



## **AGENDA COUNCIL MEETING**

Monday, April 16, 2018, Call to Order 4:30 p.m. in Council Chambers, 4:35 p.m. for Closed Session,  
Reconvene into Open Council Meeting

Halton Hills Town Hall

1 Halton Hills Drive

WE REQUEST YOUR CO-OPERATION IN MAINTAINING THE FOCUS AT COUNCIL MEETINGS. PLEASE REFRAIN  
FROM TALKING DURING DELEGATION PRESENTATIONS, AND PLEASE ENSURE THAT ALL PAGERS AND  
CELLULAR TELEPHONES ARE SWITCHED TO A NON-AUDIBLE FUNCTION

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**Pages**

**1. OPENING OF THE COUNCIL MEETING**

**4:30 p.m. Council Chambers**

**2. CLOSED MEETING/CONFIDENTIAL REPORTS FROM OFFICIALS**

**2.a A. SKIDMORE, PRESIDENT & CEO OF HALTON HILLS HYDRO**

A. Skidmore, President & CEO of Halton Hills Hydro Inc. presentation to Council regarding a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value. (2018 Halton Hills Hydro Business Plan)

**2.b CONFIDENTIAL REPORT NO. PLS-2018-0028**

Planning & Sustainability Report No. PLS-2018-0028 dated April 5, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and Advice that is subject to solicitor-client privilege, including communications necessary for the purpose. (OMB Matter)

**3. RECESS AT THE CALL OF THE CHAIR**

**4. RECONVENE INTO OPEN SESSION**

5. NATIONAL ANTHEM
6. ANNOUNCEMENTS
7. EMERGENCY BUSINESS MATTERS
8. DISCLOSURES OF PECUNIARY INTEREST/CONFLICT OF INTEREST
9. COUNCIL DELEGATIONS/PRESENTATIONS
10. RESOLUTION PREPARED TO ADOPT THE MINUTES OF THE PREVIOUS MEETING(S) OF COUNCIL

- |      |  |    |
|------|--|----|
| 10.a | Minutes of the Council Meeting held on March 26, 2018.   | 7  |
| 10.b | Minutes of the Council Workshop held on March 26, 2018.  | 20 |
| 10.c | Confidential Minutes of the Council Meeting held on March 26, 2018.<br>(Under Separate Cover)  |    |
| 10.d | Confidential Minutes of the Council Workshop held on March 26, 2018.<br>(Under Separate Cover) |    |

11. GENERAL COMMITTEE

COUNCIL TO CONVENE INTO GENERAL COMMITTEE

–Councillor A. Lawlor, Chair

Vet Reports to be considered at General Committee

**11.a Public Meetings / Hearings**

**11.a.1 6:15 p.m. - Public Meeting**

Housekeeping Amendment to Comprehensive Zoning By-law  
No. 2010-0050 Location: 249-251 Guelph Street (Georgetown)

(Refer Item No. 11.3A of this Agenda, Report No. PLS-2018-0022)

(PowerPoint)

**11.a.2 6:30 p.m. - Public Meeting**

Proposed Zoning By-law Amendment to permit the development of twelve 3-storey residential townhouse units along a private driveway. Location: 12 Church Street East (Acton)

(Refer to Item No. 11.3B of this Agenda, Report No. PLS-2018-0017)

(PowerPoint)

**11.b Delegations/Presentations regarding items in General Committee**

**11.b.1 Beverley King, Manager of Community and Adult Services**

Beverley King, Manager of Community and Adult Services  
presentation to General Committee regarding eLearning  
Service: Lynda.com

(Refer to Item No. 11.3C of this Agenda, Report No. LIB-2018-0003)

(PowerPoint)

**11.c Municipal Officers Reports to be Considered by General Committee**

**All Reports and Memorandums considered in General Committee are deemed "Emergency Action Items" or "For Information Items" which require final disposition by Council at this meeting.**

**Reports will be automatically held if there is a presentation, delegation, or public meeting on the matter.**

## 11.d Adjourn back into Council

## 12. REPORTS AND RECOMMENDATIONS FORWARDED FROM GENERAL COMMITTEE FOR APPROVAL



**13. REPORTS OF THE STANDING COMMITTEES (ADOPTION / RECEIPT OF MINUTES & RECOMMENDATIONS)**

- 13.a Report of the Community and Corporate Affairs Committee meeting held on April 9, 2018.**

Report of the Community and Corporate Affairs Committee meeting held on April 9, 2018.

- 13.b Report of the Planning, Public Works and Transportation Committee Meeting held on April 10, 2018.**

Report of the Planning, Public Works and Transportation Committee Meeting held on April 10, 2018.

- 13.c Confidential Minutes of the Community & Corporate Affairs Committee meeting held on April 9, 2018. (Under Separate Cover)**

Confidential Minutes of the Community & Corporate Affairs Committee meeting held on April 9, 2018. (Under Separate Cover)

**14. RECEIPT OF MINUTES OF ADVISORY/SPECIAL COMMITTEES**

- 14.a Minutes of the Heritage Halton Hills meeting held on March 21, 2018.**

**15. PETITIONS/COMMUNICATIONS/MOTIONS**

- 15.a Support of Chicago Charter on Climate Change**

Support of Chicago Charter on Climate Change

Moved by: Councillor C. Somerville

- 15.b Support of Pay for Use Child Care at Association of Municipalities of Ontario Conferences**

Moved by Councillor C. Somerville

- 15.c Support of Human Values Day**

**16. ADVANCE NOTICE OF MOTION**

Motion(s) to be brought forward to the next meeting of Council.

**17. MOTION TO RECEIVE AND FILE GENERAL INFORMATION PACKAGE**

80

Resolution prepared to receive the General Information Package dated January 15, 2018, for information.

**18. MOTION TO APPROVE CLOSED SESSION ITEMS**

(Council to reconvene into Closed Session if required)

**19. CONSIDERATION OF BYLAWS**

**19.a 2018-0019 - A By-law to Appoint Inspectors for the Enforcement of the Building Code Act for the Town of Halton Hills.**

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**19.b 2018-0020 - A By-law to adopt the proceedings of the Council meeting held on the 16th day of April 2018.**

110

**20. ADJOURNMENT**



\* Denotes Change From Council Agenda

## MINUTES

### COUNCIL MEETING

**MONDAY, MARCH 26, 2018**

The Town of Halton Hills Council met this 26<sup>th</sup> day of March, 2018, in the Council Chambers, Halton Hills Town Hall, commencing at 4:30 p.m., with Mayor R. Bonnette in the Chair, and continued in Council Chambers at 6:00 p.m.

**MEMBERS PRESENT:** Mayor R. Bonnette, Councillors M. Albano, T. Brown, J. Fogal, J. Hurst (arrived at 4:41 p.m.), B. Inglis, A. Lawlor, B. Lewis, C. Somerville

**REGRETS:** Councillors M. Johnson, D. Kentner

**STAFF PRESENT:**  
(Open Session)

A. B. Marshall, Chief Administrative Officer;  
J. Diamanti, Commissioner of Corporate Services;  
C. Mills, Commissioner of Transportation and Public Works;  
J. Linhardt, Commissioner of Planning and Sustainability;  
J. deHooze, Commissioner and Chief of Fire Services;  
M. Leighton, Treasurer and Manager of Accounting;  
S. Howard, Manager of Recreation Services;  
G. Cannon, Chief Librarian; J. Markowiak, Acting Manager of Development Review; J. Jelsma, Manager of Development Engineering; J. McMulkin, Planner Policy/Development Review;  
D. Szybalski, Manager Economic Development, Innovation & Culture;  
R. Cockfield, Manager Strategic Planning & Continuous Improvement;  
C. McLeod, Cultural Development Coordinator;  
A. Fuller, Manager of Communications  
S. Jones, Clerk and Director of Legislative Services

**STAFF PRESENT:**  
(Closed Session)

A. B. Marshall, Chief Administrative Officer;  
J. Diamanti, Commissioner of Corporate Services;  
C. Mills, Commissioner of Transportation and Public Works;  
J. Linhardt, Commissioner of Planning and Sustainability;  
J. deHooze, Commissioner and Chief of Fire Services;  
M. Leighton, Treasurer and Manager of Accounting;  
G. Cannon, Chief Librarian;  
L. Lancaster, Manager of Human Resources (present for Item 2A);  
C. Fulton, Human Resources Business Partner (present for Item 2A);

R. Cockfield, Manager of Strategic Planning;  
J. Markowiak, present for Item 2B)  
S. Jones, Clerk and Director of Legislative Services

**1. OPENING OF THE COUNCIL MEETING**

Mayor R. Bonnette called the meeting to order at 4:30 p.m. in the Council Chambers.

**2. CLOSED SESSION/CONFIDENTIAL REPORTS AND MEMORANDUMS FROM OFFICIALS**

Resolution No. 2018-0050

Moved by: Councillor B. Inglis  
Seconded by: Councillor J. Fogal

THAT the Council of the Town of Halton Hills meet in closed session in order to address the following matters:

- A. FIRE SERVICES, MEMORANDUM NO. MEM-FIRE-2018-0006 dated March 26, 2018 regarding labour relations or employee negotiations. (Labour Matter)
- B. PLANNING & SUSTAINABILITY, REPORT NO. PLS-2018-0025 dated March 19, 2018 regarding a proposed of pending acquisition or disposition of land by the municipality or local board. (Property Matter)
- C. TRANSPORTATION & PUBLIC WORKS, REPORT NO. TPW-2018-0011 dated March 20, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. (Environmental and Land Tribunal Matter)
- D. OFFICE OF THE CAO, REPORT NO. ADMIN-2018-0011 dated March 12, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. (Legal Matter)

CARRIED

Council convened into Closed Session at 4:32 p.m.

**3. RECESS AT THE CALL OF THE CHAIR**

Mayor R. Bonnette called for a recess at 5:10 p.m.

**4. RECONVENE INTO OPEN SESSION**

Resolution No. 2018-0051

Moved by: Councillor M. Albano

Seconded by: Councillor B. Inglis

That the Council of the Town of Halton Hills reconvene this meeting in open session.

CARRIED

Council reconvened into Open Session at 6:00 p.m.

**5. NATIONAL ANTHEM**

**6. ANNOUNCEMENTS**

A. Georgetown Raiders

Mayor R. Bonnette announced that the Georgetown Raiders Hockey team is currently in playoffs, playing tonight in game 7 of a series against the North York Rangers. Puck drop is at 8:30 pm at Alcott Arena, MoldMasters Sportsplex.

B. Pilot Project for LED Street Lights

Mayor R. Bonnette announced that the Town Hall parking lot has new solar lights as a result of a pilot project with Wenjiang, China.

**7. EMERGENCY BUSINESS MATTERS**

NIL

**8. DISCLOSURES OF PECUNIARY INTEREST/CONFLICT OF INTEREST**

The Mayor called upon Members of Council to declare any pecuniary interest they might have on the agenda this date.

- A. Councillor J. Fogal declared a pecuniary interest with respect to Item No.11.3C (Report No. PLS-2018-0020) of these Minutes and the corresponding by-law, By-law No. 2018-0016, as her brothers are involved with the property referenced in the report. Councillor Fogal did not partake in any discussion or voting on these matters.

**9. COUNCIL DELEGATIONS/PRESENTATIONS**

NIL

**10. REPORTS AND RECOMMENDATIONS FORWARDED FROM THE PREVIOUS GENERAL COMMITTEE MEETING OF MARCH 6, 2018.**

NIL

**10.1 Resolution prepared to adopt the Minutes of the previous meeting of Council;**

Resolution No. 2018-0052

Moved by: Councillor J. Hurst

Seconded by: Councillor B. Inglis

THAT the following minutes are hereby approved:

- A. Minutes of the Council Meeting held on March 6, 2018.  
B. Confidential Minutes of the Council Meeting held on March 6, 2018.

CARRIED

## **11. GENERAL COMMITTEE**

### Resolution No. 2018-0053

Moved by: Councillor B. Inglis

Seconded by: Councillor J. Hurst

THAT Council do now convene into General Committee.

CARRIED

**Councillor M. Albano assumed the role of Presiding Officer.**

### **11.1 Public Meetings / Hearings**

NIL

### **11.2 Delegations/Presentations regarding items in General Committee**

- A. Jeff Markowiak. Acting Manager of Development Review made a presentation to General Committee regarding McGibbon Condominium - Project Status Update.

(PowerPoint on file in the Clerks Office)

J. Linhardt made opening remarks regarding Report No. PLS-2018-0023 providing background regarding the McGibbon Condominium project.

J. Markowiak provided an update on the project status, explaining the nature of the Section 37 agreement between Silvercreek Developers and the Town of Halton Hills.

He explained that there are nine deferred elements that have to be resolved in order for building permits to be issued. He provided an explanation of each of the nine elements and their status.

### 11.3 Municipal Officers Reports and Memorandums Considered by General Committee

\* Denotes Change From Municipal Officers Report Recommendation

- A. PLANNING & SUSTAINABILITY, REPORT NO. PLS-2018-0023  
dated March 12, 2018 regarding McGibbon Condominium – Project Status Update.

Recommendation No. GC-2018-0020

THAT Report No. PLS-2018-0023, dated March 12, 2018, with respect to the Information Report for the “McGibbon Condominium – Project Status Update, File No. D11SPA16.015, submitted by 246776 Ontario Inc. (Silvercreek Commercial Builders), for the lands legally described as Part Lots 1, 2 & 3, Registered Plan 37, Part Lot 18, Concession 9, Town of Halton Hills, Regional Municipality of Halton, municipally known as 69-79 Main Street South; 94-98 Mill Street (Georgetown)”, be received for information.

CARRIED

- B. OFFICE OF THE CAO, REPORT NO. ADMIN-2018-0006 dated February 5, 2018 regarding Delegated Authority during an Election Year.

Recommendation No. GC-2018-0021

THAT Report No. ADMIN-2018-0006 dated February 5, 2018 regarding Delegation of Authority during an Election Year be received;

AND FURTHER THAT Council enact a by-law to delegate certain authorities during a “Lame Duck” Council period as set out in Appendix “A” of this report;

AND FURTHER THAT the authority to authorize expenditures and procurement in respect to active capital and current projects approved in a budget which has been adopted by Town Council prior to Nomination Day be delegated to the Chief Administrative Officer.

CARRIED



- C. PLANNING & SUSTAINABILITY, REPORT NO. PLS-2018-0020  
dated March 7, 2018 regarding Part Lot Control Application for 45  
Mountainview Road North (Georgetown).

Recommendation No. GC-2018-0022

THAT Report No. PLS-2018-0020, dated March 7, 2018, with respect to the Recommendation Report for “Part Lot Control Exemption Application, File No. D25PLC18.001, submitted by Arnold, Foster LLP on behalf of 1223936 Ontario Inc., for the lands legally described as Part Block B, Plan 617, Part 1, Plan 20R-18285, Town of Halton Hills, Regional Municipality of Halton, municipally known as 45 Mountainview Road North (Georgetown)”, be received;

AND FURTHER THAT the request for a Part Lot Control Exemption By-law for the lands legally described as Part Block B, Plan 617, Part 1, Plan 20R-18285, Town of Halton Hills, Regional Municipality of Halton, municipally known as 45 Mountainview Road North (Georgetown), as generally set out in SCHEDULE 2 of this report, be approved;

AND FURTHER THAT Council enacts the necessary by-law to exempt the land legally described as Part Block B, Plan 617, Part 1, Plan 20R-18285, from Section 50 of the *Planning Act*.

CARRIED

- D. RECREATION & PARKS, REPORT NO. RP-2018-0012 dated March 2, 2018 regarding Town of Halton Hills and the Mississauga Halton Local Health Integration Network – Multi-sector Accountability Framework.

Recommendation No. GC-2018-0023

THAT Report No. RP-2018-0012 dated March 2, 2018 regarding the Mississauga Halton Local Health Integration Network – Multi-Sector Accountability Agreement (MSAA) be received;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the agreement between the Town of Halton Hills and the Mississauga Halton Local Health Integration Network (MHLHIN) for the annual funding allocation for the Hillview Active Living Centres.

CARRIED

- E. CORPORATE SERVICES, MEMORANDUM NO. MEM-CORPSERV-2018-0001 dated March 13, 2018 regarding Annual Development Charges Indexing.

Recommendation No. GC-2018-0024

THAT MEMORANDUM NO. MEM-CORPSERV-2018-0001 dated March 13, 2018 regarding Annual Development Charges Indexing be received for information.

CARRIED

- F. FIRE SERVICES, MEMORANDUM NO. MEM-FIRE-2018-0002 dated January 20, 2018 regarding Honour/Colour Guard.

Recommendation No. GC-2018-0025

THAT MEMORANDUM NO. MEM-FIRE-2018-0002 dated January 20, 2018 regarding Honour/Colour Guard be received for information.

CARRIED

#### **11.4 Adjourn back into Council**

Recommendation No. GC-2018-0026

THAT General Committee do now reconvene into Council.

CARRIED

### **12. REPORTS AND RECOMMENDATIONS FORWARDED FROM GENERAL COMMITTEE FOR APPROVAL**

- A. Resolution No. 2018-0054

Moved by: Councillor J. Hurst

Seconded by: Councillor A. Lawlor

THAT the following recommendations from the March 26, 2018 General Committee Meeting are hereby adopted:

GC-2018-0020, GC-2018-0021

GC-2018-0022, GC-2018-0023

GC-2018-0024, GC-2018-0025

CARRIED

**13. REPORTS OF THE STANDING COMMITTEES (ADOPTION/RECEIPT OF MINUTES & RECOMMENDATIONS)**

Resolution No. 2018-0055

Moved by: Councillor A. Lawlor  
Seconded by: Councillor T. Brown

THAT the following items are hereby approved:

- A. Report of the Community & Corporate Affairs Committee Meeting held on March 19, 2018.
- B. Report of the Planning, Public Works and Transportation Committee Meeting held on March 20, 2018.
- C. Confidential Minutes of the Community & Corporate Affairs Committee Meeting held on March 19, 2018.
- D. Confidential Minutes of the Planning, Public Works and Transportation Committee Meeting held on March 20, 2018.

CARRIED

**14. RECEIPT OF MINUTES OF ADVISORY/SPECIAL COMMITTEES**

Resolution No. 2018-0056

Moved by: Councillor T. Brown  
Seconded by: Councillor A. Lawlor

THAT the following minutes are hereby received for information:

- A. Minutes of the Heritage Halton Hills meeting held on February 21, 2018.
- B. Minutes of the Committee of Adjustment meeting held on February 7, 2018.
- C. Minutes of the Halton Hills Public Library Board meeting held on February 14, 2018.
- D. Minutes of the Town Sustainability Implementation Committee meeting held on February 28, 2018.

