

SCHEDULE 'A'

SUTTON SECONDARY PLAN REVIEW STUDY

TERMS OF REFERENCE

1. **INTRODUCTION:**

The Corporation of the Town of Georgina is the northernmost area municipality within the Regional Municipality of York. The present full-time resident population of the Town is estimated to be approximately 45,000.

The Official Plan for the Town of Georgina was adopted by Council on May 28, 1981 and approved by the Province on March 12, 1982. Since its approval, the Official Plan has been subject to 97 amendments.

On December 06, 1999 Georgina Town Council authorized staff to proceed with a review and update of the Town's Official Plan. This review and update was to be completed in four separate phases or studies. The first Phase, which was completed in July, 2002, involved the review and update of the "parent" Official Plan with respect to all of the lands located outside of the Keswick, Sutton and Pefferlaw Secondary Plan areas. The second Phase, the review of the Keswick Secondary Plan has also been completed. The remaining two phases will review the aforementioned Sutton and Pefferlaw Secondary Plans respectively.

The Town is now ready to proceed with the hiring of consultants to carry out a Sutton Secondary Plan Review Study.

The purpose of the Study is two-fold:

- 1) To conduct a comprehensive review, assessment and update of the vision, goals and objectives, policies, schedules and appendices of the Sutton Secondary Plan (SSP). A key research component of this will be a review and update of the environmental policies and mapping of the Secondary Plan. The preparation of detailed urban design guidelines will also be an important component of this Study.
- 2) To update the structure and format of the Secondary Plan to be consistent with the parent Official Plan.

2. **STUDY AREA:**

The Study area includes all of the lands within the existing SSP area boundary as identified in the Georgina Official Plan and shown on Schedule 'C'.

3. **STUDY CONTEXT AND REQUIREMENTS:**

Sutton is the second largest community in the Town of Georgina, having an estimated present population within the Secondary Plan Area boundary of approximately 7,500 persons. Due to municipal sewage treatment and water supply constraints, there has been relatively little new growth in Sutton since the approval of the existing Sutton Secondary Plan (O.P.A. No. 72) by York Region in July 1997.

As a result of a 3,000 persons equivalent expansion to the Sutton Sewage Treatment Plant (from 4,500 to 7,500 persons), and the community's connection to a new Water Supply Treatment Plant in Willow Beach, some new development in Sutton is anticipated over the next few years. In fact, three private landowner initiated and funded Development Area Plans (commonly referred to as Block Plans elsewhere in the Region) for the north-west, south-east, and south-west quadrants of Sutton have been submitted to the Town. The Town, along with its peer review consultants, have been actively involved in the preparation of these Development Area Plans. The detailed research and analysis used in the formulation of these Plans will be useful as background information for this Study.

The Study should include an exercise to formulate a vision for the community, along with relevant goals and objectives. A key research component of this Study will be to update the natural heritage information upon which the SSP is based, and the environmental policies and mapping of the Plan will need to be reviewed and amended, as necessary. The mapping changes are required to better reflect existing conditions and/or changes to the landscape that have occurred over the past decade, while policy changes may also be required to reflect present Provincial Policies and Plans, Lake Simcoe Region Conservation Authority policies/guidelines/regulations, and more recent policy documents and initiatives of York Region and the Town. The Town desires to create a Plan that is based on an ecosystem approach to planning as set out in the parent Official Plan. In addition, the Plan is to embrace the concept of sustainable community planning as defined in the Town's recently adopted Keswick Business Park Secondary Plan.

Some of the other important considerations or requirements of the Study include:

- the need to adjust the extent and/or location of the Urban Service Area boundary to accommodate the anticipated growth and population in the community;
- the formulation of special policies for the business core areas of Sutton and Jackson's Point, as well as the Dalton Road and Baseline Road corridors;
- the need for additional commercial and/or industrial lands;
- the development of detailed urban design guidelines;
- a review of the existing policies in light of the Provincial Growth Plan for the Greater Golden Horseshoe and the York Region Official Plan and related Regional growth management initiatives.

In terms of structure and format of this Secondary Plan, the parent Official Plan, the updated Keswick Secondary Plan and the recently completed Keswick Business Park Secondary Plan, can serve as models/or templates. However, this does not mean that there is no room for some degree of innovation or new ideas in terms of the Plan's design and layout. The Town is always open for improvements and leading edge ideas in terms of how its Plans are structured and presented.

4. **STEERING COMMITTEE:**

A Steering Committee comprised of representatives from Town Council and the public will be established prior to the commencement of this Study. The Steering Committee will serve in a policy advisory capacity to the Consultant, staff and Council. The Consultant shall meet with the Steering Committee on a periodic basis, including one meeting prior to the start of the Study to finalize the proposal and the Committee's expectations for the Study, and other meetings to discuss the progress of the Study and to receive input on reports and other products of the Study.

5. **TECHNICAL ADVISORY COMMITTEE:**

A Technical Advisory Committee comprised of staff representatives from the Town, York Region and the Lake Simcoe Region Conservation Authority will be established. The Consultant shall meet with the Technical Advisory Committee on a periodic basis, including one meeting prior to the start of the study to finalize the proposal and the Committee's

expectations for the Study, and other meetings to receive input on reports and other products of the Study.

6. **TIME FRAME AND COSTS**

It is proposed that this Study will be completed within an approximate twelve month time frame. The proposed budget for this Study shall be in the range of \$80,000.00 - \$100,000.00, including taxes and disbursements.

7. **CONSULTANT MUNICIPAL ROLES AND RELATIONSHIP**

The following generally sets out the roles and relationship of the Consultant and the Town with respect to this Study.

Consultant

The Consultant, as policy advisor and study coordinator/manager, is responsible for the preparation and delivery of the products required by the Study Terms of Reference, within the required time frame and approved budget. The Consultant will be responsible for the preparation of the required background reports and studies and the written text and accompanying schedules and maps of the updated Sutton Secondary Plan. The Consultant shall meet on a regular basis with the Town of Georgina and, where applicable, York Region and other pertinent agency representatives to discuss the progress of this Study

Town

The Director of Planning and Building and/or Manager of Planning for the Town of Georgina will serve as the municipal lead(s) on this contract to ensure that the carrying out of the Study and its products are satisfactory to the Town of Georgina, subject to the approval of Council. This shall include liaising with the Consultant on a regular basis and providing staff resources to review and comment on the pertinent background reports and studies and the updated Secondary Plan. Furthermore, the Town will be responsible for the cost and placement of newspaper advertisements and mail notification of the Study for any required public workshops and public meetings. The Town will also provide any available background information as required and carry out a limited amount of research, as necessary.

8. **DELIVERABLES**

- One unbound camera ready copy of all background reports and studies and any drafts;

- One unbound camera ready copy of a Draft Sutton Secondary Plan and Final Sutton Secondary Plan, with schedules/maps on 11" x 17" paper;
- One electronic copy of each of the above in Microsoft Office on 3.5" floppy disk, along with all schedules/maps on CADD disks;
- All data base materials received and/or compiled by the Consultant in the undertaking of this Study.