



Planning Services Public Meeting Report

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Report To: Planning and Development Committee

Date of Meeting: April 23, 2018

Report Number: PSD-031-18 **Resolution:** PD-071-18

File Number: PLN 41.16 **By-law Number:**

Report Subject: **Soper Hills Secondary Plan Study – Terms of Reference**

Recommendations:

1. That Report PSD-031-18 be received;
2. That Planning Services staff be authorized to commence the preparation of the Soper Hills 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 Soper Hills Secondary Plan;
4. That the Director of Planning Services be authorized to execute the necessary cost-recovery agreements with the Bowmanville East (Soper Hills) Landowners Group for the preparation of the Soper Hills Secondary Plan;
5. That the cost recover agreements with the Bowmanville East (Soper Hills) Landowners Group include payment of 100% of the costs of the preparation of the Secondary Plan which includes consultants and municipal resources, including review time from various departments, project management and administration costs; and
6. That all interested parties for Report PSD-031-18, any delegations and the Region of Durham Planning and Economic Development Department be notified of Council's Decision.

Report Overview

The purpose of this report is to inform and receive input from the land owners within the Soper Hills Secondary Plan Area and the general public on the draft terms of reference for the preparation of the Secondary Plan for the area. 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 Soper Hills Secondary Plan area is located between Lambs Road in the west and the eastern extent of the Bowmanville Urban Boundary in the east. It extends from Durham Highway 2 in the south to the CP Rail line in the North. A forested tributary of the Soper Creek traverses the eastern portion of this Secondary Plan Area.