CARRIED

**15. PETITIONS/COMMUNICATIONS/MOTIONS**

NIL

**16. ADVANCE NOTICE OF MOTION**

Motion to be brought forward to Council on April 16, 2018:

Support for Child Care Services at the AMO Conference (refer to Page 19 of the General Information Package dated March 26, 2018). Moved by: Councillor C. Somerville

**17. MOTION TO RECEIVE AND FILE GENERAL INFORMATION PACKAGE**

Resolution No. 2018-0057

Moved by: Councillor M. Albano  
Seconded by: Councillor B. Lewis

THAT the General Information Package dated March 26, 2018 be received.

CARRIED

**18. RECONVENE INTO CLOSED MEETING**

The following items pertain to Item #2 of these minutes.

2A

FIRE SERVICES, MEMORANDUM NO. MEM-FIRE-2018-0006 dated  
March 26, 2018 regarding labour relations or employee negotiations.  
(Labour Matter)

Resolution No. 2018-0058

Moved by: Councillor B. Inglis  
Seconded by: Councillor B. Lewis

THAT MEMORANDUM NO. MEM-FIRE-2018-0006 dated March 26, 2018 regarding  
labour relations or employee negotiations (Labour Matter), be received for information.

CARRIED

2B

PLANNING & SUSTAINABILITY, REPORT NO. PLS-2018-0025 dated March 19, 2018 regarding a proposed of pending acquisition or disposition of land by the municipality or local board. (Property Matter)

Resolution No. 2018-0059

Moved by: Councillor T. Brown  
Seconded by: Councillor J. Fogal

THAT Report No. PLS-2018-0025 dated March 19, 2018 regarding a proposed of pending acquisition or disposition of land by the municipality or local board (Property Matter) be received;

AND FURTHER THAT Staff carry out Council's direction on this matter.

CARRIED

2C

TRANSPORTATION & PUBLIC WORKS, REPORT NO. TPW-2018-0011 dated March 20, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. (Environmental and Land Tribunal Matter)

Resolution No. 2018-0060

Moved by: Councillor J. Fogal  
Seconded by: Councillor B. Lewis

THAT Report No. TPW-2018-0011 dated March 20, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Environmental and Land Tribunal Matter) be received;

AND FURTHER THAT Staff carry out Council's direction on this matter.

CARRIED

2D

OFFICE OF THE CAO, REPORT NO. ADMIN-2018-0011 dated March 12, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. (Legal Matter)

Resolution No. 2018-0061

Moved by: Councillor A. Lawlor

Seconded by: Councillor J. Fogal

THAT Report No. ADMIN-2018-0011 dated March 12, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Legal Matter) be received for information.

CARRIED

## **19. CONSIDERATION OF BY-LAWS**

Resolution No. 2018-0062

Moved by: Councillor M. Albano

Seconded by: Councillor A. Lawlor

THAT the following Bills are hereby passed by Council;

AND THAT the Mayor and Clerk are hereby authorized to execute the said by-laws and affix the seal of the Corporation thereto.

2018-0014 A By-law to delegate certain authorities during a "Lame Duck" Council period.

2018-0015 A By-law to provide a tax reduction to owners of real property deemed eligible under a specified criteria.

2018-0016 A By-law to provide that Section 50 of the Planning Act, R.S.O. 1990, does not apply to Part of Block B, Registered Plan 617 shown as Part 1 on 20R-18285.

2018-0017 A By-law to authorize the Mayor and Clerk to execute an Amended Financial Agreement with the Halton Hills Minor Football Association.

2018-0018 A By-law to adopt the proceedings of the Council meeting held on the 26<sup>th</sup> day of March 2018.

CARRIED

**20. ADJOURNMENT**

Resolution No. 2018-0063

Moved by: Councillor J. Fogal

Seconded by: Councillor B. Lewis

That this meeting do now adjourn at 7:33 p.m.

CARRIED

\_\_\_\_\_  
Rick Bonnette

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
Suzanne Jones

\_\_\_\_\_  
CLERK



**COUNCIL WORKSHOP  
MINUTES  
MARCH 26, 2018**

**TRANSIT MODELS**

Minutes of the Council Workshop regarding Transit Models held on March 26, 2018, at 3:00 p.m., in the Council Chambers, Halton Hills Town Hall.

**MEMBERS PRESENT:** Mayor R. Bonnette, Councillors M. Albano, T. Brown, J. Fogal  
B. Inglis, A. Lawlor, B. Lewis, C. Somerville

**REGRETS:** Councillors J. Hurst, M. Johnson, D. Kentner

**STAFF PRESENT:** A. B. Marshall, Chief Administrative Officer; S. Howard, Manager of Recreation Services; J. Diamanti, Commissioner of Corporate Services; J. Linhardt, Commissioner of Planning and Sustainability; C. Mills, Commissioner of Transportation and Public Works; J. de Hooge, Commissioner and Chief of Fire Services; G. Cannon, Director of Library Services; M. Leighton, Treasurer and Manager of Accounting; R. Cockfield, Manager of Strategic Planning; M. Van Ravens, Manager of Transportation; D. Locey, Activan Coordinator; R. Stribbell, Transportation Planner; S. Jones, Clerk and Director of Legislative Services

**OTHERS PRESENT:** Representatives from WSP Consulting

**1. OPENING OF THE COUNCIL WORKSHOP**

Mayor Bonnette noted that the workshop is convened in accordance with Section 6 of the Town of Halton Hills Procedure By-law No. 2015-0060, and will be held in Closed Session for the purpose of educating or training Members of Council regarding Transit Models that in no way materially advances the business or decision-making of the Council. Members of Council may issue directions to staff, however, no decisions or motions may be made and discussion must confine itself to the subject of the workshop.



**2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**

NIL

**3. CONVENE INTO CLOSED SESSION**

Resolution No. 2018-0047

Moved by: Councillor M. Albano  
Seconded by: Councillor B. Lewis

THAT the Council of the Town of Halton Hills meet in closed session in order to address the following matter:

This workshop to be convened in accordance with Section 6 of the Town of Halton Hills Procedure By-law No. 2015-0060, and will be held in Closed Session for the purpose of educating or training Members of Council regarding Transit Models that in no way materially advances the business or decision-making of the Council.

CARRIED

Council convened into the Closed Session Workshop at 3:03 p.m.

**4. PRESENTATIONS**

A. Tim Rosenberger of WSP Consulting made presentation in Closed Session to Council providing them with information related to the Transit Models.

**5. RECONVENE INTO OPEN SESSION**

Resolution No. 2018-0048

Moved by: Councillor T. Brown  
Seconded by: Councillor B. Inglis

THAT the Council for the Town of Halton Hills reconvene this Workshop in open session.

CARRIED

Council reconvened into Open Session of the Workshop at 4:25 p.m.

**6. STAFF DIRECTIONS**

NIL

**7. ADJOURNMENT**

Resolution No. 2018-0049

Moved by: Councillor A. Lawlor

Seconded by: Councillor B. Lewis

The meeting adjourned at 4:27 p.m.

CARRIED

\_\_\_\_\_  
Rick Bonnette

MAYOR

\_\_\_\_\_  
Suzanne Jones

CLERK



## REPORT

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** John McMulkin, Planner – Policy

**DATE:** March 26, 2018

**REPORT NO.:** PLS-2018-0022

**RE:** PUBLIC MEETING REPORT

Proposed Housekeeping Amendment to Comprehensive Zoning  
By-law No. 2010-0050  
Location: Lots 3 and 4, Plan 1269, Except Parcels J and K, Plan  
92, and Parts 1, 2 and 4, Plan 20R-18893  
Town of Halton Hills, Regional Municipality of Halton  
Municipally known as 249-251 Guelph Street (Georgetown)

### RECOMMENDATION:

THAT Report No. PLS-2018-0022 dated March 26, 2018, with respect to the Public Meeting for the “Proposed Housekeeping Amendment to Comprehensive Zoning By-law No. 2010-0050, for the lands legally described as Lots 3 and 4, Plan 1269, Except Parcels J and K, Plan 92, and Parts 1, 2 and 4, Plan 20R-18893, Town of Halton Hills, Regional Municipality of Halton, municipally known as 249-251 Guelph Street (Georgetown)”, be received;

AND FURTHER THAT all agency and public comments be referred to staff for a further report regarding the disposition of this matter.

### PURPOSE OF REPORT:

The purpose of this report is to advise Council and the public of a staff-initiated housekeeping amendment to the Town’s Comprehensive Zoning By-law No. 2010-0050 to incorporate a property municipally known as 249-251 Guelph Street into the By-law. The property is still subject to the Town of Georgetown Zoning By-law No. 57-91 and its zoning needs to be updated in order to facilitate the approval of a Site Plan Application filed by the new owner of the property for a 2-storey commercial building consisting of a drive-through take-out restaurant, retail units and business offices.

## **BACKGROUND:**

In July of 2010, a new Comprehensive Zoning By-law (No. 2010-0050) was approved by Council for the Town of Halton Hills which updated and consolidated zoning regulations in accordance with the Town's new Official Plan (2008). At the time of the approval of the By-law, various site-specific properties such as 249-251 Guelph Street were "deferred" and not incorporated into the new By-law. These properties retain their existing zoning under the previous Zoning By-laws in effect and are not subject to the new provisions of the Comprehensive Zoning By-law. With respect to the outstanding appeals and deferrals, Council directed staff to report back on the status, and staff provided Council an update through Report No. PDS-2015-0002. Through this report, Council approval was obtained for the recommended approach to resolving the remaining deferrals.

In January of 2010, Site Plan Application D11SPA10.003 was filed by the previous owner of 249-251 Guelph Street to facilitate the construction of two, 3-storey office buildings and subsequently received approval from the Town. See **Appendix 1** for a Location Map of the subject properties. Report PDS-2015-0002 notes that the update to the zoning for these properties was deferred in order to allow the building construction to proceed under the zoning in place at the time of the site plan approval. The proposed new zoning of the property in Zoning By-law 2010-0050 would have required the submission of a Comprehensive Development Plan (CDP) to facilitate any proposed development. Report PDS-2015-0002 outlined that the requirements in the Official Plan for a CDP have since been revised through Official Plan Amendment No. 11 (OPA 11) and a CDP is not necessary for this development proposal. Therefore, the property may now be brought into the Comprehensive Zoning By-law.

In early 2017, the ownership of the property changed to 2541331 Ontario Inc. and later that year the Town was informed by the owner that they would not be proceeding with the Site Plan Application filed by the previous owner. In February of 2018, a new Site Plan Application (D11SPA18.004) was filed by the new owner for a 2-storey commercial building consisting of a drive-through take-out restaurant and two retail units on the first storey and business offices on the second storey (see **Appendix 2**). At that time, the owner also requested that former Site Plan Application D11SPA10.003 be withdrawn and that the property be incorporated within the Comprehensive Zoning By-law to facilitate the approval of the new Site Plan Application. The Application is currently under staff review for completeness.

## **Official Plan & Zoning:**

The subject property is designated "Secondary Commercial Sub-Area" in the Town's Official Plan. Under the former Town of Georgetown Zoning By-law No. 57-91, the west side of the property (249 Guelph Street) is zoned "Second Industrial (M2)" and the east side of the property (251 Guelph Street) is zoned "General Commercial Special (C2-1)". The C2-1 Zone permits restaurants, retail uses and business offices; however, the property's M2 Zoning does not permit restaurants or retail uses. Therefore, a Zoning By-

law Amendment is required in order to facilitate the approval of Site Plan Application D11SPA18.004.

### COMMENTS:

Staff is recommending that the property be rezoned to the “Georgetown Community Node Two Holding One (GCN2 (H1))” Zone in order to conform to the Secondary Commercial Sub-Area designation of the properties, as well as the zoning of adjacent properties, and facilitate the approval of a Site Plan Application for a 2-storey commercial building consisting of a drive-through take-out restaurant, retail units and business offices. A site-specific exception to the GCN2 Zone is also sought to reduce the minimum required front yard planting strip width from 3.0 metres (9.84ft) to 1.5 metres (4.92ft). The draft Zoning By-law Amendment is attached as **Appendix 3** to this report.

Staff notes that the size of the property and other zoning by-law requirements such as parking, aisle widths and queuing lanes pose a significant constraint to accommodating the minimum required front yard planting strip width of 3.0 metres (9.84ft). In addition, the requirement would have been met if 1.5 metres (4.92ft) of road widening had not been taken from the property in 2011 as a condition of the approval of the former Site Plan Application. Despite this, the Landscape Plan for the proposed Site Plan Application demonstrates that the 1.5m planting strip on the property combined with using 1.5m of the landscaped open space located within the Guelph Street road allowance will provide ample area for tree plantings, ground cover and other landscaping to help screen the front yard parking and achieve the Town’s urban design objectives. The Recreation & Parks Department has indicated no objections to this approach and noted that 1.5 metres would still provide sufficient width for landscaping should Guelph Street be widened.

The Town’s Official Plan states that Council may waive the requirement for a CDP provided that it is demonstrated that the proposed development is in keeping with the vision for the Secondary Commercial Sub-Area designation and subject to the following criteria:

- a) the development will not compromise the planned function of the designation;
- b) the uses will contribute to the vibrancy of the area;
- c) the uses can be easily integrated with other uses on lands within the *Secondary Commercial Sub-Area* designation;
- d) the development will generally conform with Section F2 (Urban Design) of this Plan and have appropriate regard for the Urban Design Guidelines contained in Appendix 4 to this Plan as set out in an Urban Design Brief submitted to the Town in support of the development application;
- e) elements of the public realm will be improved as a condition of development/redevelopment;
- f) the uses can be easily accessed by public transit if available;
- g) the uses will not cause traffic hazards or an unacceptable level of congestion on surrounding roads; and,
- h) municipal water and wastewater services are adequate and available.

Staff has conducted a preliminary review of the Site Plan Application against the above criteria and do not view a CDP to be required for the proposal, consistent with Council direction through Report PDS-2015-0002. The proposed development is in keeping with the vision for the Secondary Commercial Sub-Area designation, and urban design matters can be addressed through the site plan approval process. Therefore, staff is prepared to recommend, when the Zoning By-law Amendment comes to Council for approval, that Council waive the requirement for a CDP for the subject Zoning By-law Amendment, as permitted under the policies of the Town's Official Plan.

#### **RELATIONSHIP TO STRATEGIC PLAN:**

The final Recommendation Report will address the relationship between the proposed development and the Town's Strategic Plan.

#### **FINANCIAL IMPACT:**

There is no financial impact associated with this particular report.

#### **COMMUNICATIONS IMPACT:**

##### **Public Notification Key Dates:**

<b>March 22, 2018:</b>	Notice of Received Application and Public Meeting mailed out to all property owners assessed within 120 metres of the subject property.
<b>March 27, 2018:</b>	Sign posted on the property frontage explaining the proposed Zoning By-law Amendment.
<b>March 29, 2018:</b>	Courtesy Notice of Public Meeting published in The Independent & Free Press.
<b>April 12, 2018:</b>	Courtesy Notice of Public Meeting published in The Independent & Free Press.

#### **SUSTAINABILITY IMPLICATIONS:**

The final Recommendation Report will address the relationship between the proposed development and any sustainability implications.

#### **CONSULTATION:**

The proposed Zoning By-law Amendment and Site Plan Application were considered at the December 22, 2016, Development Review Committee pre-consultation meeting

(D00ENQ16.046). The Applicant was provided with preliminary comments from various Town departments and external agencies at the meeting. The Transportation & Public Works Department (Zoning Section) and the Recreation & Parks Department (Parks & Open Space Section) were also consulted in the preparation of this report.

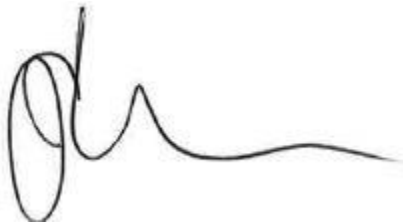
**CONCLUSION:**

The proposed Zoning By-law Amendment would facilitate a Site Plan Application (D11SPA18.004) for a 2-storey commercial building consisting of a drive-through take-out restaurant, retail units and business offices located along Guelph Street in Georgetown. Once all relevant information, reports and comments have been reviewed and assessed, a final Recommendation Report which summarizes all agency and public comments and assesses the merits of the application will be prepared. Should Council concur, the Recommendations of this Report can be adopted.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Steve Burke". The signature is fluid and cursive, with the first name "Steve" written in a larger, more prominent script than the last name "Burke".

Steve Burke, Manager of Planning Policy

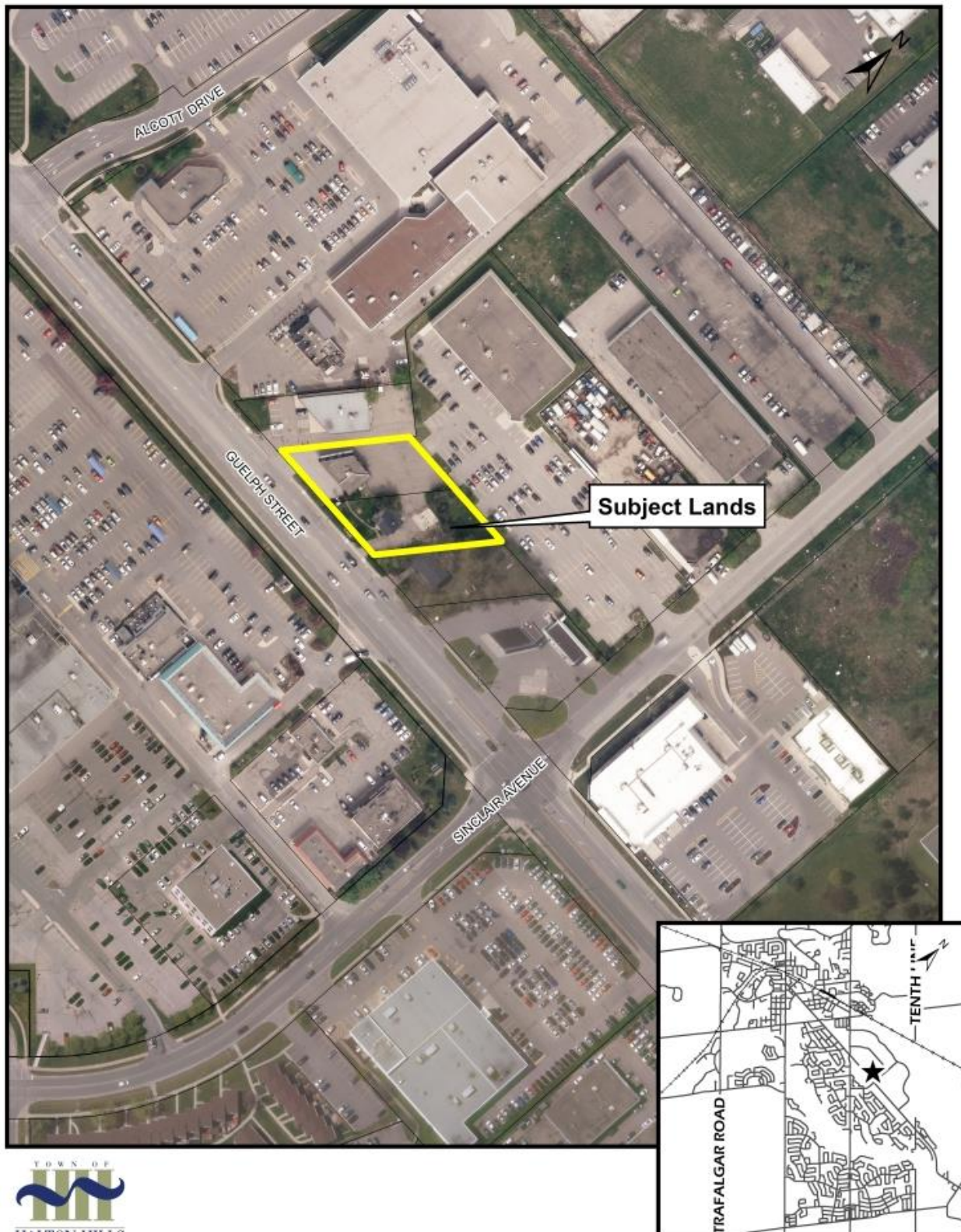
A handwritten signature in black ink, appearing to read "John Linhardt". The signature is very stylized and cursive, with the first letter "J" being particularly large and looping. The rest of the name is written in a fluid, connected script.

