

**REPORT #:** PLN-2025-20

**DATE:** 20-May-25

**TO:** Mayor and Members of Council

**SUBJECT:** **Community Plan Area 5 Secondary Plan Project  
Phase 1 Status Update Report  
File D09-24-04**

**PREPARED BY:** Alan Wiebe, Manager of Community Planning

---

**1. RECOMMENDATIONS:**

---

That Report PLN-2025-20 titled " Community Plan Area 5 Secondary Project Status Update Report " be received for information; and

That staff be directed to continue working with representatives of the Bradford Community Planning Area 5 (CPA5) Landowners Group to implement the proposed work plan for development of the Community Plan Area 5 Secondary Plan as generally outlined in Report PLN-2025-20 and the Terms of Reference appended thereto; and

That Council authorize the Growth Services Department to compose a Steering Committee and Stakeholder Groups as described in this report, and for the Committee and Groups to undertake work as outlined in this report, and

That staff be directed to publish information and updates related content regarding the CPA5 Secondary Plan on the Town's website.

---

**2. STAFF REPORT HIGHLIGHTS:**

---

- CPA5 is the last of five community plan areas in the 2002 Bradford settlement area boundaries that requires the production of a Secondary Plan to guide its development.
- In June 2024, Council endorsed a Terms of Reference for a landowner-driven Secondary Plan project, with direct support for Town resources.
- The development of the CPA5 Secondary Plan is planned to occur in parallel with the Town's Growth Management Project to the year 2051, to support comprehensive and informed decision-making by Town Council.
- Initial consultations have begun with the community on background work undertaken to support the production of a Secondary Plan for CPA5 (i.e., in Phase 1).

- Phase 2 will be underway in the near future, and the purpose of this report is to keep Council and the community apprised of additional information and consultations that will be occurring in this project in the near future.

### **3. BACKGROUND:**

---

The first phase of the two-phased project for the preparation of a municipal Growth Management Strategy to the 2051 planning horizon is underway. The initial “Intensification First” phase seeks to maximize the intensity of existing land use designations within the settlement areas of the municipality and to prioritize development within those boundaries. The focus is on such topics as the creation and introduction of policies to manage development within MTSAs (Major Transportation Station Areas), and to develop criteria to manage the conversion of designated employment lands to other land uses.

The first phase of the municipal Growth Management Strategy will inform the parameters for the development of a Secondary Plan for Community Planning Area 5.

The Secondary Plan for Community Plan Area 5 (“CPA5”) includes the portion of the Bradford community area located east and west of Yonge Street, south of Line 9 and north of the planned Highway 400-404 Link (“Bradford By-Pass” or “BBP”). (See **Attachment 5.1 - Bradford Community Secondary Plan Areas**).

A Terms of Reference for the Secondary Plan for the CPA5 Planning Area was prepared by the planning consultant working on behalf of the CPA5 Landowners Group in conjunction with municipal staff and endorsed by Town Council in June of 2024. On January 22<sup>nd</sup>, 2025 two introductory Public Open Houses outlining the project were held in the Zima Room of the BWG Library and Cultural Centre.

The Terms of Reference set out the specific background studies to be undertaken and the proposed work plan and timeline for the four phases of the project. (See **Attachment 5.2 – CPA 5 Terms of Reference**) The proposed timeline for completion of the Secondary Plan is contemplated in 2026. It was set out in the Terms of Reference that the planning consultants for the Landowners Group would report and provide status reports at the end of each work phase to update Council as to the findings and progress of the work.

The purpose of this report is to provide a brief status update for the first phase of the CPA5 study project and seek direction pertaining to community involvement and participation through the creation of Steering Committee and a Stakeholder Group to assist with the project.

### **4. ANALYSIS AND CONSIDERATIONS:**

---

The first phase of the Secondary Plan involves a detailed review of the existing context and fabric of the Community Plan 5 Study Area. The policies and land use designations of the CPA5 Secondary Plan will be based on recommendations of the individual sub-consultants contained within each background report. Subsequent planning policies and land use concepts will be created recognizing the existing characteristics and opportunities of the study area in conjunction with information derived from the municipal Growth Management Strategy study program. The Background Reports will be reviewed by the planning consultants for the Landowners Group as well as reviewed and commented on by Planning staff of the Office of Community Planning.

#### **4.1      *Phase One – Completed & Circulated Technical Background Studies***

The first phase included the preparation of the background reports for the CPA5 planning area. The following materials and draft background studies were completed by the following sub-consultants and submitted in support of the application for **Official Plan Amendment (Secondary Plan for Community Plan Area 5)** to the Official Plan for the Town of Bradford West Gwillimbury.

1. Planning Brief by Innovative Planning Solutions, dated January 2025
2. Preliminary Hydrogeological Assessment by Soil Engineers Ltd., dated January 2025
3. Geotechnical Investigation by Soil Engineers Ltd., dated August 2024
4. Preliminary Servicing Brief – Existing Conditions by SCS Consulting Group Ltd., dated November 2024
5. Existing Natural Heritage Conditions by GEI Consultants Canada Ltd., dated January 2025
6. Stage 1 Archaeological Assessment Report by Irvin Heritage Inc., dated November 2024
7. Transportation Analysis by LEA Consulting Ltd., dated October 2024
8. Cultural Heritage Assessment by Heritage Downtowns, dated March 2025.

The Background Study Reports undertaken for Community Plan Area 5 noted above are presently being circulated for agency and departmental review and comment. The circulated agencies and municipal departments have been requested to review the background studies to identify specific items of concern or omissions that should be addressed as part of the study/work program for the Secondary Plan. The Background Reports for CPA5 will be available for public review and information on a dedicated page on the Town's website following preliminary review by the relevant public sector peer reviewers.

#### **4.2      *Phase Two – Next Public Open House***

A Public Open House is anticipated to be held at the beginning of the second phase of the project to present the technical findings and information collected through the background studies and present land use concepts to the Public.

The Public Open House (POH) Meeting is expected to occur in *September/Early October 2025* to present the general findings of the background studies and to introduce land use concepts and the tasks involved with the second phase of the CPA5 planning initiative to the public and other interested parties.