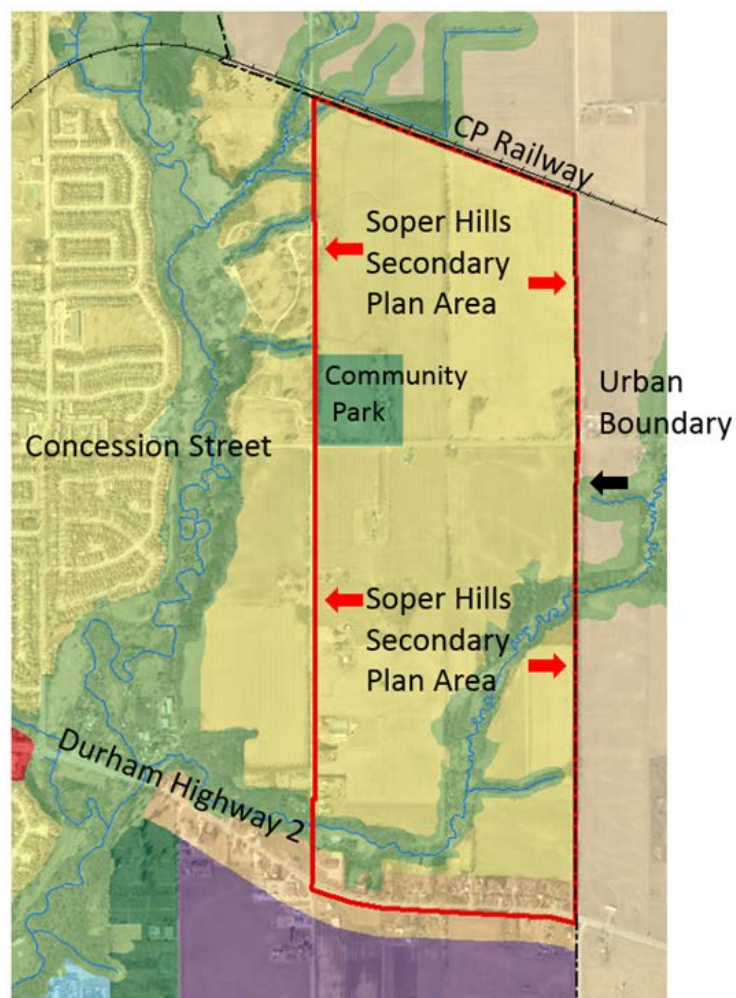


Figure 1: Soper Hills Secondary Plan Area

- 1.2 It is a relatively small Secondary Plan area, approximately 193 hectares (477 acres) in size. There are approximately 40 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.
- 1.3 Many of the large parcel land owners and their Planning Consultant, Weston Consulting, have been meeting as a group throughout 2017. In early 2018 Weston Consulting, on behalf of the landowners sent a letter to the other land owners with the Soper Hills Secondary Plan area advising them of the proposed process and soliciting their participation in the process as part of a Landowners Group. One landowner that received this letter contacted Staff for more information.
- 1.4 The Bowmanville East (Soper Hills) Landowners Group Inc. (Landowners Group) is an incorporated body representing the majority of the landowners (yellow highlight) within the Secondary Plan Area (red dashed line) as represented on Figure 2 below. The Landowners Group represents about 84% of the Secondary Plan Area ownership. There are 37 properties within the Secondary Plan. Eight of these property owners belong to the Landowners Group
- 1.5 The Landowners Group is represented by a Trustee (Davies Howe LLP) and Weston Consulting. Staff and representatives from the Landowners Group have met several times to discuss the Secondary Plan process including their involvement with the Soper Creek Main and East Branches Subwatershed Study. This Landowners Group (in concert with the Bowmanville North (Soper Springs) Landowners Group Inc.) has committed to fund 100% of the cost of the Subwatershed Study including staff resources. The funding agreement for the Subwatershed Study between the Municipality and the Trustee for the Landowners Groups was executed in March 2018.
- 1.6 The Landowners Group has requested the Municipality to initiate the Secondary Plan process and study (see Attachment 1). A draft Terms of Reference was included with the request. The Landowners Group has committed to funding the costs incurred by the Municipality for the preparation of the Secondary Plan. For clarity, a Landowners Group requesting a privately initiated Secondary Plan is required to pay 100% of the costs of the preparation of the Secondary Plan which includes consultants and municipal resources, including review time from various departments, project management and administration costs. This provision is included in the Staff Report recommendations and will be included in the Secondary Plan funding agreement.
- 1.7 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.