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is written in a cursive style, with the first name "Brent" and last name "Marshall" clearly legible despite the fluid script.

Brent Marshall, CAO

## Appendix 1 – Location Map







## Appendix 3 – Draft Zoning By-law Amendment for 249-251 Guelph Street



### BY-LAW NO. 2018-

A By-law to Amend Zoning By-law 2010-0050, as amended, for lands described as Lots 3 and 4, Plan 1269, Except Parcels J and K, Plan 92, and Parts 1, 2 and 4, Plan 20R-18893, Town of Halton Hills, Regional Municipality of Halton 249-251 Guelph Street (Georgetown)

**WHEREAS** Council is empowered to enact this By-law by virtue of the provisions of Sections 34 and 36 of the Planning Act, R.S.O. 1990, c. P.13, as amended;

**AND WHEREAS** Council has recommended that Zoning By-law 2010-0050 be amended as hereinafter set out;

**AND WHEREAS** said recommendation will conform to the Official Plan for the Town of Halton Hills;

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. That Schedule "A5" of Zoning By-law 2010-0050, as amended, is hereby further amended by rezoning the lands described as Lots 3 and 4, Plan 1269, Except Parcels J and K, Plan 92, and Parts 1, 2 and 4, Plan 20R-18893, Regional Municipality of Halton, municipally known as 249-251 Guelph Street (Georgetown) from Second Industrial (M2) Zone and General Commercial Special (C2-1) Zone to Georgetown Community Node Two Exception Holding (GCN2(101)(H1)) Zone as shown on Schedule "1" attached to and forming part of this By-law; and
2. That Table 13.1: Exceptions is hereby amended by adding the Exception Provisions contained in Schedule "2" attached to and forming part of this By-law.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this \_\_ day of \_\_\_, 2018.

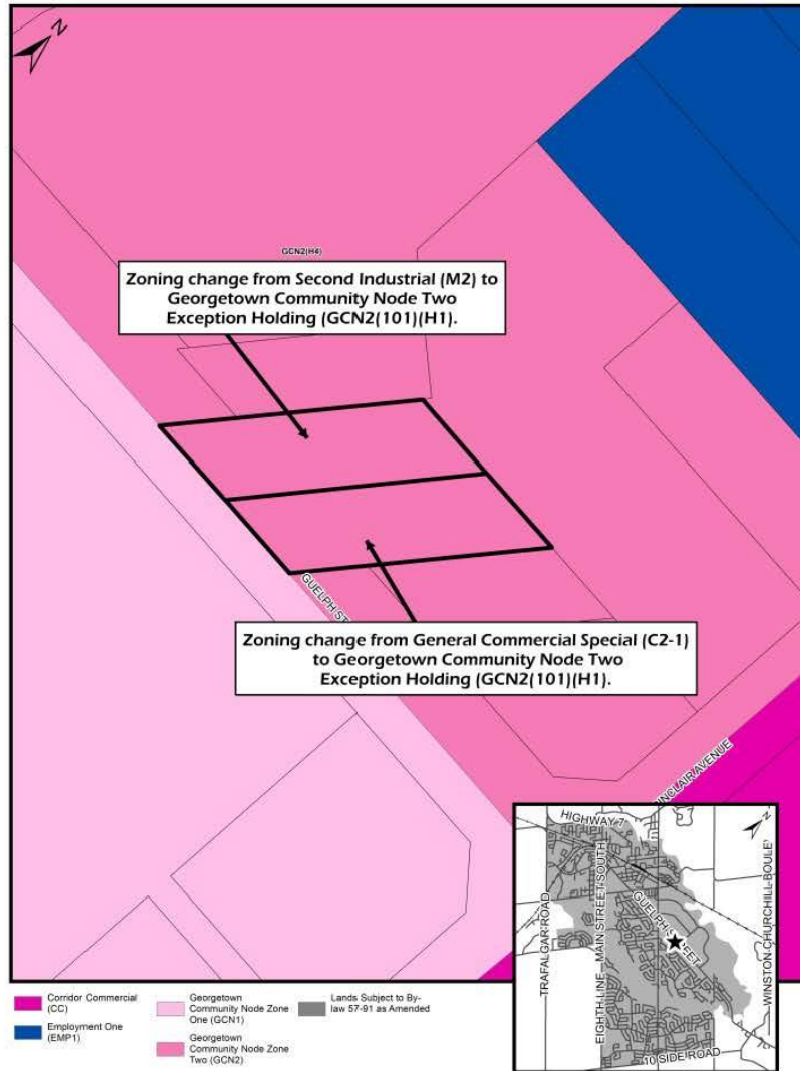
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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES

**SCHEDULE 1 to By-law 2018-\_\_\_\_\_**



**SCHEDULE 2 to By-law 2018-\_\_\_\_\_****13.1 EXCEPTIONS**

1	2	3	4	5	6	7
Exception Number	Zone	Municipal Address	Additional Permitted Uses	Only Permitted Uses	Uses Prohibited	Special Provisions
101	GCN2 (H1)	249-251 Guelph Street (Georgetown)				i. A minimum 1.5 metre wide <i>planting strip</i> adjacent and parallel to the <i>streetline</i> is required for any portion of the required 1.5 metre wide area that is not the site of a <i>building</i> .



## REPORT

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Tony Boutassis, Senior Planner – Development Review

**DATE:** April 4, 2018

**REPORT NO.:** PLS-2018-0017

**RE:** PUBLIC MEETING REPORT  
Proposed Zoning By-law Amendment to permit the development of twelve 3-storey residential townhouse units located along a private laneway

File No(s): D14ZBA17.002  
Applicant: D and M Developers Inc.  
Location: Lot 277, MUP 1098; Part Lots 1 to 4, Block 15, Plan 31, Town of Halton Hills, Regional Municipality of Halton  
12 Church Street East (Acton)

### RECOMMENDATION:

THAT Report No. PLS-2018-0017, dated April 4, 2018, with respect to the Public Meeting for a “Proposed Zoning By-law Amendment to permit the development of twelve 3-storey residential townhouse units located along a private laneway, File No. D14ZBA17.002, submitted by D and M Developers Inc., for the lands legally known as Lot 277, MUP 1098; Part Lots 1 to 4, Block 15, Plan 31, Town of Halton Hills, Regional Municipality of Halton, municipally known as 12 Church Street East (Acton)”, be received;

AND FURTHER THAT all agency and public comments be referred to staff for a further report regarding the disposition of this matter.

### PURPOSE OF THE REPORT:

This report is to advise Council and the Public of the proposed Zoning By-law Amendment application seeking permission to develop twelve 3-storey residential townhouse units located along a private condominium road on lands located at 12 Church Street East in Acton.

**BACKGROUND:****Location & Site Characteristics:**

The subject property, municipally referred to as 12 Church Street East, is located on the south side of Church Street East just east of Main Street South in Downtown Acton; see **SCHEDULE 1 – LOCATION MAP**. The irregular shaped lot is approximately 0.36 hectares (0.88 acres) in size and has roughly 45 metres (151 feet) of frontage along Church Street East. The site is generally flat with a gentle slope down towards the south-east. The lands currently contain a commercial building and large asphalt parking lot that was previously used as a funeral home (the site is presently being used as a dance school). The existing building is proposed to be demolished as part of the subject proposal.



**Figure 1:** Subject lands looking west on Church Street East

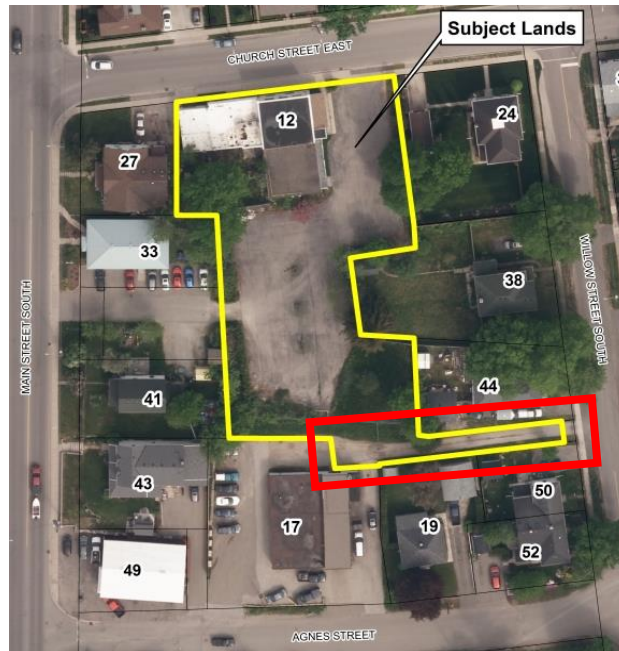


**Figure 2:** Subject lands looking from the rear of the site

Surrounding land uses to the subject property include:

- |               |  |
|---------------|--|
| To the North: | Low density residential dwellings and the Leather Festival Municipal Parking Lot |
| To the East:  | Low density single detached residential dwellings                                |
| To the West:  | Low density residential dwellings and commercial uses                            |
| To the South: | Automotive repair garage and low density residential dwellings                   |

The property also maintains ownership over a laneway providing access to Willow Street to the east. This laneway is subject to an easement providing 17 Agnes Street with access to Willow Street; see Figures 3 and 4 below. The Applicant needs to retain ownership of the laneway in order to connect the site to the sanitary and storm sewers located along Willow Street; however, future residents of the proposed townhouse development would not have vehicular access to the laneway.



**Figure 3:** Lands subject to easement



**Figure 4:** Laneway subject to easement in favour of 17 Agnes St.

### **Development Proposal:**

On August 17, 2017, the Town deemed complete a Zoning By-law Amendment application (File No. D14ZBA17.002) submitted by D and M Developers Inc. (the Applicant) seeking to obtain the necessary land use approvals to facilitate the development of twelve (12) 3-storey residential townhouse units; see **SCHEDULE 2 – PROPOSED SITE PLAN**.



The twelve (12) townhouse units are proposed to be located within 3 blocks/buildings as follows:

- Block A: Three (3) units that front onto Church Street East and contain rear garages accessed from the private condo road;
- Block B: Three (3) units that front onto Church Street East and contain rear garages accessed from the private condo road; and
- Block C: Six (6) units that are internal to the site and perpendicular to Church Street East. The units in this block are provided with front yard driveway accessed from the private condo road.

The townhouses are proposed to be 3-storeys in height with no basements.

Townhouse Blocks A and B are not proposed to have any private rear yards; Block C is proposed to have private rear yards that range in depth from 16.3 metres to 6.3 metres.

Access to the development is proposed by way of a common driveway off Church Street East. The Garages and visitor parking would be located off the interior private condominium road. A total of 29 parking spaces are proposed:

- 2 parking spaces for each unit (24 total) with one interior parking space in the garage and one parking space in the private driveway; and
- 5 shared visitor parking spaces are provided.

To accommodate the development the Applicant is proposing to rezone the property from a Downtown Commercial Two (DC2) Exception 4 zone to a site specific Medium Density Residential Two (MDR2) zone; see **SCHEDULE 4 – DRAFT ZONING BY-LAW AMENDMENT**. As indicated by the Applicant, the MDR2 zone was selected to implement the residential uses currently permitted for the property under the Town's Official Plan.

The proposal complies with the majority of the MDR2 zone standards including meeting the maximum height provision of 11 metres and providing more parking than required. However, the Applicant is proposing the following site specific zoning provisions:

- Permit twelve (12) townhouse dwelling units, including allowing for home occupations and private home daycares within the units;
- reduce the setback between the front lot line and townhouse Blocks A and B from 4.5 metres to 2.2 metres;
- reduce the setback between the rear lot line and townhouse Block C from 4.5 metres to 2.5 metres; and
- reduce the setback between the side lot line and townhouse Blocks A and B from 4.5 metres to 1.25 metres.



A Site Plan Control application (File No. D11SPA17.010) was also submitted for the purpose of evaluating the detailed site and building design features; see **SCHEDULE 3 – PROPOSED ELEVATIONS**. The Site Plan application is being reviewed in conjunction with the Zoning By-law Amendment application.

If the proposed Zoning By-law Amendment was approved a Common Element Condominium application will be required to facilitate the development. The Condominium application would apply to the private road and shared common elements of the development; each of the townhouse units are proposed to be freehold.

The Applicant has submitted the following documents in support of the Zoning By-law Amendment application:

- Zoning By-law Amendment Application Form
- Public Consultation Strategy prepared by Rob Russell Planning Consultants Inc. (RRPC), dated July 27, 2017
- Low Rise Residential Green Development Standard Checklist
- Planning Justification Report prepared by RRPC, dated July 2017
- Draft Zoning By-law Amendment prepared by RRPC
- Functional Servicing Report prepared by Candevcon dated May 25, 2017
- Traffic Impact Brief prepared by Candevcon dated July 18, 2017
- Phase I Environmental Site Assessment prepared by Premier Environmental Services Inc., dated April 21, 2016 (provided instead of Environmental Site-Screening Questionnaire)
- Environmental Noise Report prepared by Candevcon dated July 20, 2017
- Arborist Report prepared by MHBC, dated July 11, 2017
  - Tree Inventory Plan prepared by MHBC, dated June 2017
- Geotechnical Investigation prepared by GeoPro Consulting, dated May 3, 2016
- Site Plan (SP1) prepared by KNYMH Architecture, dated July 19, 2017

## **COMMENTS:**

### **1.0 Current Planning Context:**

In Ontario, when reviewing applications seeking to amend Zoning By-laws, development proposals are expected to conform with and meet the intent of all applicable Provincial, Regional and Municipal policy documents.

This section discusses the relevant policy documents and framework that applies to the subject site and proposal:

#### **1.1 Provincial Policy Statement (PPS):**

The 2014 Provincial Policy Statement (PPS) provides broad based policies that promote an appropriate range of housing types that makes efficient use of infrastructure and public services facilities, thus supporting the development of healthy communities. The

proposal is required to be consistent with the relevant policies of the PPS in accordance with Section 3 of the *Planning Act*.

The PPS indicates that appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.

## **1.2 Growth Plan for the Greater Golden Horseshoe:**

The subject lands are part of a larger designated urban area in Acton. The Growth Plan contains policies that speak to the provision of a diverse range and mix of housing options to accommodate people at all stages of life and creating an urban form that will optimize infrastructure to support the achievement of complete communities through a more compact built form. As per Section 3 of the *Planning Act*, the proposal shall conform and not conflict with the Growth Plan.

A major guiding principle of the Growth Plan is to prioritize intensification and higher densities to make efficient use of land and infrastructure and support transit viability.

## **1.3 Region of Halton Official Plan (ROP):**

The 2009 Regional Official Plan designates the subject lands as Urban Area (Acton). Section 76 of the OP states that the range of permitted uses and the creation of new lots in the Urban Areas will be in accordance with Local Official Plans and Zoning By-laws. All development, however, shall be subject to the policies of the ROP.

## **1.4 Town of Halton Hills Official Plan:**

The subject lands are designated Downtown Core Sub-Area and are located in the Acton Downtown Area – Intensification Area in the Town's Official Plan. Permitted uses within the Downtown Core Sub-Area, as stated in Section D2.5.1.4.2 of the Plan, include a range of commercial/retail, institutional and residential uses.

Section D2.5.1.4.4 of the Official Plan indicates the following with regard to residential uses located within the Downtown Core Sub-Area:

- c) *The maximum permitted density for townhouse, multiple and apartment dwellings on a lot shall not exceed 100 units per net residential hectare based on the proportion of the overall site dedicated to the residential use and the maximum building height shall not exceed six storeys in Downtown Acton. The development of new townhouse, multiple and apartment dwellings and long-term care facilities and retirement homes shall require an amendment to the implementing Zoning By-law. Prior to approving such an amendment, Council shall be satisfied that:*
  - i) *the lot is suitable for the proposed building;*
  - ii) *the built form respects the character of and can be suitably integrated with adjacent residential neighbourhoods, in terms of height and massing;*

- iii) the use will not cause traffic hazards or an unacceptable level of congestion on surrounding roads;*
- iv) the development can easily be accessed by public transit (if available);*
- v) the development is located on a site that has adequate land area to incorporate required parking, recreational facilities, landscaping and buffering on-site;*
- vi) municipal water and wastewater services are adequate and available;*
- vii) the development provides additional housing choices in the Town; and,*
- viii) the Downtown Area will benefit from the increase in housing in the area.*

Schedule A6-1 of the Town's Official Plan, identifies the subject lands as being located within the Acton Downtown Area – Intensification Area. The minimum residential intensification targets within the Built Boundary establish an intensification target of 90 new residential units in the Acton Downtown Area between 2015 and 2031.

### **1.5 Town of Halton Hills Zoning By-law 2010-0050:**

The subject lands are zoned Downtown Commercial Two (DC2) Exception 4, which permits a range of commercial uses. Exception 4 contains site specific zoning permission for a funeral home (due to the previous use on-site).

Unlike the Town's Official Plan, the DC2 zone does not permit residential uses unless they existed on the property prior to the establishment of the Zoning By-law. Therefore, a Zoning By-law Amendment is required to bring the lands into conformity with the Official Plan to permit residential uses on the property.

