STATUS REPORT - BALLANTRAЕ – MUSSELMAN LAKE AND ENVIRONS SECONDARY PLAN / HIGHWAY 48 CORRIDOR REVIEW (F18)

Report prepared by: Manager of Planning Services and consultant Macaulay Shiomi Howson Ltd.

RECOMMENDATION:

The Director of Planning & Building Services recommends:

1) THAT the Planning and Building Services report dated October 4, 2011 on the Ballantrae - Musselman Lake and Environs Secondary Plan / Highway 48 Corridor Review be received for information.

1. PURPOSE:

This report is provides an update on the progress of the Ballantrae – Musselman Lake and Environs Secondary Plan / Highway 48 Corridor Review.

2. EXECUTIVE SUMMARY:

On June 21, 2011, Council adopted a resolution to award the contract for consulting services to undertake the Ballantrae – Musselman Lake and Environs Secondary Plan / Highway 48 Corridor Review to a consulting firm led by Macaulay Shiomi Howson Ltd. The review is to assess the adequacy of the land use designations and policies within the Settlement Area boundary for the Ballantrae- Musselman Lake and Environs Secondary Plan with particular emphasis on preparing a Functional Servicing Plan and Land Use / Access Management Plan for lands along Highway 48, an Environmental Management Plan and an Open Space and Trails Master Plan. Work on the study has commenced and the study is proceeding in accordance with the approved work program. A community survey was conducted over the summer yielding over 130 responses providing initial input on attitudes towards the future development of the Secondary Planning area. On September 14, 2011, a visioning exercise was conducted with the community, attended by approximately 90 residents resulting in further input provided to this study. Work towards the advancement of the study work program is proceeding. A draft report outlining the results of the technical analysis and consultation program is anticipated to be completed in November 2011.
3. BACKGROUND:

The Ballantrae – Musselman Lake and Environ Secondary Plan was originally adopted by Town of Whitchurch Stouffville Council in 1994 as a basis for the planning and development of the Ballantrae – Musselman Lake area. The Plan has been amended a number of times to address various development proposals within the community and updates to address compliance with Provincial legislation. The most significant amendment being Amendment No. 112 – Amendment to the Town of Whitchurch-Stouffville Official Plan – Oak Ridges Moraine Conformity Exercise. This amendment specifically addressed conformity to the provisions of the Oak Ridges Moraine Conservation Plan. It did not address other important aspects of the community planning program which has not been substantially reviewed since the 1994 adoption of the secondary plan.

The Ballantrae Musselman Lake and Environ Secondary Plan area encompasses an area of 1897 hectares (4687 acres). It includes the communities of Ballantrae and Musselman Lake which are recognized as a settlement area and hamlet area respectively in the Oak Ridges Moraine Conservation Plan. The Secondary Plan area also includes adjacent rural areas. The Secondary Plan area comprises a population of approximately 5,500 persons.

The Secondary Plan area is located within the Oak Ridges Moraine and includes key environmental features such as forested areas; coldwater fisheries; major groundwater recharge/headwater areas; wetlands; and, ANSIs. Development consists of a variety of residential areas including estate residential subdivisions, a golf course community, historic rural areas, residential strips and a historic residential community located around Musselman Lake. Limited commercial uses are located along the Highway 48 corridor and Aurora Road.

Future growth and development is limited by the development limits established in the Secondary Plan and the provisions of the Oak Ridges Moraine Conservation Plan. The focus of continued growth and development in the Ballantrae Community Area is anticipated along the Highway 48 corridor in the Ballantrae Community Area designation and in the build-out of the lands in the Ballantrae Residential Golf Course Area and Ballantrae Future Residential Areas where such development is not precluded by environmental features.

Opportunities around the Musselman Lake area are constrained due to the small size of the historic lots in the area and the settlement area boundaries established by the Oak Ridges Moraine Conservation Area. The Musselman lake Area consists of historic residential/cottage development in proximity to Musselman Lake with limited commercial and recreational uses. No significant additional development is anticipated in the Musselman Lake Community Area beyond limited infill.
The Community of Ballantrae-Musselman Lake is serviced by a municipal water system that was commissioned in 1997 and private septic systems. The Ballantrae Golf Course Development is serviced by a private communal sewage treatment facility.

A number of emerging issues have arisen which speak to the need to update the planning and development program for the Ballantrae – Musselman Lake Community.

- The lack of a comprehensive access management / land use plan along the Highway 48 through Ballantrae which complicates and frustrates the orderly development of this area as envisioned by the Secondary Plan.

- There is no overall Functional Servicing Study to address the development of the lands within the Ballantrae Community Area, primarily along the Highway 48 corridor where development in permitted by the Secondary Plan.

- The Ministry of Transportation has limited facilities associated with drainage for Highway 48, which are inadequate to accommodate storm flows from private property lands along the highway. In order to facilitate future development, a stormwater management strategy is required.

- There is a need to consider the connectivity of existing Natural Systems/Open Space, both in terms of wildlife corridors, vegetation communities and linkages and from the perspective of investigating the opportunities to implement a recreational trail system.

- The presence of a high ground water table in many parts of the Secondary Plan area which creates a constraint to existing and proposed development in the area.

- The lack of a Master Environmental Servicing or Functional Servicing Plan for the Secondary Plan precludes a refinement of the provisions of the Oak Ridges Moraine Conservation Plan as it relates to study and set back requirements to Key Natural Heritage and Hydrological Features in the area.

