

PLANNING, PUBLIC WORKS AND TRANSPORTATION COMMITTEE AGENDA

Meeting #: PPT-08-2018
Date: Tuesday, June 26, 2018, 3:00 p.m.
Location: Halton Hills Town Hall, Council Chambers
1 Halton Hills Drive
Members: Mayor R. Bonnette, Councillor C. Somerville, Councillor J. Fogal,
Councillor M. Albano, Councillor B. Lewis, Councillor M. Johnson,
Councillor B. Inglis

Pages

1. CALL TO ORDER
2. DISCLOSURE OF PECUNIARY INTEREST
3. COMMITTEE DELEGATIONS/PRESENTATIONS

a. Ron Palmer, The Planning Partnership

Presentation to Committee regarding Destination Downtown - Preferred Planning Alternative.

(PowerPoint)

(Refer to Item No. 4a of this agenda, Report No. PLS-2018-0043)

4. REPORTS & MEMORANDUMS FROM OFFICIALS

Vet Reports to be considered by the Community and Corporate Affairs Committee

Reports will be automatically held when there is a presentation or delegation on the matter.

a. REPORT NO. PLS-2018-0043 (AUTOMATIC HOLD)

5

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0043 dated May 30, 2018 regarding Destination Downtown Phase 4 Status Update.

b. REPORT NO. PLS-2018-0021

181

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0021 dated June 4, 2018 regarding Corporate Energy Plan Implementation Report.

c.	<u>REPORT NO. PLS-2018-0038</u>	202
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0038 dated June 6, 2018 regarding Draft Plan of Subdivision Approval to Facilitate the Creation of 3 Commercial Development Blocks, a Public Road and a Stormwater Management Block at 1086 Steeles Avenue East (Halton Hills Premier Gateway Business Park).	
d.	<u>REPORT NO. PLS-2018-0040</u>	230
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0040 dated May 22, 2018 regarding Inclusion of St. Stephen's Anglican Church Cemetery, Steeles Avenue, Hornby to the Town of Halton Hills Heritage Register.	
e.	<u>REPORT NO. PLS-2018-0045</u>	237
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0045 dated June 6, 2018 regarding Proposed Official Plan and Zoning By-law Amendments to permit six, 3-storey townhouse units at 25 James Street (Georgetown).	
f.	<u>REPORT NO. PLS-2018-0046</u>	261
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0046 dated May 15, 2018 regarding 2018 Community Sustainability Investment Fund.	
g.	<u>REPORT NO. PLS-2018-0048</u>	274
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0048 dated May 16, 2018 regarding Halton Climate Collective.	
h.	<u>REPORT NO. PLS-2018-0049</u>	279
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0049 dated June 4, 2018 regarding Site Specific Exception to Interim Control By-Law 2017-0070 to allow the construction of a new house at 9 Bennett Place, Glen Williams.	
i.	<u>REPORT NO. PLS-2018-0053</u>	290
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0053 dated June 11, 2018 regarding Proposed License Agreement with CRH Canada Group to allow underground crossings for private water management system and off-road quarry vehicles for the Acton Quarry.	
j.	<u>REPORT NO. PLS-2018-0054</u>	294
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0054 dated June 8, 2018 regarding Rural Policy and Zoning Review Update/ Provincial Natural Heritage System and Agricultural System Mapping.	
k.	<u>REPORT NO. PLS-2018-0056</u>	309
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0056 dated	

June 6, 2018 regarding Part Lot Control Exemption in order to convey lands from 12 Armstrong Avenue to 33 Mountainview Road North (Georgetown).

- I. REPORT NO. PLS-2018-0057** 314
PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0057 dated June 13, 2018 regarding Proposed Housekeeping Amendment to Zoning By-law 2010-0050 for 249-251 Guelph Street (Georgetown).
- m. REPORT NO. TPW-2018-0019** 324
TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2018-0019 dated June 6, 2018 regarding Award for RPF P-048-18 for the Active Transportation Master Plan.
- n. REPORT NO. TPW-2018-0024** 336
TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2018-0024 dated June 11, 2018 regarding Left Turn Lane at Guelph St. and Mill St. - Sole Sourcing of the Design and Construction.
- o. REPORT NO. TPW-2018-0026** 340
TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2018-0026 dated June 5, 2018 regarding Municipal Agreement – Accessible Transportation Ad Hoc Program and Taxi Scrip Program.
- p. MEMORANDUM NO. PLS-2018-0010** 394
PLANNING AND SUSTAINABILITY MEMORANDUM NO. PLS-2018-0010 dated May 17, 2018 regarding 2016 Census Overview – Age Structure Data.
- q. MEMORANDUM NO. PLS-2018-0011** 400
PLANNING AND SUSTAINABILITY MEMORANDUM NO. PLS-2018-0011 dated May 18, 2018 regarding 2016 Census Overview – Labour Force & Education Data.
- r. MEMORANDUM NO. TPW-2018-0007** 406
TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2018-0007 dated June 13, 2018 regarding Transportation Update.

5. CLOSED SESSION

Committee to Convene into Closed Session if necessary.

- a. Verbal Update by C. Mills, Commissioner of Transportation and Public Works**
Confidential Verbal Update by C. Mills, Commissioner of Transportation and Public Works regarding personal matters about an identifiable individual, including municipal or local board employees (Transportation Matter).

6. RECONVENE INTO OPEN SESSION

Motion to approve items pertaining to Closed Session.

7. ADJOURNMENT

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Tara Buonpensiero, Senior Planner – Policy, MCIP, RPP

DATE: May 30, 2018

REPORT NO.: PLS-2018-0043

RE: Destination Downtown Phase 4 Status Update

RECOMMENDATION:

THAT Report No. PLS-2018-0043 dated May 30, 2018 regarding the Destination Downtown Phase 4 Status Update be received;

AND FURTHER THAT Council direct staff to continue to obtain public feedback on the revised Preliminary Preferred Alternative;

AND FURTHER THAT Council to endorse the revised Preliminary Preferred Alternative (as shown on Figure 8) in principle as the basis for the consultant team to undertake the detailed technical assessments and initiate preparation of the draft Secondary Plan.

BACKGROUND:

The previous report (No. PLS-2018-0027) on the Destination Downtown project was before Planning, Public Works and Transportation Committee on April 30, 2018. The report provided a status update on Phases 2 and 3 of the project. Through the recommendations of that report, Council received the Draft Background Discussion Paper and endorsed in principle the Draft Vision and Guiding Principles for the study.

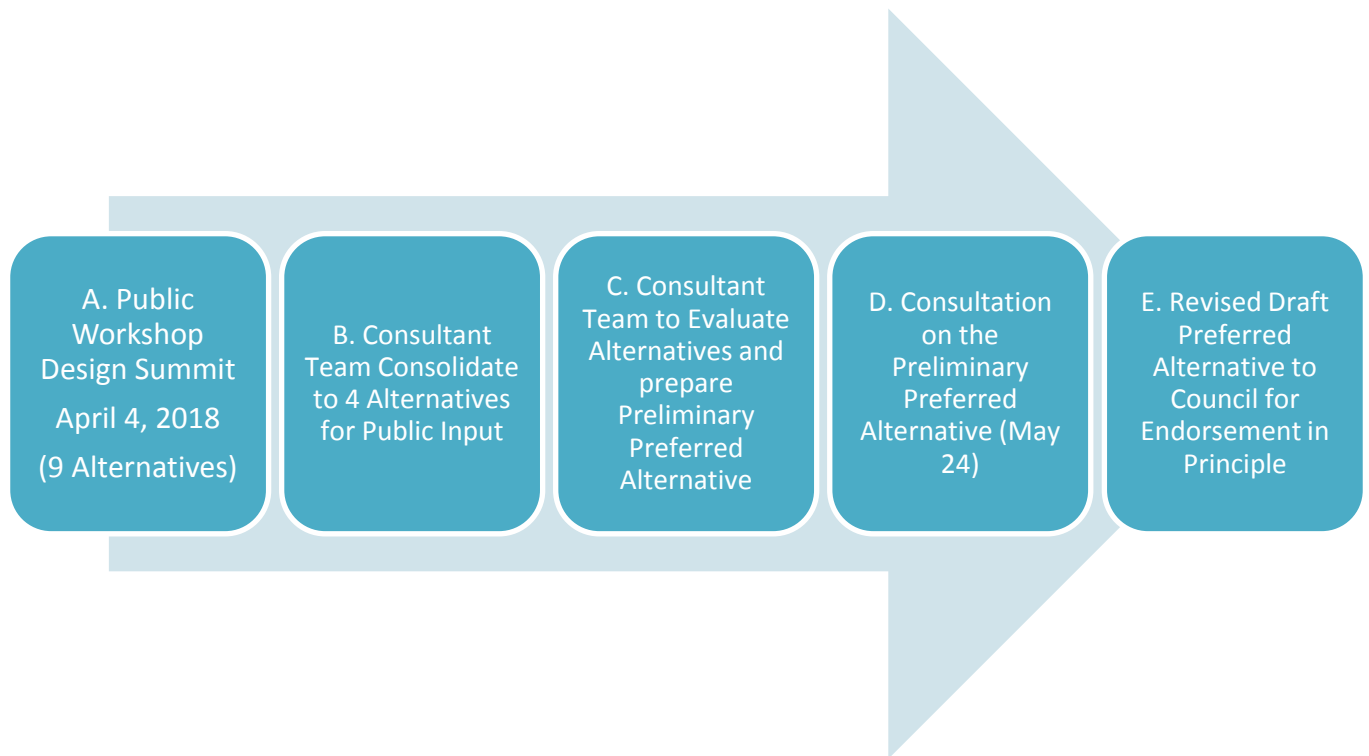
The project is being undertaken through six phases as outlined on Figure 1.

Figure 1: Six Phase Planning Process



The purpose of this report is to provide an update on each of the tasks undertaken in Phase 4 as outlined on Figure 2.

Figure 2: Detailed Breakdown of Phase 4 Tasks







COMMENTS:

A. Public Workshop Design Summit

The Design Summit, which was the second community workshop for the Destination Downtown project, took place on April 4, 2018 at Mold-Masters SportsPlex in Georgetown. Participants at the sessions included members of the public, and members of both the project Steering Committee and Technical Advisory Committee. There were two identical sessions held, one in the afternoon, from 3:00-5:30 pm, and one in the evening, from 6:30-9:00 pm. There were approximately 27 participants at the afternoon session and 47 participants at the evening session.

During each session, participants sat in groups with a member of the consultant team to prepare an alternative based on a specific design program as outlined on Figure 3. At the end of the evening there were two alternatives (one prepared in the afternoon, and one prepared in the evening) for each design program.

Figure 3: Design Programs for each Alternative

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
				
Units	450	450	650	800
Built Form	Townhouses	Townhouses & Mid-rise	Mid-rise	All forms
Built Height	3	3-6	8	3-10+
Public Realm / Parks	Existing park	One central urban park	Urban square with each development	Parks and urban squares
Heritage	Conserved	Integrated	Integrated	Conserved
Main Street ROW	Shared 'ROW' Vehicles and bicycles share existing lanes	Dedicated Lanes 1 lanes for vehicles; 1 land for bikes and transit	Remove Street Parking Create enhanced bike lanes	Shared 'ROW' Vehicles and bicycles share existing lanes

The results of the Design Summit including each of the alternatives prepared at the session are attached to this report as Schedule A.

B. Four Draft Alternatives for Public Review and Comment

Following the Design Summit, the consultant team reviewed the alternatives prepared for each of the design programs as outlined in Figure 3, extracted the main themes from each and prepared one consolidated draft alternative for each program. The alternatives were then included in an online survey where people were encouraged to provide general comments on each alternative as well as provide their opinions by answering questions on buildings, public spaces and transportation for each alternative.

A link to the survey was on the destinationdowntown.ca website, emailed to people on the

notification list, and given to members of the Technical and Steering Committee meeting to complete and share. The survey was available until May 18, 2018 and there were 228 respondents.

The top responses from each of the following focus areas were:



Buildings

1. Locate the tallest buildings on Guelph Street.
2. Open a portion of Main Street to create a new urban square, surrounded by 3-6 storey buildings, with retail on the ground floor.
3. There should be 3-6 storey buildings built into the slope between Main Street and Park Avenue.
4. Establish a 3 storey height limit along Main Street stepping back to 8 storeys.
5. Establish a landmark building at the intersection of Main Street and Guelph Street.

Public Space

1. Expand Remembrance Park over the roof of a new parking structure on the Edith Street parking lot.
2. Provide an access at the end of Back Street into the greenlands/Silver Creek valley.
3. Provide a green space at the foot of Church Street, with a pedestrian connection from Main Street down to Park Ave.
4. Create an urban square connected to Main Street on the Back Street parking lot, and provide parking underground.
5. Include a public space in front of the historic post office on Mill Street.

Access

1. Designate bike routes through downtown on local streets parallel to Main Street, Market Street and Park Avenue.
2. Provide some parking adjacent to the proposed new urban square on the west side of the McGibbon development site.
3. Remove the Main Street landscaped centre median, and on street parking on one side of Main Street, to create wider sidewalks and space for outdoor patios.

The full results of the survey are attached to this report as Schedule B.

C. Consultant Team's Evaluation of Alternatives and Preliminary Preferred Alternative

The consultant team undertook an initial multi-disciplinary review of each of the four alternatives prepared as a result of the April 4, 2018 Design Summit.

The consultants review evaluated each of the alternatives considering the survey results, against the draft Vision and Guiding Principles which were established in conjunction with the community as a result of the public visioning session, as well through an initial technical evaluation. The draft Vision and Guiding Principles are outlined on Figure 4.

Figure 4: Draft Vision and Guiding Principles

Vision

Downtown Georgetown is a **vibrant destination** that serves the residents of Georgetown and Halton Hills and **draws visitors** from all corners of the Greater Golden Horseshoe Area.

Development will build on the **rich natural and cultural heritage** that makes Downtown Georgetown **unique** and so cherished by all who live there and visit.

Through **sustainable development** and **enhanced public realm** initiatives, Downtown Georgetown will continue to grow and offer an increasingly diverse range of places to **live, work, shop, be entertained**, and enjoy **community life** in a setting that artfully integrates old and new development into a picturesque landscape.

Guiding Principles

-  1 Ensure new development celebrates and protects the existing **built heritage character** of the downtown.
-  2 Establish a variety of beautiful **public gathering spaces** to support cultural events, festivals and community life throughout the year.
-  3 Create **vibrant, safe and comfortable pedestrian-oriented streets** that enhance mobility for pedestrians, cyclists and drivers and support existing and future transit.
-  4 Promote a **mix of uses** in a variety of **building forms**, including a range of housing types and opportunities for retail, commercial and community uses.
-  5 Protect and enhance **natural features** while broadening opportunities for public access, enjoyment, education and stewardship.
-  6 Demonstrate **high-quality design** in new development and incorporate best practices that respect and complement the character of Downtown Georgetown and its adjacent neighbourhoods.
-  7 Incorporate **sustainable development and construction** practices to maximize resource conservation.

A detailed analysis of the consultant team's assessment of the four alternatives was provided in the presentation given at the May 24, 2018 Public Workshop, which is attached to this report as Schedule C.

As a result of the analysis, the consultant team assembled the best elements of each alternative based on the technical analysis, implementation of the Vision and Guiding Principles, and public consultation, and developed a Preliminary Preferred Alternative as shown on Figure 5. Slide 41 through to slide 48 on the presentation attached as Schedule C provide details on the Preliminary Preferred Alternative as it relates to provision of parking, active transportation, walkability, the streetscape along Main Street, creation/enhancement of public spaces, conservation of heritage buildings, and conceptual location of new buildings, including proposed height ranges.

Figure 5: Preliminary Preferred Alternative (as presented on May 24, 2018)



D. Consultation on the Preliminary Preferred Alternative

Public consultation on the Preliminary Preferred Alternative for Downtown Georgetown was undertaken in the afternoon and evening of May 24, 2018. A meeting was held with the Technical Advisory Committee in the early afternoon, Steering Committee later in the afternoon and the public in the evening.

Technical and Steering Committee Comments

The Technical Advisory Committee is made up of staff representatives from various departments in the Town, Halton Hills Public Library and agency representatives from Credit Valley Conservation, the Region of Halton and Halton Hills Hydro.

The Steering Committee is chaired by Councillor Fogal, and includes Mayor Bonnette, Councillor Johnson and Councillor Kentner, representatives from the Georgetown BIA, and Chamber of Commerce, and representatives from committees of Council such as the Active Transportation Committee, Heritage Halton Hills, Town Sustainability Implementation Committee, and appointed residents/business owners in the Downtown.

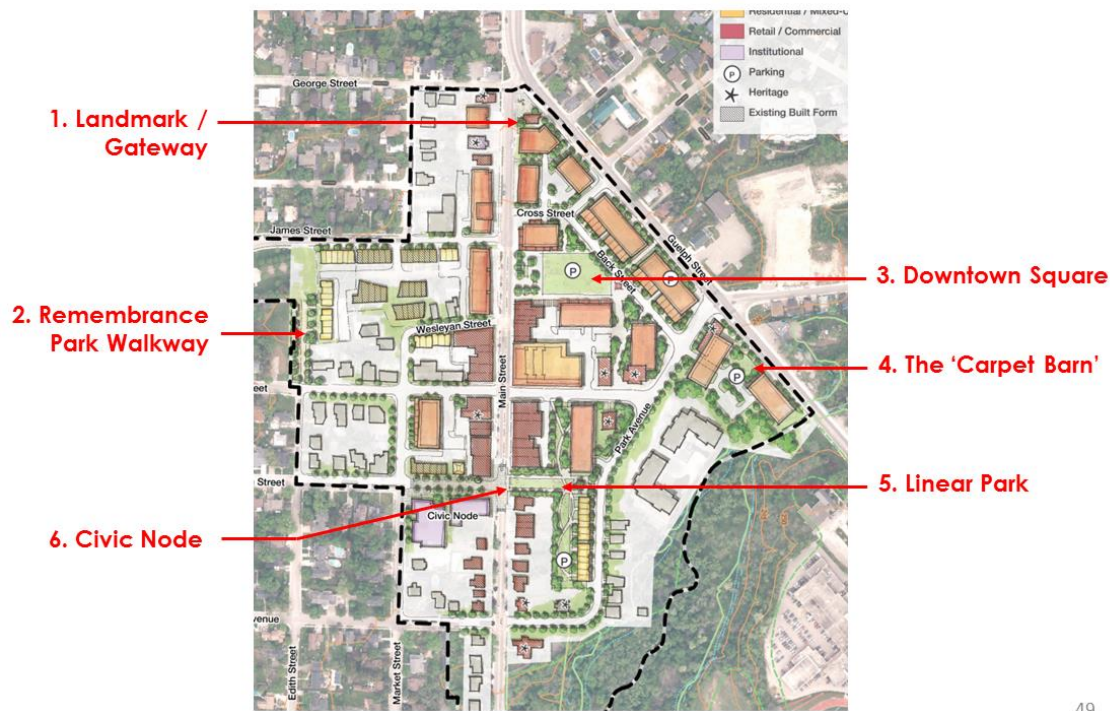
The main comments from the Technical and Steering Committee were as follows:

- Consider flexibility in the design of Main Street to allow for pilot projects to test out ideas (i.e. temporarily remove parking on one side to allow patio space).
- Cyclists need to be accommodated on side streets (considering topography) and on Main Street.
- Carefully consider the maximum building height permitted, and particularly heights greater than 6 storeys
- Carefully consider the design of a new Town Square, regarding dimensions, access points and exposure to sunlight.
- Suggest distributing parking facilities throughout downtown rather than concentrate parking in one or two locations.
- Clearly communicate that the Preliminary Preferred Alternative is a demonstration plan, which will be refined through the process to develop a more detailed Secondary Plan for the Downtown.

Public Comments

The public workshop on the Preliminary Preferred Alternative for the Destination Downtown project took place in the evening of May 24, 2018 at Georgetown District High School, beginning at 6:30 pm. There were approximately 30 public participants in attendance. After the consultant team provided a detailed presentation outlining how the Preliminary Preferred Alternative was developed, participants were asked to provide input on specific focus areas as shown on Figure 6.

Figure 6: Focus Discussion Areas for Public Workshop



49

Overall there was support for the Preliminary Preferred Alternative as presented, however comments suggesting changes for each focus area are summarized below. The full results of the Public Workshop on the Preliminary Preferred Alternative are attached to this report as Schedule D.

1. Landmark/Gateway:

- Like the concept, however any development at the intersection of Main Street and Guelph Street needs to consider the traffic volumes, and therefore its' not likely a space people would want to walk to and visit.
- General comment that heritage buildings should be conserved if it is in good shape and makes sense, otherwise the plan should commemorate the history.
- Consider new restaurants and retail space behind the church heritage building (on Main Street), and along the south side of James Street by Main Street.
- Agree with a maximum height limit in this location of 4 storeys.

2. Remembrance Park Walkway:

- A direct path from Wesleyan Street to Remembrance Park would be preferred.
- Concern about parking being removed unless it is replaced.
- Consider keeping the parking and move walkway to vacant lot next door (outside the Downtown Area boundary).

- Concern about re-designating land for townhouses that are currently outside of the Downtown boundary.
3. Downtown Square:
 - Concern about the loss of retail on Main Street due to the opening up of the downtown square on to Main Street (i.e. proposed removal of buildings).
 - Agree with height limits in this location (maximum 4 storeys on Main Street and maximum 6 storeys on the Downtown Square).
 - Maximize the size of the Downtown Square as much as possible.
 - May not make sense to preserve the former theatre – may be better to commemorate the building in new development.
 4. The Carpet Barn:
 - Consider retail on ground floor of the building at Guelph Street and Mill Street.
 - Agree with heights proposed, but they could be staggered.
 - Have a trail connection welcoming pedestrians from Guelph Street.
 - A higher building (8-10 storeys) is acceptable at this one location (property adjacent to Carpet Barn on Guelph Street next to the Silver Creek valley).
 5. Linear Park:
 - Consider apartments in the location currently proposed for townhouses.
 - Consider retail on the ground floor.
 - Agree with the heights proposed.
 - Concerned about practicality and safety of proposal given the grade changes.
 - Park Avenue is not safe for cyclists.
 6. Civic Node:
 - Consider preserving the Legion building, but if the site is redeveloped it should include underground parking and public space.
 - If on-street parking is removed in front of the library/community centre, some parking should be retained for families and seniors.
 - Consider a pedestrian only street in front of the library/community centre, or conversion to a one way street.

E. Revised Preliminary Preferred Alternative to Council for Endorsement in Principle

As a result of the results of public input and input from the Technical and Steering Committee there are minimal revisions proposed to the Preliminary Preferred Alternative, compared to the version presented to the public on May 24, 2018.

Although there was generally support for the heights proposed in the Preliminary Preferred Alternative as shown on Figure 7, there are a number of factors that need to be considered when implementing height limits for a particular area. Some of these factors include:

- Understanding of the local context, including built form adjacencies and topography;
- Land parcel configuration and the potential/requirement for land assembly;
- Service infrastructure availability to support the development;
- Fiscal and market realities of various built forms and land uses;
- Opportunities for public/private partnerships;
- Existing development expectations identified through the current approved planning framework;
- Ability to achieve public benefits, such as structured parking, and acquisition and development of public spaces in a community; and,
- Implications of built form choices on the stable areas of the study area, targets for intensification, and the need to optimize the use of land.

Figure 7: Preliminary Preferred Alternative – Proposed Heights



For the purpose of proceeding to further evaluate the Preliminary Preferred Alternative through a detailed review of servicing, mobility, parking, market and fiscal implications, Town staff and the consultant team are recommending that the heights as proposed be maintained at this time and be re-evaluated once these assessments are concluded.

An additional consideration when implementing heights in the Downtown is that by permitting a range of different dwelling types and sizes (existing single detached and semi-detached dwellings, and townhouses, apartments and retirement homes) the opportunity is provided for a diverse mix of people to live in the area, including young people, families and seniors, with a range of incomes.

There have been two minor revisions proposed to the Preliminary Preferred Alternative which was presented at the May 24, 2018 Public Workshop. Those changes are as follows:

- The Downtown Square has been re-configured to maintain retail on Main Street, while still proposing that retail frame the Square, and providing multiple access points. While it remains an objective to maximize frontage of the Square on Main Street, opportunities to achieve this objective will be further considered as the Preliminary Preferred Alternative is refined and a detailed Secondary Plan is developed.
- A mapping update on the Library/Community Centre property to reflect the expansion undertaken in 2013.

The revised Preliminary Preferred Alternative is included as Figure 8.

F. Next Steps

Through the recommendations of this report, staff is seeking direction to continue to obtain public feedback on the revised Preliminary Preferred Alternative, and Council is being asked to endorse this Preliminary Preferred Alternative in principle as the basis for the consultant team to undertake the detailed technical assessments on:

- | | |
|---------------------------------------|------------------|
| • Cultural Heritage | • Servicing |
| • Natural Heritage System
(scoped) | • Mobility |
| • Market | • Parking |
| • Fiscal Impact | • Sustainability |
| | • Urban Design |

Following completion of these assessments, the consultant team will prepare the first draft of the Downtown Georgetown Secondary Plan (land use plan and policies.)

Figure 8: Revised Preliminary Preferred Alternative



It is important to note that while the Preliminary Preferred Alternative proposes redevelopment of municipal parking lots in the Downtown Area, the redevelopment proposed is based on the principle of replacing the lost parking, as well as providing additional parking to serve the new commercial and residential uses. As well, an analysis of parking will be an important aspect of the detailed evaluation in Phase 5 of the Study.

RELATIONSHIP TO STRATEGIC PLAN:

Although this Report is providing a Phase 4 status update, the overall Destination Downtown study relates to a number of the nine strategic directions outlined in the Town's Strategic Plan. Specifically the study relates extensively to the following Strategic Directions:

- Foster A Healthy Community
- Foster a Prosperous Economy
- Preserve, Protect and Promote Our Distinctive History
- Achieve Sustainable Growth
- Provide Sustainable Infrastructure & Services
- Provide Responsive, Effective Municipal Government

In particular, comments raised by the public so far in the Study reinforce the importance of the following Strategic Objectives:

- C.6** To maintain and enhance our historic downtowns and vibrant commercial areas to provide for shopping, services, cultural amenities and entertainment.
- D.2** To encourage the preservation and enhancement of the historical character of the Town's distinctive neighbourhoods, districts, hamlets and rural settlement areas.
- G.9** To ensure that new population growth takes place by way of identifiable, sustainable, healthy and complete communities and neighbourhoods that reflect excellence in urban design.
- G.10** To promote intensification and affordable housing in appropriate locations within the Town.