#### **4.3      *Phase Two – Co-Ordination & Administration***

The retaining and organizing of specialist sub-consultants to research and prepare the background studies for the research component of the first phase is for the most part complete. As the project advances, work will be undertaken to inform and guide the future work involved with the planning work of developing land use concepts and the writing the Secondary Plan itself. The project coordination and administration are primarily being undertaken by Innovative Planning Solutions, the planning consultants retained by the CPA5 Landowners Group. Co-ordination and liaison between the landowner's consultants and the Town and commenting agencies are proposed to be facilitated and assisted by a Steering Committee, and by groups of stakeholders with varying interests in the outcome of the project, as described below:

#### **4.3.1 Steering Committee**

Planning staff and other Town representatives, as necessary, will participate with the Landowners Group planning consultants in a “Steering Committee” which will monitor and provide technical direction and assist in guiding the Secondary plan process through to completion. At this time, staff submits that the list of participants in the Committee will include, but not be limited to, representatives from: the Ministry of Transportation, the County of Simcoe, the Lake Simcoe Region Conservation Authority, utility providers, and Town departments and divisions such as Infrastructure, Community Services, and Growth Services.

The meetings would be informal and held on an “as need” basis throughout the process when staff or the planning consultants for the landowners are of the opinion that technical issues need to be discussed and resolved, with minutes being captured of the meeting.

#### **4.3.2 Stakeholders Groups**

The formation of stakeholders groups was contemplated by the Terms of Reference to coordinate and participate with anticipated Public Open House meetings and the Statutory Public Information (PIM) Meeting. The stakeholder meetings are to be open to interested authorities and service providers (e.g., MTO, utility providers, etc.) and members of the public and would respectively review various content and materials available at respective phases of the project. That content and materials will include the findings of the background studies, agency responses, and public comments received, as well as the draft policies and Plans produced during each phase of the project. Stakeholder meetings would be scheduled by the leads of the Steering Committee (i.e., landowner and Town representatives). It is suggested that Stakeholder Meetings occur at a minimum prior to each of the two future Public Open House (POH) and the statutory Public Information (PIM) meetings anticipated to be held at the end of each of the four phases of the project.

### **4.4 Next Phase/Steps**

The draft Terms of Reference for the CPA5 Secondary Plan divides the work plan into four (4) specific phases. The second phase is expected to begin in the third quarter (Q3) of 2025 and finish during the fourth quarter (Q4) of 2025.

#### **2<sup>nd</sup> Phase – Visioning, Objectives, & Targets (including land use concepts)**

This phase involves the preparation of drawings illustrating the findings and recommendations of the various background reports. The Terms of Reference (TOR) provides for the preparation of at least two (2) options for Secondary Plan development concept drawings the showing the proposed future land use visions and objectives for the CPA5 Secondary Plan area.

This phase of the project will see the development of planning policies to guide land use and various special topics such as road classifications, active transportation, built form design criteria, and anticipated community facilities (determined through completion of a Community Services, Recreation and Facilities Master Plan for CPA5) among a number of other land uses and policies. This phase of the work program also involves selection of the preferred land use concept taking into consideration comments and responses received during the first phase and public consultation.

**5. EFFECT ON TOWN FINANCES:**

---

Staff note that the Town has not incurred any direct costs for the commissioning or undertaking of background studies or reviews associated with the CPA5 Secondary Plan. In the event that the Town requires an external peer review of one or more of the background studies completed on behalf of the Landowners Group for the CPA5 Secondary Plan, the Landowners Group will be required to finance the cost incurred by an external peer review consultant of the Town's choosing.

Costs anticipated to be incurred by the Town includes the value of the time of staff in select Divisions for their role as advisers, reviewers and coordinators. The subject proposal was subject to an *initial* fee to the Town as established for a site-specific Official Plan Amendment (i.e., a 2024 fee of \$29,490).

Mindful of the principle that "development should pay for development" the Town's fees and charges by-law contemplates additional fees that will be owing from the CPA5 landowners to the Town, to cover the cost of Town staff and resources required to support advancement of the proposed Secondary Plan.

**6. RELATION TO COUNCIL STRATEGIC PRIORITIES:**

---

The comprehensive planning to support the future development of the CPA5 Secondary Plan Area aligns with a number of Council's Strategic Priorities, including the following:

- Enhancing and completing transportation options within the Bradford Urban Area, inclusive of connections of such transportation routes as a northerly projection of Professor Day Drive.
- Supporting the development of an infrastructure master plan that includes the envisioned development of remaining lands within the Bradford Urban Area, specifically those located north of the Bradford By-pass corridor.
- Supporting the supply and access to employment opportunities within the Bradford urban area, with the CPA5 lands containing favourably-located employment lands near the future interchange of the Bradford By-pass with Yonge Street.

**7. ATTACHMENTS:**

---

5.1 – Bradford Community Secondary Plan Areas

5.2 – Terms of Reference – Community Plan Area 5 (Special Policy Area 8)

**8. STAFF REPORT APPROVAL:**

---

APPROVAL	DATE
Prepared By: Alan Wiebe, Manager of Community Planning	June 8, 2025
Reviewed By: Jennifer Best, Director of Growth Services	June 9, 2025