- The Secondary Plan has not been comprehensively reviewed against Town, Regional and Provincial policy since its original adoption and is out of date.
On June 21, 2011, Council adopted a resolution to award the contract for consulting services to undertake the Ballantrae – Musselman Lake and Environs Secondary Plan / Highway 48 Corridor Review to Macaulay Shiomi Howson Ltd. The review is to assess the adequacy of the land use designations and policies within the Settlement Area boundary for the Ballantrae- Musselman Lake and Environs Secondary Plan with particular emphasis on preparing a Functional Servicing Plan and Land Use / Access Management Plan for lands along Highway 48, an Environmental Management Plan and an Open Space and Trails Master Plan. Work on the study has commenced and the study is proceeding in accordance with the approved work program. A specific page on the Town’s web site has been set up to provide background, and updated information and documents related to the ongoing study process. The web address is: http://www.townofws.com/ballantrae_musselman_lake_sec_plan.asp.

4. ANALYSIS & OPTIONS:

4.1 Progress on the Study to Date

The Study Work Program consists of five tasks:

Task 1  Project Initiation
Task 2  Detailed Technical Study Process
Task 3  Draft Report
Task 4  Report Review
Task 5  Final Report

Task 1 which included establishment of the specific study page on the Town’s website; the community survey and initial meetings with Town staff and agencies is complete. The majority of the work in the Study is focused in Task 2 which is currently on-going. This Task includes the community visioning workshop (see discussion in Section 4.2), as well as preparation of the preliminary Functional Servicing Strategy and Land Use Access Management/Conceptual Development Plan for lands along Highway 48; Environmental Management Strategy and Open Space and Trails Master Plan. As part of this work there has been a meeting and on-going discussions with key staff at the Ministry of Transportation (MTO) to determine the parameters for the development of the plans for Highway 48. MTO have provided the Town with information about Highway 48. Based on available information, the consultant team is in the process of developing a detailed plan for the lands along Highway 48. In addition, field work has been carried out to assess the natural features in the area and to determine locations for potential additional trails. All of the background information is now being analyzed as a basis for preparing the preliminary strategies and plans which form part of the Draft Report in Task 3.
4.2 Public Input

To date the public input received on the study process has been focused on two specific initiatives - a Community Survey and a Visioning Workshop which are elaborated on below:

Community Survey

In July 2011 a community survey was mailed out to the 1730 assessed property owners in the Secondary Planning Area. In addition an on-line survey was set-up on the Town’s Web site under the specific page for this study. Over 130 responses to the survey have been provided. The responses to the survey are summarized as follows:

Question 1: What is unique/special about the character of your community?

- Access to Musselman Lake, York Regional Forest, Oak Ridges Moraine, trail systems, and other natural amenities
- Rural/agricultural/village character
- Strong sense of community
- Proximity to major urban centres
- Diversity of people and housing types

Question 2: What are the main problems or challenges that need to be resolved?

1. General

- Absence of public transportation
- Absence of utilities and necessary infrastructure (waste water treatment)
- Scale of development

2. Highway 48 Corridor

- Undeveloped/under-developed properties
- Appearance and maintenance of some properties
- Need for streetscape treatment
- Pedestrian safety
- Vehicular traffic/congestion
- Absence of green space

3. Musselman Lake

- Perceived safety issues for swimmers
- Limited road and public beach access
- Environmental concerns (kettle lake, run-off, etc.)
Question 3: What changes should be made to Highway 48?

- Establish a main street with a variety of uses
- Ensure properties are well maintained
- Provide consistent streetscape treatment with sidewalks on both sides of the street, furnishings, pedestrian-scaled lighting, street trees and landscaping, and space for patios, etc.
- Provide traffic calming measures to slow vehicles
- Create a small park with gardens and green space

Question 4: What additional uses should be encouraged along Highway 48?

- Cafes
- Small restaurants
- Bakeries
- Small supermarket / green grocer
- Drug store/pharmacy
- Banks
- Convenience stores and shops
- New housing

Question 5: When you think about the future, what changes would you like to see?

- Controlled development
- A greater mix of uses (commercial, office, residential) along Highway 48
- Improved architectural quality of buildings along Highway 48
- Streetscape improvements along Highway 48
- Stronger community identity
- Enhanced natural environment
- Improved trail system
- Additional community and recreational facilities
- Improved public access to Musselman Lake
- Utilities and other necessary infrastructure

Visioning Workshop

On September 14, 2011, a Visioning Workshop was held at the Ballantrae Community Centre. The workshop was well attended by approximately 90 residents and stakeholders. At the beginning of the workshop those in attendance were asked to submit their top three issues and ideas for the future of the community. The input received was summarized at the meeting and presented back to attendees.
This exercise was followed by a presentation providing background on the study process and the results of the community survey input to date. Following the presentation, the participants were organized into groups where a number of issues concerning the future of the secondary plan area were discussed and summarized. Through the initial exercise and the group work, input was provided to the study similar to, but more detailed than that provided through the survey. The following summarizes some of the key directions with a more detailed initial summary of input found in Attachments 4 and 5 to this report:

- green rural place, want it to stay that way;
- preserve and enhance Musselman Lake;
- which ever street (48 or Aurora Road) is the “main street” do not want it like Markham/Unionville main street, just want a few additional services/improvements (e.g. coffee shop, post office; library branch, dry cleaners, grocery store);
- given that Highway 48 is not controlled by the Town, and is a through traffic route with limited access, Aurora Road should be the developed as the “main street” for Ballantrae, not 48. Do not slow the traffic on 48;
- make “four corners” the hub of community;
- stormwater management pond at the corner of Aurora Road and 48 should be enhanced as a parkette, but otherwise there should not be any parks on 48 as it is too noisy;
- reroute trucks off Aurora Road onto Bloomington particularly away from school area and enforce speed limits on trucks;
- connect development so people do not have to get in their cars to travel to visit a neighbour;
- clean up the existing development and under-utilized properties particularly non-conforming uses on 48 and Aurora Road;
- improve existing trail systems and establish new trail systems – improve connections to York Regional Forest and Oak Ridges Moraine;
- improve access to surrounding communities (i.e. Stouffville and Aurora);
• ease vehicular travel- add left turning lanes and advanced turning signals;

• improve pedestrian and cyclist safety – including enforcement of laws for cyclists; and,

• establish distinct and unique street design reflecting community character.