### **2.0 Issues Summary:**

#### **2.1 Department & Agency Circulation Comments:**

The application was circulated for review and comment to Town Departments and External Agencies on August 21, 2017. Comments have been received from:

- Transportation and Public Works
- Recreation & Parks
- Fire
- Sustainability
- Region of Halton
- Halton Hills Hydro
- Canada Post
- Halton District School Board
- Halton Catholic District School Board

None of the above identified departments and agencies have objected to the proposed application; however, some issues have been identified that are to be addressed prior to and as part of staff's final Recommendation Report. These issues include:

### **Urban Design:**

The proposed development addresses a number of urban design principles, including:

- enhances and encloses the character of the street;
- creates opportunity for urban and architectural visual interest;
- provides a continuous street frontage;
- integrates a pedestrian-scaled development; and
- promotes 'eyes on the street' which increases the element of safety in the public domain.

However, to better understand the proposal Town staff has requested the submission of 3D renderings and streetscape elevation drawings showing the townhouses within the context of the immediate surrounding neighbourhood. These drawings would be required to capture views for all surrounding streets and clearly illustrate the differential in heights between the existing and proposed buildings in the area.

Planning staff have suggested that the Applicant incorporate the use of dormers and other architectural treatments to mitigate some of the potential visual impact of the proposed 3-storey height. Other comments have been provided relating to setbacks, parking, porch railings, privacy fencing, landscaping, entry features, lighting and waste management.

### **Zoning:**

Zoning staff require confirmation of the proposed setback from the property line to the porches along Church Street East. The minimum permitted setback between a porch and front lot line is 1.5 metres.

If approved, staff will be recommending the application of a Holding (H) Provision to the property to address various site related matters prior to any development occurring. The Holding (H) Provision would encompass requirements such as obtaining water allocation, satisfaction of Town staff with the urban and architectural design of the development, and execution of a Site Plan Agreement.

### **Regional Servicing:**

The Region has indicated that the proposed development will require a total of 9 single detached equivalents (SDE's) of water allocation from the Town.

Also, the Region has identified that they will provide curb-side waste collection service within the complex, but note that a drive-through agreement will be required in order to collect from the site.

### **Additional Submission Requirements:**

Development Engineering, Recreation & Parks and Regional staff have indicated that following information and materials are required to be provided by the Applicant with their next submission:

- revisions to a number of the servicing and stormwater reports and drawings;
- a Construction Management Plan that discusses topics such as inspection procedures and frequencies, communication management, schedule management and issues management;
- a Composite Utility Plan that includes the location of utility infrastructure on the Site Plan, including but not limited to: gas meters, hydro meters, air conditioners, street lights, pavement markings, etc.); and
- a Phase I Environmental Site Assessment – Letter of Reliance.

### **2.1 Public Comments:**

To date, Planning staff has received three (3) e-mails/correspondence and seven (7) phone calls/counter inquiries from residents in regards to the proposed application. A summary of the issues and concerns outlined by the members of the community include:

- the built form, massing, height, setbacks and density of the proposed development is not compatible with the character of the existing neighbourhood;
- loss of commercial space on the site;
- loss of trees on the site;
- increase in vehicular traffic in the neighbourhood;
- increased on-street parking;
- access for emergency services, waste collection, and snow removal along a narrow private laneway;
- preservation of the easement granting the 17 Agnes Street property access to Willow Street;
- construction management including duration of construction, dust, mud, and vibrations;
- water allocation concerns; and
- the need for affordable housing.

Two property owners have formally objected to the proposal (17 Agnes Street and 32 John Street South). The Owner of 125 Church St. East has written in support of the proposal, indicating it would provide much needed housing to support commercial uses in the Downtown Area and increase property values for area residents.

The purpose of the Public Meeting is to obtain additional comments and feedback from the community. Any further comments received from the public will be reviewed, addressed and included in the final Recommendation Report.

## **RELATIONSHIP TO STRATEGIC PLAN:**

The final Recommendation Report will address the relationship between the proposed development and the Town's Strategic Plan.

## **FINANCIAL IMPACT:**

There is no financial impact associated with this particular report.

## **COMMUNICATIONS IMPACT:**

### **Public Notification Key Dates:**

<b>Immediate:</b>	Sign posted on the property frontage explaining the proposed application.
<b>August 21, 2017:</b>	Notice of Received Application mailed out to all property owners assessed within 120 m of the subject property.
<b>March 12, 2018:</b>	Notice of Public Meeting was mailed out to all property owners assessed within 120 m of the subject property and to anyone who requested notification.
<b>March 22, 2018:</b>	Notice of Public Meeting was published in The Independent & Free Press.
<b>April 12, 2018:</b>	Courtesy Notice to be published in The Independent & Free Press.

## **SUSTAINABILITY IMPLICATIONS:**

The final Recommendation Report will address the relationship between the proposed development and any sustainability implications.

## **CONSULTATION:**

The proposed Zoning By-law Amendment was considered at the January 12, 2017, Development Review Committee pre-consultation meeting (D00ENQ17.002). The Applicant was provided with preliminary comments from various Town Departments and the Region of Halton at the meeting.

**CONCLUSION:**

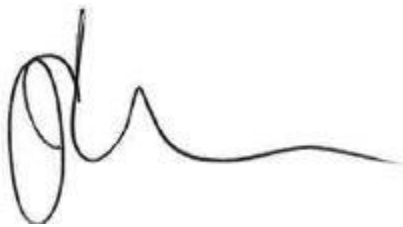
The proposed Zoning By-law Amendment contemplates the development twelve (12) residential townhouse units on lands located in Downtown Acton. Once all relevant information, reports and comments have been reviewed and assessed, a final Recommendation Report, which summarizes all agency and public comments and assesses the merits of the application, will be prepared.

Should Council concur, the Recommendations of this Report can be adopted.

Reviewed and approved by:

A handwritten signature in black ink, appearing to read "Steve Burke". The signature is fluid and cursive, with the first name "Steve" written in a larger, more prominent script than the last name "Burke".

Steve Burke, Manager of Planning Policy

A handwritten signature in black ink, appearing to read "John Linhardt". The signature is very stylized and cursive, with a large, looping initial "J" and a long, sweeping horizontal line at the end.

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is cursive and somewhat stylized, with the first name "Brent" written in a larger, more prominent script than the last name "Marshall".

Brent Marshall, CAO





## SCHEDULE 2 – PROPOSED SITE PLAN



## SCHEDULE 3 – PROPOSED BUILDING ELEVATIONS

### Block A:



### Block B:



Block C:



## **SCHEDULE 4 – DRAFT ZONING BY-LAW AMENDMENT**

### **DRAFT ZONING BY-LAW AMENDMENT - As submitted by the Applicant -**

#### **BY-LAW NO. 2018-XX**

A By-law to Amend Zoning By-law 2010-0050, as amended, for  
the lands described as Lot 277, MUP 1098; Part Lots 1 to 4,  
Block 15, Plan 31, Town of Halton Hills, Regional Municipality of Halton  
12 Church Street East (Acton)

**WHEREAS** Council is empowered to enact this By-law by virtue of the provisions of Section 34 of the Planning Act, R.S.O.1990, as amended;

**AND WHEREAS** on \_\_\_\_\_, Council for the Town of Halton Hills approved Report No. \_\_\_\_\_, dated \_\_\_\_\_, in which certain recommendations were made relating to amending Zoning By-law 2010-0050;

**AND WHEREAS** Council has recommended that Zoning By-law 2010-0050 be amended as hereinafter set out;

**AND WHEREAS** said recommendation conforms to the Official Plan for the Town of Halton Hills;

#### **NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. That Schedule “A4” of Zoning By-law 2010-0050, as amended, is hereby further amended by rezoning the lands described as Lot 277, MUP 1098; Part Lots 1 to 4, Block 15, Plan 31, Town of Halton Hills municipally known as 12 Church Street East (Acton), as shown on Schedule “1” attached to and forming part of this By-law;

**From: Downtown Commercial Two – Exception 4 (DC2(4))**

**To: Medium Density Residential Two (MDR2) – Exception XX;**

2. That Table 13.1: Exceptions of Zoning By-law 2010-0050 is hereby amended by adding the Exception Provisions contained in Schedule “2” attached to and forming part of this By-law.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this \_\_\_\_ day of \_\_\_\_\_, 2018.

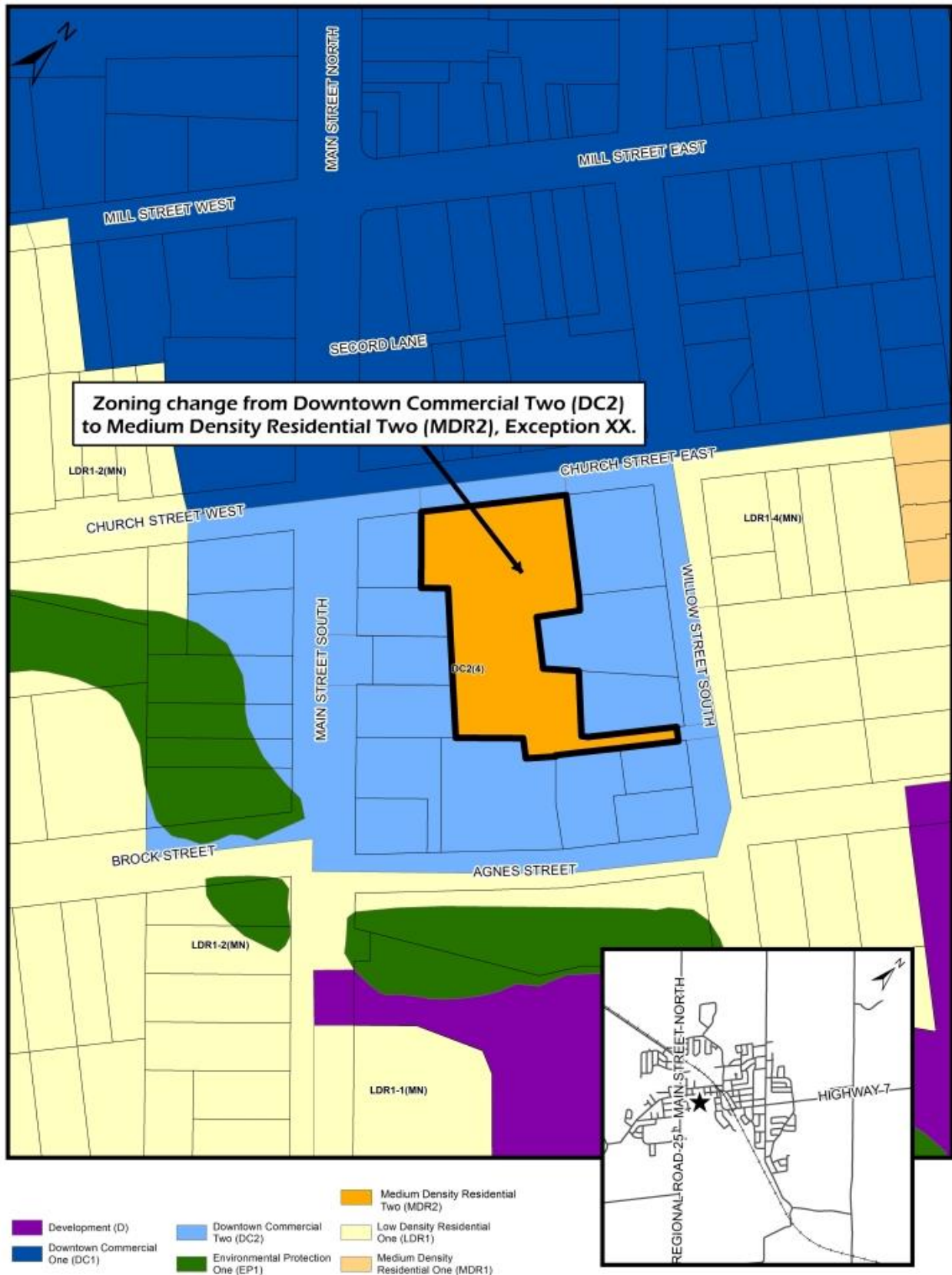
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MAYOR – Rick Bonnette

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TOWN CLERK – Suzanne Jones

SCHEDULE 1 to By-law 2018-\_\_\_\_\_



**SCHEDULE 2 to By-law 2018- \_\_\_\_\_****13.1 Exceptions**

1	2	3	4	5	6	7
Exception Number	Zone	Municipal Address	Additional Permitted Uses	Only Permitted Uses	Uses Prohibited	Special Provisions
XX  By-law 2018-____	MDR2 (XX)	12 Church Street East (Acton)		<p>(i) Townhouse Dwelling accessed by a Private Lane, wherein the Private Lane is owned by a Condominium Corporation</p> <p>(ii) Home Occupations subject to the policies in Section 4.11 and subject to Notes (6) and (7) of Table 6.1 in By-law 2010- 0050</p> <p>(iii) Private Home Daycares</p>		<p>(i) Minimum Required Front Yard – 2.20 m</p> <p>(ii) Minimum Required Rear Yard – 2.50 m</p> <p>(iii) Minimum Required Side Yard – 1.25 m</p> <p>(iv) For the purposes of this zone “Multiple Unit Building” shall mean a building that is vertically divided into a minimum of three and a maximum of six dwelling units, each of which has independent entrances at grade to the front and rear of the building, and each of which shares a common wall that has a minimum height of 2.4 metres above grade.</p>



## REPORT

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Beverley King, Manager of Community and Adult Services

**DATE:** March 27, 2018

**REPORT NO.:** LIB-2018-0003

**RE:** eLearning Service: Lynda.com

### RECOMMENDATION:

THAT report No. LIB-2018-0003 dated March 27, 2018 regarding e-Learning service: Lynda.com be received.

### BACKGROUND:

Libraries have long been places of learning. According to the Ontario Government's sector profile, public libraries positively impact the economic success and well-being of a community. They are key contributors to literary and lifelong learning; positively impact physical and mental health; support job training and skills development; offer many resources for career planning and employment success; and help integrate newcomers to Canada.<sup>1</sup>

The 2013 study of the economic impact of the Halton Hills Public Library (HHPL) revealed that every dollar invested in the Library yielded an average return of \$4.04 in economic benefit.<sup>2</sup> The HHPL created a value calculator that allows residents to calculate the direct impact the library has on their lives based on their use of the Library.<sup>3</sup>

Ontarians are increasingly accessing their public libraries electronically. Digital services, technology infrastructure and programs have become central to the success of libraries in meeting community needs.<sup>4</sup> Despite all of the changes in how people consume information, the HHPL has remained on the crest of the digital learning wave. For years

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<sup>1</sup> <https://www.ontario.ca/document/environmental-scan-culture-sector-ontario-culture-strategy-background-document/sector-profile-public-libraries>

<sup>2</sup> Diamanti, Jane. Economic Impact of Halton Hills Public Library. June 2, 2014.

<sup>3</sup> <http://www.hhpl.on.ca/using-library/library-value-calculator>

<sup>4</sup> <https://www.ontario.ca/document/environmental-scan-culture-sector-ontario-culture-strategy-background-document/sector-profile-public-libraries>

it has offered services like online reference resources, streaming movies and music, and of course, downloadable ebooks and audiobooks. Now the HHPL is venturing into new digital learning territory. It is offering resident's access to thousands of free courses through a service called Lynda.com.

## **COMMENTS:**

What is Lynda.com?

Lynda.com is an online e-Learning platform that is part of LinkedIn, the world's largest professionally oriented social media platform. Lynda.com offers over 3,500 courses and more than 144,000 video tutorials taught by recognized industry experts.

The self-directed training is available 24/7 for those who want to learn business, technology and creative skills. As a professional development resource, Lynda.com's strength is in the breadth and depth of material available. Courses cover a range of topics including computers and software, business, marketing, management, design, languages, time management, and more. They are also designed to meet a range of skill levels from beginner to advance.

What are the benefits?

The platform itself offers many value added features to help residents customize their training paths to reach their personal and professional goals. Residents have the ability to learn at their own pace, download content to watch offline, earn certificates after completing full courses, or focus on one specific skill since the videos are short and have fully searchable transcriptions.

Lynda.com has the potential to impact youth looking to develop new skills and explore career paths; business owners and professionals wanting to upgrade skills or expand their knowledge-base; and lifelong learners interested in personal growth opportunities.

Professional development training tends to be expensive. A personal membership to Lynda.com is valued at \$300-\$400 annually. This is more affordable than most professional, off-site training, but still a barrier for many residents. Similarly it offers the convenience of learning anytime and anywhere. Course materials are up-to-date and include the recent software versions making Lynda.com relevant and meaningful.

How to access?

Residents can access Lynda.com through the Library's website using their HHPL card. Library cards are free to anyone who lives, works or goes to school in Halton Hills.



## **RELATIONSHIP TO STRATEGIC PLAN:**

Lynda.com directly aligns with one of the Town's top eight strategic priorities: municipal service delivery. This new service is designed to be an effective, efficient and economically delivered service. It also aligns with the Town's strategic goals to foster a healthy community and to foster a prosperous economy.

Lynda.com aligns with the Halton Hills Public Library's Strategic Plan goal to cultivate and deliver leading-edge resources and expertise so that residents can realize their life goals and contribute to a healthy and thriving community.

## **FINANCIAL IMPACT:**

There is no financial impact directly associated with this report.

## **COMMUNICATIONS IMPACT:**

There are no direct communication implications associated with this report.

## **SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life. The relationship between this report and the Strategy is summarized below:

Do the report's recommendations advance the Strategy's implementation?

Yes

Which pillar(s) of sustainability does this report support?

Cultural Vibrancy, Economic Prosperity, and Social Well-being

## **In Summary, the Sustainability Implications of this report are as follows:**

Overall, the alignment of this report with the Community Sustainability Strategy is:  
Excellent

## **CONSULTATION:**

Staff consulted with other library systems that launched a similar service.

## CONCLUSION:

By facilitating free access to elearning platforms that provide personal and professional skill development opportunities, the HHPL continues to support the community's economic health and overall well-being. Lynda.com enhances the library's compliment of digital services.

Since launching Lynda.com in January 2018, the HHPL has had over 231 users view over 224 hours of video training. There have been over 50 certificates issued for fully completed courses. The early uptake is encouraging. With ongoing marketing, the Library anticipates that this professional development services will make a difference in our community for youth, business owners, professionals and lifelong learners.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Geoff Cannon", followed by a long horizontal line.

Geoff Cannon, Director of Library Services

A handwritten signature in black ink that reads "Brent Marshall".

Brent Marshall, CAO



## REPORT

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Kelly Withers, Accessibility Coordinator

**DATE:** March 16, 2018

**REPORT NO.:** ADMIN-2018-0012

**RE:** 2018-2022 Multi-Year Accessibility Plan

### RECOMMENDATION:

THAT Report No. ADMIN-2018-0012 dated March 16, 2018 regarding the 2018-2022 Multi-year Accessibility Plan be received;

AND FURTHER THAT Council endorse the 2018-2022 Multi-Year Accessibility Plan for the Town of Halton Hills (Appendix A).

