

**Proposed Major Transit Station Area Area-Specific Planning Project**  
**Terms of Reference**  
**June 2021**

**1. Purpose of the Terms of Reference**

The purpose of the Terms of Reference is to outline the scope of work to be completed for the Major Transit Station Area (MTSA) Area-Specific Planning Project. The project will result in a final report and three (3) area-specific plans implemented by three (3) Official Plan amendments which will be further implemented through the development of appropriate zoning regulations including the consideration of an Inclusionary Zoning By-law amendment and a set or sets of Urban Design Guidelines. This Terms of Reference clarifies the roles and responsibilities of the City's project team and the successful proponent required for this project.

This Terms of Reference is prepared on the assumption that the successful proponent will be delivered final technical work by City staff, with the exception of technical work to be completed as part of this Term of Reference document. For clarity, the technical work included in this scope of work includes a Market Analysis addendum, Transportation Assessment, Fiscal Impact Analysis and Land Use Compatibility Study.

This Terms of Reference is also prepared on the assumption that proposed Regional Official Plan Amendment (ROPA) No. 48 will be approved in 2021 to inform Burlington's MTSA Area-Specific Planning Project. MTSA Area-Specific Planning Project study areas and minimum planned density targets are subject to change per the final approved ROPA 48.

**2. Background and Context**

Burlington is in the next phase of city-building as it approaches full build-out of the urban area. The undertaking of area-specific plans (ASPs) for Burlington's Major Transit Station Areas (MTSAs) represents the City's continuing implementation of its vision for appropriate intensification and the protection of established neighbourhoods by focusing future population growth to key areas, and in particular a focus around higher order transit.

The completion of ASPs for Burlington's MTSAs is identified in [Burlington's Strategic Plan 2015-2040](#), 2018-2022: [Burlington's Plan: From Vision to Focus](#), and the [Burlington Official Plan, 2020](#), as well as the [proposed Halton Regional Official Plan Amendment \(ROPA\) No. 48](#) and the Growth Plan for the Greater Golden Horseshoe, 2019.

The 2015-2040 Strategic Plan emphasizes the importance of “mobility hub areas”, now referred to as MTSA’s to align with Regional and Provincial policy. The Strategic Plan contains specific guidance to undertake ASPs for each GO station to direct growth and intensification to these areas, with a focus on enabling walkable neighbourhoods. Further, the plan indicates that the City will prioritize the planning for each will MTSA. Those plans will consider and include policies and guidance related to urban design, jobs, housing, servicing, public transportation, parks and green space. The 2018-2022 From Vision to Focus document also identified the completion of ASPs as a key action to achieve responsive growth management during the current term of Council.

The creation of the ASPs also supports the objectives of Metrolinx’s 2041 Regional Transportation Plan, including the implementation of Regional Express Rail service, and the creation of complete communities with transit-supportive densities, as identified through the Provincial Growth Plan and supported by the Region of Halton Official Plan.

When the City began its Official Plan Review in 2012, mobility hubs was one of the major topics. Specifically, this focus resulted in the development of the “[Mobility Hubs Opportunities and Constraints Study](#)” prepared by Brook McIlroy/ARUP in 2014. The purpose of this work was to identify opportunities and constraints related to the development of Burlington’s mobility hubs, to inform the Official Plan Review and area-specific planning.

In July 2016, at the same time the Official Plan Review was shifted to the development of a new Official Plan, City staff brought forward a report [PB-48-16](#) titled “Burlington’s Mobility Hubs Workplan” which mapped out the delivery of four ASPs and was unanimously supported by City Council.

In 2017, the ASP work was initiated through the Mobility Hubs Study, which included visioning, public engagement and technical studies. This resulted in draft precinct plans for each study area around the Aldershot, Burlington and Appleby GO Stations. In May 2018, these draft precinct plans were released for feedback as preliminary and subject to change as a result of on-going technical studies, as well as Council, community and stakeholder feedback. In July 2018, staff presented draft precinct plans to Council for comment through staff report [PB-65-18](#). The draft precinct plans were not endorsed or approved by City Council.

During the Mobility Hubs Study process, staff were directed to prioritize the completion of a Downtown Mobility Hub area-specific plan to feed into the adoption of the New Official Plan process in early 2018. The Mobility Hubs Study was then placed on hold in Q1 2019 to allow for a shift in focus to emergent planning priorities, including the Region’s Municipal Comprehensive Review, the scoped re-examination of the adopted Official Plan and the Interim Control Bylaw Land Use Study.

In accordance with the terms set out in this document, the MTSA Area-Specific Planning Project will build upon and refine the work undertaken through the Mobility Hubs Study. This includes the incorporation of all completed technical work, the completion of all required technical studies as set out in this terms of reference, further public and stakeholder engagement opportunities and the completion of three (3) area-specific plans, as well as the associated implementing Official Plan and Zoning by-law amendments and other implementation strategies which may be required to guide future development and investment in MTSA.

The MTSA ASP Project will take direction from the early work related to the Region's Municipal Comprehensive Review, which proposes to identify the Downtown Burlington UGC / Burlington GO MTSA, Aldershot GO MTSA and Appleby GO MTSA areas as Protected Major Transit Stations Areas (PMTSAs) in alignment with Provincial and Regional plans and policies. The MTSA ASP Project will develop a policy and zoning framework to address the legislative requirements of the *Planning Act* for PMTSAs.

## 2.1 Study Areas

The study area includes three distinct and well-defined areas:

- Aldershot GO MTSA
- Downtown Burlington UGC/ Burlington GO MTSA
- Appleby GO MTSA

The Growth Plan (2019) requires that upper-tier municipalities delineate boundaries for MTSA. Once the Region of Halton has delineated the boundaries for MTSA through the approval of ROPA 48, these Region's MTSA boundaries will replace the MTSA Special Planning Areas shown in the Burlington Official Plan, 2020. See Appendices A, B and C of this Terms of Reference for the Burlington GO, Aldershot GO and Appleby GO MTSA Special Planning Areas, respectively.

These study areas for this project are defined in draft Halton ROPA 48 and identified on Map 6b – Downtown Burlington GO UGC/MTSA, Map 6d – Aldershot GO MTSA and Map 6e – Appleby GO MTSA.<sup>1</sup> See Appendices D, E and F of this Terms of Reference for the [proposed mapping](#) through proposed Regional Official Plan Amendment 48 for the Downtown Burlington UGC/ Burlington GO MTSA, Aldershot GO MTSA and Appleby GO MTSA, respectively.

---

<sup>1</sup> MTSA Area-Specific Planning Project study areas are subject to change per the final approved ROPA 48.

### 3. Project Expectations

The successful proponent will begin work as outlined in this Terms of Reference immediately after award of contract.

All work as outlined in this Terms of Reference is to be completed by December 2022.

The process must be supported by public, agency and stakeholder consultation and engagement, as set out in the City's final engagement plan. A draft of this engagement plan was provided at the June 8, Community Planning, Regulation and Mobility Committee Meeting.

The successful proponent will build upon and advance the extensive work undertaken through the Mobility Hubs Study including engagement, technical and planning work, including the May 2018 draft precinct plans. The successful proponent must be familiar with the previous work related to the [Mobility Hubs Study](#).

The proposed area-specific plans and all associated deliverables must incorporate the findings and recommendations from all technical work as outlined in this Terms of Reference and any other technical work provided from the previous Mobility Hub efforts. The nature and scope of technical work to be provided to the successful proponent is subject to change.

The City of Burlington declared a Climate Emergency in 2019 and on April 20, 2020 a community-based Climate Action Plan was approved at Council. The area-specific plans will be required to apply a climate change lens.

The Downtown Burlington UGC/Burlington GO MTSA, Aldershot GO MTSA and Appleby GO MTSA ASPs and all associated deliverables must conform with the Regional Official Plan and Provincial Plans, to a planning horizon of 2051. Through the draft Regional Official Plan Amendment (ROPA) 48, the Region of Halton defines a proposed Regional Urban Structure which identifies a hierarchy of Strategic Growth Areas, including Urban Growth Centres and Major Transit Station Areas. The Downtown Burlington UGC/Burlington GO MTSA, Aldershot GO MTSA and Appleby GO MTSA are identified as Strategic Growth Areas and considered durable elements of the Region's Urban Structure which will continue to build out beyond the 2051 planning horizon.

The proposed area-specific plans and all associated deliverables must be defensible. The consultant will be responsible for providing expert testimony required at the Local Planning Appeals Tribunal or other tribunals, if appeals are received related to all project deliverables.

The proposed Official Plan and Zoning By-Law amendments resulting from this study will amend the Burlington Official Plan, 2020 and the Burlington Zoning By-law 2020.

### 3.1 Objectives for Major Transit Station Area Planning

In addition to the City's general objectives for MTSA's found in subsection 8.1.2(1) "Objectives" of the Burlington Official Plan, 2020, the successful proponent will ensure that the following objectives are addressed in each MTSA ASP:

- To leverage infrastructure investment and frequent transit service, including higher order transit and the development of public service facilities to support and accommodate increased densities and transit supportive densities;
- To provide a range and mix of transit-supportive uses, such as residential, retail, office, parks and public uses that supports the area in a pedestrian-oriented urban environment;
- To plan and design the areas to be transit-supportive, complete communities and to achieve multimodal access to stations and connections to nearby major trip generators;
- To plan for a diverse mix of uses, including additional residential units and Affordable Housing, where appropriate;
- To protect existing significant employment uses within Major Transit Station Areas by ensuring land use compatibility with adjacent new development is achieved;
- To develop a transportation network designed to support and integrate active transportation, local transit services and inter-municipal/inter-regional higher order transit services;
- To create new parks, trails, public realm and open spaces to serve residents and the local workforce including the integration and connection of these spaces with the City's broader parks and trails network;
- To protect life and property from natural hazards;
- To maintain, restore and where possible enhance the long term ecological integrity and biodiversity of the Natural Heritage System and its ecological and hydrologic functions; and,
- To apply a Climate change lens.

