density residential zones, inclusive of lot frontage, lot setbacks and building height. The Glen Williams Mature Neighbourhoods Study will examine these standards as well as the potential inclusion of additional zoning regulations, such as lot coverage and floor area ratio, to the Town’s Comprehensive Zoning By-law.

## Hamlet of Glen Williams Design and Heritage Protection Guidelines

These Design and Heritage Protection Guidelines include a detailed series of recommendations relating to streetscape matters and the built form for new development within the hamlet of Glen Williams.

# History & Development of Glen Williams



Williams Mill, Glen Williams

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 protection and restoration of these valley lands are a primary focus of the Glen Williams Secondary Plan although this has to be balanced with the need to allow some modest forms of development that respect the character of the hamlet. The Greenbelt surrounds the hamlet apart from a small area to the south west which borders Georgetown.

Glen Williams began as a community that grew up around a number of mills that were established and thrived by utilizing the power of the Credit River as well as benefitting from the close proximity to the York (Toronto) to Guelph Road (Highway 7). The hamlet was founded in 1826 by Benajah Williams, a mill operator from Gainsborough Township.



## Schedule One: Terms of Reference for Glen Williams Mature Neighbourhood Study

He built a sawmill to cut and dress timber from the surrounding countryside which was being cleared for agricultural usage. This was followed shortly by a gristmill, also run by water, and operated by the Williams family; and later a woollen mill.

The mills provided a focal point in the area and attracted workers and new businesses, including, general stores, furniture manufactures, a hotel, and two separate parishes. The growth and prosperity of Glen Williams continued, supported mainly by the knitting mill industry, which began in 1839 and continued until 1980.

The centre of Glen Williams still contains many buildings from the early days in the hamlet's development. These include former mill buildings, workers housing, stores and the houses of the more wealthy members of the community. Five of these buildings are now designated under the provisions of Part IV of the *Ontario Heritage Act*. Of these, the Williams Mill and the Georgetown Electric Generating Building, have formed the nucleus of a vital artist's community, and have added a new dimension to the community as a tourist destination. A Heritage Conservation District Plan Study for the hamlet was undertaken in 2001. Although this did not result in the designation of a Heritage Conservation District the study noted the rural character of the road network in Glen Williams and the fact that this has remained relatively unchanged in scale and character for over 150 years. It concludes that:

*“Glen Williams is located in a scenic area of the Credit Valley where both geography and terrain as well as nineteenth century settlers played a major role in the original laying out and later development of the community. The village grew as an autonomous community, thriving on industrial milling enterprises from its founding in 1826 to as late as 1980. This independence allowed the village to develop a strong business and community spirit, despite the close proximity to the much larger nearby centre of Georgetown.”*



Glen Williams Town Hall

# Study Objectives

The following objectives will guide the Glen Williams Mature Neighbourhoods Study:

1. To define and establish boundaries for the mature neighbourhoods of Glen Williams;
2. To identify and evaluate the unique qualities and characteristics of the defined mature neighbourhoods and key issues regarding large-scale residential rebuilds that are of concern to the residents of Glen Williams;
3. To develop options to maintain and enhance the distinct character of the mature neighbourhoods of Glen Williams;
4. To identify existing and potential threats to the heritage resources within the hamlet of Glen Williams from large-scale residential rebuilds and assess the impact this would have on the character and appearance of the hamlet; and
5. To develop and propose amendments to the Town's comprehensive Zoning By-law, as necessary, that define and manage large scale residential rebuilds in hamlet's mature neighbourhoods.

## Schedule One: Terms of Reference for Glen Williams Mature Neighbourhood Study

## Scope

The Town of Halton Hills will retain a qualified consultant to conduct the Glen Williams Mature Neighbourhood Study. It is anticipated that the Study will take a year to complete.

A preliminary/potential study area boundary is shown in Figure 1 above. This boundary encompasses the centre of the hamlet as well as the older residential areas. It does not include the newer developed areas where the lot sizes are greater and there is more space to accommodate large homes without harming the character or appearance of Glen Williams. The final study area boundary will be confirmed after a walking tour is conducted of the entire hamlet at the onset of the study.

