



## REPORT

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**TO:** Mayor Bonnette and Members of Council

**FROM:** Melissa Ricci- Senior Policy Planner

**DATE:** September 24, 2021

**REPORT NO.:** PD-2021-0039

**SUBJECT:** Final Report – Glen Williams Secondary Plan – Official Plan Amendment 44

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### RECOMMENDATION:

THAT Report No. PD-202-0039, dated September 24, 2021, regarding the final recommended Hamlet of Glen Williams Secondary Plan (Official Plan Amendment No. 44), be received;

AND FURTHER THAT Council receive in support of Official Plan Amendment No. 44 to the Town of Halton Hills Official Plan, the final Secondary Plan, Schedules and Hamlet Design and Heritage Protection Guidelines;

AND FURTHER THAT Town of Halton Hills Official Plan Amendment No. 44, dated September 24, 2021 (attached as Appendix A to this report), be adopted;

AND FURTHER THAT all interested agencies listed in Report PD-2021-0039 and any delegations be advised of Council's decision regarding the adoption of the Secondary Plan;

AND FURTHER THAT a copy of Report PD-2021-0039 be sent to the Region of Halton, Credit Valley Conservation and the Halton District School Board.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- This report recommends the adoption of Official Plan Amendment 44, which includes an updated Hamlet of Glen Williams Secondary Plan and Hamlet

Design and Heritage Protection Design Guidelines, both of which are outcomes of the Scoped Glen Williams Secondary Plan Review.

- The recommended Plan builds on the success of the in-force Hamlet of Glen Williams Secondary Plan (2007) in addition to updated direction provided through recent Provincial and Regional Policy and community input.
- The policies include area-specific direction for heritage conservation and updated policies regarding aspects such as the Natural Heritage System, climate change and active transportation.
- The draft Secondary Plan was released for public consultation on May 6<sup>th</sup>, 2021 and was presented to the public and Council at the Statutory Public Meeting on June 14, 2021 (see report PD-2021-0033).
- This final plan was further modified in response to comments received at the Public Meeting. These changes are considered minor in nature (see details in the comments section below).
- As a result of concerns raised by the community, additional transportation analysis was completed and recommended improvements have been considered as part of the updated Glen Williams Secondary Plan and future capital programs. The list of recommendations and policies focuses on maintaining and providing transportation infrastructure for all modes while maintaining the Hamlet's character.

## BACKGROUND AND DISCUSSION:

The Scoped Hamlet of Glen Williams Secondary Plan Review was undertaken to ensure the Plan that was adopted in 2007 is reflective of current policies at the Provincial, Regional and Local level and to address recent community concerns. The Project initiated in March 2020 and significant public consultation and engagement took place to ensure that the community was well informed of the process and engaged through the development of the updated policies, design guidelines and required mapping changes. The Public Engagement and Consultation Summaries highlighting key engagement opportunities can be accessed via <https://www.letstalkhaltonhills.ca/>.

**Figure 1:** Glen Williams Secondary Plan Review Project Timeline



## **Conformity with Provincial, Regional and Local Policy Framework**

All municipal decisions affecting planning matters must be consistent with provincial policy, which in the case of the Hamlet of Glen Williams Secondary Plan, includes the Provincial Policy Statement (2020) and the Growth Plan for the Greater Golden Horseshoe (2020).

The project team is of the opinion that the Glen Williams Secondary Plan (OPA 44) achieves conformity with the Provincial Policy Statement (PPS, 2020), including Section 1.1.3, which emphasises the need to use land and resources wisely, protect resources, promote green spaces, support active transportation and efficiently use infrastructure and public service facilities.

In addition, OPA 44 achieves conformity with the policies of the Growth Plan (2020), including:

- Conserving cultural heritage resources in order to foster a sense of place and benefit communities, particularly in strategic growth areas. (4.2.7)
- Limiting growth in rural settlement areas (2.2.1.2.b)

The Town of Halton Hills Official Plan, and any amendments to the Official Plan, must be in conformity with the Region of Halton Official Plan. OPA 44 achieves conformity with the Region of Halton Official Plan, including:

- Section 48. Area-Specific Plans such as secondary plans are to be prepared by the Local Municipalities for settlement areas such as new communities, Intensification Areas and Hamlets in accordance with policies of this Plan.
- Section 49. Area-Specific Plans shall be in conformity with Regional and Local Official Plans and be incorporated as amendments to the Local Official Plan.