The successful proponent will also ensure that the following objectives, which informed the 2017-2019 Mobility Hub Study, are addressed in each MTSA ASP:

- Planned population/employment densities that will create a critical mass to support local and Regional higher-order transit opportunities/strategies and the provision of viable high-frequency, two way GO train service by Metrolinx;
- A built form that supports and promotes non-automobile oriented travel while achieving a high quality public realm and architectural design excellence;

- Emphasize multi-modal transportation to support an increase in transit modal share informed by the Regional Official Plan and Burlington Official Plan;
- A transportation network that facilitates direct and balanced access to regional transportation facilities both locally and city-wide via many different modes (with an emphasis on pedestrians, cyclists and transit);
- Land use and transportation plans that support and prioritize pedestrians, cyclists and transit users;
- The protection of the natural heritage;
- The provision of appropriate mix of land uses and densities required to support a future district energy system, renewable energy and other environmentally sustainable opportunities (such as carbon neutrality and preparing for and adapting to warmer, wetter and wilder weather);
- The provision of a mix of housing types that support housing affordability and the attraction of a broad range of demographics, including families;
- The provision of a mix of uses within walking distance of transit that will create complete, compact and sustainable communities;
- The establishment and maintenance of employment functions/uses which are compatible with a variety of other uses (including sensitive uses) and occur in a variety of forms and serve to make Mobility Hubs [MTSAs] an employment destination within the Greater Toronto and Hamilton Area (GTHA);
- Land uses and building forms which are compatible with the surrounding area and achieve sensitive integration with existing areas;
- The creation of new parks, trails, public realm and open spaces to serve residents and the local workforce including the integration and connection of these spaces with the City's broader parks and trails and cycling networks; and
- The conservation of significant designated heritage resources

In addition to the objectives outlined above, the successful proponent will ensure that the following objectives are addressed in the Downtown Burlington UGC/ Burlington GO MTSA<sup>2</sup> ASP, in accordance with the Growth Plan (2019):

- A minimum planned density of 200 people and jobs combined per hectare, as per the Growth Plan (2019)
- Specifically, to plan for this area:
  - As a focal area for investment in regional public service facilitates, as well as commercial, recreational, cultural and entertainment uses;

---

<sup>2</sup> Subject to change per the final approved ROPA 48.

- To accommodate and support the transit network at the regional scale and provide connection points for inter- and intra-regional transit;
- To serve as a high-density major employment centre that will attract provincially, nationally, or internationally significant employment uses; and,
- To accommodate significant population and employment growth.

#### 4. Project Risks

Issue	Probability	Consequence	Mitigation	Risk after mitigation
Changes to Provincial Planning policy, legislation, regulations or guidelines	Likely	High	Staff will be prepared to assess changes to legislation, Provincial Plans, Policy Statements and any associated regulations and report on any impact to the scope, timing and resources required to complete the work.	High
Changes to Urban Structure at local/regional level	Active	High	This project is likely to be affected by potential changes to the Urban Structure at the Regional level. Staff will work closely with Regional staff to stay apprised of any forthcoming changes.	High
Delay or changes from project timeline as outlined in this Terms of Reference	Possible	High	The Manager of Policy and Community and the Coordinator of Community Initiatives will be responsible for managing project timing and maintaining open dialogue among project teams.	High

Appendix A: PL-27-21 Major Transit Station Area (MTSA) Area-Specific Planning Terms of Reference

<p>Pressure to add additional scope to the project (i.e. related to Technical Studies, additional engagement)</p>	<p>Possible</p>	<p>High</p>	<p>The inflation of the scope of work will be managed by establishing decision making protocols for the consideration of any additional work that relies on the Project Steering Committee. These protocols will include direction to report directly to Council in cases where a significant new element is identified.</p>	<p>Medium</p>
<p>Delay or changes of scope of other City related processes including but not limited to the Prosperity Corridor Study, Integrated Mobility Plan, Phase 2 Flood Study and Housing Strategy.</p>	<p>Possible</p>	<p>High</p>	<p>The Manager of Policy and Community will be responsible for acting as a support and coordinator among the various projects and will maintain open dialogue among project teams.</p>	<p>Low</p>
<p>Delay of Regional processes such as the approval of ROPA 48 or a delay in the completion of the Regional Official Plan Review</p>	<p>Possible</p>	<p>High</p>	<p>The Manager of Policy and Community will be responsible for acting as a support and coordinator among the City and Regional Official Plan processes. If there are significant delays to Regional processes, this project may be significantly delayed.</p>	<p>Medium</p>
<p>Staff turnover or project team turnover</p>	<p>Possible</p>	<p>Medium</p>	<p>The Coordinator of Community Initiatives will work with the Project Team in the case of significant</p>	<p>Low</p>



Appendix A: PL-27-21 Major Transit Station Area (MTSA) Area-Specific Planning Terms of Reference

			human resource challenges within the staff team or the consulting team.	
Additional workload related to other Policy initiatives and studies	Likely	High	The Coordinator of Community Initiatives will manage the workload of the project team and report back to the Manager of Policy and Community, and if required to Council, if there are impacts to the scope, timing and resources required to complete the work.	Medium
Lack of buy in of stakeholder/community to engagement plan	Possible	High	The engagement plan will be developed to build a mutual understanding of the goals of the project and to establish buy in on the scope and approach to engagement and the expected outcomes of the work among Council the public and other interested and engaged groups and individuals.	Low
Delays in City or Agency review and approval of technical studies	Possible	Medium	The Manager of Policy and Community will be responsible for acting as a support and coordinator among the City and associated agencies. If there are significant delays related to receiving agency input or	Medium

			approvals, this project may be significantly delayed.	
Goals and agreed to measures for success shift across the project	Likely	Medium	The project terms of reference and the engagement plan give clarity on the expectations for decision makers and interested and engaged groups and individuals. The project team will develop mechanisms to continually communicate agreed to goals and measures for success throughout the process.	Medium

**5. Project Stages and Requirements**

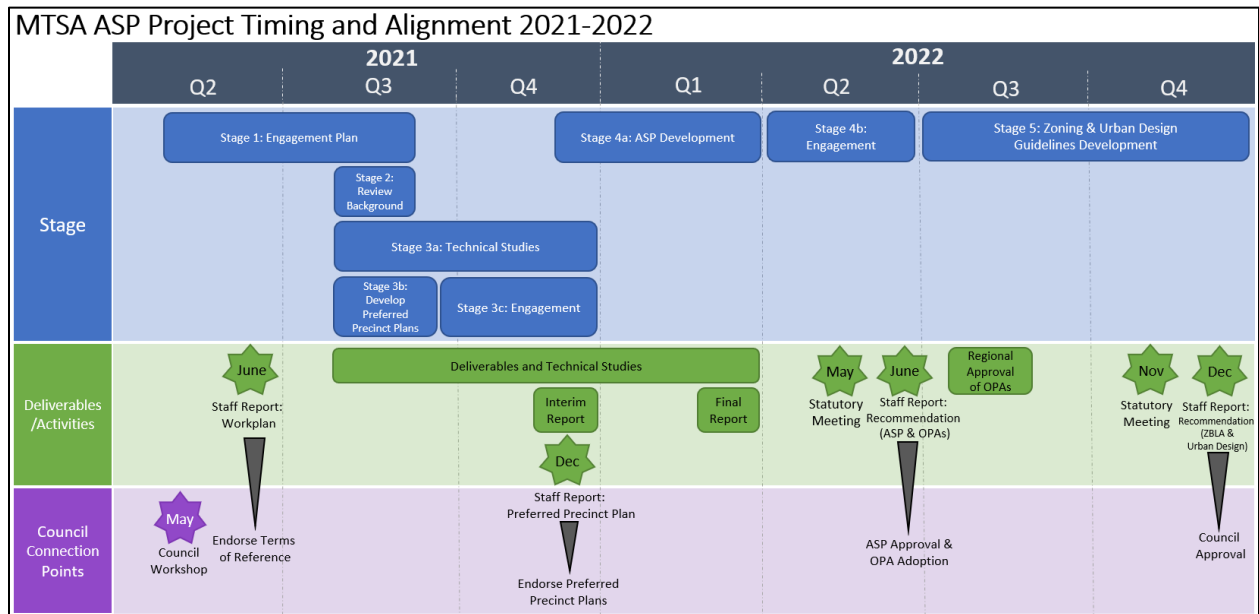
This project has been divided into five project stages which are intended to capture the planned progression and timely delivery of project requirements. They include:

1. Develop Engagement Plan
2. Review and Present Background Material
3. Develop Preferred Precinct Plans
  - a. Supporting technical studies
  - b. Develop preliminary preferred precinct plans and policy/zoning directions
  - c. Conduct public, agency and stakeholder engagement
4. Area-Specific Plans
  - a. Area-Specific Plans Development
  - b. Conduct public, agency and stakeholder engagement
5. Zoning and Urban Design Guidelines Development

This Terms of Reference is intended to guide the completion of all stages of the project. Each stage has been broken down into several sub-stages, each with key requirements as detailed in the table below. Please note that, while the following details represent City staff’s best efforts to identify required project components and studies based on the intended progression of work

and project schedule outlined in Section 5 of this Terms of Reference, the details and timing of specific components may be subject to change. It is also noted that changes to the details and timing may impact the engagement plan.

The diagram below provides general details of project timing and alignment. This diagram does not include specific details related to engagement and communications as these will depend upon the detailed engagement plan to be developed and finalized in Stage 1.