The study will focus on the Town's Comprehensive Zoning By-law. However, further analysis in the Study may recommend that the scope is expanded to include the Town's policy framework or other planning avenues such as urban design and site plan approval.

The scope of the study will not address residential redevelopment, infill or intensification; which imply an increase in density as defined by the Town of Halton Hills Official Plan. The Official Plan includes the following definitions:

Redevelopment	<i>“the creation of new units, uses or lots on previously developed land in existing communities, including brownfield and greyfield sites.”</i>
Infill	<i>“development on vacant lots or through redevelopment to create additional new residential units.”</i>
Intensification	<i>“the development of a property, site or area at a higher density than currently exists through:</i> <ol style="list-style-type: none"> <li><i>a) redevelopment, including the reuse of brownfield sites;</i></li> <li><i>b) the development of vacant and/or underutilized lots within previously developed areas;</i></li> <li><i>c) infill development; and</i></li> <li><i>d) the expansion or conversion of existing buildings.”</i></li> </ol>

### Schedule One: Terms of Reference for Glen Williams Mature Neighbourhood Study

The Town's definition for *intensification* is consistent with that of the Provincial Policy Statement and the Halton Region Official Plan. The Town's definition of *redevelopment* is also consistent with the Provincial Policy Statement; however the term is not defined in the Halton Region Official Plan. Neither the Provincial Policy Statement nor the Halton Region Official Plan define the term *infill*.

The Study will address the impact of:

- Replacement housing (i.e. rebuilt houses following complete demolition of an earlier house);
- Alterations/additions to existing houses (including alterations/additions following partial demolition); and
- New housing on existing vacant lots.

The Glen Williams Mature Neighbourhoods Study will include the following elements:

- Review of the existing Comprehensive Zoning By-law and a scoped review of the Official Plan and Glen Williams Secondary Plan;
- Issue identification and analysis;
- Scoped background research (update the research contained within the Town of Halton Hills Mature Neighbourhoods Character Study Background Report by MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) in September 2016 and relate this to the characteristics of Glen Williams);
- Scoped best practices review (update the conclusions within the Town of Halton Hills Mature Neighbourhoods Character Study Background Report by MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) in September 2016) and relate this to the Glen Williams hamlet context;
- Public engagement;
- Draft amendments to the Comprehensive Zoning By-law and minor related amendments to the Official Plan and Glen Williams Secondary Plan; and
- Final amendments to the Comprehensive Zoning By-law and minor related amendments to the Official Plan and the Glen Williams Secondary Plan.

# Project Design

The Glen Williams Mature Neighbourhoods Study will be defined by the following key phases:

## Phase 1: Background Review

Tasks of Phase 1 will consist of:

- Review of the Comprehensive Zoning By-law and scoped review of the Official Plan and Glen Williams Secondary Plan;
- Issue identification and analysis, including a literature review of market trends;
- Study of the trend of large-scale residential rebuilds in the hamlet of Glen Williams through analysis of building permit activity and variance request history;
- Scoped best practices review of the approaches implemented by other municipalities in addressing large-scale residential rebuilds in mature neighbourhoods (this would essentially involve an update to the conclusions within the Town of Halton Hills Mature Neighbourhoods Character Study Background Report by MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) in September 2016 to include changes that have taken place since 2016 and to cover smaller and mixed use communities), and evaluation of their respective approaches;
- Definition of key terms and a review to establish the boundaries of the Glen Williams mature neighbourhoods; and
- Public engagement to identify the unique characteristics of Glen Williams and the key issues, comments and concerns of local residents.

**Deliverables** of Phase 1 will consist of:

- A **walking tour** of Glen Williams with members of the public and councillors to review issues and concerns within the hamlet including the study area boundary;

### Schedule One: Terms of Reference for Glen Williams Mature Neighbourhood Study

- A **public workshop** for residents of Glen Williams that includes a presentation of the relevant issues/concern, review of best practices, a question and answer session and breakout discussion; and
- A **Background Review Report** that includes:
  - A review of the Comprehensive Zoning By-law (and scoped review of the Official Plan and Glen Williams Secondary Plan);
  - Issue identification and analysis;
  - Best practice review;
  - Summary of public engagement feedback; and
  - Preliminary options to amend the Comprehensive Zoning By-law.