Halton Hills Council has also approved the 'Top Eight' 2014-2018 Strategic Action Plan priorities for the 2014-2018 Council term. The 'Top Eight' includes Strategic Action 3 – Planning for Growth, and the following sub-actions:

3. Planning for Growth

- B.** Promote the protection and adaptive re-use of built heritage resources as part of the planning of intensification and new development areas.

- C. Preserve the established character of stable neighbourhoods by focusing development in identified intensification areas, and utilizing ‘best practices’ in urban design for infill development.

FINANCIAL IMPACT:

Council has previously approved 2017 Capital Project No. 7100-22-1901 – Georgetown Downtown Secondary Plan with a budget of \$200,000.

CONSULTATION:

Technical Advisory and Steering Committee meetings were held to obtain input on the Preliminary Preferred Alternative. Input provided was considered when the consultant team prepared the revised Preliminary Preferred Alternative included in this report.

PUBLIC ENGAGEMENT:

There have been three public workshops held on the Destination Downtown project to date. The first was a Visioning Workshop held on February 20, 2018. The results of this workshop were provided in a previous report to Planning, Public Works and Transportation Committee.

A summary of the second and third public sessions, the Design Summit and the workshop on the Preliminary Preferred Alternative have been provided as part of this report.

SUSTAINABILITY IMPLICATIONS:

Sustainability is central to the Destination Downtown study. Sustainability implications will be evaluated in subsequent recommendation reports to Council.

COMMUNICATIONS:

Upon Council adoption of the recommendations of this report, it will be posted on the project webpage and stakeholders that have requested email notifications of project updates will be advised that the report is available online.

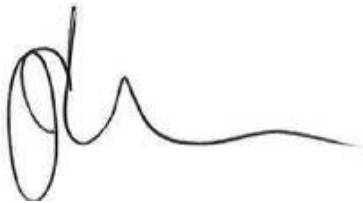
CONCLUSION:

Upon Council adoption of the recommendations of this Report, the consultant team will have direction to proceed to obtain public input on the revised Preliminary Preferred Alternative over the summer, undertake the detailed technical evaluations and develop a draft Secondary Plan (land use plan and policies) using the revised Preliminary Preferred Alternative as the basis.

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 cursive and fluid, with the first name "Brent" written in a larger, more prominent script than the last name "Marshall".

Brent Marshall, CAO

What We Heard

Downtown Georgetown Planning Study

The Planning Partnership

April 4, 2018



Destination
DOWNTOWN





Destination
DOWNTOWN

01 DESIGN SUMMIT

The Downtown Georgetown Planning Study will guide growth and development in the downtown over the next 20 years, to continue its evolution as a culturally and economically vibrant destination for residents, workers, and visitors.

Through development of the Plan, a clear vision for Downtown Georgetown will be developed as well as updated policies related to land uses, building heights, density and urban design. The study will consider the historic character, natural areas, housing, business and public spaces that make Downtown Georgetown great today, and how they can be enhanced in the future.

Meaningful and interactive public and stakeholder engagement and participation will form the foundation of the Downtown Georgetown Planning Study.

The Design Summit (second community workshop) took place on April 4, 2018 at the Mold-Masters SportsPlex Park (221 Guelph Street). The workshop included two identical design sessions, one from 3:00-5:30 pm and the other from 6:30-9:00 pm.

During each of the design sessions, participants joined a member of the Project Team to prepare an Alternative (concept) for the study area using a specific design program. The Alternatives were all developed with the Vision Statement and Design Principles developed at Workshop 1 in mind.

The Design Summit resulted in the development of 8 different Alternatives for the study area.

This report summarizes what we heard during the Design Summit on April 4, 2018.

Participants included members of the public, Steering Committee and Technical Advisory Committee.



Steering Committee

The Steering Committee is tasked with providing input and raising the interests of the groups they represent. The Committee includes representatives from:

- Town Council
- Downtown Business Improvement Area
- Halton Hills Chamber of Commerce
- Halton Hills Heritage Committee
- Halton Hills Cultural Roundtable
- Halton Hills Library
- Halton Hills Hydro
- Sustainability Implementation Committee
- Active Transportation Committee
- Downtown Residents
- Downtown Business/Land Owners



Technical Advisory Committee

The Technical Advisory Committee provides technical review and analysis and includes representatives with technical expertise in:

- Planning
- Heritage Planning
- Economic Development
- Engineering
- Transportation
- Parks and Open Space
- Conservation
- Utilities/Hydro



Design Sessions

27

Participants at Session 1


47

Participants at Session 2

02 ALTERNATIVES

During the design sessions, participants joined one of four table groups each lead by a member of the Project Team. Four (4) Alternatives were developed in both the afternoon session and evening session. Each Alternative was developed with variables in Built Form, Public Realm, Heritage, and Mobility/Access to ensure distinct alternatives for evaluation.

Downtown Planning Alternatives

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
VARIABLE				
# of Units	450	450	650	800
Type of Built Form	Townhouses	Townhouses & Mid-rise	Mid-rise	All forms
Building Height	3	3-6	8	3-10+
Public Realm / Parks	Existing park	One central urban park	Urban square with each development	Parks and urban squares
Heritage	Conserved	Integrated	Integrated	Conserved
Main Street ROW	Shared 'ROW' Vehicles and	Dedicated Lanes	Remove Street Parking	Shared 'ROW' Vehicles and

Draft Vision Statement

Downtown Georgetown is a **vibrant destination** that serves the residents of Georgetown and Halton Hills and **draws visitors** from all corners of the Greater Golden Horseshoe Area.

Development will build on the **rich natural and cultural heritage** that makes Downtown Georgetown **unique** and so cherished by all who live there and visit.

Through **sustainable development** and **enhanced public realm** initiatives, Downtown Georgetown will continue to grow and offer an increasingly diverse range of places to **live, work, shop, be entertained**, and enjoy **community life** in a setting that artfully integrates old and new development into a picturesque landscape.

Draft Guiding Principles

1



Ensure new development celebrates and protects the existing **built heritage character** of the downtown.

2



Establish a variety of beautiful **public gathering spaces** to support cultural events, festivals and community life throughout the year.

3



Create **vibrant, safe and comfortable pedestrian-oriented streets** that enhance mobility for pedestrians, cyclists and drivers and support existing and future transit.

4



Promote a **mix of uses** in a variety of **building forms**, including a range of housing types and opportunities for retail, commercial and community uses.

5



Protect and enhance **natural features** while broadening opportunities for public access, enjoyment, education and stewardship.

6



Demonstrate **high-quality design** in new development and incorporate best practices that respect and complement the character of Downtown Georgetown and its adjacent neighbourhoods.

7



Incorporate **sustainable development** and construction practices to maximize resource conservation.

02 ALTERNATIVES

The following is a record of the drawings prepared by the public at the Design Summit in accordance with set variables provided. The Project Team will prepare one version of each alternative that combines the features from each session. The four alternatives will be posted for public comment as a contribution to their evaluation.

Alternative 1 - Afternoon

# of Units	• 145-150 units
Type of Built Form	• Townhouses along Back Street / Park Avenue with some along Main Street • Infill opportunities on Main Street and on current surface parking • Compensate reduction of parking with structured parking at key locations
Building Height	• 3 Storeys
Public Realm / Parks	• Extend Remembrance Park with green roof on top of new structured parking on existing parking east of park • New trail to connect Remembrance Park to Main Street through adjacent properties
Heritage	• Conserved
Main Street ROW	• No Change



Alternative 1 - Evening

# of Units	• 200-290 units
Type of Built Form	• Townhouses in Back Street area, and on parking lots
Building Height	• 2-3 storeys
Public Realm / Parks	• Only Remembrance Park
Heritage	• Conserved
Main Street ROW	• No Change



Alternative 2 - Afternoon

# of Units	• 800 units
Type of Built Form	<ul style="list-style-type: none"> • Townhouses and midrise buildings • Left some surface parking spaces • Heritage buildings can be integrated with small condominiums in the back
Building Height	• 3-6 Storeys with heights increasing when downhill
Public Realm / Parks	<ul style="list-style-type: none"> • New central park east of library/cultural centre with retail/commercial spaces facing the park with transit stop • Back Street • Bike parking zones and electric vehicle charging station at key locations
Heritage	• Integrated within base of new mid-rise buildings but standing proud
Main Street ROW	<ul style="list-style-type: none"> • No Change • Bikes should pass through the outskirts of Downtown Georgetown or local streets • Bike routes should be parallel to Main Street



Alternative 2 - Evening

# of Units	• 350-450 units
Type of Built Form	<ul style="list-style-type: none"> • Townhouses along Main Street • Mid-rise buildings located mostly along Back Street and Guelph Street • Parking loss compensated with new structured parking (above / below grade) • Open Main Street to create frontage onto new park • Wrap new retail/commercial uses around park
Building Height	• 3-6 Storeys with greatest building heights along Back Street, Guelph Street and downslope along Park Avenue
Public Realm / Parks	• Central park (existing parking lot)
Heritage	• Integrated within base of new mid-rise buildings
Main Street ROW	<ul style="list-style-type: none"> • No Change • Cycling route along Park Avenue, bypassing Main Street which is spatially limited



02 ALTERNATIVES

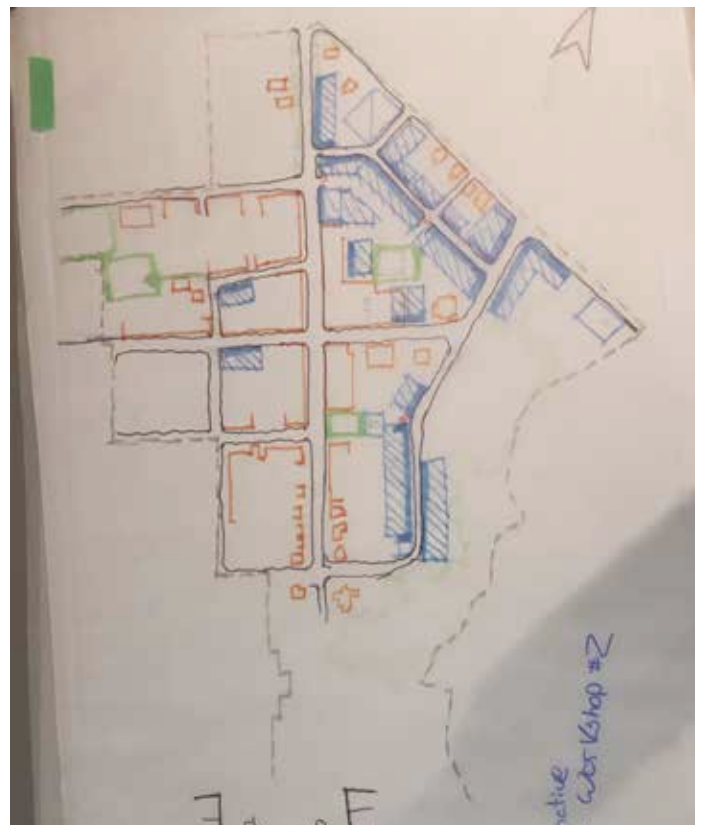
Alternative 3 - Afternoon

# of Units	<ul style="list-style-type: none"> 540-700 units
Type of Built Form	<ul style="list-style-type: none"> Midrise buildings Opportunity to use mid-rise buildings to the north as gateway elements Identified buildings west side of Main Street where new development would be set back to create wider pedestrian space
Building Height	<ul style="list-style-type: none"> 6-8 storeys stepping up from Main Street 2-3 storeys along Guelph Street and rise up towards Back Street
Public Realm / Parks	<ul style="list-style-type: none"> Parking lot at Church Street & Main Street to be transformed into a park for Farmers Market Formalize walk between buildings on east side of Main Street allowing for pedestrian linkages into new park New park (existing surface parking lot) Cycling along local streets
Heritage	<ul style="list-style-type: none"> Integrated within base of new mid-rise buildings
Main Street ROW	<ul style="list-style-type: none"> Removal of on-street parking enabling wider sidewalk for street trees and patio seating Potential asymmetrical arrangement with patio seating on one side and on-street parking on the other



Alternative 3 - Evening

# of Units	<ul style="list-style-type: none"> 500 units
Type of Built Form	<ul style="list-style-type: none"> Most of development focused along Back Street and Park Avenue Legion site to be redeveloped Priority to create an urban hub along Back Street with some access from Main Street and new street/lane configuration Parking structure on vacant site along Park Avenue with elevator access to Main Street
Building Height	<ul style="list-style-type: none"> 3-6 storeys with increasing heights along Back Street
Public Realm / Parks	<ul style="list-style-type: none"> Expanded Remembrance Park with increased connectivity to Main Street New park in large parking lot Portion of Main Street between George Street and Mill Street to be revitalized with trees and street furniture Portion of Main Street between Maple Avenue and Church Street to have flexible edge with bike lane on both sides
Heritage	<ul style="list-style-type: none"> Integrated within base of new mid-rise buildings
Main Street ROW	<ul style="list-style-type: none"> Median taken out to increase size of sidewalks and have patio space



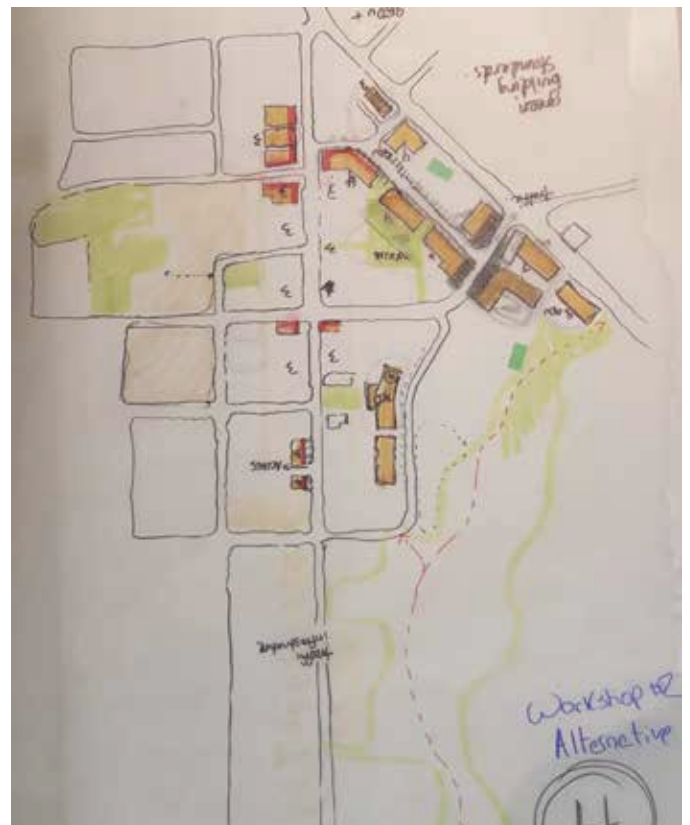
Alternative 4 - Afternoon

# of Units	<ul style="list-style-type: none"> 900+ units
Type of Built Form	<ul style="list-style-type: none"> New townhouses around Remembrance Park and on parking lots Midrise mixed-use buildings along Back Street with residential fronting Back Street and at-grade retail/commercial fronting Guelph Street Diverse housing typologies (e.g. at grade townhouses as podium) Parking loss replaced with structured parking (above/below grade)
Building Height	<ul style="list-style-type: none"> 3-10+ storeys with increasing heights along Guelph Street and downslope Variation in building heights to create interest Height transition towards Main Street and stable neighbourhoods
Public Realm / Parks	<ul style="list-style-type: none"> New park in large parking lot Opportunities for connecting Remembrance Park to new park through Wesleyan St Pedestrian corridors along side streets
Heritage	<ul style="list-style-type: none"> Integrated with base of new buildings
Main Street ROW	<ul style="list-style-type: none"> No Change



Alternative 4 - Evening

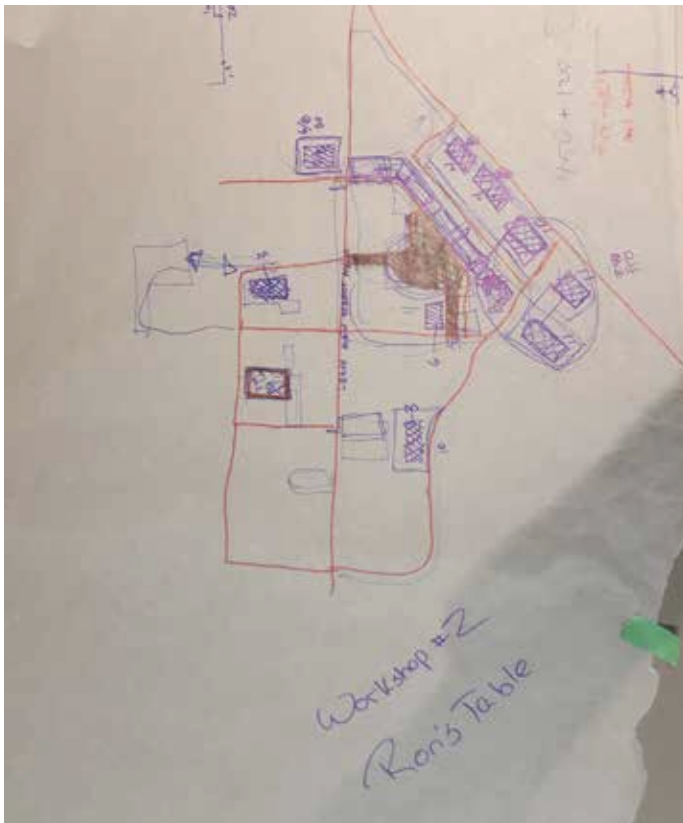
# of Units	<ul style="list-style-type: none"> 850-1000 units
Type of Built Form	<ul style="list-style-type: none"> Taller buildings at Mill Street/Main Street intersection serving as major gateway with right-of-way expanded to compensate increased traffic and create green gateway Protected low-rise residential buildings
Building Height	<ul style="list-style-type: none"> 3-12 storeys with heights highest downslope (12), midrise on Guelph Street (6-8), and transitioning lower 3 storey building heights along Main Street
Public Realm / Parks	<ul style="list-style-type: none"> Expanded Remembrance Park onto adjacent surface parking Established trail system within Greenlands Pocket parks across downtown and larger park in large parking lot
Heritage	<ul style="list-style-type: none"> Conserved
Main Street ROW	<ul style="list-style-type: none"> No Change



02 ALTERNATIVES

Alternative 5 - Evening

# of Units	<ul style="list-style-type: none"> • 600 units
Type of Built Form	<ul style="list-style-type: none"> • Midrise buildings throughout northeast of downtown • Townhouses east of Remembrance Park and along Park Avenue • Existing Bell building to become gateway building • Redevelop Legion building into 3 storey aboveground structured parking
Building Height	<ul style="list-style-type: none"> • 6-11 storeys for development along Back St • 4 storey mixed-use buildings framing new urban square • 3 storeys for other development
Public Realm / Parks	<ul style="list-style-type: none"> • Large parking lot to become a multi-functional urban square that is accessible from both Main Street and Mill St • Connect parking east of Remembrance Park to Main Street
Heritage	<ul style="list-style-type: none"> • Integrated within base of new mid-rise buildings
Main Street ROW	<ul style="list-style-type: none"> • No Change



Process





urvey: Downtown Public Space



Destination
DOWNTOWN



Visual Preference Survey Streets / Streetscapes



Downtown Georgetown Planning Study
Downtown Visioning Workshop #1



Visual Preference Survey



Downtown Georgetown Planning Study
Downtown Visioning Workshop #1

03 VISUAL PREFERENCE SURVEY

A Visual Preference Survey, featuring precedent photos organized into three different categories: Downtown Buildings, Downtown Public Space, and Streets/Streetscaping, was posted on the Town's website to gather input on what elements and quality of space was preferred for the study area. Participants evaluated precedent pictures by selecting thumbs up or down. As of April 4, 2018, 108 people participated in the survey. The following is a tally of the responses.

Downtown Buildings

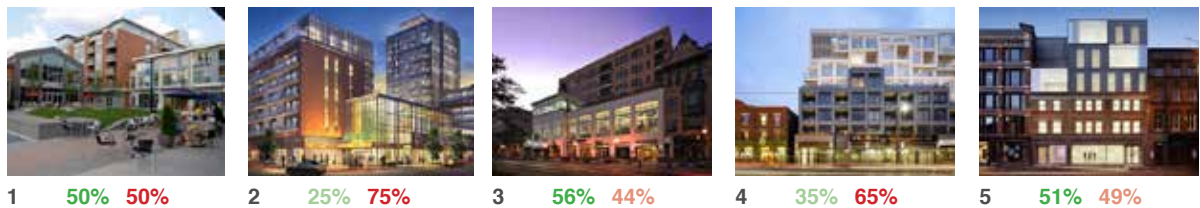
Residential



Mixed-Use: Low



Mixed-Use: High



Most Popular 'Downtown Buildings' Photos



03 VISUAL PREFERENCE SURVEY

Streets / Streetscaping

Streets



1 44% 56%



2 68% 32%



3 79% 21%



4 67% 33%



5 46% 54%

Pedestrian Realm



1 85% 15%



2 73% 27%



3 75% 25%



4 61% 39%



5 83% 17%

Street Elements



1 83% 17%



2 50% 50%



3 40% 60%



4 62% 38%



5 40% 60%

Most Popular 'Streets/Streetscaping' Photos



Downtown Public Space

Passive Use



Flexible Space



Courtyard Space



Most Popular 'Downtown Public Space' Photos





Gordon Alcott
HEDGECOCK HALL



Destination
DOWNTOWN

04 DESIGN SUMMIT PRESENTATION

DOWNTOWN GEORGETOWN PLANNING STUDY



The Design Summit – Workshop #2

Wednesday, April 4, 2018

The Planning Partnership

1

OVERVIEW OF STUDY, PROCESS & MILESTONES

We are here



2

PURPOSE OF THE STUDY

- To develop a **clear vision and detailed planning framework** (land use and built form) for Downtown Georgetown – next 20-25 years (2041 planning horizon)
- To produce a **Secondary Plan** for Downtown Georgetown as a basis for evaluating the merits of future development applications, particularly intensification proposals, to ensure the heritage character and multi-faceted, mixed use function of the area is protected
- To comprehensively **evaluate the capacity of the area to accommodate intensification** of a magnitude and scale appropriate for the area



Destination
DOWNTOWN

3

PLANNING POLICY POLICY REVIEW



2017 Growth Plan and Provincial Policy Statement

- Encourages intensification and compact built form
- Intensification and higher densities, support of a range of housing options
- 2041 planning horizon
- Increased built boundary target of 60%
- Focus of intensification in strategic growth areas



Region of Halton Official Plan

- Town of Halton Hills is projected to grow to 94,000 people in 2031, with the majority of the growth directed to Georgetown
- Regional Official Plan must be brought into conformity with 2017 Growth Plan and 2041 population target



Town of Halton Hills Strategic Plan (2014-2018)

- Protection and adaptive reuse of built heritage
- Focus development in intensification areas
- Urban design for infill/intensification is important



Town Official Plan 'Intensification Area'

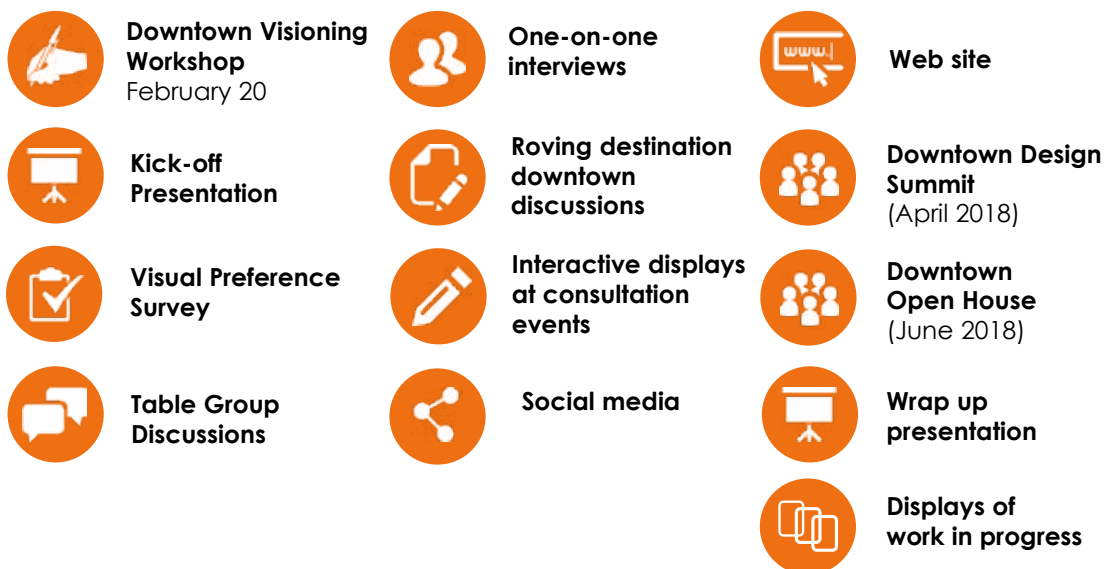
- Encourages new development, redevelopment, and a wide mix of uses
- Balance between new development downtown and preservation
- Intensification target of 340 units (Intensification Strategy)

4

Input from today will inform the Secondary Plan



OPPORTUNITIES TO GET INVOLVED



 @_HaltonHills @dtowngtown

 @TownOfHaltonHills

 tarab@haltonhills.ca

 haltonhills.ca/destinationdowntown

PUBLIC ENGAGEMENT SO FAR: VISIONING SESSION

1

Downtown Visioning Session

February 20, 2018



Technical Advisory Committee Meeting



Roving Information Station Interviews



Steering Committee Meeting



Visual Preference Survey



Public Workshop



Group Discussions on the Draft Vision Statement



One-on-One Interviews



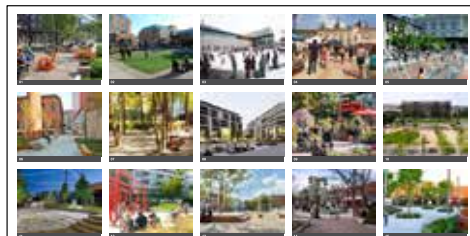
Group Discussions on the Draft Design Principles