The detailed results of all the public consultations received as part of this process will be summarized initially in the draft study report.

Issues

It is important to respond to a recurring comment that has been made in the feedback received to date. This relates to the whole consideration of whether there should or should not be growth in the Ballantrae / Musselman Lake Secondary Plan Area. It is important to note that The Oak Ridges Moraine Conservation Plan sets settlement boundary limits, which constrain any expansion of the Secondary Plan area. Growth is concentrated within existing planned development areas and is subject to the provisions of the Oak Ridges Moraine Conservation Plan. Expansion of the community settlement boundaries into the abutting Oak Ridges Moraine land use designations is not possible at this time. The Minister of Municipal Affairs and Housing is scheduled to commence a review of the Oak Ridges Moraine Plan in 2015. Despite that, there is no guarantee that there will be any permitted expansion to the settlement area boundaries for the Community at that time.

Long term capital budget planning for the 2012 to 2014 period includes growth management studies on a town-wide basis to determine the land need requirements associated with meeting the population and employment targets established for the Town in the York Region Official Plan. This is an important consideration leading to the future 2015 review of the Oak Ridges Moraine and Greenbelt Plans by the Minister. If Council gives sanction to these future Growth Management Studies there will be a public input component that will provide an opportunity to gauge public attitudes towards growth to inform the Council position moving towards the 2015 Ministerial review.
### 4.2 Detailed Work Plan

The work plan for the study process is set out as follows:

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| June 2011     | **Project Start –up**  
Mail out Notice and Survey to all residents in the Planning Area and newspaper notices of study commencement. Establishment of a Web Page for the Study providing interactive opportunities to provide initial input into the study and to identify issues. |
| June 30 – September 30 | **Detailed Technical Study Process**  
This will involve the consulting team undertaking the initial work on the sub-components of the study:  
- Preliminary Opportunities and Constraints Analysis  
- Preliminary Highway 48 Access Management Plan and Urban Design Guidelines  
- Preliminary Community Open Space Trails Plan,  
- Preliminary Functional Servicing Strategy  
- Preliminary Environmental Management Strategy  
During this period various meetings with technical agencies and community stakeholders will take place to scope and resolve issues. |
| September     | **Community Meeting**  
To be held in the study area to provide residents an additional opportunity, outside the summer holiday period for input beyond the initial community survey and comment period. |
| October 1, November 15, 2011 | **Preparation of Draft Report**  
The consulting team will produce a draft report providing the results of the technical study process and options associated with each of the sub-components. The draft report will be presented to Council in a Planning and Building Services report. |
| November 15 – December 15, 2011 | **Report Review Phase / Public Work Shop**  
The draft report will be released for public and agency review. Various meetings will be held with agencies and community stakeholders as required. A workshop exercise will be held in the Community to obtain specific input on the draft report and the various sub-component options. |
| December 15 – January 15 | **Preparation of Final Report and Presentation to Council**  
The input from agencies, the public and stakeholders will be reviewed and a final report presented to Council. |
| January onward | **Statutory Official Plan and Zoning By-law Amendments to Implement Town Council Proposed Plan**  
The commencement of the statutory process under the Planning Act to adopt Secondary Plan amendments and related Zoning By-law amendments |
5. **FINANCIAL IMPLICATIONS:**

Project funding for the Highway 48 Corridor Study ($70,000) and 5 Year Review Ballantrae Musselman Lake Secondary Plan ($135,000) has been provided for the study in the 2011 Town Budget for a total of $205,000. Based upon the applicable HST refund to the Town, the actual study cost would be $184,701.60.

6. **ALIGNMENT WITH STRATEGIC PLAN:**

This report is aligned with the Town’s Strategic Plan in the following manner:

1. *Balanced Growth & Community Sustainability*
   1.1 Preserve and enhance community character (rural/urban)
   1.2 Balanced land use planning – environment, economic and social considerations
   1.3 Orderly/phased development
   1.4 Economic development and job creation
   1.5 Leisure, tourism & cultural development

2. *Fiscal Stewardship & Asset Management*
   2.2 Sustainable long term fiscal plan for all infrastructure and buildings
   2.3 Explore partnerships to deliver new infrastructure/services

3. *Municipal Services and Innovation*
   3.1 Enhance teamwork and promote collaboration

4. *Customer Service and Communications*
   4.1 Attention to customer/client service excellence
   4.2 Enhance two-way communication with all stakeholders

For further information on this report, please contact Alan Drozd, Manager of Planning Services at 905-640-1910 or 905-895-5299 ext. 2320 alan.drozd@townofws.ca

7. **ATTACHMENTS:**

1. Location Map – Ballantrae – Musselman Lake Secondary Plan Area
2. Terms of Reference Ballantrae – Musselman Lake and Environs Secondary Plan / Highway 48 Corridor Review
3. Consultant Presentation - September 14, 2011 Community Visioning Workshop
4. Summary – results of initial issue identification exercise - September 14, 2011 Community Visioning Workshop
5. Summary – preliminary summary results of group sessions - September 14, 2011 Community Visioning Workshop
Attachment No. 2

Terms of Reference

Ballantrae–Musselman Lake and Environs Secondary Plan/Highway 48 Corridor Review

1.0 GOAL

To conduct a comprehensive review of the Ballantrae-Musselman Lake and Environs Secondary Plan. The review will assess the adequacy of the land use designations and policies within the Settlement Area boundary for the Ballantrae-Musselman Lake and Environs Secondary Plan with particular emphasis on preparing a Functional Servicing Plan, Land Use/Access Management Plan for lands along Highway 48, an Environmental Management Plan and an Open Space and Trails Master Plan.

