



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Curtis Marshall, Sr. Planner - Policy

DATE: August 5, 2015

REPORT NO.: PDS-2015-0054

RE: Premier Gateway Phase 1B Employment Area Integrated Planning Project- Project Initiation and Status Update Report
File: D08 Phase 1B Secondary Plan

RECOMMENDATION:

THAT Report PDS-2015-0054 dated August 5, 2015, regarding the Premier Gateway Phase 1B Employment Area Integrated Planning Project – Project Initiation and Status Update Report be received;

AND FURTHER THAT Council approve the Project Charter and Community Engagement Strategy as summarized in this report and attached as Schedules 1 and 2 to this report.

PURPOSE:

The purpose of this report is to:

- Provide an update on the status of the Phase 1B Secondary Plan Project, and present the Phase 1 deliverables: Project Charter, Detailed Work Program and Community Engagement Strategy; and,
- Request that Council endorse the Project Charter and the Community Engagement Strategy.

BACKGROUND:

In January 2015, Council approved the Terms of Reference for the Premier Gateway Phase 1B Employment Area Integrated Planning Project (Phase 1B Secondary Plan Project) (see Report PDS-2015-0003 for reference).

The purpose of the project/secondary planning exercise is:

- To develop a comprehensive Secondary Plan with appropriate land use designations and policies for the Phase 1B Employment Area.
- To identify up to 75 ha of additional land to be designated for employment and added to the area to replace the shortfall of employment lands to the 2021 planning horizon in the Town.

The need for the project (secondary planning exercise) has arisen from the addition of employment lands to the Town's Premier Gateway Employment Area (through the Region of Halton's Sustainable Halton planning exercise, the related implementing Official Plan Amendments, ROPA 38 and OPA 10), and the subsequent re-phasing of the Premier Gateway lands as a result of corridor protection measures for the Province's GTA West Corridor Environmental Assessment process.

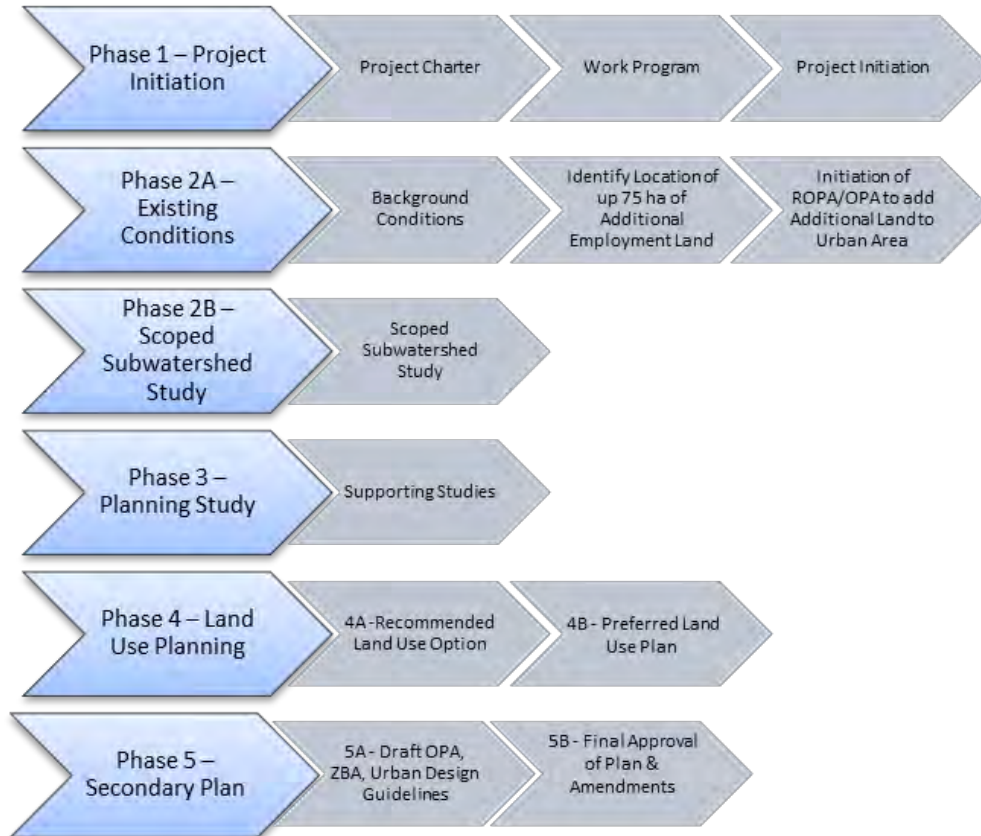
In March 2015, Council approved the retention of a Project Consulting Team led by Macaulay Shiomi Howson Ltd. in association with Amec Foster Wheeler, Brook McIlroy Inc. and other sub-consultants to complete the project (see Report PDS-2015-0021 for reference).