## Phase 2: Draft Zoning By-law Amendment

Tasks of Phase 2 will consist of:

- Synthesis and analysis of public engagement feedback to identify major themes of public consensus and concern;
- Development of draft directions and amendments to the Town's Comprehensive Zoning By-law (and potential minor related amendments to the Town's Official Plan and Glen Williams Secondary Plan); and
- Development of an implementation strategy for draft directions and amendments; and
- Public engagement to present and collect feedback on draft directions and amendments.

**Deliverables** of Phase 2 will consist of:

- A **Draft Recommendations Report**, inclusive of draft directions and amendments to the Town's Comprehensive Zoning By-law (and potential minor related amendments to the Town's Official Plan and Glen Williams Secondary Plan); and
- A **public open house** for the residents of Glen Williams, hosted by Town Staff, which will include a presentation of the draft directions and amendments.

## Schedule One: Terms of Reference for Glen Williams Mature Neighbourhood Study

## Phase 3: Final Zoning By-law Amendment

Tasks of Phase 3 will consist of:

- Analysis of public engagement feedback on draft directions and amendments to the Town's Comprehensive Zoning By-law (and potential minor related amendments to the Town's Official Plan and Glen Williams Secondary Plan);
- Revision of draft direction and amendments; and
- Recommendations of final directions and amendments

**Deliverables** of Phase 3 will consist of:

- A **Final Recommendations Report** that includes the final proposed directions and amendments to the Town's Comprehensive Zoning By-law (and potential minor related amendments to the Town's Official Plan and Glen Williams Secondary Plan), and a detailed implementation plan; and
- **Statutory Public Meeting**, preceded by a **Public Open House**.

Note: The selected consultant will be responsible for each of the tasks and deliverables listed above for Phases 1, 2 and 3 of the Glen Williams Mature Neighbourhoods Study. Accordingly, this Terms of Reference will serve as a framework to guide the preparation of a more detailed work plan by the selected consultant. The consultant's detailed work plan will be reviewed and approved by the project team, in consultation with the Steering Committee.



Former Beaumont Knitting Mill, Glen Williams

# Consultation Strategy

Public engagement will be a key component of the Glen Williams Mature Neighbourhood Study.

The Study will combine formal and informal public consultation. Formal consultation will consist of a:

- Phase 1 - **public workshop** and **walking tour** to identify the key concerns of the residents of Glen Williams in regard to large-scale residential rebuilds in mature neighbourhoods including potential revisions to the study area boundary;
- Phase 2 – **public open house** to present draft directions and amendments to the Town's Comprehensive Zoning By-law.

The selected consultant will be responsible for facilitating the public workshop, walking tour and public open house. The public workshop and open house will be in the evening and will be approximately 3 hours each. The walking tour will take place during the daytime. At least one meeting with Town Staff will be required before each of these public events.

Informal consultation will also be conducted by Town staff, consisting of newspaper advertisements, a project website, e-mail notification, social media engagement and individual meetings with residents or community groups during Phases 1 and 2 of the study, as requested and necessary.

A Steering Committee composed of key stakeholders will also be formed, as elaborated in the following section.



# Town Responsibilities

The Planning Policy Division of the Town of Halton Hills Planning and Sustainability Department will be responsible for leading and managing the completion of the Glen Williams Mature Neighbourhoods Study. Under the direction of the Manager of Planning Policy, the Heritage Planner will coordinate and supervise the completion of the project. Responsibilities of the Heritage Planner will include:

- Coordinating a Steering Committee;
- Ensuring financial resources are well managed;
- Ensuring compliance with the Terms of Reference;
- Ensuring participation of all stakeholders;
- Coordinating communications;
- Coordinating the public consultation program;
- Updating web information; and
- Preparing status and recommendation reports to Council.

## Steering Committee

The Glen Williams Mature Neighbourhoods Study will be guided by a Steering Committee.