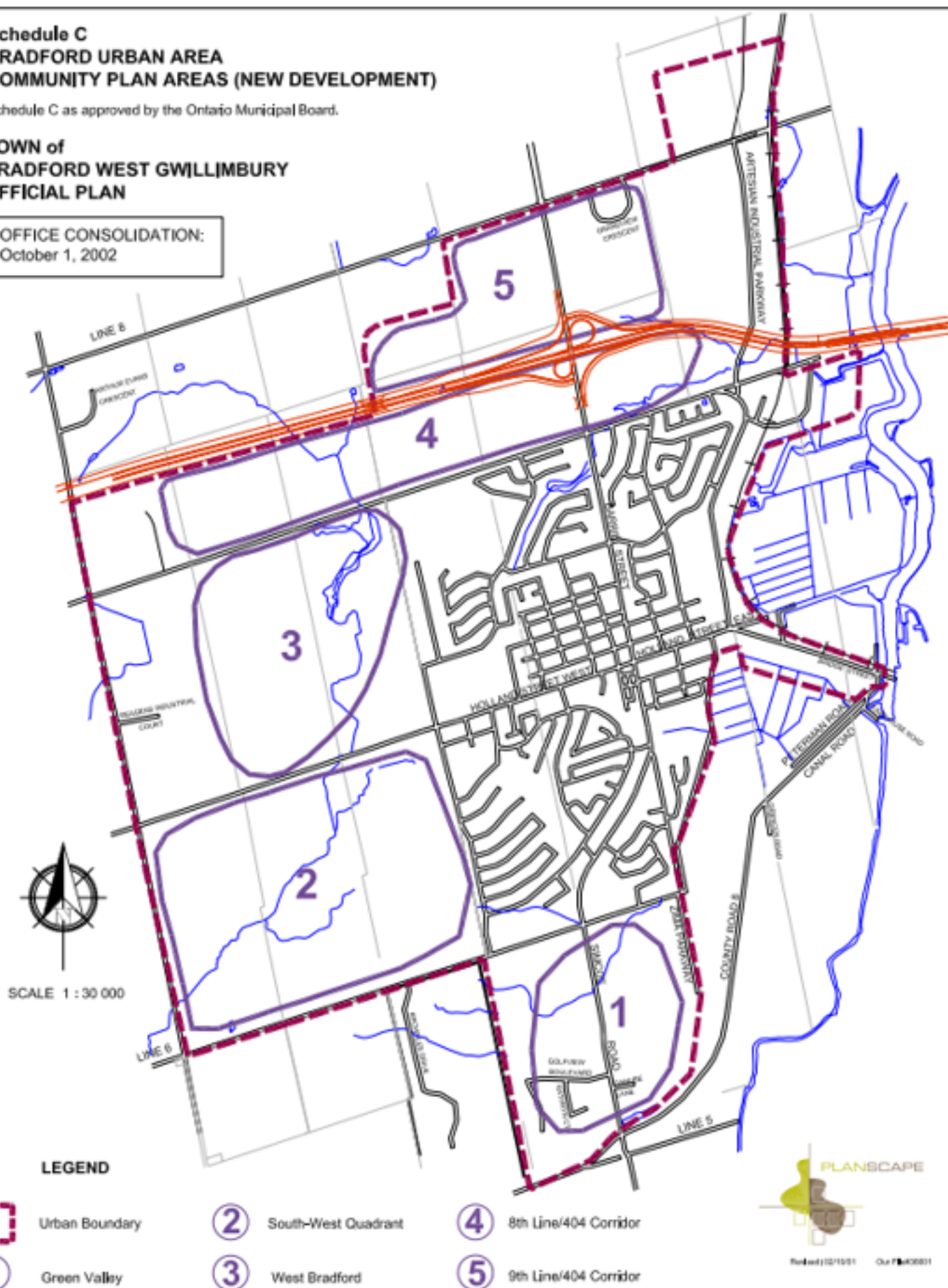
Reviewed By: Mahesh Ramdeo, Deputy Chief Administrative Officer	June 12, 2025
Reviewed By: Ian Goodfellow, Director of Finance/Treasurer	June 12, 2025
Approved By: Geoff McKnight, Chief Administrative Officer	June 12, 2025

**Schedule C  
BRADFORD URBAN AREA  
COMMUNITY PLAN AREAS (NEW DEVELOPMENT)**

Schedule C as approved by the Ontario Municipal Board.

**TOWN of  
BRADFORD WEST GWILLIMBURY  
OFFICIAL PLAN**

OFFICE CONSOLIDATION:  
October 1, 2002



### TERMS OF REFERENCE (ToR)

#### Special Policy Area 8 (Formerly Community Plan Area 5) Secondary Plan

June 2024

## 1. PROJECT CONTEXT

### 1.1. Project Name: Special Policy Area 8 – Lands North of the Highway 400-404 Link in Bradford Secondary Plan (Area formerly known as Community Planning Area 5 (“CPA 5”))

The Terms of Reference (ToR) will be reviewed and approved by Council prior to being finalized and will be an integral document to advance the study in a successful manner within the established scope of work.

The Town of Bradford West Gwillimbury (Town) completed an Official Plan Review (OPR), and a new Official Plan was adopted by Council March 2021 and was approved by the County of Simcoe in March of 2023, which is now in full force and effect, with the exception of one (1) site-specific appeal. Special Policy Area 8 applies to lands formerly identified as Community Plan Area 5 (CPA 5) in the previous Official Plan. A Secondary Plan must first be in effect prior to any development occurring within Special Policy Area 8 (Policy 6.8 a)).

The County of Simcoe has carried out Phase 1 of a Municipal Comprehensive Review (MCR) in accordance with Provincial policies that culminated in Amendment No. 7 (SCOPA No. 7) to its Official Plan that is currently before the Minister of Municipal Affairs and Housing for approval. This MCR established population growth and employment targets to the year 2051. It anticipates up to 449.1 ha. of new Community designation lands being required to accommodate growth to 2051.

In March 2023, Town Council authorized the issuance of a Request for Proposal for consulting services for an Official Plan Update for Growth Management to manage and direct population and employment growth to 2051. The intention is to manage growth in a manner that is consistent with Provincial Policy by optimizing new and existing infrastructure, building compact and complete communities, and protecting and enhancing natural resources including agricultural land.

The development of a Secondary Plan will apply to lands outlined in **Appendix 1**, and hereinafter referred to as the ‘CPA 5 Secondary Plan Area’. It is intended that the preparation of the Secondary Plan will proceed concurrently with the Town’s Official Plan Update for Growth Management.

### 1.2. Project Lead

This project will be led by a Consultant Team managed by the landowners’ group project manager/planning consultant, under the direction of the Town. A Steering Committee will be established by the Town to guide the proponent retained Consulting Team and will provide professional expertise throughout. Membership of the Steering Committee will be comprised of the

consultants who are representatives of the landowner group including engineering and planning as well as other municipal staff as the Town sees fit. All costs associated with the production of the Secondary Plan, including all requisite studies, assessments and reports will be borne by the landowners' group, including costs and expenses (including but not limited to staff time) incurred by the Town as outlined either herein, by any applicable Town fees and charges by-law, or by direction from Town Council. Representatives from all Town Departments will be consulted regularly throughout the process and will be an integral part of the review of all deliverables that result from that process.

### **1.3. Project Start & End Date**

It is acknowledged that the Secondary Plan may require final approval of the County of Simcoe SCOPA No. 7 and subsequent amendments to the Town's Official Plan arising from the Official Plan Update for Growth Management, subject to the CPA5 landowners' aspirations. The secondary plan process will proceed concurrently with Phase 1 of the Town's Official Plan Update for Growth Management. A project timeline is addressed in Section 1.5 below.