This study is being undertaken as an integrated planning project, with two main components, a land use planning study (or secondary plan) and a scoped subwatershed study. This study will also fulfill Phases 1 and 2 of the Environmental Assessment process for transportation and water/wastewater services planning in the area.

COMMENTS:

Summary of Project Status & Deliverables

The Terms of Reference for the Phase 1B Secondary Plan outline a five phase process for completion of the project as shown below:



Phase 1 Deliverables:

1. Project Initiation

Since April, the consultant team and Town Staff have been working to complete Phase 1 of the project and collect background data. Specific milestones/deliverables completed to date include:

- Initial Meeting with the Consultant and Town Staff.
- Initial Technical Advisory Committee meeting and preliminary site visits.
- Notice of Project Commencement issued and posted in the Independent and Free Press in accordance with the *Planning Act* and *Environmental Assessment Act* requirements.
- Request for volunteers (public and landowners) to sit on the project Steering Committee posted in Independent and Free Press.
- Project website setup which will be used to communicate with stakeholders throughout length of the project. <http://www.haltonhills.ca/initiatives/Phase1B.php>
- Background data and report collection for reference.
- Landowners contacted in and adjacent to study area in order to obtain access for fieldwork.

Town Staff are currently working to confirm First Nations engagement requirements as required by the *Environmental Assessment Act* and expect to circulate notice of the project to applicable First Nations Communities in the fall of 2015.

2. Project Charter

One of the key deliverables for Phase 1 is the Project Charter. A project charter has been developed to ensure that review agencies involved in the project have a common understanding of the project objectives and the roles and responsibilities of participating agencies. The Project Charter for the Phase 1B Secondary Plan details the following:

- Deliverables
- Council's Vision
- Objectives
- Scope
- Committee Roles
- Individual Roles
- Flow Chart of Committees
- Role of Stakeholders
- Milestones
- Related Policies/Initiatives
- Signatures of Participants

It is intended that the Project Charter be signed by the Planning Director or equivalent at each agency, as well as the key individuals assigned/working on the project on a day to day basis at each agency. Signing of the Project Charter signifies agreement on the part of the public agencies to the project parameters as set out in the approved Terms of Reference (summarized in the Project Charter), and demonstrates a collective commitment to the objectives of the project.

The Project Charter was introduced at the first Technical Advisory Committee (TAC) meeting and has been circulated to agencies for review. Several minor changes have been incorporated into the document based on feedback received and the final version of the Charter will be presented at the next TAC meeting for signing.

A copy of the Project Charter is attached to this report as **Schedule 1**. Through the recommendations of this report, Council is being asked to endorse the Project Charter for the Phase 1B Secondary Plan Project prior to signing by the agencies.

3. Project Work Plan

A project work plan has been developed by the consultant team based on the project Terms of Reference. A simplified version of the project work plan has been included as part of the Project Charter (see **Schedule 1**, page 16 of this report). The work plan provides a framework and timing for key milestones and deliverables in order for the project to be completed by December 2017 which is the proposed target completion date. A draft of the work plan was circulated to applicable agencies including the Region of Halton and Conservation Halton for their input. A few changes related to proposed/required fieldwork have been incorporated into the work plan based on comments received. Planning Staff note that the work plan will be reviewed as the project progresses to ensure that the planning and scoped sub-watershed components remain coordinated and support each other's completion.

