



REPORT

REPORT TO: Mayor R. Bonnette and Members of Council

REPORT FROM: Tara Buonpensiero, Acting Senior Planner-Policy

DATE: April 26, 2011

REPORT NO.: PDS-2011-0029

RE: Hamlet of Norval Secondary Plan Review - Terms of Reference

RECOMMENDATION:

THAT Report No. PDS-2011-0029 dated April 26, 2011, regarding the Hamlet of Norval Secondary Plan Review - Terms of Reference be received;

AND FURTHER THAT the Hamlet of Norval Secondary Plan - Terms of Reference be approved;

AND FURTHER THAT Council include in the 2012 Capital Budget, a project in the amount of \$75,000 to complete a review of the Hamlet of Norval Secondary Plan to be funded from the Capital Reserve;

AND FURTHER THAT Council pre-approve the Hamlet of Norval Secondary Plan Review in the amount of \$75,000 in the 2012 Capital Budget;

AND FURTHER THAT in January 2012, the Manager of Purchasing be authorized to release a Request for Proposal in keeping with the Terms of Reference set out in this report;

AND FURTHER THAT a Steering Committee comprised of two Members of Council, Town staff and members of the public be established to provide input into the Hamlet of Norval Secondary Plan Review;

AND FURTHER THAT a Technical Advisory Committee comprised of Town staff, and staff representatives from the Region of Halton and Credit Valley Conservation be established to provide input into the Hamlet of Norval Secondary Plan Review.

BACKGROUND:

Report Purpose:

The purpose of this report is:

- To highlight the various factors that suggest that a review of the Hamlet of Norval Secondary Plan is warranted;
- To present a Terms of Reference for reviewing the Hamlet of Norval Secondary Plan; and,
- To request 2012 pre-budget approval for the completion of this Secondary Plan review.

The Hamlet of Norval Secondary Plan was adopted by Town Council in 2001 and approved by the Region of Halton in 2003. Since the Secondary Plan was adopted, there have been a number of factors that indicate that a review is warranted including:

- That the Hamlet of Norval Secondary Plan is due for a five year review as prescribed by the Planning Act, to ensure that it conforms to provincial plans, has regard for matters of provincial interest and is consistent with provincial policy. Conformity with the Provincial Greenbelt Plan is particularly important as Norval is within the Greenbelt Plan Area.
- Consideration of the outcome of the Halton Peel Boundary Area Transportation Study (HPBATS) which includes a recommended road network to 2031 including options for the Norval by-pass and other transportation routes in the vicinity of Norval.
- Revised floodplain mapping has been prepared by Credit Valley Conservation that affects the Hamlet of Norval.
- Consideration of comments recently received from the Norval community through consultation on the Comprehensive Zoning By-law related to a desire to revisit the maximum square footage per commercial premises, and the extent of the Hamlet Community Core land use designation.

In consideration of the factors identified above, staff are requesting that a review of the Hamlet of Norval Secondary Plan be included in the 2012 Capital Budget, and be granted 2012 pre-budget approval in the amount of \$75,000 to allow for commencement of the review in January 2012.

The successful consultant will make recommendations on changes to land uses and/or policies within the Secondary Plan in response to the matters identified above and after consideration of other public and stakeholder comments. The end-product of the Hamlet of Norval Secondary Plan Review will be an updated Secondary Plan in accordance with the requirements of the Halton Hills Official Plan, and guided and supported by appropriate background reports as set out in the Terms of Reference.

COMMENTS:

The following is a summary of the Terms of Reference.

Phase 1: Background Analysis and Issue Identification

Phase 1 entails a review of relevant background material to provide a sound basis for decision-making. Pertinent background information includes, but is not limited to:

- Places to Grow – Greater Golden Horseshoe Growth Plan
- Provincial Policy Statement (2005)
- Greenbelt Plan (2005)
- Planning Act, R.S.O, c.P.13, as amended to July 3, 2007
- Region of Halton Official Plan
- Halton Hills Official Plan (September 2006) as amended
- Hamlet of Norval Secondary Plan including Urban Design Guidelines (August 2003)
- Comprehensive Zoning By-law (By-law 2010-0050) as amended
- Town of Halton Hills Strategic Plan
- Green Plan
- Halton Peel Boundary Area Transportation Study
- Credit Valley Conservation Regulations and Revised Floodplain mapping

Building on the aforementioned material, the successful consultant will prepare a Discussion Paper which:

- i) Provides pertinent information on various Provincial, Regional and local land use planning policies and their implications on the Hamlet of Norval Secondary Plan;
- ii) Provides an overview of the implications of Credit Valley Conservation revised floodplain mapping and regulations on land uses and policies in the Hamlet of Norval;
- iii) Provides an overview of the implications of the recommended 2031 road network proposed in the Halton Peel Boundary Area Transportation Study; and,
- iv) Determines if any revisions are necessary to the overall goal and objectives of the Hamlet of Norval Secondary Plan.