### **1.4. Project Justification**

Lands identified within Special Policy Area 8 on Schedule B1 of the 2021 Official Plan have been identified for future urban development since the Town of BWG's first Official Plan in 2002. In accordance with Section 3.7 of the Official Plan which relates to the staging of development within the Town, a Secondary Plan must be completed prior to any development to occur on lands identified within the Special Policy Area 8 (formerly CPA5 lands). The Secondary Plan must be prepared to provide a land use vision, transportation master plan, (including active transportation), water and wastewater master plan, natural heritage system, and stormwater management plan for all lands in the Special Policy Area 8 (S. 6.8.a). This study will build on the Town's land use planning and development framework in effect at the time of a decision being sought by Council regarding the Secondary Plan. Minimizing land consumption is a goal of this plan to protect agricultural land from growth that is currently not within the Bradford Urban Settlement Area boundary.

### **1.5 Objectives of the Secondary Plan & General Program Description**

The extent of applicable policies, plans and guidelines considered through this project will be established through consultation with applicable authorities and commenters. The production of the requisite studies and reports listed shall be preceded by the establishment of a ToR for the respective studies with applicable authorities and/or reviewers.

Section 6.8 a)-f) of the Town's Official Plan outlines requirements for development within Special Policy Area 8 lands. At a minimum, the following shall be satisfied:

- 6.8.a) Prior to any development occurring within Special Policy Area 8, a Secondary Plan shall first be in effect to provide a land use vision, transportation master plan (including active transportation, and referring to the Ministry of Transportation's

Highway Access Management Guidelines), water and wastewater master plan, natural heritage system, and stormwater management plan for all lands in the Special Policy Area. (OPA 27)

- 6.8.b) Redevelopment of existing uses shall require a Zoning By-law Amendment to ensure there is no negative effect of the proposed redevelopment on the long-term development of the lands. Limited expansions of existing uses, buildings and structures and the erection of accessory buildings and structures may be permitted without amendment to the Zoning By-law. (OPA 27)
- 6.8.c) Existing uses may be required to connect to full municipal sewage services and municipal water services as part of development occurring within Special Policy Area 8. (OPA 27)
- 6.8.d) Any conversion of employment lands must be in accordance with Provincial and County planning policies. (OPA 27)
- 6.8.e) The Secondary Plan shall conform to the Simcoe County Official Plan and Provincial plans, per the Planning Act and shall be circulated to the Ministry of Transportation and any other applicable agencies for review and comment. (OPA 27)
- 6.8.f) On lands designated Industrial within Special Policy Area 8, the uses permitted in the Industrial/Commercial Designation [Section 4.3.2(a)] are additionally permitted. (OPA 27)

**Appendix 1** illustrates lands applicable to the Special Policy Area 8 Secondary Plan, lands owned by participating landowners properties, and 2023 Official Plan Land Use Designation Schedule B-1.

**Appendix 2** illustrates the approximate lands impacted by the Bradford Bypass corridor deflection area.

The proponent has expressed interest in the conversion of employment land to non-employment, residential uses. The proponent and the Town agree that any consideration of employment land conversion within the CPA 5 Secondary Plan Area only occur to the extent contemplated alongside or following the first phase of the Town's OPR for Growth Management to 2051. The proponent and the Town agree that the proponent may request revision to the Terms of Reference through Town Council following the aforementioned threshold, for consideration of employment land conversion through the CPA 5 Secondary Plan exercise.

The proponent has expressed interest in the expansion of a settlement area boundary, within the parameters of the landholdings illustrated in the appendices to this Terms of Reference. The proponent and the Town agree that any consideration of settlement area boundary expansion in development of the CPA 5 Secondary Plan will only occur following and to the extent supported by the first phase of the Town's OPR for Growth Management to 2051. Any such consideration may

occur either concurrently with the second phase, or as may otherwise be contemplated by upper-tier and Provincial land use planning policy. The proponent and the Town agree that the proponent may request revision to the Terms of Reference through Town Council following the aforementioned threshold, for consideration of settlement area boundary expansion through the CPA 5 Secondary Plan exercise.

Since the establishment of the above policies, lands within the Special Policy Area 8 Boundary have been impacted by an updated and deflected Bradford Bypass corridor. It is recognized that the updated Bradford Bypass corridor may affect the achievement of specific objectives in the development of the CPA 5 Secondary Plan, including but not limited to the delivery of services, an anticipated supply of lands for development with the Town's anticipated needs, and transportation connections. The potential impacts of the Bradford Bypass corridor therefore warrant consideration as part of the Secondary Plan process, along with potential mitigation strategies.

The technical background studies to be completed as part of Phase 1 of the CPA 5 Secondary Plan process, may evaluate the appropriateness of including additional lands within the CPA 5 Secondary Plan as shown in the Appendices to this Terms of Reference, recognizing the impact of the Bradford Bypass corridor deflection on SPA8 land use objectives. These lands are outlined on **Appendix 1 & 2** as 'Bradford Bypass Deflection Mitigation Review Lands'.

Therefore, the Secondary Plan study process will include:

#### **Phase 1 (Q2 2024 – Q4 2024): Existing Conditions and Technical Background Studies**

- A review to understand the existing land use context and fabric of the study area including the areas outlined hereunder. As the project evolves and public consultation is provided, additional areas of concern may be identified in consultation with the landowners' group's planning consultant and at the direction of the Town. The first process will be the recruitment of the Consulting Team. Following the creation of this group, the following tasks will be undertaken:
  - Planning Context and Analysis:
    - Existing in-effect and Council- adopted official plan(s) review.
    - Development applications and activity within and in proximity to the Secondary Plan Area.
    - Evaluation of existing and Planned context. Including a map and model the planned context including heritage sites (listed and designated), recent development approvals, current development applications as well as other sites where development interest has been expressed.
    - Undertake a policy review of applicable municipal, regional, and provincial legislation, policies, plans and guidelines.
    - Inventory of public community facilities.
    - Identification of major community services and facilities, commercial and institutional sites, employment opportunities, school sites and enrollment, parks and open spaces and recreational trails.