The key tasks and deliverables for each stage are described in the table below.

<p><b>Stage 1: Develop Engagement Plan</b></p> <p><b>Estimated Timeframe: May to August 2021</b></p> <p><u>Engagement Plan:</u></p> <ol style="list-style-type: none"> <li>Hold a Council Workshop in May 2021 to orient Council to the area-specific planning work completed to date, the factors that have changed and to share preliminary thoughts on the scope of work and engagement required, including project givens (i.e. the areas where no public feedback is required, legislative matters etc.).</li> </ol> <p><b>NOTE:</b> Completed by Staff. Please find links to the <a href="#">staff presentation</a> and <a href="#">recorded session</a>.</p> <ol style="list-style-type: none"> <li>Finalize an engagement plan based on Council’s feedback.</li> </ol>
--

**NOTE:** City staff have prepared a draft engagement plan, included as Appendix B to PL-27-21: Major Transit Station Area Area-Specific Planning Terms of Reference.

## **Stage 2: Review and Present Background Materials**

### **Estimated Timeframe: August 2021**

1. The successful proponent will be responsible for preparing a Project Team Communication and Responsibilities Plan. The memo will be approximately 1-2 pages and will outline the communication process and responsibilities related to the delivery of the MTSA ASP Project. The memo will be approved by City staff and signed by the City's Manager of Policy and Community or the Coordinator of Community Initiatives and the successful proponent's project manager.

#### Background:

1. Review the New Official Plan (2020), Tall Building Design Guidelines and Mid-rise Design Guidelines, Burlington's Climate Action Plan and Sustainable Building and Development Guidelines.
2. Review all background work that has been completed to date on the Aldershot GO, Burlington GO and Appleby GO Area-Specific Plans, to be provided by City staff.
3. Review all applicable provincial and regional policies, including policies proposed in Region of Halton's Regional Official Plan Amendment (ROPA) 48.
4. Prepare a background information memo for public release which states the context of the Major Transit Station Area (MTSA) Area-Specific Planning Project including what can and what cannot be considered through this work. The memo will be used to orient stakeholders to the project and will be used throughout the project to ensure alignment with project goals. The memo will include information on:
  - the Mobility Hubs Study Area-Specific Plan process and technical work completed or in progress to date, including the connection to the City's Phase 2 Downtown and Burlington GO MTSA Flood Hazard and Scoped Stormwater Management Assessment;
  - information and discussion about changes since the pause of the Mobility Hubs Study Area-Specific Plan Study in Q1 2019;
  - general information about the Provincial Growth Plan, the Planning Act, Regional Official Plan and requirements related to Protected MTSA's, MTSA's and Urban Growth Centre specifically;
  - information about the Metrolinx Regional Transportation Plan and the connection to the City's Housing Strategy;
  - a summary of key themes of public and stakeholder feedback from Mobility Hub Study; and,

- any other information that stakeholders and the public would need to participate fully in the discussion.

**NOTE:** City staff will prepare the background information memo for public release.

5. Prepare an analysis of existing community infrastructure within and in proximity to each study area, while recognizing the urban context of GO Station areas. The scope of work must be confirmed with Halton Region.

**NOTE:** City staff will prepare the community infrastructure analysis to inform the development of a Community Infrastructure Plan to be developed by the successful proponent as outlined in Stage 4a.

### **Stage 3 – Develop Preferred Precinct Plans (August – December 2021)**

#### **Stage 3a –Supporting technical studies**

**Estimated Timeframe: August - December 2021**

**NOTE:** These tasks are anticipated to be completed between August to December 2021. Some may extend beyond this time, if required.

#### Foundational Technical Work to be Updated:

1. The following study has been prepared as part of the 2017-2019 Mobility Hubs scope of work but requires additional work to be updated. Once complete, as detailed below, this study will be released publicly:
  - Market Analysis: A Market Analysis was completed during the Mobility Hubs Study. The successful proponent will be delivered this technical work by City staff. This task includes a review and addendum to discuss Inclusionary Zoning in Protected Major Transit Station Areas in accordance with findings and work undertaken through the City of Burlington Housing Strategy. The addendum will include recommendations related to:
    - directions for Inclusionary Zoning official plan policies;
    - directions for an Inclusionary Zoning By-law, including but not limited to,
      - Threshold triggers
      - Set aside rates
      - Feasibility
      - Opportunities for flexible implementation
      - definitions

The estimate timeframe for this task is to be determined and is dependent on the Housing Strategy. Alignment with the City's Housing Strategy Study will be required.

**NOTE:** This task will include making any revisions based on City and agency feedback.

2. The following studies have been prepared as part of the 2017-2019 Mobility Hubs scope of work but require additional work to be completed. These technical studies will be completed separately, and the successful proponent will be delivered these final technical studies by City staff. As part of the Mobility Hubs Study preliminary technical information memos were delivered in Appendices A1, B1 and C1 of [staff report PB-76-17](#) GO Station Mobility Hubs Preferred Concepts: Aldershot GO, Burlington GO and Appleby GO. The successful proponent will be responsible for incorporating findings from technical work into all deliverables as outlined though this Term of References and ensure alignment with area-specific planning work and all technical studies. City staff will facilitate and manage the coordination between the successful proponent and the consultant(s) completing the technical studies listed below. The successful proponent may be required to attend meetings and/or phone calls with the consultant(s) completing the technical studies listed below.
  - Scoped Environmental Impact Studies: The scope of work has been confirmed with the appropriate agencies. The environmental impact study and flood plain analysis have been completed and comments have recently been received from the Region of Halton and Conservation Halton.
  - Flood Hazard Assessment and Scoped Stormwater Management Assessments: The scope of work has been confirmed with the appropriate agencies. The flood plain analysis has been completed and comments have recently been received from the Region of Halton and Conservation Halton.
  - Functional Servicing Study: The Functional Servicing Study requires updates to confirm capacity to 2051 and respond to recent agency feedback, in alignment with Regional Master Servicing Plans and city stormwater plans. The previous Functional Servicing Study was based upon full build out plan.
  - Air Quality Study: The scope of work has been confirmed with the appropriate agencies. The air quality analysis has been completed and comments have recently been received from the Region of Halton.

Technical Work to be Undertaken:

1. The following studies will be undertaken by the successful proponent:

<ul style="list-style-type: none"> <li>• <b>Transportation Assessment:</b> The successful proponent will undertake a Transportation Assessment for the Aldershot GO MTSA, Downtown Burlington UGC/ Burlington GO MTSA and Appleby GO MTSA as detailed in Appendix G: Transportation Assessment Scope of Work.</li> <li>• <b>Land Use Compatibility Study:</b> The successful proponent will undertake a Land Use Compatibility Study which will consider the outcomes and recommendations from the Air Quality Study and Pre-Feasibility Noise and Vibration Study. This entails any further analysis or work related to the Provincial Policy Statement, 2020 or any updates to Provincial Land Use Compatibility Guidelines and other Provincial guidelines. This work will include recommendations to minimize and mitigate any potential adverse effects from odour, noise and dust and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of <i>major facilities</i><sup>3</sup> in accordance with Provincial guidelines, standards and procedures. This scope of work must be confirmed with City and Region of Halton staff prior to the initiation of this work.</li> </ul> <p><b>NOTE:</b> All tasks include making any revisions based on City and agency feedback.</p> <p><u>No Further Work Required:</u></p> <p>The following studies have been completed as part of the Mobility Hubs Study scope of work and require no further updates. The successful proponent will be delivered these final technical studies by City staff:</p> <ul style="list-style-type: none"> <li>• Stage 1 Archaeological Assessments</li> <li>• Cultural Heritage Resource Assessments</li> <li>• Pre-Feasibility Noise and Vibration Study</li> </ul>
<p><b>Stage 3b: Develop preliminary preferred precinct plans and policy/zoning directions</b></p> <p><b>Estimated Timeframe: August – Mid-September 2021</b></p>
<p><u>Preliminary Preferred Precinct Plans:</u></p> <ol style="list-style-type: none"> <li>1. The successful proponent will refine and build upon the May 2018 draft precinct plans for the three MTSAs to develop preliminary preferred precinct plans that take into account the findings of the preliminary studies/analysis, ensure coordination with the Halton Region Municipal Comprehensive Review (MCR), as well as previous</li> </ol>

<sup>3</sup> Major facilities: means facilities which may require separation from sensitive land uses, including but not limited to airports, manufacturing uses, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities (Provincial Policy Statement, 2020)

public, stakeholder and Council feedback on the 2018 draft precinct plans. At a minimum, the preliminary preferred precinct plans will achieve the objectives outlined in Section 3.1 of this document, City's general objectives for Major Transit Station Areas (MTSAs) found within Subsection 8.1.2 (1) "Objectives" of the Burlington Official Plan, 2020, as well as objectives and policies of the Regional Official Plan and Regional Official Plan Amendment (ROPA) 48. The preliminary preferred precinct plans will evaluate all aspects of the plans, while achieving a minimum density target as approved through ROPA 48.

For all preliminary preferred precinct plans, the following is required to be delivered as memos to support engagement in Stage 3c:

- Update existing mapping to identify major land use, transportation, park/open space, public service facilities and natural heritage components of each preliminary preferred precinct plan;
  - population and employment projections to 2031, 2041 and 2051 of each refined precinct plan, on a block by block basis, based on appropriate assumptions (e.g. persons per unit etc.) and appropriate market advice;
  - policy and zoning directions, including but not limited to heights, built form, land uses, objectives and a Protected MTSA framework, as well as Inclusionary Zoning Framework directions informed by City of Burlington Housing Strategy and Market Analysis addendum to be completed in Stage 3a.
2. The successful proponent will identify properties formerly located within the 2018 draft precinct plans which are no longer located within the study area as defined through this Terms of Reference document. For properties no longer within the study area which are currently designated residential or public service, the successful proponent will provide an approach to assess potential policy updates through this scope of work.

**Stage 3c: Conduct public, agency and stakeholder engagement**

**Estimated Timeframe: Mid-September to December 2021**



1. Conduct public, agency and stakeholder engagement on the preliminary preferred precinct plans, policy and zoning directions, as per the engagement plan created in Stage 1.

**NOTE:** This task is to be completed by City staff, in consultation with the successful proponent. The task may require the successful proponent to provide materials to support the public, agency and stakeholder engagement.

2. Compile and analyze all feedback received during public, agency and stakeholder engagement on the preliminary preferred precinct plans and conduct follow up meetings as required.

**NOTE:** This task is to be completed by City staff, in consultation with the consultant.

3. Update preliminary preferred precinct plans and policy/zoning directions based on public and stakeholder feedback.

4. The successful proponent will deliver an interim project report in November 2021 for public release which clearly describes the process and methodology related to the development of the preliminary preferred precinct plans, the assumptions applied and discussion of how public, stakeholder and Council feedback, including previous feedback on the 2018 draft precinct plans, informed the process. This report will also provide policy and zoning directions, including a Protected MTSA framework and Inclusionary Zoning Framework directions. The scope and content of this report must be confirmed with the City's Project Team and informed by the Engagement Plan, including compliance with the Accessibility for Ontarians with Disabilities Act (AODA). The report must include and consider any preliminary findings from all technical studies outlined in Stage 3a, the Housing Strategy, the Phase 2 Downtown and Burlington GO MTSA Flood Hazard and Scoped Stormwater Management Assessment and Comprehensive Zoning-Bylaw Review.

5. Present the interim project report which recommends preferred precinct plans and policy/zoning directions to Council for endorsement at a public meeting in December 2021. Staff to prepare covering report and summary of engagement feedback.

**NOTE:** This task is shared by City staff and the successful proponent.

**Stage 4: Area-Specific Plans**

**December – June 2022**

## Stage 4a: Area-Specific Plans Development

**Estimated Timeframe: December – March 2022**

### Technical Work to be Undertaken after endorsement of recommended preferred precinct plans:

1. The successful proponent will undertake a Financial Impact Analysis to determine the individual and combined impact of the endorsed preferred precinct plans for the three MTSA's on both the capital and operating cost and revenue implications for the City of Burlington, and on a broad basis for the Regional Municipality of Halton and the Halton district School Boards.

This entails an evaluation of the marginal and/or operating cost and revenues to the municipality which are directly associated with the residential and/or non-residential developments. At a minimum the following will be considered:

- Incremental capital and operating costs (program service costs, and operating costs of new capital works) of development
- Growth related capital requirements and the lifecycle costs
- Capital infrastructure to service the anticipated development

**NOTE:** The City's Finance department must be engaged to confirm the appropriate scope of work and to ensure alignment with Finance initiatives and future work such as a future Development Charges Background Study.

### Area-Specific Plans

1. The successful proponent's team will deliver a Final Project Report in March 2022 that consists of three area-specific plans that incorporate items i. through x. listed below based on the Council endorsed preferred precinct plans resulting from Stage 3c. The report will achieve the objectives of this terms of reference, provide planning justification and summarize and report on all findings and project inputs, including technical studies.

The report will include the following components:

- i. An overview of the process undertaken to develop the area-specific plans;
- ii. Policy context discussion;
- iii. Detailed discussion and mapping of the recommended precinct plans, including the following:
  - a land use plan including parks and opens spaces;
  - a multi-modal transportation network plan (including details of new streets and/or required improvements to existing streets and

- intersections, and transit facilities including the Aldershot GO, Burlington GO and Appleby GO Stations;
- a community infrastructure plan;
  - urban design plan may be required, including 3D rendering which visually depicts the ASP, including heights, potential built form, land uses, and streets;
- iv. A summary of the technical report findings;
- v. A summary of any modifications recommended to the City-wide policy framework that support the MTSA area-specific plans;
- vi. A summary of any recommended Official Plan policies that apply to all MTSA area-specific plan areas;
- vii. Three distinct area-specific plans and associated Official Plan policy directions and recommendations including but not limited to the following considerations:
- Protected MTSA policy framework, in accordance with the *Planning Act*;
  - Vision, objectives and policies;
  - permitted land uses (including heights/densities) to support complete communities;
  - Precincts policies;
  - Employment policies and targets, including office policies and the protection of employment functions (including policy directions regarding the achievement of minimum employment thresholds in conjunction with the development of non-employment uses);
  - improvements to infrastructure (including water, wastewater, hydro facilities, stormwater management and the transportation network, among others);
  - Regional Servicing;
  - Utilities;
  - land use compatibility policies (dust, noise, vibration, odour etc.) and appropriate mitigation measures;
  - natural heritage protection;
  - natural hazards policy and mapping, including spill flooding hazards;
  - environmental sustainability policies (including urban forestry considerations, low-impact development opportunities and district energy), developed in coordination with the City's Climate Action (approved in 2020) and Adaptation Plans (under development);

- Conservation of built heritage and cultural heritage landscapes;
  - Community Benefits Charges considerations;
  - Development phasing;
  - Urban Design policies, including built form policies, transition policies to adjacent low density residential, retail and service commercial uses, active transportation and other issues as required;
  - Transportation, active transportation and transit policies, developed in alignment and coordination with the MTSA Transportation Assessment and other policies and initiatives (e.g. Metrolinx – 2041 Regional Transportation Plan, Mobility Management Strategy for Halton, Burlington’s New Official Plan, Burlington’s Integrated Mobility Plan and Transit Mobility Plan, MTO Guidelines etc.) which support the creation of pedestrian, cycling and transit-oriented environments, including Transportation Demand Management, complete streets, parking standards and management, and transit supportive public realm and urban design elements;
  - Parks, including the identification of new parks and linkages with surrounding neighbourhoods;
  - Community Infrastructure policies
  - innovative measures to achieve new or upgraded community infrastructure in an urban redevelopment context (including parks and open spaces and affordable housing;
  - housing mix (in terms of size and form) in order to accommodate a range of demographics and income levels, including families;
  - the provision of affordable housing including the establishment of associated targets; and,
  - other policies as required based on the outcomes of the studies undertaken in each MTSA area and the Region of Halton Municipal Comprehensive Review and approved Regional Official Plan 48.
- viii. Inclusionary Zoning Framework including the development of draft enabling policies and draft zoning regulations, in coordination with the findings of the City’s Housing Strategy;
- ix. A summary of next steps to be addressed in Stage 5 of the project, including:
- Zoning directions including but not limited to:
    - permitted uses;

- minimum or maximum densities;
  - minimum or maximum heights;
  - parking rates; and,
  - other zoning regulations as required based on the outcomes of the studies undertaken in each MTSA area;
- Urban design directions including but not limited to:
    - Guidance to promote active transportation and transit supportive land uses
    - other urban design guidelines as required based on the outcomes of the studies undertaken in each MTSA area;

**NOTE:** The City’s Urban Design staff must be engaged to confirm the appropriate scope of work and to ensure alignment with other Urban Design Initiatives.

- x. Provide high level direction for future implementation measures including, but not limited to, the following:
  - Potential recommendations for financial incentive programs (CIPs);
  - Strategies for funding and implementing new infrastructure (local road, transit infrastructure, district energy / climate adaptation infrastructure etc.) and infrastructure improvements in a non-greenfield and highly fragmented ownership context;
  - Achieving high quality public realm and architectural design excellence (e.g. privately owned public spaces (POP) etc.)
  - Establishing district energy networks; and,
  - Strategies for monitoring/assessing the plans’ successful implementation.

Staff will review all policy directions and recommendations to ensure coordination and consistency with other official plan policies and corporate projects/studies.

#### Official Plan Amendment

City staff will be responsible for preparing three (3) draft Official Plan Amendments (OPAs) and associated staff report for Council, which is targeted for consideration by June 2022. The successful proponent will provide advice and peer review of policies as required.

**Stage 4b: Conduct public, agency and stakeholder engagement**

**Estimated Timeframe: April – June 2022**

1. Conduct public, agency and stakeholder engagement to share the final report and three ASPs as well as gather feedback on proposed associated Official Plan Amendments to be presented at Statutory Public Meeting, based on the engagement plan created in Stage 1.

**NOTE:** This task is to be completed by City staff, in consultation with the successful proponent. The task may require the successful proponent to provide materials to support the public, agency and stakeholder engagement.

2. Compile and analyze all feedback received during public, agency and stakeholder engagement and conduct follow up meetings as required.

**NOTE:** This task is to be completed by City staff, in consultation with the consultant.

3. City Staff and successful proponent: Attend Statutory Public Meeting in May 2022 to present key ASP/report findings to Council members, including the proposed Official Plan Amendments.
4. Attend Council Meeting to present ASPs/final report for approval and proposed OPAs for adoption in June 2022. Staff to prepare covering report and summary of engagement feedback. The proposed OPAs will then be forwarded to Halton Region for approval.

**Stage 5: Zoning and Urban Design Guidelines Development**

**Estimated Timeframe: July – December 2022**

Zoning By-Law Amendment

1. The successful proponent's team will deliver a memo that consists of zoning regulation directions based on the Council approved area-specific plans and the implementing Official Plan Amendments forwarded to Halton Region for approval. The memo will include summarizing and reporting on all findings and project inputs, including technical studies related to the development of zoning regulations.

The memo will include zoning directions including but not limited to the following:

- permitted uses;

- minimum or maximum densities;
- minimum or maximum heights;
- required parking rates; and,
- other draft zoning regulations as required base on the outcomes of the studies undertaken in each MTSA area.

Staff will review all zoning directions to ensure coordination and consistency with other corporate projects/studies.

City staff will be responsible for preparing the zoning by-law amendment and associated Council staff report, which is targeted for consideration by December 2022. The successful proponent will provide advice and peer review of zoning regulations as required.

Urban Design Guidelines

2. The successful proponent’s team will deliver a memo that consists of urban design directions based on the Council approved area-specific plans and the implementing Official Plan Amendments forwarded to Halton Region for approval. The memo will include urban design directions including but not limited to the following:

- Directions to promote active transportation and transit support land uses in accordance with Regional standards
- other urban design directions as required based on the outcomes of the studies undertaken in each MTSA area;

**NOTE:** The City’s Urban Design staff must be engaged to confirm the appropriate scope of work and to ensure alignment with other Urban Design Initiatives.

City staff will be responsible for preparing urban design guideline(s), as needed, which are targeted for consideration by December 2022. The successful proponent will provide advice and peer review of zoning regulations as required.

**NOTE:** Alternatively, if the proponent can deliver zoning regulation directions and urban design guideline directions in the Final Report to be delivered in Stage 4a, please provide details as part of the response to Requests for Proposals submission.

**Key Deliverables:**

Project Stage	Deliverables	Completion by:
---------------	--------------	----------------

Stage 1: Develop Engagement Plan	1. Engagement Plan  <b>NOTE:</b> Staff will prepare and finalize the engagement plan.	August 2021
Stage 2: Review background material	2. Project Team Communications and Responsibilities Plan  3. Background Information Memo  <b>NOTE:</b> Staff will prepare the Background Information Memo.	August 2021  August 2021
Stage 3b: Develop preliminary preferred precinct plans and policy/zoning directions	4. Preliminary preferred precinct plans Memos	Early September 2021
Stage 3c: Conduct public, agency and stakeholder engagement	5. Interim Project Report	November 2021
Stage 4a: Area-Specific Plans Development	6. Final Project Report	March 2022
Stage 5: Zoning and Urban Design Guidelines Development	7. Zoning Regulations Memo  8. Urban Design Guidelines Memo	Early October 2022
Supporting Studies	<i>* To be completed throughout to inform, assess and support precinct plan refinement and Area-Specific Plans.</i>	

## 6. Project Organization and Additional Requirements

### Project Management

The City’s MTSA Area-Specific Planning Project is to be managed by the Coordinator of Community Initiatives who will be accountable to the Manager of Policy and Community and to the MTSA ASP Steering Committee. The work as described in this Terms of Reference, will be undertaken by the successful proponent, with the assistance of staff from Community Initiatives and other City staff, as required.

To support the delivery of MTSA Area-Specific Plans as outlined in these Terms of Reference, a Final Engagement Plan will be developed by City staff in consultation with Council, the project Steering Committee, and other interested and engaged groups and individuals.



### MTSA ASP Project Steering Committee

A MTSA ASP Project Steering Committee will be established to give strategic advice on matters related to this project. The Steering Committee will be made up of the following city staff, or their delegate.

- City Manager
- Executive Director of Community Planning, Regulation and Mobility
- Executive Director of Environment, Infrastructure and Community Service
- Executive Director of Legal Services and Corporation Counsel
- Chief Financial Officer
- Director of Community Planning
- Director of Corporate Communications and Government Relations
- CBO/Director of Building & Bylaw
- Director of Transportation Services
- Director of Transit
- Deputy Corporation Counsel
- Director of Roads, Parks and Forestry
- Executive Director, Burlington EcDev

It is expected that the Steering Committee will meet as follows:

- At project initiation to review the detailed workplan;
- To provide comments and approve the Engagement Plan; and
- To review key deliverables, as required.
- To provide, as required, strategic advice to the project team and consultants

Furthermore, the committee will be consulted on as-needed basis should additional issues arise that have not been anticipated by the Terms of Reference.

The project team is made up of the City's Planning Staff (Community Initiatives, Policy, Development and Design, Capital Works and Transportation) and the successful proponent. The division of responsibilities from the perspective of City's Planning Staff and successful proponent's team are described generally below. It will be the responsibility of the City's Planning Staff, in consultation with the successful proponent to confirm these responsibilities and to confirm associated timelines beyond those generally described in Section 5.

### City's Planning Staff Responsibilities

- Project management;

- Ensuring alignment between the scope of work outlined in this Terms of Reference and project work undertaken;
- Providing the successful proponent with technical work completed separately to inform the MTSA ASP Project
- Providing background information and the assembly of necessary data, reports, contacts, etc. to the successful proponent;
- Ensuring alignment and connections between the MTSA ASP Project and other city initiatives;
- Providing knowledge and support to the successful proponent as well as establishing and managing data sharing requirements and appropriate agreements;
- Preparing and implementing the detailed Engagement Plan ensuring the successful proponent is connected to the engagement plan activities;
- Ensuring city departments sign off on any assumptions and requirements related to Data Collection/Analysis prior to the consultant advancing the work;
- Leading and coordinating communication between the City, the successful proponent and their consortium, partner agencies, stakeholders and the community;
- Coordinating, preparing and facilitating community and stakeholder engagement initiatives;
- Monitoring, reviewing and providing feedback and/or revisions on the work of the successful proponent;
- Preparing staff reports to City Council based on the work of the successful proponent;
- Reviewing and editing draft deliverables to ensure coordination and consistency with other official plan policies and zoning by-law;
- Analyzing, consolidating and responding to public comments/feedback, in consultation with the successful proponent.
- Coordinating and engaging with the MTSA ASP Project Steering Committee

#### The successful Proponent's Team Responsibilities

- Coordinating the consulting team;
- Project management support;
- Ensuring regular communications with the City's project manager, based on an agreed to communications plan at the outset of the project;
- Ensuring alignment between the scope of work outlined in this Terms of Reference and project work undertaken;
- Attend and support at project committee meetings (as required), engagement events and at City Committee/Council meetings;
- Delivering all project deliverables as outlined in Section 5.0;

- Maintaining project budget and regular monitoring and reporting of hours billed directly, broken down by the project's key tasks/deliverables on a monthly basis; and
- Preparing detailed invoices broken down by tasks and work completed, in alignment with the project budget.
- Informing the finalization of the Engagement Plan and have a role implementing the engagement plan

It is the expectation of the City of Burlington that the successful proponent's team members (including any sub-consultants) have the required and appropriate qualifications. The Lead Consultant/Project Manager must be a Registered Professional Planner (or equivalent) and/or Member of the Canadian Institute of Planners.

#### Project Meetings

Meetings between the City' project lead and the successful proponent will take place, as required and specified in the Communication and Responsibilities Plan. Check-ins between the City's project manager, and the successful proponent will be required, and it is expected that regular email correspondence will occur throughout the project. Larger team meetings, including the attendance of additional successful proponent's team members, will be scheduled as required. Staff will be responsible for leading, coordinating and facilitating all meetings.

#### Consultation and Engagement

City Staff will develop an Engagement Plan as well as coordinate, prepare for, facilitate and present at public and stakeholder meetings and consultation events with supporting presentations from the successful proponent, as required. The successful proponent, including other consulting team members as required, will have a role in implementing the engagement plan and may also be asked to present for a portion of each meeting as well as assist in answering questions and other tasks as required.

The successful proponent must be available for additional public and stakeholder meetings and consultation events as required. It is also expected that the successful proponent will provide a continued public presence throughout the process.

#### Committee/Council meetings

It is anticipated that there will be, at minimum, four Committee/Council meeting where the successful proponent including other consulting team members (as required), will be required to attend and assist City staff in presenting and answering any questions. Attendance at additional Committee/Council meetings may be required, as needed.

#### City Department, Agency and Stakeholder meetings

Staff will facilitate meetings with the MTSA ASP Project Steering Committee, City departments, separate technical consultants, agencies and key stakeholders through the project. The successful proponent, and other consulting team members (as needed), may be required to attend such meetings as deemed necessary.

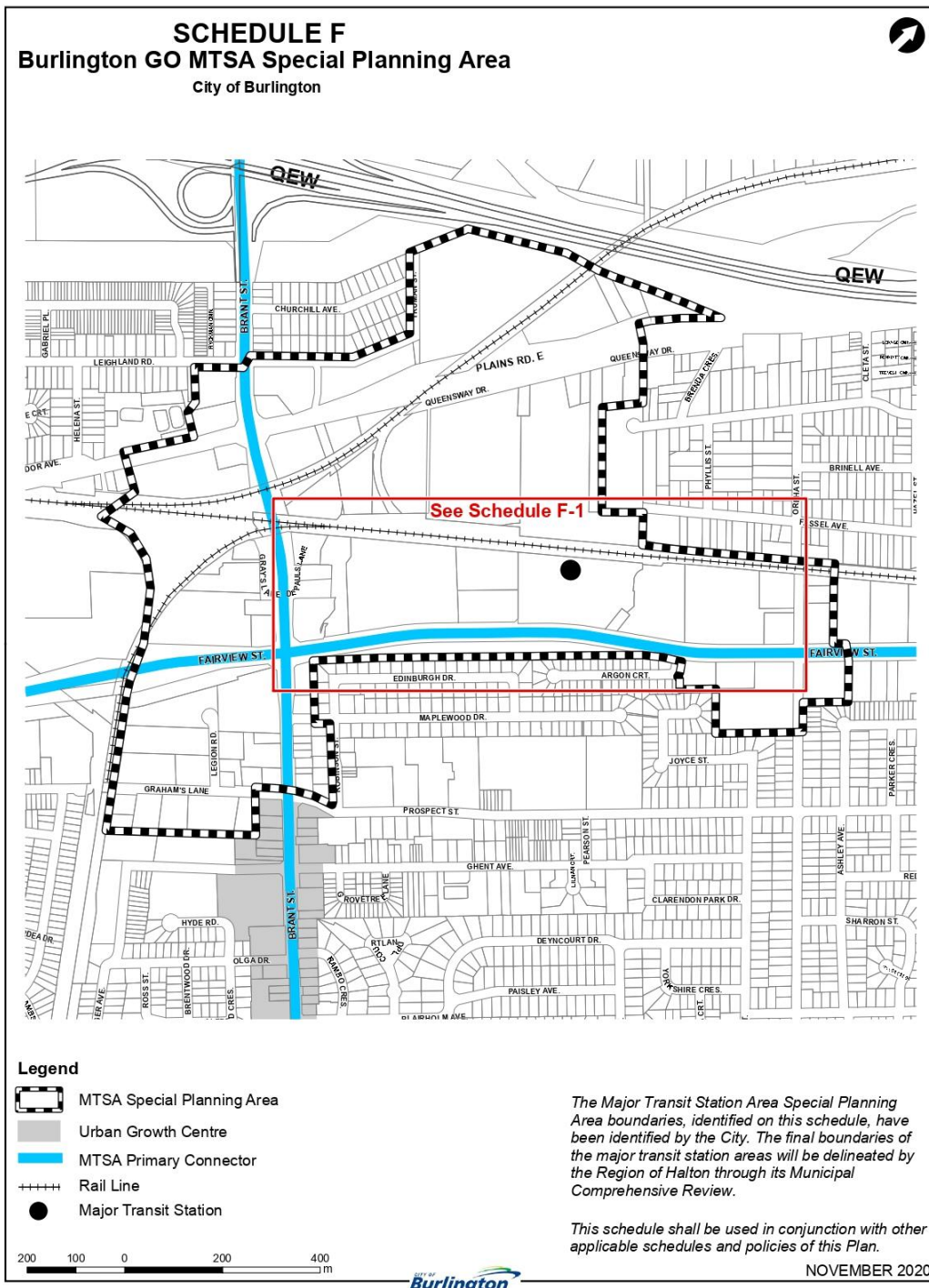
#### Procurement Process

These Terms of Reference including any recommended refinements and any relevant additional details, will proceed through a formal Request for Proposal (RFP) process as soon as possible.

#### Budget

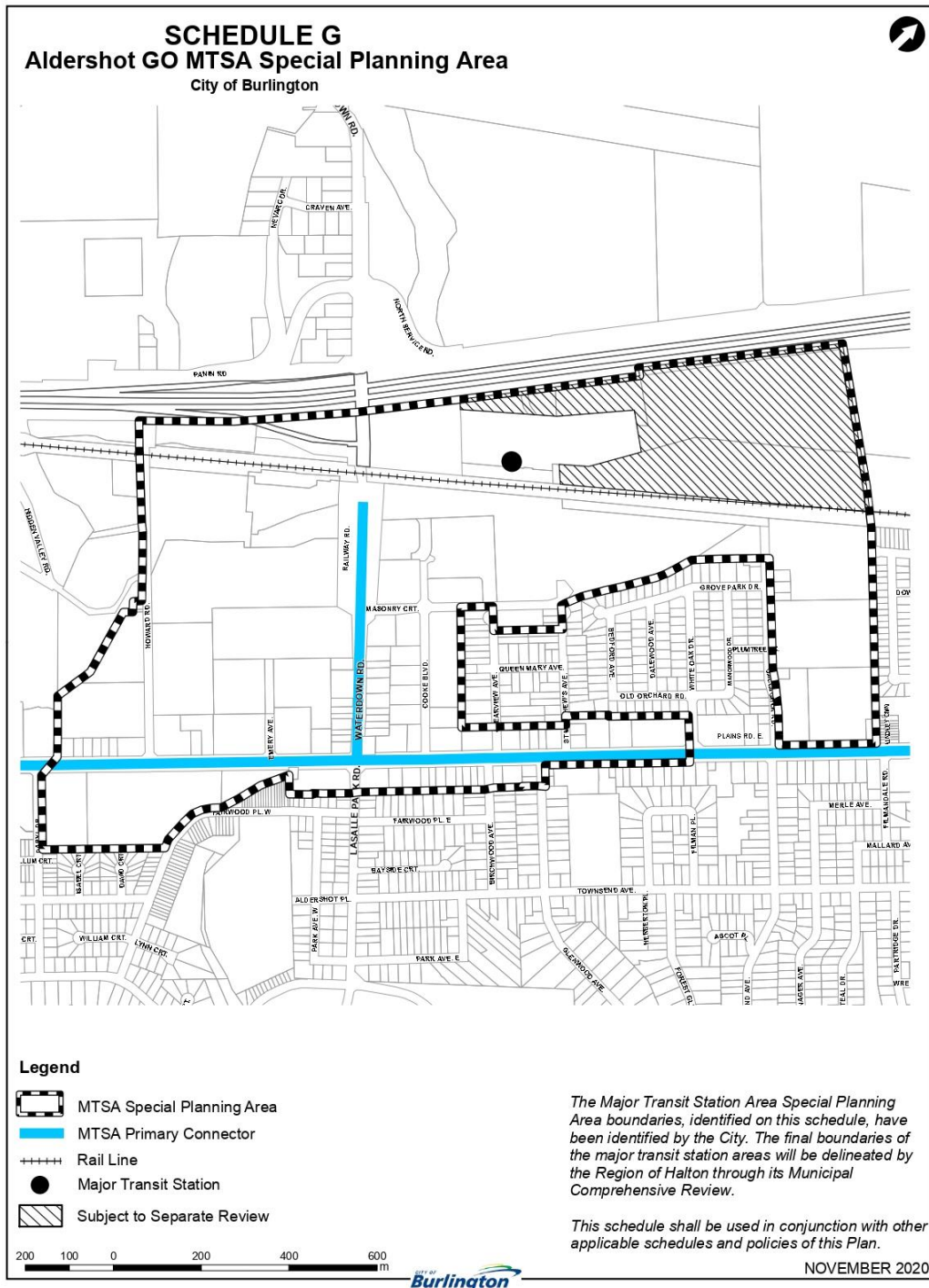
The budget must be inclusive of all the project tasks and deliverables described in this Terms of Reference. The successful proponent is to provide a detailed task list with estimated hours and costs broken down by subtask as described in the sections above.

## Appendix A: Burlington GO MTSA Special Planning Area



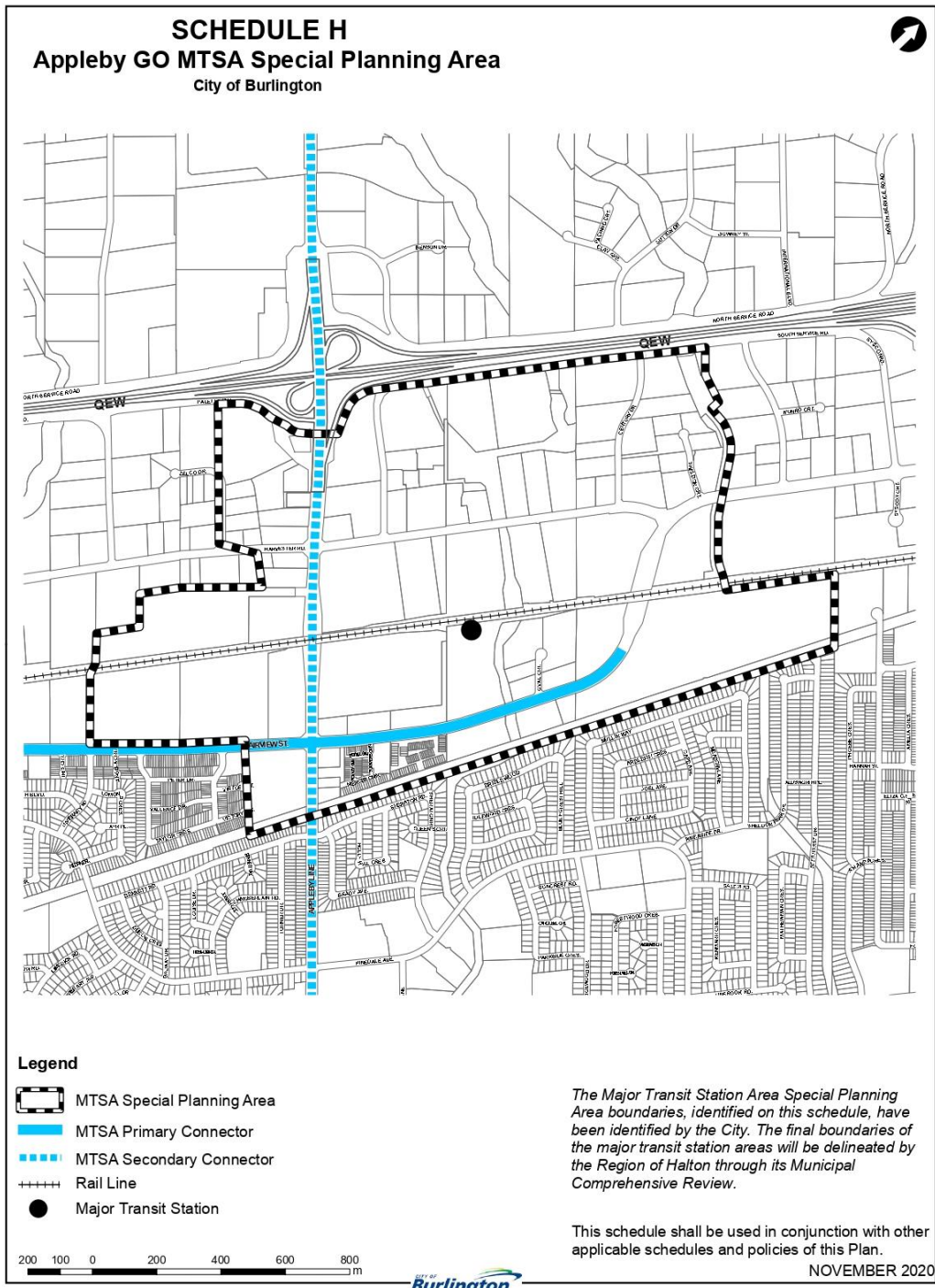
As noted in Subsection 2.3.1 i) of Burlington’s Official Plan, 2020, “In Burlington there are three MTSA Special Planning Areas identified by the City around the Burlington GO, Aldershot GO and Appleby GO Stations. All three areas are major transit station areas. In this Plan, the three MTSA Special Planning Areas are identified as areas that will be subject to further detailed area-specific planning. The boundaries of the major transit station areas and assignment of growth targets will be confirmed through the Region of Halton’s municipal comprehensive review in conformity to the Provincial Growth Plan”. Note: Burlington’s Official Plan, 2020 is under appeal.

## Appendix B: Aldershot GO MTSA Special Planning Area



As noted in Subsection 2.3.1 i) of Burlington’s Official Plan, 2020, “In Burlington there are three MTSA Special Planning Areas identified by the City around the Burlington GO, Aldershot GO and Appleby GO Stations. All three areas are major transit station areas. In this Plan, the three MTSA Special Planning Areas are identified as areas that will be subject to further detailed area-specific planning. The boundaries of the major transit station areas and assignment of growth targets will be confirmed through the Region of Halton’s municipal comprehensive review in conformity to the Provincial Growth Plan”. Note: Burlington’s Official Plan, 2020 is under appeal.

## Appendix C: Appleby GO MTSA Special Planning Area



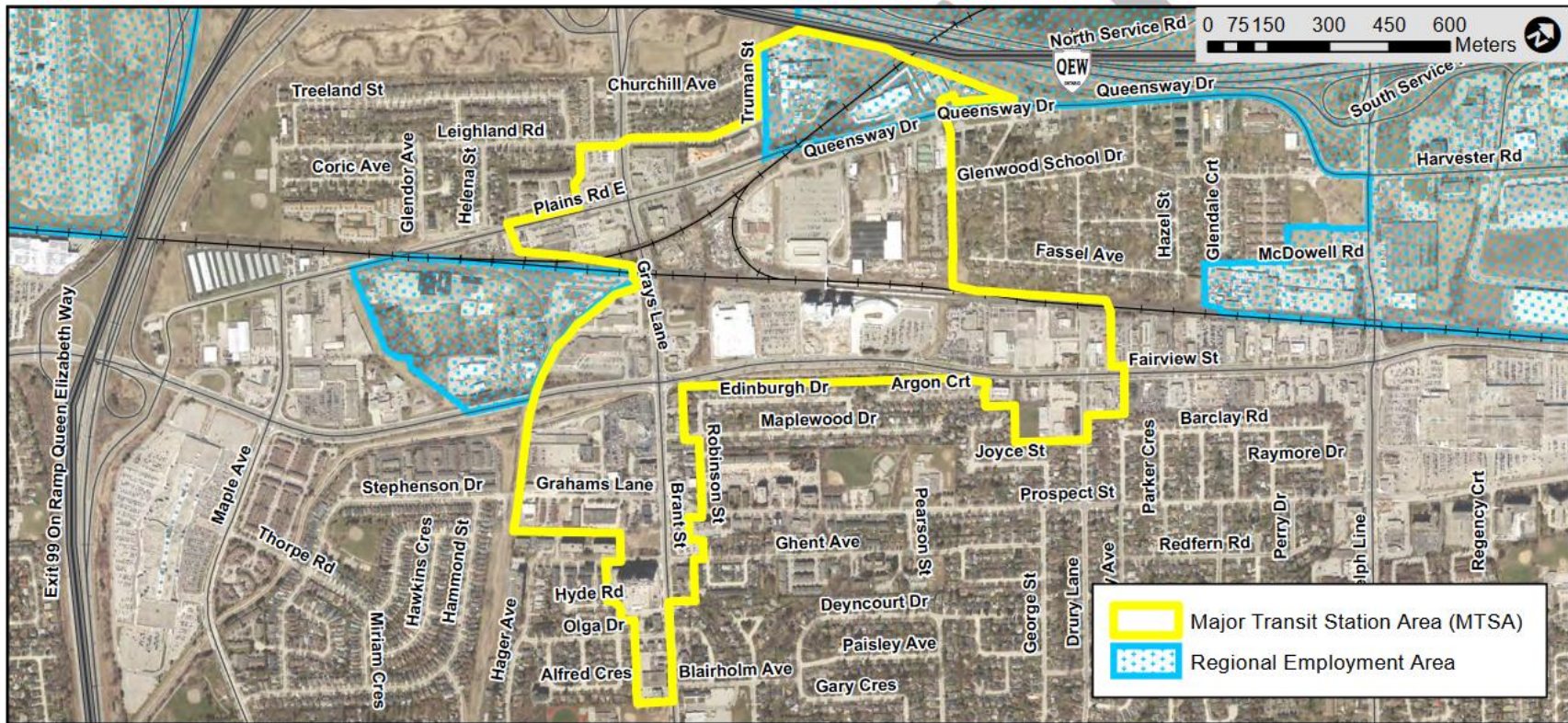
As noted in Subsection 2.3.1 i) of Burlington’s Official Plan, 2020, “In Burlington there are three MTSA Special Planning Areas identified by the City around the Burlington GO, Aldershot GO and Appleby GO Stations. All three areas are major transit station areas. In this Plan, the three MTSA Special Planning Areas are identified as areas that will be subject to further detailed area-specific planning. The boundaries of the major transit station areas and assignment of growth targets will be confirmed through the Region of Halton’s municipal comprehensive review in conformity to the Provincial Growth Plan”. Note: Burlington’s Official Plan, 2020 is under appeal.

### Appendix D: Proposed Downtown Burlington GO UGC/MTSA

Excerpt from draft Regional Official Plan Amendment No. 48. Proposed boundaries are subject to change per the final approved ROPA 48.

### Map 6b - Downtown Burlington GO UGC/MTSA

**DRAFT**  
Jan. 25 2021



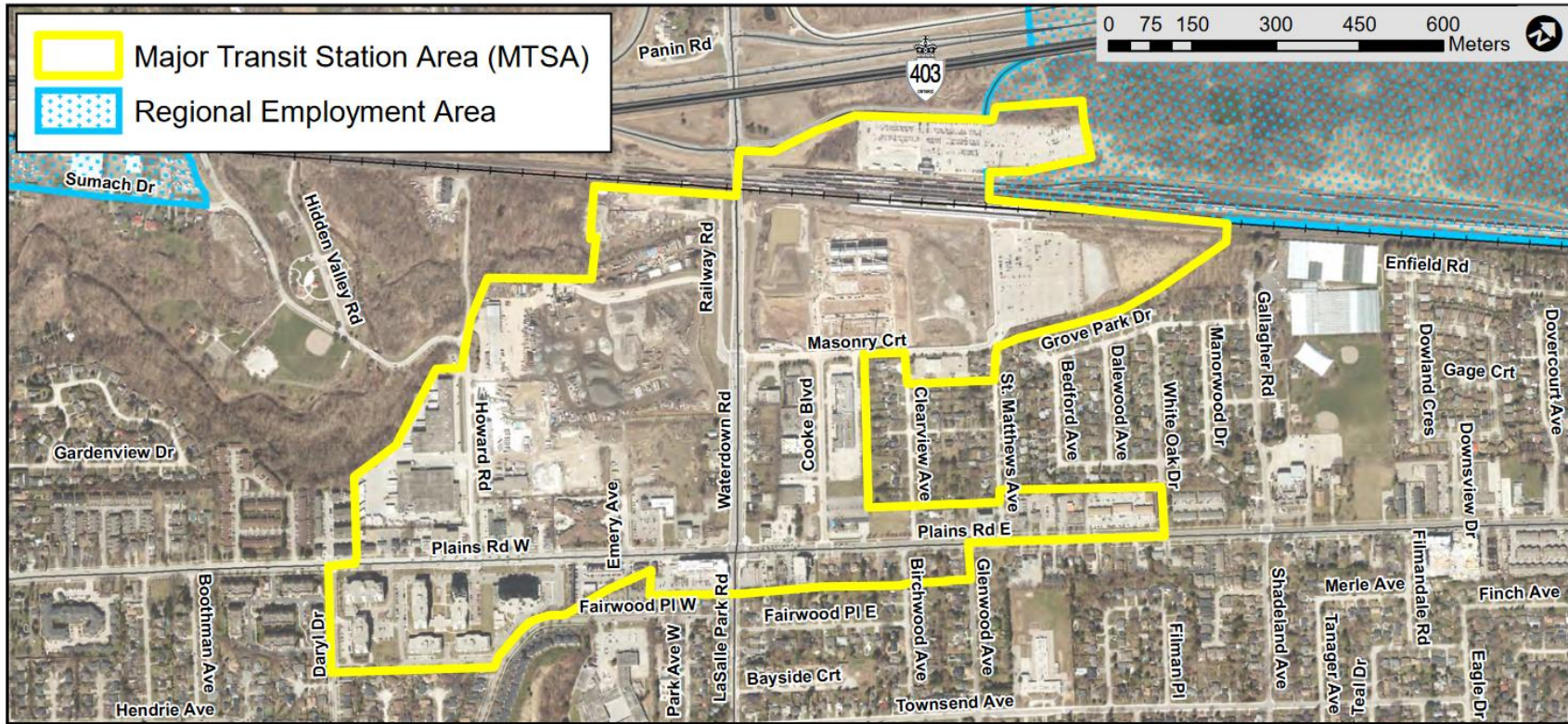


### Appendix E: Proposed Aldershot GO MTSA

Excerpt from draft Regional Official Plan Amendment No. 48. Proposed boundaries are subject to change per the final approved ROPA 48.

DRAFT  
Jan. 25 2021

### Map 6d - Aldershot GO MTSA

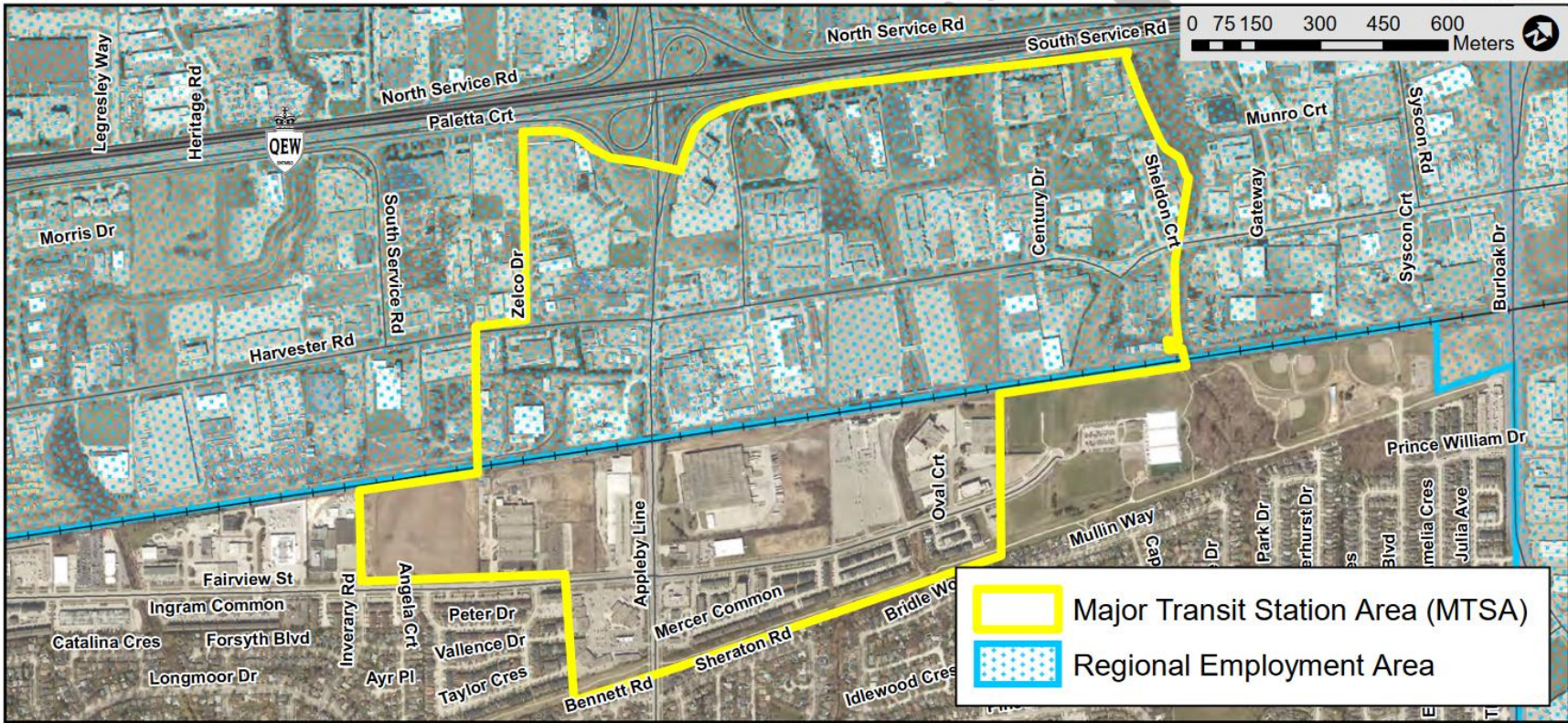


### Appendix F: Proposed Appleby GO MTSA

Excerpt from draft Regional Official Plan Amendment No. 48. Proposed boundaries are subject to change per the final approved ROPA 48.

### Map 6e - Appleby GO MTSA

DRAFT  
Jan. 25 2021



## **Appendix G**

### **Major Transit Station Area Area-Specific Planning Project Transportation Assessment Scope of Work**

This scope of work is intended to guide the completion of a Transportation Assessment for the Aldershot GO MTSA, Downtown Burlington UGC/ Burlington GO MTSA and Appleby GO MTSA as detailed below.

Please note that, while the following details represent City staff's best efforts to identify required project components, timing and deliverables based on the intended progression of work and project schedule outlined in Section 5 of the Major Transit Station Area Area-Specific Planning Project Terms of Reference, the details and timing of specific components may be subject to change.

#### **Study Objectives**

- Assess traffic and transportation impacts of future transit-supportive population and employment densities while considering existing and planned transportation, active transportation, and transit facilities.
- Refine the draft transportation network & street fabric so that it facilitates direct and multi-modal access to key trip generators and provides connectivity to the station lands and surrounding areas. Must coordinate with all relevant planned infrastructure improvements in the study area.
- Develop a network plan that supports and prioritizes transit users, and active modes of transportation, in alignment with the vision, values and objectives of the Burlington Integrated Mobility Plan (IMP).
- Evaluate and refine, if necessary, target modal splits for the MTSA study areas, expanding on the mode share profile developed as part of the Burlington IMP.
- Identify and protect lands that may be needed for future enhancements or expansion of transportation infrastructure (includes all modes).
- Identify and determine what transportation, transit and active transportation infrastructure improvements are required to enable the development of the MTSA's and what investments are needed to support the vision for these lands. Propose a schedule of required improvements.
- Identify network connections to the surrounding areas that can be made, or improved upon, in order to facilitate growth.
- Identify programs that will support the development of the MTSA's and what level of investment is required to support the programming (i.e. Smart Commute or other similar Transportation Demand Management (TDM) program, microtransit, etc).

## Background Research and Existing Conditions

- Assemble and review all relevant policy, background studies, plans and data which will include:
    - Burlington Cycling Plan (2021)
    - Burlington Community Trails Strategy (2015)
    - Burlington Transit 5 Year Business Plan (2020)
    - Burlington City Wide Parking Standards Review (2016)
    - Burlington Capital Budget (2021)
    - Burlington Integrated Mobility Plan (in development)
    - QEW Prosperity Corridor Block Plan and Implementation Study (in development)
    - Halton Region Mobility Management Strategy (2017)
    - Halton Region Transportation Master Plan (2011)
    - Halton Region Active Transportation Master Plan (2015)
    - Defining Major Transit Requirements for Halton Region (2019)
    - Greater Golden Horseshoe Transportation Plan (in development)
    - Metrolinx 2041 Regional Transportation Plan
    - 407 Transitway - Brant Street to Hurontario Street Environmental Assessment
    - Highway 403 and QEW - Freeman Interchange Environmental Assessment
  - Utilizing available transportation data, assess the existing conditions of transportation facilities for baseline purposes. Consultant to advise on preferred methodology to calibrate available data for analysis purposes, which takes into consideration current impacts to traffic due to COVID.
    - Consultant will include the following in the assessment:
      - 13 Halton Regional Arterial Intersections;
      - 7 MTO Ramp Facilities (Both Directions to be included);
      - 30 City Road Intersections;
      - Any other intersections deemed required
- NOTE:** Existing conditions assessment scope to be confirmed with City Staff
- The Transportation Assessment must be prepared in accordance with the Halton Region Transportation Impact Assessment Guidelines and the Ministry of Transportation Assessment Guidelines, where applicable.
  - Access to the Regional road network must be in accordance with the Halton Region Access Management Guidelines and Halton Region By-Law 32-17
- Further refine and establish baseline assumptions which will be utilized for scenario testing
  - Prepare an opportunities and constraint analysis for potential network improvements for the study areas based on the modelling of the network concepts. Prepare any additional mapping that would reflect the outcome of this opportunities and constraints analysis.

**NOTE:** The successful proponent will interface with City staff, who will liaise with the Region and MTO as needed. The successful proponent may be required to attend meetings with Region and MTO if required.

### Scenario Testing and Study Outcomes

- A multi-modal transportation network plan including details of additional transportation facilities and required improvements to existing infrastructure. These facilities will be supported by way of the needs identified by the land use requirements in each MTSA, and overall goals and objectives of the ASP. Furthermore, this network will be supported by the analysis conducted by the consulting team.
- Policy directions, developed in coordination with other plans and initiatives, which support the creation of pedestrian, cycling and transit-oriented environments, including transportation demand management, complete streets, parking management and transit supportive public realms.
- Supporting technical analysis which illustrates the need and justification for the proposed network and references appropriate industry specific guidelines which aid in supporting recommendations.
- Provision of all relevant mapping and outputs used in the technical analysis by the consulting team.
- Development of supporting official plan policy and zoning by-law recommendations for consideration in the development of area-specific plans, Official Plan Amendments and Zoning By-law amendments. May include, but not be limited to, policy and zoning recommendations related to:
  - required parking rates for inclusion in zoning bylaw;
  - required TDM measures to support development of the MTSA's;
  - identification and specification of required ROW elements;
  - policy and standards that support active and sustainable transportation.

### Timing and Key Deliverables

It is the responsibility of consultants undertaking this work to identify a workplan to complete deliverables in alignment with the intended progression of work and project schedule outlined in Section 5 of the Major Transit Station Area Area-Specific Planning Terms of Reference.