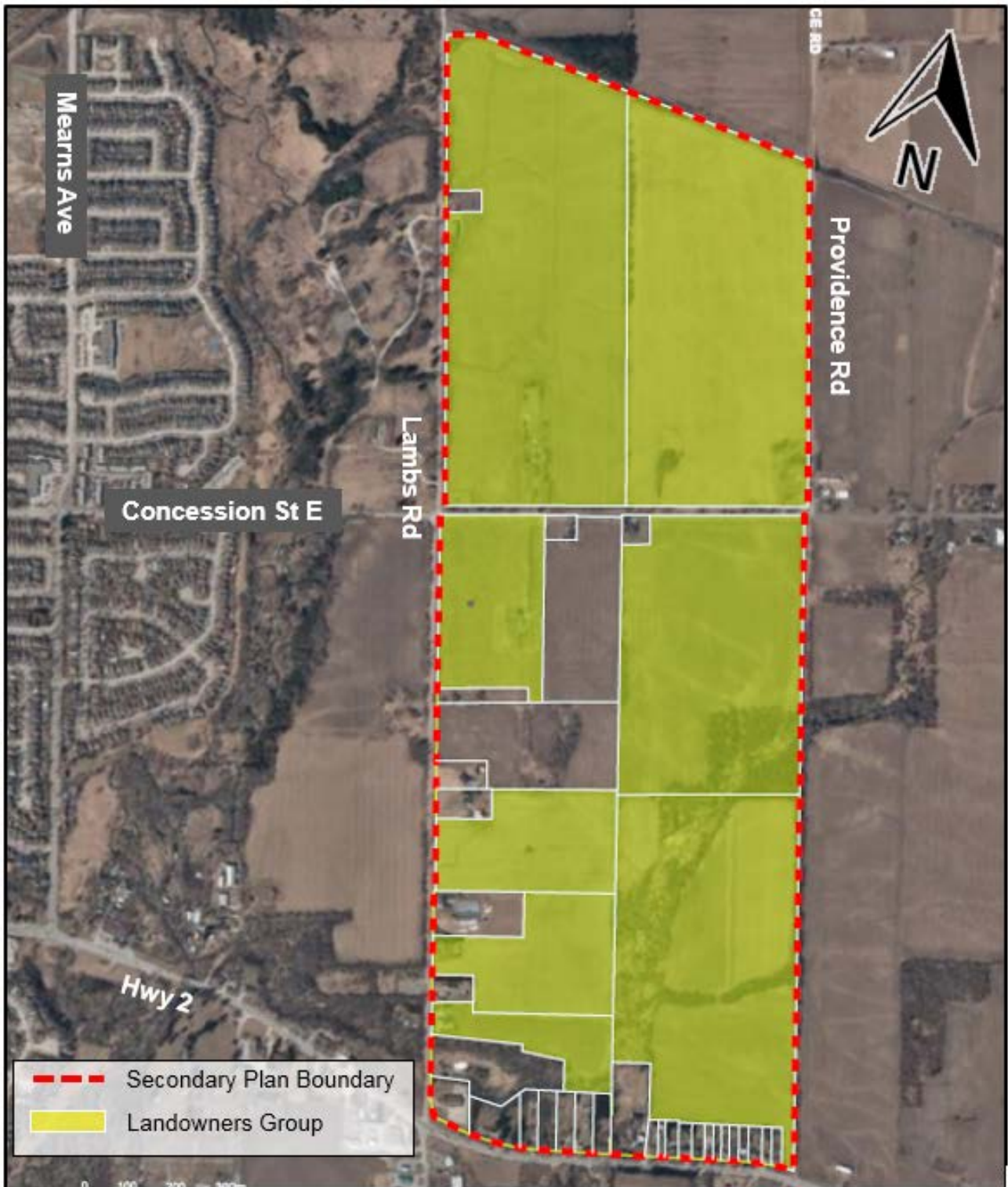


Figure 2: Landowner area

2. Secondary Planning Process

Getting Authorization for a Privately-Initiated Secondary Plan

- 2.1 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, consultants and municipal project and administration costs 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.

Summary of the Draft Terms of Reference

- 2.2. Similar to the other Secondary Plans that Council has initiated, this draft Terms of Reference(See Attachment 2) 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 to reach net zero communities and the techniques that will be employed to reduce greenhouse gas emissions.
- 2.3 The draft Terms of Reference are integrated with the Soper Creek Main and East Branches 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.
- 2.4 Council approved the award of the contract to Aquafor Beech Ltd. for the preparation of the Soper Creek East and Main Branches Subwatershed Study in March 2018. Subsequently a funding agreement between the Municipality and the Bowmanville East (Soper Hills) Landowners Group Inc. and the Bowmanville North (Soper Springs) Landowners Group Inc. was executed. These two Landowners Groups have committed to fully fund this Subwatershed Study.
- 2.5 The Community Park designation within the Secondary Plan area and the Camp 30 lands immediately adjacent to this Secondary Plan area present opportunities for inspiration and integration as the remainder of the neighbourhood is planned.


- 2.6 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 process will include landowners, agencies, interested citizens and the business community. 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*.
- 2.7 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, the Landowner Group project manager, landowner representatives and the lead consultant retained by the Municipality.
- 2.8 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 recommended that Council authorize staff to undertake the preparation of the Soper Hills Secondary Plan.

4. Strategic Plan Application

Not applicable.


Submitted by:
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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

A list of interested parties is available with the Planning Services Department.

Attachments:

Attachment 1 – Consultant request to initiate the Secondary Plan
Attachment 2 – Draft Terms of Reference

LB/COS/aw



**WESTON
CONSULTING**

planning + urban design

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

December 21st, 2017
File 7929

Attn: Carlos Salazar, Manager of Community Planning and Design

Dear Sir,

**RE: Letter to Request the Initiation of the Secondary Plan Process
Bowmanville East Secondary Plan Area (Soper Hills)
Bowmanville**

Weston Consulting is the planning consultant for the Bowmanville East Developers Group (BEDG), a group that consists of several landowners with holdings in the Soper Hills Secondary Plan Area, representing approximately 83.8% of the total developable area.