- Undertake a policy review of applicable municipal, regional, and provincial legislation, policies, plans and guidelines.
- Cultural Heritage Review:
  - Assessment of Cultural heritage resources.
  - Stage 1-2 Archaeology Assessment, at a minimum
- Review of Environmental Conditions:
  - Natural heritage resources and features including environmental assets and topographic features.
  - Natural Hazard and flood line mapping of the study area.
  - Identification of natural heritage resources, environmentally fragile lands, significant tree cover, drainage courses or other features, together with proposals for the protection, conservation and/or re-use of each.
- Geotechnical and Hydrogeological assessment of the study area.
- Engineering Requirements:
  - To review and understand the existing infrastructure conditions and identify necessary improvements to support development including: servicing (water, sewer, gas, hydro, telecommunication, gas) transportation and storm water management facilities.
  - Evaluation of future servicing considerations, including oversizing of infrastructure to accommodate future growth aspirations by the Town and landowners within the community.
- Transportation Analysis:
  - To review and understand pedestrian, cycling, transportation/transit infrastructure, connections, and volumes.

Phase 1 of the Secondary Plan will require Council acceptance prior to proceeding with subsequent Secondary Plan phases. An opportunity to modify Phases 2-4 of the ToR will be available to the proponents following issuance by the Town of BWG of the Employment Land Conversion Criteria as part of Stage 1 of the Official Plan Update for Growth Management. Phases 2-4 of the Secondary Plan may proceed concurrently with Stage 1 of the Town's Official Plan Update for Growth Management.

## **Phase 2 (Q1 – Q3 2025): Visioning, Objectives and Targets (including development concepts)**

- Review Phase 1 of the Town's Official Plan Update for Growth Management to 2051.
- Creation of maps to visualize the Phase 1 analysis/studies/reports and their findings, to understand impacts and opportunities within the SPA8 Secondary Plan Area.
- Illustrate and model at least two (2) Secondary Plan (subject to direction of [TBD]) concepts to present to the community that reflect the visioning and objectives, including:
  - Land uses and community facilities
  - Roads and traffic
  - Servicing, drainage and stormwater management
  - Environmental protection
  - Urban design character
  - Heritage buildings and archaeological sites
  - Employment and housing types and densities.

- To map proposed street types using the Complete Street Guidelines typology.
- To develop policies on land uses in the area, including provisions to ensure compatibility and integration into the urban fabric of the Town.
- To develop policies through consultation with applicable authorities and commenters on overall commercial and employment uses, residential densities and housing mix, including appropriate design criteria.
- To encourage the participation and input from local area stakeholders in all phases of the study, and any land use planning and built form recommendations.
- To develop a streetscape improvement strategy, illustrating approximate location of future arterial and collector streets, access points, future transit routes, walkways and bicycle paths, with a focus on improved pedestrian and cycling connections and amenities, as well as opportunities for greater sidewalk space to support pedestrian comfort and accessibility, local business activities, bicycle parking, tree planting, green infrastructure and other such place making and quality of life enhancements.
- Identify members of the Steering Committee which will provide direction from time to time as required to consultants for the preparation of Secondary Plan maps and policies.
- Identify the list of Stakeholders to support community consultation. The SG will be composed primarily from municipal staff, landowner representatives, community members and Council members.
- Coordinate meetings with Stakeholders as necessary to discuss and review background maps, concept plans and studies prepared by the Consulting Team.
- Draft Master Servicing Study.
- Draft Transportation Master Study.
- Draft Special Policy Area 8 Secondary Plan Fiscal Impact.
- Draft Community Services, Recreation and Facilities Master Plan.
- Report to Council on preferred Secondary Plan concept.

### **Phase 3 (Q3 2025 – Q2 2026): Develop Draft Secondary Plan**

- To create an overall preferred Secondary Plan that illustrates and considers all components studies through Phases 1-2;
- Creation of Secondary Plan policies to encourage its success and the integration of an overall development pattern;
- Draft local policy framework for implementation in the Town's Zoning Bylaw and other land use planning and development mechanisms (e.g., Draft Plan of Subdivision, Site Plan Approval), in conformity with the Official Plan, and other applicable planning policies and implementation tools;
- To encourage the participation and input from local area stakeholders in all phases of the study, and any land use planning and built form recommendations.
- To take into consideration other work that is currently underway within the Town where possible and applicable, as determined by the Town.
- Land Use Plan.
- Master Servicing Plan.

- Transportation Master Plan.
- Special Policy Area 8 Secondary Plan Fiscal Impact.
- Natural heritage system, sub-watershed, and stormwater management plan for all lands in the Secondary Plan Area.
- Urban Design Guidelines.
- Community Services, Recreation and Facilities Master Plan.
- Report to Council.

#### **Phase 4 (Q2 2026 – Q3 2026): Finalize Secondary Plan**

- To finalize a Secondary Plan for Special policy Area 8.
- To establish a local policy framework for implementation in the Town's Zoning Bylaw and other land use planning and development mechanisms (e.g., Draft Plan of Subdivision, Site Plan Approval), in conformity with the Official Plan, and other applicable planning policies and implementation tools.
- Report to Council.

#### **1.6 Deliverables of the Secondary Plan Study**

The study is proposed to be initiated in Q2, 2024. Staff will provide a Preliminary Report to Council, outlining the initiation of the Secondary Plan study and identifying the proposed phasing and deliverables. Following endorsement of these Terms of Reference by Town Council, the CPA5 Landowners' group will produce and submit to the Town a detailed work plan (e.g., in Gantt chart format) of the envisioned sequencing of actions in the development of the CPA 5 secondary plan.

Throughout the development of the CPA5 Secondary Plan, Staff will also provide ongoing Status Reports to Council informed and supported by technical memoranda from the proponents' Consultant Team, at the conclusion of each phase or as otherwise requested, updating Council with the findings of the consultant study. A Final Report will conclude the Secondary Plan study along with all final deliverables and implementing documents.

Representatives on behalf of the Town will be integral part of the project team through the Steering Committee and will help to guide the Secondary Plan study direction and execution of deliverables. The study process is anticipated to result in the preparation of some or all the following implementation tools and measures depending on the study results:

- Secondary Plan in final form, including a phasing plan.
- Transportation Master Plan (including transit, active transportation).
- Special Policy Area 8 Secondary Plan Fiscal Impact.
- Master Servicing Plan.
- Natural heritage system, sub-watershed, and stormwater management plan for all lands in the Secondary Plan Area.
- Urban Design Guidelines as an area specific Addendum to the Town's existing Guidelines.

- Community Parks, Services, Recreation and Facilities Master Plan.

Additionally, external agencies will be consulted for their submission requirements (eg., MTO, Simcoe County, LSRCA, Indigenous Groups) for the proposed Secondary Plan study deliverables. The Town shall have the right, in its sole discretion, to have any of the aforementioned materials peer reviewed by a duly qualified consultant of the Town's choosing, at the expense of the landowners' group.

