

Town of Halton Hills' Public Engagement and Consultation Plan

Scoped Hamlet of Glen Williams Secondary Plan

Date: March 20, 2020

BACKGROUND

Introduction

In June 2017, Council approved the Hamlet of Glen Williams Work Plan comprised of two distinct phases (Report P&1-2017-0066). Phase 1 involved the Glen Williams Mature Neighbourhood Study and was recently completed with the adoption of OPA 34 and the related implementing Zoning By-law 2019-0018 in April of 2019. Phase 2 was identified as a scoped review of the Hamlet of Glen Williams Secondary Plan (**HGWSP**) and targeted for initiation in 2019. The project was awarded in January 2020 and commenced in March 2020.

Purpose of the Review

The HGWSP preceded a number of Provincial and Regional Plans which have revised policy directions for growth and development in Ontario. In addition, Town staff and the Hamlet of Glen Williams Residents Association Inc. have identified a number of issues that require further review and consideration. A scoped review of the HGWSP is timely, and will enable the Town to appropriately respond to these planning considerations. **The Review will ensure:**

- Conformity to Provincial and Regional Plans;
- Confirmation that the goals and objectives of the Secondary Plan remain relevant;
- That Hamlet Design policies and design guidelines are updated to reflect best practices that are sensitive to community context, including best practices for the design of stormwater management ponds to minimize impacts on adjacent Neighbourhoods; and,
- That natural heritage and environmental policies are updated to conform to provincial and regional policy while acknowledging the existing community context of Glen Williams (e.g. a Hamlet that provides a transition between the Georgetown Urban Area and the surrounding agricultural and rural landscape).

Other key items that will be considered through this review include:

- Parkland and trail policies
- The Hamlet buffer policy framework
- Transportation issues such as community core parking requirements and associated pedestrian flow, and student access to Glen Williams Public School
- Urban design policies and guidelines
- Heritage inventory and policies.

The Secondary Plan review process will be a community-integrated process that is shaped by input from the public and key stakeholders, as defined in this Public Engagement and Consultation Plan.

PUBLIC ENGAGEMENT GOAL, OBJECTIVES AND PROCESS

The public engagement goal for the Scoped Hamlet of Glen Williams Secondary Plan review process is to:

- Conduct public engagement in accordance with the Town of Halton Hill’s Public Engagement Charter Vision which is built on three pillars: **transparency, notification and participation**, utilizing the Town’s established spectrum of engagement to: **inform, consult and collaborate** with residents and stakeholders.

The public engagement objectives for the Scoped Hamlet of Glen Williams Secondary Plan review process are to:

- **Inform** citizens and stakeholders on the revised policy directions for growth and development in Ontario since the development of the original Glen Williams Secondary Plan; the process for the Scoped Hamlet of Glen Williams Secondary Plan; and on the background information and technical analysis completed by the Project Team;
- **Consult** with citizens on preliminary findings and ideas to receive feedback on areas of change and to identify issues, opportunities and local considerations to be resolved through the development of the revised Glen Williams Secondary Plan. **Consult** with citizens and stakeholders to receive feedback on the structure of the Secondary Plan, key goals and objectives,

functional policies related to transportation, stormwater management, urban design, cultural and natural heritage policies, land use policies and implementation tools; and,

- **Collaborate** with citizens and stakeholders to confirm the vision for the Hamlet.

The proposed process for the Scoped Glen Williams Secondary Plan includes:

- The Public Engagement Period will take place between April 2020 and April 2021 (12 months).
 - Ongoing consultation will be conducted with interested residents and other key stakeholders via Steering Committee Meetings, Public Open Houses and online engagement.
 - The “**Let’s Talk Halton Hills**” community engagement platform will be utilized throughout the project lifecycle to share information about the project and gather feedback from the community. All presentations and materials will also be posted to the Let’s Talk Halton Hills platform to allow those who cannot participate to add comments and provide input throughout the process.
 - Citizens are asked to share their comments and recommendations on the issues that affect the development of the Secondary Plan.
- Citizens can provide feedback through any one of the following methods:
 - **Online:** Providing feedback on “Let’s Talk Halton Hills” (<https://www.letstalkhaltonhills.ca/>).
 - **Email:** Sending comments to planning@haltonhills.ca with the subject line ‘Glen Williams Secondary Plan Feedback’.
 - **In-Person:** Attending Open Houses and Council Meetings.
 - **Phone:** Contacting the Town of Halton Hills directly by calling 905-873-2600 ext. 2900.
- A comprehensive Public Engagement report will be compiled by the Project Team and shared with the Town of Halton Hills Planning Department and will be brought forward to Council at a Planning Committee Meeting in spring 2021.

IMPORTANT DATES

The Town of Halton Hills and the Project Team will be completing four phases of public consultation as part of the Scoped Glen Williams Secondary Plan process, and the main events involved as part of each phase are identified below. There will be ongoing consultation throughout the lifetime of project as well through the methods noted above.

Phase 1: Project Launch Event – Spring 2020

Phase 2: Public Workshop and Open House – Fall 2020

Phase 3: Public Open House (prior to Statutory Public Meeting) – Spring 2021

Phase 4: Community Open House (prior to Council Recommendation Meeting) – Spring 2021

Dates may change and will be communicated to target audiences accordingly.

TARGET AUDIENCES

Target audience and key stakeholders include:

- Glen Williams residents and landowners
- Local businesses and business-owners
- Hamlet of Glen Williams Residents Association Inc. (HGWRA)
- Town of Halton Hills Climate Change Action Task-force
- Heritage Halton Hills Committee
- Mayor's Youth Action Committee
- Credit Valley Conservation;
- The Region of Halton
- Builders/Developers
- Other interested stakeholders.

TACTICAL DELIVERANCES/TIMELINE

Anticipated Timing	Participants	Plan
PHASE 1 – Project Launch and Background and Key Findings Review		
<p>Spectrum of Engagement in accordance with Public Engagement Charter: Inform and Consult.</p> <p>Goal: Build relationships and trust with Participants to understand values related to the Glen Williams neighbourhoods and obtain background information to inform Secondary Plan review process, including key issues, objectives and principles.</p>		
Early April	Technical Advisory Committee	<p>Meeting and Presentation:</p> <ul style="list-style-type: none"> • Introduction of the project. • Identification of unique issues within the area, technical issues and information.. • Identification of Town studies and other projects that will inform the project; Present Draft Project Launch Event Materials and receive feedback. • Confirm stakeholder list.
Late April	Steering Committee	<p>Meeting and Presentation:</p> <ul style="list-style-type: none"> • Introduction of the project. • Identification of unique issues within the area and ideas. • Present Draft Project Launch Event Materials and receive feedback. • Confirm stakeholder list.
April 29 th , 2020	Project Team, Members of Technical Advisory Committee and Steering Committee as required, Public	<p>Public Consultation - Project Launch Event:</p> <ul style="list-style-type: none"> • Goal: Inform and Consult • Due to the social distancing measures in place because of COVID-19, the project launch event will be hosted digitally through the Let’s Talk Halton Hills platform. • The Let’s Talk Halton Hills platform will include the following introductory documents:

		<ul style="list-style-type: none"> ○ Presentation slideshow with audio voiceover to introduce the project and the Project Team to the community. <ul style="list-style-type: none"> ▪ The presentation will explain the role and process of a Secondary Plan, the available regulatory tools and powers related to Secondary Plans under the Planning Act, and communication materials and ways for community members to get involved throughout the process. ○ Presentation panels will also be used to provide additional information on the key topic areas. ● Post card feedback will be utilized to provide community members with an opportunity to comment and contribute towards ideas, areas of change and to identify their vision, issues, opportunities and site-specific considerations to be resolved through the development of the revised Glen Williams Secondary Plan. <ul style="list-style-type: none"> ○ Post cards with images addressing the focus areas* of the Secondary Plan Review will have an area for comments to be submitted. ● A map of the Hamlet will be provided as a widget on the Let’s Talk Halton Hills platform for citizens to provide direct comments/questions on areas of interest in the Hamlet. ● A survey will also be utilized to ask the question to citizens: The Glen Williams Secondary Plan review process will be a success if ____? With the opportunity to submit a comment card to fill in the blank. ● *Focus areas will include growth management, land use, transportation, cultural heritage, natural heritage, urban design, parks, open spaces and trails, servicing and stormwater management, and sustainability.
April - May	Project Team	<p>Prepare Draft Background and Key Findings Report:</p> <ul style="list-style-type: none"> ● Provincial and Regional Policy Analysis ● Local Planning Analysis ● Land use inventory mapping and development review ● Population, growth assessment and servicing ● Design Guideline Analysis

		<ul style="list-style-type: none"> • Parkland, Trail and Open Space Analysis • Policy Structure and Implementation Tools Analysis • Heritage Review • Transportation Analysis • Stormwater Analysis • Natural Heritage and Environmental Analysis (inclusive of climate change and resiliency). <p>Review preliminary Draft with Planning Management Team.</p>
Mid-June	Technical Advisory Committee	<p>Meeting and Presentation:</p> <ul style="list-style-type: none"> • Present Draft Background and Key Findings Report. • Receive feedback and comments.
Mid-June	Steering Committee	<p>Meeting and Presentation:</p> <ul style="list-style-type: none"> • Present Draft Background and Key Findings Report. • Receive feedback and comments.
End of June	Project Team	<p>Final Background and Key Findings Report:</p> <ul style="list-style-type: none"> • Revise Report based on comments and feedback received from the Steering Committee and the Technical Advisory Committee.

PHASE 2 – Background Information Collection and Analysis

Spectrum of Engagement in accordance with Public Engagement Charter:
 Inform, Consult and Collaborate.

Goal:
 Continue the conversation to obtain expert advice from staff; specialized perspectives of landowners, stakeholders and the TAC; and, local knowledge from the larger community in order to gain feedback related to the draft policy objectives and urban design principles. This phase will allow for the team to engage with Participants to understand values and identify preferred options for development, objectives and principles.

Early July	Technical Advisory Committee	<p>Meeting and Presentation:</p> <ul style="list-style-type: none"> • Discuss Phase 2 scope of public engagement process.
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		<ul style="list-style-type: none"> • Present Draft Public Workshop and Open House Materials and receive feedback. • Present draft list of questions for stakeholder interviews.
Early July	Steering Committee	<p>Meeting and Presentation:</p> <ul style="list-style-type: none"> • Discuss Phase 2 scope of public engagement process. • Present Draft Public Workshop and Open House Materials and receive feedback. • Present draft list of questions for stakeholder interviews.
Early September	Project Team, Members of Technical Advisory Committee and Steering Committee as required, Public	<p>Public Consultation - Public Workshop and Open House:</p> <ul style="list-style-type: none"> • Goal: Inform and Collaborate • Present the Background and Key Findings report and outline areas for input. <ul style="list-style-type: none"> ○ Presentation panels to be located around the room to display this information, with some requesting feedback. • Facilitate a hands-on/interactive workshop session with the community to review, comment and contribute towards ideas and areas of change. <ul style="list-style-type: none"> ○ Work in groups with a facilitator at each table using a workbook providing information on the background review that address the focus areas, structure of the plan, and key goals and objectives. <ul style="list-style-type: none"> ▪ Workbooks will provide a series of questions for conversation around the focus areas. ▪ Participants will take turns writing comments in the workbook as discussed with the group. ○ Staff will facilitate a rapid fire feedback loop after each round of questions and discussions. ○ Comment sheets will also be provided for citizens to write additional comments. • Let's Talk Halton Hills will have the questions presented to the community at this event for citizens to provide feedback if they are unable to attend this event.
Early September	Project Team, Stakeholders	<p>Public Consultation - Stakeholder Interviews:</p> <ul style="list-style-type: none"> • Goal: Inform and Consult • Conduct stakeholder interviews with the confirmed list of stakeholders.