4. Community Engagement Strategy

The consultant team has prepared a Community Engagement Strategy which outlines proposed public engagement activities for the project. The Strategy is based on the approved Terms of Reference for the project and outlines the consultation steps to ensure a process that is inclusive, comprehensive and engaging. Three public open houses/workshops have been planned for the project in addition to statutory public meetings that are required under the *Planning Act*. The public open houses/workshops are proposed to be multi-format including a drop in session, presentation, and detailed individual and group activities. The project website will also be kept up to date throughout the project in order to communicate with stakeholders. Social media updates/notices are also proposed when appropriate.

The proposed Community Engagement Strategy is attached to this report as **Schedule 2**. Through the recommendations of this report, Council is being asked to endorse the Community Engagement Strategy as a guide for community engagement in the Phase 1B Secondary Plan Project.

Phase 2: Existing Conditions & Scoped Subwatershed Study

1. Background Data Collection and Fieldwork

Beginning in May, fieldwork and background data collection was initiated by the consulting team in support of the scoped subwatershed study component of the project. It was important that the fieldwork commenced in the spring in order to be able to complete multi season review and sampling over a one year period. Field work and data collection will continue throughout most of the length of the study.

2. Background Report

The first deliverable in Phase 2 of the study is a Background Report which will summarize the policy context, relevant guidelines and standards, as well as available background information in the study area related to:

- Natural heritage and hydrologic features and systems;
- Existing agricultural uses;
- Cultural heritage features;
- Existing land use including community infrastructure;
- Existing and planned infrastructure;
- Existing services and utilities; and,
- Other features which could potentially impact development.

The Background Report will also identify the proposed location of up to 75 ha (180 acres) of additional land to be designated for employment and added to the area to replace the shortfall of employment lands to the 2021 planning horizon in the Town.

A draft of the Background Report is in preparation and will be reviewed with the TAC and Steering Committees before being presented to the public at an open house/workshop proposed for October.

Technical Advisory and Steering Committees

As outlined in the Terms of Reference for the project a Technical Advisory Committee (TAC) has been established to provide technical advice and guidance throughout the duration of the project. The Committee includes: Town, Region of Halton, Conservation Halton, Halton Hills Hydro, MTO, and MNR Staff. A preliminary meeting was held with the group in May to discuss the technical work plan for the project.

A Steering Committee is also being set up that will include: the Mayor, Regional Ward and Local Ward Councillors, representatives from the Town Sustainability Advisory Committee, Heritage Halton Hills, a Region of Halton representative – Planning Staff, local Hornby area residents, and a Hornby area landowner(s) – development interest.

The purpose of the Steering Committee is to: meet on a regular basis to monitor the progress of the study, provide comments during the study process, assist with issue identification and resolution, and liaise with their respective organizations or community of interest, both to ensure broad community awareness of the project, and to obtain broader community input.

The first Steering Committee meeting is proposed for September.

Next Steps

Below is a summary of expected next steps to the end of 2015:

- The draft Background Report will be reviewed with the Technical Advisory Committee and Steering Committees in September (proposed).
- The first public open house/workshop is proposed to be held in October to introduce the study process to the community, and obtain feedback on the Background Report.
- Following the public open house, the Background Report will be revised considering public input received. The final Background Report will be presented to Council as part of an update report anticipated in December 2015. The final Background Report will also include the recommended location of up to 75 ha of additional employment land (replacement lands) to be added to the Phase 1B area for Council's consideration.
- Subject to Council approval of the location of the up to 75 ha of additional employment land, approval will be sought to commence the necessary Regional and Local Official Plan amendment processes in order to formalize the location

and addition of the up to 75 ha of additional employment lands. This step will complete Phase 2A of the project.

- Fieldwork will continue throughout the summer and fall in support of the Scoped Subwatershed Study.

RELATIONSHIP TO STRATEGIC PLAN:

Town of Halton Hills Strategic Plan

The Town's Strategic Plan sets out goals and strategic objectives to lead the Town's into the future. Relevant goals and objectives relating to the Integrated Planning Project include:

Strategic Direction and Goal C. Foster a Prosperous Economy

To maintain and enhance the economic vitality of the Town through the provision of a wide range of opportunities for economic development.

Strategic Objectives

C.1 To ensure an adequate supply of employment lands to provide flexibility and options for the business community and provide a range of job opportunities.

Strategic Actions:

C.1 (a) Undertake a Secondary Plan process for the Future Employment Area identified in OPA No. 10, and implement into Town Official Plan.