2.0 OBJECTIVES

To achieve the stated Goal, the Objectives of this Study are as follows:

- To review the appropriateness of the land use designations and policies within the Secondary Plan Area
- To facilitate development in the Ballantrae Settlement Area in the land use designations where permitted
- To prepare a Comprehensive Environmental Management Strategy and to examine the Existing Natural Feature Conservation Areas designated in the Secondary Plan to determine their accuracy and relevance
- To prepare a Functional Servicing Plan examining servicing options (stormwater management/sanitary disposal) to support new development and infill along the Highway 48 Corridor in Ballantrae
- To prepare a Comprehensive Access Management Plan for lands along the Highway 48 corridor establishing access driveway locations, general easement/rights of way alignments along the corridor to provide appropriate property access
• To prepare a development concept plan and associated urban design guidelines for the development of the lands along the Highway 48 corridor consistent with the land use designation

• To examine the existing municipal, and regional and private open space holdings towards the development of a Community Open Space Trail System and associated implementation strategy

• To develop an implementation program including recommended Official Plan and Zoning By-law Amendments and urban design guidelines

• To provide a framework where extensive and meaningful community consultation is included in the study with key stakeholders and the public

3.0 Overview

The Ballantrae-Musselman Lake and Environs Secondary Plan was originally adopted by Town of Whitchurch-Stouffville Council in 1994 as a basis for the planning and development of the Ballantrae-Musselman Lake area. The Plan has been amended a number of times to address various development proposals within the community and updates to address compliance with Provincial legislation. The most significant amendment being Amendment No. 112—Amendment to the Town of Whitchurch-Stouffville Official Plan—Oak Ridges Moraine Conformity Exercise. This amendment specifically addressed conformity to the provisions of the Oak Ridges Moraine Conservation Plan. It did not address other important aspects of the community planning program which has not been substantially reviewed since the adoption of the Secondary Plan by Town Council in 1994. A number of emerging issues have arisen which speak to the need to update the planning and development program for the Ballantrae-Musselman Lake Community.

The Ballantrae-Musselman Lake and Environs Secondary Plan area encompasses an area of 1897 hectares (4687 acres) and is recognized as a settlement area and hamlet area respectively, in the Oak Ridges Moraine Conservation Plan and includes two small existing settlement areas – Ballantrae and Musselman Lake. The Secondary Plan area includes adjacent rural areas. The Secondary Plan area comprises a population of approximately 5,538 persons.

The Secondary Plan area is located within the Oak Ridges Moraine and includes key environmental features includes: forested areas, coldwater fisheries, major groundwater recharge/headwater areas, wetlands, and ANSIs. The community consists of a variety of residential areas including estate residential subdivisions, a golf course community, historic rural areas, residential strips and a historic residential community located...
around Musselman Lake. Limited commercial uses are located along the Highway 48 corridor and along Aurora Road.

Future development within the Ballantrae is anticipated in various locations including within the Ballantrae Community Area, Future Development Areas, a planned Mixed Use Area and on other lands where limited development is permitted subject to the provisions of the Oak Ridges Moraine Conservation Plan.

Development limits are established by the Musselman Lake Community Area designation. Opportunities around the Musselman Lake area are constrained due to the small size of the historic lots in the area and the settlement area boundaries established by the Oak Ridges Moraine Conservation Plan. The Musselman Lake Area consists of historic residential/cottage development in proximity to Musselman Lake with limited commercial and recreational uses. Future development in this area is limited to minor infill opportunities.

The Community of Ballantrae-Musselman Lake is serviced by a municipal water system that was commissioned in 1997 and private septic systems. The Ballantrae Golf Course Development is serviced by a private communal sewage treatment facility.

The Oak Ridges Moraine Conservation Plan sets settlement boundary limits, which constrain any development areas expansion of the Secondary Plan area. Growth is concentrated within existing planned development areas and is subject to provisions of the Oak Ridges Moraine Conservation Plan. The Minister of Municipal Affairs and Housing is scheduled to commence a review of the Oak Ridges Moraine Plan in 2015.

The focus of continued growth and development in the Ballantrae Community Area is along the Highway 48 corridor in the Ballantrae Community Area designation and Ballantrae Future Residential Areas where such development is not precluded by environmental features and in the build-out of the lands in the Ballantrae Residential Golf Course Area.

Highway 48 through Ballantrae is under the jurisdiction of the Ontario Ministry of Transportation. Development along this corridor is required to comply with the Ministry's Corridor Management guidelines and regulations, which place constraints on development from a land use, development and access management perspective.

There is no overall Stormwater Management Strategy or Functional Servicing Study to address the development of the lands within the Ballantrae Community Area, primarily along the Highway 48 corridor where development in permitted by the Secondary Plan and intensification/land use conversion is anticipated. The Ministry of Transportation
has limited facilities associated with drainage for Highway 48, which are inadequate to accommodate storm flows from private property lands along the highway.

There is a need to consider the connectivity of existing Natural Systems/Open Space, both in terms of enhancing wildlife corridors and linkages and from the perspective of investigating the opportunities to implement a recreational trail system for the community.

The presence of a high ground water table in many parts of the Secondary Plan area which creates a constraint to existing and proposed development in the area.

There is no Master Environmental Servicing or Functional Servicing Plan for the Secondary Plan area that allows for a refinement of the provisions of the Oak Ridges Moraine Conservation Plan as it relates to Key Natural Heritage and Hydrological Features in the area to establish customized area specific minimum vegetative protection zones.

4.1 Provincial Policy Statement

The Ballantrae Community is a Settlement Area and is subject to the policy direction Section 1.1.3 of the Provincial Policy Statement.