The updated Secondary Plan is consistent with the policies in the PPS, Growth Plan and Regional Official Plan as it:

- Manages growth by providing for limited new growth in designated and planned areas through development that is reflective of the Hamlet's character areas; enhancing the vitality of the commercial core and maintaining the core as a focal point for the community; and ensuring growth is appropriately implemented in a co-ordinated, and cost-efficient manner;
- Encourages connectivity by providing improved linkages, enhancing streetscapes and the public realm, and supporting an active transportation network for the Hamlet;
- Protects the Natural Heritage by preserving and enhancing the Natural Heritage System and protecting the Hamlet's groundwater recharge areas;

- Ensures that the use of existing infrastructure and public service facilities is optimized wherever feasible and requires all new development to be on full municipal services unless otherwise identified in the policies of the Plan; and,
- Protects and enhances the Hamlet's Cultural Heritage Value by conserving and enhancing the unique and significant cultural heritage resources of Glen Williams and establishing Character Areas for the established Historic Core and Mature Neighbourhoods, as well as New Planned Areas.

The Secondary Plan has also been updated to reference and incorporate several municipal initiatives such as the Town's Active Transportation Master Plan, Green Development Standards and Climate Change Adaptation Plan.

### **Public Consultation**

All four phases of the Hamlet of Glen Williams Secondary Plan included numerous opportunities for the public to engage. Over the course of the study, over 50 people participated in each of the Virtual Open House series, and 75 responses were received through online engagement tools. In addition, staff met with key stakeholders and residents virtually or by phone, and received input submitted from the general public via email, Let's Talk Halton Hills, and telephone on an ongoing basis.

Staff considered all input gathered through consultation events, stakeholder meetings and correspondence in developing the Secondary Plan policies. Due to the impact of the COVID-19 Pandemic, public engagement was conducted virtually to seek feedback from the community via Zoom and Let's Talk Halton Hills. The community was informed of the Project, Virtual Open Houses, and how to get involved via newspaper ads, email blasts and social media posts. It was also emphasized that those community members that cannot access the required technology and wanted to provide their input could contact via phone the Planning Department and planning staff would coordinate an alternative way of engagement by phone or mail.

A Project Launch Virtual Event was held on April 29, 2020, to seek feedback from the community on the nine key topic areas: Urban Design, Natural Heritage, Cultural Heritage, Land Use, Transportation, Servicing, Growth Management, Sustainability, and Parks and Open Space.

The first Virtual Open House event was held on October 28, 2020. The purpose of the Open House was to provide a summary of the feedback from the areas for review, project launch, and background report, as well as provide the community with the opportunity to ask questions and provide additional comments.

The second series of Virtual Open Houses was held on April 22 and April 26, 2021. The purpose of this series was to provide an overview of how the Draft Secondary Plan was prepared, and the key changes. As a result of the significant interest received in the first Open House series, the project team provided two opportunities for virtual engagement.

Breakout rooms were used to encourage small group discussions, and questions were asked by the project team on four key areas of the Draft Secondary Plan:

- Goals and objectives;
- Character areas;
- Land use designations; and,
- Hamlet design and heritage guidelines.

Due to time constraints, not all questions were addressed as part of each breakout room session. However, it was noted that the questions were available as a survey on the Let's Talk Halton Hills platform for those participants that required additional time to provide their responses.

### Public Open House and Statutory Public Meeting

A Public Open House, followed by a Statutory Public Meeting before Council, was held on June 14, 2021, to present the Draft Secondary Plan and Draft Design Guidelines, and obtain the views of the public on those draft documents. The Virtual Public Open House consisted of a slide show including maps and key policy changes and an opportunity for the public to ask questions of the project team. The Statutory Public Meeting consisted of a presentation from Dana Anderson from MHBC Planning. Approximately 37 people attended the public open house, including staff and consultants. The project team were able to answer questions from the public at the open house. Two oral public submissions were made at the statutory public meeting, and three written public comments were received by the June 18th deadline (two of the three written comments were submitted by the delegates who provided an oral submission at the Statutory Public Meeting).

### **Public Agency Submissions**

Through the circulation of the Draft Secondary Plan and Design Guidelines, comments were received from Credit Valley Conservation, the Halton District School Board and the Region of Halton.

#### Credit Valley Conservation (CVC):

The comments of CVC staff generally support the policies and mapping of the Draft Secondary Plan. Key comments related to ensuring conformity with the latest CVC policies, terminology and mapping have been addressed.

#### Halton District School Board (HDSB):

The comments of the HDSB did not request any revisions to the Secondary Plan. HDSB staff requested additional information regarding the population target specified in the plan and asked if there are any housing targets that will be achieved within this timeframe. Town Staff responded that the updated planned population, which was revised to approximately 2,200 people in the final version of the Secondary Plan, does not have a timeline associated with it or housing targets since it is meant as a

population forecast for the build-out of the Hamlet considering planned development in the context of Glen Williams. HDSB staff also provided additional comments regarding their support for the evaluation of Stormwater Management controls to currently uncontrolled areas like public roads for future studies and consideration of connections between trail networks for future studies and development plan applications. In addition, HDSB reiterated their support for policies that emphasize appropriate connectivity, traffic circulation and pedestrian and cyclist access to community facilities.