7



VISIONING SESSION: VISUAL PREFERENCE SURVEY RESULTS

Downtown Public Space



Visual Preference Survey: Downtown Public Space

Downtown Georgetown Planning Study
Downtown Visioning Workshop #1



17
DOTS



13
DOTS



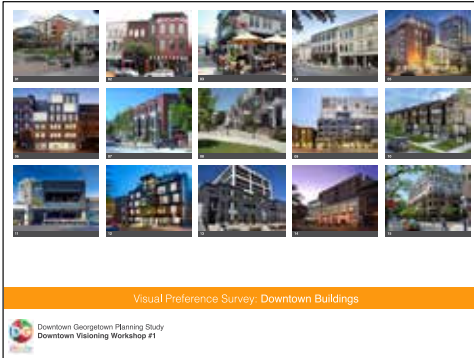
13
DOTS

8



VISIONING SESSION: VISUAL PREFERENCE SURVEY RESULTS

Downtown Buildings



9



VISIONING SESSION: VISUAL PREFERENCE SURVEY RESULTS

Streets / Streetscaping



10



ONLINE SURVEY: VISUAL PREFERENCE

Downtown Public Space



Results from April 3, 2018



👍 87%



👍 75%



👍 72%

11



ONLINE SURVEY: VISUAL PREFERENCE

Downtown Buildings



Results from April 3, 2018



👍 94%



👍 82%



👍 79%

12



ONLINE SURVEY: VISUAL PREFERENCE

Streets / Streetscaping



83%



83%



81%

Results from April 3, 2018

13

WHAT WE'VE HEARD SO FAR

What's important to you:

- Sense of community and events (farmer's market)
- Cultural amenities
- Small town feel
- Variety of restaurants, shops, and local businesses
- Walkability and attractive streetscaping
- Historic charm and heritage features/buildings
- Natural features



What could make Downtown Georgetown even better:

- More restaurants and patios
- Cycling infrastructure
- Heritage preservation
- More public, gathering spaces community events (live music)
- More specialty shops (hardware store, bakery)
- Additional transit and parking options



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STEERING COMMITTEE & TECHNICAL ADVISORY COMMITTEE - WHAT WE'VE HEARD

1. Ensure **study materials are available online**
2. Ensure that **setbacks to overhead utility wires** are considered when reviewing redevelopment opportunities
3. Clarify **parking available** downtown
4. Consider **"low impact development"**
5. Need to **understand why intensification is required**
6. Intensification must be **balanced** so as not to adversely impact the community
7. Main Street needs to **continue to evolve** - Downtown is the heart of Georgetown
8. Support advancing the Study to incorporate **three consultation events** before June 2018
9. Support **multi-faceted public engagement strategy** and a **Preferred Planning Alternative** to Council by June

15

INPUT ON THE DRAFT VISION STATEMENT

Natural Features

- "Environmental **enhancement**"
- "Have lots of **greenery and trees**"

Streetscape

- "**Active transportation** and **complete streets**"
- "Support **all modes of transportation**"
- "Focus on **pedestrians**, not cars"

Built Form

- "**Live, work, play**"
- "**mix of residential types**"
- "Preserve the **existing scale**"

Community

- "Protect and enhance **small town feel**"
- "**Sense of community**"
- "Community **amenities**"

Heritage

- "Maintain the **historic character**"

Open Space

- "**Parkettes**"
- "**Vibrant meeting place**"
- "new **public square**"

Businesses

- "**Diverse**"
- "**Stores for every day life**"
- "**Independent businesses**"

16

INPUT ON THE DRAFT DESIGN PRINCIPLES



Buildings

"Buildings reflect existing scale"

"Maintain heritage character"



Public Space

"Outdoors cafes and seating"

"A new town square"

"Promote sense of place"



Streets

"Complete streets" "Walkable"

"Enhance the streetscape"



Heritage & Culture

"Retain heritage buildings"

"Community amenities"



Use

"Mixed-use buildings"

"More restaurants" "Grocery store"

"Create a balance of uses"



Natural Features

"Connections to trail system"

"Have more trees and plantings"

17

DRAFT VISION STATEMENT & DESIGN PRINCIPLES

The **Draft Vision Statement** and **Design Principles** were generated through discussions with the Steering Committee, the Technical Advisory Committee and the Public during the Visioning Session on February 20, 2018.

Participants were asked for key words and phrases that should be captured, the input received was consolidated into the Draft Vision Statement and Design Principles (subject to Council endorsement).



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DRAFT VISION STATEMENT

Downtown Georgetown is a **vibrant destination** that serves the residents of Georgetown and Halton Hills and **draws visitors** from all corners of the Greater Golden Horseshoe Area.

Development will build on the **rich natural and cultural heritage** that makes Downtown Georgetown **unique** and so cherished by all who live there and visit.




Through **sustainable development** and **enhanced public realm** initiatives, Downtown Georgetown will continue to grow and offer an increasingly diverse range of places to **live, work, shop, be entertained**, and enjoy **community life** in a setting that artfully integrates old and new development into a picturesque landscape.



DRAFT DESIGN PRINCIPLES

-  1 Ensure new development celebrates and protects the existing **built heritage character** of the downtown.
-  2 Establish a variety of beautiful **public gathering spaces** to support cultural events, festivals and community life throughout the year.
-  3 Create **vibrant, safe and comfortable pedestrian-oriented streets** that enhance mobility for pedestrians, cyclists and drivers and support existing and future transit.
-  4 Promote a **mix of uses** in a variety of **building forms**, including a range of housing types and opportunities for retail, commercial and community uses.

DRAFT DESIGN PRINCIPLES

- 5  Protect and enhance **natural features** while broadening opportunities for public access, enjoyment, education and stewardship.
- 6  Demonstrate **high-quality design** in new development and incorporate best practices that respect and complement the character of Downtown Georgetown and its adjacent neighbourhoods.
- 7  Incorporate **sustainable development and construction** practices to maximize resource conservation.

21

WHAT'S HAPPENING IN OTHER SMALL - MID SIZED TOWNS?



HOUSING INTENSIFICATION



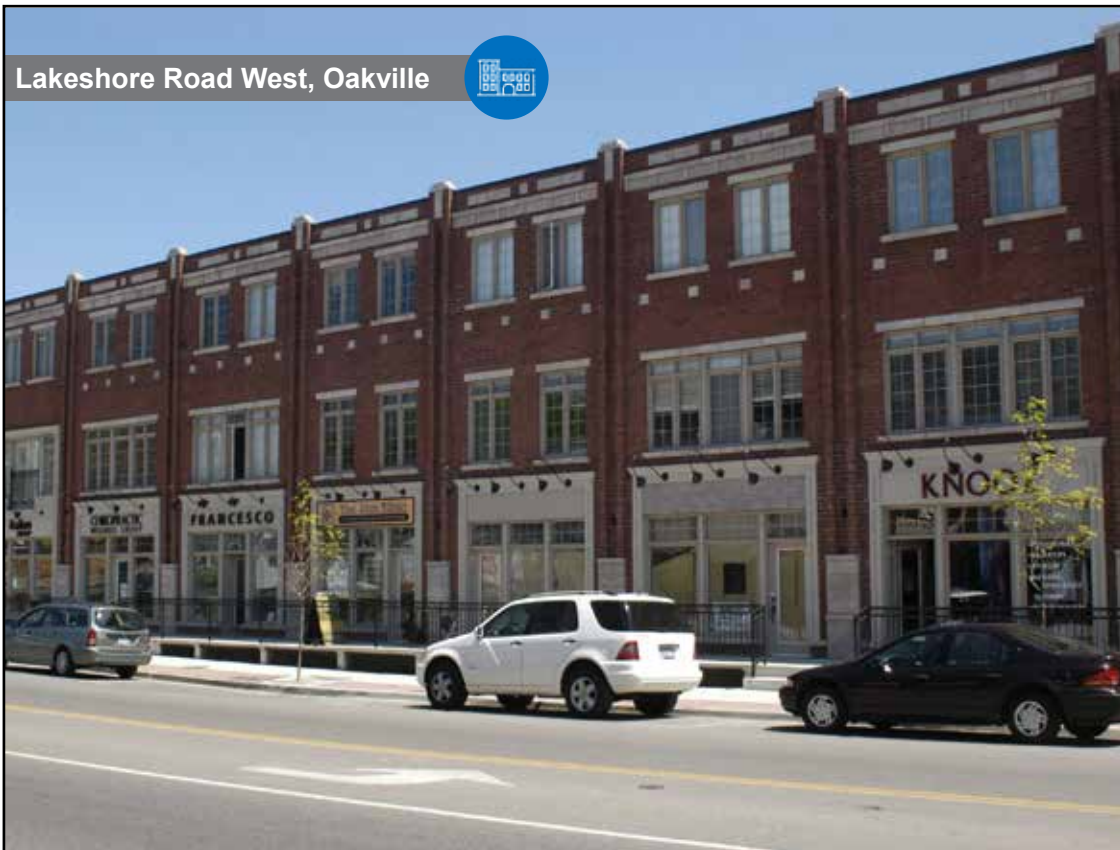
URBAN OPEN SPACE



STREETSCAPING

22

Lakeshore Road West, Oakville



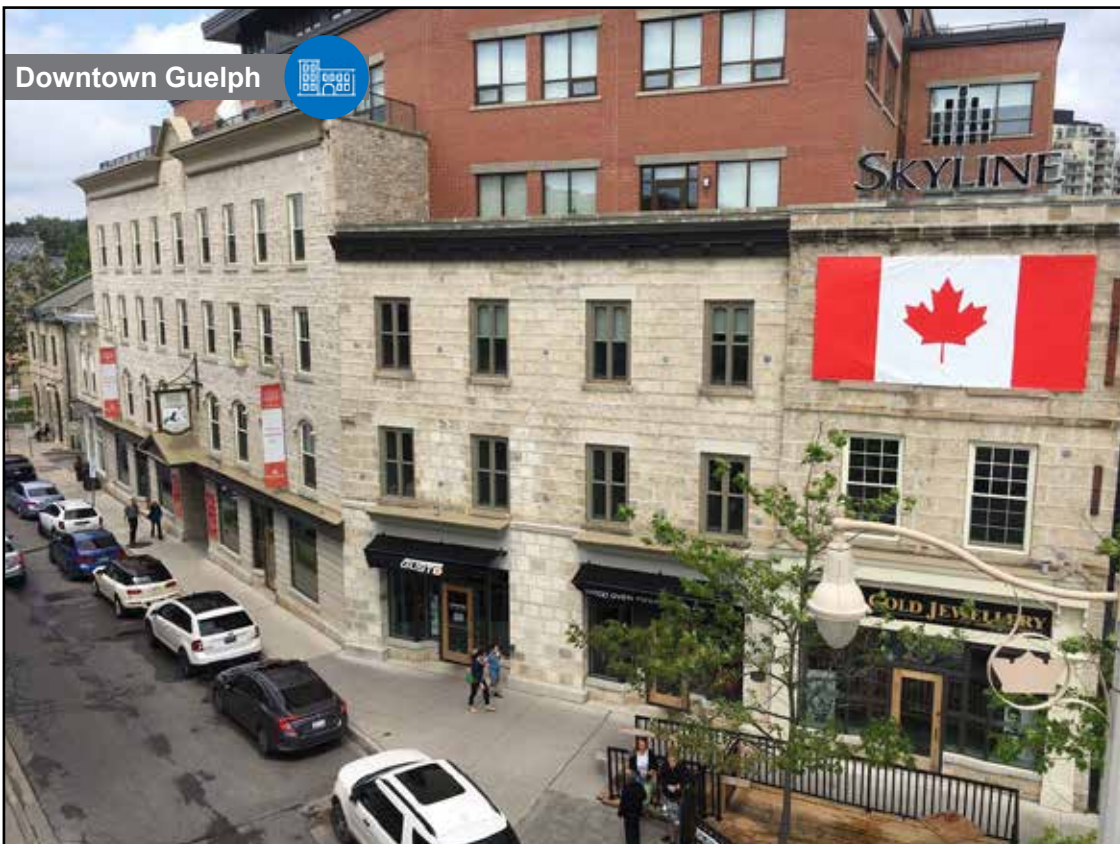
Port Credit, Mississauga



Port Credit, Mississauga



Downtown Guelph



Market Square, Guelph



Market Square, Guelph

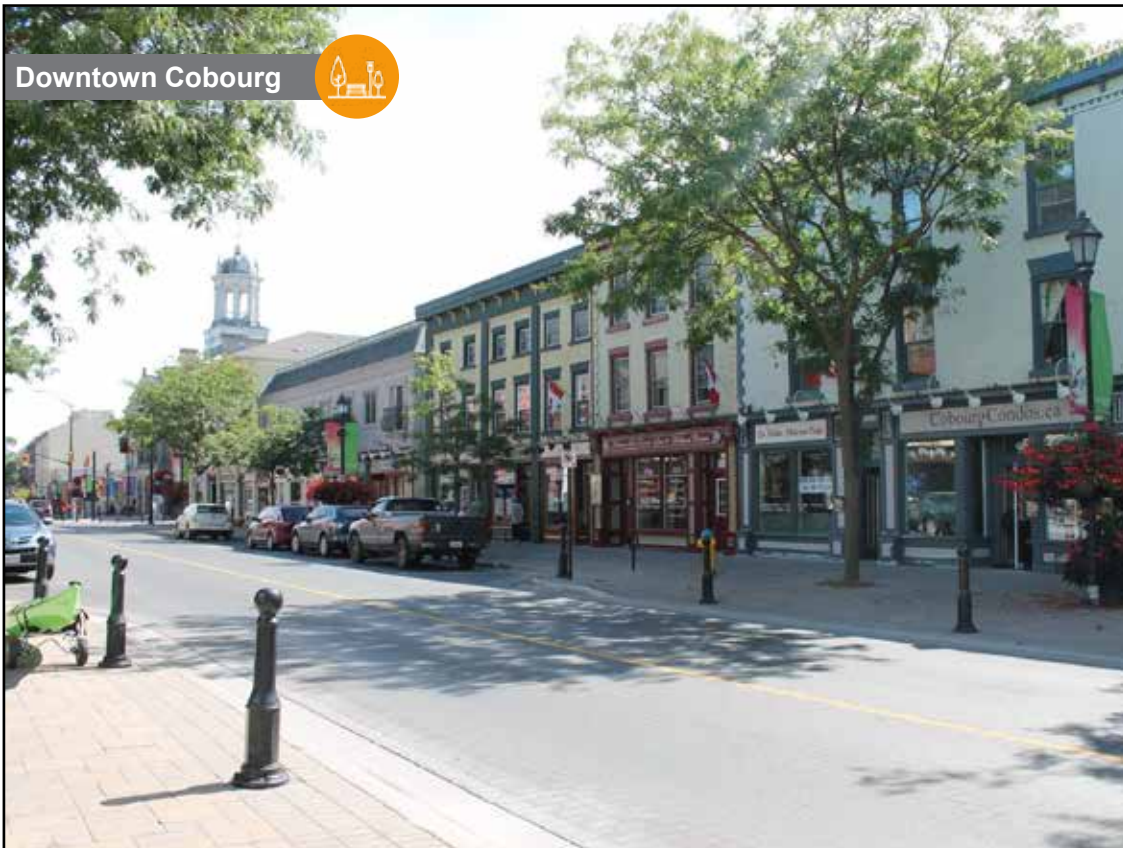


Town Square, Oakville

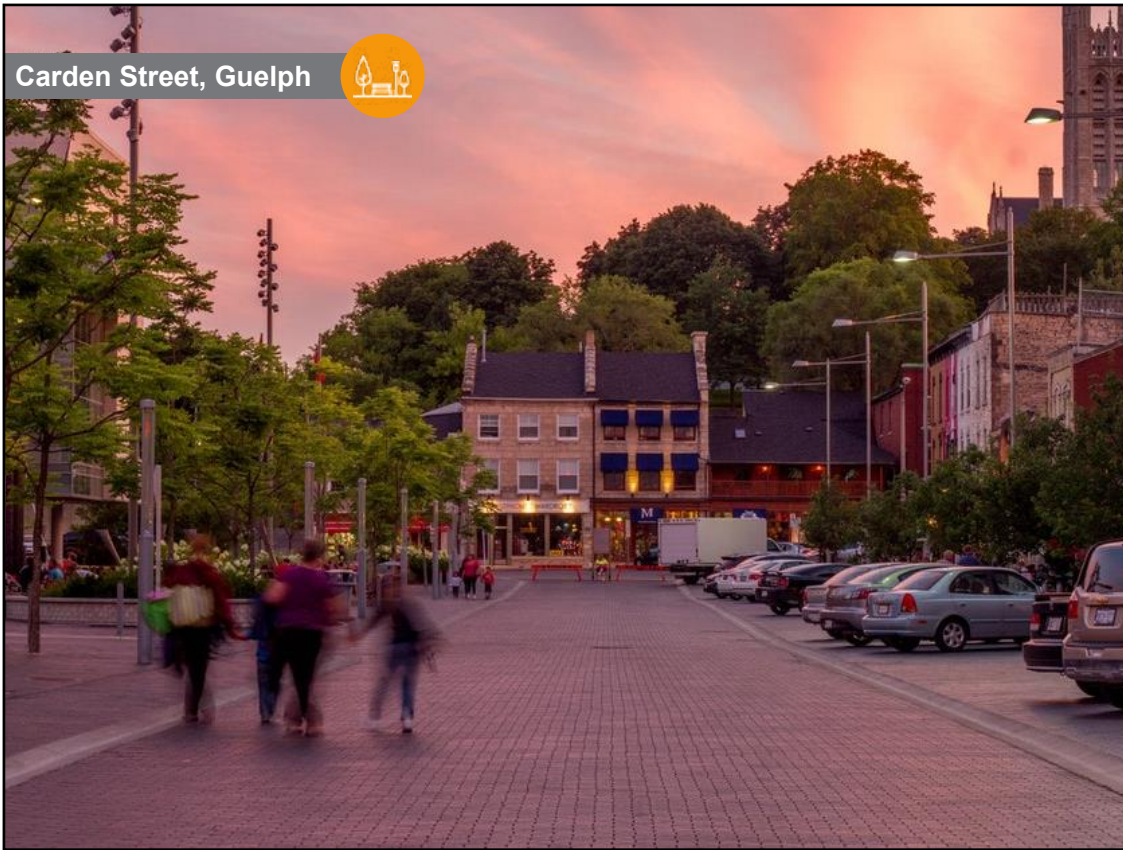


Riverwalk Commons, Newmarket





Carden Street, Guelph



DOWNTOWN PLANNING ALTERNATIVES



Alternative 1



Alternative 2



Alternative 3



Alternative 4

Many Inputs for Evaluation



Public
Input



Technical Evaluation
from Project Team



Town Staff
Comments



Steering Committee
Comments



Technical Advisory
Committee Comments

Preliminary Preferred
Downtown Planning
Alternative

34

DOWNTOWN PLANNING ALTERNATIVES: ALTERNATIVE 1



McGibbon:
125 units

Units	450
Built Form	Townhouses
Built Height	3
Public Realm / Parks	Existing park
Heritage	Conserved
Main Street ROW	Shared 'ROW' Vehicles and bicycles share existing lanes

35

DOWNTOWN PLANNING ALTERNATIVES: ALTERNATIVE 2



McGibbon:
125 units

Units	450
Built Form	Townhouses & Mid-rise
Built Height	3-6
Public Realm / Parks	One central urban park
Heritage	Integrated
Main Street ROW	Dedicated Lanes 1 lane for vehicles; 1 lane for bikes and transit

36

DOWNTOWN PLANNING ALTERNATIVES: ALTERNATIVE 3



McGibbon:
125 units

Units	650
Built Form	Mid-rise
Built Height	8
Public Realm / Parks	Urban squares with each development
Heritage	Integrated
Main Street ROW	Remove Street Parking Create enhanced bike lanes

37

DOWNTOWN PLANNING ALTERNATIVES: ALTERNATIVE 4







McGibbon:
125 units

Units	800
Built Form	All forms
Built Height	3-10+
Public Realm / Parks	Parks and urban squares
Heritage	Conserved
Main Street ROW	Shared 'ROW' Vehicles and bicycles share existing lanes

38

DOWNTOWN PLANNING ALTERNATIVES

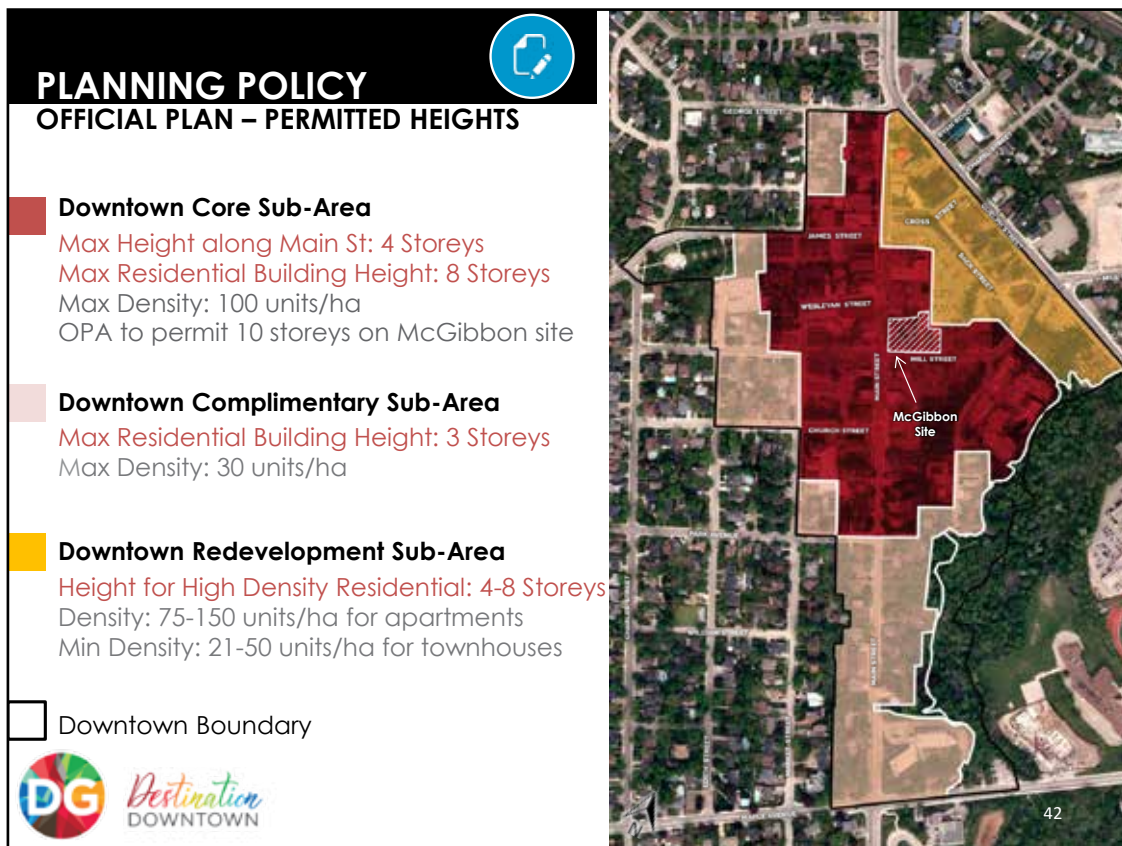
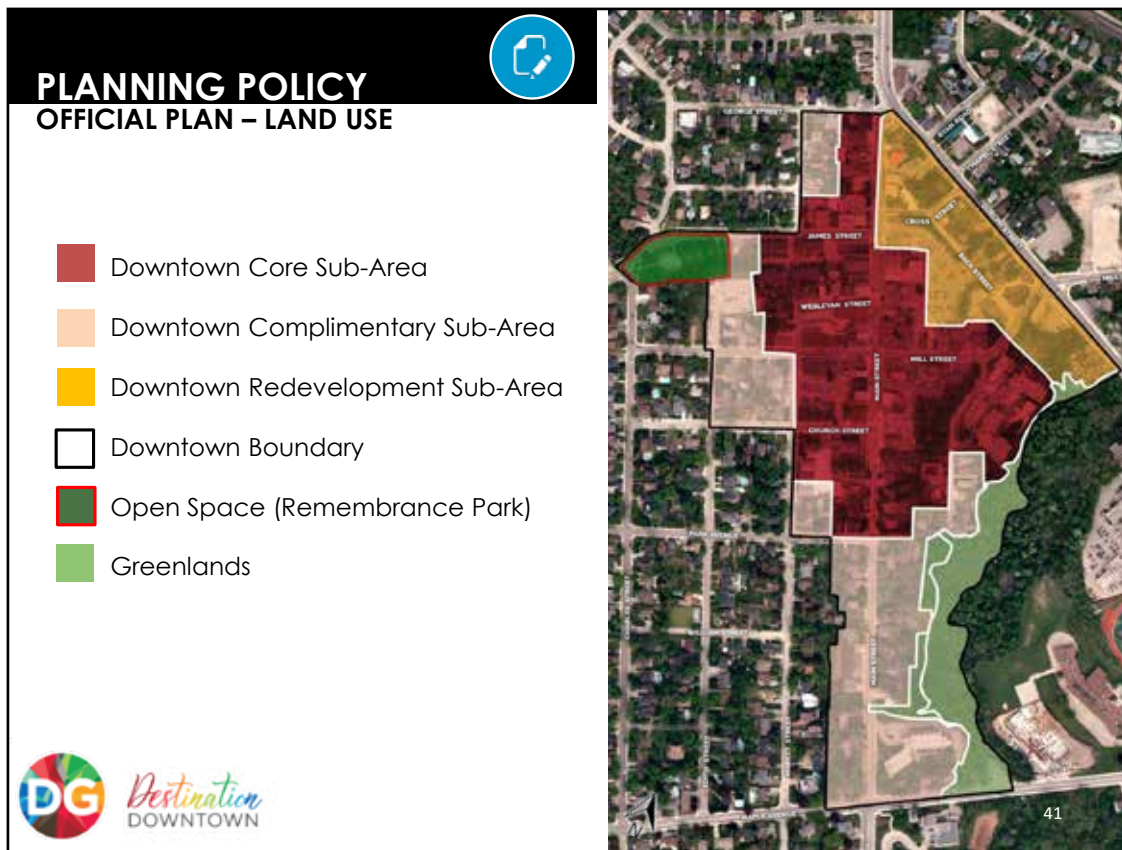
	Alternative 1	Alternative 2	Alternative 3	Alternative 4
				
Units	450	450	650	800
Built Form	Townhouses	Townhouses & Mid-rise	Mid-rise	All forms
Built Height	3	3-6	8	3-10+
Public Realm / Parks	Existing park	One central urban park	Urban square with each development	Parks and urban squares
Heritage	Conserved	Integrated	Integrated	Conserved
Main Street ROW	Shared 'ROW' Vehicles and bicycles share existing lanes	Dedicated Lanes 1 lane for vehicles; 1 lane for bikes and transit	Remove Street Parking Create enhanced bike lanes	Shared 'ROW' Vehicles and bicycles share existing lanes

DOWNTOWN PLANNING ALTERNATIVES

Alternative 1	Alternative 2	Alternative 3	Alternative 4
			

The four Downtown Planning Alternatives have been outlined for **discussion purposes** and are not discrete 'choices'.