### BACKGROUND:

In June 2005, the Ontario government passed the *Accessibility for Ontarians with Disabilities Act (AODA)*. Under this legislation, the Minister of Community and Social Services was responsible for identifying sectors of society for which accessibility standards were to be developed. The five areas that were chosen were:

- Customer Service
- Employment
- Transportation
- Information and Communication
- Built Environment

The Customer Service Standard (Ontario Regulation 429/07) was the first standard to become law. The next three areas – Employment, Transportation, and Information and Communication were blended together into the Integrated Accessibility Standards Regulation (IASR) (Ontario Regulation 191/11) and enacted into law July 1, 2011. One of the requirements of the IASR is to implement and maintain a Multi-Year Accessibility Plan.

The Accessibility Plan describes the measures that the Town of Halton Hills will take in the next five years to identify, remove and prevent barriers to people with disabilities

who utilize the facilities and services of the Town of Halton Hills. While the Integrated Accessibility Standard Regulation requires that a Multi-Year Accessibility Plan be developed to outline how the Town will remove and prevent barriers within the areas of Employment, Information and Communication, and Transportation and Built Environment, the Town's 2018-2022 Multi-Year Accessibility Plan goes farther in outlining action items to reduce and prevent barriers within all five areas outlined in the AODA.

Annually, a status report will be completed to outline the progress of measures taken to implement the Multi-Year Accessibility Plan. Additionally a review of the plan will be conducted on an annual basis, with the plan being updated as required to include any new identified priority action items and as new legislation is brought forward.

In addition to the development and publication of the Multi-Year Accessibility Plan and Annual Status Report, the town has other reporting obligations to the province. As required by subsection 14 (1) of the Accessibility for Ontarians with Disabilities Act, the town shall file an accessibility compliance report with the province every two years.

The town filed its most recent accessibility compliance report to the province in December 2017 and was compliant in all areas. The next accessibility compliance reports to the province will be December 31, 2019 and December 31, 2021 which have all been incorporated into the 2018-2022 Multi-Year Accessibility Plan.

#### **COMMENTS:**

In accordance with Section Four (4) of the Integrated Accessibility Standards, and to meet the legislative requirements of the AODA the Town is required to establish, implement, maintain and document a Multi-year Accessibility Plan.

Staff worked with the Halton Hills Accessibility Advisory Committee to develop the multi-year plan.

The draft Accessibility Plan is available on the Town's website. Additionally, an advertisement was placed in the Independent & Free Press and The Tanner on Thursday, April 12, 2018 noting the availability of the draft plan, and provisions for providing feedback through delegation to Council or through written submission to the Clerk's office.

#### **RELATIONSHIP TO STRATEGIC PLAN:**

The Town of Halton Hills' Strategic Plan notes the following Goal;

##### Foster a Healthy Community

*To maintain and enhance a healthy community that provides a clean environment and a range of economic and social opportunities to ensure a*

*superior quality of life in our community;*

through the Strategic Objective;

*(A.4) To provide accessibility throughout the community.*

#### **FINANCIAL IMPACT:**

Expenditures needed to meet the action items outlined in the Multi-Year Plan will be funded through the Accessibility Capital Budget program.

#### **COMMUNICATIONS IMPACT:**

The Multi-Year Accessibility Plan, upon adoption by Council, will be made available on the Town's website, and will be communicated to Town staff.

#### **SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life. The relationship between this report and the Strategy is summarized below:

Do the report's recommendations advance the Strategy's implementation?

Yes

Which pillar(s) of sustainability does this report support?

This report is keeping with the objective of incorporating sustainability into the Town's operation. Implementation of the actions outlined in Town's the Multi-Year Accessibility Plans provide for greater opportunity to sustain community livability for residents of all abilities.

#### **In Summary, the Sustainability Implications of this report are as follows:**

Overall, the alignment of this report with the Community Sustainability Strategy is:  
Very Good

**CONSULTATION:**

The Clerk & Director of Legislative Services was consulted on the development of the 2018-2022 Multi-Year Accessibility Plan Report.

**CONCLUSION:**

Reviewed and approved by,

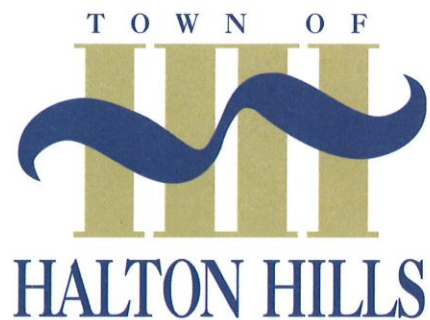
A handwritten signature in black ink, reading "Suzanne Jones". The signature is written in a cursive style with a large, flowing 'S' and 'J'.

Suzanne Jones, Clerk and Director of Legislative Services

A handwritten signature in black ink, reading "Brent Marshall". The signature is written in a cursive style with a large, flowing 'B' and 'M'.

Brent Marshall, CAO

## APPENDIX A



### 2018-2022 MULTI-YEAR ACCESSIBILITY PLAN



Contact:  
K. Withers, Accessibility Coordinator  
Office of the CAO-Clerks Department  
905-873-2601 ext. 2330

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## **2018-2022 Multi-Year Accessibility Plan**

Ontario regulation 191/11 – Integrated Accessibility Standards (IASR) to the *Accessibility for Ontarians with Disabilities Act* (AODA) requires that municipalities with 50 or more employees create a written Multi-Year Accessibility Plan and update it at least once every five years. The purpose of the Multi-Year Plan is to outline the steps a municipality will take to prevent and remove barriers to accessibility. The Town of Halton Hills's Multi-Year Accessibility Plan for 2018-2022 will be implemented within the provisions of the AODA and the IASR.

The Multi-Year Accessibility Plan and Annual Status Reports on the progress of measures taken to implement the plan will be posted on the Town of Halton Hills website [www.haltonhills.ca/accessibility](http://www.haltonhills.ca/accessibility).

## **Legislation**

### **Ontarian with Disabilities Act**

*The Ontarian with Disabilities Act* (ODA) was established in 2001 to improve the opportunities for persons with disabilities. Effective December 1, 2015, twelve sections of the ODA were repealed as they were duplicated by the AODA or the IASR. This change has reduced the administrative burden on municipalities.

### **Accessibility for Ontarians with Disabilities Act**

In 2005, the Ontario Government passed the AODA to benefit all Ontarians by developing, implementing and enforcing accessibility standards. These standards work to achieve accessibility for persons with disabilities with respect to goods, service, facilities, accommodations, employment, buildings, structures and premises on or before January 1, 2025.

### **Ontario Regulation 191/11 – Integrated Accessibility Standards Regulation**

The IASR was enacted in July 2011 and establishes accessibility standards for information and communications, employment, transportation, the design of public spaces and customer service. The requirements apply to the public, private and not for profit sectors and have compliance dates ranging from 2011 to 2021.

People with disabilities represent a significant and growing part of our population. According to Statistics Canada, 1.85 million people in Ontario have a disability which represents 15.5% of Ontario's population. Disability tends to increase with age. In two decades it is estimated that 20% of the population will have a disability. Enhancing the ability of people with disabilities to live independently and contribute to the community will have positive effects on the future prosperity in Ontario.

### **Legislative Review of the Accessibility Standards**

Each standard in the IASR is required to be reviewed five years after it becomes law to determine whether it works as intended or requires amendments. The Province is currently reviewing the transportation, information and communications and the employment standards. If there are changes made to these standards, Town staff will align policies, procedures, documents and training materials with the amended standards.

## A Message from the Halton Hills Accessibility Advisory Committee....

The Accessibility For Ontarians With Disabilities Act (AODA) was proclaimed by the Provincial Government on June 14th, 2005, requiring all Municipalities to meet the requirements of the Act through the preparation and implementation of a Multi-Year Accessibility Plan. The Halton Hills Accessibility Advisory Committee is a long-standing Committee of Council, which is tasked with establishing that Accessibility Plan with the focus on preventing or identifying and removing barriers to accessibility, and continually striving for a totally accessible community.

Our success to date can be attributed to our ongoing collaboration with Town staff, the unwavering support of Town Council, and the thoughtful and valuable advice, personal experiences and criticisms provided by our caring and knowledgeable volunteer committee members, many of whom provide a unique perspective related to their own personal disability.

Whenever a new project or renovation is being contemplated, staff from different Town departments are bringing presentations to the committee for discussion, input and advice. Examples include the recently renovated Town entrance where a centralized service counter is providing enhanced accessibility for customers and staff, and the recent Fairy Lake accessible dock construction project. Through the budget process, Council's provision of yearly accessibility funding has enabled the Committee to satisfy specific accessibility needs at Town facilities throughout the community, including automatic sliding doors, pool lifts, push button interior door openers, recreation special needs assistance, Council Chamber technology upgrades and interpreter services, just to name a few.

As the number of disabled persons within our community increases due to our ageing population, the 2018 - 2022 Multi-Year Accessibility Plan will guide us forward as we continue our efforts to make all Town of Halton Hills services, facilities and programs available to each and every member of our community.

Councillor Jon Hurst, Chair

On behalf of the Halton Hills Accessibility Advisory Committee



## **Town of Halton Hills Accessibility Advisory Committee....**

The AODA requires that municipalities with a population of over 10,000 people must establish an accessibility advisory committee to advise Town Council on the preparation of accessibility plans and the achievement of actions within the plan.

The Town of Halton Hills Accessibility Advisory Committee was established in 2002, it is a volunteer citizen advisory committee. HHAAC is composed of a maximum of twelve (12) member, with ten (10) citizen members and two (2) members of Town Council. Members are appointed by Council concurrent with the term of Council for their knowledge, experience and dedication to eliminating barriers and promoting universal accessibility.

The Town of Halton Hills Accessibility Advisory Committee (HHAAC) is a key resource and contributor to accessibility planning issues in all departments of the Town. The HHAAC is dedicated to promoting a barrier-free environment for all persons, regardless of needs, to participate as fully as possible in all aspects of community life. It is a legislated committee of active community volunteers who represent or provide a general knowledge of a wide range of disabilities including: physical, visual, hearing impairment, intellectual, mental health, seniors' issues, and communication.

The HHAAC has access to resources to consider all disabilities when making recommendations. A Town appointed staff person works with the HHAAC to help facilitate the process. The HHAAC also assists with the development of protocols related to AODA on various topics including site plan applications, construction of new Town facilities, renovations to Town owned facilities and all department purchases.

HHAAC is committed to working with staff and the community to develop standards that reflect the community's needs. Halton Hills Town Council seeks input of the Committee in establishing criteria for current and new policies and practices. Most importantly, the HHAAC generates ideas for the development and implementation of Municipal Accessibility Plans which benefit persons with disabilities throughout the Town of Halton Hills.

## **Accessibility Accomplishments....**

There have been many accomplishments, some very significant, that have been completed under the direction of the HHAAC. These are few of the highlights:

- Retro-fitting physical barriers, such as automatic sliding doors in many Town facilities;
- Push Buttons openers for public washrooms within Town Hall and entrance to Council Chambers and Esqueuing Room;
- New Accessible signage for the Town of Halton Hills Town Hall;
- Complete enhanced technology upgrades within Council Chambers, infrared assistive listening devices' installation, and large screen presentations for better viewing of presentations at Committee and Council meetings
- As part of the Customer Service Strategy, provide a fully accessible customer service counter which provides a welcoming and accessible experience for customers at Town Hall
- Voiceprint – a service which allows for those with visual impairments to know what is happening in our community through audible readings of local newspaper articles broadcast through YourTV and has continued each year;
- Funding for a new Pool Lift for the Georgetown Indoor Pool;
- Review of twenty-eight (28) Site Plan Applications since 2013 for development throughout Halton Hills.



## **Objectives of the 2018 – 2022 Multi-Year Accessibility Plan...**

The Accessibility Plan describes the measures that the Town of Halton Hills will take in the next five years to identify, remove and prevent barriers to people with disabilities who utilize the facilities and services of the Town of Halton Hills. While the Integrated Accessibility Standard Regulation requires that a Multi-Year Plan be developed to outline how the Town will remove and prevent barriers within the areas of Employment, Information and Communication, and Transportation, the Town's 2018-2022 Multi-Year Plan goes farther in outlining action items to reduce and prevent barriers within all five standards.


Annually, a status report will be completed to outline the progress of measures taken to implement the Multi-Year Accessibility Plan. Additionally, an annual review of the plan will be conducted with the plan being updated as required to include any new identified priority action items and/or as new legislation is brought forward.


The Accessibility Plan is in keeping with the objective of incorporating sustainability into the Town's operation. Implementation of the actions outlined in the Multi-Year Plan provides for greater opportunity to sustain community livability for residents of all abilities.

We welcome customer feedback on the Town's Accessibility Plan. Together we can continue to make the Town of Halton Hills one of the leaders in accessibility.





**2018 – 2022 Multi-Year Accessibility Plan**


Key Area	Action Items	Completed  Additional Comments
<b>2018 Action Items</b>		
Policies	Develop, implement and maintain policies governing how the organization will achieve accessibility through meeting its requirements referred to in the Integrated Accessibility Standards Regulation, and include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner.	Started and ongoing
	Policy to be publicly available and be provided in alternate format upon request.	Started and ongoing
Accessibility Plan	Establish, implement, maintain and document a Multi-Year Accessibility Plan which outlines the town's strategy to prevent and remove barriers and meet its requirements under the IASR.	Completed
	Prepare an <u>Annual Status Report</u> on the progress of measures taken to implement the Multi-Year Accessibility Plan. Present the status report to Corporate and Community Affairs Committee.	December 2018
	Post the Annual Status Report on website, if any, and provide the plan in an accessible format upon request.	Upon Council approval post the final plan on the Town's website.
	Review and update the accessibility plan at least once every five years in consultation with the HHAAC	Completed. Ongoing as required.
Procuring or Acquiring Goods	Incorporate accessibility criteria and features when procuring or acquiring good, services or facilities, except where it is not practicable to do so.	Started and ongoing
	If the town determines that it is not practicable to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, the town shall provide, upon request, an explanation.	Started and ongoing
Training	Train on the requirements of the accessibility standards referred to in the IASR (Information & Communication, Employment and Transportation) and on the Human Rights Code as it pertains to persons with disabilities.  Keep a record of the dates of training and the individuals who have received training.	Training materials will be reviewed, as required, to ensure on-going compliance with IASR

Key Area	Action Items	Completed  Additional Comments
Accessible Feedback Processes	Ensure that the Town's feedback processes are accessible to persons with disabilities by providing and arranging for the provision of accessible formatted and communication supports upon request.	Provide feedback forms on the Town's website with accessibility features (ie. large fonts)
Employment	Ensure the Town's recruitment process provides for accommodations for those with disabilities or whose disabilities increase over time.	As of January 1, 2014 . The policy will be review for on-going compliance with the IASR as required
	Develop and have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work.	The policy will be review for on-going compliance with the IASR as required
	Develop an Accommodation Policy which is to be provided to all employees.	The policy will be review for on-going compliance with the IASR as required
Public Library Materials	Libraries to provide and arrange access for accessible materials where available.  Libraries to provide accessible features on their public access computers.	Completed and ongoing
Facilities & Public Spaces	Provided funding for the Prospect Park dock project for the addition of a canoe/kayak launch which promotes a much easier accessible access to the water.	Spring 2018
	Provide Live Streaming and Web Streaming of Committee and Committee Meetings which include Closed Captioning.	Spring 2018
	Provide funding to the Georgetown Library for the installation of automatic door openers for the public washrooms.	Spring 2018
	Provide funding to accommodate language services to support youth services within the Recreation and Parks Department.  Provide funding for the accommodation of an Hearing Impaired Intrepretor at the Gellert Community Centre	Ongoing



Key Area	Action Items	Completed  Additional Comments
	Provide funding for the installation of accessible sliding door openers at the Norval Daycare (Georgetown Daycare).	Spring 2018
Municipal Election	<p>Ensure that the coordination of the 2018 municipal election includes accessibility considerations.</p> <ul style="list-style-type: none"> <li>- Review and update election manuals</li> <li>- Assistive voting technology opportunities to be made available</li> <li>- Ensure that all polling stations are accessible and have sufficient accessible parking spots</li> <li>- Develop a municipal election accessibility plan</li> <li>- Provide a post-election accessibility report to Council</li> </ul>	Commence mid- year 2018 preparation of the October 2018 Election.
Training	Ensure training on Accessibility Standards is offered to all new employees and third parties	Ongoing
<b>2019 Action Items</b>		
Accessibility Compliance Report	Submit compliance report to the Province which demonstrates compliance with components of the IASR.	December 2019
Accessibility Plan	Prepare an <u>Annual Status Report</u> on the progress of measures taken to implement the Multi-Year Accessibility Plan. Present the status report to Corporate and Community Affairs Committee.	Status Report to be completed December 2019.
	Post the Annual Status Report on website, if any, and provide the plan in an accessible format upon request.	Upon Council approval post the final plan on the Town's website.
	Review and update the accessibility plan at least once every five years in consultation with the HHAAC.	Completed and update as required.
Halton Hills Universal Design Standards	Complete the Halton Hills Universal Design Standards for all Town facilities. Once completed submit to Senior Management Team and staff for feedback. Present to Town Council for approval.	September 2019
Accessible Taxi-Cabs/ Specialized	Continue to consult with HHAAC, to identify the progress that has been made towards meeting the need for on-demand accessible taxicabs, including	Ongoing

Key Area	Action Items	Completed  Additional Comments
Transit	any steps that will be taken to meet the need, in its accessibility plan.	
Training	Provide accessible standard training to incoming Council members as part of Council Orientation.	November/December 2018
Facilities & Open Spaces	Conduct a signage review at Town facilities to ensure accessibility standards are met.	Ongoing
<b>2020 &amp; 2022 Action Items</b>		
Accessibility Plan	Prepare an <u>annual status report</u> on the progress of measures taken to implement the multi-year accessibility plan. Post the status report to the Town's website and make available in an accessible format upon request.	Status Report to be completed December 2020 and 2021.
	Review and update the accessibility plan as required.	Review December 2020 to 2022. Update with any identified priority action items.
Accessible Website	Ensure the Town's website(s) and web content conform to WCAG 2.0 Level AA This applies to websites, web content and web-based applications.	By January 1, 2021
Accessibility Compliance Report	Submit compliance report to the Province which demonstrates compliance with components of the IASR.	December 2021
Facilities and Open Spaces	Continue signage review at Town facilities to ensure accessibility standards are met.	Ongoing
	Design of Public Spaces -  The Compliance date for Recreational trails was January 1, 2016. The requirements were that the Halton Hills Accessibility Advisory Committee, public and persons with disabilities were consulted when new trails are constructed or major changes to existing trails are made.  The Compliance date for Outdoor Play Spaces was January 1, 2016. The requirements were that the Halton Hills Accessibility Advisory Committee, public	Reviewed with HHAAC on a ongoing basis          Reviewed with HHAAC on a ongoing basis

Key Area	Action Items	Completed  Additional Comments
	and persons with disabilities were consulted when new trails are constructed or major changes to existing trails are made.	
Future Plans	Develop a Multi-Year Plan for 2023-2027 taking into consideration all legislative requirements of the AODA. Provide public the opportunity to provide feedback on the draft plan.	Bring forward to Council for approval December 2026.



