

## TERMS OF REFERENCE: AGRICULTURAL AND NATURAL HERITAGE SYSTEMS REVIEW

### A. INTRODUCTION

The Town of Halton Hills has adopted a phased approach to achieve conformity with the Region of Halton's Official Plan Amendment No. 38 (ROPA 38), which was prepared to conform to the Provincial Growth Plan, the Provincial Greenbelt Plan and be consistent with the Provincial Policy Statement. The phased approach is outlined below:

Category I - Growth Plan Conformity Amendments – Urban Areas

Category II - Amendments Arising from Town Initiated Studies

Category III - Amendments Arising from ROPA No. 38 – Agricultural and Natural Heritage Systems Review

Table 1 outlines the Category I and II Amendments as well as their status.

### B. PURPOSE

The purpose of this Terms of Reference is to provide the framework for preparation of the Amendments that will make up Category III of the Town's Provincial and Regional conformity exercise.

The Category I and II Amendments of the Town's Provincial and Regional conformity exercise addressing urban matters have been undertaken, and are at various stages of approval. Through this review it is expected that the Category III Amendments will be scoped to bring the Town of Halton Hills Official Plan and Zoning By-law into conformity with the Agricultural System, Natural Heritage System and Mineral Resource Extraction policies in the Region of Halton's Official Plan.

It is anticipated that amendments to the Town's Official Plan and Zoning By-law will primarily be required to:

- The Agricultural/Rural Area which includes the:
  - Agricultural Area
  - Mineral Resource Extraction Area
  - Rural Clusters
- The Natural Heritage System within the Agricultural/Rural Area
- The Greenbelt Protected Countryside Area (as required)

Due to the significant focus on the Natural Heritage System and its relationship with the agricultural area, it will be important that an Ecologist form part of the study team to provide

professional advice on the appropriateness/implications of the resulting policy directions on the Natural Heritage System.

**Table 1: Summary of Category I and II Conformity Amendments**

	OPA #	Subject	Approval Status
<b>Category I – Urban Areas</b>			
GO Station Secondary Plan	7	Addresses land use policies around a Major Transit Station Area as per the Provincial Growth Plan.	Approved
Halton Hills Intensification Opportunities Study	9	Includes minimum targets to be achieved within the built boundary, mapping of intensification areas, and delineation of the built boundary.	Approved
Growth Plan Conformity/Partial Natural Heritage System Conformity	10	Includes the 2031 planning horizon, population and employment targets, and minimum density targets for Designated Greenfield Areas, and the designation of the Future Residential/Mixed Use and Future Employment Areas. This Amendment also included partial conformity with the Natural Heritage Policies in ROPA 38 pertaining to the urban area.	Awaiting Regional Approval
<b>Category II – Town Initiated Studies</b>			
Community Improvement Policies	5	Designates the boundaries of the Community Improvement Project Area and Sub-Areas, and makes other appropriate minor and technical revisions.	Approved
Acton Downtown Land Use Study	6	Revises the boundary and sub-area designations for the Acton Downtown Area, and introduces a new Downtown Redevelopment Sub-Area.	Approved
School Site Land Use Planning Study	14	Reinforces the value of schools in a neighbourhood and the desire by Council that school sites be preserved for their intended educational purposes in consideration of their importance as community hubs and neighbourhood gathering places.	Approved

## C. PROJECT SCOPE

### Scoped Agricultural and Natural Heritage Systems Review

This review is to be scoped to address the Agricultural/Rural Area and to maintain the policy framework with respect to the Greenlands System within existing settlement areas, except where it is determined that amendments are necessary to achieve conformity with the Regional Official Plan.

The following are the primary sections of the Town's Official Plan requiring revisions;

- Part B: Environmental and Open Space Land Use Policies
- Part C: Environmental Management Policies
- Part E: Agricultural/Rural Land Use Policies

Through Official Plan Amendment No. 10, the Town has achieved partial conformity with the Natural Heritage Policies in ROPA 38 pertaining to the urban area through introducing a single tier Greenlands designation which replaces the previous Greenlands A and B designations and includes policies referencing relevant policies of ROPA 38.

Within the developed areas of Acton and Georgetown and the Premier Gateway Phases 1A and 2A (shown as Area A on the Study Area Map), this review will identify refinements necessary to Town Greenlands policies to achieve conformity with ROPA 38. No further amendments to the Greenlands mapping is required in these areas.

Within the Georgetown Expansion Area and the Premier Gateway Phases 1B and 2B (shown as Area B on the Study Area Map), conformity with ROPA 38 policies is required, however; mapping in the Town's Growth Plan Conformity Amendment (Official Plan Amendment No. 10 (OPA 10)) already reflects ROPA 38. Further refinement of mapping is subject to review through separate secondary planning exercises, such as the Vision Georgetown and Phase 1B Secondary Plans which are currently underway.

Area C on the Study Area Map includes the Rural Agricultural Area, Rural Clusters and Protected Countryside Area. These areas are the primary focus of this review and will require both mapping and policy updates.

Within Norval and Glen Williams (shown as Area D on the Study Area Map), the Greenlands mapping and policy framework was defined through detailed secondary plan exercises and will be subject to further review as part of an overall review of these Secondary Plans. Therefore, no changes to these Secondary Plan areas are required as part of this review.

## Greenbelt Plan

Through the last 5 year Official Plan Review and subsequent Comprehensive Zoning By-law Review, the Town of Halton Hills implemented the Provincial Greenbelt Plan to the extent possible. It was always anticipated that following Greenbelt Plan implementation by the Region of Halton (now undertaken through ROPA 38), a further amendment would be required to the Town's Greenbelt policies to achieve conformity with ROPA 38.

## Approach to Conformity

Through the proposal submitted, the consultants should consider the best approach for this review. Specifically, should conformity be achieved through one Official Plan and Zoning By-law Amendment or is it appropriate to undertake multiple Official Plan and Zoning By-law Amendments, addressing: 1) the agricultural system; 2) the natural heritage system; and 3) mineral resource extraction?

## D. PROJECT SCHEDULE

Town staff anticipates that completion of the Agricultural and Natural Heritage Systems Review will take 12 -18 months from the time the contract is awarded.

One of the key deliverables in Phase I of the project is to provide a detailed work plan that includes the fees associated with each task and target dates for each deliverable that results in completion within 12-18 months. When preparing the work plan, should you determine that it is necessary for the project to extend beyond the time frame proposed in this Terms of Reference, please clearly identify the proposed new timeline in your proposal as well as the rationale for the extension.

## E. STUDY AREAS

The study areas are outlined on the map below:

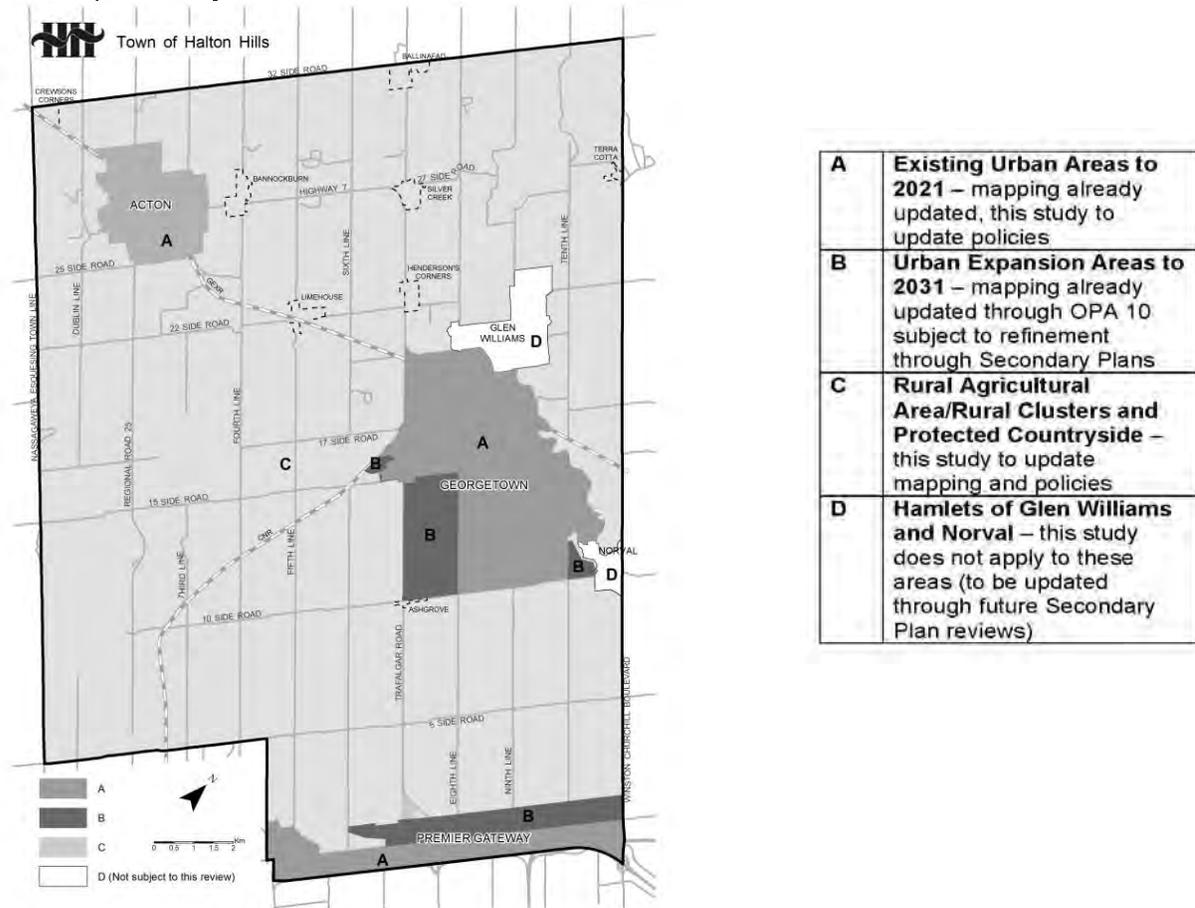
## F. COMMUNITY CONSULTATION

Due to the broad policy areas that this project will cover, and broad audience that this project could influence, one of the deliverables in Phase I will be preparation of a Community Consultation Strategy. The Consultation Strategy will include at least four sections as follows:

1. **A Statement of Purpose** – This statement will identify the goal of the Consultation Strategy based on the scope of influence that the community can have on this project (i.e. what is a fixed input vs what is up for discussion).

2. **Identification of Key Stakeholders** – Identify all of the stakeholders that may be interested in this project. Some examples include landowners in the rural settlements and rural areas in general, the farming community, as well as the aggregate industry.

Map 1: Study Areas



3. **Identification of Methods of Communication/Consultation** – Given the stakeholders identified above, as well as the scope of influence the stakeholders will have, this section will identify methods of communication and consultation that will best reach these stakeholders. The methods proposed should be broad to capture the wide range of audiences, and should consider both face to face, and digital methods, as well as opportunities for the project team to go to stakeholders, rather than assume they will come to us.
4. **Monitoring and Reporting on Consultation Initiatives** – Following every communication/consultation initiative, the success of the initiative should be considered, and based on the results of the evaluation; refinements should be made to the Consultation Strategy going forward if necessary. Town staff will report on the

success of the Consultation Strategy through reports to Council throughout the study process.

A Project Liaison Committee will be established for this project and will be an important resource when finalizing the Community Consultation Strategy. Part of the role of this Committee is to help identify stakeholders, as well provide input into identifying opportunities and preferred methods to use when the project team reaches out to the various stakeholder groups. The Liaison Committee Members will also be project ambassadors and part of their role will be to share information with the stakeholder groups they represent. More details on the Project Liaison Committee are provided in a later section of this Terms of Reference.

Any consultation proposed as part of the Community Consultation Strategy, that is beyond what is contemplated in the Terms of Reference must be included in the project work plan, with associated timing and costs.

Another matter to consider when preparing a Community Consultation Strategy, is that the Region of Halton is just initiating their 5 year Official Plan Review and may be undertaking community engagement on their Official Plan Review at the same time the Town is holding consultation initiatives for this project. This may cause some confusion for Town residents and stakeholders regarding the respective roles and projects being undertaken by the Region and the Town. The Town has asked Regional staff to be in attendance at all public consultation events; however inclusion of other strategies within the Community Consultation Strategy to address these tandem processes would be beneficial.

The Town anticipates that a Consultation Specialist will form part of the Consultant Team for this project to develop the Community Consultation Strategy, prepare for community consultation events and also take on a facilitation role at these events. Given the complex nature of this project, it will be one of the key responsibilities of the Consultation Specialist to assist with communications throughout this project to ensure planning objectives are met in a way that is easily understood by all stakeholders. A demonstration of this ability would be beneficial as part of a proposal.

## **G. COMPONENTS OF THE AGRICULTURAL AND NATURAL HERITAGE SYSTEMS REVIEW**

Preparation of the Agricultural and Natural Heritage Systems Review will be undertaken in III Phases as depicted on the Figure 1.

## **H. STUDY APPROACH**

### **PHASE I: BACKGROUND**

Phase I includes preparation of a detailed project work plan, a scoped Community Consultation Strategy and a Policy Review and Directions Report which outlines the relevant

Regional policies and initial observations of where policy and mapping amendments may be necessary to the Town of Halton Hills Official Plan and Zoning By-law.

Figure 1: Three Phase Planning Process



### Task A: Project Initiation

The consultant team will prepare a project work plan which outlines the fees by task, and corresponding schedule. In reviewing this Terms of Reference and phases of this project, it is apparent that there are quite a number of meetings that will be required with Town staff. To keep costs down, give consideration to which meetings are necessary to be face to face, and which could be facilitated through a conference call.

Another deliverable for Phase I: Task A is a Community Consultation Strategy. The requirements of the Community Consultation Strategy were outlined in a previous section of this Terms of Reference.

An initial meeting (Meeting #1) will be held with the Manager of Planning Policy and the Senior Planner - Policy to review the project work plan with corresponding fees by task and schedule, review the draft Community Consultation Strategy, discuss responsibilities, and any other administrative matters.

### Task B: Policy and Zoning Review

The Consultant will undertake a review of relevant policies within the Region’s Official Plan as well as relevant Implementation Guidelines. These documents will be reviewed in context of the Town of Halton Hills Official Plan and Zoning By-law.

The background review will include, but not be limited to the following:

<b>Region of Halton</b>
<a href="#">Official Plan (Interim Office Consolidation Sept. 28 2015)</a>
<a href="#">Sustainable Halton Phase 3 Report 3.02 - Natural Heritage System Definition and Implementation</a>
<a href="#">ROPA 38 Implementation Guidelines</a> – On Farm Business, Agricultural Impact Assessment, Environmental Impact Assessment, Livestock Facility, Aggregate Resources Reference Manual
<b>Halton Hills</b>
<a href="#">Official Plan (Consolidated May 2008)</a>
<a href="#">Official Plan Amendment No. 10</a>
<a href="#">Zoning By-law 2010-0050</a>
<a href="#">Town of Halton Hills Strategic Plan</a>

A key deliverable in Phase I is a Policy Review and Directions Report that summarizes policy implications and provides preliminary observations on amendments that may be required to the Town's Official Plan and Zoning By-law.

#### Task C: Finalization of Policy Review and Directions Report

It is anticipated that completion of Phase I: Task C will require 1 additional meeting with Town staff to prepare for the presentation at the Project Liaison Committee (PLC), and Project Technical Committee (PTC) (Meeting #2).

The Policy Review and Directions Report will be presented to the PTC and PLC (Meetings #3 & #4).

The draft documents will be revised based on comments from the PTC and PLC, with the final draft being presented to Council (Meeting #5).

#### **SUMMARY OF PHASE I DELIVERABLES**

1. A final project work plan which outlines the fees associated with each task and dates for each deliverable
2. A final Community Consultation Strategy
3. A Policy Review and Directions Report outlining the policy framework and preliminary observations on necessary amendments
4. Agendas and notes from all meetings

5. Two meetings with Town staff (Meetings #1 and #2)
6. Presentations and attendance at a PTC meeting, PLC meeting and Council meeting identified in Phase I (Meetings #3, #4 and #5)

## **PHASE II: DRAFT OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS**

As part of Phase II, draft Official Plan and Zoning By-law Amendments will be prepared and presented to the PLC, PTC, the public and Council.

### Task A: Prepare Draft Official Plan and Zoning By-law Amendments

Based on the final Policy Review and Directions Report completed in Phase I, draft Official Plan and Zoning By-law Amendments will be prepared.

### Task B: Consultation on Draft Amendments

Once draft Amendments are prepared, they will be submitted to Town staff for review. Following the review by staff, a meeting will be held to discuss Town staff's comments. (Meeting #6) In addition to the meeting with staff identified as Meeting #6, it is anticipated that completion of Phase II: Task B will require 1 additional meeting with Town staff, to prepare for the presentation at the PLC, PTC and the community consultation event. (Meeting #7)

The draft Amendments will then be presented to the PTC and PLC for review and comments. (Meetings #8, #9)

Following the PLC and PTC meetings, the draft Amendments will be revised as necessary and presented to the public at an open house. (Meeting #10)

The draft documents will be revised based on comments from the PLC, PTC and the community consultation event, with the final draft being presented to Council. (Meeting #11) This report will seek Council's direction to proceed to hold the Statutory Public Meeting on the draft Amendments

## **SUMMARY OF PHASE II DELIVERABLES**

1. Draft Official Plan and Zoning By-law Amendments
2. Agendas and notes from all meetings including a summary of the public open house
3. Materials for the public open house
4. Two meetings with Town staff (Meetings #6, #7)
5. Presentations and attendance at PLC, PTC, the community consultation event and Council meetings identified in Phase II (Meetings #8 - #11)

### **Phase III: Adoption of the Official Plan and Zoning By-law Amendments**

At the conclusion of Phase III, the deliverable is Council Adoption of the Official Plan and Zoning By-law Amendments.

#### Task A: Statutory Public Meeting

Any revisions required as a result of comments from Council at the conclusion of Phase II are to be incorporated into the draft Amendments. The draft Amendments will then be circulated to agencies for review and the Statutory Public Meeting (Meeting #12) will be held to meet requirements under the Planning Act.

#### Task B: Council Adoption of Official Plan and Zoning By-law Amendments

Upon receipt of agency comments and following the statutory public meeting, the Consultant Team will prepare a matrix which responds to all comments received on the draft Amendments.

It is anticipated that one meeting with Town staff will be required to complete Phase III: Task B (Meeting #13).

The draft Amendments will then be revised and will be presented to the PLC and PTC (Meetings #14 and #15) for review and comments prior to the Recommendation Report proceeding to Council for adoption (Meeting #16).