#### Halton Region:

Region of Halton staff provided substantive comments on the Draft Secondary Plan. The key comments have been summarized below.

#### **Natural Heritage System (NHS):**

The 2007 Secondary Plan defined the natural areas to be protected as Core and Supportive Greenlands. Region of Halton staff provided comments on the draft secondary plan related to the need to update the NHS policies and mapping to ensure conformity with the Regional Official Plan and reference the Environmental Impact Assessment requirement.

#### Staff Comments:

- With respect to NHS policies, in the Draft Secondary Plan, Core and Supportive Greenlands were refined to recognize the Region's NHS. In addition, a NHS Supportive layer is included on Schedule H4-2. These lands previously designated as Supportive Greenlands are identified on Schedule H4-2 to acknowledge that these areas may contain existing uses and buffers to key features, which will continue to be recognized i.e.,) sheds, gardens, etc. The final Secondary Plan includes revised language from Environmental Impact Study to Environmental Impact Assessment (EIA) to be consistent with Regional terminology
- In addition, a Special Study Area has been added for lands within the proposed Bishop's Court Phase II subdivision (Policy H4.9) which will be subject to an EIA through the development application process.
- comments related to ensuring a consistent approach to buffers have been addressed in the context of Glen Williams by allowing appropriate buffers to be determined through the required Environmental Impact Assessment process.

#### **Water and Wastewater Servicing:**

Regional staff identify the need to update the terminology to ensure consistency with the Regional Plan and include references to Regional Official Plan policies and relevant Guidelines. i.e., Hydrogeological Studies & Best Management Practices for Groundwater Protection Guidelines. Regional staff also commented on the need to reference the CTC Source Protection Plan and Water Balance Assessment policy and reinforce that any new development proposed on municipal services should be in accordance with the Master Servicing Plan.

## Staff Comments:

All proposed revisions to address these comments have been made in the final Secondary Plan.

## **Halton Hills Departments**

Staff from Town's Recreation and Parks, Development Planning, Development Engineering and Transportation departments are part of the Secondary Plan Technical Advisory Committee and have been providing continuous and invaluable input to the Secondary Plan and Hamlet Design and Heritage Protection Guidelines since the beginning of the project. The comments that have been received from these departments suggested minor policy modifications to the Secondary Plan.

## **Public Submission Comments**

At the Statutory Public Meeting staff received comments on the need to ensure that the updated plan prioritizes the environment and climate change. A new section of the Secondary Plan (Section 4.3.13) includes policies related to Sustainability and Climate Change. This section recognizes the Town's commitment to sustainable growth and development and goal to be a Net Zero municipality by 2030. It also speaks to the requirement for new development to adhere to the [Town's Green Development Standards](#).

A number of comments were received with respect to the applicability of the updated Secondary Plan Policies vis a vis the processing of active development applications submitted prior to the Secondary Plan update. In accordance with the "clergy principle", each active development proposal will be reviewed against the Secondary Plan in effect at the date of the submission of the application. However, staff will look to the updated policies of the Glen Williams Secondary Plan for guidance, where applicable, in their review of those applications.

Regarding the Hamlet Buffer policy, comments were received in favour of maintaining the Hamlet Buffer and ensuring that lands within the buffer be required to be under public ownership to allow for publicly accessed trails when possible. Town staff also received comments questioning the need for the Hamlet Buffer and the requirement for public ownership. Town staff maintains the position that alternative widths for the Hamlet buffers on the active development sites can be considered as appropriate. However, in light of previous experience with Hamlet buffers being held in private ownership, on a go forward basis, it is recommended that the Hamlet buffer within new subdivisions be conveyed to the Town and held in public ownership. For purposes of clarity, it is considered appropriate to reflect this direction in the updated Secondary Plan.

There were also comments questioning why developers in the Hamlet of Glen Williams are proposing higher densities on their site if the Secondary Plan already has a density

requirement that must be met. Through this Secondary Plan review, density requirements have not been revised; however, it is important to note that the Ontario planning framework allows landowners to submit Official Plan Amendments requesting density increases on a specific site. Such requests must be properly considered and determined through the review of the specific development application, which will be informed by agency review and community input. Residents can continue to participate and provide their comments through that process.

## **Key Revisions to the Secondary Plan since the Public Meeting**

### Goals and Objectives:

Section H4.1 and H4.2– Based on comments from the community to emphasize in the Goals and Objectives the protection of the natural environment and topography in Glen Williams, staff have included in the Goal of the Secondary Plan a reference to guiding change that maintains and enhances the natural environment and in the Objectives a reference to providing for limited new growth in designated and planned areas through development that is sensitive to the natural environment and the topography of Glen Williams. It is important to highlight that through the review of development applications the focus would be on maintaining the natural landform as much as possible without compromising ecological and engineering best practices and standards.

### Greenlands/ Natural Heritage System Policies

Revisions include the reference to the Region of Halton Natural Heritage System (NHS) policy framework in place of the Core and Supportive Greenland policies, and included NHS development policies in accordance with the Region of Halton Official Plan. In addition, the reference to an ‘Environmental Impact Assessment’ has been included throughout the Plan in accordance with the Region of Halton Official Plan. Other policies have been revised to address Town and CVC comments, including natural hazards and floodplain policies.

### Population Number

Staff complete additional analysis on the planned Population number proposed for the Hamlet of Glen Williams. As a result, the planned population was revised to approximately 2,200 residents. It is key to highlight that the updated planned population does not have a timeline associated with it or housing targets since it is meant as a population forecast for the build-out of the Hamlet, considering planned development in the context of Glen Williams.

### Hamlet Buffer

The Hamlet Buffer Policy has been modified based on public and agency comments regarding the need for the hamlet buffer associated with future development to be



conveyed to the Town or other public body and contain trails circling the hamlet when possible.

The updated policy states that planned areas still to be developed shall consider adjacent boundaries and land uses beyond the Hamlet Boundary to determine a general lot line setback of at least 5 to 10 metres. Opportunities for parks, open space and trails should be assessed within the Hamlet buffer area for future development in accordance with the Active Transportation Master Plan. In addition, public ownership of the Hamlet Boundary Buffer within New Planned Areas shall be required.

#### Proposed Mapping Revisions:

Minor revisions to Schedule H4-1 and H4-2 were required to recognize the Character Areas (Historic Core, Mature Neighbourhoods and New Planned Areas), and changes from the Core and Supportive Greenlands to the Regional NHS mapping.

### **Transportation Analysis**

A scoped Transportation Analysis review was conducted by WSP consulting as part of the update to the Glen Williams Secondary Plan. The work complemented the previous Glen Williams Traffic study completed in 2009. A Draft Background Report was completed in August 2020 which included a review of relevant background transportation policies from the Town and Region. Further to the Background report, additional analysis was completed which included recommendations from the approved Town of Halton Hills Active Transportation Master Plan.

The transportation analysis included an assessment of various intersections within Glen Williams. As part of the analysis, a review of the projected development within Glen Williams was conducted to determine anticipated impacts on the local street network. The review summarized a list of transportation recommendations and policies for consideration which are as follows:

- Improvements to Pedestrian Crossings at Confederation Street and Main Street/Wildwood Road
- Implementation of All-way Stop at Confederation Street and Mountain Street
- Implementation of Active Transportation infrastructure along Confederation Street
- Continue to monitor existing intersections to ensure acceptable level of service due to growth
- The list of recommendations and policies focuses on maintaining and providing transportation infrastructure for all modes within Glen Williams while maintaining the Hamlet's character. The recommendations and policies are also intended to support the transportation related goals set out in both the Town of Halton Hills Transportation Master Plan and Active Transportation Master Plan.

## **STRATEGIC PLAN ALIGNMENT:**

This report aligns to the Town's Strategic plan recognizing the value to foster a healthy community that provides a clean environment and range of economic and social opportunities to ensure a superior quality of life in our community.

This report also identifies shaping growth as one of the Town's Strategic priorities

## **RELATIONSHIP TO CLIMATE CHANGE:**

This report impacts and/or helps address climate change and the Town's resiliency through climate adaptation.

In particular, the application of the Town's recently updated Green Development Standards will assist with climate change mitigation efforts.

## **PUBLIC ENGAGEMENT:**

Public Engagement has been conducted as follows: Online surveys, pre-recorded presentations, live virtual open houses and workshop and stakeholder meetings.

More information regarding the Project's Public Engagement Strategy can be found on <https://www.letstalkhaltonhills.ca/glen-williams-secondary-plan>

## **INTERNAL CONSULTATION:**

Technical Advisory and Steering Committee meetings were held to present and discuss the Draft Secondary Plan and Draft Hamlet and Heritage Protection Design Guidelines. Input provided was considered in the preparation of a final Secondary Plan and Hamlet Design and Heritage Protection Design Guidelines. Additional consultation occurred with the Region of Halton and Credit Valley Conservation.

**FINANCIAL IMPLICATIONS:**

This report will be funded through an existing approved budget source.

Reviewed and approved by,

Bronwyn Parker, Director of Planning Policy

John Linhardt, Commissioner of Planning and Development

Chris Mills, Acting Chief Administrative Officer