Aspects of each and additional parameters (based on public/technical input) **will be considered** for the **Preferred Planning Alternative**.



PLANNING POLICY

OFFICIAL PLAN – PERMITTED HEIGHTS

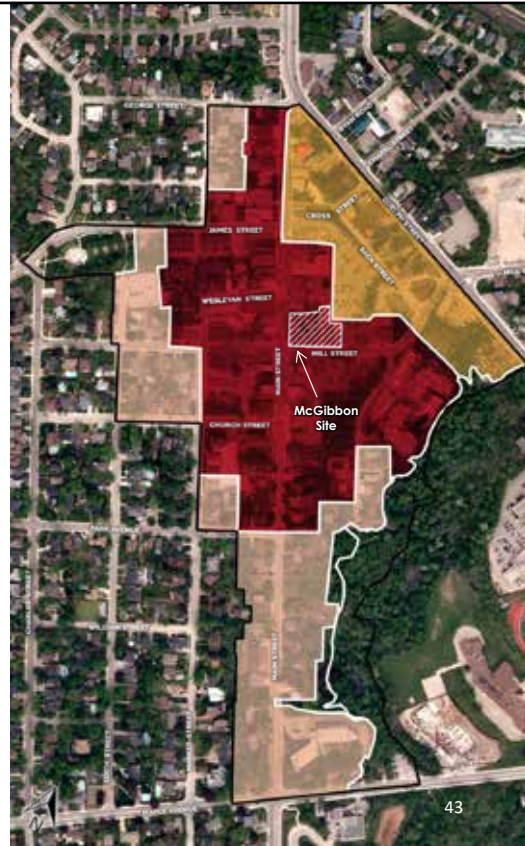


Downtown Redevelopment Sub-Area

Maximum height of buildings subject to Comprehensive Development Plan, which should consider:

- Nature and appropriateness of proposed uses;
- Location of buildings/structures;
- Location of landscaping;
- Location of parking;
- Topography; and,
- Heritage buildings conservation.

(Town OP, D2.5.1.6.5)



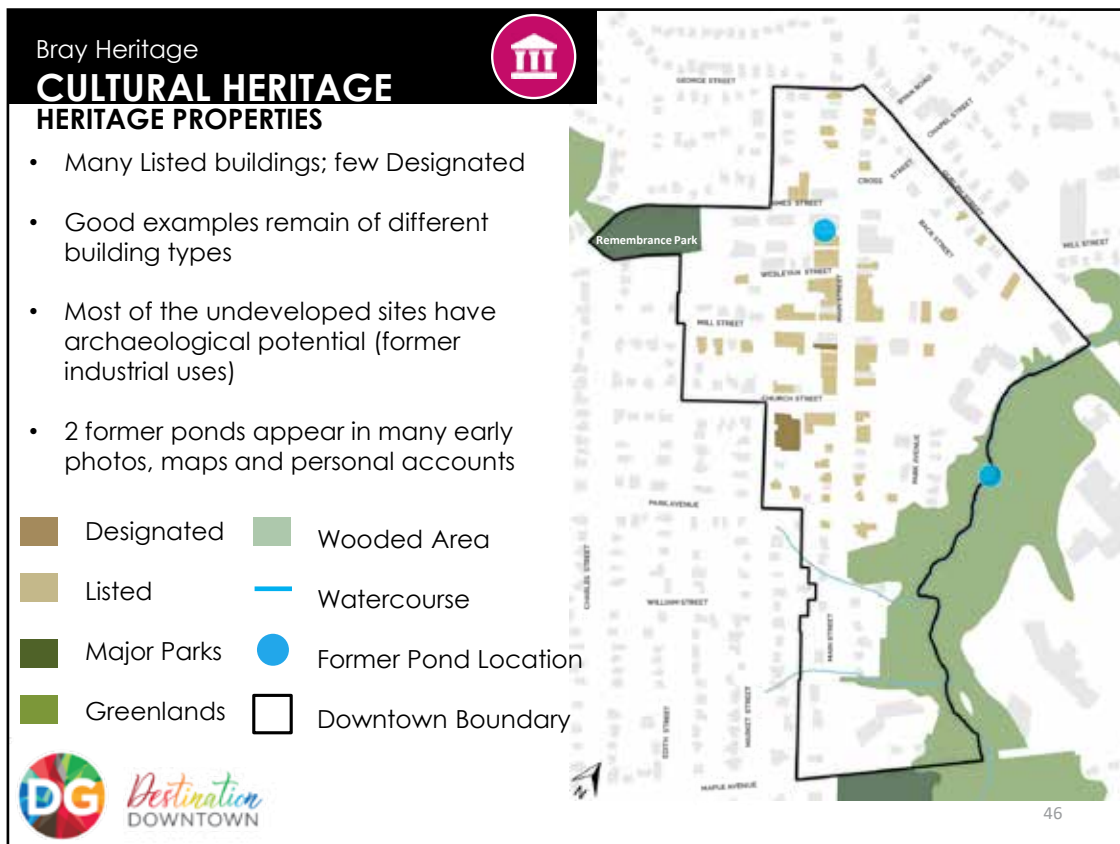
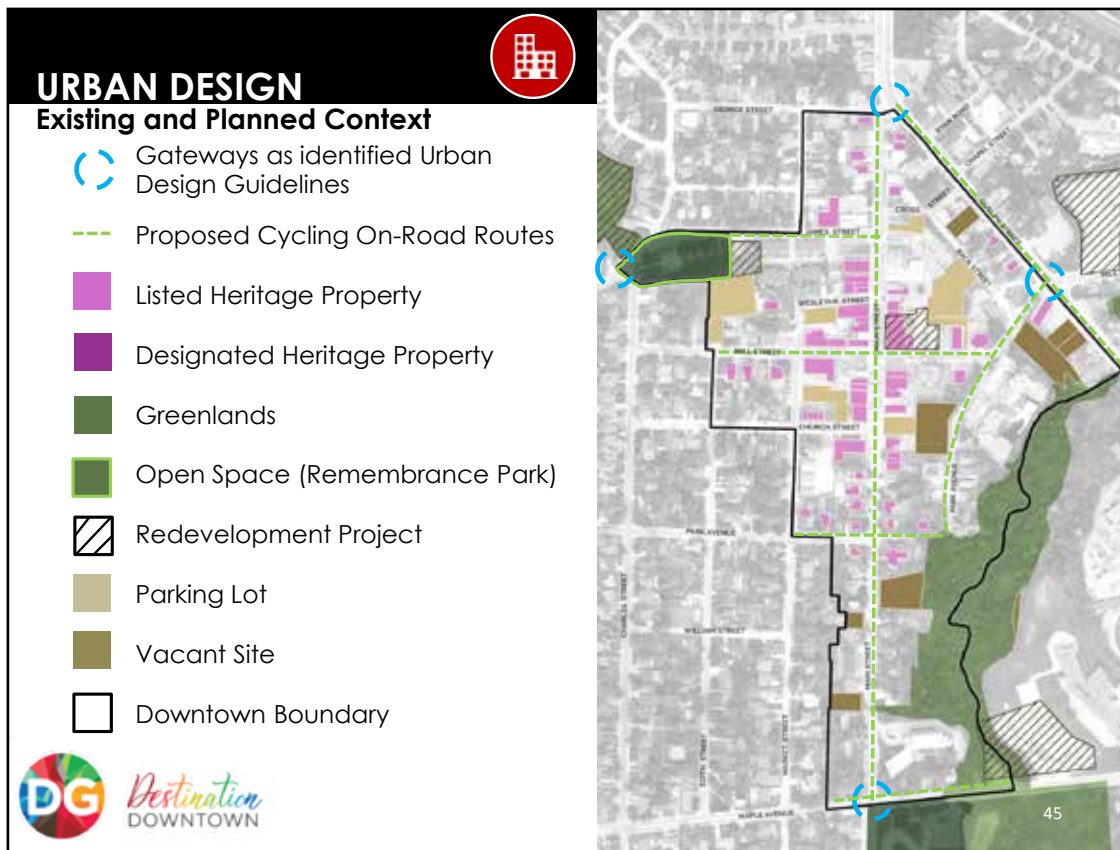
URBAN DESIGN

Key Character Defining Elements



- Historic Main Street
- Greenlands
- Open Space (Remembrance Park)
- Civic/Community Use Cluster
- Enhanced Streetscape
- Grid Street Pattern
- Heritage Landmarks
- Downtown Boundary





NEXT STEPS

We are here



47

Join one the design teams led by a designer from The Planning Partnership to develop an alternative for Downtown Georgetown.

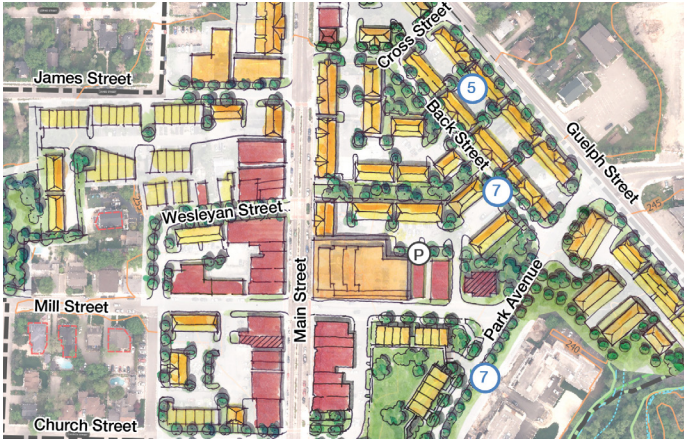


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Destination
DOWNTOWN

Alternative 1: 'The Mews'



1a: Buildings

Townhouses along Guelph Street and Park Avenue (#5, #7)

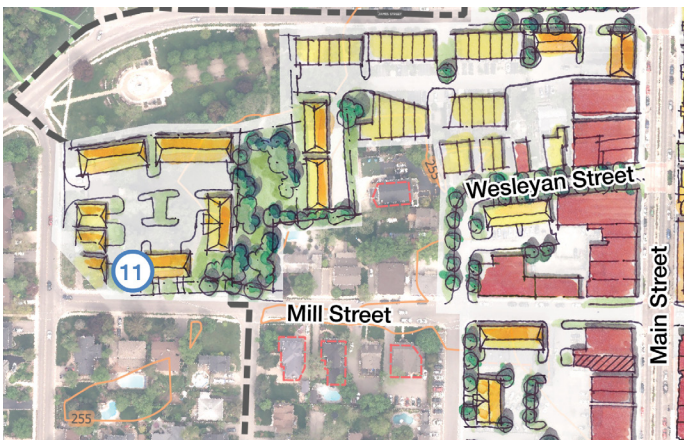
53% 47%  



1b: Buildings

Townhouses on existing parking lots; replace parking in new parking structures (#3, #8, #9)

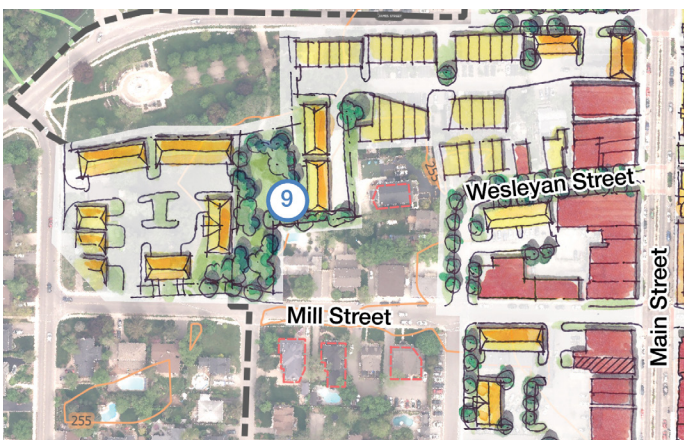
33% 67% 



1c: Buildings

Expand the Downtown Boundary to include properties on Charles Street for townhouses (#11)

55% 45% 

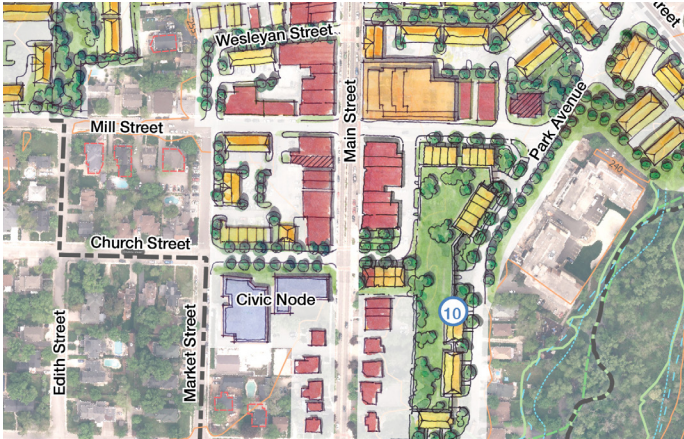


1d: Public Space

Extend Remembrance Park over the roof of a new underground parking structure (#9)

65% 35% 

Alternative 1: 'The Mews'



1e: Public Space

Replace existing small parking lot and redevelop properties with townhouses and parking structure with park on top (#10)

57% 43% 



1f: Public Space

Access at the end of Back Street to the greenlands (#6)

88% 12% 

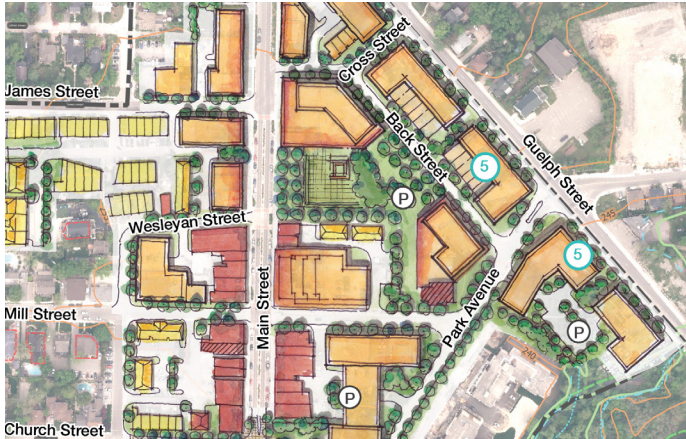


1g: Transportation

Accommodate a bike lane within a lane shared with vehicles on Main Street (#1)

46% 54% 

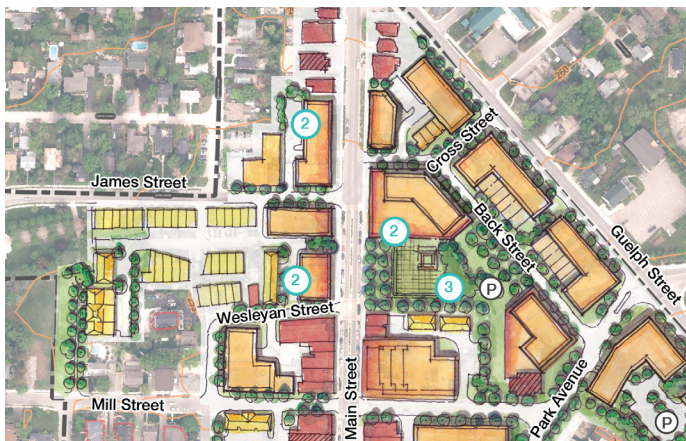
Alternative 2: 'The Town Square'



2a: Buildings

6 storey buildings between Back Street and Guelph Street (#5)

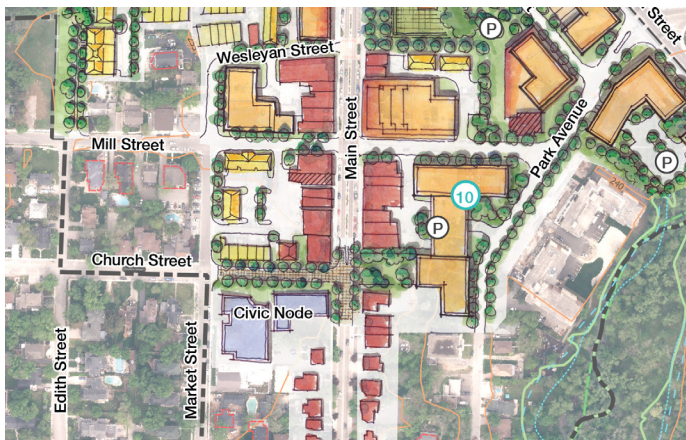
54% 46% 



2b: Buildings

Open a portion of Main Street to create a new urban square (#3) surrounded with new retail space and 3 to 6 storey buildings (#2)

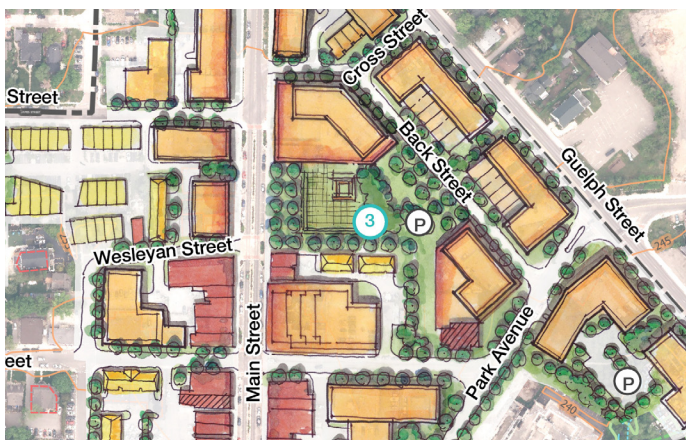
71% 29% 



2c: Building

A 3 to 6 storey building built into the slope behind the existing parking lot to create a landmark to terminate the vista along Church Street (#10)

58% 42% 

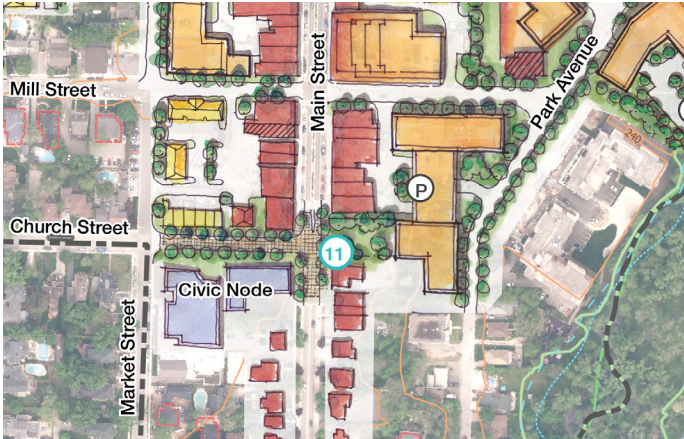


2d: Public Space

Create an urban square fronting onto Main Street between James Street and Wesleyan Street (parking will be underground) (#3)

79% 21% 

Alternative 2: 'The Town Square'



2e: Public Space

Replace parking north of the Cultural Centre and Library with a new public space (#11)

57% 43% 

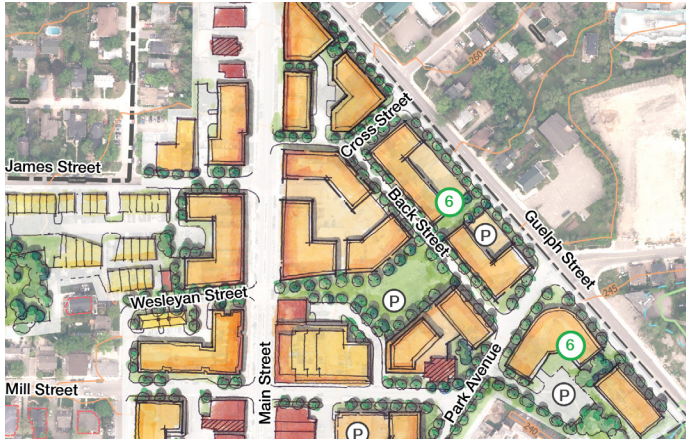


2f: Transportation

Designate bike routes through the Downtown on local roads parallel to Main Street (i.e. Market Street and Park Avenue)

67% 33% 

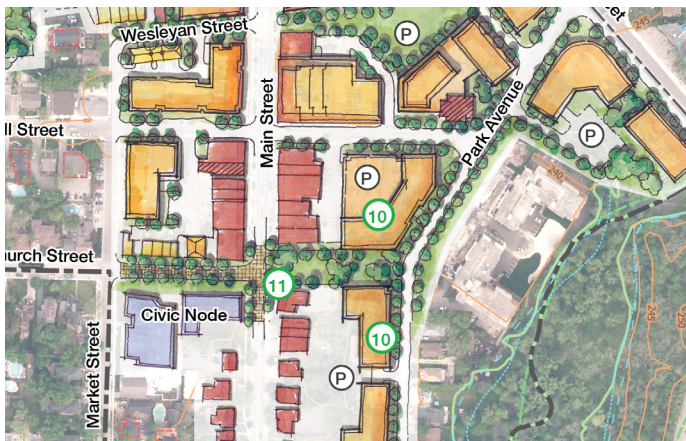
Alternative 3: 'The Village Green'



3a: Buildings

Locate the tallest buildings along Guelph Street (#6)

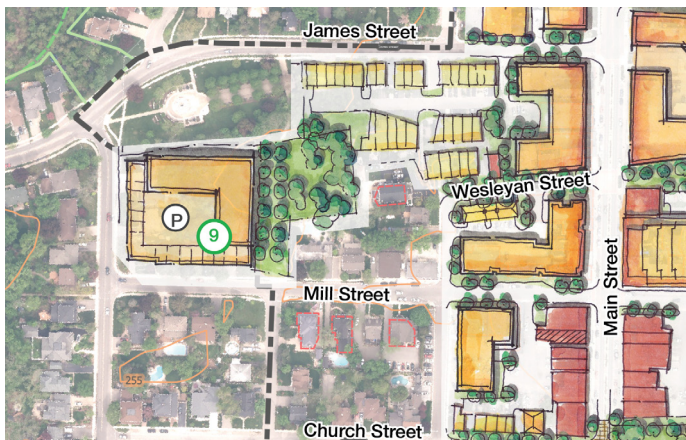
74% 26% 



3b: Buildings

3 to 6 storey buildings built into the slope behind the existing parking lot (#10); maintain an open view to the greenlands (#11)

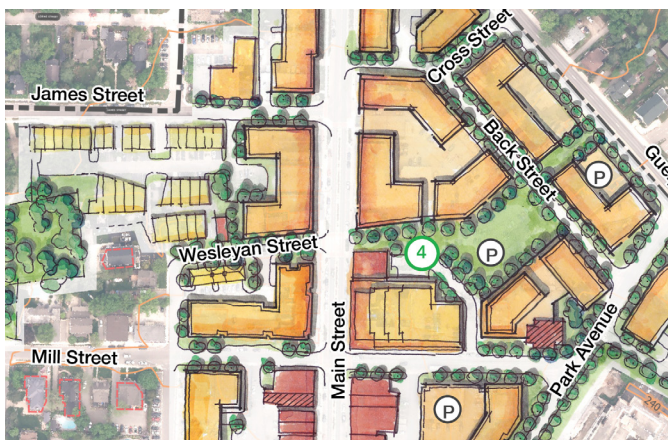
74% 26% 



3c: Buildings

Expand the Downtown boundary to redevelop the properties east of Remembrance Park with a 6 storey building to frame the park and townhouses with Mill and Charles Street addresses (#9)

38% 62% 



3d: Open Space

Create a pedestrian walkway and green space between Main Street and Back Street (#4)

82% 18% 

Alternative 3: 'The Village Green'



3e: Open Space

Green space/urban square at foot of Church Street with a pedestrian connection from Main Street down to Park Avenue (#11)

78% 22% 

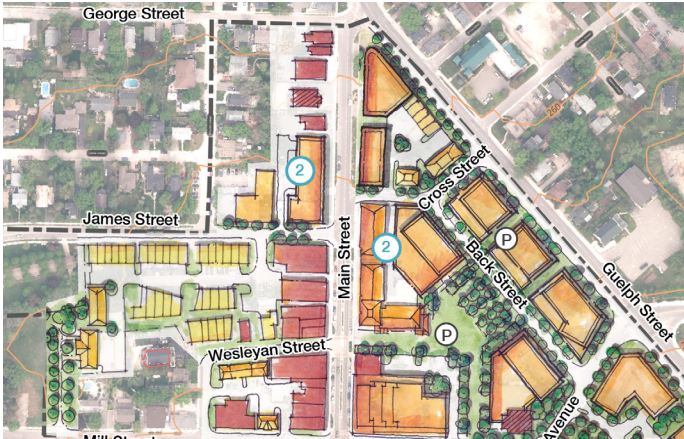


3f: Transportation

Remove the landscaped centre median and the on-street parking on one side of Main Street to create a wider sidewalk and space for outdoor patios

70% 30% 

Alternative 4: 'The Commons'



4a: Buildings

Establish a 3 storey height limit along Main Street, stepping back to 8 storeys (#2)

70% 30% 



4b: Buildings

Line both sides of back Street with townhouses; 10+ storey buildings face Guelph Street (#7)

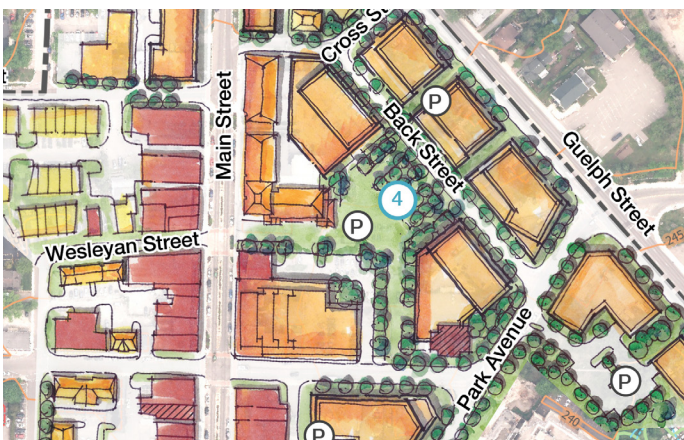
38% 62% 



4c: Buildings

Landmark building at Main Street and Guelph Street (#3)

72% 28% 

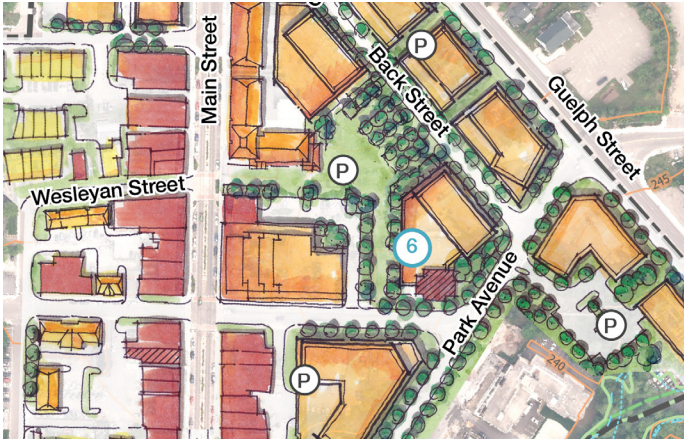


4d: Public Space

Create a park on top of a new underground parking structure lined with retail uses (#4)

83% 17% 

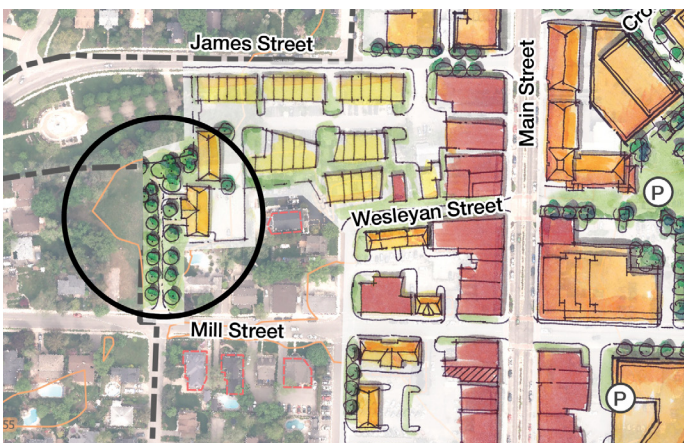
Alternative 4: 'The Commons'



4e: Public Space

Create a small public space in from of the historic post office (#6)

73% 27% 



4f: Transportation

Create a public road along the east side of Remembrance Park

33% 67% 



4g: Transportation

Provide some parking adjacent to the park, on the west side of the McGibbon (#5)

79% 21% 

223

Participants
(May 23, 2018)

Social Media Posts



Town of Halton Hills

17 hrs · 🌐

Take the online survey and share your thoughts on the four draft alternatives for Downtown Georgetown created with the community at the April 4th 2018 Design Summit: <https://destinationdowntown.metroquest.ca/> #dtowngtown



Like

Comment

Share

👍 5

Oldest ▾

4 shares



Town of Halton Hills

@HaltonHills

Follow ▾

Take the online survey and share your thoughts on the four draft alternatives for Downtown Georgetown created with the community at the April 4th 2018 Design Summit: destinationdowntown.metroquest.ca #dtowngtown



3:30 PM - 7 May 2018

1 Retweet

TPP

🗨

🔁 1

❤

✉

TPP

Tweet your reply



Town of Halton Hills

9 May at 14:30 · 🌐

Take 5 minutes to share your thoughts on Downtown Georgetown: <https://destinationdowntown.metroquest.ca/>
So far, the community is saying an urban square fronting onto Main Street would be great downtown
#dtowngtown #downtowngeorgetown



HALTON HILLS

Halton Hills - Destination Downtown

The Town of Halton Hills has launched Destination Downtown, which is a study to develop a vision and new planning framework for Downtown Georgetown. The conclusion of the study will result in a.

DESTINATIONDOWNTOWN.METROQUEST.CA

Like

Comment

Share

👍 2

Oldest ▾




Town of Halton Hills

@HaltonHills

Follow ▾



Take 5 minutes to share your thoughts on Downtown Georgetown: destinationdowntown.metroquest.ca
So far, the community is saying an urban square fronting onto Main Street would be great downtown
#dtowngtown #downtowngeorgetown



Town of Halton Hills

11 May at 14:30 · 🌐

Take the online survey and share your thoughts on the four draft alternatives for Downtown Georgetown created with the community at the April 4th 2018 Design Summit: <https://destinationdowntown.metroquest.ca/> #dtowngtown



Like

Comment

Share

👍 5

Oldest ▾

1 share



Town of Halton Hills @HaltonHills · May 11

Take the online survey and share your thoughts on the four draft alternatives for Downtown Georgetown created with the community at the April 4th 2018 Design Summit: destinationdowntown.metroquest.ca #dtowngtown



🗨

🔁 2

❤ 3

✉

DOWNTOWN GEORGETOWN PLANNING STUDY



Destination
DOWNTOWN

Technical Advisory Committee Meeting

Steering Committee Meeting

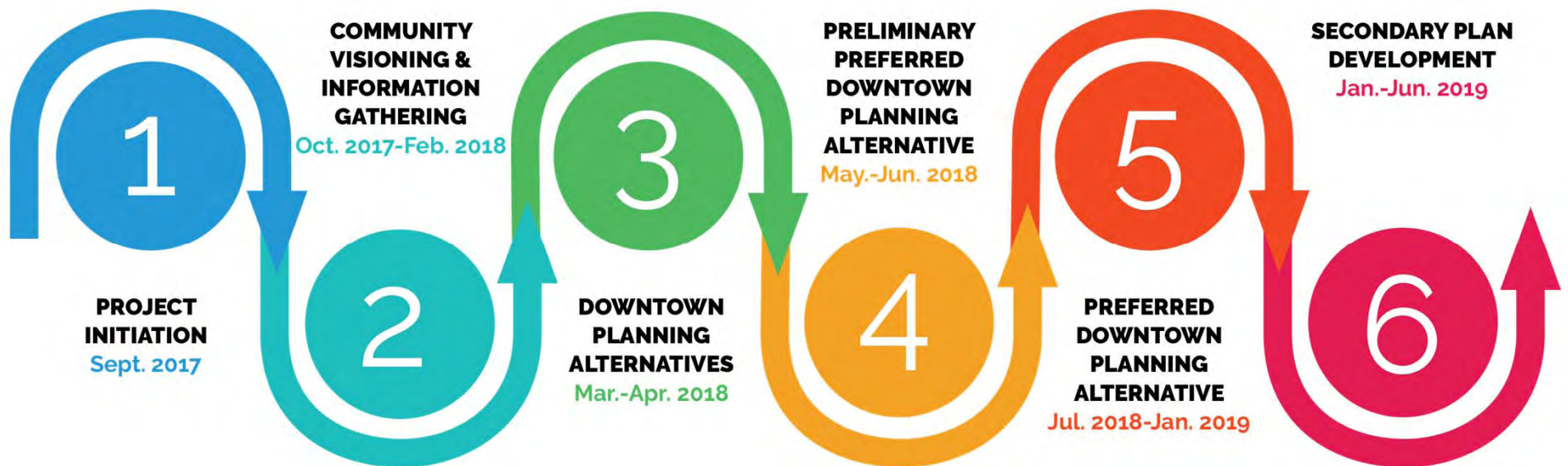
Community Workshop #3

Thursday, May 24, 2018

The Planning Partnership

OVERVIEW OF STUDY, PROCESS & MILESTONES

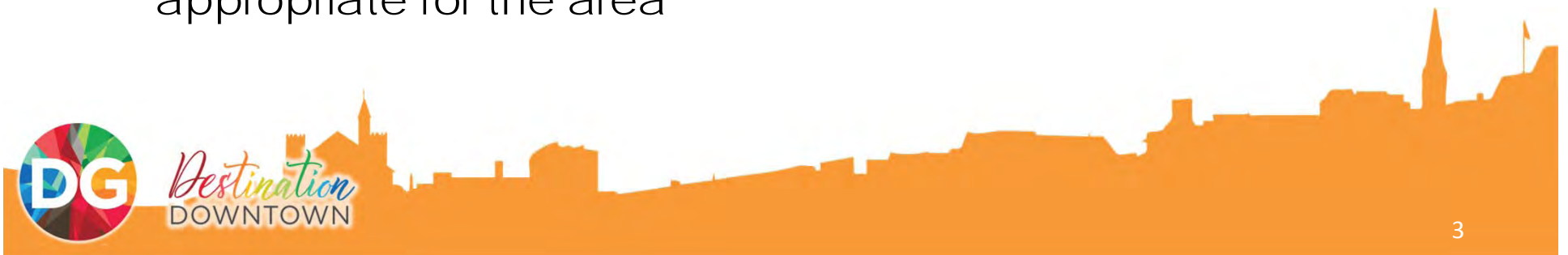
We are here



Destination
DOWNTOWN

PURPOSE OF THE STUDY

- To develop a **clear vision and detailed planning framework** (land use and built form) for Downtown Georgetown – next 20-25 years (2041 planning horizon)
- To produce a **Secondary Plan** for Downtown Georgetown as a basis for evaluating the merits of future development applications, particularly intensification proposals, to ensure the heritage character and multi-faceted, mixed use function of the area is protected
- To comprehensively **evaluate the capacity of the area to accommodate intensification** of a magnitude and scale appropriate for the area



Input from today will inform the Secondary Plan



PUBLIC ENGAGEMENT SO FAR:

1

Downtown Visioning Session

February 20, 2018

2

Design Summit

April 4, 2018



Technical Advisory Committee Meeting



Roving Information Station Interviews



Steering Committee Meeting



On-line Surveys



Public Workshop



Group Discussions on the Draft Vision Statement



One-on-One Interviews



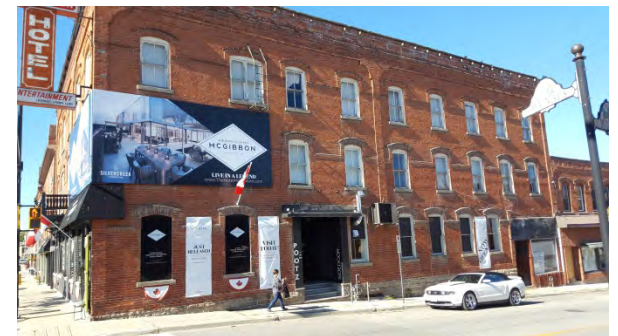
Group Discussions on the Draft Guiding Principles

DRAFT VISION STATEMENT





Downtown Georgetown is a **vibrant destination** that serves the residents of Georgetown and Halton Hills and **draws visitors** from all corners of the Greater Golden Horseshoe Area.

Development will build on the **rich natural and cultural heritage** that makes Downtown Georgetown **unique** and so cherished by all who live there and visit.




Through **sustainable development** and **enhanced public realm** initiatives, Downtown Georgetown will continue to grow and offer an increasingly diverse range of places to **live, work, shop, be entertained**, and enjoy **community life** in a setting that artfully integrates old and new development into a picturesque landscape.



DRAFT GUIDING PRINCIPLES

- 1**  Ensure new development celebrates and protects the existing **built heritage character** of the downtown.
- 2**  Establish a variety of beautiful **public gathering spaces** to support cultural events, festivals and community life throughout the year.
- 3**  Create **vibrant, safe and comfortable pedestrian-oriented streets** that enhance mobility for pedestrians, cyclists and drivers and support existing and future transit.
- 4**  Promote a **mix of uses** in a variety of **building forms**, including a range of housing types and opportunities for retail, commercial and community uses.

DRAFT GUIDING PRINCIPLES

- 5  Protect and enhance **natural features** while broadening opportunities for public access, enjoyment, education and stewardship.
- 6  Demonstrate **high-quality design** in new development and incorporate best practices that respect and complement the character of Downtown Georgetown and its adjacent neighbourhoods.
- 7  Incorporate **sustainable development and construction** practices to maximize resource conservation.







DESIGN SUMMIT: WHAT HAPPENED?

- April 4, 2018 at the Mold-Masters SportsPlex
- Two design sessions: 3:00-5:30 pm & 6:30-9:00 pm
- Participants joined a member of the Project Team to prepare an Alternative (concept) for the study area using a specific design program
- The Alternatives were developed with the Vision Statement and Design Principles in mind.
- The Design Summit resulted in the development of 8 different Alternatives for the study area



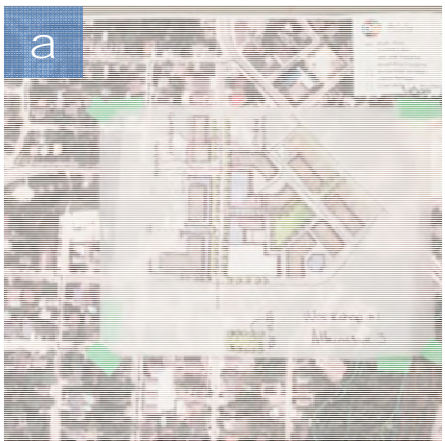




DESIGN SUMMIT: DEVELOPMENT PROGRAMS

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
VARIABLE				
# of Units	450	450	650	800
Type of Built Form	Townhouses	Townhouses & Mid-rise	Mid-rise	All forms
Building Height	3	3-6	8	3-10+
Public Realm / Parks	Existing park	One central urban park	Urban square with each development	Parks and urban squares
Heritage	Conserved	Integrated	Integrated	Conserved
Main Street ROW	Shared 'ROW' Vehicles and bicycles share existing lanes	Dedicated Lanes 1 lane for vehicles; 1 lane for bikes and transit	Remove Street Parking Create enhanced bike lanes	Shared 'ROW' Vehicles and bicycles share existing lanes



DESIGN SUMMIT: ALTERNATIVE 1

Alternative 1		
Development Program		
# of Units	450	
Type of Built Form	Townhouses	
Building Height	3	
Public Realm / Parks	Existing park	
Heritage	Conserved	
Main Street ROW	Shared 'ROW' Vehicles and bicycles share existing lanes	
		Design Summit
		
		
		Refined Alternative
		



DESIGN SUMMIT: ALTERNATIVE 2

Alternative 2		
Development Program		
# of Units	450	
Type of Built Form	Townhouses & Mid-rise	
Building Height	3-6	
Public Realm / Parks	One central urban park	
Heritage	Integrated	
Main Street ROW	Dedicated Lanes 1 lane for vehicles; 1 lane for bikes and transit	
Design Summit		
a		
b		
Refined Alternative		



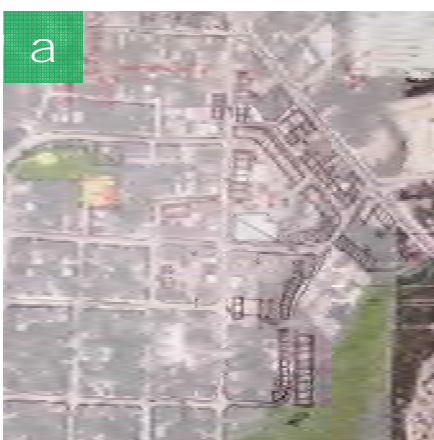
DESIGN SUMMIT: ALTERNATIVE 3

Alternative 3

Development Program

# of Units	650
Type of Built Form	Mid-rise
Building Height	8
Public Realm / Parks	Urban square with each development
Heritage	Integrated
Main Street ROW	Remove Street Parking Create enhanced bike lanes

Design Summit



Refined Alternative





DESIGN SUMMIT: ALTERNATIVE 4

Alternative 4

Development Program

# of Units	800
Type of Built Form	All forms
Building Height	3-10+
Public Realm / Parks	Parks and urban squares
Heritage	Conserved
Main Street ROW	Shared 'ROW' Vehicles and bicycles share existing lanes

Design Summit



Refined Alternative





EXPLORING THE ALTERNATIVES



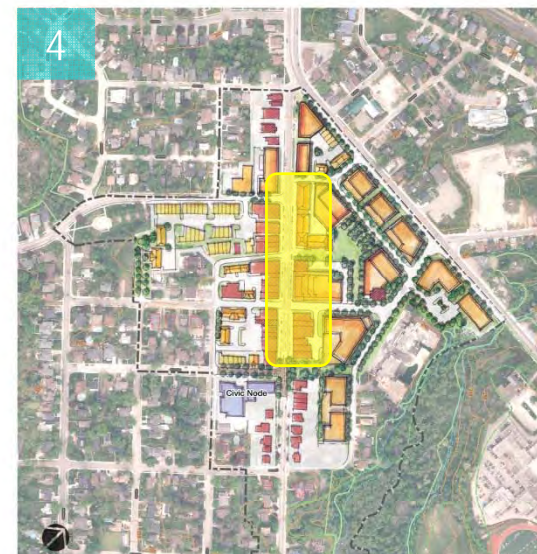
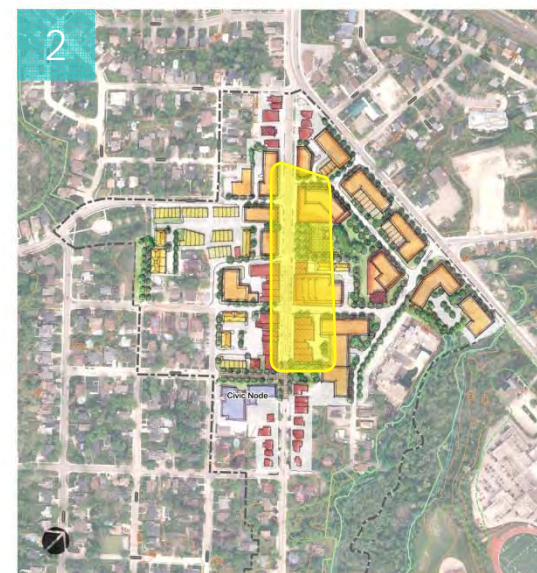
PRINCIPLE 1: Ensure new development celebrates and protects the existing built heritage character of the downtown

- a. **Protect the heritage character of Main St, in particular the buildings in the block north of McGibbon on the east side of Main St**

Rear additions to existing buildings on Main St

Consider designation of Main Street between James and Church Street as a Heritage Conservation District

Conserve the massing of each building in the block north of McGibbon, east side of Main St (with stepback to new building behind) – no alternatives do this





PRINCIPLE 1: Ensure new development celebrates and protects the existing built heritage character of the downtown

b. Conserve key heritage buildings on Mill St

Conserve 70 Mill Street – Old Post Office as an anchor to the street

Conserve 120-134 Mill St
Replace 2 banks at the corner of Main St and Mill St with 2-3 storey buildings in keeping with Main Street character

Also consider:

Conserving 75 Mill Street (the 'Birches')

Conserving 72 Mill Street (old theatre)



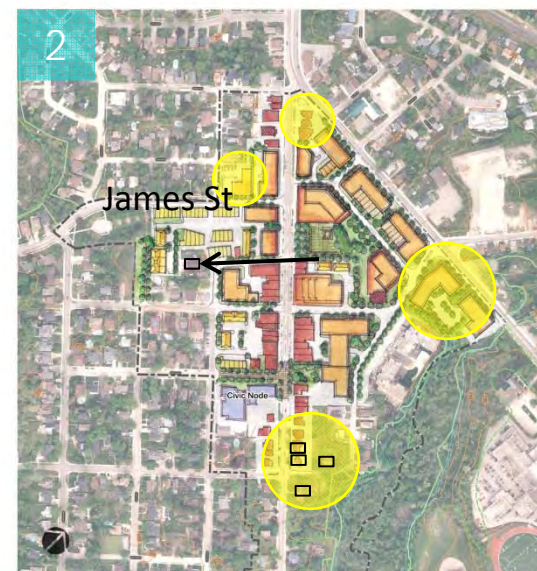
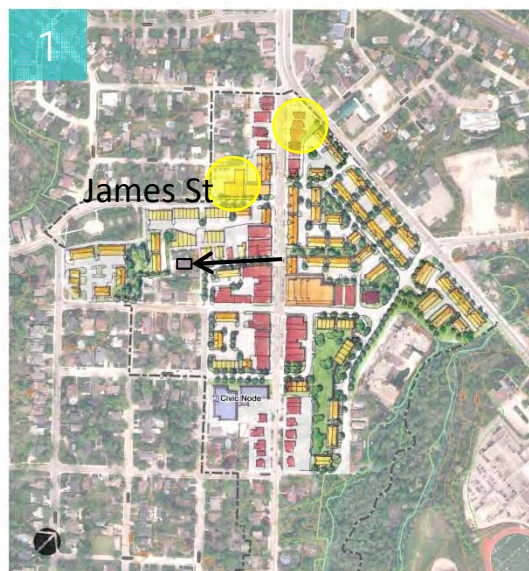


PRINCIPLE 1: Ensure new development celebrates and protects the existing built heritage character of the downtown

c. Conserve key buildings on Guelph St

Retain corner house at Main St and Guelph St and incorporate landscaped forecourt design

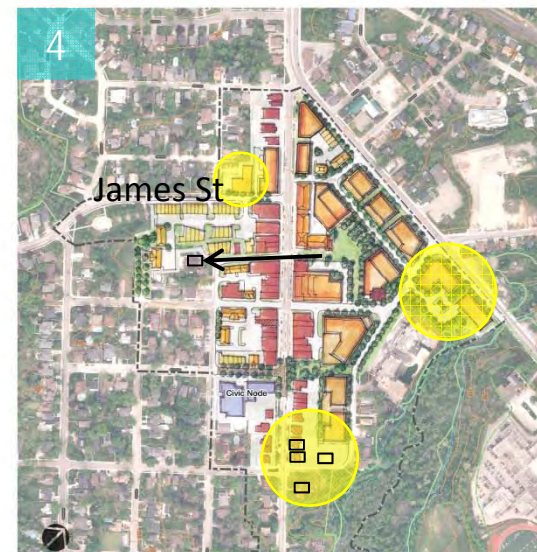
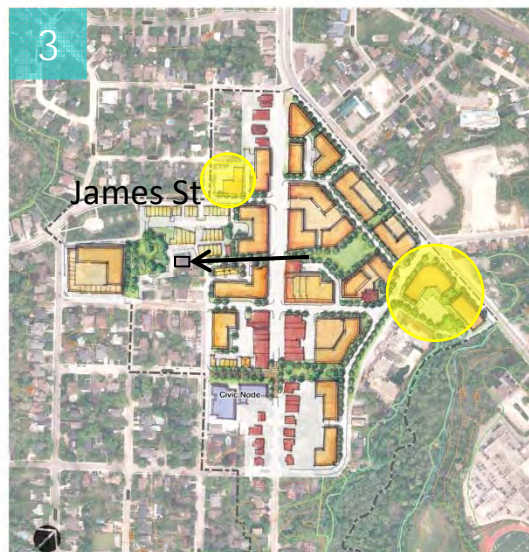
Incorporate the Carpet Barn on Guelph St as part of new development



d. Retain #8 James St

e. Maintain views along Wesleyan to the former chapel

f. Conserve cluster of buildings on Park Ave at Main St

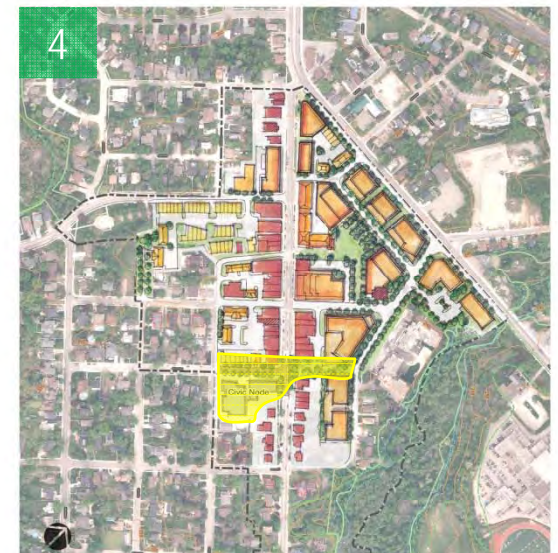
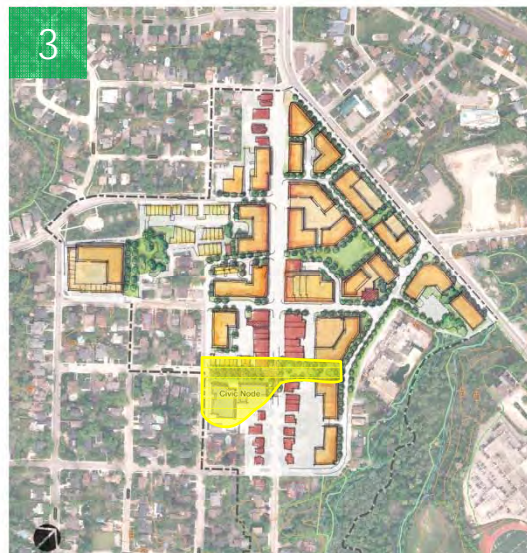
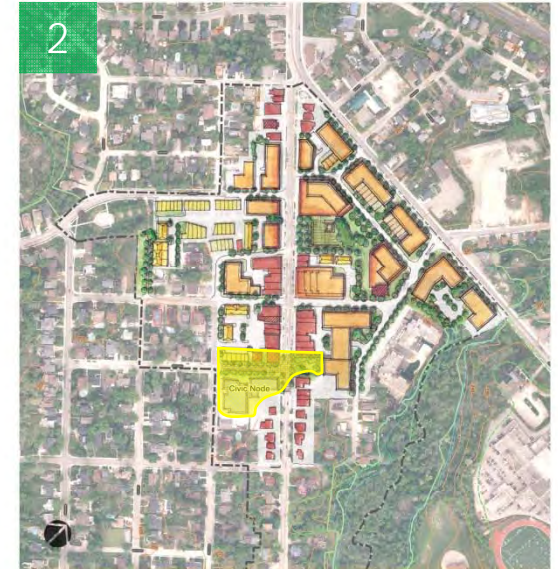




PRINCIPLE 2: Establish a variety of beautiful public gathering spaces to support cultural events, festivals and community life throughout the year

a. Provide an enhanced cultural and civic node

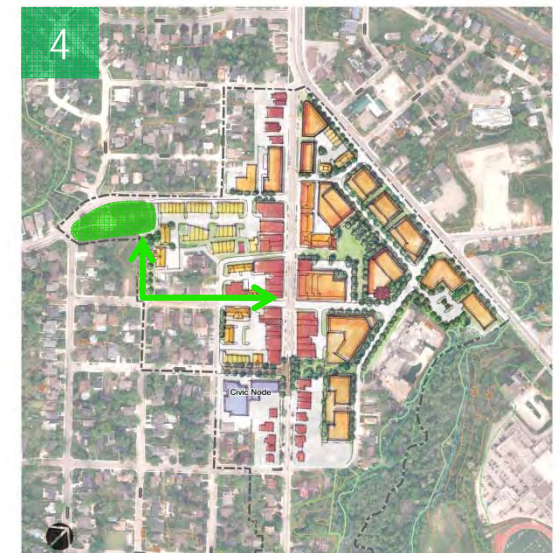
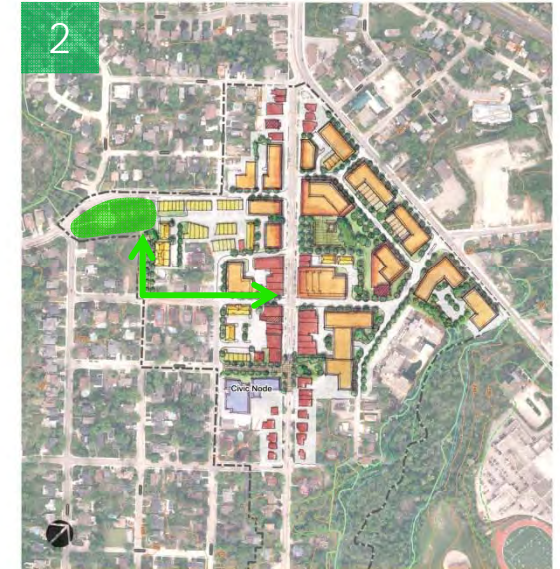
Enhance the Library and Cultural Centre





PRINCIPLE 2: Establish a variety of beautiful public gathering spaces to support cultural events, festivals and community life throughout the year

b. Improve the connection to Remembrance Park



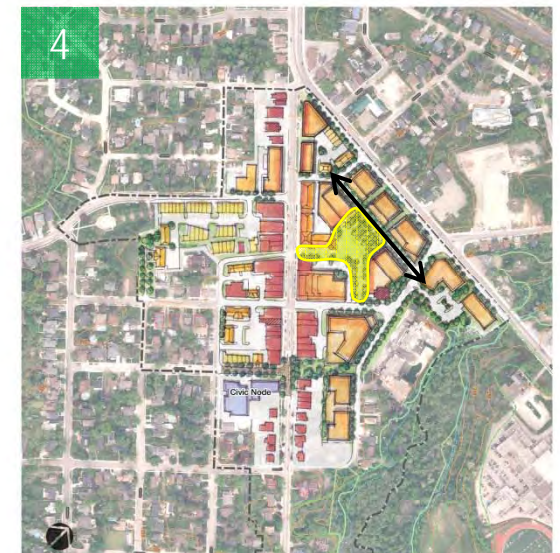
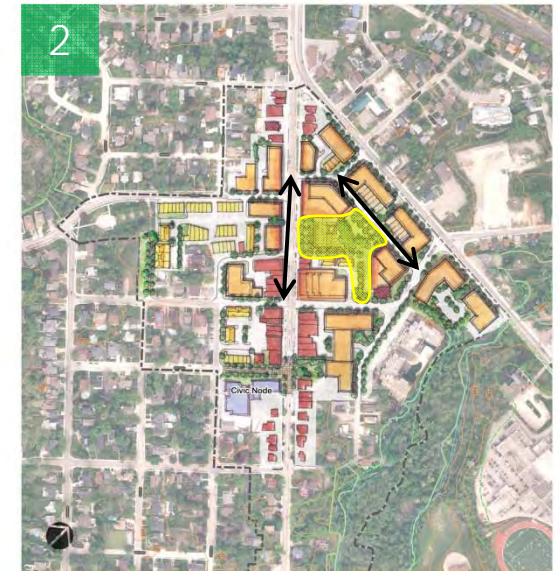


PRINCIPLE 2: Establish a variety of beautiful public gathering spaces to support cultural events, festivals and community life throughout the year

- c. Provide a range of publicly accessible parks and open spaces, including animated and prominent public space

New central public space has:

Frontage on Main St
Exposure on multiple streets
Active uses on all sides





PRINCIPLE 3: Create vibrant, safe and comfortable pedestrian-oriented streets that enhance mobility for pedestrians, cyclists and drivers and support existing and future transit

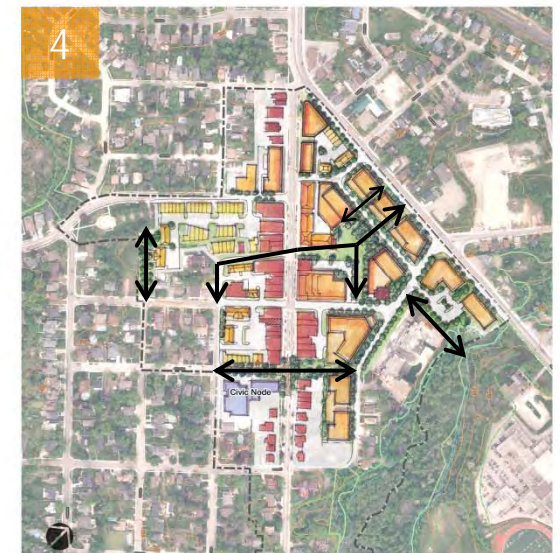
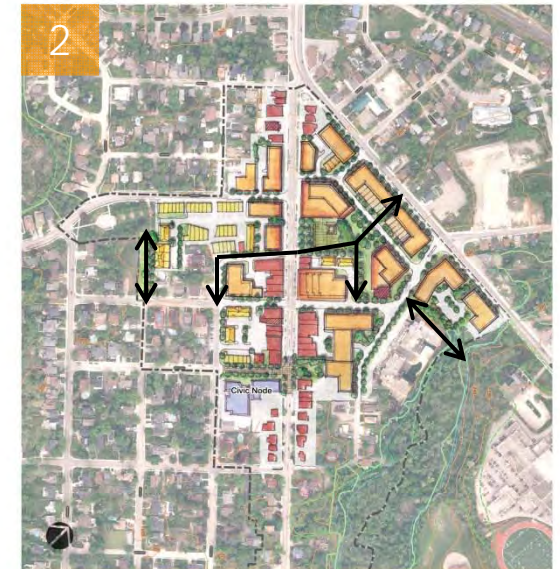
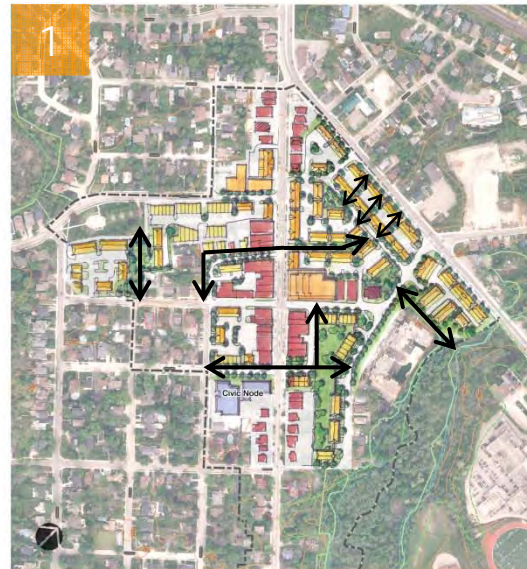
a. Provide more ways to walk to Downtown and to the GO Station

Fine grain network of walkways / landscaped areas

New lane/street behind Main St, between Church and Mill St

Direction from planning policy (provincial, regional, local):

Promote healthy, active communities by planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate community connectivity

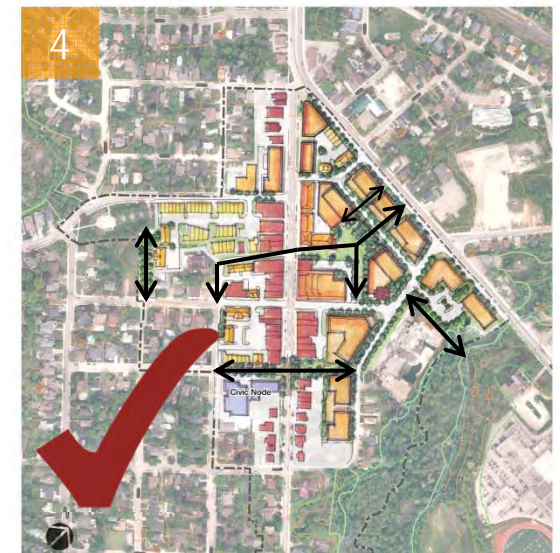
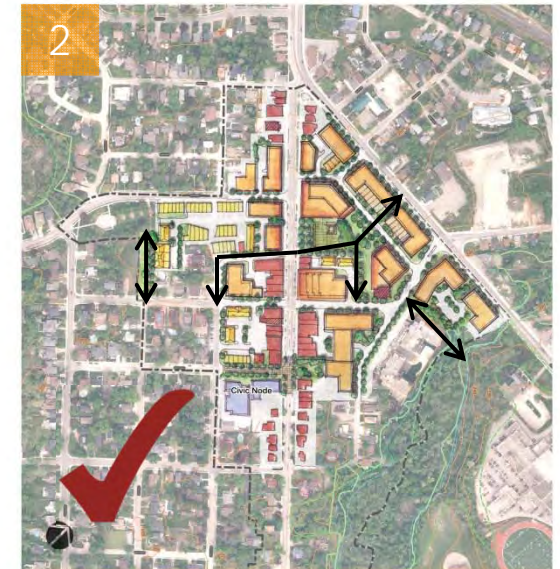
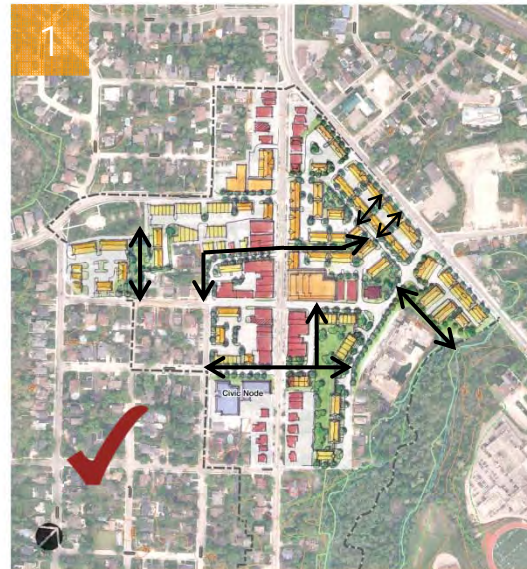




PRINCIPLE 3: Create vibrant, safe and comfortable pedestrian-oriented streets that enhance mobility for pedestrians, cyclists and drivers and support existing and future transit

b. Support current and future transit and active transportation

Alternative 4 has the highest number of units and multiple access routes





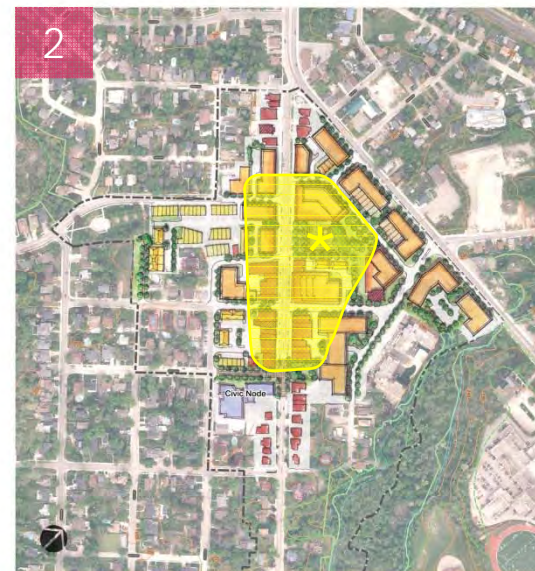
PRINCIPLE 4: Promote a mix of uses in a variety of building forms, including a range of housing types and opportunities for retail, commercial and community uses

a. Encourage investment while retaining the character and scale of Downtown

Encourage vibrant retail

Provide space for programmed events / gathering space with exposure on Main St

Design routes, destinations, attractions to increase foot traffic





PRINCIPLE 4: Promote a mix of uses in a variety of building forms, including a range of housing types and opportunities for retail, commercial and community uses

b. Provide opportunities for a diverse mix of housing to enhance absorption rates (purchases and rentals)

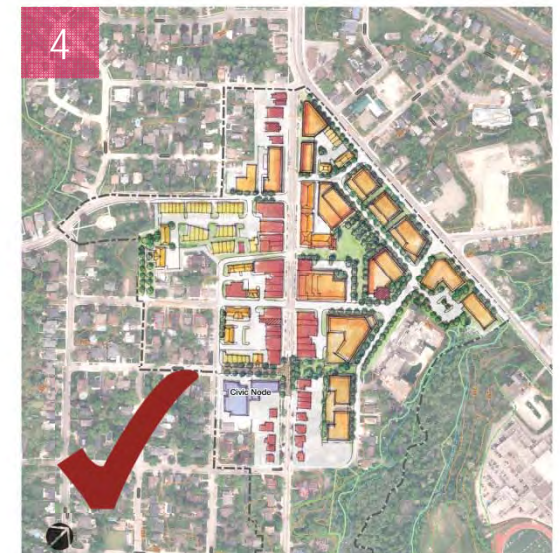
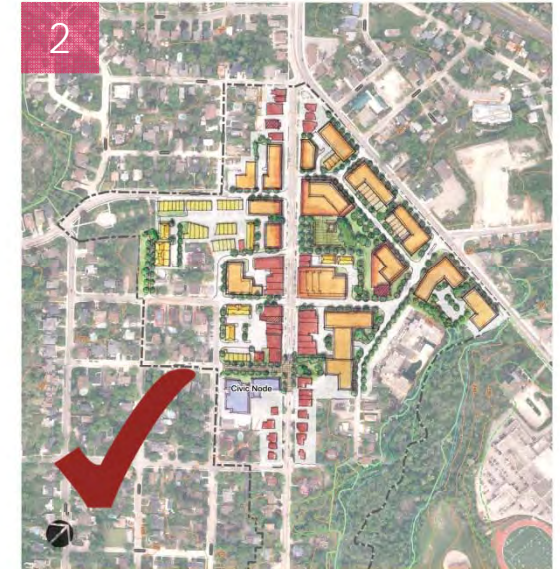
Considerations:

Assembling land to create larger parcels for re-development of higher density buildings

Significant development would only result in nominal increase in retail demand; Downtown is primarily a destination retail market

Developer interest in building taller buildings

Competition with increased density of development planned in the GO Station Area

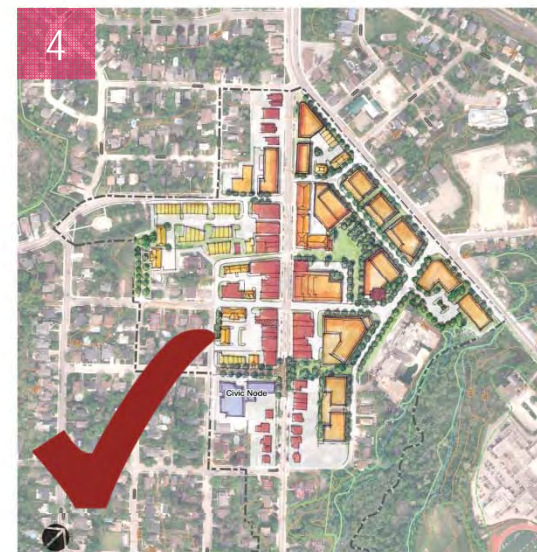




PRINCIPLE 4: Promote a mix of uses in a variety of building forms, including a range of housing types and opportunities for retail, commercial and community uses

c. Support mixed use and compact growth

Alternative 4 incorporates highest density development and greatest variety of housing





PRINCIPLE 4: Promote a mix of uses in a variety of building forms, including a range of housing types and opportunities for retail, commercial and community uses

d. Promote employment opportunities

Alternatives 3 and 4 have the most mid-rise buildings that support larger retail space – more jobs

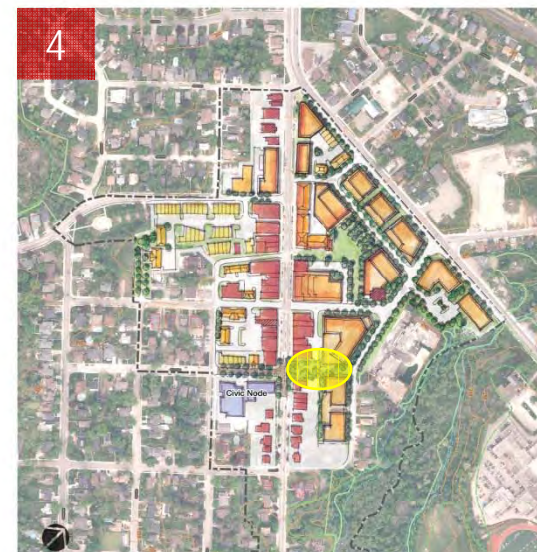
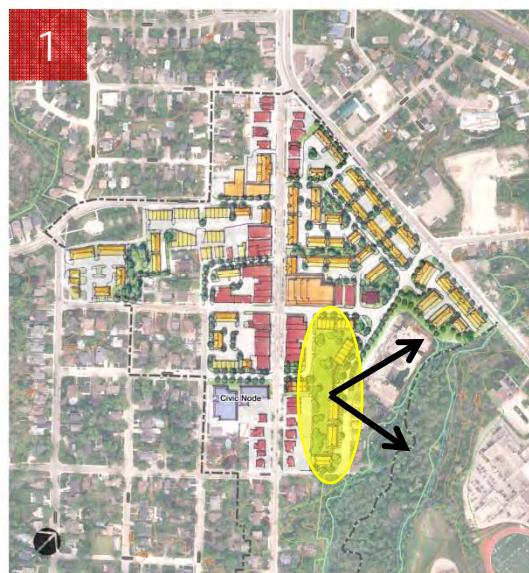




PRINCIPLE 5: Protect and enhance natural features while broadening opportunities for public access, enjoyment, education and stewardship

- a. Promote the natural character and context of Downtown and enhance views to Silver Creek

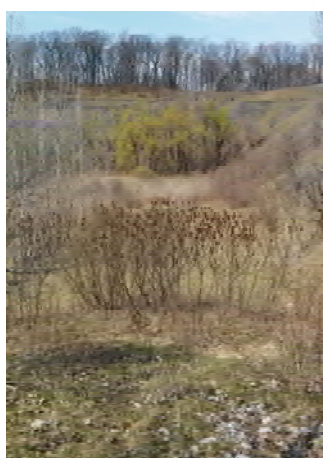
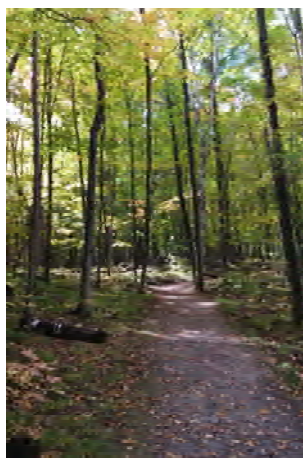
Open up views to valley





PRINCIPLE 5: Protect and enhance natural features while broadening opportunities for public access, enjoyment, education and stewardship

- b. Provide opportunities to enhance/restore Silver Creek

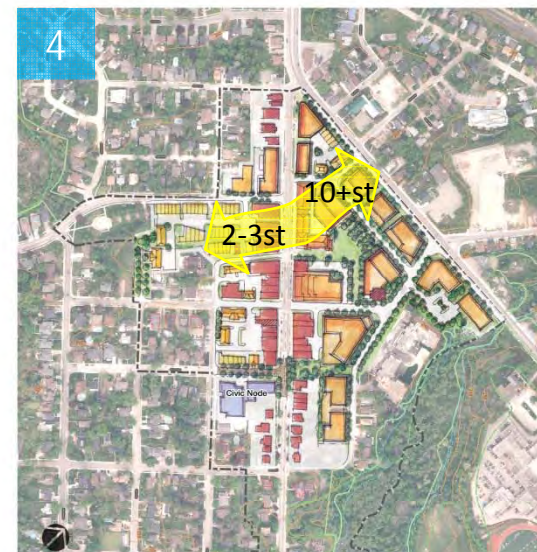
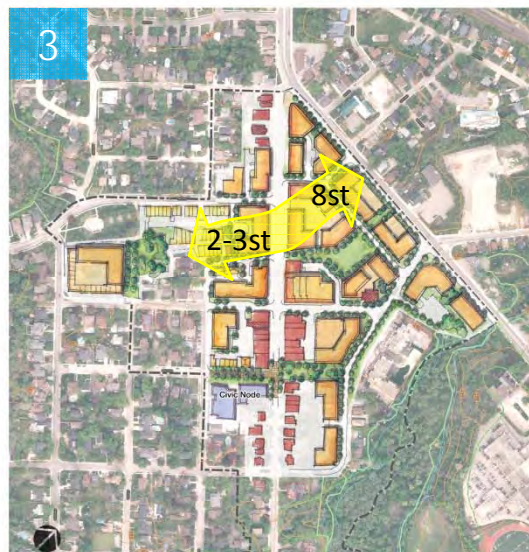
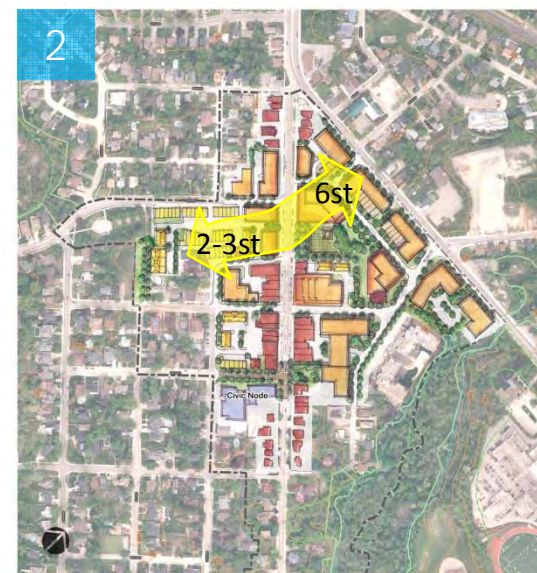




PRINCIPLE 6: Demonstrate high-quality design in new development and incorporate best practices that respect and complement the character of Downtown Georgetown and its adjacent neighbourhoods

- a. Ensure a gradual transition of building height to adjacent residential neighbourhoods

Protect character and stability of adjacent neighbourhoods





PRINCIPLE 6: Demonstrate high-quality design in new development and incorporate best practices that respect and complement the character of Downtown Georgetown and its adjacent neighbourhoods

b. Create landmarks/ gateways to Downtown

Prominent location on Guelph St

Taller building/special landscape treatment





PRINCIPLE 7: Incorporate sustainable development and construction practices to maximize resource conservation

- a. Increase pervious areas and green space to increase infiltration to Silver Creek from groundwater





TECHNICAL ANALYSIS



TECHNICAL ANALYSIS: SERVICING OPPORTUNITIES

Water (Regional)

- Provide greater system connectivity
- May include additional watermain or increased pipe sizes to accommodate intensification

Sanitary (Regional)

- Major regional pipe along Park Ave and bisecting the 'Carpet Barn' site -> locate highest densities here

Stormwater (Town)

- May require some re-alignment to suit overall redevelopment
- Consider infiltration / filtration, parking lot / underground / roof top storage in planning and design

* All options have opportunities





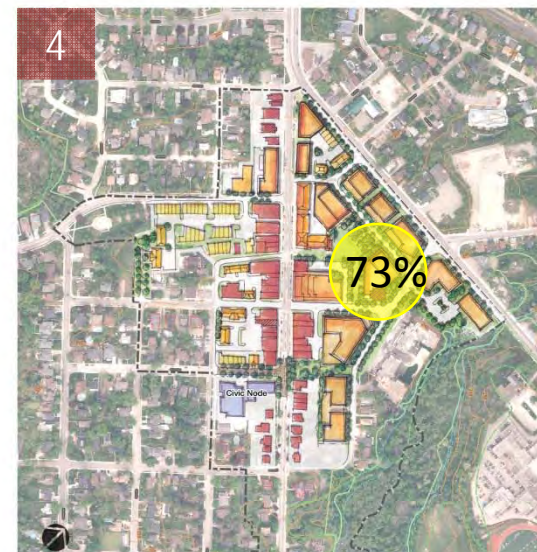
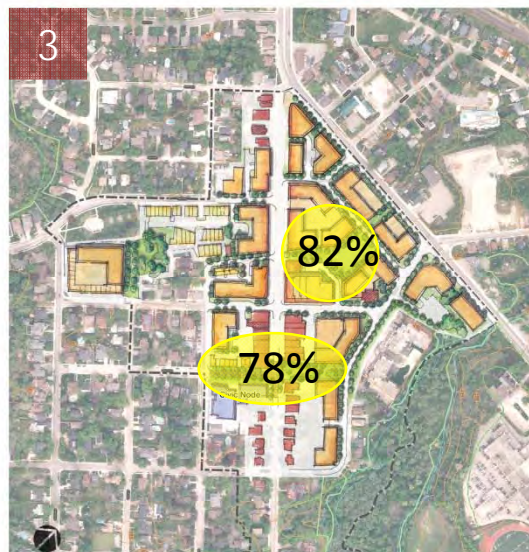
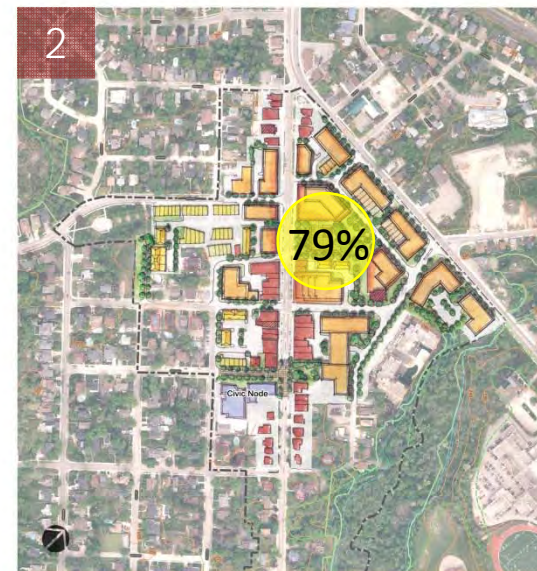
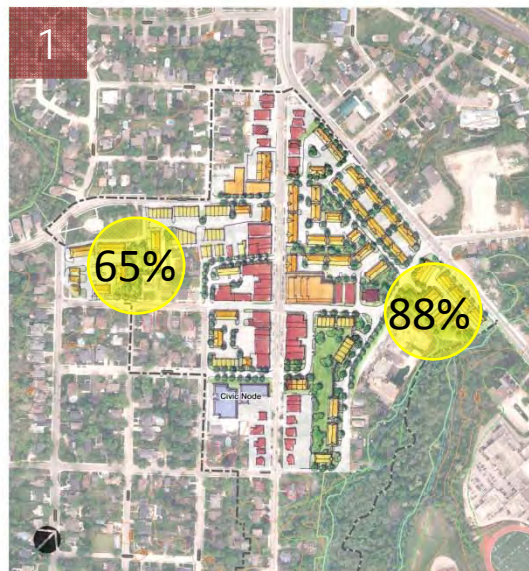
METROQUEST SURVEY

223 respondents as of
May 23, 2018



METROQUEST SURVEY: **PUBLIC SPACE**

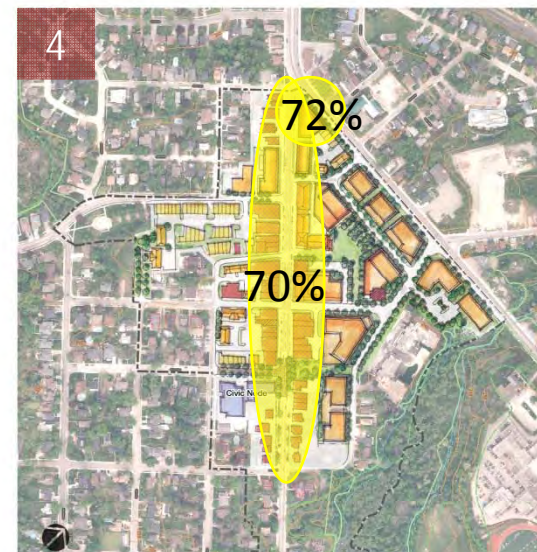
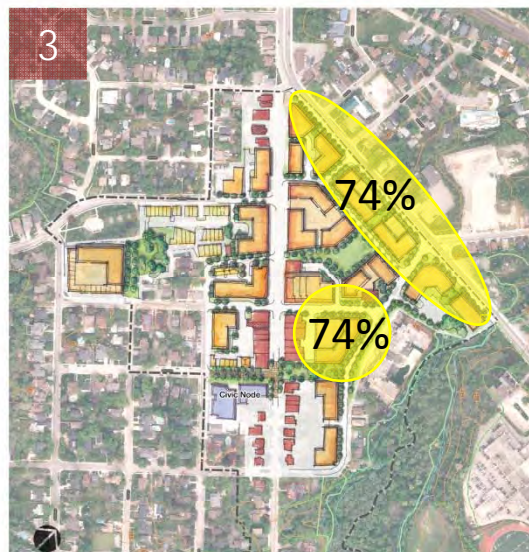
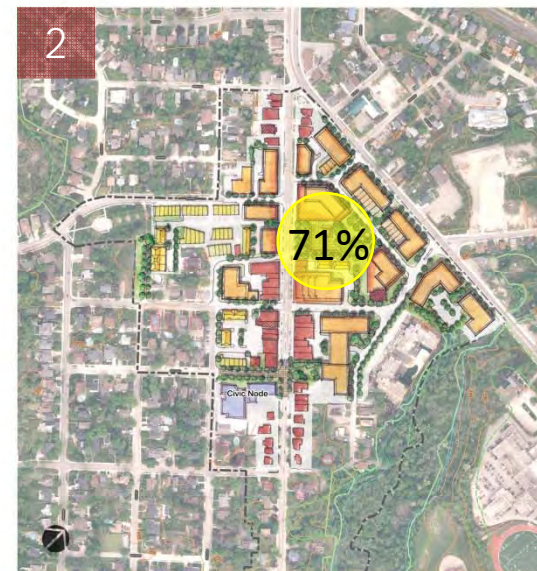
- Expand Remembrance Park over roof of new parking structure (#1)
- Access at end of Back St to greenlands (#1)
- Create an urban square fronting onto Main St between James and Wesleyan St (parking underground) (#2)
- Green space / urban square at foot of Church St with a pedestrian connection from Main St down to Park Ave (#3)
- Public space in front of historic post office (#4)





METROQUEST SURVEY: **BUILDINGS**

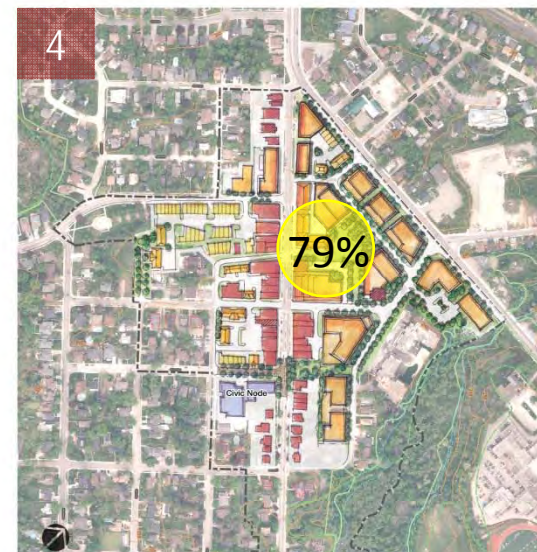
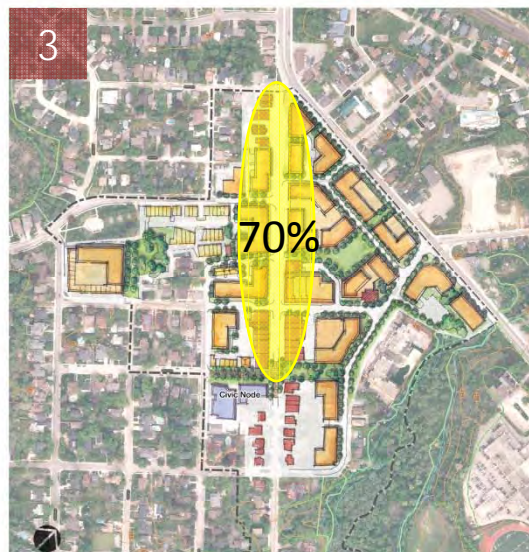
- Open a portion of Main St to create a new urban square surrounded with new retail space and 3-6 storey buildings (#2)
- Locate tallest buildings on Guelph St (#3)
- 3-6 storey buildings built into the slope behind the existing parking lot to maintain open view to greenlands (#3)
- Establish 3 storey height limit along Main St, stepping back to 8 storeys (#4)
- Landmark building at Main St / Guelph St (#4)





METROQUEST SURVEY: **ACCESS**

- Designate bike routes through Downtown on local streets parallel to Main St, Market St and Park St (67%)
- Remove landscape centre median and on street parking on one side of Main St to create a wider sidewalk and space for outdoor patios (#3)
- Provide some parking adjacent to park on west side of McGibbon (#4)





PRELIMINARY PREFERRED ALTERNATIVE



PRELIMINARY PREFERRED ALTERNATIVE



Alternative 1



Alternative 2



Alternative 3



Alternative 4

Inputs for Evaluation



Online survey



Project Team's
Evaluation

Preliminary Preferred
Downtown Planning
Alternative



PRELIMINARY PREFERRED ALTERNATIVE :



MOBILITY:

roads, parking, bike routes,
pedestrian connections

PUBLIC REALM:

parks, squares,
streetscapes, public art

BUILDINGS:

commercial, mixed-use,
residential



PRELIMINARY PREFERRED ALTERNATIVE

MOBILITY: **Parking**



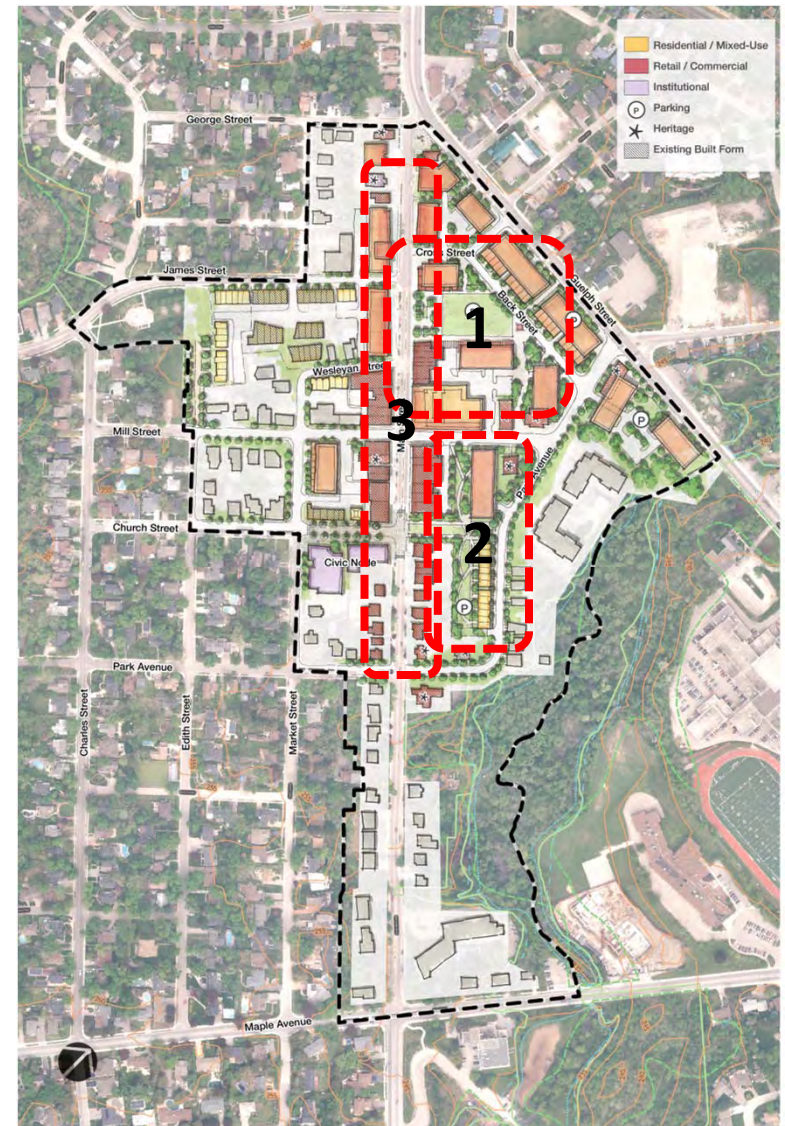
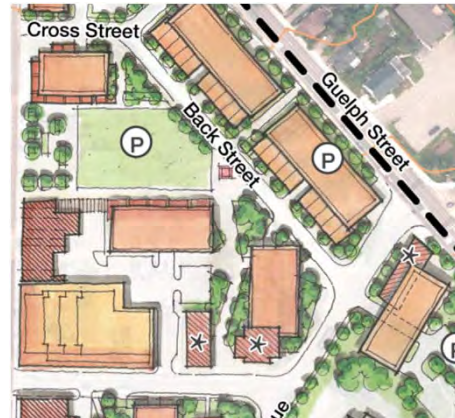
1 Underground / Surface



2 Underground / Surface



3 On street





PRELIMINARY PREFERRED ALTERNATIVE

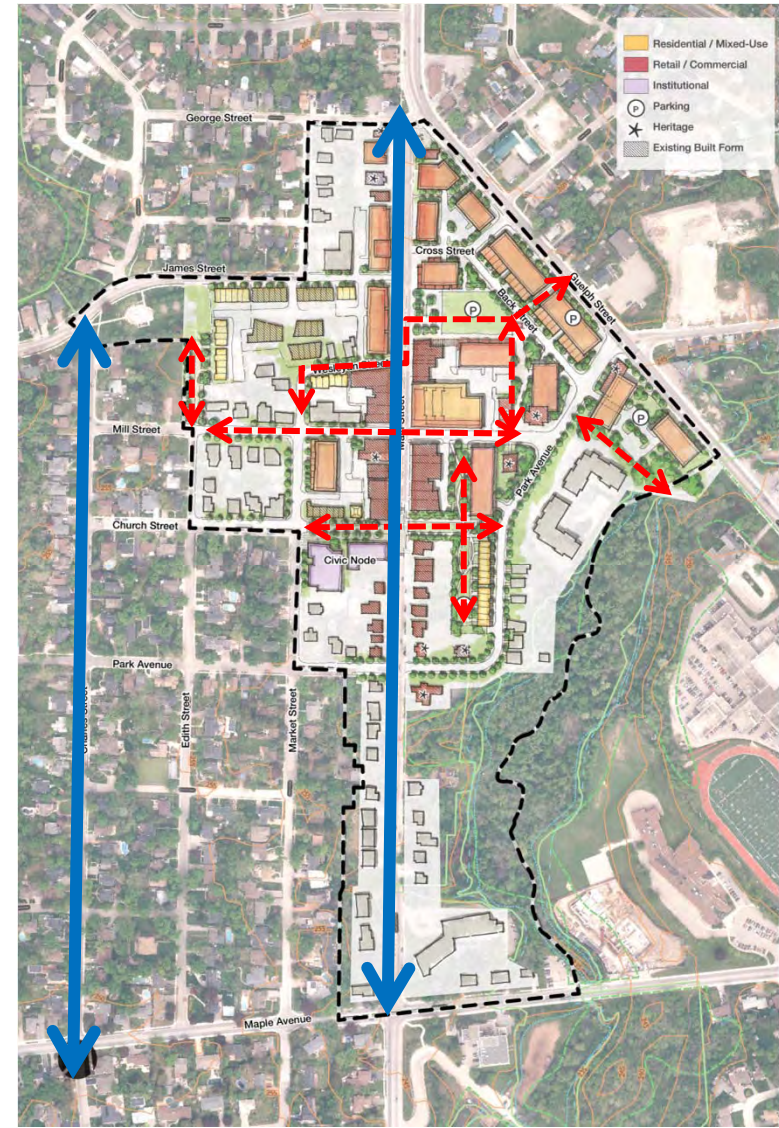
MOBILITY: Active Transportation



Designated bike routes through Downtown on local roads parallel to Main Street (i.e. Market Street and Park Avenue)



Pedestrian connections to and from public spaces





PRELIMINARY PREFERRED ALTERNATIVE

MOBILITY: **Walkability**

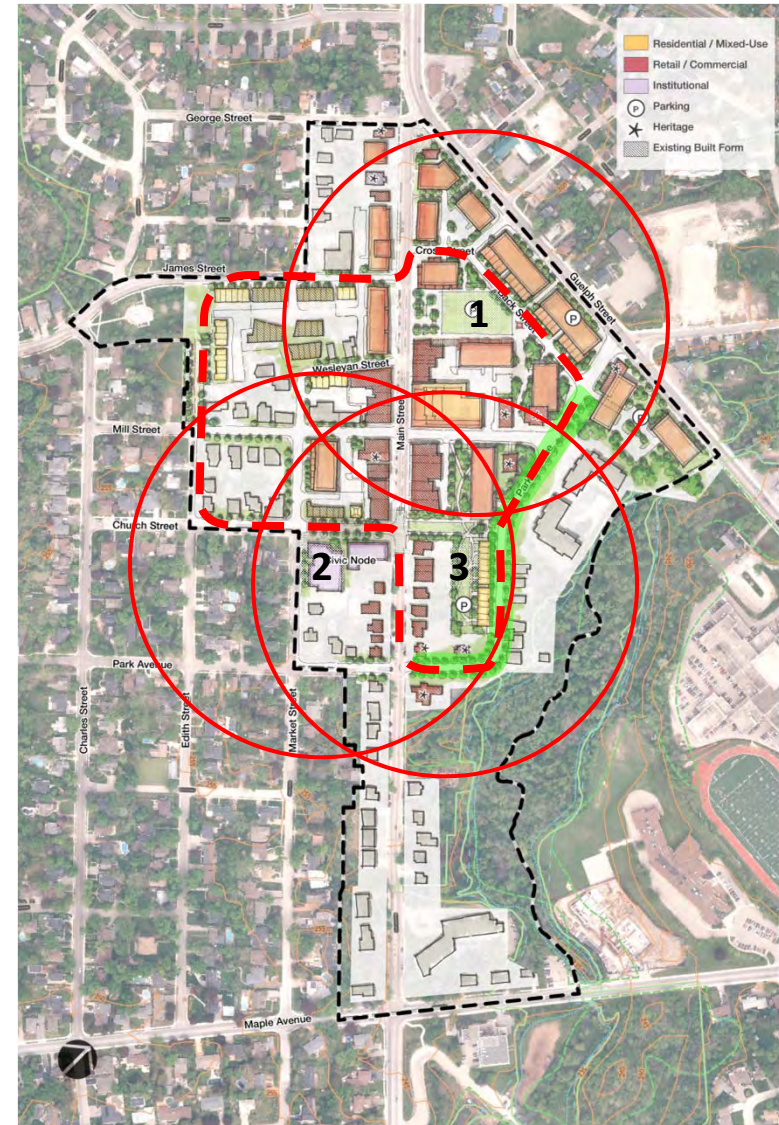
Green Street



Downtown Heritage Loop

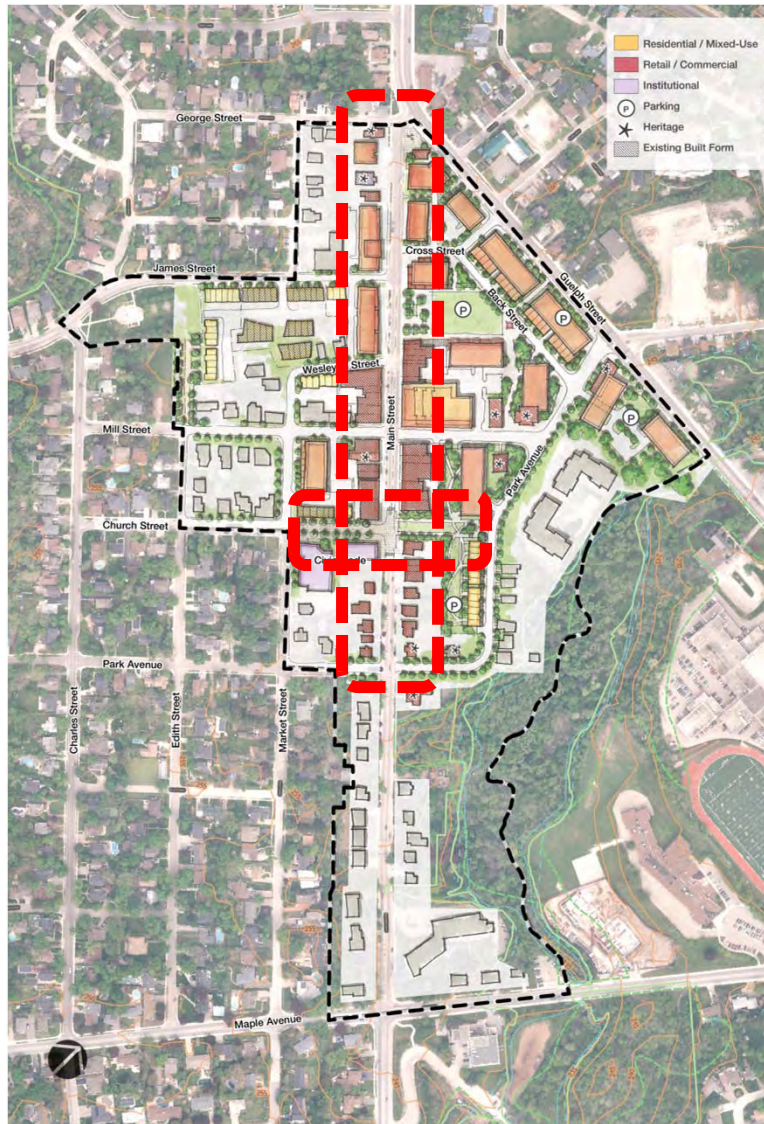


200m
radius



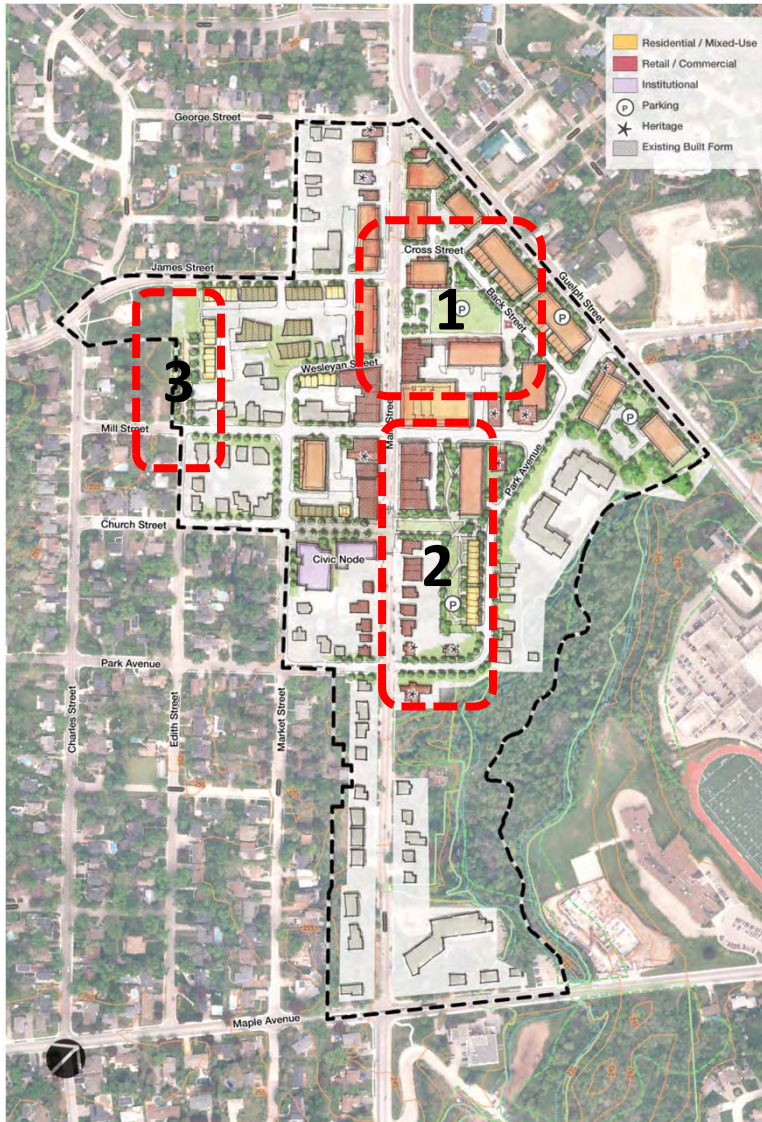


PRELIMINARY PREFERRED ALTERNATIVE PUBLIC REALM: Main Street Streetscape

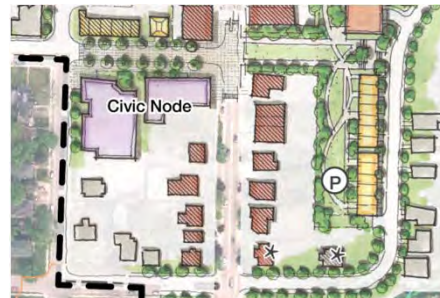




PRELIMINARY PREFERRED ALTERNATIVE PUBLIC REALM: **Public Space**



1 Downtown Square – extent of frontage on Main Street to be determined



2 Civic Square / Linear Park



3 Park Link





PRELIMINARY PREFERRED ALTERNATIVE BUILT FORM: Heritage Buildings

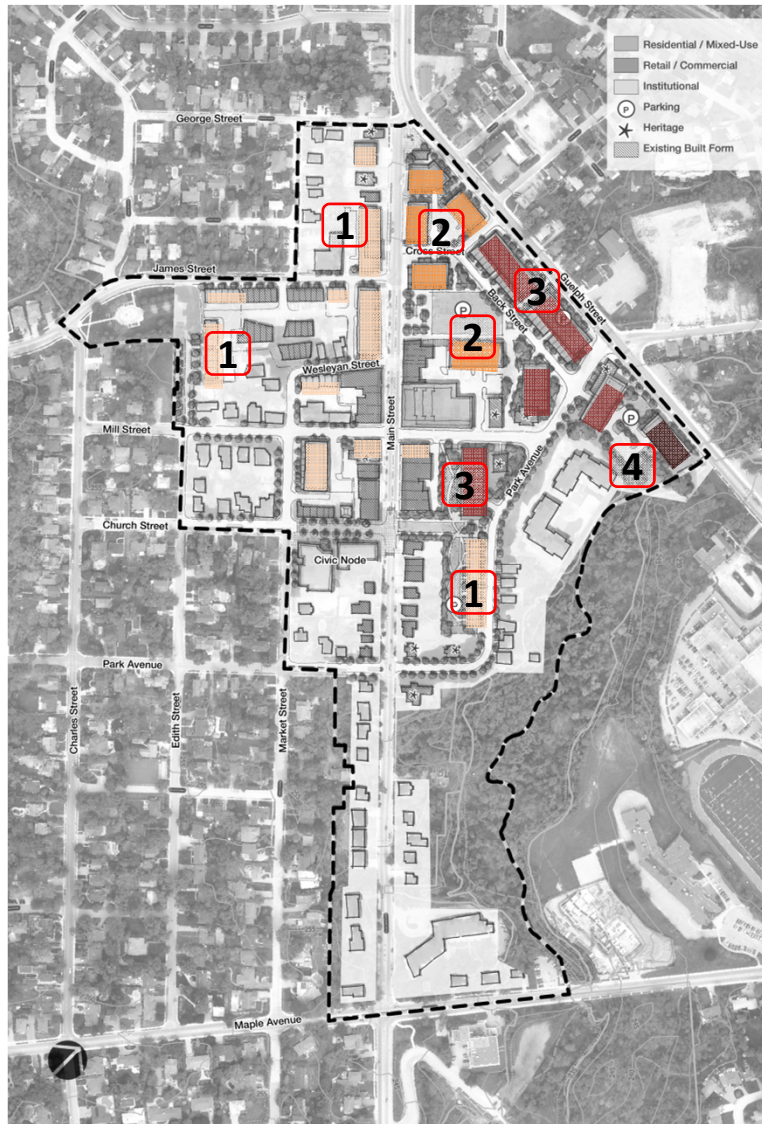


Key listed heritage buildings and groups of buildings to be considered for preservation and integration with development, to 'Tell Stories'.