#### **SUMMARY OF PHASE III DELIVERABLES**

1. Revised draft Official Plan and Zoning By-law Amendments
2. A matrix responding to agency and public comments
3. Agendas and notes from all meetings including a summary of the comments received from the statutory public meeting
4. One meeting with Town staff (Meeting #13)
5. Final Official Plan and Zoning By-law Amendments
6. Presentations and attendance at the PLC, PTC, the statutory public meeting and the final Council meeting seeking adoption of the Amendments (Meetings #12, #14, #15 and #16)

#### **I. RESPONSIBILITY OF TOWN STAFF**

The Town of Halton Hills Planning, Development and Sustainability Division will be responsible for securing and providing existing information and supervising the completion of the Agricultural and Natural Heritage Systems Review. The Manager of Planning Policy,

together with the Senior Planner – Policy, and assisted by other staff as required, will coordinate and supervise the Review. Town staff's responsibilities will be to:

- Prepare a charter for this project which will outline the project objectives and deliverables, and will also identify the project stakeholders as well as their roles and responsibilities;
- Assemble and coordinate the Project Liaison Committee comprised of: the Mayor, a Regional Ward Councillor, a Local Ward Councillor, staff from the Town and the Region, an agricultural representative (i.e. from Halton Federation of Agriculture), an aggregate representative, and two rural land owners;
- Assemble and coordinate the Project Technical Committee comprised of appropriate Town, Conservation Authority and Regional Staff;
- Chair Project Technical and Liaison Committee Meetings;
- Coordinate the Community Consultation Strategy;
- Coordinate with Regional public consultation initiatives to avoid conflicts and ensure Regional staff are available to attend public consultation events for this project to provide Regional context;
- Ensure financial resources are well-managed;
- Ensure compliance with the Terms of Reference;
- Ensure participation of all stakeholders;
- Coordinate communications;
- Complete required mapping; and,
- Coordinate with other studies as appropriate.

## J. THE PROJECT LIAISON COMMITTEE

A Project Liaison Committee (PLC) will be established for the project. The purpose of the PLC is to:

- Meet on a regular basis to monitor the progress of the study;
- Provide input into the Community Consultation Strategy to ensure the list of stakeholders is comprehensive, as well as to provide input on the best approaches to community consultation;
- Provide comments during the study process including reviewing public communication materials in advance of public consultation events;
- Assist with issue identification; and,

- Act as project ambassadors 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.

Members of the Project Liaison Committee shall include:

- the Mayor;
- a Regional Ward Councillor and a Local Ward Councillor;
- staff from the Town and the Region;
- an agricultural representative (i.e. Halton Federation of Agriculture);
- an aggregate representative; and,
- two members of the public that own land in the study area.

Once draft Official Plan and Zoning By-law Amendments are prepared, the Town Sustainability Implementation Committee will be asked to provide input prior to finalization.

## **K. PROJECT TECHNICAL COMMITTEE**

A Project Technical Committee (PTC) will be established for the project. The purpose of the PTC is to:

- Meet as outlined in the work plan;
- 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; and,
- Regional and Town staff to jointly attend community consultation events to ensure the role of the Region and the Town are clearly communicated.

The members of the Project Technical Committee shall include:

- Manager of Planning Policy, Town of Halton Hills;
- Senior Planner-Policy, Town of Halton Hills;
- A representative from Halton Region – Legislative and Planning Services;
- A representative from Town’s Development Review section (as required)
- A representative from the Town’s Zoning section (as required)
- The Town’s Planning Technician (as required)

- A representative from each of the area Conservation Authorities (to attend meetings as required) as follows:
  - Grand River
  - Credit Valley
  - Conservation Halton

## **L. COMPOSITION OF THE CONSULTANT TEAM**

Based on the Terms of Reference for this study, it is expected that the consultant team have expertise in land use planning, facilitation/community consultation and ecology.

## **M. MAPPING RESOURCES**

All mapping required for this project will be prepared by Town of Halton Hills staff. As such, the project consultant should allow for 2 additional meetings with Town staff to coordinate mapping for the draft and final Official Plan and Zoning By-law Amendments. (Meetings #17 and #18)

## **N. DIGITAL INFORMATION**

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

- a. 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.
- b. Digital copies of the written reports are to be provided in both MS Word 2010 and PDF format.