## 2.0 SCOPE & FOCUS

The Secondary Plan Area is comprised of lands identified in the Town's Official Plan as Special Policy Area 8 (formerly known as Community Plan Area 5 – CPA5). **Appendix 1** demonstrates the Secondary Plan Area and participating landowners. **Appendix 2** demonstrates the current land use designations as per Schedule B-1 of the Official Plan on the SPA8 Secondary Plan Area.

Secondary Plan policies and urban design principles for the Special Policy Area 8 lands are needed to address the following:

### (a) Cultural Heritage

- Heritage buildings, cultural resources, and heritage sites should be inventoried, evaluated, protected, and enhanced.
- Building materials should be compatible with the historic character of the neighbourhood.

### (b) Natural Heritage

- Identify and map natural heritage resources and features including environmental assets and topographic features and flood line mapping.
- Creation of a natural heritage strategy to ensure protection.
- Identify natural heritage linkages and potential for adjacencies to new parks/open spaces.

### (c) Views and Vistas: View Terminus and View Corridors

- Landmarks and view corridors should be identified and protected.

### (d) Servicing and Infrastructure

- Identify existing water, sanitary, and stormwater infrastructure;
- Identify servicing constraints, as well as system expansion and upgrade requirements to support the proposed development;
- Provide proposed infrastructure and overall servicing plans;
- Provide conceptual stormwater management plan; and
- Identify how new infrastructure and upgrades be financed.

### (e) Transportation Infrastructure

- Transit initiatives in the area, including existing and future capacity.
- Existing roads, lanes, and sidewalks. Consider linkages, connections, missing sidewalks, widenings, and cycling infrastructure.

- Proposed roads, lanes, and sidewalks. Consider linkages, connections, missing sidewalks, widenings, and cycling infrastructure.
- Take a Complete Streets approach to new streets and reconstructed streets.
- Integrate Secondary Plan Area with Bradford Bypass project.

**(f) Special Places and Streets**

- Identify a street hierarchy and propose pedestrian connectivity, access, and comfort.
- Create a Complete Streets approach with a focus on public open spaces/parks & quality public realm.
- Propose enhancements to the existing street network.
- Streets should be animated through a mix of uses and building types that are contextually appropriate.
- Identify special intersections and locations for parks/open spaces.
- Create street cross-sections.
- Identify opportunities for public art.

**(g) Open Space**

- Identify special intersections and locations for parks/open spaces.
- Identify parks/open spaces that will be physically linked through attractive and accessible walkways, pedestrian amenities, and streets.
- The amount and type of parkland in the area should be reviewed to determine what is currently existing and what is required.

**(h) Active Transportation**

- Pedestrian and cycling improvements and connections within Secondary Plan Area as well as to the Town, particularly to any transit locations, community centres and trail systems, etc.
- Open space should be physically linked through attractive and accessible walkways, and pedestrian amenities and public streets.
- The pedestrian realm should be defined through consistent streetscaping details.
- Signage, lighting, and wayfinding should enhance visibility and safety in the area.
- Sidewalk connectivity and improvements should be identified.

**(i) Green Development Standard**

- New buildings should seek to promote higher green building standards and energy efficiency.

**(j) Land Use and Built Form**

- Are the proposed land use designations appropriate for their current and long-term use. Identify and propose land uses that respond to Provincial Policy and the new Official Plan.
- Ensuring compatibility of proposed uses with the existing community. Engage in an extensive community consultation process with existing residents about the Secondary Plan process. Encourage the formation of a resident group to participate through the entire process.
- Ensuring transition in height, density, and massing between areas of differing intensity and existing uses.
- Identifying appropriate residential floorplate sizes for medium and high densities.
- Building setbacks and massing.

- Conceptual built form design should respond to the prevailing context and adjacent neighbourhood character(s).
- Limiting shadows and mitigating/eliminating uncomfortable wind conditions on sensitive uses, streets, and open spaces.
- Building designs are to discourage wind tunnelling.
- Consideration for adequate light, view, and privacy.
- Identifying sensitive noise receptors and their impact on land uses within the Secondary Plan Area.
- Address interface with urban uses and agricultural activities.
- Applying a complete communities approach to land use and the built form.

Applicable Town staff are to be copied on any correspondence relating to the administration and management of the project, and all public correspondence shall be submitted to Town staff and copied to the landowners group planning consultant.

### 3.0 COMMUNICATION PLAN/PUBLIC ENGAGEMENT

Consultation will be facilitated through the identification of Stakeholders including interested residents, landowners, members of Council and the provincial representatives, relevant community agencies and consultants in the Secondary Plan process. The SG will be composed primarily from municipal staff, landowner representatives, community members and Council members. Representatives of the Consulting Team will be available to the SG as resource persons and will prepare graphic material and statistical analyses as required. Additional information and advice will be sought as required from the Lake Simcoe Region Conservation Authority, the County and Town departments and Ministry of Transportation.

Community consultation sessions will include:

#### Three (3) Public Open Houses

- Phase 1: To:
  - Present the background material gathered to that date;
  - facilitate the opportunity for the public to provide comments, questions, and feedback;
  - Invite expressions of interest in serving Stakeholders.
- Phase 2: Will introduce the visioning, objectives and targets (including development concepts).
- Phase 3: Will present the Draft Secondary Plan and the study findings.

#### Stakeholder Group Meetings/Consultations

- Phase 1: To present the background material gathered to that date and to present preliminary technical assessments and present public open house feedback.

- Phase 2: The visioning, objectives and targets (including development concepts) and to present public open house feedback.
- Phase 3: Will present the Draft Secondary Plan and the study findings and to present public open house feedback.

The formal Statutory Public Meeting will be held to consider the Secondary Plan in recommended form together with a Planning Staff report describing how the issues raised in public comments and by the agency reviews have been addressed. Council consideration will follow. The planning consultant for the landowners' group shall be responsible for maintaining a detailed account of all comments received, both for contribution to the required "record" under the Planning Act and for subsequent consideration and response on behalf of the landowners' group.

The aim of this process will be to maximize inclusivity of participants and input into the Secondary Plan process. Meeting minutes will be taken at all events and posted on the projects dedicated website to ensure transparency and ongoing communication with stakeholders.

## 4.0 THE TEAM

The team undertaking the study will consist of participating consultants retained by the CP5 Landowners Group. Once selected, this team will be tasked to execute the ToR as approved by Council. Town staff are necessary in this process to supervise the Secondary Plan process, to clarify expectations within the ToR, and will be needed to review all findings and draft reports/studies/plans.

Input from other internal and external agencies will also be sought as required, with the intent of bringing forward a Secondary Plan and supporting reports/studies/plans necessary to fulfill the requirements of this study.

The following are a list of participating disciplines that may require participation within this study:

- Planning
- Urban Design
- Landscape Architecture
- Economic
- Natural Heritage
- Geotechnical and Hydrogeological
- Engineering
- Transportation
- Archaeological
- Agricultural
- Land Economics

A Stakeholder Group (SG) will be created to support the secondary plan process. The SG will integrate interested community members and technical working members. The SG will be made up of municipal staff, landowner representatives, community members and Council members. Additional information and advice will be sought as required from the Lake Simcoe Region Conservation Authority, the County and Town departments and M.T.O.

## 5.0 Administration

Prior to the initiation of the Secondary Plan, the Town will require the following:

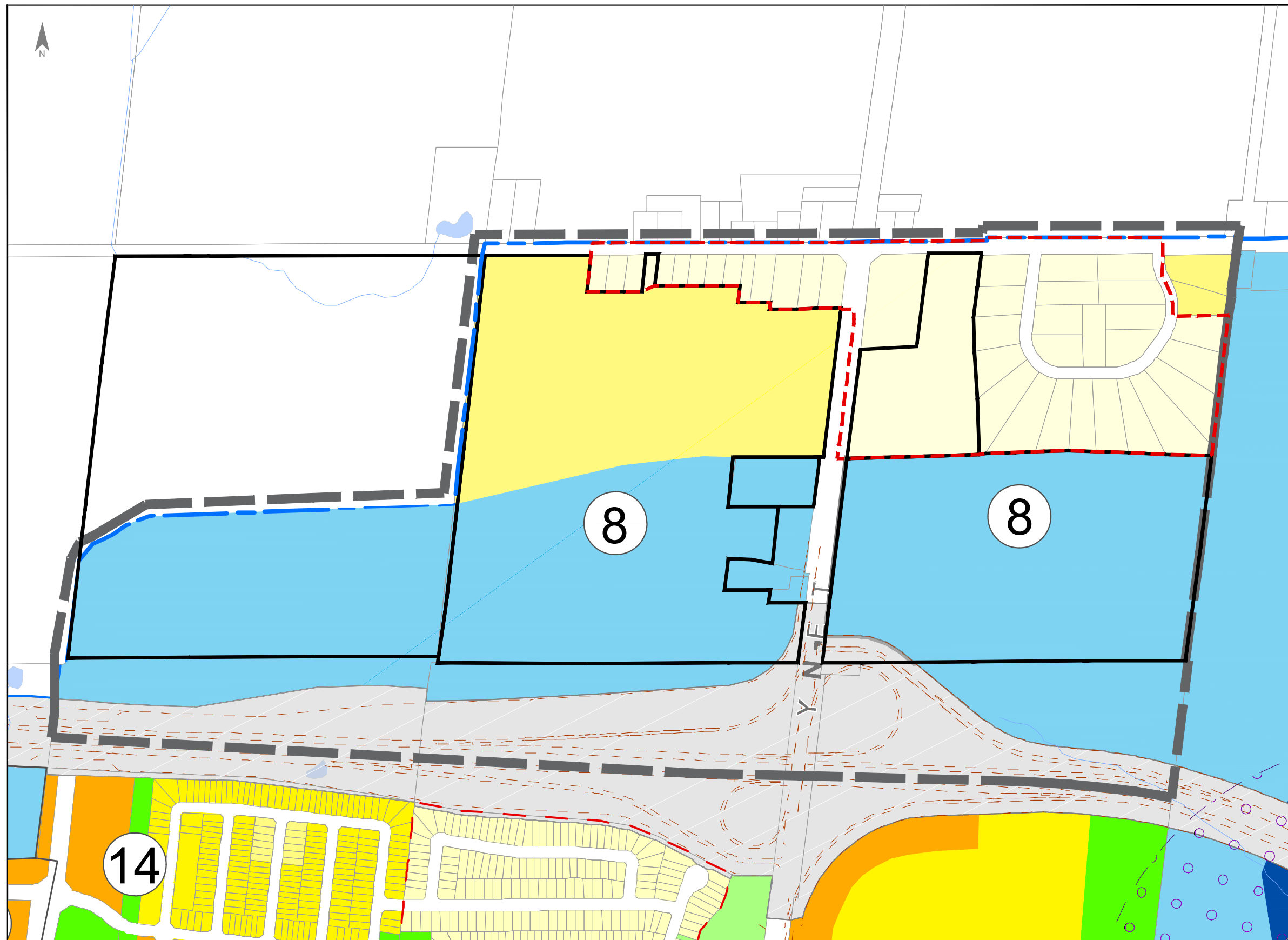
1. Copy(ies) of any agreement(s) between the landowners on matters relating to the development of a Secondary Plan for Special Policy Area 8.
2. Confirmation of whether the landowners have appointed a Trustee.

The ToR must be shared with select external agencies (e.g., MTO, County, LSRCA) for review and comment, prior to presentation to Town Council for consideration.

Town staff reserves the ability to provide further modifications and comment beyond those contained herein (e.g., list of studies, deliverables, work plan, etc.), through review and consideration of future iterations of the draft ToR.

# APPENDICES

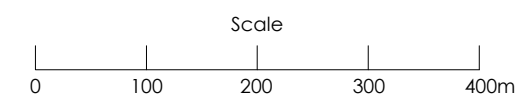
# APPENDIX 1



# LEGEND

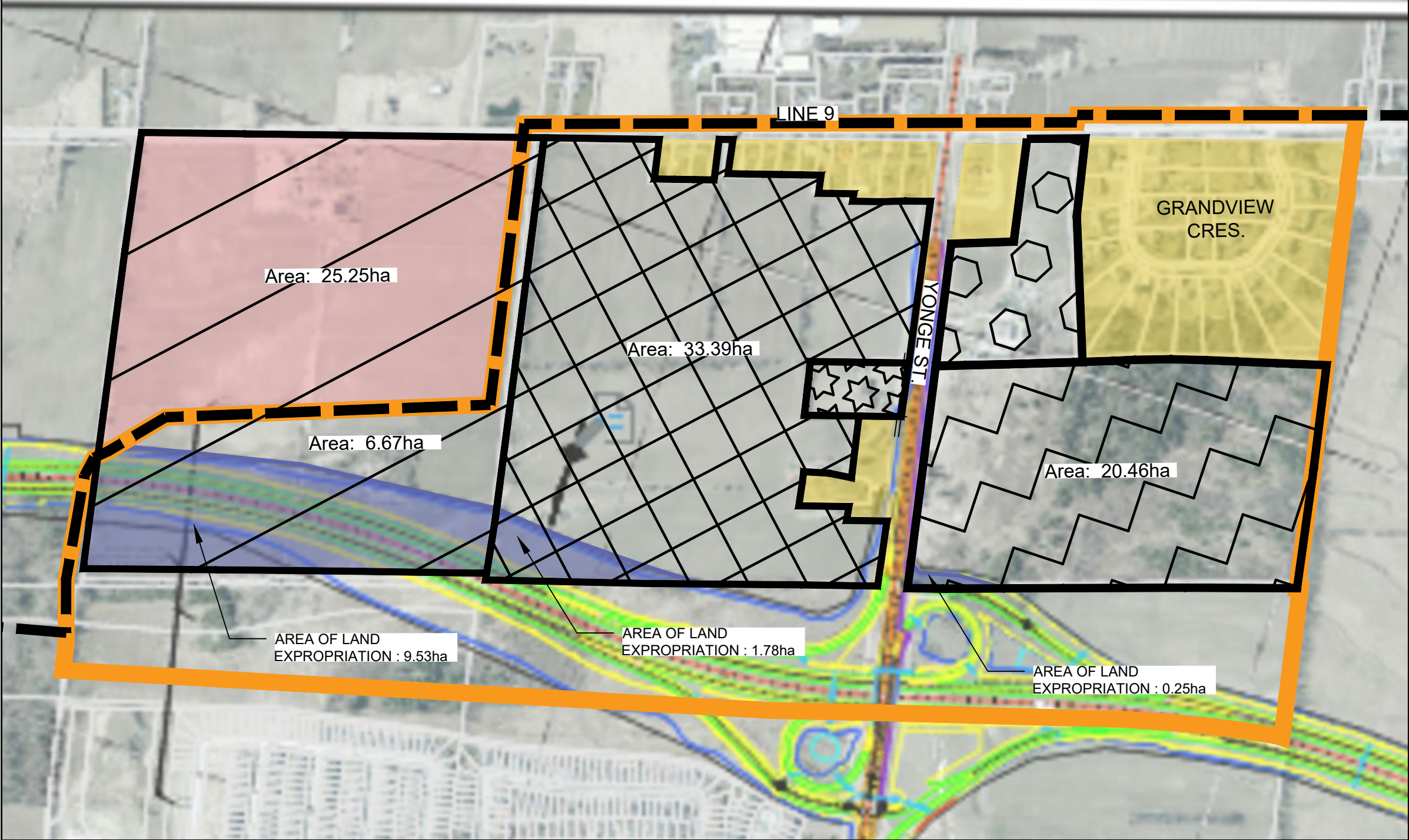
-  Bradford CP5 Landowner Properties
-  Settlement Area Boundary
-  Delineated Built Boundary
-  Roads
-  Highway 400 - 404 Link (Future)
-  Railway
-  Watercourses
-  Waste Disposal Assessment Area
- Land Use Designations**
-  Residential Built Up
-  Low Density Residential
-  Medium Density Residential
-  High Density Residential
-  Neighbourhood Commercial
-  Community Commercial
-  Community Uses
-  Downtown Bradford
-  Open Space
-  Environmental Protection
-  Industrial
-  Industrial / Commercial
-  Community Plan Area 5 Boundary

## APPENDIX 1: BRADFORD CP5 LANDOWNERS GROUP INC. LANDS - OVERLAY WITH 2021 OFFICIAL PLAN SCHEDULE B-1



## APPENDIX 2

DRAFT



LEGEND

- 2576741 Ontario Inc.  
(2673 9th Line, Bradford West Gwillimbury)
- Embee Properties Ltd. / Jovic Development Ltd.  
(3006 Yonge Street, Bradford West Gwillimbury)
- Fred Picavet  
(3031 Yonge Street, Bradford West Gwillimbury)
- Al Lalani  
(2947 Yonge Street, Bradford West Gwillimbury)
- 2840298 Ontario Inc.  
(2980 Yonge Street, Bradford West Gwillimbury)
- Minority Landowners (±17.60ha)  
(not part of CP5 LOG)
- Bradford By-Pass Deflection Mitigation Review Lands
- Settlement Area Boundary
- Special Policy Area 8 Boundary (formerly Community Plan Area 5)
- Updated (Nov. 2023) Bradford Bypass Corridor

PARTICIPATING OWNERS

OWNER	LOT AREA PRIOR TO LAND EXPROPRIATION (ha)	LOT AREA AFTER LAND EXPROPRIATION (Ha)
2576741 Ontario Inc.	41.45	31.92
Embee Properties Ltd. / Jovic Development Ltd.	35.17	33.39
Fred Picavet	4.92	4.92
Al Lalani	20.71	20.46
2840298 Ontario Inc.	1.23	1.23
TOTAL	103.48	91.92

Note: This drawing is for discussion purposes only.  
The information shown is approximate and subject to change.

Date:	August 9, 2021	Drawn By:	A.S.
File:	23 - 1285	Check By:	L.J.

INNOVATIVE PLANNING SOLUTIONS  
PLANNERS • PROJECT MANAGERS • LAND DEVELOPERS  
647 WELHAM RD., UNIT 9A, BARRIE, ONTARIO, L4N 0B7  
tel: 705 • 812 • 3281 fax: 705 • 812 • 3434 e: info@ipsconsultinginc.com www.ipsconsultinginc.com

APPENDIX 2:  
BRADFORD CP5 LANDOWNERS GROUP INC.  
SPECIAL POLICY AREA 8 SECONDARY PLAN

SCHEDULE OF REVISIONS			
No.	Date	Description	By
1.	Jan. 26, 2023		A.S.
2.	Feb. 22, 2024	Update property limits based on survey for 2980 Yonge St.	A.S.
3.	Apr. 18, 2024		A.S.
4.	May 3, 2024		A.S.