The consultant, with the support of appropriate Town staff will present the Discussion Paper to the Technical Advisory and Steering Committees. Any revisions that are necessary to the Discussion Paper flowing from the Committee consultation will then be undertaken prior to proceeding to a Public Open House. The consultant, with the support of appropriate Town staff will present the results of Phase 1 at the Public Open House. This Public Open House presents the first opportunity to actively engage residents and stakeholders in the Hamlet of Norval Secondary Plan Review and confirm that the goal and objectives of the Hamlet of Norval Secondary Plan are still appropriate. All public comments are to be summarized and analyzed through the preparation of a Public Consultation Paper.

Phase 2 Land Use Alternatives

Building on the results of the Discussion Paper, the purpose of Phase 2 is:

- i) to develop various land use alternatives for the Hamlet of Norval; and,
- ii) to develop preliminary policy alternatives for the Hamlet of Norval.

These various alternatives will be contained in a Policy Alternatives Paper which will be presented to the Technical Advisory Committee and the Steering Committee for their input. Appropriate revisions to the Policy Alternatives Paper flowing from consultation with the Committees will be made prior to the document being received by Council.

The consultant, with the support of appropriate Town staff will present the various land use and policy alternatives for public review at an Open House. All public comments are to be summarized and analyzed through the preparation of a Public Consultation Paper.

Phase 3: Preferred Land Use Alternative

Building on the work undertaken in Phase 1 and 2, the purpose of Phase 3 is to select a preferred land use alternative for consideration by the Technical Advisory and Steering Committees. Subject to any refinements flowing from the Committee consultation, the preferred land use alternative will be forwarded to Council for approval.

Phase 4: Initial Policy Formulation

Phase 4 entails the preparation of a proposed Secondary Plan for the Hamlet of Norval based on the preferred land use alternative. The proposed Secondary Plan will be presented to the Technical Advisory and Steering Committees for input. Any revisions that are necessary to the Secondary Plan flowing from the Committee consultation will then be undertaken prior to proceeding to Town Council to seek authorization for the formal release of the document for public comment.

The consultant, with the support of appropriate Town staff, will present the proposed Secondary Plan to the public for review and comment at a Public Open House. All comments received are to be summarized and analyzed through the preparation of a Public Consultation Paper.

Phase 5: Final Policy Formulation

Building on the work undertaken in Phase 4, Phase 5 entails revising the proposed Secondary Plan as appropriate based on public consultation, for the purpose of proceeding to a statutory public meeting pursuant to the Planning Act. The consultant will, with the support of appropriate Town staff, summarize and address agency and public comments received on the revised Secondary Plan and provide final recommendations in the form of a report regarding the adoption of Secondary Plan for the Hamlet of Norval.

A copy of the Terms of Reference is attached to this report as Schedule 1.

Role of Technical Advisory and Steering Committees

The Hamlet of Norval Secondary Plan Review will be informed by a Technical Advisory Committee and Steering Committee. The Technical Advisory Committee is proposed to be comprised of representatives from Town Departments, the Region of Halton, Credit Valley Conservation and other public agencies as determined appropriate.

The role of the Technical Advisory Committee is as follows:

- Provide comments during the study process
- Assist with issue identification and resolution
- Liaise with their respective organizations to ensure one-window input as well as study awareness
- Provide data input
- Meet on a regular basis to monitor the progress of the study

The Steering Committee is proposed to be comprised of selected members of Town Council, Town Advisory Committees, Town staff, local residents, landowners and the Region of Halton. The role of the Steering Committee is similar to that of the Technical Advisory Committee but with a greater focus on developing an updated land use vision for the Hamlet of Norval that meets the policy requirements of the Province, the Region of Halton and the Town of Halton Hills, and is appropriate for the Hamlet of Norval.

RELATIONSHIP TO STRATEGIC PLAN:

This report is consistent with **Strategic Direction E: Preserving, Protecting, and Enhancing our Countryside**, and the Goal to recognize, protect, and enhance the established network or rural settlement areas that support and contribute to the countryside character of the Town.

FINANCIAL IMPACT:

Through the recommendations of this report, staff are requesting that a review of the Hamlet of Norval Secondary Plan be included in the 2012 Capital Budget, and be granted 2012 pre-budget approval in the amount of \$75,000.

COMMUNICATIONS IMPACT:

Those members of the public that signed in and requested further notification at the Norval community meeting in July, the Norval Community Association executive, the representatives of P.O.I.N.T. and any other person that has requested notification of planning matters in Norval through the Comprehensive Zoning By-law review process have been advised that this report is proceeding to Council.

In addition to regular web updates, public open houses and the statutory public meeting proposed through the Terms of Reference for the Hamlet of Norval Secondary Plan review, staff are continuing to investigate other methods for enhanced communication options to provide regular updates on the Secondary Plan Review including postings on Town Happening Boards, and social media. Details on the communication plan will be finalized prior to commencement of the Hamlet of Norval Secondary Plan Review.

ENVIRONMENTAL IMPACT:

Environmental impacts will be one of the key factors considered throughout the review of the Hamlet of Norval Secondary Plan.

CONSULTATION:

Planning staff have consulted with the Finance Department regarding this report.

CONCLUSION:

This report has set out the rationale for undertaking a review of the Hamlet of Norval Secondary Plan and presented the Terms of Reference for the same. Through the recommendations of this report, staff are requesting that a review of the Hamlet of Norval Secondary Plan be included in the 2012 Capital Budget, and be granted 2012 pre-budget approval in the amount of \$75,000. It is recommended that the attached Terms of Reference be approved and in January 2012, the Manager of Purchasing be authorized to release a Request for Proposal in keeping with the Terms of Reference set out in this report.

Respectfully submitted,

Tara Buonpensiero, MCIP, RPP
Acting Senior Planner - Policy

Steve Burke, MCIP, RPP
Acting Manager of Planning Policy

John Linhardt, MCIP, RPP
Director of Planning
Development and Sustainability

Dennis Y. Perlin
Chief Administrative Officer

Hamlet of Norval Secondary Plan Review Terms of Reference

PROJECT OR PROGRAM REQUIREMENTS

Municipal Situation/Overview

Background

The Hamlet of Norval Secondary Plan was adopted by Town Council in 2001 and approved by the Region of Halton in 2003. Since the Secondary Plan was adopted, there have been a number of factors that indicate that a review is warranted including:

- That the Hamlet of Norval Secondary Plan is due for a five year review as prescribed by the Planning Act, to ensure that it conforms to provincial plans, has regard for matters of provincial interest and is consistent with provincial policy. Conformity with the Provincial Greenbelt Plan is particularly important as Norval is within the Greenbelt Plan Area.
- Consideration of the outcome of the Halton Peel Boundary Area Transportation Study (HPBATS) which includes a recommended road network to 2031 including options for the Norval by-pass and other transportation routes in the vicinity of Norval.
- Revised floodplain mapping has been prepared by Credit Valley Conservation that affects the Hamlet of Norval.
- Consideration of comments recently received from the Norval community through consultation on the Zoning By-law review related to a desire to revisit the maximum square footage per commercial premises, and the extent of the Hamlet Community Core land use designation.

Project Scope, Budget and Time-frames

The overall intent of the review is to review the land use designations and policies in the Hamlet of Norval Secondary Plan in light of the factors identified above and any other comments received through public consultation. The updated Hamlet of Norval Secondary Plan is to be completed no later than 18 months after the contract has been awarded. The upset limit for this project is seventy five thousand dollars (\$75,000).

Phase 1 Background Analysis and Issue Identification

Phase 1 entails a review of relevant background material to provide a sound basis for decision-making. Pertinent background information includes, but is not limited to:

- Places to Grow – Greater Golden Horseshoe Growth Plan
- Provincial Policy Statement (2005)
- Greenbelt Plan (2005)

- Planning Act, R.S.O, c.P.13, as amended to July 3, 2007
- Region of Halton Official Plan
- Halton Hills Official Plan (September 2006) as amended
- Hamlet of Norval Secondary Plan including Urban Design Guidelines (August 2003)
- Comprehensive Zoning By-law (By-law 2010-0050) as amended
- Town of Halton Hills Strategic Plan
- Green Plan
- Halton Peel Boundary Area Transportation Study
- Credit Valley Conservation Regulations and Revised Floodplain mapping

Building on the aforementioned material, the successful consultant will prepare a Discussion Paper which:

- i) Provides pertinent information on various Provincial, Regional and local land use planning policies and their implications on the Hamlet of Norval Secondary Plan;
- ii) Provides an overview of the implications of Credit Valley Conservation revised floodplain mapping and regulations on land uses and policies in the Hamlet of Norval;
- iii) Provides an overview of the implications of the Recommended 2031 road network proposed in the Halton Peel Boundary Area Transportation Study; and,
- iv) Determine if any revisions are necessary to the overall goal and objectives of the Hamlet of Norval Secondary Plan.