BEDG has been actively involved in the Municipality of Clarington Official Plan process, appearing before Council and filing written submissions in relation to the proposed Official Plan Amendment 107. The Council of the Municipality of Clarington passed By-law 2016-091, on November 1st, 2016 under Section 17 of the *Planning Act* R.S.O. as amended, which adopted OPA 107. The Commissioner of Planning and Economic Development for the Regional Municipality of Durham, as the approval authority, made a decision on June 19th, 2017 to approve Amendment No. 107 to the Municipality of Clarington Official Plan as adopted by Council, subject to modifications and deferrals under Subsection 17(34) of the Planning Act, R.S.O., c.P.13, as amended.

BEDG has also been involved in the initiation of the Soper Creek Main and East Branches Subwatershed Study. A letter of commitment to fund the Subwatershed Study was submitted on behalf of the BEDG and received by the Municipality of Clarington on November 17th, 2017. The letter outlined the commitment of the BEDG to fund the Subwatershed Study costs on a front-end basis subject to an opportunity to review the scope, terms and budget of the proposals.

A draft funding agreement has been submitted to the Municipality on behalf of the landowners. Comments were received from the Municipality indicating that any formal agreement should be between the Municipality and the group appointed Trustee. The funding agreement has since been updated to reflect this requirement and the execution of the agreement is forthcoming pending the delivery of additional requested information, including the details of

the tendering process, the name of the preferred sub-consultant and the breakdown of total costs.

It is our understanding, based on recent discussions with Municipal Staff, that in order to advance the Secondary Plan Process, the Subwatershed Study process must be underway as it will serve as the basis and background for the preparation of future required Secondary Plan studies. With the initiation and implementation of the Subwatershed Study imminent, and the procurement of the associated consulting services in its final stages, the BEDG requests the Municipality move forward with the initiation of the Secondary Plan process and study.

Pursuant to Section 23.3.6 of Amendment No. 107 to the Clarington Official Plan (OPA 107), adopted by Council on November 1, 2016, a landowners group *"must own a minimum of 75% of the developable area within the Secondary Plan prior to Council considering whether to initiate a Secondary Plan"*. The BEDG currently owns 83.8% of the Soper Hills Secondary Plan Area and is currently soliciting interest from the other non-participating landowners to secure additional participation. An ownership map illustrating the participating and non-participating landowners and the percentage of ownership within the Soper Hills Secondary Plan Area has been enclosed with this correspondence for your reference.

The purpose of the Secondary Plan is to undertake a comprehensive review of the Soper Hills study area and the surrounding area to determine the most appropriate future land uses for these lands. The Secondary Plan will also consider the future servicing requirements, transportation, and open space and environmental matters in determining the future land uses in the Study Area.

In accordance with Section 23.3.5 of OPA No. 107, *"any landowner or group of landowners who wish to fund the preparation of a Secondary Plan in order to advance to timing of the plan's preparation shall provide the Municipality with proposed terms of reference"*. Please find enclosed with this correspondence a draft Terms of Reference document for the overall Secondary Plan. The draft Terms of Reference (TOR) has been developed based on similar undertakings within the Municipality of Clarington. The BEDG kindly request that the draft TOR be circulated for review and considered as part of staff's recommendation to Council to initiate the preparation of a Secondary Plan for these lands. Additionally, Section 23.3.5 states that *"within 90 days of receipt of a proposed term of reference, Council will determine whether to proceed."* Based on this provision, the BEDG requests a response to our request within the timeframe prescribed.

Please accept this letter as a formal request from the BEDG to the Municipality to initiate the Secondary Plan process for Soper Hills Secondary Plan Area. This request is being provided with the knowledge and cooperation of the group appointed trustee, who is copied on this correspondence.

We look forward to discussing this further with Municipal Staff in our upcoming meeting scheduled for January 23, 2018 and advancing the initiation of the Secondary Plan process.