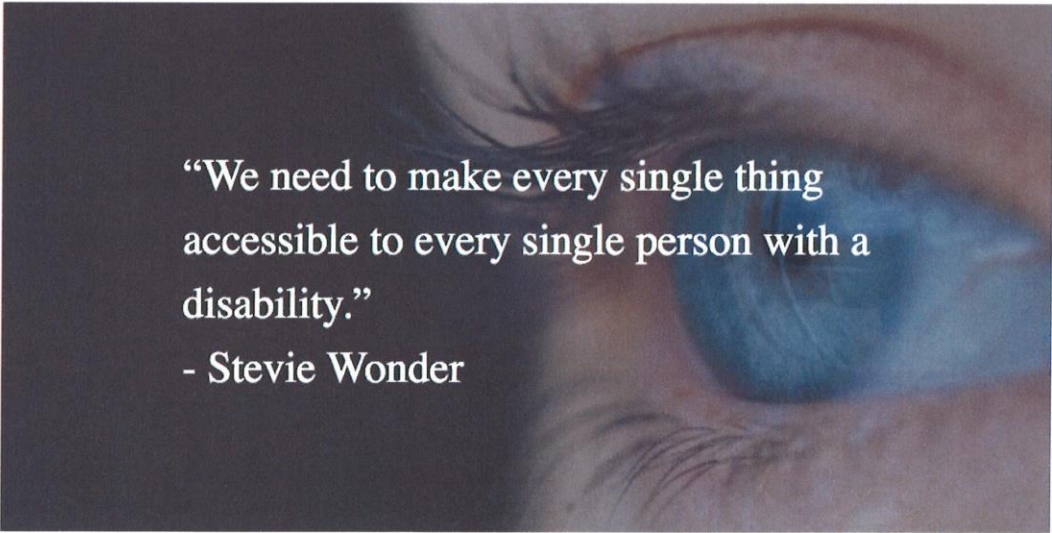
### Next Steps

Town staff will continue to meet the requirements of the IASR and undertake other activities aimed at eliminating barriers. This will include the following:  
Prepare an annual update on the Multi-Year Accessibility Plan, as required by the IASR. Compliance reports to be submitted to the Province for 2019, 2021 and 2023 demonstrating compliance with components of the IASR. Reviewing of all existing accessibility procedures and updating them as required along with continuing to provide training to new staff on the IASR and the Ontario Human Rights Code. Continue to consult and seek input from the Halton Hills Accessibility Advisory Committee on physical improvements and other Town initiatives.

### Conclusion

The Town of Halton Hills continues to work toward creating a universally accessible community through the removal of barriers to persons with disabilities. These do not only mean physical barriers – we must ensure that barriers related to architecture, information, technology and attitude are removed or prevented in order to make the Town of Halton Hills accessible for all.

Not only are we obligated to continue our pursuit in the prevention and removal of barriers for people with disabilities – it is simply **The Right Thing to Do!** The Town of Halton Hills has been proactive and, with the assistance and guidance of the HHAAC, we have accomplished much to ensure accessibility is integrated within our by-laws, facilities, policies, programs, services and our customer service practices. We strive to continue our mandate of treating people with disabilities with respect for their dignity and independence, and to make reasonable efforts to provide equal opportunities to our services for all.



“We need to make every single thing  
accessible to every single person with a  
disability.”  
- Stevie Wonder



## **REPORT**

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Renée Brown, Deputy Clerk – Legislation & Elections

**DATE:** March 27, 2018

**REPORT NO.:** ADMIN-2018-0013

**RE:** Updated Use of Corporate Resources in an Election Year Policy

### **RECOMMENDATION:**

THAT Report No. ADMIN-2018-0013 dated March 27, 2018 regarding Updated Use of Corporate Resources in an Election Year Policy be received;

AND FURTHER THAT the Use of Corporate Resources during an Election Year Policy, attached as Appendix A to this report be approved and PLCY-CL-2017-0005 be repealed.

### **BACKGROUND:**

Amendments to the Municipal Elections Act require the establishment of a Use of Corporate Resources during an Election Year policy. Town of Halton Hills Council adopted a Use of Corporate Resources during an Election Year Policy back in November 2017 for the 2018 Municipal Election. However as more information regarding the changes to the Municipal Elections Act has become available it was noted that the Use of Corporate Resources during an Election Year Policy should not only apply to current Council Members, Candidates and Staff but also apply to Registered Third Party Advertisers.

### **COMMENTS:**

Staff have updated the Use of Corporate Resources during an Election Year Policy (attached as Appendix A) to include Registered Third Party Advertisers and added some clarity to the section regarding expectations of staff in an election year.

## **RELATIONSHIP TO STRATEGIC PLAN:**

This report is in keeping with Town's Strategic Goal;

To provide strong leadership in the effective and efficient delivery of municipal services;

Through the Strategic Objective;

To ensure the accountability and transparency of the Town's operations, and that appropriate management policies, practices and procedures are in place.

## **FINANCIAL IMPACT:**

There are no financial impacts associated with this report and recommendation.

## **COMMUNICATIONS IMPACT:**

The Use of Corporate Resources during an Election Year Policy will be added to the Candidate packages and be posted on the Town's Election Website.

## **SUSTAINABILITY IMPLICATIONS:**

The recommended actions of this report are not directly related to the sustainability implication worksheet. Therefore, there are no direct sustainability implications associated with this report.

## **CONSULTATION:**

The Clerk has reviewed the recommendations contained within this Report.

**CONCLUSION:**

Staff recommend the adoption of the Use of Corporate Resources during an Election Year Policy not only because it is a legislative requirement but also because it is important to ensure that the Town of Halton Hills is being transparent and accountable to the public.

Reviewed and Approved by,

A handwritten signature in cursive script, reading "Suzanne Jones". The signature is written in black ink on a white background.

Suzanne Jones, Clerk and Director of Legislative Services

A handwritten signature in cursive script, reading "Brent Marshall". The signature is written in black ink on a white background.

Brent Marshall, CAO

## APPENDIX A



### POLICY

**POLICY TITLE:** Use of Corporate Resources during an Election Year

**POLICY NUMBER:** PLCY-2018-0002

**DATE:**

---

#### PURPOSE:

Section 88.18 of the Municipal Elections Act requires that municipalities establish rules and procedures regarding the Use of Corporate Resources, before May 1 in an Election year.

The provisions identified in this policy are in effect throughout the duration of the campaign period in a municipal election year or in the event of a by-election and apply to candidates, current members of Council, Registered Third Party Advertisers and staff.

#### DEFINITIONS:

**The Act** means the Municipal Elections Act, 1996, as amended.

**Campaign materials** means any materials used to solicit votes for a candidate(s) or question in an election including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include, but are not limited to, materials in all media, for example, print, displays, electronic radio or television, online including websites or social media.

**Campaign period** means the date a candidate files their nomination through to Voting Day in a municipal election year or in the event of a by-election.

**Candidate** means any individual running for an elected office, including Mayor, Councillor, Regional Chair or School Board Trustee.



**Common Areas** means areas within Town facilities including but not limited to foyer, halls, atriums and parking lots.

**Corporate Resources** means anything that a person would have access to only by virtue of their elected Office or employment with the Town of Halton Hills. This includes but is not limited to town facilities; town funds; town events; town employees; information and infrastructure.

**Town of Halton Hills employee** means any individual working for, or receiving compensation from, the Town of Halton Hills; including those in part-time, seasonal or contract positions.

**Election** means any municipal election including by-elections.

**Election related purposes** means any participation in an election that seeks to promote or oppose the candidacy of an individual seeking office.

**Members** means Councillors, the Mayor or anyone acting on behalf of a Councillor or the Mayor.

**Registered Third Party Advertiser** means in relation to a municipal election, an individual, corporation or trade union that is registered under section 88.6 of the Municipal Elections Act, 1996 as amended.

## **SCOPE:**

This policy is to be followed by candidates, current members of council, registered third party advertisers and those acting on behalf of a member, candidate or registered third party advertiser, and staff.

## **POLICY DETAILS:**

### **USE OF TOWN FACILITIES, SERVICES AND PROPERTY**

Town of Halton Hills facilities, services and property may not be used for any election related purposes except as identified in this policy.

This provision does not prevent current term council members from conducting their regular duties as political representatives for their constituents.

### **TOWN OF HALTON HILLS EMPLOYEES (EXPECTATIONS OF STAFF)**

- Staff are expected to take extra care to ensure that they behave in a manner that residents, members of Town Council and potential candidates for election see as impartial, fair and unbiased.
- Staff are to consult with their Manager prior to agreeing to perform any task asked by an incumbent member of Council, registered candidate or registered

third party advertiser that is beyond their normal duties and/or could be construed as contributing to an election campaign.

- Staff are discouraged from assisting with municipal election campaigns in Halton Hills, including posting election signs on their property, phone and e-mail solicitations, distribution of brochures and wearing candidate buttons; due to a perceived conflict of interest.

## **MEETINGS/SPECIAL EVENTS**

As in non-election years, corporate project meetings/public information centers will continue to be planned and coordinated by Town staff during a municipal election year.

## **NOMINATIONS**

In order to keep staff apprised of candidates for office, the Clerk will send an electronic broadcast to all Town staff upon receipt of a candidate's nomination form. Upon the receipt of and verification of a completed nomination form, the Clerk will ensure a list of all registered candidates is included on the Town's website.

## **MUNICIPAL FACILITIES AND PROPERTY**

- Rental of closed meeting room space in Town owned facilities (with the exception of Town Hall) is permitted, however no campaign materials are to be displayed within common areas of a facility.
- Members, candidates and registered third party advertisers may not use the common areas of any municipally owned or run facilities for any election related purposes.
- No campaigning, including the distribution of campaign literature, is permitted to take place inside Town Hall.
- No campaigning, including the distribution of campaign literature, is permitted to take place outside on the property of Town Hall.
- Members, candidates and registered third party advertisers may not campaign or distribute campaign literature at any function hosted by the Town of Halton Hills.
- Election signs, or other election material, including third party advertising may not be displayed in, or on the property of, any Town of Halton Hills owned or run facilities.

## **TECHNOLOGY**

- Websites and domains that are operated or funded by the Town of Halton Hills shall not include any election related campaign materials or links to any sites which include election related campaign material.
- Member's social media accounts, domain names or websites, that are funded by the Town , may not include any election-related campaign material and may not be re-designated for campaign purposes or provide a link to a campaign site or campaign activities.
- Notwithstanding the ban on election related campaign materials and links on websites and domains operated or funded by the Town of Halton Hills, the Town of Halton Hills election website which lists candidates may include one link per candidate to a website which features the candidate's specific election related campaign material.

## **COMMUNICATIONS**

The Town of Halton Hills logo, crest, coat of arms, flag, slogan, or other similarly branded corporate resources or property shall not be used by any candidate or registered third party advertiser for any election related campaign materials, including printed literature, signage and websites.

In any material printed or distributed by the Town of Halton Hills, candidates may not convey that they, or any other individual, are a candidate in an election.

## **POLICY REVIEW**

This policy will be reviewed every four years, prior to the commencement of a municipal election.

**GENERAL INFORMATION PACKAGE  
- COUNCIL MEETING -  
APRIL 16, 2018**

<b>PAGE</b>	<b>INFORMATION</b>
3	Letter from Premier Kathleen Wynne dated March 21, 2018 regarding Designation of Lands within the Halton Hills Boundary.
4-5	Minister of Seniors Affairs dated March 21, 218 regarding 2018 Senior of the Year Award.
6	Halton Region dated April 5, 2018 regarding LPS37-18/PW-14-18 – Update on the Ontario Ministry of Transportation’s GTA West Transportation Corridor Planning and Environmental Assessment Study.  (Report on file in the Clerks’ Office)
7	Halton Region dated April 16, 2018 regarding FN-04-18 – 2008/2009 Allocation Program Update.  (Report on file in the Clerks’ Office)
8	Halton Region dated April 5, 2018 regarding LPS27-18 – Proposed Methodology for Land Needs Assessment for the Greater Golden Horseshoe: Joint Submission from the Halton Municipalities.  (Report on file in the Clerks’ Office)
9	Halton Region dated April 5, 2018 regarding LPS28-18 – Bill 7: Proposed Inclusionary Zoning Regulation – HAPP Joint Submission.  (Report on file in the Clerks’ Office)
10	Halton Region dated April 5, 2018 regarding LPS21-18 – Bill 139 Proposed Regulations: Joint Submission from the Halton Municipalities.  (Report on file in the Clerks’ Office)
11	Halton Region dated April 5, 2018 regarding FN-13-18 – 2018 Spring Debenture Issuance.  (Report on file in the Clerks’ Office)

- 12 Halton Region dated April 5, 2018 regarding Regional Waterfront Park Update.  
(Report on file in the Clerks' Office)
- 13 Town of Oakville dated March 27, 2018 regarding Cannabis Legalization and Sale.
- 14-19 Town of Oakville dated March 29, 2018 regarding Local Planning Appeal Tribunal (LPAT) Draft Rules of Practice and Procedure.
- 20-21 Town of Milton dated March 27, 2018 regarding PLA/FOPL 2018 Pre-Budget Submission: A modern, Sustainable Approach to Ontario's Libraries.
- 22-23 Mississauga Halton Local Health Integration Network (LHIN) dated March 20, 2018 regarding Mississauga Halton LHIN Organizational Design.
- 24-26 AMO Watch File dated March 22, 2018.
- 27-29 AMO Watch File dated March 29, 2018

## MEDIA RELEASES

For full information please see the Town of Halton Hills Website:

<http://www.haltonhills.ca/media/index.php>

Release Date	Headline
March 27, 2018	Town Takes New Strategic Approach to Tourism
March 27, 2018	No Change for Activan Clients
March 28, 2018	Earth Hour 2018
March 28, 2018	Town Promotes Pollinator Health
March 28, 2018	Earth Week Celebrations in Halton Hills
March 28, 2018	State of Sustainability Profile
April 9, 2018	Go Green with Halton Hills Public Library

## The Premier of Ontario

Legislative Building, Queen's Park  
Toronto, Ontario M7A 1A1



Ontario

## La première ministre de l'Ontario

Édifice de l'Assemblée législative, Queen's Park  
Toronto (Ontario) M7A 1A1

March 21, 2018

His Worship Rick Bonnette  
Mayor  
Town of Halton Hills  
1 Halton Hills Drive  
Georgetown, Ontario  
L7G 5G2

*His worship*  
Dear Mayor Bonnette:

Thank you for your letter regarding a motion passed by Halton Regional Council about designation of lands within the Halton Hills boundary. The views of our municipal leaders are important to me, and I appreciate the time you took to share your concerns.

I note that you have also sent a copy of your letter to my colleague the Honourable Bill Mauro, Minister of Municipal Affairs. I have asked that he or a member of his ministry staff provide you with a response.

Thank you once again for writing. Please accept my best wishes.

Sincerely,

A handwritten signature in cursive script, reading "Kathleen Wynne".

Kathleen Wynne  
Premier

c: The Honourable Bill Mauro

**Sent:** March-21-18 9:46 AM

**Subject:** 2018 Senior of the Year Award / Prix de la personne âgée de l'année 2018

Dear Mayor, Reeve and Members of Council:

I am pleased to invite you to submit a nomination for the [2018 Senior of the Year Award](#). This annual award was established in 1994 to give each municipality in Ontario the opportunity to **honour one outstanding local senior**; who, after the age of 65, has enriched the social, cultural, or civic life of his or her community. The award pays tribute to this accomplishment, while simultaneously showing how seniors are making a difference in the lives of those around them.

[Click here to submit a nomination.](#)

**Deadline: April 30, 2018**

A certificate will be provided by the Ontario government and include as signatories: Her Honour the Honourable Elizabeth Dowdeswell, Lieutenant Governor, myself, Minister of Seniors Affairs, and the local Head of Council.

The Government of Ontario is proud to work with municipalities on this initiative. Seniors have generously offered their time, knowledge and expertise to make this province a great place to live and it is important we recognize their valuable contributions.

If you have questions, please contact the Ontario Honours and Awards Secretariat:

Email: [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca)  
Phone: 416-314-7526  
Toll-free: 1-877-832-8622  
TTY: 416-327-2391

Thank you for your support.

Sincerely,

Dipika Damerla  
Minister

Minister of  
Seniors Affairs

6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9  
Tel.: (416) 314-9710  
Fax: (416) 325-4787

Ministre des Affaires  
des personnes âgées

6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9  
Tél.: (416) 314-9710  
Télééc.: (416) 325-4787



Ontario

March 2018

Dear Mayor, Reeve and Members of Council:

I am pleased to invite you to submit a nomination for the **2018 Senior of the Year Award**. This annual award was established in 1994 to give each municipality in Ontario the opportunity to **honour one outstanding local senior**; who, after the age of 65, has enriched the social, cultural, or civic life of his or her community. The award pays tribute to this accomplishment, while simultaneously showing how seniors are making a difference in the lives of those around them.

[Click here to submit a nomination.](#)

**Deadline: April 30, 2018**

A certificate will be provided by the Ontario government and include as signatories: Her Honour the Honourable Elizabeth Dowdeswell, Lieutenant Governor, myself, Minister of Seniors Affairs, and the local Head of Council.

The Government of Ontario is proud to work with municipalities on this initiative. Seniors have generously offered their time, knowledge and expertise to make this province a great place to live and it is important we recognize their valuable contributions.

If you have questions, please contact the Ontario Honours and Awards Secretariat:

Email: [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca)  
Phone: 416-314-7526  
Toll-free: 1-877-832-8622  
TTY: 416-327-2391

Thank you for your support.

Sincerely,

Dipika Damerla  
Minister



**VIA EMAIL**

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

April 5, 2018

City of Burlington, Angela Morgan  
Town of Halton Hills, Suzanne Jones  
Town of Milton, Troy McHarg  
Town of Oakville, Vicki Tytaneck  
Regional Municipality of Peel, Kathryn Lockyer  
City of Brampton, Peter Fay  
Town of Caledon, Carey Degorter

---

Please be advised that at its meeting held Wednesday, March 28, 2018, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION:      LPS37-18/PW-14-18 - Update on the Ontario Ministry of  
Transportation's GTA West Transportation Corridor Planning and  
Environmental Assessment Study**

1. THAT Report No. LPS37-18/PW-14-18 re: "Update on the Ontario Ministry of Transportation's GTA West Transportation Corridor Planning and Environmental Assessment Study" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. LPS37-18/PW-14-18 to the City of Burlington, the Town of Halton Hills, the Town of Milton, the Town of Oakville, the Regional Municipality of Peel, the City of Brampton and the Town of Caledon for their information.