C.1 (c) Preserve 2031 employment lands through HPBATS Corridor Protection process, by re-location if necessary, to ensure 340 ha secured through ROPA 38.

FINANCIAL IMPACT:

There are no direct financial impacts associated with this report.

COMMUNICATIONS IMPACT:

Public consultation is an important component of the project and opportunities for public consultation and community engagement have been incorporated throughout the various phases of the project. A Community Engagement Strategy is one of the key deliverables in Phase I and a summary of the proposed Community Engagement Strategy is provided in a previous section of this report.

In order to initiate the community engagement process at the earliest opportunity, a web page for the project was developed, and a Notice of Project Commencement was posted in the Independent & Free Press in June.

The projects first open house/workshop is proposed for October and public notice will be given in advance of the meeting.

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? Cultural Vibrancy, Economic Prosperity, Environmental Health

The Town's Integrated Community Sustainability Plan sets out a vision for Halton Hills to 2060. This report and the proposed Terms of Reference for the Phase 1B Employment Area Integrated Planning Project are consistent with the Economic Prosperity, Environmental Health, and Cultural Vibrancy "pillars" and specific related goals of the Strategy. Relevant goals of the Strategy include:

- Goal: Maximize the industrial benefits from existing and future designated employment lands (such as the 401/407 Gateway)
- Goal: Achieve a stronger municipal tax assessment base through a substantial improvement in the ratio of non-residential to residential assessment.
- Goal: Ensure that future urban areas are developed as a complete community, with compact pedestrian friendly neighbourhoods, a mix of housing types, appropriate employment opportunities, community facilities and open spaces.

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

CONSULTATION:

Planning Staff consulted with Staff from the Town's Infrastructure Section in preparation of this report.

CONCLUSION:

This report has provided a status update on the project, outlined anticipated next steps to the end of 2015, and presented the proposed Project Charter, Work Plan, and Community Engagement Strategy to Council.

It is recommended that the attached Project Charter and Community Engagement Strategy be endorsed by Council through the approval of the recommendations of this Report.

Respectfully submitted,

Curtis Marshall, MCIP, RPP
Sr. Planner – Policy

Steve Burke, MCIP, RPP
Manager of Planning Policy

John W. Linhardt, MCIP, RPP
Executive Director of Planning and
Chief Planning Official

Brent Marshall
Chief Administrative Officer

**Schedule 1 to PDS-2015-0054
Proposed Project Charter**

**PREMIER GATEWAY PHASE 1B SECONDARY PLAN
PROJECT CHARTER**

PROJECT DELIVERABLES

At the conclusion of the study, the deliverables will be a Secondary Plan and Scoped Subwatershed Study to guide future development for the Premier Gateway Phase 1B Employment Area in accordance with the approved Terms of Reference.

COUNCIL VISION

Town Council for the Town of Halton Hills has identified the Premier Gateway Phase 1B Employment Area Secondary Plan as an important initiative in both the Town’s Strategic Plan and Integrated Community Sustainability Plan. It is important for the Town to have a sufficient supply of employment lands available for development for both the future and current planning horizons. The Premier Gateway Employment Area provides for important local employment opportunities and increased tax assessment necessary to maintain and enhance the economic vitality of the Town.

PROJECT OBJECTIVES

Develop a detailed Secondary Plan for the Premier Gateway Phase 1B Employment Area. The Secondary Plan will designate and zone lands for employment uses for the 2021 time horizon to replace existing employment lands subject to GTA-West corridor protection. Up to 75 ha of additional land will also be identified for employment uses and added to the Phase 1B Employment Area to achieve a one-to-one replacement of the 2021 lands now unavailable for development due to corridor protection.
Achieve integration of the subwatershed planning and secondary planning processes, to ensure that the Scoped Subwatershed Plan provides technical support to the Secondary Plan land use planning process, as per the approved detailed work plan.
Complete a Scoped Subwatershed study for the area which allows for sustainable development and maximizes benefits to the natural and human environments on a watershed basis. The Scoped Subwatershed Study will also 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.
Ensure the protection of the natural heritage system and hydrological functions, which will involve detailed work to confirm the extent of the Regional Natural

Heritage System and establish the limits of development.
Ensure a high standard of urban design for new development and infrastructure.
Develop preliminary transportation and servicing plans for the area which reflect “Complete Street” principles and Low Impact Development design.
Consider and review the potential impacts of employment uses on existing residential clusters in the study area. Recommendations will be made to minimize and mitigate conflict between land uses.