The **Steering Committee** will be comprised of selected members of:

- Town of Halton Hills Council (including the Mayor (ex-officio) and two councillors representing the Glen Williams area);
- Heritage Halton Hills committee (one member);
- Staff from the Town; and
- Local residents and land owners from Glen Williams (a total of up to four residents/landowners including at least one member of the Glen Williams Community Association).

The roles of the Steering Committee will be to:

- Provide comments during the study process;

Schedule One: Terms of Reference for Glen Williams Mature Neighbourhood Study

- Assist with issue identification and resolution;
- Liaise with respective organisations to ensure study awareness and provide a consistent message; and
- Provide data input.

The Committee will meet as needed to monitor the progress of the study.

### Digital Information

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

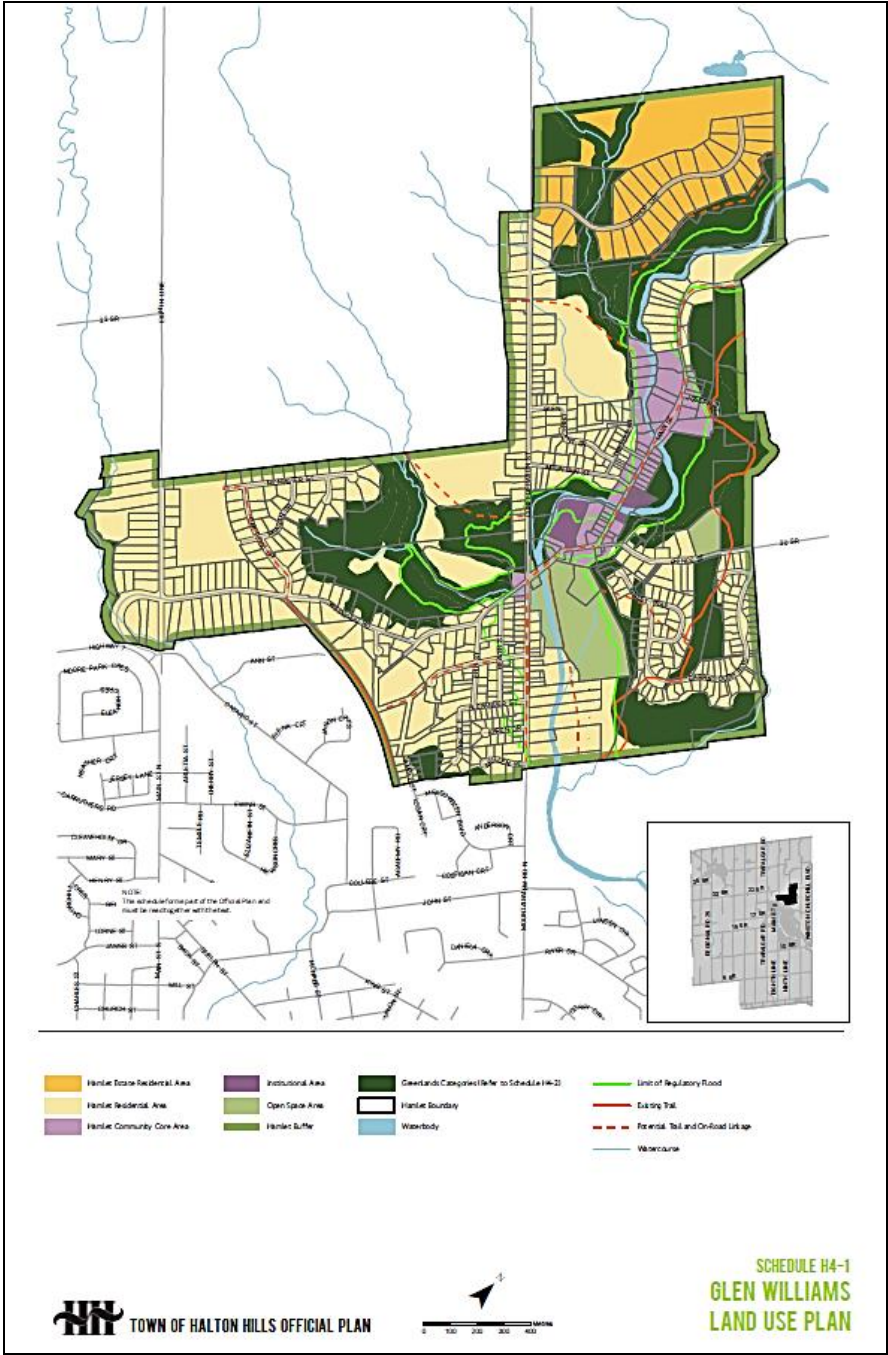
- Data, sketches, drawings and reports generated by the Project Consultant for the purpose of this study shall become the property of the Town of Halton Hills.
- Digital copies of the written reports are to be provided in both MS Word 2010 and PDF format.