Included please find a copy of Report No. LPS37-18/PW-14-18 for your information.

If you have any questions please contact me at extension 7110 or the e-mail address below.

Sincerely,

A blue ink signature of Graham Milne, written in a cursive style.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1

905-825-6000 | Toll free: 1-866-442-5866



VIA EMAIL

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

April 5, 2018

City of Burlington, Angela Morgan  
Town of Halton Hills, Suzanne Jones  
Town of Milton, Troy McHarg  
Town of Oakville, Vicki Tytaneck

---

Please be advised that at its meeting held Wednesday, March 28, 2018, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: FN-04-18 - 2008/2009 Allocation Program Update**

1. THAT Report No. FN-04-18 re: "2008/2009 Allocation Program Update" be received for information.
2. THAT Report No. FN-04-18 be forwarded to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for information.

Included please find a copy of Report No. FN-04-18 for your information.

If you have any questions please contact me at extension 7110 or the e-mail address below.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Milne", written over a light blue circular stamp.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1  
905-825-6000 | Toll free: 1-866-442-5866

**VIA EMAIL**

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

April 5, 2018

Ministry of Municipal Affairs, Aidan Grove-White  
The Honourable Kevin Flynn, MPP, Oakville  
The Honourable Eleanor McMahon, MPP, Burlington  
The Honourable Indira Naidoo-Harris, MPP, Halton  
Ted Arnott, MPP, Wellington-Halton Hills  
City of Burlington, Angela Morgan  
Town of Halton Hills, Suzanne Jones  
Town of Milton, Troy McHarg  
Town of Oakville, Vicki Tytaneck

---

Please be advised that at its meeting held Wednesday, March 28, 2018, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION:      LPS27-18 - Proposed Methodology for Land Needs  
Assessment for the Greater Golden Horseshoe: Joint Submission  
from the Halton Municipalities**

1. THAT Report No. LPS27-18: "Proposed Methodology for Land Needs Assessment for the Greater Golden Horseshoe: Joint Submission from the Halton Municipalities" be endorsed.
2. THAT the Regional Clerk forward a copy of Report No. LPS27-18 to the Ministry of Municipal Affairs, the Halton Area MPPs, the City of Burlington, the Town of Halton Hills, the Town of Milton, and the Town of Oakville for their information.

Included please find a copy of Report No. LPS27-18 for your information.

If you have any questions please contact me at extension 7110 or the e-mail address below.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Milne", written over a light blue circular stamp.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1  
905-825-6000 | Toll free: 1-866-442-5866

**VIA EMAIL**

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

April 5, 2018

Ministry of Municipal Affairs, Laurie Miller  
Ministry of Municipal Affairs, Shawn Parry  
The Honourable Kevin Flynn, MPP, Oakville  
The Honourable Eleanor McMahon, MPP, Burlington  
The Honourable Indira Naidoo-Harris, MPP, Halton  
Ted Arnott, MPP, Wellington-Halton Hills  
City of Burlington, Angela Morgan  
Town of Halton Hills, Suzanne Jones  
Town of Milton, Troy McHarg  
Town of Oakville, Vicki Tytaneck

---

Please be advised that at its meeting held Wednesday, March 28, 2018, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION:      LPS28-18 - Bill 7: Proposed Inclusionary Zoning Regulation –  
HAPP Joint Submission**

1. THAT Report No. LPS28-18 Re: "Bill 7: Proposed Inclusionary Zoning Regulation - HAPP Joint Submission" be endorsed.
2. THAT the Regional Clerk forward a copy of Report No. LPS28-18 and attachment to the Ministry of Municipal Affairs, the Halton Area MPPs, the City of Burlington, the Town of Halton Hills, the Town of Milton, and the Town of Oakville for their information.

Included please find a copy of Report No. LPS28-18 for your information.

If you have any questions please contact me at extension 7110 or the e-mail address below.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Milne", written over a light blue circular stamp.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1  
905-825-6000 | Toll free: 1-866-442-5866

**VIA EMAIL**

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

April 5, 2018

Ministry of Municipal Affairs, Ken Petersen  
Ministry of the Attorney General, Andrea Hargovan  
The Honourable Kevin Flynn, MPP, Oakville  
The Honourable Eleanor McMahon, MPP, Burlington  
The Honourable Indira Naidoo-Harris, MPP, Halton  
Ted Arnott, MPP, Wellington-Halton Hills  
City of Burlington, Angela Morgan  
Town of Halton Hills, Suzanne Jones  
Town of Milton, Troy McHarg  
Town of Oakville, Vicki Tytaneck

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Please be advised that at its meeting held Wednesday, March 28, 2018, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: LPS21-18 - Bill 139 Proposed Regulations: Joint Submission from the Halton Municipalities**

1. THAT Report No. LPS21-18: "Bill 139 Proposed Regulations: Joint Submission from the Halton Municipalities" be endorsed.
2. THAT the Regional Clerk forward a copy of Report No. LPS21-18 to the Ministry of Municipal Affairs and the Ministry of the Attorney General, the Halton Area MPPs, City of Burlington, the Town of Halton Hills, the Town of Milton, and the Town of Oakville for their information.

Included please find a copy of Report No. LPS21-18 for your information.

If you have any questions please contact me at extension 7110 or the e-mail address below.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Milne", written over a light blue circular stamp.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1  
905-825-6000 | Toll free: 1-866-442-5866

**VIA EMAIL**

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

April 5, 2018

City of Burlington, Angela Morgan  
Town of Halton Hills, Suzanne Jones  
Town of Milton, Troy McHarg  
Town of Oakville, Vicki Tytaneck

---

Please be advised that at its meeting held Wednesday, March 28, 2018, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: FN-13-18 - 2018 Spring Debenture Issuance**

1. THAT Report No. FN-13-18 re: "2018 Spring Debenture Issuance" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. FN-13-18 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for their information.
3. THAT the Director of Legal Services and Corporate Counsel be authorized to prepare the appropriate bylaws to issue the debentures as set out in Report No. FN-13-18.

Included please find a copy of Report No. FN-13-18 for your information.

If you have any questions please contact me at extension 7110 or the e-mail address below.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Milne", enclosed within a blue circular stamp.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1  
905-825-6000 | Toll free: 1-866-442-5866

**VIA EMAIL**

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

April 5, 2018

City of Burlington, Angela Morgan  
Town of Halton Hills, Suzanne Jones  
Town of Milton, Troy McHarg  
Town of Oakville, Vicki Tytaneck  
Conservation Halton, Barb Veale

---

Please be advised that at its meeting held Wednesday, March 28, 2018, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: LPS23-18 - Regional Waterfront Park Update**

1. THAT Report No. LPS23-18 Re: "Regional Waterfront Park Update" be received for information.
2. THAT the Regional Chair and Clerk be authorized to execute any and all agreements and ancillary documents on behalf of the Region, that are necessary to complete the transfer of operations for Bronte Harbour to the Town of Oakville, upon the passage of the by-law for that purpose and that the Director of Legal Services and Corporate Counsel be authorized to prepare such a by-law.
3. THAT the Regional Clerk forward a copy of Report No. LPS23-18 to the City of Burlington, the Town of Halton Hills, the Town of Milton, the Town of Oakville and Conservation Halton for their information.

Included please find a copy of Report No. LPS23-18 for your information.

If you have any questions please contact me at extension 7110 or the e-mail address below.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Milne", enclosed in a blue circular stamp.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1

905-825-6000 | Toll free: 1-866-442-5866





OAKVILLE

March 27, 2018

**Subject: Cannabis Legalization and Sale**

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At its meeting on March 19, 2018, Oakville Town Council approved the following resolution with respect to the subject item noted above:

1. *That the report on Cannabis Legalization and Sale from the Municipal Enforcement, Planning and Legal Departments, dated March 1, 2018, be received.*
2. *That should the Ontario Cannabis Retail Corporation (OCRC) continue with its plan to locate a retail location in Oakville, that the OCRC be requested to delay the implementation of a retail location in Oakville in order to provide transparent and substantive public consultation on the proposed location, to ensure that the location is not in close proximity to schools and residential uses.*

Should you have any questions regarding this matter or should you require any additional information, please contact me at 905-845-6601, extension 4235, or email [kathy.patrick@oakville.ca](mailto:kathy.patrick@oakville.ca).

Yours truly,

Kathy Patrick  
Acting Town Clerk

- c. Provincial Cannabis Legalization and Regulation Secretariat  
Ministry of Municipal Affairs  
Ministry of the Attorney General  
Ontario Ministry of Finance  
The Honourable Eleanor McMahon, MPP, Burlington  
The Honourable Indira Naidoo-Harris, MPP, Halton  
The Honourable Kevin Flynn, MPP, Oakville  
Ted Arnott, MPP, Wellington-Halton Hills  
Halton Region  
City of Burlington  
Town of Halton Hills  
Town of Milton  
Association of Municipalities Ontario





March 29, 2018

**Subject: Local Planning Appeal Tribunal (LPAT) Draft Rules of Practice and Procedure**

At its meeting on March 19, 2018, Oakville Town Council approved the following resolution with respect to the subject item noted above:

1. *That the report from the Legal Department dated March 7, 2018, be received.*
2. *That the Town Clerk forward a copy of the report to the Environment and Land Tribunals Ontario as the Town's submission regarding the proposed Rules of Practice and Procedures for the Local Planning Appeals Tribunal.*
3. *That the Town Clerk forward a copy of the report to the Ministry of Municipal Affairs, the Ministry of the Attorney General, Halton Region, the City of Burlington, the Town of Halton Hills, and the Town of Milton for their information.*

Should you have any questions regarding this matter or should you require any additional information, please contact me at 905-845-6601, extension 4235, or email [kathy.patrick@oakville.ca](mailto:kathy.patrick@oakville.ca).

Yours truly,

Kathy Patrick  
Acting Town Clerk

- c. Ministry of Municipal Affairs  
Ministry of the Attorney General  
Halton Region  
City of Burlington  
Town of Halton Hills  
Town of Milton

Enclosure



## REPORT

### PLANNING AND DEVELOPMENT COUNCIL MEETING

MEETING DATE: MARCH 19, 2018

---

**FROM:** Legal Department

**DATE:** March 7, 2018

**SUBJECT:** Local Planning Appeal Tribunal (LPAT) Draft Rules of Practice and Procedure

**LOCATION:** Town wide

**WARD:** Town wide

Page 1

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#### RECOMMENDATION:

1. That the report from the Legal Department dated March 7, 2018, be received.
2. That the Town Clerk forward a copy of the report to the Environment and Land Tribunals Ontario as the Town's submission regarding the proposed Rules of Practice and Procedures for the Local Planning Appeals Tribunal.
3. That the Town Clerk forward a copy of the report to the Ministry of Municipal Affairs, the Ministry of the Attorney General, Halton Region, the City of Burlington, the Town of Halton Hills, and the Town of Milton for their information.

#### KEY FACTS:

The following are key points for consideration with respect to this report:

- Bill 139, the *Building Better Communities and Conserving Watersheds Act, 2017* was introduced with the intent to make changes to the land-use planning appeal system in Ontario, including the transition of the Ontario Municipal Board to the Local Planning Appeal Tribunal (LPAT).
- As part of the transition to the LPAT, the Environment and Land Tribunals Ontario (ELTO) is seeking comments on proposed Rules of Practice and Procedures for the LPAT.
- Comments on the LPAT Rules must be sent to ELTO by March 23, 2018.
- The proposed LPAT Rules will require significant resources of municipal clerks if they are approved in their current form. The Rules also contain discrepancies in the record filing requirements that need to be clarified.

From: Legal Department

Date: March 7, 2018

Subject: Local Planning Appeal Tribunal (LPAT) Draft Rules of Practice and Procedure

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**BACKGROUND:**

Bill 139, the *Building Better Communities and Conserving Watersheds Act, 2017*, received Royal Assent on December 12, 2017. Bill 139 will result in significant changes to the land use planning system in Ontario. These changes will come into effect on April 3, 2018, as specified by proclamation. ELTO is seeking comments by March 23, 2018 on the proposed Rules of Practice and Procedures (Rules) for the LPAT.

**COMMENT/OPTIONS:**

In accordance with section 1 of the *Local Planning Appeal Tribunal Act, 2017* (LPATA), the LPAT is required to dispose of proceedings before it in accordance with practices and procedures that may be established by the LPAT. LPATA provides that in the event of a conflict, the LPATA and its regulations, along with the LPAT's rules, prevail over the provisions of the *Statutory Powers and Procedures Act* (SPPA). For example, section 10.1 of the SPPA provides for the examination of witnesses by a party to a proceeding at an oral or electronic hearing and permits cross-examination of witnesses at the hearing. However, the LPATA only permits examination of witnesses by the LPAT.

On February 23, 2018, ELTO released draft Rules for the LPAT (Appendix A). Comments are due by March 23, 2018. The Rules are made under section 32 of the LPATA and section 25.1 of the SPPA. The proposed LPAT Rules are divided into three parts. Part I sets out the general powers of the executive chair, initiating proceedings, motions, mediation, conduct of proceedings, costs, and review of a LPAT decision or order. Part II applies to a decision made by a municipality or approval authority or the failure of a municipality or approval authority to make a decision under subsections 17(24), (36) and (40), 22(7), 34(11) and (19) and 51(34) of the *Planning Act*. Part III addresses expropriation proceedings. Comments on the proposed Rules are set out and summarized below.

**Rule 5.04** – the requirement for the clerk to create not only a summary of all oral submissions made at a statutory public meeting but to also note the time on a recording of any oral submission made at a public “session” is extremely onerous. Such a requirement is unnecessary where the municipality keeps an audio or video recording of the proceedings that are publicly available and can be provided to the Tribunal and parties.

**Rule 7.03 and Rule 7.04** – the requirement to provide documents intended to be introduced as evidence to all parties at the beginning of the proceeding could result in unfairness by not providing any time to review and fully respond. To remedy this, the Tribunal could establish a default timeline, such as at least 10 days prior to the commencement of a hearing to exchange material.

From: Legal Department  
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**Rule 7.10** – the requirement that a document be served either by personal service or electronic service should be clarified to add courier and registered mail as methods of service.

**Rule 26.04** – the requirement that the municipality provide a copy of the municipal record for Part II procedure appeals to each person who has filed an appeal may result in a significant cost to municipalities. A digital copy of the record should be sufficient for appellants and could be made available for copying subject to a fee.

**Rule 26.11** – the requirement to file an appeal record and case synopsis within 20 days of the determination on the validity of the appeal may not be reasonable given the content required and taking into account municipal closures. A more achievable time period would be 30 days.

**Rule 26.12(e)** – the requirement to file an affidavit that may contain opinion evidence in the Appellant's Record but not in the Respondent's Record is unreasonable. To be consistent with the legislative intent to have submissions be made to the Tribunal based on the municipal record, this requirement to file an affidavit that could effectively adduce fresh evidence with no opportunity for a response should be deleted, particularly as there is no opportunity for cross-examination by a party. However, it is unclear whether the requirement to file an affidavit was intended to also be included in the Respondent's Record as it is contemplated by Rule 26.24, which references an affidavit contained in the responding appeal record.

**Rule 26.12 – additional (c)** – it is unclear and should be clarified as to what is contemplated by documents or reports which "update the application" that is the subject of the appeal of a non-decision.

**Rule 26.13(e)** – references "opinions that address the issues raised" in the Appellant's Case Synopsis but there is no corresponding reference contained in the Respondent's Case Synopsis in Rule 26.15(d).

**Rule 26.14** – there is no corresponding requirement for the inclusion of an affidavit that may include opinion evidence in the Respondent's Record. If the requirement for an affidavit is not deleted from Rule 26.12(e) then the same requirement should be added to the Respondent's Record.

**Rule 26.16** – the requirement for a municipality to respond within 20 days of receipt of the appeal record by the Tribunal should be clarified that the time for filing a response starts upon receipt by the municipality/approval authority (presumably, this would also be the same day the Appeal Record is received by the Tribunal). The 20

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day timeline is also not a reasonable period to prepare the material required by the Rules and should be extended to 30 days.

**Rule 26.20** – in order to have a meaningful case management conference, which includes to identify, define, or narrow issues on appeal, obtain admissions, etc, the Records and Synopsis for the Appellant and Respondent should be prepared and filed after the case management conference. Further, the Rules do not set out any requirements for when/how any submissions can/should be made by additional parties or participants that are identified. Also, additional parties are to be identified from the written submissions at the case management conference as set out in 26.20(b), but this could be done prior. It should also be clarified what additional “exchange of documents or submissions” is contemplated by 26.20(j).

**Rule 26.23** – the requirement in 26.23(a) to deliver evidence of a witness by “affidavit” to address the issues in dispute after the case management conference is unclear if submissions are to be made to the Tribunal based on the municipal record. However, it is recognized some flexibility may be required in situations where there is a non-decision by a municipal council. Further, the requirement to file a case synopsis prior to the case management conference and then also prepare a summary of submissions required by 26.23(d) may be inefficient.

After a reasonable period of time in which the Rules operate, a further review and consultation should be undertaken to address any issues that may arise.

## CONSIDERATIONS:

### (A) PUBLIC

The Rules require clarification to address when/how any submissions can/should be made by additional parties or participants that are identified at the case management conference.

### (B) FINANCIAL

Increased requirements for the municipal record will require an increase in municipal resources.

### (C) IMPACT ON OTHER DEPARTMENTS & USERS

Implementation of the LPAT practices and procedures will impact Legal Services, Clerks and Planning Services.

### (D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS

This report addresses the corporate strategic goal to:

- be accountable in everything we do

From: Legal Department

Date: March 7, 2018

Subject: **Local Planning Appeal Tribunal (LPAT) Draft Rules of Practice and Procedure**

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**(E) COMMUNITY SUSTAINABILITY**

LPAT proceedings may impact all 4 pillars of sustainability – social (including accessibility), economic, environment or cultural aspects of the community.