The consultant, with the support of appropriate Town staff will present the Discussion Paper to the Technical Advisory and Steering Committees. Any revisions that are necessary to the Discussion 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 Hamlet of Norval Secondary Plan Review. All public comments are to be summarized and analyzed through the preparation of a Public Consultation Paper.

Deliverables: Discussion Paper
Presentations to the Technical Advisory and Steering Committees
Public Open House
Public Consultation Paper

Phase 2 Land Use Alternatives

Building on the results of the Discussion Paper, the purpose of Phase 2 is:

- to develop various land use alternatives for the Hamlet of Norval; and,
- to develop preliminary policy alternatives for the Hamlet of Norval.

These various alternatives will be contained in a Policy Alternatives Paper which will be presented to the Technical Advisory Committee and the Steering Committee for review and comments. Appropriate revisions to the Policy Alternatives Paper flowing from consultation with the Committees will be made prior to the document being received by Council.

The consultant, with the support of appropriate Town staff will present the various land use and policy alternatives for public review and comment at a second Open House. All public comments are to be summarized and analyzed through the preparation of a Public Consultation Paper.

Deliverables: Hamlet of Norval Policy Alternatives Paper
Presentations to the Technical Advisory and Steering Committees
Public Open House Presentation
Public Consultation Paper

Phase 3: Preferred Land Use Alternative

Building on the work undertaken in Phase 1 and 2, the purpose of Phase 3 is to select a preferred land use alternative for consideration by the Technical Advisory and Steering Committees. Subject to any refinements flowing from the Committee consultation, the preferred land use alternative will be forwarded to Council for approval.

Deliverables: Hamlet of Norval Preferred Land Use Alternative Report
Presentations to the Technical and Steering Committees
Presentation to Council

Phase 4: Initial Policy Formulation

Phase 4 entails the preparation of a proposed Secondary Plan for the Hamlet of Norval based on the preferred land use alternative. The proposed Secondary Plan will be presented to the Technical Advisory and Steering Committees for input. Any revisions that are necessary to the Secondary Plan flowing from the Committee consultation will then be undertaken prior to proceeding to Town Council to seek authorization for the formal release of the document for public comment.

The consultant, with the support of appropriate Town staff, will present the proposed Secondary Plan to the public for review and comment at a Public Open House. All comments received are to be summarized and analyzed through the preparation of a Public Consultation Paper.

Deliverables: Proposed Secondary Plan
Presentations to the Technical and Steering Committees
Presentation to Council
Public Open House Presentation
Public Consultation Paper

Phase 5: Final Policy Formulation

Building on the work undertaken in Phase 4, Phase 5 entails revising the proposed Secondary Plan as appropriate based on public consultation, for the purpose of proceeding to a statutory public meeting pursuant to the Planning Act. The consultant will, with the support of appropriate Town staff, summarize and address agency and public comments received on the revised Secondary Plan and provide final recommendations in the form of a report regarding the adoption of a revised Secondary Plan for the Hamlet of Norval.

Deliverables: Statutory Public Meeting Presentation
Final Secondary Plan
Council Presentation

Town Responsibility

The Town of Halton Hills Planning, Development and Sustainability Department will be responsible for securing and providing existing information and supervising the completion of the review of the Hamlet of Norval Secondary Plan. Under the direction of the Manager of Planning Policy, the Planner – Policy will coordinate and supervise the review of the Hamlet of Norval Secondary Plan, whose responsibilities will be to:

- Coordinate a Technical Advisory Committee comprised of representatives from Town Departments, the Region of Halton, Credit Valley Conservation and other public agencies as determined appropriate
- Coordinate a Steering Committee comprised of selected members of Town Council, Town Advisory Committees, staff, local residents, landowners and the Region of Halton
- Ensure financial resources are well managed
- Ensure compliance with the Terms of Reference
- Ensure participation of all stakeholders
- 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

The role of the Steering Committee is as follows:

- Provide comments during the study process
- Assist with issue identification and resolution
- Liaise with their respective organizations to ensure one-window input as well as study awareness

- Meet on a regular basis to monitor the progress of the study

The role of the Technical Advisory Committee is as follows:

- Provide comments during the study process
- Assist with issue identification and resolution
- Liaise with their respective organizations to ensure one-window input as well as study awareness
- Provide data input
- Meet on a regular basis to monitor the progress of the study