4.2 Region of York

The Ballantrae Community is designated as a Settlement Area - Towns and Villages in the York Region Official Plan and is subject to the relevant policies in the Plan for this designation. The proposed new York Region Official Plan also designates the Ballantrae community as a Settlement Area and the Musselman Lake community as a Hamlet Area.

4.3 Town of Whitchurch-Stouffville—Official Plan

The Ballantrae Musselman Lake is established as a Secondary Plan Area by the Town of Whitchurch–Stouffville Official Plan. The Ballantrae–Musselman Lake and Environs Secondary Plan was originally adopted by Town of Whitchurch-Stouffville Council in 1994 as a basis for the planning and development of The Ballantrae–Musselmans Lake area. The Plan has been amended a number of times to address various development proposals within the community and updates to address compliance with Provincial legislation. The most significant amendment being Amendment No. 112 – Amendment to the Town of Whitchurch-Stouffville Official Plan—Oak Ridges Moraine Conformity Exercise.
4.4 Town of Whitchurch-Stouffville Comprehensive Zoning By-law


5.0 WORKING RELATIONSHIP

5.1 Municipal Contact & Staff Resources

The Consultant shall meet on a regular basis with the Town, and where applicable, other identified stakeholders to discuss the progress of the Study.

The study will be administered by a Technical Steering Committee comprised of representatives from the Departments of Planning and Development Services, Engineering and Capital Projects, and Public Works.

The Town will provide all background information. The Consultant in the Proposal shall advise as to the extent and nature of work that they believe will be necessary to be completed by Town Staff beyond the role of organizing meetings and typical project management functions.

The Town will also complete all necessary Notices to the public advising of pending meetings.

5.2 Consultant

The Consultant will act as the technical and policy advisor for this project. It will be the responsibility of the Consultant to provide policy/technical information and direction, and ensure that the time frames for the Study are being met. The Consultant will be responsible for the preparation of interim drafts and the associated presentations. It will also be the responsibility of the Consultant to make presentations at all meetings convened during the course of this Study. The Consultant will also be responsible for the involvement of any identified sub-consultants, their work, and, the payment for services rendered.

6.0 AVAILABLE RESOURCE DOCUMENTS

The Town will make the following documents available to the Consultant:
• Town of Whitchurch-Stouffville Official Plan inclusive of the Ballantrae/Musselman Lake and Environs Secondary Plan;
• Long Term Fiscal Impact Assessment of Growth (2004 to 2014), C.N. Watson & Associates (revised 2007);
• Development Charges Study Background Report Watson and Associates, June 2009;
• Leisure Services Master Plan 2008;
• Fire Department Master Plan (as amended);
• Corporate Strategic Plan;
• Whitchurch-Stouffville Facilities Strategy (2008);
• East Holland Sub-Watershed Study 2010;
• Whitchurch-Stouffville Natural Features and Greenlands Study 2000;
• Rouge Creek Watershed Plan and Implementation Guide;
• Musselman Lake Stewardship Study;
• 2007 Aerial Photography of the Community of Ballantrae-Musselman Lake;
• Town/YorkInfo Thematic GIS Data

7.0 DELIVERABLES

The following are the required deliverables of the Study Process

Draft Report

Outlining the draft results and recommendations of the study inclusive of the technical findings.
Final Report

The Final Report will outlining the results and recommendations of the study inclusive of all related sub-components.

Sub-components

**Highway 48 Access Management Plan/Urban Design Concept Plan**

This will address the lands in the Secondary Plan area along the Highway 48 Corridor. This plan will establish access driveway locations, general easement/rights of way alignments along the corridor to provide appropriate property access. The Plan will establish development constraints associated with MTO corridor management practices and urban design guidelines for the development of the lands consistent with the recommended land use designation. This will include the preparation of a conceptual development plan showing possible building locations, driveway access, rights of way and any required stormwater management facilities or utilities to service the area.

**Community Open Space/Trails Plan**

This will identify the opportunities and constraints associated with the development of an open space trail system linking the various residential community areas/park open space and natural features in the Secondary Plan Area. The plan will identify trail corridor options, land acquisition requirements, standards and objectives for the development of a community recreational trail system.

**Functional Servicing Strategy**

The Functional Servicing Strategy will address Section 11.9.3 of the Secondary Plan and examining stormwater drainage, water supply, provision of sanitary sewage disposal and environmental matters related to ground water quality. The Functional Servicing Strategy will be focused upon the lands along the Highway 48 corridor with an emphasis on examining opportunities to advance orderly sequential development in this area consistent with the objectives of the Secondary Plan based on a comprehensive Functional Servicing Strategy.

**Environmental Management Strategy**

The Environmental Management Strategy will be provide a refined analysis of the natural heritage and hydrological features in the Secondary Plan area to determine the
adequacy of existing land use designations and policies to protect appropriate natural systems and features.

The Environmental Management Strategy will examine all existing data sources including the Province of Ontario Natural Feature Mapping, the East Holland Watershed Study the Whitchurch-Stouffville Natural Features and Greenlands Study and the Musselman Lake Sub-Watershed and Stewardship Report and conduct field surveys as required to prepare detailed feature mapping and classification and identify areas to be protected and enhanced. The Strategy will include appropriate development setback/mitigation measures necessary to ensure the long term health and viability of natural systems and features. In this respect, the Environmental Management Strategy will include an analysis of the Natural Feature Enhancement Area and Natural Feature Conservation Area currently identified in the Secondary Plan. The Environmental Management Strategy will examine the Musselman Lake Stewardship Plan Study and recommendations to determine the nature of any specific adjustments to the Environmental Planning framework in the Secondary Plan in the context of the Public Resource Management Practises established in the Plan.