**APPENDICES:**

Appendix A – Proposed LPAT Rules

Recommended by:  
Nadia Chandra  
Assistant Town Solicitor

Submitted by  
Douglas Carr  
Town Solicitor



Town of Milton  
150 Mary Street  
Milton, ON L9T 6Z5

T 905-878-7252  
[www.milton.ca](http://www.milton.ca)

March 27, 2018

The Honourable Indira Naidoo-Harris  
Ministry of Education/Minister Responsible for Early Years and Child Care  
Suite 115  
450 Bronte Street South  
Milton, Ontario L9T 5B7

VIA EMAIL: [indira.naidoo-harris@ontario.ca](mailto:indira.naidoo-harris@ontario.ca)

Dear I. Naidoo-Harris:

RE: OLA/FOPL 2018 Pre-Budget Submission: A modern, Sustainable  
Approach to Ontario's Libraries

Please be advised that Milton Council, at its meeting held on March 19, 2018 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**WHEREAS public libraries provide safe, inclusive, and vibrant community hubs where residents of all backgrounds are welcome to learn, work, connect and collaborate;**

**WHEREAS the Milton Public Library actively partners with the community to deliver valued services and contributes to a culture of social good by sharing knowledge and resources;**

**WHEREAS the Milton Public Library continues to evolve its services to meet the changing needs of a growing community, including a new generation of residents who read, learn, create and connect in new ways;**

**WHEREAS the Milton Public Library continues to manage public resources with the utmost care and are committed to the sustainability of their services in a context of increased use and reduced resources;**

**WHEREAS the Milton Public Library continues to deliver services that support provincial initiatives, such as poverty reduction, lifelong learning and skill development, local economic development, health literacy, and provides equitable access to provincial government websites and services;**

**THEREFORE BE IT RESOLVED that the Town of Milton urges the Province of Ontario to recognize the contribution of local libraries within their communities and to cease the 20 year budget freeze to local public libraries in an acknowledgement to the services they offer to all Ontarians;**

BE IT FURTHER RESOLVED that the Town of Milton urges the Province of Ontario to reinstate adequate and appropriate funding for local public libraries, increasing each year going forward in line with the consumer price index;

BE IT FINALLY RESOLVED that a copy of this resolution be sent to the Minister of Tourism, Culture, and Sport, the Minister of Municipal Affairs, the local MPP and Minister of Education the Honourable Indira Naidoo-Harris, the Association of the Municipalities Ontario, the Ontario Library Association, the Federation of Ontario Public Libraries, the Region of Halton, and the local area municipalities for endorsement.

As per the above resolution, please accept a copy of this report for your information and consideration.

Yours very truly,



Meagan Charland  
Legislative Coordinator  
Town Clerk's Division

- cc: 1. Daine Vernile, Minister of Tourism, Culture and Sport  
[Daiene.Vernile@ontario.ca](mailto:Daiene.Vernile@ontario.ca)
2. Bill Mauro, Minister of Municipal Affairs  
[Bill.Mauro@ontario.ca](mailto:Bill.Mauro@ontario.ca)
3. The Association for Municipalities Ontario  
[amo@amo.on.ca](mailto:amo@amo.on.ca)
4. The Ontario Library Association  
[info@accessola.com](mailto:info@accessola.com)
5. Julia Merritt, CEO, Stratford Public Library, Federation of Ontario Public Libraries  
[JMerritt@stratford.ca](mailto:JMerritt@stratford.ca)
6. Milne, Graham, Legislative & Planning Services, Office of the Regional Clerk, Regional Clerk  
[Graham.Milne@halton.ca](mailto:Graham.Milne@halton.ca)
7. [townclerk@oakville.ca](mailto:townclerk@oakville.ca);
8. [suzannej@haltonhills.ca](mailto:suzannej@haltonhills.ca)
9. [cityclerks@burlington.ca](mailto:cityclerks@burlington.ca)



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## Memorandum

**TO:** Mississauga Halton LHIN Health Service Providers and Service Provider Organizations

**FROM:** Bill MacLeod, Chief Executive Officer

**DATE:** March 20, 2018

**SUBJECT:** Mississauga Halton LHIN Organizational Design

---

Good afternoon everyone,

I have previously shared that the ongoing development of a high performing organization continues to be a high priority for the Mississauga Halton LHIN. As a leadership team, we have been diligently working to implement an organizational design that fully supports our shared Patients First mandate and allows us to partner with you in new ways. Some key changes came into effect last week for our internal teams, and I am now pleased to be able to share with you the new Mississauga Halton LHIN Organizational Structure. Please find the chart attached to this message.

This organizational structure is designed with two simultaneous goals: one enabling patients and their families to have access to the health care they need more quickly and closer to home and the second, enable the LHIN to effectively collaborate with our partners in the provision of an effective health care system. We see this design as a solid foundation on which to build, as we work together with you to achieve the key pillars of Patients First Act:

- Effective service integration and greater equity through sub-regions
- Timely access to primary care, and seamless links between primary care and other services
- More consistent and accessible home and community care
- Stronger links between population and public health and other services
- Increasing the focus on cultural sensitivity and the delivery of health care services to Indigenous peoples and French speaking people in Ontario.

Mississauga Halton **LHIN** | **RLISS** de Mississauga Halton

Our shared Patients First mandate presents an exciting opportunity to deliver on the promise of transforming our local healthcare system. We will need certain capabilities and skills such as, among others: collaboration with patients and caregivers in co-designing the system and programs; a priority partnership with primary care, engagement with clinicians in implementing best practices; patient-centered care coordination; a focus on outcomes and shared priorities; and new and innovative models of care that can be spread throughout our LHIN.

The new organizational structure is one step on our path to an expanded LHIN mandate designed to equip us to better integrate local health care services and coordinate care across the continuum in a way that better serves our region's patients. The LHIN mandate has been to "plan, fund and integrate" the local health system since 2006. Our role expanded in 2016 with the Patients First Act to include provision of home care services, increased relationships with primary care, and a greater engagement with public health. This design has been thoughtfully developed to ensure appropriate resourcing to our new provider function, and supporting patient-facing, front line professionals who provide care to more than 46,000 patients each year, and their families. In our renewed structured, direct care is provided through our Home and Community Care and Regional Programs portfolios. The addition of our Clinical portfolio provides clinical expertise and a dedicated focus on expanding physician engagement, in order to ensure a strong primary care foundation within our health system. In the weeks following, you will have opportunity to meet some of our new LHIN leaders, who will be in touch with you to introduce themselves, and provide more information about their roles.

As we embark on the development of our six year strategic plan and a shared vision for our future together, we look forward to working with you as partners along the care continuum, with patients, families and their caregiving network.

To learn about our portfolios and how to connect with us, please visit [Our Staff](#) on the Mississauga Halton LHIN website.

Thank you all for your continued dedication. I look forward to collaborating with you on the path to local health care transformation, which patients, families and residents in our region need and deserve.

Sincerely,



Bill MacLeod  
Chief Executive Officer  
Mississauga Halton LHIN

Attached: Mississauga Halton LHIN Senior Leadership Organization Chart – Updated March 20, 2018



March 22, 2018

### In This Issue

- Listen to AMO on the go with our new podcast.
- P.J. Marshall Awards - 2018 call for submissions.
- Ontario Community Environment Fund (OCEF).
- Regulations for the April 3 start up of the LPAT.
- Ontario Human Rights Commission launches Call It Out - new eLearning program.
- New housing group facilitating new rental and affordable housing development.
- Codes of Conduct clinic.
- Social media hands-on clinic.
- So You Want to Run for Council?
- 2018 OSUM Conference & Trade Show – draft program available.
- Come learn about our services!
- What will your Main Street look like?
- Careers with Wellington County, King Township and Credit Valley Conservation.

### AMO Matters

AMO ON Topic is a new podcast featuring updates and insights on municipal matters. The first episode features municipal leaders at the ROMA Conference talking about provincial election priorities and how AMO is working to get them heard. [Listen online or download to your Apple or Android phone.](#)

The Peter J. Marshall Municipal Innovation Award is an opportunity to showcase a municipal project that demonstrates innovative and cost effective ways of providing public services and facilities. [Submissions due May 11, 2018.](#)

### Provincial Matters

OCEF funds projects that restore and protect affected watersheds. Not-for-profit organizations, First Nations and Métis communities, municipalities, schools, colleges, universities and conservation authorities are eligible. The deadline to submit an [application](#) is May 15, 2018. For more information, email [océf@ontario.ca](mailto:océf@ontario.ca) or call Scotty McCaw, OCEF Project Manager at 416-314-0067.

Ministry of the Attorney General regulations for the *Local Planning Appeal Tribunal Act, 2017* are posted. You can view copies of these regulations on Ontario's e-Laws: [O. Reg 102/18: Planning Act Appeals](#) and [O. Reg.101/18: Transitional Matters](#).

The Ontario Human Rights Commission (OHRC) has released [Call It Out](#) - an interactive eLearning program and tool designed to raise awareness of the history and impact of racism and racial discrimination, and to promote a culture of human rights in Ontario.

The Ministry of Housing's Housing Delivery Group is available to work with municipal governments, developers and other organizations to reduce barriers for specific housing projects. For more information see the ministry [news release](#) or contact [Paula Dill](#), Provincial Land and Development Facilitator.

**Eye on Events**

AMO presents the Codes of Conduct clinic. Codes of conduct serve a number of purposes. One is to help establish and clearly communicate the sort of behaviors prioritized in your municipal workplace. This 2-hour clinic looks at what your code must include and what you should have. Bring your current codes to fully participate in this interactive session. You do not need to register for the AMO Conference to attend this clinic. [Register today](#), space is limited.

AMO presents a hands-on, practical social media clinic prior to the start of the AMO Conference (Sunday, August 19th, 10:00 am to Noon). This clinic will focus on how to create compelling content, manage the risks and maximize the rewards of social media. It will also cover developing social media policies and plans that reflect current social media and traditional media environments. You do not need to register for the AMO Conference to attend this clinic. [Register today](#), space is limited.

So You Want to Run for Council? AMO presents this updated for 2018 course that will provide an overview of what you should know before you decide to run for municipal office and sign your candidacy. The course contains quotes from Ontario municipal councillors; links to relevant sites, materials, and Acts; and participatory elements such as short knowledge quizzes, and a learning journal which can be printed at the end of the course. [Register today](#).

The 2018 OSUM Conference & Trade Show [draft program](#) is now available. Keynotes include John Miller, Front Line newspaper editor and Andrew Coyne, award winning journalist and political correspondent. [Register](#) for the conference and book a hotel room for the special discounted rate before March 30, 2018.

LAS Town Halls are back. Join us this spring to learn about the ONE Investment Program and the new Prudent Investor Standard, road and sidewalk assessments, recreational facility lighting, and a sewer and water line warranty service for your residents. [Register today](#).

**LAS**

In January, OMAFRA announced up to \$26 million in provincial funding for revitalization initiatives within municipal Main Street areas. No one knows your community better than you. So, [what will your Main Street look like?](#)

**Careers**

[Asset Management Coordinator - County of Wellington](#). Please submit a cover letter and resume, clearly marked Posting #043-18 by 4:00 p.m. Thursday, March 29, 2018 to: ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. Email: [careers@wellington.ca](mailto:careers@wellington.ca), or, Fax: 519.837.8882. Please respond by one method of application only. No phone calls please.

[Director of Planning & Development - King Township](#). A detailed job description is available on the Township's website. Please forward your resume by April 6, 2018 to: Cara Tuch, Manager of Human Resources, 2075 King Road, King City, Ontario L7B 1A1. Email: [ctuch@king.ca](mailto:ctuch@king.ca).

[Engineer, Water & Climate Change Science - Credit Valley Conservation Authority \(CVC\)](#). 1 Permanent Position. Anticipated start: April 16, 2018. Please forward resume and cover letter by April 2, 2018 to: [Credit Valley Conservation](#), email: [hrcvc@creditvalleyca.ca](mailto:hrcvc@creditvalleyca.ca) or Fax: 905.670.5613. Please quote "Engineer, Water & Climate Change Science" in subject line.

**About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal

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**AMO Contacts**

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[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[Media Inquiries](#), Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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March 29, 2018

### In This Issue

- AMO's farewell to Roger Anderson - previous AMO President.
- Community Energy Planning survey.
- AMO-Notarius Digital Signature Service pilot launch.
- Nik Nanos to speak at AMO Annual Conference.
- Codes of Conduct clinic.
- Social media hands-on clinic.
- Learn from social media power municipalities.
- So You Want to Run for Council?
- Energy use planning is a municipal responsibility.
- Energy training opportunities abound with LAS.
- LAS Town Halls Return for 2018.
- CFTA/CETA: The new face of municipal procurement.
- Township of Lucan Biddulph named finalist in Top 4 Community Kraft Hockeyville!
- Career with Town of Lakeshore.

### AMO Matters

Municipal colleagues across Ontario saddened by Roger's passing. Click [here](#) for more.

To help us with our advocacy and program development, AMO wants your [feedback](#) on local experiences with Community Energy Planning. Respondents that complete the survey have the chance to win one of two \$25 Tim Horton's gift cards. The survey is open until Wednesday, April 4.

AMO is partnering with Solutions Notarius Inc. to offer members a digital signature service. To test the proof of concept, we're launching a 6-month pilot program. [Learn more about the pilot](#) and how your municipality might make use of digital signatures in the future.

### Eye on Events

Nik Nanos to speak at AMO AGM and Annual Conference (August 19- 22, 2018 in Ottawa). Join him as he addresses what the polls are saying for municipal election priorities. Find out what else is on the [program](#), and register today.

AMO presents the Codes of Conduct clinic. Codes of conduct serve a number of purposes. One is to help establish and clearly communicate the sort of behaviors prioritized in your municipal workplace. This 2-hour clinic looks at what your code must include and what you should have. Bring your current codes to fully participate in this interactive session. You do not need to register for the AMO Conference to attend. [Register today](#), space is limited.

AMO presents a hands-on social media clinic prior to the start of the AMO Conference (Sunday, August 19, 10:00 a.m. to noon). This clinic will focus on how to create compelling content, manage the risks and maximize the rewards of social media. It will also cover developing social media policies that reflect current social media and traditional media environments. You do not need to register for the AMO Conference to attend. [Register today](#), space is limited.

Municipal governments in Ontario are trying different ways to manage social media platforms. Join us for a deep dive into 3 different models of social media management - a larger municipality that is managing dozens of social media accounts, a mid-sized municipality experimenting with greater staff access to improve engagement, and a smaller, rural government that is managing social media with little staff and fewer resources. [Register today](#) for this hour long webinar on April 18, 12 - 1 p.m.

So You Want to Run for Council? This updated for 2018 course will provide an overview of what you should know before you decide to run for municipal office and sign your candidacy. The course contains quotes from Ontario municipal councillors, links to relevant sites, materials, and Acts, participatory elements such as short quizzes, and a learning journal which can be printed at the end of the course. [Register today](#).

The wise use of energy in a community is a municipal responsibility. Conservation and Demand Management (CDM) Planning is the key tool to achieving this goal. Join the CDM webinar April 30, 11:00 a.m. - 12:30 p.m. and hear municipal and government experiences on how to succeed in energy planning for your community. [Register for this free webinar](#) today.

Did you know LAS offers a number of energy related courses for municipalities? From [online courses](#) to [customized hands-on workshops](#) with Stephen Dixon, we have something to suit your needs. Book now for your spring training! Contact [Christian](#) for more information.

LAS Town Hall information sessions return this spring. Five sessions are being held across the province, with the first in Ingersoll on April 13th. Information about dates, locations and topics, as well as registration, are available on the LAS Town Hall [web page](#).

### **LAS**

Government and BPS procurement regulations in Canada have changed. On July 1, 2017, the Canadian Free Trade Agreement came into effect. Join LAS on Tuesday, April 24 at 11:00 am to explore the ramifications on municipal procurement. [Register today](#) for this **FREE** webinar.

### **Municipal Wire\***

Lucan was named as a Top 4 Finalist for [Kraft Hockeyville](#), the only Ontario community to be in this year's contest and they are looking for all of Ontario's support for votes! Voting opens Friday, March 30 at 12:00 PM. Voting will only be open until 8:30 p.m., Saturday March 31, so don't miss your chance to cast your vote!

### **Careers**

[Director of Legislative and Legal Services - Town of Lakeshore](#). Please visit the Town's [website](#) to view the full job description of this position. Qualified candidates must submit a resume by 12 noon on April 18, 2018 by email to [jobs@lakeshore.ca](mailto:jobs@lakeshore.ca) clearly indicating "Director of Legislative and Legal Services" in the subject line. Please note that preference may be given to individuals with municipal finance experience.

### **About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

### **AMO Contacts**

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LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

Media Inquiries, Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

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**BY-LAW NO. 2018-0019**

A By-law to Appoint Inspectors for the Enforcement of the Building Code Act for the Town of Halton Hills and Amend By-law No. 2015-0058 and By-law No. 2016-0023.

**WHEREAS** section 3(2) of the Building Code Act, S.O. 1992, as amended, requires the Council of each municipality to appoint Chief Building Official and such inspectors as are necessary for the purposes of enforcement of the Building Code Act in the areas in which the municipality has jurisdiction;

**AND WHEREAS** all the Building Services staff need to be appointed by Council for their current positions;

**AND WHEREAS** new Building Services staff need to be appointed by Council for their positions and by-laws appointing staff that are no longer employed by the Town need to be repealed;

**AND WHEREAS** there are have been staff that have left the Town and new employees have been hired;

**AND WHEREAS** it is deemed beneficial that Building Staff be appointed under one by-law.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. THAT Darryl Gougeon and Zenon Rudzki are hereby appointed as inspectors (Building & Building Mechanical Services Inspectors) for the enforcement of the Building Code Act and Regulations made thereunder.
2. THAT Wing Lee is hereby appointed as Inspector (Plans Examiner) for the enforcement of the Building Code Act and Regulations made thereunder.
3. THAT Reece D'Souza and Andrew Mason are hereby appointed as Inspectors (Lot Grading Inspections) for the enforcement of the Building Code Act and Regulations made thereunder.
4. THAT the appointment of Maureen Van Ravens, Lady Piedrahita and Manal Youssef as Inspectors (Building Lot Grading Inspectors) be repealed.
5. THAT the appointment of Michael Hofbauer as Inspector (Building and Building Mechanical Systems Inspector) be repealed.
6. This By-law shall come into force and take full effect on the date it is passed.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 16<sup>th</sup> day of April, 2018.

---

MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES



**BY-LAW NO. 2018-0020**

By-law to adopt the proceedings of the Council Meeting held on the 16<sup>th</sup> day of April, 2018 and to authorize its execution.

**WHEREAS** Section 5(3) of *The Municipal Act*, 2001, c.25, as amended, provides that Council's powers shall be exercised by by-law;

**AND WHEREAS** certain actions of Council do not require the enactment of a specific by-law;

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. Subject to Paragraph 3 of this by-law, the proceedings of the above-referenced Council meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports, and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Town to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law.
3. Nothing in this by-law has the effect of conferring the status of a by-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who complied with the provisions of Section 5 of the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50 respecting the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law shall be deemed to have complied with said provisions in respect of this by-law.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 16<sup>th</sup> day of April, 2018.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES