



Planning Services Public Meeting Report

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Report To: Planning and Development Committee

Date of Meeting: January 29, 2018

Report Number: PSD-011-18 **Resolution:** #PD-019-18

File Number: PLN 41.10 **By-law Number:**

Report Subject: Southeast Courtice Secondary Plan Study – Terms of Reference

Recommendations:

1. That Report PSD-011-18 be received;
2. That Planning Services staff be authorized to commence the preparation of the Southeast Courtice Secondary Plan;
3. That staff be authorized to finalize the draft Terms of Reference and issue a Request for Proposal to retain the necessary consultants for the preparation of the Secondary Plan;
4. That the Director of Planning Services be authorized to execute the necessary cost-recovery agreements with the Southeast Courtice Landowners Group Inc. for the preparation of the Secondary Plan; and
5. That all interested parties for Report PSD-011-18, any delegations and the Region of Durham Planning Department be notified of Council's Decision.

Report Overview

The purpose of this report is to inform the landowners within the Southeast Courtice Secondary Plan area of the request by the Southeast Courtice Landowners Group Inc. for Council to initiate the preparation of a Secondary Plan for these lands. This report seeks Council authorization for staff to commence the preparation of the Secondary Plan generally in accordance with the draft Terms of Reference.

1. Background

- 1.1 The Southeast Courtice Secondary Plan area is located generally between the Robinson Creek valley in the west and Hancock Road in the east. It extends from south of Bloor Street northward to Durham Highway 2. There are approximately 60 landowners within this Secondary Plan area. There is a mixture of parcel sizes within the Secondary Plan area, including larger farm parcels and residential lots.



Figure 1: Southeast Courtice Secondary Plan Area

- 1.2 Landowners met in mid-2017 to review the Secondary Plan process and determine participation. It was recognized that smaller residential properties would not be interested and willing to be bound by the legal and financial obligations associated with the Landowners Group. Only landowners with a greater than 0.8 hectare (2 acre) parcel were specifically asked if they were interested in financially contributing to the Secondary Plan process. Essentially, the landowners that were willing and able to contribute financially are now members of the Southeast Courtice Landowners Group Inc.
- 1.3 The Southeast Courtice Landowners Group Inc. (Landowners Group) is an incorporated body representing the majority of the landowners (green highlight) within the Secondary Plan Area (red dashed line) as represented on Figure 1 above. The Landowners Group represents about 66 % of the Secondary Plan Area ownership. The Official Plan policy requires ownership representing generally 75 % of the developable land within the Secondary Plan area. The intent of this policy was to ensure that a critical mass of landowners were participating. Therefore, staff is satisfied that the Landowners Group has met the intent of the Policy.
- 1.4 The Landowners Group is represented by a Trustee. Delta Urban Inc. (DUI) has been retained as the Group Manager and is the lead consultant representing the Landowners Group.
- 1.5 The Landowners Group and staff have met regularly for the past six months to discuss the Secondary Plan process as well as the Robinson Creek and Tooley Creek Subwatershed study. The Landowners Group has agreed to fund 50% of the cost of the Subwatershed Study including staff resources. The funding agreement with the Trustee for the Landowners Group was executed in December 2017.
- 1.6 The Landowners Group has submitted a letter (See Attachment 1) to request the Municipality commence the preparation of the Secondary Plan and draft Terms of Reference for the Secondary Plan. As noted in this request to initiate, the Landowners Group has committed to funding 100% the preparation of the Secondary Plan including staff resources.

2. Secondary Planning Process

2.1 Getting Authorization for a Privately-Initiated Secondary Plan

2.1.1 The Clarington Official Plan provides policy direction for the preparation of a privately initiated Secondary Plan. In summary the process is as follows:

- 1) Consultation with municipal staff and the establishment of the Landowners Group.
- 2) Receipt of a Request to Initiate a Secondary Plan and a proposed Terms of Reference.

- 3) Public Meeting and a Decision of Council to initiate the preparation of the Secondary Plan.
 - 4) If Council decides to proceed with the Secondary Plan process, the Municipality will retain the necessary consultants.
 - 5) All costs associated with the process, planning staff time, consultants and project and administration of the Secondary Plan are to be covered 100% by the landowners group.
 - 6) Work will only be initiated once a funding agreement is in place between the Trustee for the Landowners Group and the Municipality.
- 2.1.2 Staff met on numerous occasions with a number of the landowners prior to the formation of the Landowners Group and have met regularly since the group was incorporated and a Trustee appointed.
- 2.1.3 In November, the Landowner Group requested that the Municipality initiate the Secondary Plan. A draft Terms of Reference was included in the request. The Terms of Reference submitted by the Landowners Group was circulated to various Municipal Departments as well as external agencies. Comments received from the agencies will be incorporated in the final Terms of Reference as appropriate.
- 2.1.4 In anticipation of Council's authorization to commence, the Landowners Group has submitted a draft Funding Agreement for the Secondary Plan to staff for review.

2.2 Summary of the Draft Terms of Reference

- 2.2.1 Similar to the Wilmot Creek Secondary Plan, the draft Terms of Reference has incorporated a 'green lens' approach to development. All studies and the Secondary Plan will be required to include details of how development in the Secondary Plan area will meet Council policies. In particular the goal over time is to reach net zero communities and the techniques that will be employed to reduce greenhouse gas emissions.
- 2.2.2 The draft Terms of Reference are highly integrated with the Robinson Creek and Tooley Creek Subwatershed Study, as a substantial portion of the Subwatershed Study must be completed before any preliminary land uses can be contemplated in the Secondary Plan. The Subwatershed Study work plan has made reciprocal provisions.

- 2.2.3 The draft Terms of Reference integrates the Secondary Plan process with several other major initiatives in the area including the Courtice Employment Lands Secondary Plan and the related Transportation Hubs Study for the Courtice GO Station. The draft Terms of Reference incorporate Phases 1 and 2 of the Municipal Class Environmental Assessment process for major roads such that the need and general alignment will be established as part of the Secondary Plan process.
- 2.2.4 Public participation will be integrated throughout the draft Terms of Reference. Consultant Proposals will be evaluated on their commitment to the Municipality's online media program. The recommended public participation will begin with a number of visioning sessions with the landowners, agencies, interested citizens and the business community regarding emerging trends in sustainable neighbourhood design, energy efficient development practices, and transit supportive land uses. Public Information Sessions will be held at specific stages of the planning process. These public participation requirements are in addition to any statutory Open House and Public Meeting requirements under the *Planning Act*.
- 2.2.5 The draft Terms of Reference contemplates this project being led by a Steering Committee. Although not yet finalized, it is anticipated that the Steering Committee will include Municipal, Region of Durham and CLOCA staff, Delta Urban project manager, landowner representatives and the lead consultant.
- 2.2.6 Should Council decide to proceed with the Secondary Plan, staff will issue a Request for Proposal to engage a team of consultants to undertake the Secondary Plan.

3. Conclusion

It is respectfully recommended that Council authorize staff to undertake the preparation of the Southeast Courtice Secondary Plan.

4. Strategic Plan Application

Not applicable.



Submitted by:

David J. Crome, MCIP, RPP
Director of Planning Services



Reviewed by:

Andrew C. Allison, B. Comm, LL.B
CAO

Staff Contact: Carlos Salazar, Manager of Community Planning at extension 2409
or csalazar@clarington.net or Lisa Backus, Principal Planner at extension 2413
or lbackus@clarington.net

Attachments:

Attachment 1 – Trustee request to initiate the Secondary Plan

Attachment 2 – Draft Terms of Reference

A list of interested parties to be notified of Council's decision is on file in the Planning Services Department.

LB/COS/ah/nl

SOUTHEAST COURTICE LANDOWNERS GROUP INC.

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SENT BY E-MAIL (dcrome@clarington.net) AND COURIER

November 15th, 2017

Municipality of Clarington
40 Temperance Street
Bowmanville, ON L1C 3A6

Attention: David J. Crome, MCIP, RPP
Director of Planning Services

Dear Sir:

**RE: REQUEST TO INITIATE THE PREPARATION OF THE SOUTHEAST COURTICE
SECONDARY PLAN**

The undersigned is the Trustee acting on behalf of the Southeast Courtice Landowners Group (the "SCLG"), who represent the majority of the land within the Southeast Courtice Secondary Plan Area.

The SCLG have previously committed to funding their share (i.e. 50%) of the Subwatershed Study Costs, per correspondence dated October 6th, 2017. Accordingly, the Trustee has collected funds from these owners and provided confirmation to the Municipality per correspondence dated October 27th, 2017.

As the SCLG have discussed with Staff, it would be an effective and efficient use of resources to now integrate the Subwatershed Study with a Secondary Plan study for future development of the Southeast Courtice Residential lands, and therefore, the SCLG is formally requesting the Municipality to commence the Secondary Plan process and confirms that the SCLG will fund 100% of the costs associated with the preparation of the Southeast Courtice Secondary Plan, in accordance with and subject to the terms of a Secondary Plan Funding Agreement to be negotiated and finalized on terms acceptable to the Municipality and the SCLG.

As per OPA No. 107, we are enclosing the proposed Secondary Plan Terms of Reference for your review and approval. The attached terms of reference outline the proposed scope of work, public consultation process, funding of supporting studies, cost sharing principles and other considerations as described in section 23.13.1 of OPA No. 107.

Thank you for your time and consideration. We are happy to further discuss our request should you wish to do so. Please contact the undersigned should you have any questions.

Yours very truly,

SOUTHEAST COURTICE LANDOWNERS GROUP INC.



Helen A. Mihailidi
HAM/na
Encls.

cc: Rob Maciver (w/Encls.)

cc: Carlos Salazar (w/Encls.)

cc: Lisa Backus (w/Encls.)

cc: Myron P. Pestaluky, P. Eng.
Delta Urban Inc. (w/Encls.)

Draft Terms of Reference for Southeast Courtice Secondary Plan

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1. Introduction

1.1 Study Area

The Southeast Courtice Secondary Plan (SECSP) Study Area is illustrated in Figure 1 and is located within both the Robinson Creek and Tooley Creek Watersheds.

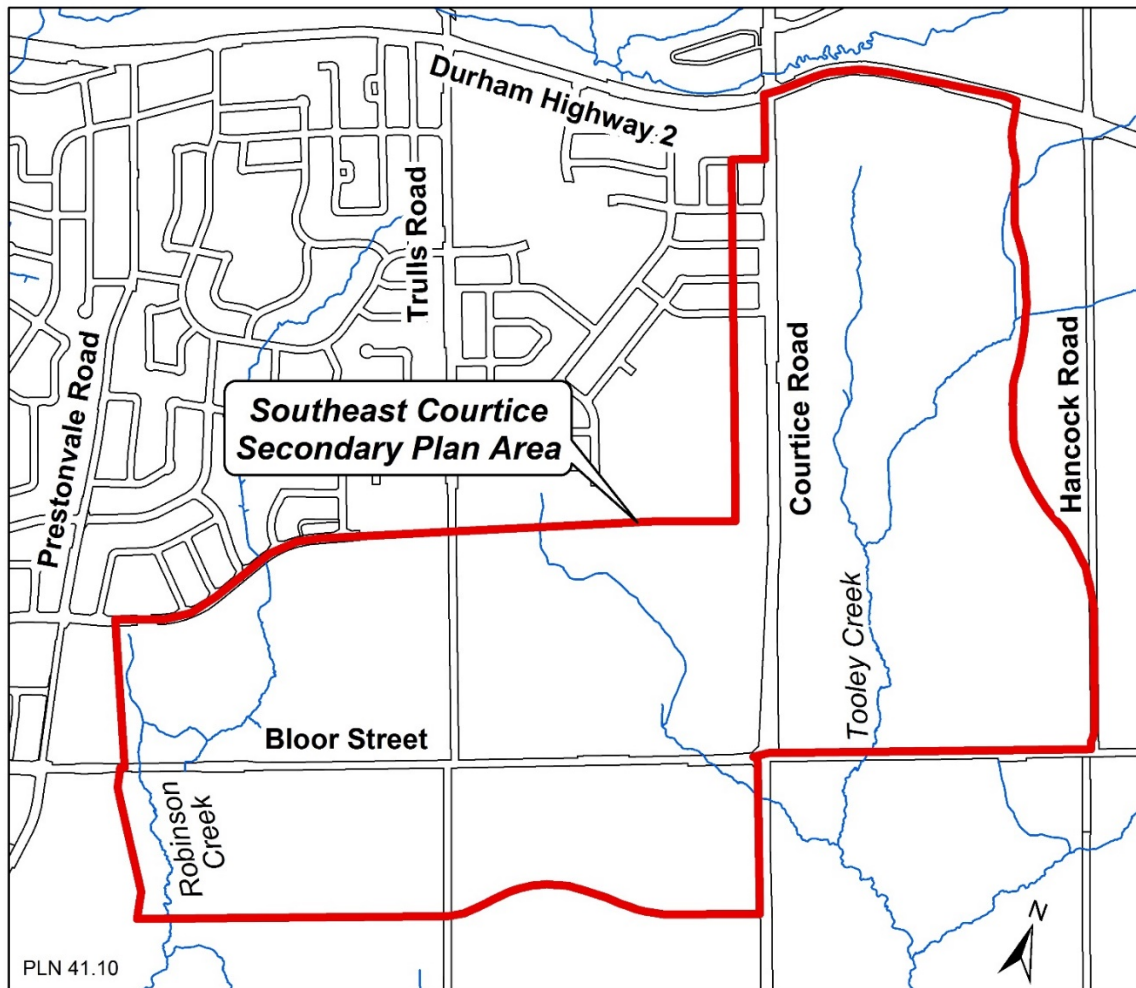


Figure 1: Southeast Courtice Secondary Plan Area

1.1 Secondary Plan Priorities

The purpose of the study process is to create a Secondary Plan that conforms to and implements the Clarington Official Plan, the Durham Region Official Plan, Provincial Policies and Plans. It will also follow the recommendations from the Robinson Creek and Tooley Creek Subwatershed Plans.

The Secondary Plan will address these five priorities:

Sustainability and Climate Change

Clarington Council adopted a sustainable, “green lens” approach to development throughout the Official Plan. This Secondary Plan will address the criteria developed for Secondary Plans in Clarington’s Green Development Program and will be guided by the Priority Green Development Framework. An excerpt from the Priority Green Development Framework for Secondary Plans can be found in Appendix B to this draft Terms of Reference.

It is intended that sustainable development principles and practices shall be infused into every part of the Secondary Plan, including the design of neighbourhoods and arrangement of land uses. The requisite studies and the resultant Secondary Plan shall include measureable targets to move towards a net zero community.

Urban Design

The goal for any new development is that it celebrates and enhances the history and character of Clarington. New neighbourhoods are to be created with a sense of place and all development should result in a high quality design. Excellence in urban design will consider elements like building design, complete streets, views, park connectivity, sun and shadow impacts, and active transportation as well as the integration of green infrastructure in neighborhood design.

Affordable Housing

Clarington Council, through Official Plan policy supports the provision of a variety of housing types, tenure and costs for people of all ages, abilities and income groups. The Clarington Official Plan encourages a minimum of 30% of all new housing built in Urban Areas to be affordable.

The Secondary Plan must reflect this policy and demonstrate how this Secondary Plan area contributes to meeting Council's affordable housing target.

Community Engagement

Clarington Council is committed to community consultation and engagement. The preparation of this Secondary Plan will be supported by a thorough public engagement strategy to include a range of public consultation initiatives. These efforts will be in addition to any statutory meetings requirements.

Coordination of Effort

An Environmental Assessment (EA) will be required for all new major (collector and arterial) roads required for the Southeast Courtice Secondary Plan. All public notices, communications and review periods will be designed to ensure that they

conform to the requirements of both the Planning Act and Municipal Class EA. This will avoid confusing the public with multiple messages and focus Municipal resources more effectively.

1.2 Related Studies

The following studies are or will be undertaken at the same time as the SECSP and must be incorporated as part of the study process.

Robinson Creek and Tooley Creek Subwatershed Study

The SECSP study area is located within the watersheds of the Robinson Creek and Tooley Creek. The Municipality of Clarington has initiated a Subwatershed Study (SWS) for these combined watersheds. Each phase of the SECSP study will integrate and be responsive to the findings of the SWS with regard to natural systems.

The SWS will include the preparation of a Master Drainage Plan for the subwatersheds including an implementation plan for the preferred land use plan created through the SECSP study.

Courtice Employment Land Secondary Plan

The Courtice Employment Lands (CEL) are located adjoining to, and immediately south of, the SECSP study area. The Municipality of Clarington will be undertaking a Secondary Plan study for the CEL at the same time as the SECSP. A collector road will form the boundary between the two Secondary Plan Areas. The SECSP study and its integrated EA will take the lead in establishing the alignment of this collector road. The SECSP will coordinate with the CEL Secondary Plan study to ensure that land uses and policies along the border of these two plans are complementary.

Transportation Hubs Study – Courtice GO Station

There is a future GO Transit Rail Station along the west side of Courtice Road within the Courtice Employment Lands to the south of the SECSP area. The analysis of the Transportation Hub Study for the Courtice GO Station will be incorporated into the CEL Secondary Plan. The SECSP study will establish land uses, policies and mobility/connectivity options that respond and complement the recommendations from the Transportation Hub study.

2. Scope of Work

The scope of work will proceed in four Phases.

Phase 1: Background and Analysis Report

The initial phase will involve a detailed technical analysis of the area including servicing, infrastructure and initial public participation.

Phase 2: Urban Design and Sustainability Principles and Alternative Land Use Plans

This phase will present alternative land use plans based on urban design and sustainable principles and best practices along with the input from the public and guided by the Steering Committee. This phase will utilize a charrette process to refine the Principles and Alternative Land Use Plans.

Phase 3: Preferred Land Use Plan for the Southeast Courtice Area

Based on the preceding analysis and public engagement a Preferred Land Use Plan will be developed for the Secondary Plan area. Once the Land Use Plan has been refined the remaining studies can be completed that will support the recommended Land Use Plan.

Phase 4: Final Draft Secondary Plan and Adoption by Council

The recommendation phase will include the preparation of drafts of the Secondary Plan, the implementing zoning by-law and implementing urban design and sustainability guidelines. This phase includes the statutory meetings prior to Council to making a decision.

3. Phase 1: Background and Analysis Report

3.1 Project Kick-off Public Information Centre

The Secondary Plan will begin with a public information centre (PIC) facilitated by the Consultant. This PIC will give the public an opportunity to be formally introduced to the project, process and invite them to share their interest and ideas for the Secondary Plan area. This meeting will also be advertised as the initiation of the EA process for the future collector and arterial roads.

3.2 Background and Analysis Reports

In this Phase, the following studies/tasks will commence. Not all will be completed in Phase 1 as they may require additional input from subsequent phases. However, it is expected that draft reports will be complete at the end of this phase. A summary of the scope of work for each study or task is provided in Appendix A.

- Prepare a Subwatershed Study Integration Schedule
- Review of existing planning documents and studies
- Prepare a Planning Background Report
- Prepare a Landscape Analysis
- Prepare a Functional Servicing Report
- Conduct a Transportation Needs Analysis
- Prepare an Agricultural Impact Evaluation
- Prepare a Sustainability Plan and Green Development Principles
- Conduct a Commercial Analysis
- Conduct an Archeological and Heritage Analyses

The Subwatershed Study Integration Schedule will be prepared in Phase 1 to help identify when in the Secondary Plan process integration with the Subwatershed Study is necessary.

3.3 Environmental Assessment (EA)

An Environmental Assessment (EA) for new major (collector and arterial) roads required to service the Southeast Courtice Secondary Plan area will be undertaken as part of the Secondary Plan process. The EA will proceed through the Integrated Approach as set out in Section A.2.9 and Appendix 8 of the Municipal Class EA, 2015. These roads are subject to Schedule C of the Municipal Class EA.

The consultant's proposal must satisfy the requirements of sections A.2.9.4, A.2.9.5, and Appendix 8 of the Municipal Class EA, including:

- Clear indication on project notices and communications that an integrated approach is being used;
- Extended public review periods that cover the requirements of both the Planning Act and MCEA;
- Preparation of a document to support the Planning Act application demonstrating how the MCEA process was satisfied; and
- Issuance of a Notice of Study Completion for the MCEA process.

3.4 On-line Community Engagement

A variety of different stakeholders will need to be engaged throughout the process. To complement the public information centres, public meetings and workshops outlined in these terms of reference, the Municipality will provide the online engagement tools available through "Bang the Table" platform (<http://www.bangthetable.com/engagementhq/engagement-tools/>). The Proponents will select the appropriate tools from the "Bang the Table" toolkit, such as visual preference surveys and forums, and include them in their work plan. The Proponent will be responsible to provide the related content for these tools. In addition to the engagement tools listed above the Proponent is encouraged to propose its own engagement strategies.

3.5 Opportunities and Constraints Analysis

Based on the preliminary analysis and conclusions of the technical reports noted above and public input received, the consultant will prepare a detailed opportunities and constraints analysis.

3.6 Public Information Centre including Municipal EA requirements

The consultant will present the Opportunities and Constraints Analysis at a public information centre.

The consultant will also present the problem/opportunity statement as required by the Municipal Class EA process.

3.7 Background and Analysis Summary Report

Phase 1 will conclude with a Background and Analysis Summary Report. It will consolidate and summarize the findings of the different technical reports and include public input to date. Critical to this analysis will be the Stage 1 Subwatershed Study Characterization report from the subwatershed study.

This Phase 1 report will inform the preparation of the Urban Design and Sustainability Principles and the Alternative Land Uses to be prepared in Phase 2.

3.8 Deliverables for Phase 1

- Kick-off PIC
- Online Engagement
- Opportunities and Constraints Analysis
- PIC to share the Opportunities and Constraints Analysis
- Background and Analysis Summary Report

4. Phase 2: Urban Design and Sustainability Principles and Alternative Land Uses

4.1 Best Practices

The consultant will review best practices regarding emerging trends in sustainable neighbourhood planning and design including: urban design techniques, practices and methods that promote energy efficiency, optimal use of land and transit supportive land uses and forms.

4.2 Urban Design and Sustainability Principles

Based upon the analysis of best practices, the Priority Green Development Framework and the applicable policies in the Official Plan, the consultant will propose a set of urban design and sustainability principles. The urban design and sustainability principles are intended to guide the preparation of alternative land

use concepts. The Principles will form the starting point/basis for the Design Charrette.

In addition, the consultant shall prepare a methodology and criteria to apply the Urban Design and Sustainability Principles for use in Phase 3 as an evaluation criteria of the Preferred Land Use Plan.

4.3 Alternative Land Use Plans for the Southeast Courtice Secondary Plan Area

The consultant shall prepare up to three alternative land use plans for the Study Area based on the findings of the Background and Analysis Summary Report and the public information sessions. The alternatives shall indicate the proposed land uses by type (e.g., residential, institutional, open space and commercial, etc.), scale and density. Each land use plan shall also include a proposed transportation network. Accompanying the alternative land use plans will be an analysis and evaluation of the individual plan based on environmental, servicing, transportation, density, sustainability, fiscal, social and other appropriate criteria.

The alternative land use plans shall be supported by an explanatory report and a summary public information package that visually summarizes the analysis of each concept.

4.4 Design Charrette and Information Sessions

The consultant will design a charrette for landowners, agencies, interested citizens and businesses. These sessions should include a presentation of best practices on topics including green streets, mixed-use buildings, active transportation networks and net zero community design.

4.5 Public Information Centre

The alternative land use plans for the Study Area, with supporting components shall be presented at a PIC.

The PIC will also present the alternative road alignments so as to fulfill the Phase 2 requirements of the Municipal Class EA process.

4.6 Deliverables for Phase 2

- Urban Design and Sustainability Principles and Evaluation Criteria
- Design Charrette and Information Sessions
- Alternative Land Use Plans
- PIC

5. Phase 3: Preferred Land Use Plan

5.1 Selection of Preferred Land Use Plan for the Southeast Courtice Area

The consultant shall apply the Urban Design and Sustainability Principles developed in Phase 2 to the evaluation of the alternative land use plans. The Preferred Land Use Plan may not necessarily be one of the specific alternative land use plans prepared in Phase 2 but rather a hybrid of elements of the various land use plans.

The Preferred Land Use Plan will be the basis for the Impact Assessment and Stormwater Management Plan work in the Subwatershed Study.

5.2 Meeting with the Steering Committee on Evaluation of Preferred Land Use Plan

The consultant will present the Preferred Land Use Plan to Municipal Staff/Steering Committee wherein a general concurrence and agreement to proceed should be reached.

5.3 Selection of the Preferred Land Use Plan

Based on discussions with the Municipal Staff/Steering Committee, the consultant shall refine the selected option.

5.4 Preparation of Final Supporting Materials

5.4.1 Transportation Network and Report

The consultant shall finalize the transportation network based on the preferred land use plan and finalize the Transportation Report to fulfill the requirements of Phase 1 and 2 of the Municipal Class EA process.

5.4.2 Urban Design and Sustainability Guidelines

The Consultant shall prepare the Urban Design and Sustainability Guidelines that will be included as an appendix to the Secondary Plan.

5.4.3 Functional Servicing Report

The consultant shall finalize the servicing plan, phasing plan and costing schedule based on the preferred land use plan and finalize an accompanying Functional Servicing Report. The preferred land use concept will be the basis of the SWS team's preparation of a Storm Water Management Plan. This plan will be integrated with the Functional Servicing Report for the SECSP.

5.4.4 Fiscal Impact Study

The preferred land use concept will be the basis of a Fiscal Impact Study for the build out of the SECSP area. The Municipality will hire a Consultant to prepare this analysis independent of this project.

5.5 Draft Secondary Plan Policies

The consultant will prepare the necessary policies that will, together with the Preferred Land Use Plan, form a Draft Secondary Plan for South-East Courtice.

5.6 Draft Zoning By-law

A draft zoning by-law will be prepared that implements the Secondary Plan policies.

5.7 3D Demonstration Plan

The consultant will prepare a 3D model as a draft Demonstration Plan of the build out of the SECSP area that reflects the Preferred Land Use Plan and proposed draft policies.

5.8 Public Information Centre

The consultant shall present the Preferred Land Use Plan, draft demonstration plan and draft policies for the SECSP to the public.

The recommended Major Roads Plan will be presented to complete the Class EA component of the study.

5.9 Deliverables for Phase 3

- Preferred Land Use Plan
- Transportation Network and Report (consistent with Phase 1 and 2 of Municipal Class Environmental Assessments)
- Urban Design and Sustainability Guidelines
- Functional Servicing Report
- Fiscal Impact Study
- Draft Secondary Plan
- Draft Zoning By-law
- 3D Demonstration Plan
- Public Information Centre

6. Phase 4: Final Draft Secondary Plan Preparation and Adoption by Council

This Phase will focus on preparing the final documents for the statutory public process and Council decision. The consultant will prepare the final Draft Southeast Courtice Secondary Plan and any Official Plan Amendments if required. The consultant will present the final draft documents at the statutory open house and public meetings.

6.1 Deliverables for Phase 4

- Southeast Courtice Secondary Plan including schedules (land Use, transportation, parks and open space) supporting SECSP policies;
 - Urban Design and Sustainability Guidelines as Appendix to the Secondary Plan
- Official Plan Amendment
- Zoning By-law (the statutory process for the Zoning By-law will follow Council's adoption of the Secondary Plan)

7. Project Management

The consultant's proposed work plan needs to include the number of meetings necessary for the Steering Committee to review draft technical reports, presentations, surveys or any other product as part of this process. Sufficient time should be allowed for the Steering Committee members to review and arrive at a decision.

The Planning Services Department will be responsible for the overall project management, administration, and day to day operations. The project will be fully funded by the Southeast Courtice Landowners Group Inc.

7.1 Steering Committee

- The Steering Committee will be composed of:
- The lead Consultant
- Municipal Staff representing key departments. (Planning and Engineering)
- Staff of key commenting agencies such as the Region of Durham and CLOCA.
- The project manager – DeltaUrban Inc.
- One land owner from the Landowners Group (not their representative).

7.2 Technical Advisory Committee(s)

Technical Advisory Committee(s) will be established for various technical disciplines as needed. Examples of such disciplines are stormwater management, municipal servicing, transportation, urban design and planning. Meetings of the various Technical Advisory Committee(s) will be established to review and

comment upon the findings of the technical reports in Phases 1, 2 and 3 as appropriate prior to their publication. These committee(s) will be composed of the lead consultant, Municipal and Regional Staff and a technical consulting advisor to the Southeast Courtice Landowners Group as appointed by the Group.

Appendix A – General Study Terms of References

1. Subwatershed Study Integration Schedule

The Subwatershed Study Integration Schedule will outline the relationship between the SECSP and the Robinson and Tooley Creek Subwatershed Study. It will describe the critical junctures in each Study that cross-rely on the other study. Although each study is undertaken independently, they cannot be completed in isolation of one another.

2. Review of Existing Planning Documents and Studies

A general review shall be undertaken of all relevant planning documents and studies which may relate to the study area, including any submissions from respective development interests.

3. Planning Background Report

This Component shall include the following:

- An inventory of existing and proposed land uses by area and type within and adjacent to the Study Area.
- A review of property ownership within the Study Area.
- Identify opportunities and constraints to the development of lands within the Study Area.
- Identify any impact that development may have on existing uses within the Study Area.
- Identify need and potential for commercial uses (neighbourhood, community or broader scale).
- Incorporate the findings from the Subwatershed Study.

4. Landscape Analysis

This Component shall include the following:

- Describe and assess the existing context of the lands within the Study Area.
- Identify the Study Area's topography and grading; existing built form; and natural features.
- Prepare a summary of the Study Area in terms of parcel, topography, and built environment as foundation for the Area's development.

5. Functional Servicing Report

Identify and assess the future availability of the provision of water and sanitary sewer services and constraints to the Study Area. This review shall include the identification of the geographic limits to servicing and the costs, staging and financing which will be required to facilitate urban development in this area. These matters shall be prepared in close consultation with the Municipality's Engineering and Building Services Department and the Region of Durham.

Stormwater drainage and water quality matters will be addressed through the Subwatershed Study and incorporated into the development of options and selection of a preferred land use plan.

Once the preferred land use plan is prepared, a general servicing base plan will be prepared based on the analysis, the Subwatershed Study and review of any requirements of the Municipality, the Region of Durham and Provincial Ministries and/or agencies. The servicing plan shall illustrate, among other matters, in graphic and textual form, the general provision of water services, sanitary sewer services and storm water drainage and associated facilities, if appropriate, for the Study Area. The servicing plan shall also include an appropriate phasing and costing schedule.

6. Transportation Needs Analysis

This Component shall include the following:

- A review of the existing and proposed transportation linkages to the Study Area.
- A general review of the various transportation linkages to the Study Area from the existing and proposed transportation facilities.
- An assessment of the Durham Region Transportation Master Plan and, in particular, the opportunities for transit and transit supporting development patterns, in relation to the Study Area.

7. Agricultural Impact Evaluation

This Component shall include the following:

- A review of agricultural land uses surrounding the Study Area, and applicable planning policies and regulations.
- An assessment to determine the potential adverse physical and operational impacts of the proposed uses described in the SECSP on surrounding agricultural uses; and to address issues of concern in consultation with the Clarington Agricultural Advisory Committee ("CAAC").

- An assessment of potential alternatives to land use configurations that avoid/mitigate impacts to prime agricultural areas, and compliance with minimum distance separation formulae.
- All mitigation/avoidance measures shall be incorporated within the Urban Area.

8. Sustainability Plan and Green Development Principles

In conjunction with, and as part of, the findings of all other parts of the Secondary Plan study, the consultant shall identify and assess sustainable development principles and practices. This study shall utilize as a minimum the Priority Green Clarington Development Framework and Official Plan Policies.

In addition, the consultant shall prepare a set of guiding principles and standards for sustainable development (including servicing, roads, parks, open space, residential, commercial, institutional, land and buildings and development), which support, but are not limited to, the following:

- An approach to development that incorporates/utilizes/respects the vital function of Green Infrastructure.
- A development pattern that encourages and supports transit usage.
- A development pattern that is adaptable over time for future generations and promotes redevelopment of land and repurposing of buildings.
- A land use and development pattern which establishes good connectivity and mobility in the area for automobiles, cyclists and pedestrians and provides healthy lifestyle choices.
- A mix of housing and other uses which help create a complete community and contribute to the health and vibrancy of the existing and future community.
- Green development standards that include resilient infrastructure and reduced greenhouse gas emissions in support of the move towards a net zero community.

A component of the Sustainability Plan and Green Development Principles will be a Neighbourhood Energy Plan which will include consideration of:

- Energy use early in the land-use and infrastructure planning process and identify opportunities to integrate local energy solutions at the building or neighbourhood scale. It should identify development and infrastructure to Minimize the use of electricity, natural gas and gasoline consumption;
- Address energy-efficient building orientation, design and construction; and
- Identify opportunities and targets for on-site energy generation, district heating and renewable energy options including opportunities for charging stations.

It is intended that sustainable development principles and practices outlined above shall be infused into every thematic area of the Secondary Plan, including the design of neighbourhoods and arrangement of land uses.

The Sustainability Plan and Standards should include measureable targets to move towards a net zero community.

9. Commercial Analysis

This Component shall include the following:

- A review of commercial background information available from the Municipality and Region including the existing inventory of retail space.
- An identification of the need for neighbourhood and/or community based commercial uses based on a residual demand basis.
- An identification of the need for commercial uses to serve a broader geographical area.
- Identify need and potential for higher order uses (e.g., hotel, office, etc.) if appropriate.

The Commercial Analysis shall include the appropriate technical planning and market study components to establish the current overall supply of floor space in the Courtice Urban Area and the justification for space needs in the Study Area.

10. Archaeological and Heritage Analyses

This Component shall include the following:

- Undertake an analysis of archaeological potential (Stage 1 Archaeological Assessments as per the Ministry of Tourism, Culture and Recreation).
- Undertake an historical analysis of all existing structures within the Study Area, including review of the Municipality of Clarington's Heritage Inventory, and establish the historical importance, if any, of the structures.
- Identify those heritage features that warrant preservation.

Prepare a strategy for the incorporation of heritage structures into the SECSP. In completion of this task, the consultant shall consult with Clarington Heritage Committee.

Appendix B – Priority Green Development Framework

The Sustainability Plan and Green Development Standards will demonstrate how, at a minimum, the criteria for Secondary Plans established in the Priority Green Clarington Development Framework and Implementation Plan are addressed, and how the Secondary Plan can support moving towards net zero communities that are resilient to the potential impacts of climate change.

The four themes that represent the core elements of a sustainable community and are addressed by the Priority Green Clarington – Green Development Framework and Implementation Plan are:

Built Environment

The built environment is the constructed physical environment in which we live, work and play each day. It considers the design and layout of a neighbourhood, including land use mix and diversity, and the interaction of the buildings, road systems and other infrastructure that we encounter.

Mobility

Mobility is about reducing vehicle dependency and offering choices for residents to travel in to, out of and through neighbourhoods each day. It speaks to facilitating active transportation in order to reduce pressure on Clarington's transportation network and reduce emissions from entering the environment, while contributing to human health and well-being.

Natural Environment & Open Space

This theme seeks to protect and enhance ecologically significant components of Clarington's natural heritage system, to encourage design that works with natural conditions and gains benefit from the environmental, economic and social benefits of the natural landscape, and promotes linkages to a diverse range of open spaces, parks and recreation facilities.

Infrastructure & Buildings

Green neighbourhoods strive to use resources more efficiently, leading to potential cost savings. This theme identifies means to maximize energy and water conservation, minimize the consumption of resources, and contribute to climate change mitigation and adaptation.