Planning Analysis

The Planning Analysis will provide a synopsis of the land use policy direction of the Secondary Plan. An Opportunities and Constraints Analysis (Environmental Scan) will be conducted over viewing the various planning opportunities and constraints that inform the planning program. A specific “Opportunities and Constraints Map” will be prepared as part of the process. The Planning Analysis will be informed by the results and findings of the other technical study sub-components—Functional Servicing Strategy, Access Management Plan/Urban Design Concept Plan, Environmental Management Strategy Community Open Space/Trails Plan.

The Planning Analysis will provide an update of the plan against applicable Town, Regional and Provincial Policy to determine the need for any updates or conformity amendments. This will include a review of the adequacy and appropriateness of the existing land use designations and policies to implement the conclusions of the study sub-components and include a package of recommended Official Plan and zoning by-law amendments.

Implementation Strategy

An implementation strategy identifying the actions necessary to realize the recommendations/conclusions of the sub-components of the study.
Public Consultation Program

A public implementation program providing comprehensive, directed, community and agency participation and consultation in the study process. A proactive program of public consultation is required at key intervals of the study process. The consultant will be responsible for conducting preparing and organizing public meetings, facilitation sessions or workshops designed as part of the process.

The Consultant will make the following documents available to the Town:

- Ten copies of any interim reports or drafts;
- One unbound camera ready copy of the Final Report approved by Council;
- One unbound camera ready copy of the final draft of the Secondary Plan Amendment;
- One electronic copy of the text of the Final Report and related documents in Word on a CD;
- All database materials used or produced by the Consultant in the undertaking of this Study

8.0 PROPOSAL CONTENT

The Town is asking a limited number of Consultants to submit a Proposal to undertake this Study. The Consultants, in the preparation of the Proposal, are requested to have regard for the circulated Terms of Reference and provide as a minimum the following information:

8.1 Methodology

A detailed description of the approach and tasks that will be employed by the Consultant in the undertaking of this Study. The Consultant shall also outline any Town or municipal resources beyond that which is set out in Section 6 that will be necessary to complete this Study.
8.2 Workplan Schedule

A specific timetable and workplan for the completion of the various components of the Study. This will include a deadline for the submission of any draft text/schedules. It is the Town’s expectation that the study schedule will follow the process in Section 9.

8.3 Proposed Project Staff

Information on the individual(s) who will be assigned to the project including:

- academic/formal training;
- past relevant project experience;
- specific roles and responsibilities which will be assigned to each person involved, including estimated time (measured in hours);
- hourly rates for all proposed project staff

8.4 Summary of Relevant Experience

A listing of recent and relevant projects undertaken directly by the Consultant in the Greater Toronto Area. Please identify the name of the project; the name of the client organization and contact person; a brief description of the project; and, the approximate cost of the Study.

8.5 Project Costs

The Consultant shall identify the Total Project Cost (including all relevant disbursements, professional fees, sub-consultant fees, HST, etc.). This costing shall represent the “upset limit” for the project. The Town has prepared a budget estimate of $205,000 inclusive of all fees, disbursements and applicable taxes to complete this project.

8.6 Potential Conflict of Interest

The Consultant shall identify any potential conflicts that the Consultant or a specific individual(s) on the project team may have.
8.7 Current Project Commitments

The Study has a start date of June 30, 2011. The Consultant, with a projected start date shall assess current workload commitments and confirm that the organization will have the appropriate resources and available time to properly dedicate to the completion of this Study.

8.8 Sub-Consultants

The Consultant shall identify all sub-consultants and their fees for services rendered. These costs are to be included in the Total Project Cost which forms the “upset limit” for the Study. The involvement of the sub-consultants shall be paid for and supervised by the Lead Consultant.

8.9 Accessibility for Ontarioans with Disabilities Act 2005 (AODA)

All consultants must confirm the receipt of training under the Accessibility for Ontarioans with Disabilities Act 2005.

The cost of preparing and submitting proposals shall be at the Consultant’s expense.

9.0 Selection Process

The following schedule of events will apply to the selection process. The selection process may include interviews with short listed candidates:

<table>
<thead>
<tr>
<th>Event:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Release of Request for Proposal (RFP)</td>
<td>May 6, 2011</td>
</tr>
<tr>
<td>Deadline for submission of proposal</td>
<td>May 27, 2011</td>
</tr>
<tr>
<td>Interviews, if required</td>
<td>June 1-8, 2011</td>
</tr>
<tr>
<td>Award of Contract by Council</td>
<td>June 21, 2011</td>
</tr>
<tr>
<td>Study Commencement</td>
<td>By June 30, 2011</td>
</tr>
<tr>
<td>Submission of draft report &amp; presentation</td>
<td>November 15, 2011</td>
</tr>
<tr>
<td>Submission of final report</td>
<td>January 15, 2012</td>
</tr>
</tbody>
</table>

Although every attempt will be made to meet all dates, the Town reserves the right to modify any or all dates at its sole discretion.
10.0 Proposal Criteria

The Town is asking a limited number of land use planning consulting firms to submit a Proposal to undertake this project. In preparation of their proposal, consultants are requested to provide as a minimum, the following information:

- Proposed methodology and timeline to undertake activities, having regard to the activities indicated in Section 5;
- A company profile describing the relevant experience of the proponent in projects completed of a comparable scope and magnitude, list of references from organizations where similar projects were undertaken;
- General description of the team including team structure, project lead, number of staff, and responsible roles for the project;
- A detailed budget and break down of consultant hours on the project;
- The consultant should identify the total project costs (including all disbursements, professional fees, hotel and mileage fees and HST). This costing shall represent the upset limit for the project;
- Current project commitments including available time and resource dedication to the project;
- The consultant shall identify any potential conflict of interests that the consultant or a specific individual(s) working on the project may have.