If you have any questions or comments, please do not hesitate to contact the undersigned (ext. 241) or Nolan Moss (ext. 254)

Yours truly,

Weston Consulting

Per:

Ryan Guetter, BES, MCIP, RPP
Senior Vice President

c. BEDG
Davies Howe Partners LLP
Lisa Backus, Municipality of Clarington
Rob Maciver, Municipality of Clarington

Draft Terms of Reference for the Soper Hills Secondary Plan Area

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1 Introduction

1.1 Study Area

The Soper Hills Secondary Plan (SHSP) Study Area is illustrated in Figure 1 and is located within the Soper Creek Main and East Branches Watershed.

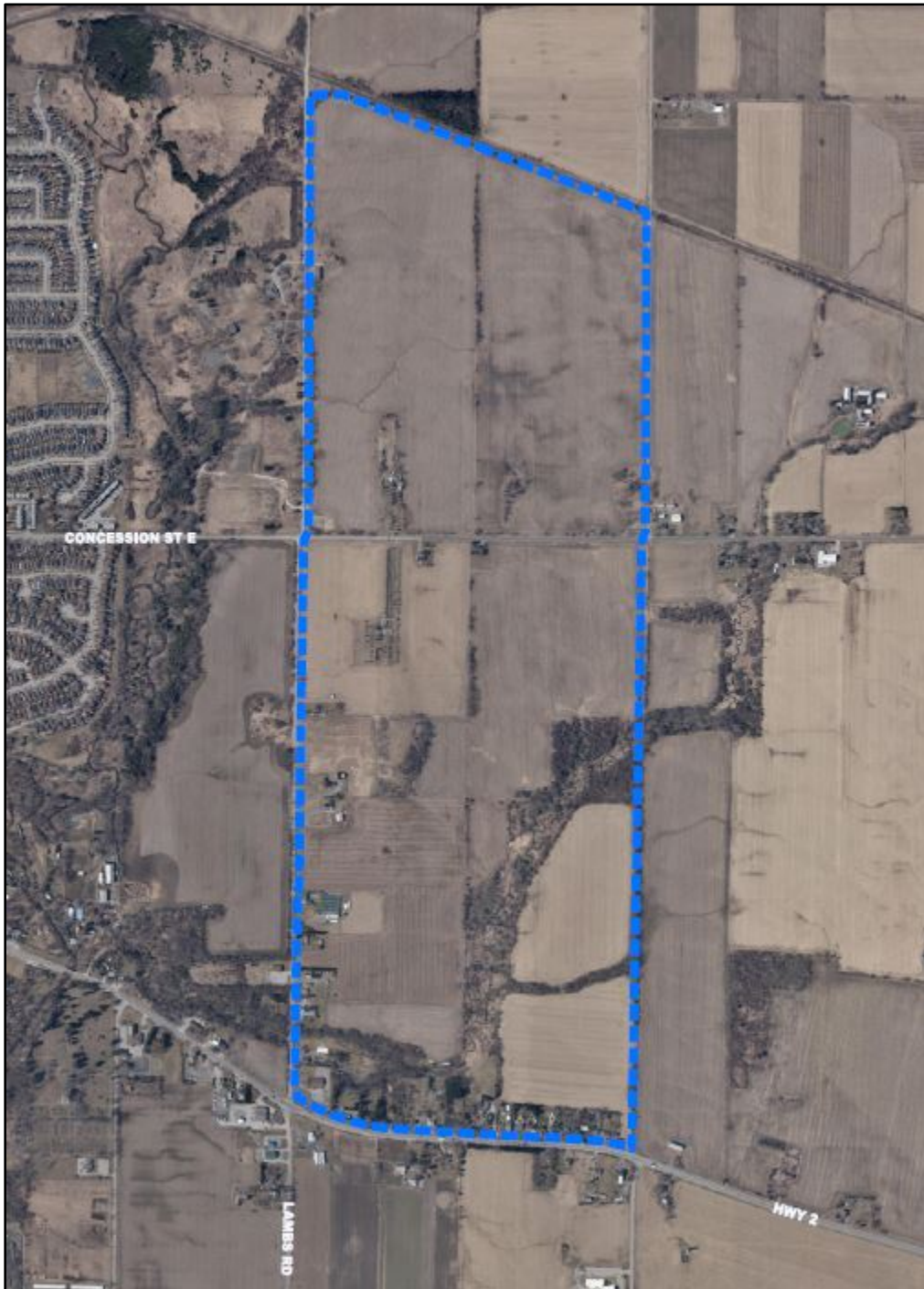


Figure 1: Soper Hills Secondary Plan Area

The Soper Hills Secondary Plan, one of the two new secondary plan areas in Bowmanville, is located east of Lambs Road between the CP rail line and King Street East to the south. A forested tributary of the Soper Creek is located along the eastern extent of this Secondary Plan Area. The Study Area is comprised of a total of 37 properties is approximately 193 hectares (477 acres) in size. The site is a farm field with scattered farm houses, barns and treed areas. The site gradient is undulating, with drops toward the ditches at the northwest and southeast portion.

The Study Area includes two residential neighbourhoods - Soper Hills and Juryvale. The Soper Hills Neighbourhood extends from Soper Creek east to the urban boundary. The western portion of this Soper Hills neighbourhood contains an approved, yet unbuilt, residential subdivision by Far Sight Developments. The eastern portion of the neighbourhood includes a strip of existing residences that front onto King Street East with the remainder almost entirely farmed. The Juryvale Neighbourhood is located north of Concession Street East. It also extends to the Soper Creek to the urban boundary and includes the Camp 30/Jury lands. The Official Plan provides for the Camp 30/Jury Lands to proceed independently through a separate planning process comprising an urban design and detailed block master plan. This neighbourhood is almost completely farmed today.

1.2 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 Soper Creek Main and East Branches 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 Plan 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 incorporated into every part of the Secondary Plan, including the design of neighbourhoods and the allocation of land uses. The requisite studies and the resultant Secondary Plan shall include measurable 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 aesthetic and 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 into neighborhood design.

Affordable Housing

The Council of the Municipality of Clarington, through the 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 in order to share, consult, deliberate and collaborate with all stakeholders. These efforts will be in addition to any statutory meetings requirements.

Coordination Effort

An Environmental Assessment (EA) will be required for all new major (collector and arterial) roads required for the Soper Hills 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.

1.3 Related Studies