		<ul style="list-style-type: none"> • Inform stakeholders of process, present the Background and Key Findings report and outline areas for input. • Request feedback on the confirmed list of questions, including the structure of the plan, key goals and objectives, land use policies and implementation tools.
End of September	Project Team	<p>Public Consultation Summary Report:</p> <ul style="list-style-type: none"> • Prepare public consultation report based on feedback received from public workshop and open house and online comments received to date to highlight key themes associated with the comments.

PHASE 3 – Preparation and Presentation of Draft Secondary Plan and Feedback Collection

Spectrum of Engagement in accordance with Public Engagement Charter:

Inform and Consult.

Goal:

Continue engagement with the public while preparing Draft Version of the Hamlet of Glen Williams Secondary Plan.

End of October	Project Team	<p>First Draft Version of the Hamlet of Glen Williams Secondary Plan:</p> <ul style="list-style-type: none"> • Analysis of all research undertaken and comments received on the Background and Key Findings Report and the public workshop session. • Draft will include: <ul style="list-style-type: none"> ○ Applicable objectives, general policies and land use designations and policies to reflect conformity with current provincial and regional policy directions; ○ Revised Secondary Plan schedules to incorporate the applicable land use categories that implement the policies of the Town’s Official Plan, Halton Region Official Plan and provincial policy directions; and, ○ An updated Transportation plan, mapping for the Natural Heritage System as identified by the Province, regulatory limits as identified by the Credit Valley Conservation, and stormwater analysis completed by WSP.
Early November	Technical Advisory Committee	<p>Meeting and Presentation:</p> <ul style="list-style-type: none"> • Present First Draft version of the Secondary Plan.

		<ul style="list-style-type: none"> • Receive feedback and comments.
End of November	Project Team	<p>Second Draft Version of the Hamlet of Glen Williams Secondary Plan:</p> <ul style="list-style-type: none"> • Based on the feedback received from the Town’s Planning Team and the TAC, we will prepare a Second Draft Version of the Hamlet of Glen Williams Secondary Plan and Schedules.
Early December	Technical Advisory Committee	<p>Meeting and Presentation:</p> <ul style="list-style-type: none"> • Present Second Draft version of the Secondary Plan. • Receive feedback and comments.
Early December	Steering Committee	<p>Meeting and Presentation:</p> <ul style="list-style-type: none"> • Present Second Draft version of the Secondary Plan. • Receive feedback and comments.
End of December	Project Team	<p>Final Draft Version of the Hamlet of Glen Williams Secondary Plan:</p> <ul style="list-style-type: none"> • Based on the feedback received from the Town’s Planning Team, the Technical Advisory Committee and the Steering Committee, we will prepare a Final Draft Version of the Hamlet of Glen Williams Secondary Plan and Schedules. • The Final Draft version will be provided to additional agencies for their feedback. • We will also prepare a Draft summary report to accompany the final Draft Secondary Plan and the Draft Technical Amendment required for adoption in Phase 4.
Early January	Project Team, Members of Technical Advisory Committee and Steering Committee as required, Public	<p>Public Consultation - Public Open House:</p> <ul style="list-style-type: none"> • Goal: Inform and Consult • We will conduct an Open House to present the Final Draft version of the Secondary Plan to stakeholders and community members at a pre-Council meeting. • The Open House will provide the opportunity for participants to review and comment on the proposed Secondary Plan and Schedules. • A series of presentation panels will highlight the areas of revision and update as well as new policies.