PROJECT SCOPE

IS/DOES	IS NOT/DOES NOT
<ul style="list-style-type: none"> • Result in a Secondary Plan (through an amendment to the Town’s Official Plan and Region’s Official Plan for the additional 75 ha) that is supported by all of the necessary background studies, as specified in the approved Terms of Reference. • Planned to meet the employment targets and phasing as implemented through Regional Official Plan Amendments No. 38 & 43, and Town of Halton Hills Official Plan Amendments No. 10 & 21. • Provide opportunities for meaningful community engagement, as identified in the approved Terms of Reference. • Result in a Scoped Subwatershed Study for the Study Area in accordance with Town, Region, Provincial and Federal regulations and policies, as well as the Conservation Authorities Regulations, as specified in the approved Terms of Reference. • Result in a Scoped Subwatershed Study that identifies the specific work that will need to be completed as part of the more detailed Subwatershed Impact Study phase at the time of development. • Fulfill Phases 1 and 2 of the Environmental Assessment Process with respect to transportation planning and functional servicing. • Conform fully to the Region of Halton Official Plan, and any appropriate Provincial legislation and plans, in effect at the time of Secondary Plan approval. 	<ul style="list-style-type: none"> • Result in a Subwatershed Study for all of Subwatersheds 4 and 5 or Sixteen Mile Creek. • Revised throughout the three year planning process to reflect proposed and finalized policy changes not in effect at project commencement, other than those contained in the approved Regional Official Plan or required by Provincial legislation, unless it is deemed appropriate.

PROJECT COMMITTEES

COMMITTEE	ROLE
Project Steering Committee	Provides an advisory role and reviews and comments on key documents. Assists with issue resolution. Provides a liaison role with the groups they represent.
Project Technical Advisory Committee	Provides an advisory role and reviews and comments on documents from a technical standpoint. issue resolution. Provides a liaison role with the groups they represent. Provide data input. This Committee will also serve as the Subwatershed Study Technical Committee as established in the Terms of Reference for the project. Committee meetings to be scoped by topic (ie. Subwatershed Study specific) as may be necessary.

INDIVIDUAL ROLES

It is the role of individual members representing their respective organization on various committees to:

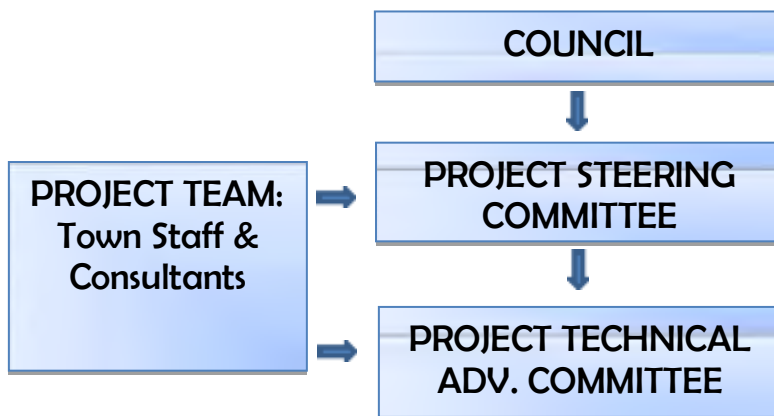
- Understand the implications and outcomes of initiatives being pursued while keeping the objectives of the project in the forefront.
- Consider the significance of the project for some or all of the stakeholders.
- Be genuinely interested and engaged in the initiative and the outcomes being pursued.
- Have a broad understanding of policy initiatives that form the basis for this study.
- Liaise with their respective organizations to ensure they are providing input that is representative of their organization position on issues.
- Be an advocate for the project's outcomes.
- Work co-operatively with all stakeholders with an ultimate goal of preparing a Secondary Plan and Scoped Subwatershed Study that balances the objectives of all stakeholders.

In this regard will:

- Raise issues, conflicts, concerns and gaps etc. immediately when identified.
- Consider the ideas and perspectives raised by other stakeholders.

- Commit to resolving issues to the extent possible.
- Review documents and provide comments in the allotted time;
- Be an active participant throughout the project;
- Focus on solutions, not problems; and,
- Attend all meetings of their respective committee or send an alternate, in the event a member has a conflict.

COMMITTEE FLOW CHART



PROJECT STAKEHOLDERS

Stakeholders	Adoption/Approval of Secondary Plan	Regional Official Plan Amendment for 75 ha	Approval of Project Deliverables	Oversee IPP	Coordinate SP/SSWP Integration	* IPP Steering Committee	* IPP Technical Advisory Committee	SSWS Technical Lead	SSWS Technical Review
Town of Halton Hills									
Council	X		X			X			
Manager of Planning Policy				X	X	X	X		X
Senior Planner - Policy				X	X	X	X		X
Town Engineer							X		X
Program Manager - Water Resources							X	X	X
Manager of Finance							X		
Manager of Parks and Open Space							X		
Deputy Fire Chief							X		
Economic Development Officer							X		
Executive Director of Planning and Chief Planning Official						X	X		
Manager of Transportation and Development							X		
Region of Halton									
Regional Council or Appointed Chief Planning Official	X	X							
Manager of Policy (or Intermediate Planner)						X	X		X
Other Regional Staff									X
Conservation Halton									
Manager of Planning and Regulation Services							X		X
Other Conservation Halton Staff									X
Halton Hills Hydro							X		
MNR/DFO									X
MTO							X		
Residents/Landowners									
Landowners - Development Interests						X			
Landowner - Residents						X			

* Role of Committees Provided Above

PROJECT MILESTONES (to be revised as per Detailed Work Plans)

PHASE	MILESTONE	ESTIMATED COMPLETION	
		QUARTER	YEAR
1	Project Charter	2 nd	2015
1	Detailed Work Program	2 nd	2015
1	Project Launch (Website, Mailing, Newspaper)	2 nd	2015
2A.1	Background Analysis (Background Report)	3 rd	2015
2A.2	Community Engagement – Open House	4 th	2015
	Draft Local And Regional Official Plan Amendments for up to 75 Ha of Additional Land	4 th	2015
	Local and Regional Public Meetings and Joint Open House	1 st	2016
2B	Scoped Subwatershed Study Background Report	4 th	2015
2B	Scoped Subwatershed Study Characterization	2 nd	2016
2B	Scoped Subwatershed Study Interim Report	3 rd	2016
2B	Final Scoped Subwatershed Study	4 th	2016
3	Transportation/Traffic Study	1 st	2016
3	Heritage Impact Assessment	1 st	2016
3	Agricultural Impact Assessment	1 st	2016
3	Supportive Commercial Needs Assessment	1 st	2016
4A.1	Development of Recommended Land Use Option	2 nd	2016
4A.2	Community Engagement – Public Open House/Workshop	2 nd	2016
4A.3	Land Use Option Technical Evaluation	3 rd	2016
	Fiscal Impact Analysis	3 rd	2016
	Land Use Compatibility Analysis	3 rd	2016
4B.1	Development of Preferred Land Use Plan	4 th	2016
5A.1	Initial Policy Formulation – Draft Secondary Plan	1 st	2017
5A.2	Implementation Strategy – Draft Amendments and UDG	1 st	2017
5A.3	Public Engagement – Open House/Workshop	2 nd	2017
5B	Final Secondary Plan & Amendments & Statutory Public Meeting	3 rd	2017
	Final Approval and Completion of Project	4 th	2017

RELATED POLICIES/INITIATIVES

POLICIES/INITIATIVES	RELATIONSHIP
Regional Official Plan Amendment No. 38 and No. 43	Includes the identification of additional employment land in the Town and the re-phasing of the expanded Premier Gateway
Regional Official Plan Amendment No. 38 Implementation Guidelines	Guidelines to be considered throughout planning and developing the Premier Gateway Phase 1B Employment Lands.
Official Plan Amendments No. 10 & 21 (At Region of Halton for Approval)	Includes the identification of additional employment land in the Town and the re-phasing of the expanded Premier Gateway implementing the Regional Plan.
Integrated Community Sustainability Strategy	Centers on a long-term community vision to the year 2060. The strategy integrates sustainability into day-to-day decision making, plans, policies and other initiatives.
Town of Halton Hills Strategic Plan	The Town's Strategic Plan guides the Town's plans, programs and services. The Strategic Plan is implemented through the capital and operating budgets, planning documents, departmental/service area work plans and Council decisions. The Phase 1B Employment Area Secondary Plan is identified as a priority by Town Council.
Town of Halton Hills Economic Development Strategy	The 10 year Strategy when implemented will assist in creating and retaining jobs and increasing property assessment for the community. The Strategy places a high priority on development phasing to ensure that additional serviced employment lands are available in the marketplace.