Village Street October by A. J. Casson

Schedule One: Terms of Reference for Glen Williams Mature Neighbourhood Study

**Appendix 1: Schedule H4-1 of the Town of Halton Hills Official Plan - Glen Williams Land Use Plan**





THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS

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Moved by: \_\_\_\_\_ Date: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Resolution No.: \_\_\_\_\_

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WHEREAS there has been public concern expressed with respect to the impacts of large home rebuilds in mature residential neighbourhoods in the Hamlet of Glen Williams;

AND WHEREAS the Council of the Town of Halton Hills wishes to consider the appropriate regulations and standards for large home rebuilds in mature neighbourhoods of the Hamlet of Glen Williams;

AND WHEREAS the Council of the Town of Halton Hills deems it appropriate that the issue of large home rebuilds in mature neighbourhoods of the Hamlet of Glen Williams be studied prior to the enactment of any measures pertaining to such uses;

AND WHEREAS the Council of the Town of Halton Hills has approved Terms of Reference for a Glen Williams Mature Neighbourhood Study as outlined in Report PLS-2017-0027.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Halton Hills directs staff to carry out or cause to be carried out a Glen Williams Mature Neighbourhood Study, which study shall provide recommendations with respect to the appropriate regulations and standards pertaining to large home rebuilds in the mature neighbourhoods of the Hamlet of Glen Williams.



**BY-LAW NO.**

An Interim Control By-law to control the erection of, or additions resulting in, any large scale single-detached dwellings within defined areas of Glen Williams for a period of one year.

**WHEREAS** Section 38 of the Planning Act permits the Council of a municipality to pass an Interim Control By-law that may be in effect for up to one year, which prohibits the use of land, buildings or structures within the municipality or within any defined area thereof for such purposes as set out in the By-law, but only if the Council of the municipality has directed that a review or study be undertaken with respect to land use planning policies that apply to the subject area.

**AND WHEREAS** Council for the Town of Halton Hills has passed a resolution directing that a Glen Williams Mature Neighbourhood Study be undertaken to review zoning regulations and associated land use policies pertaining to the erection of, or additions resulting in, large scale single-detached dwellings in the mature neighbourhoods of Glen Williams.

**AND WHEREAS** the Council for the Town of Halton Hills seeks to control the erection of, or additions resulting in, large scale single-detached dwellings within defined areas of Glen Williams, while the Glen Williams Mature Neighbourhood Study is being completed.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. This Interim Control By-law applies to all lands, buildings, and structures within the defined areas of Glen Williams as per Schedule '1' of this Interim Control By-law.
2. No land, building or structure shall be used for a "Dwelling, Single Detached, Large Scale" on the lands described in Section 1 of this By-law.
3. For the purposes of this By-law, the following definition shall apply:

Schedule 3: Interim Control By-law

“Dwelling, Single Detached, Large Scale” means:

- a) a new Single Detached Dwelling with a Gross Floor Area that exceeds by 25% or more the Gross Floor Area of any Single Detached Dwelling that existed on the same lot on the date of passage of this by-law; or
  - b) an addition to an existing Single Detached Dwelling such that the new Gross Floor Area of such Single Detached Dwelling exceeds by 25% or more the Gross Floor Area of such Single Detached Dwelling as it existed on the date of passage of this by-law.
4. Where any conflict exists between the provisions of this By-law and any other By-law of the Corporation of the Town of Halton Hills, this By-law shall prevail.
- 5A. This By-law shall come into force and take effect immediately upon the passage thereof, and shall be in effect for one year from the passage of this By-law unless otherwise extended in accordance with Section 38 of the Planning Act, or repealed by Council at an earlier date.
- 5B. For greater certainty, if a building permit application filed in accordance with the Ontario Building Code Act was complete on or before November 27, 2017, then this By-law does not preclude the issuance of said building permit.
- 5C. For greater certainty, if a minor variance application filed in accordance with the Ontario Planning Act was complete on or before November 27, 2017, then this By-law does not preclude the issuance of said minor variance and any subsequent building permit consistent with the minor variance, that is submitted.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this     day of  
, 2017.

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MAYOR – Rick Bonnette

PLS-2017-0027

Schedule 3: Interim Control By-law

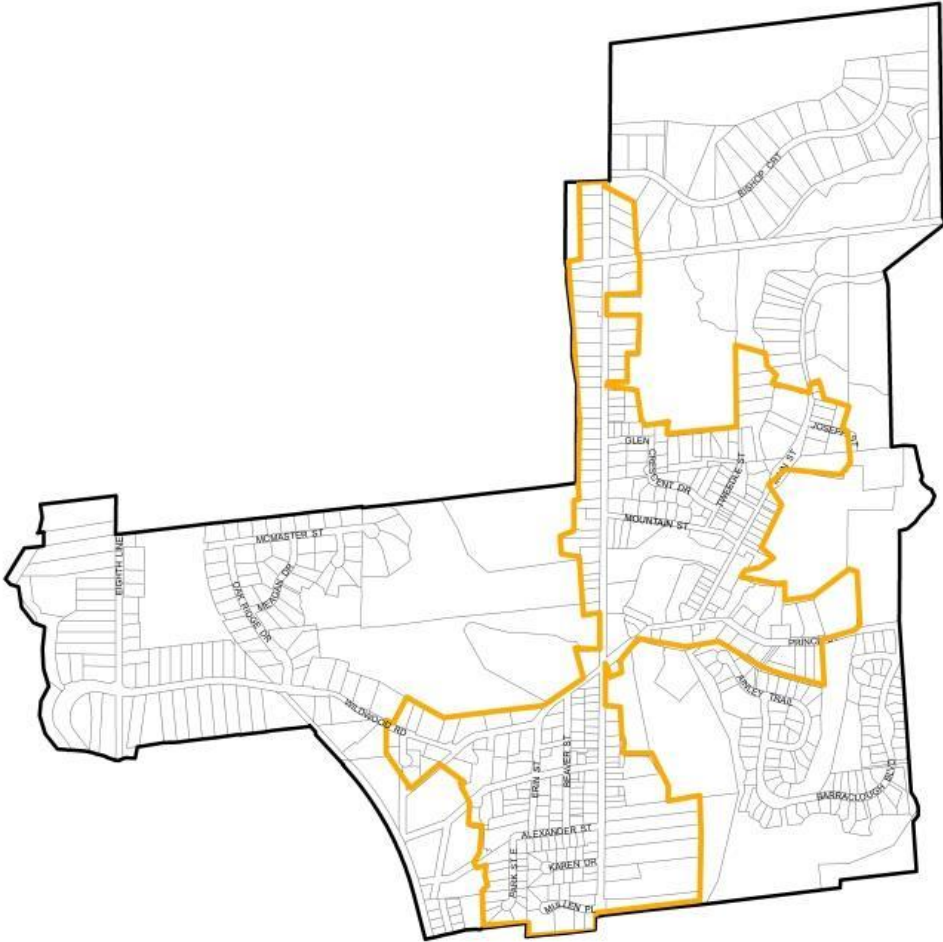
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TOWN CLERK – Suzanne Jones

Schedule 3: Interim Control By-law

Schedule 1 to By-law 2017-

Interim Control By-law for Glen Williams



□ Hamlet Boundary

— Area subject to Interim Control By-law