		<ul style="list-style-type: none"> ○ The presentation panels will be organized at stations with a “walk through” of the Plan with project team representatives at the various stations. ● The Open House will provide an opportunity for community members to provide comments on the recommended draft based on the key plan areas. <ul style="list-style-type: none"> ○ Comment will be collected through post its at each station and comment sheets provided for residents to submit formal comments on the plan to the project team.
Early January	Project Team, Public	<p>Council Update:</p> <ul style="list-style-type: none"> ● The Final Draft version of the Hamlet of Glen Williams Secondary Plan and Schedules will be brought to the Planning Advisory Committee as part of an information update. ● A presentation will be made on the process, public engagement and technical review, as well as an overview of the final Draft Secondary Plan.
Mid-January	Project Team	<p>Final Revisions to the Final Draft Version of the Hamlet of Glen Williams Secondary Plan:</p> <ul style="list-style-type: none"> ● Following the Open House, we will summarize all final comments and if required make final edits to the Final Draft Secondary Plan.

PHASE 4 – Preparation and Presentation of Final Secondary Plan and Feedback Collection

Spectrum of Engagement in accordance with Public Engagement Charter:

Inform and Consult.

Goal:

Continue engagement with the public while refining and implementing the Final Version of the Hamlet of Glen Williams Secondary Plan.

End of January	Project Team	<p>Meeting with Planning Team</p> <ul style="list-style-type: none"> ● Planning team meeting to review the Phase 4 work program tasks, discuss project status and discuss process for finalization of the Secondary Plan.
Early February	Project Team	Final Secondary Plan and Technical Amendment

		<ul style="list-style-type: none"> Based on all of the comments received, make final edits and changes to the Secondary Plan and Schedules as well as the Technical Amendment. Comment matrix indicating all revisions and updates will be prepared.
Mid-February	Technical Advisory Committee	<p>Meeting and Presentation:</p> <ul style="list-style-type: none"> Present Final version of the Secondary Plan and discuss preparation for Statutory Public Meeting presentation.
Mid-February	Steering Committee	<p>Meeting and Presentation:</p> <ul style="list-style-type: none"> Present Final version of the Secondary Plan and discuss preparation for Statutory Public Meeting presentation.
Mid-February	Project Team, Public	<p>Public Consultation - Community Open House:</p> <ul style="list-style-type: none"> Goal: Inform and Consult Open House prior to the Statutory Public Meeting to present the final Draft of the Hamlet of Glen Williams Secondary Plan and Schedules. A series of presentation panels will highlight key information in the proposed final Draft of the Secondary Plan and Schedules and will provide an opportunity for residents and stakeholders to see how their comments have been incorporated. <ul style="list-style-type: none"> The presentation panels will be organized as a “walk through” of the Plan with project team representatives at the various stages. Respond to questions and receive final comments. <ul style="list-style-type: none"> Comment sheets will be provided for residents to submit any final comments on the plan to the project team.
Mid-February	Project Team, Public	<p>Statutory Public Meeting</p> <ul style="list-style-type: none"> Provide presentation of the Plan at the Statutory Public Meeting held by the Town, as required by the Planning Act, to present the final Draft Hamlet of Glen Williams Secondary Plan and Schedules and Technical Official Plan Amendment. At this meeting, a presentation on the Secondary Plan process and key components of the plan will be provided.
Early February	Project Team	<p>Statutory Public Meeting Report</p> <ul style="list-style-type: none"> All comments received as part of the Statutory Public Meeting will be reviewed

		<p>and will be used to identify any further changes based on comments or directions from Council.</p> <ul style="list-style-type: none"> • A Memorandum will be prepared summarizing all final comments received as well as how each comment has been addressed.
March	Project Team	<p>Final Hamlet of Glen Williams Secondary Plan and Schedules and Amendment</p> <ul style="list-style-type: none"> • Based on the feedback received from the Statutory Public Meeting, final revisions to the Secondary Plan and Schedules will be made. • Once refinements are made, this will be the version of the document and the Technical Amendment that will be brought forward to Council for adoption.
Early April	Project Team, Public	<p>Council Meeting</p> <ul style="list-style-type: none"> • A presentation to Council will be made on the Final Secondary Plan and Report. • A recommendation Report will be brought forward at this time for adoption of the Secondary Plan.