PROJECT CHARTER APPROVAL

Organization	Name	Signature	Date
Town of Halton Hills	John Linhardt Executive Director of Planning and Chief Planning Official		
Region of Halton	Ron Glenn Director, Planning Services and Chief Planning Official		
Conservation Halton	Kathy Menyes Director, Watershed Management Services		
Halton Hills Hydro			
MTO			
MNR			

Schedule 2 to PDS-2015-0054 Proposed Community Engagement Strategy

Halton Hills - Premier Gateway Phase 1B Employment Area Secondary Plan
Communication Engagement Strategy Overview

Consultation Steps

The diagram below illustrates the different elements involved leading up to, and following, each Public Consultation Session to ensure a process that is flexible, and continually building on the findings of each session.



	Objective(s)	Session Outline	Display Boards	Workshop Activity	Outcomes
<p>Task 2A.2</p> <p>Public Open House</p> <p>Date: October, 2015 Time: TBD Location: TBD</p>	<p>Obtain input on the Background Paper, providing recommended location of additional, or changes of employment land, to include the study process, and commence the conversation with the public and businesses on their issues and concerns.</p>	<ol style="list-style-type: none"> 1. Sign-in, Agenda, and Comment Sheets 2. Presentation Boards 3. Explained Top Priority Exercise 4. Consultant Team Presentation 5. Question and Answer Period 6. Concluding Remarks and Next Steps 	<p>Agenda</p> <p>Study Overview and Background Information</p> <p>What We've Heard So Far</p> <p>What We Hope to Achieve</p> <p>Upcoming Process Milestones and Next Steps</p>	<p>Individual Top Priorities Exercise:</p> <p>• Prioritize your top three priorities for the Premier Gateway Phase 1B Employment Area Secondary Plan.</p>	<p>Summary Report including:</p> <ul style="list-style-type: none"> - Event Overview - Presentation Outline - Summary of Questions and Answers - Summary of input Received on the Background Paper - Summary of Other Comments Received - Material for website & social media tools
<p>Task 2A.3</p> <p>Statutory Public Open House and Public Meeting (Joint with Region of Halton)</p> <p>Date: January/February 2016 Time: TBD Location: TBD</p>	<p>Underwrite the formal statutory public review of the draft Official Plan Amendment.</p>	<p>Public Open House to be held some time before Public Meeting in April. Statutory Public Meeting will be held in accordance with the Town's By-Bylaws.</p>	<p>Agenda</p> <p>Study Overview and Background Information</p> <p>Outline of proposed Official Plan Amendment</p> <p>Upcoming Project Milestones and Next Steps</p>	<p>Open House for Open House</p>	<p>Staff Report</p> <ul style="list-style-type: none"> - Supporting public input - Outlining recommended Official Plan Amendment
<p>Task 4A.2</p> <p>Public Open House / Workshop</p> <p>Date: June, 2016 Time: TBD Location: TBD</p>	<p>Consult with the Recommended Land Use Option and to continue the conversation with the public and businesses on their issues and concerns. The Project Team will meet with high school students, community groups and businesses following the event.</p>	<ol style="list-style-type: none"> 1. Sign-in, Agenda, and Comment Sheets 2. Presentation Boards 3. Consultant Team Presentation 4. BreakOut Tables <ul style="list-style-type: none"> • E-signature Overlays • Diagrams and Material Up Plans • Group Process cards 5. Concluding Remarks and Next Steps 	<p>Agenda</p> <p>Study Overview and Background Information</p> <p>What We've Heard So Far</p> <p>What We Hope to Achieve</p> <p>Recommended Land Use Option and Related Secondary Plan</p> <p>Upcoming Milestones and Next Steps</p>	<p>Break-Out Tables:</p> <p>• Initiators: Please introduce yourself to the other participants at your table. At the end of your group, please assign a note taker to document key themes and present back your group's findings at the end of the session.</p> <p>• Evaluation Checklist: With your group, please review the following precedent images and illustrations pertaining to the Land Use Option and provide comments and notes on the box provided, what you like (check mark) and what you dislike (cross-out). Please document any written comments in the space provided.</p> <p>• Signage and Mobile Flip Plans: With your group, discuss use the trace paper, markers and stickers provided to illustrate your feedback and ideas on top of the recommended Land Use Option. Please document any written comments in the space provided.</p>	<p>Summary Report including:</p> <ul style="list-style-type: none"> - Event Overview - Presentation Outline - Summary of Input Received Pertaining to the Draft Land Use Option and Related Secondary Plan - Summary of Other Comments Received - Material for website & social media tools