11.0 Proposal Evaluation Criteria

An evaluation team consisting of relevant Town staff will conduct the evaluation of the Proposal. Evaluation criteria will include, but not be limited to the following:

- Solid understanding of the scope of the project;
- Approach and methodology
- Prior experience with all land use planning studies with an emphasis on Secondary Plans, Environmental, Functional Servicing Studies/Engineering Open Space Planning, Urban Design, land development
and land use policy development

• Approach and methodology
• Working understanding of the dynamics of urban/rural communities
• Ability to meet budget and timeframe parameters;
• Stability and reputation including positive references

12.0 References

The proponents will include three (3) client references.
Ballantrae-Musselman Lake & Environs
Secondary Plan/Highway 48 Corridor Review

Vision Workshop
September 2011
Post-it Note Exercise

- Vision
  - What is your vision for the Ballantrae-Musselman Lake and Environs?
  - What is your vision for the Highway 48 Corridor?
Presentation Outline

• Workshop Goals
• Study Purpose
• Study Area
• Consultant Team
• Issues
• Approach
• Work Program/Schedule
• Results to Date
• Workshop Process
Workshop Goals

- Engage community members, stakeholders and development community
- Update the vision for Ballantrae-Musselman Lake and Environs and the Highway 48 Corridor
- How can the 48 Corridor, be improved to better serve the surrounding community?
Study Purpose

To conduct a comprehensive review of the Ballantræe-Musselman Lake and Environ Secondary Plan. The review will assess the adequacy of the land use designations and policies within the Settlement Area boundary with particular emphasis on preparing:

- a Functional Servicing Plan & Land Use/Access Management Plan for the lands along Hwy 48;
- an Environmental Management Plan; and,
- an Open Space and Trails Master Plan.
Consultant Team

• Planning/Design/Project Management
  Macaulay Shiomi Howson Ltd.

• Urban Design/Facilitation
  Brook McIlroy Inc.

• Transportation/Parking
  GENIVAR
Consultant Team

- Functional Servicing Strategy/Stormwater
  AMEC Earth & Environmental

- Natural Environment
  Natural Resource Solutions Inc.

- Trail Design
  Cosburn Giberson Landscape Architects
Issues

• Ensuring Ballantrae is “development ready”
  – updated policies and designations
  – comprehensive access management/land use plan for Hwy 48 corridor
  – related Hwy 48 stormwater management strategy
  – overall Functional Servicing Study
• High water table
• Linked Natural Heritage/Open Space System
• Secondary Plan has not been updated in many years
• Implementation framework also requires updating
Approach: Technical Analysis

“Ground up” assessment of issues and provision of practical solutions

– Opportunities and Constraints Analysis
– Hwy 48 Access Management Plan/Urban Design Concept
– Functional Servicing Strategy
– Environmental Management Strategy
– Community Open Space/Trails Plan
Approach: Proactive Stakeholder Consultation

• Initial Notice and Survey
• Project Website
• Initial Vision Workshop
• Report Review Workshop
• Statutory Public Review of any resulting changes to the Secondary Plan and By-law
Survey: Top Results of the Survey

- Survey designed to assist Town in understanding your vision for the future of the Ballantrae-Musselman Lake community
- Over 130 survey responses were received
Survey: Top Results of the Survey

Question 1: What is unique / special about the character of your community?

- Access to Musselman Lake, York Regional Forest, Oak Ridges Moraine, trail systems, and other natural amenities
- Rural / agricultural / village character
- Strong sense of community
- Proximity to major urban centres
- Diversity of people and housing types
Survey: Top Results of the Survey

Question 2: What are the main problems or challenges that need to be resolved?

1. General
   - Absence of public transportation
   - Absence of utilities and necessary infrastructure (waste water treatment)
   - Scale of development
Survey: Top Results of the Survey

Question 2: What are the main problems or challenges that need to be resolved?

2. Highway 48 Corridor
   - Undeveloped / under-developed properties
   - Appearance and maintenance of some properties
   - Need for streetscape treatment
   - Pedestrian safety
   - Vehicular traffic / congestion
   - Absence of green space
Survey: Top Results of the Survey

Question 2: What are the main problems or challenges that need to be resolved?

3. Musselman Lake
   • Perceived safety issues for swimmers
   • Limited road and public beach access
   • Environmental concerns (kettle lake, run-off, etc.)
Survey: Top Results of the Survey

Question 3: What changes should be made to Highway 48?

- Establish a main street with a variety of uses
- Ensure properties are well maintained
- Provide consistent streetscape treatment with sidewalks on both sides of the street, furnishings, pedestrian-scaled lighting, street trees and landscaping, and space for patios, etc.
- Provide traffic calming measures to slow vehicles
- Create a small park with gardens and green space
Survey: Top Results of the Survey

Question 4: What additional uses should be encouraged along Highway 48?

- Cafes
- Small restaurants
- Bakeries
- Small supermarket / green grocer
- Drug store / pharmacy
- Banks
- Convenience stores and shops
- New housing
Survey: Top Results of the Survey

Question 5: When you think about the future, what changes would you like to see?

- Controlled development
- A greater mix of uses (commercial, office, residential) along Highway 48
- Improved architectural quality of buildings along Highway 48
- Streetscape improvements along Highway 48
- Stronger community identity
- Enhanced natural environment
- Improved trail system
- Additional community and recreational facilities
- Improved public access to Musselman Lake
- Utilities and other necessary infrastructure
Existing Trails

Ballantrae Musselman Lake and Environs
SECONDARY PLAN / HWY 48 REVIEW
TOWN OF WHITCHURCH-STOUFFVILLE

Preliminary Existing Trails
DRAFT - SEPTEMBER 1, 2011

Cosburn Giberson
Land scape Architects
Highway 48 and Ballantrae

- Transforming Highway 48 and Ballantrae to become part of a complete community

What is important?

1. Creating a main street: local shopping, community and recreational facilities – slowing the street down
2. Cycling and walking and access to the trail network
3. Access to green space and an extension of the tree canopy
4. Well balanced parking
Highway 48 and the Ballantrae Village

1. Creating a main street: local shopping, community and recreational facilities – slowing the street down
Highway 48 and Ballantrae

- 2. Cycling and walking and access to the trail network
Highway 48 and Ballantrae

3. Access to green space and an extension of the tree canopy
Highway 48 and Ballantrae

- 4. Well balanced parking
Highway 48 and Ballantrae

- Creating urban design guidelines to achieve the vision

1. The Private Realm

Site plan direction: Building location and setbacks, servicing, loading and parking

Direct appropriate built form (local character and heritage): height, massing, and architectural quality
Highway 48 and Ballantrae

- Creating urban design guidelines to achieve the vision

2. The Public Realm

Creating a streetscape design for Highway 48: Focus on design of the boulevards and the buildings that face the street
- Street trees and landscaping, seating, public art and lighting

Are there opportunities to narrow the road and provide street parking?
Workshop Vision Exercise

- Break out into smaller groups.
- Complete the worksheet provided.
- Use the markers to provide comments on the aerial photo.
- Appoint a note taker, and someone who will report back to the group.
Summary – results of initial issue identification exercise September 14, 2011 Community Visioning Workshop

Ballantrae / Highway 48

Streets and Public Spaces

- Establish distinct and unique street design / character
- Beautify entrances/gateways into Ballantrae Community on Highway 48 and Aurora Road
- Beautify the street
  - Sidewalks on both sides of the street, trees/planters, flower beds/planters, street furniture, pedestrian-scaled lighting
- Green Space
  - Small park or parkette with seating and pedestrian-scaled lighting, public art, trees, flowers/planters
  - make “four corners” the hub of community;
  - Reduced speed limit, on-street parking, narrowed lanes
- Improved connectivity
  - Dedicated bicycle lanes or off-street multi-use trails
  - Improved bicycle connections to Musselman Lake and Town of Stouffville
  - Provide public transit access to Stouffville / Aurora
- Ease vehicular travel
  - Add left turning lanes and advanced turning signals

Individual Properties

- Maintain rural character and village scale of development (low density – up to 2 storeys)
- Improve the appearance of existing properties
- Ensure high level of architectural quality for new development with architectural controls
- Establish distinct and unique community character
- Redevelop vacant or under-utilized properties
- Provide a greater mix of uses
- Commercial/office
  - Restaurants, cafes, banks, post office, medical clinic, bakeries, drug store/pharmacy, services for seniors, convenience stores, small grocer, boutique shops, no strip malls
- Residential
  - Limit residential development
  - Ensure a mix of housing choices – estate residential, single family dwellings, seniors housing
Council in Committee Report
October 4, 2011

- Institutional
  - Library, community and recreational facilities
  - No industrial development

**Musselman Lake**

- Improve water quality
- Provide sanitary sewers
- Limit motorized vehicle traffic
- Provide improved public access
- Maintain existing roads
- Enhance pedestrian safety by providing sidewalks where feasible
- Improve pedestrian and cyclist connections to surrounding areas
- Provide trees along Lakeshore Road

**General**

- Control development – Maintain agricultural/rural character and village scale
- Provide waste water sewers and other necessary infrastructure
- Improve community identity through design
- Enhance natural environment
- Improve existing trail systems and establish new trail systems – improve connections to York Regional Forest and Oak Ridges Moraine
- Improve access to surrounding communities (i.e. Stouffville and Aurora)
- Provide additional recreational uses
Summary – preliminary summary results of group sessions - September 14, 2011 Community Visioning Workshop

A detailed summary will be provided of all the input received both from the group sessions and individual comment sheets submitted as a result of the Visioning Workshop once the deadline for comments (October 10, 2011) to be received is past. The following provides a preliminary summary of the key comments received from the eight groups which reported at the Workshop:

- Green rural place, want it to stay that way;
- Preserve Musselman Lake;
- Which ever street (48 or Aurora Road) is the “main street” do not want it like Markham/Unionville main street, just want a few additional services/improvements (e.g. coffee shop, post office; library branch, dry cleaners, grocery store);
- Given that Highway 48 is not controlled by the Town, and is a through traffic route with limited access, Aurora Road should be the developed as the “main street” for Ballantrae, not 48. Do not slow the traffic on 48;
- A number of suggestions were made with respect to the Aurora Road and 48:
  - stormwater management pond at the corner of Aurora Road and 48 should be enhanced as a parkette, but otherwise there should not be any parks on 48 as it is too noisy;
  - make “four corners” the hub of community;
  - extend 60 km zone and enforce;
  - community signs should be allowed on 48;
  - clean up vacant properties (e.g. old gas station);
  - sidewalks should be on the west side of 48;
  - traffic circle at 4 corners might help traffic flow while allowing for development;
  - there should be sidewalks on Aurora Road;
  - Town should assume part of 48 to add centre median; and,
  - better lighting along Aurora Road and at four corners.
- Reroute trucks off Aurora Road onto Bloomington particularly away from school area and enforce speed limits on trucks;
- More police presence required;
- West boundary line of community should be moved to McCowan Road as its present location splits properties in half;
- A larger park should be considered to provide uses such as sledding;
- Connect development so people do not have to get in their cars to travel to visit a neighbour;
- Clean up the existing development particularly non-conforming uses on 48 and Aurora Road;
• In next 10-20 years some type of limited transit to Stouffville and some private sector transportation for seniors;
• Locate any new park close to the community centre and school;
• Snowmobilers and ATV’s should be recognized and co-existence with walking trails considered; and,
• Improve Musselman Lake Road particularly for cyclists.