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

Soper Creek Main and East Branches Subwatershed Study

The SHSP study area is located within the Soper Creek main and east branches watersheds. The Municipality of Clarington has initiated a Subwatershed Study (SWS) for this watershed. Each phase of the SHSP 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 subwatershed including an implementation plan for the preferred land use plan created through the SHSP 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 Soper Hills Secondary Plan 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

An Environmental Assessment (EA) for new major (collector and arterial) roads required to service the Soper Hills 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, 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 criterion of the Preferred Land Use Plan.

4.3 Alternative Land Use Plans for the Soper Hills 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.

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 Public Information Centre.

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 Charette and Information Sessions
- Alternative Land Use Plans
- Public Information Centre

5 Phase 3: Preferred Land Use Plan

5.1 Selection of Preferred Land Use Plan for the Soper Hills Secondary Plan 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 Selection of the Preferred Land Use Plan

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 SHSP

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 SHSP 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 Soper Hills Area

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 SHSP 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 SHSP 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 Phase 2 of the 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 Soper Hills 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

- Soper Hills Secondary Plan including schedules (land use, transportation, parks and open space) supporting SHSP 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 Phase 4: Final Draft Secondary Plan Preparation and Adoption by Council

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 Bowmanville East (Soper Hills) Landowners Group Inc.

7.1 Steering Committee

- The Steering Committee will be composed of:
 - The lead Consultant
 - Municipal Staff representing key departments (i.e. Planning and Engineering)
 - Staff of key commenting agencies such as the Region of Durham and CLOCA
 - The project manager – Weston Consulting
 - 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 Bowmanville East (Soper Hills) 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 SHSP and the Soper Creek Main and East Branches 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 SHSP on surrounding agricultural uses; and to address issues of concern in consultation with the Clarington Agricultural Advisory Committee ("CAAC").

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 measurable 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 Bowmanville 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 SHSP. 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.