	Objective(s)	Session Outline	Display Boards	Workshop Activity	Outcomes
<p>Task SA-3</p> <p>Public Open House / Workshop</p> <p>Date: April, 2017 Time: TBD Location: TBD</p>	<p>Obtain input on the Draft Secondary Plan, Draft Zoning By-Law Amendments, and Draft Urban Design Guidelines and other implementation documents. The Project Team will assist with high school students and stakeholders following the event.</p>	<ol style="list-style-type: none"> 1. Register, Agenda, and Comment Sheets 2. Presentation Boards 3. Consultant Team Presentation 4. Break-Out Tables <ul style="list-style-type: none"> • Targeted Discussion • Work Group • Group Photo Capture 5. Concluding Remarks and Next Steps 	<p>Agenda</p> <p>Study Overview and Background Information</p> <p>What We've Heard So Far</p> <p>What We Hope to Achieve</p> <p>Draft Secondary Plan</p> <p>Draft Zoning By-Law Amendments</p> <p>Draft Urban Design Guidelines</p> <p>Upcoming Project Milestones and Next Steps</p>	<p>Break-Out Tables</p> <p>Introduction: Please introduce yourself to the other participants at your table. Assign your group, please assign a role later to document key points and discuss your group's findings at the end of the session.</p> <p>Targeted Discussions: With your group, please review the following. Provide feedback to the Draft Secondary Plan and implementation forecasts, and complete your written responses in the space provided.</p> <p>Work Groups: With your group, please review the following diagrams (e.g. urban structure, green network, economic regulations, perspective view/corridor, etc.) and consider images (e.g. alternative developments for urban design elements, etc.) include in the box provided what you like (check mark), and what you dislike (cross out). Please document any written comments in the space provided.</p>	<p>Summary Report outlining:</p> <ul style="list-style-type: none"> - Event Overview - Presentation Outline - Summary of Research/Findings Pertaining to the Draft Secondary Plan, Zoning By-Law Amendments, Urban Design Guidelines, and other implementation documents - Summary of Other Comments Received - Materials for website & social media tools
<p>Phase SB</p> <p>Statutory Meeting</p> <p>Date: TBD Time: TBD Location: TBD</p>	<p>By meeting with the representatives of the Planning Act and the Town's representatives.</p>	<p>Open House to be held with report dated 25 Jan Meeting of Council: Statutory Planning Meeting will be held in conjunction with the Town's introduction</p>	<p>Open House</p> <p>Study Overview</p> <p>Summary of Secondary Plan, Zoning & Urban Design Guidelines</p> <p>Next Steps</p>	<p>Open House</p> <ul style="list-style-type: none"> - Please complete the initial of each station and a table or table for additional presentation, and provide your comments on the Draft Secondary Plan and implementation strategy. <p>Quick Preference Surveys</p> <ul style="list-style-type: none"> - Please visit a quick preference survey to provide your comments on the Draft Secondary Plan and implementation strategy. 	<p>Open House Summary Report outlining:</p> <ul style="list-style-type: none"> - Event Overview - Presentation Outline - Summary of Input Received Pertaining to the Draft Secondary Plan and Implementation Strategy - Summary of Other Comments Received - Self-Record - Summarizing public input - Supporting implementation of the Plan Amendments