PRELIMINARY PREFERRED ALTERNATIVE BUILT FORM: **New Buildings**



1 Townhouses / Commerical Mixed-Use



2-4 storeys



2 Low-rise Mixed-Use Apartments



4-6 storeys



3 Mid-rise Apartments



6-8 storeys



4 Mid-rise Apartments

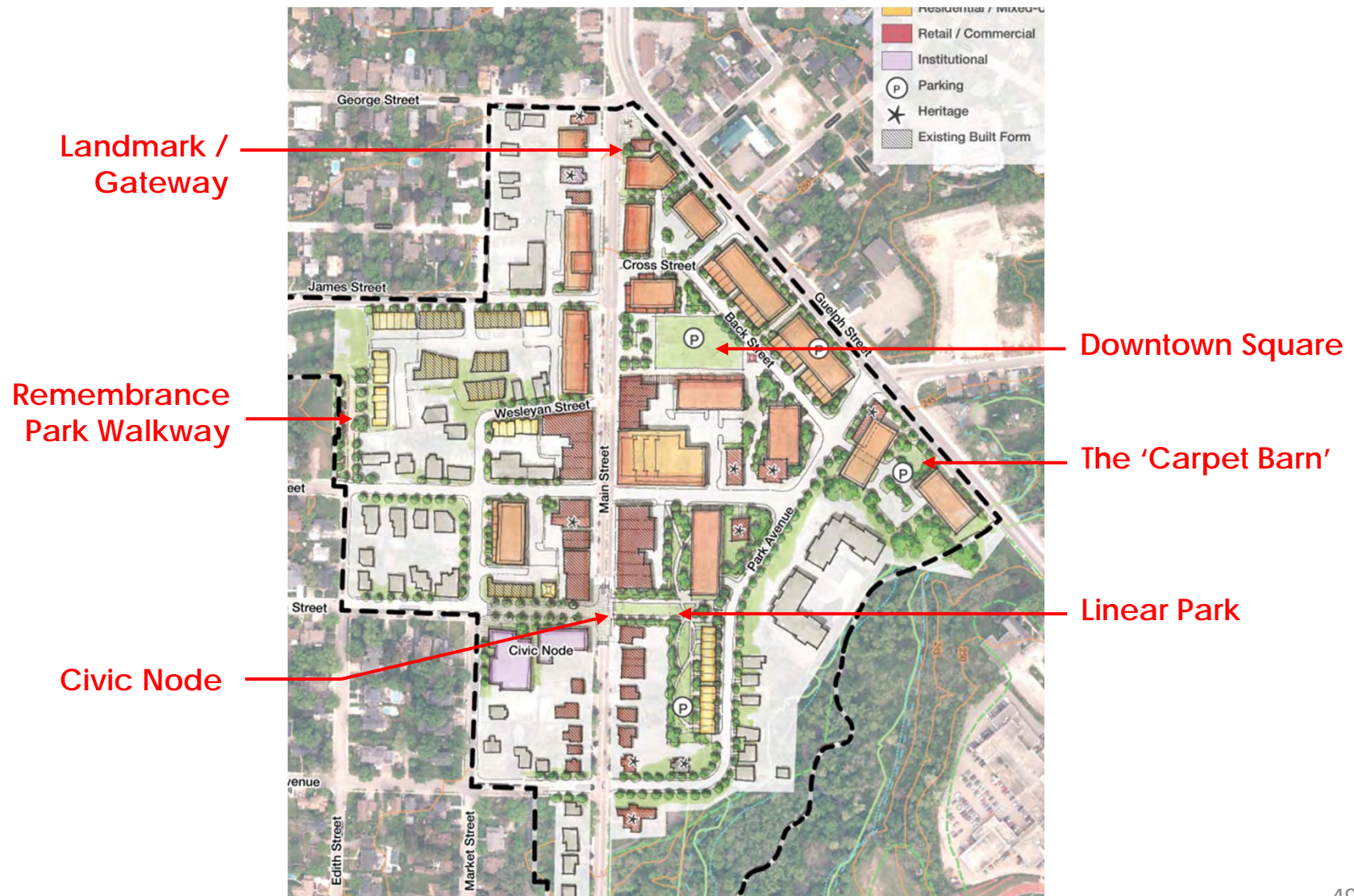


8-10 storeys



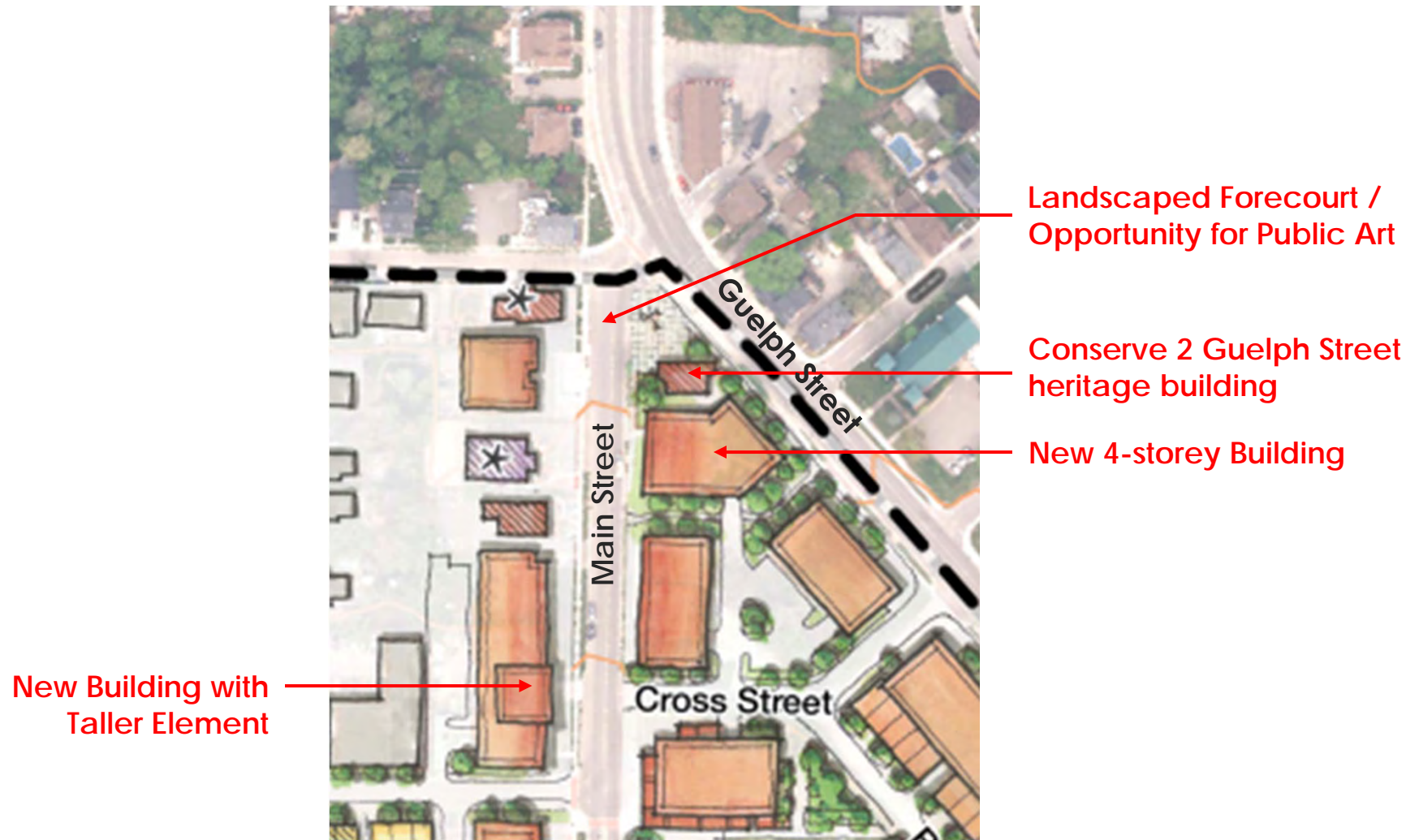
PRELIMINARY PREFERRED ALTERNATIVE

Give us your thoughts of these Key Elements:





PRELIMINARY PREFERRED ALTERNATIVE Landmark / Gateway:



* Heritage Buildings



PRELIMINARY PREFERRED ALTERNATIVE Remembrance Park Walkway:



Access from Existing /
Future Laneway

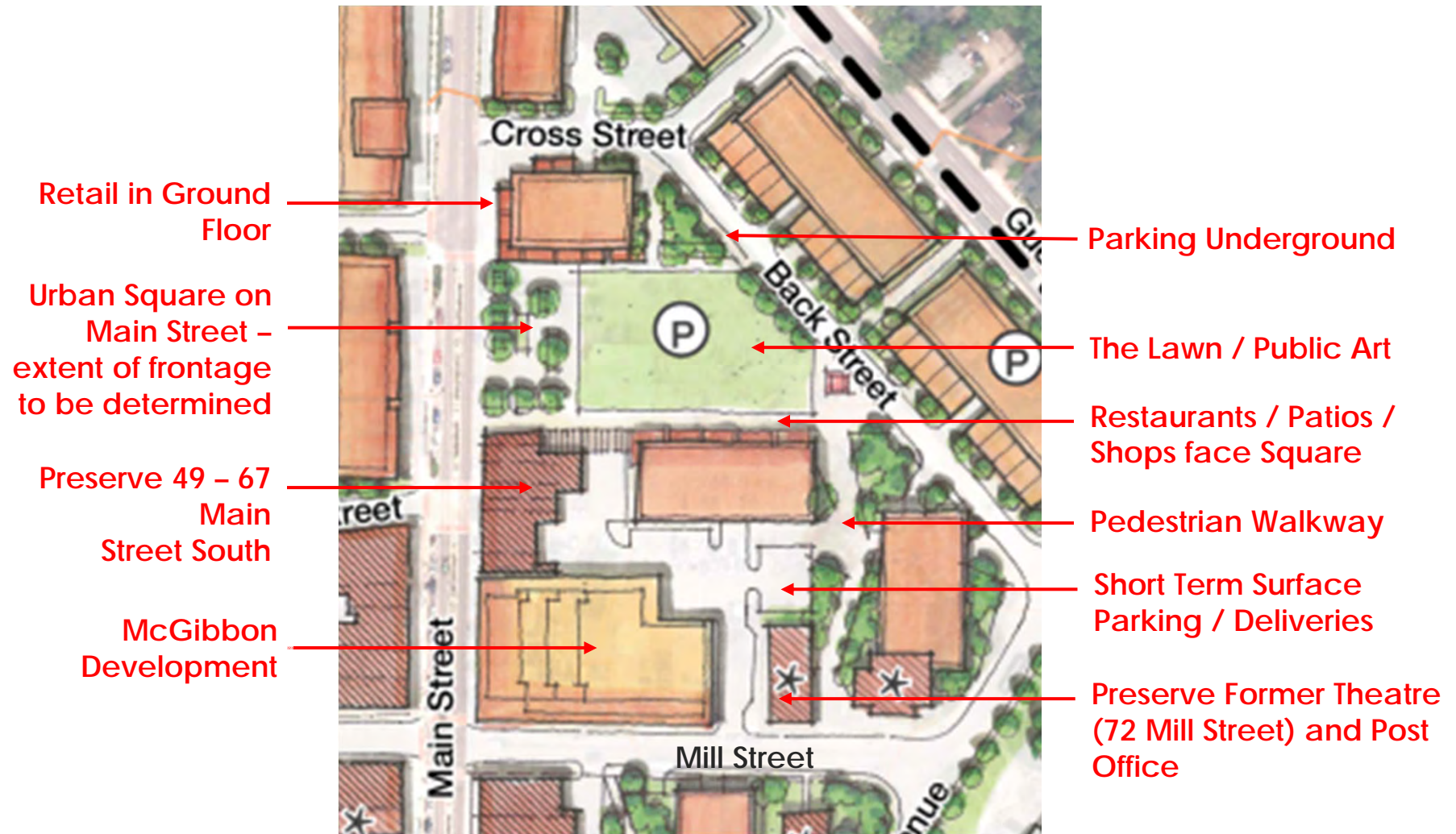
New Townhouses
(structure parking?)

New Public Walkway

Walkway Entrance on Mill
Street

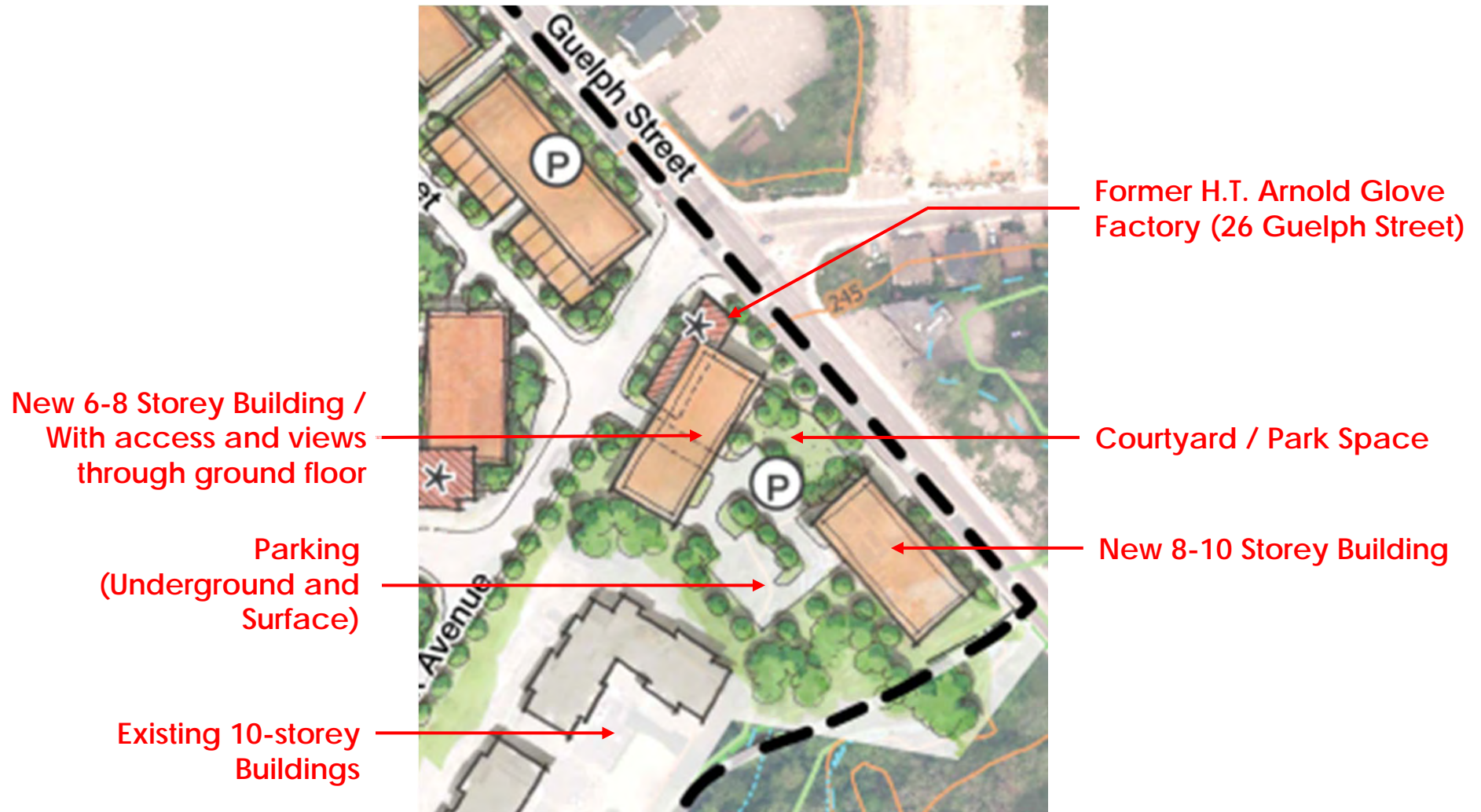


PRELIMINARY PREFERRED ALTERNATIVE Downtown Square:



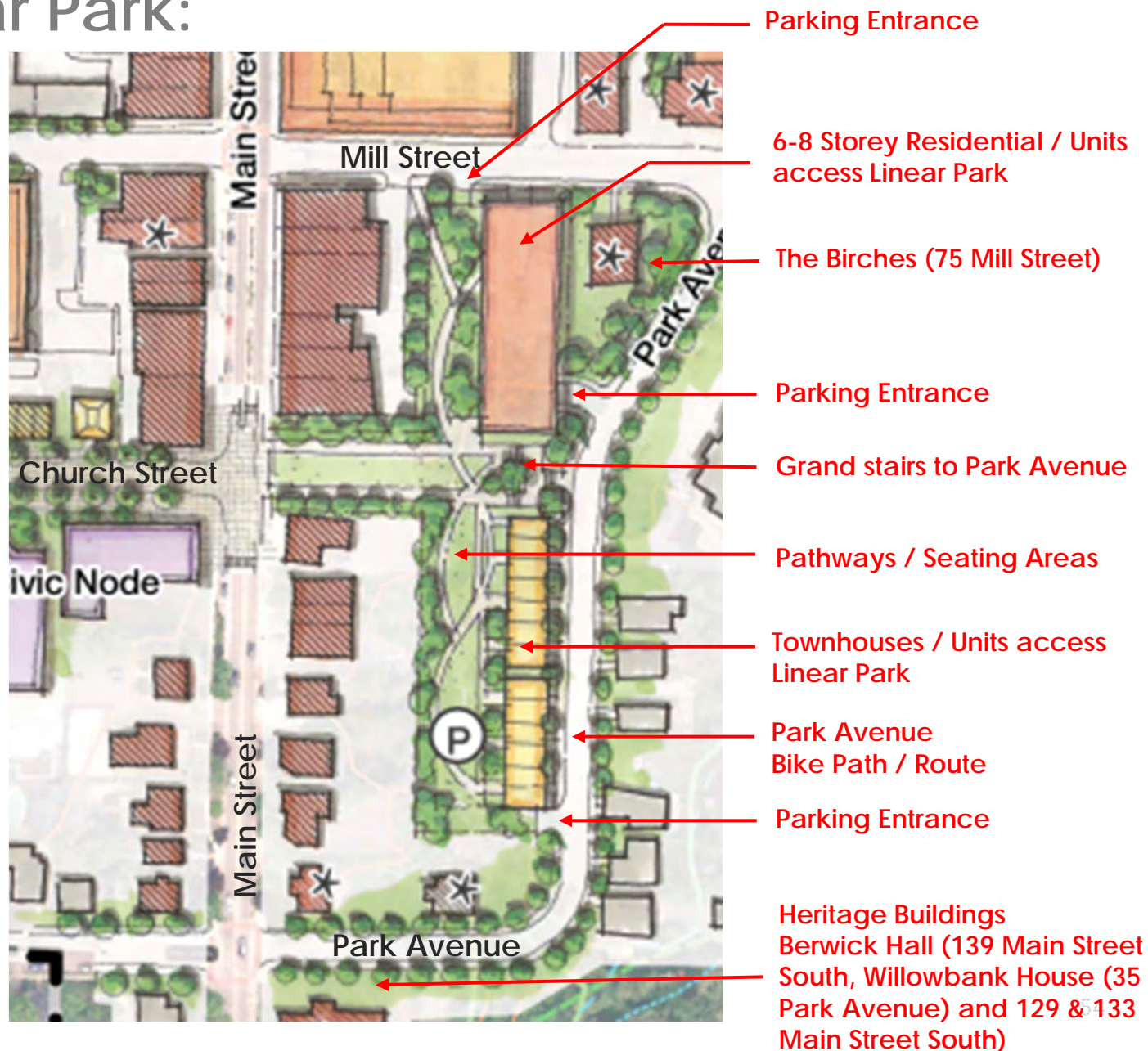


PRELIMINARY PREFERRED ALTERNATIVE The 'Carpet Barn':





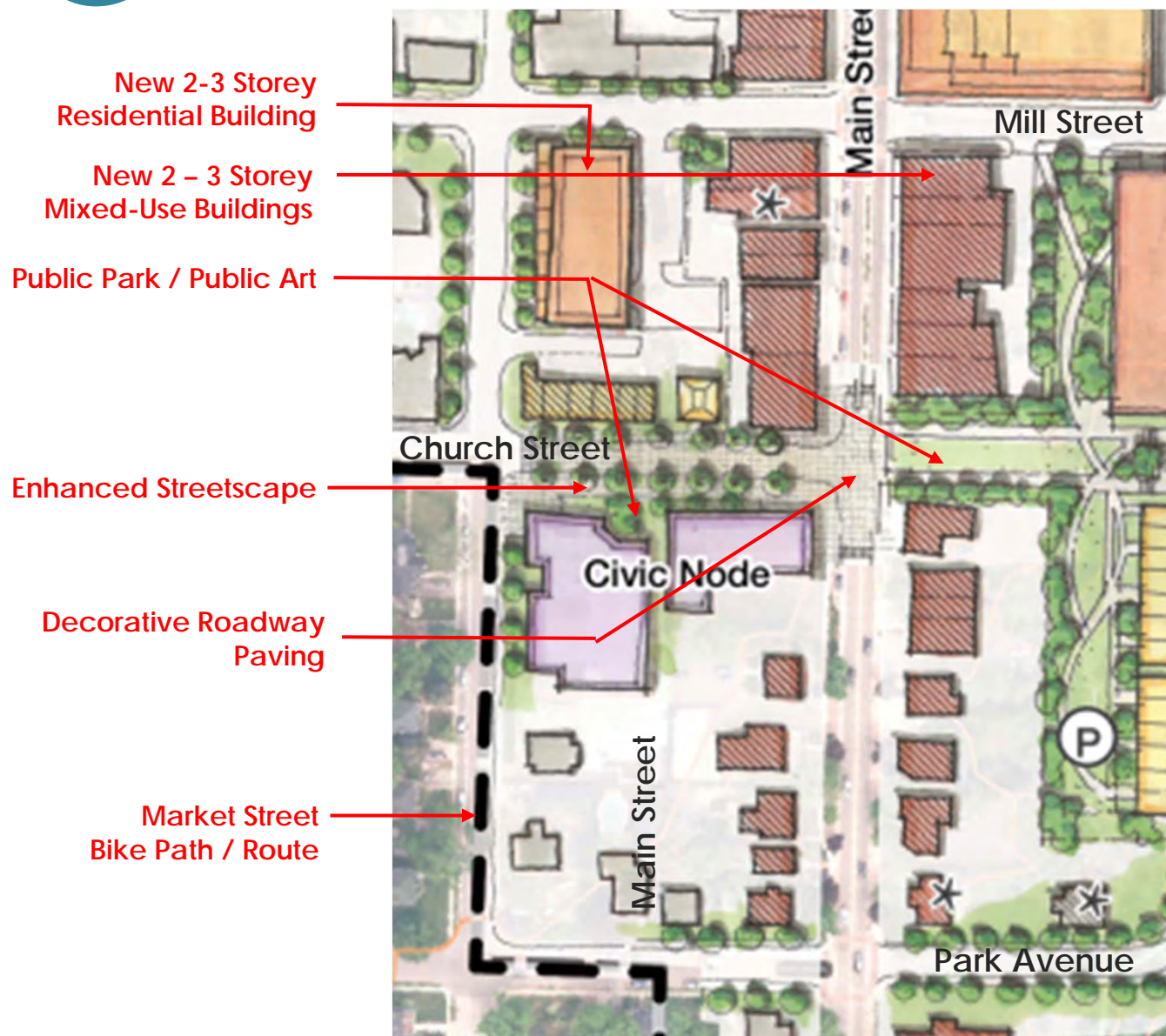
PRELIMINARY PREFERRED ALTERNATIVE Linear Park:





PRELIMINARY PREFERRED ALTERNATIVE

Civic Node:



Next Steps

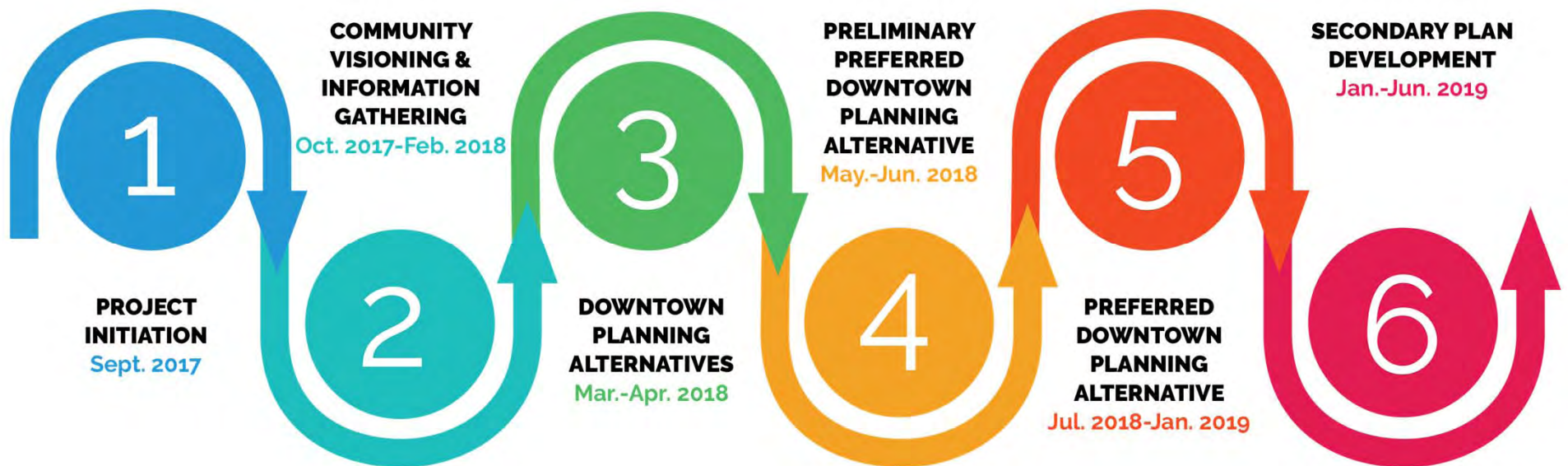
- Provide Council Update on results of today's meetings and Preliminary Preferred Alternative
- Prepare Final Preferred Alternative
- Prepare specific supporting studies/key directions for:
 - Heritage Conservation Strategy
 - Scoped Natural Heritage System Assessment
 - Scoped Fiscal Impact Assessment
 - Water, Sanitary Servicing and Stormwater Management Plan
 - Mobility
 - Parking
 - Sustainability
 - Urban Design
- Prepare Draft Secondary Plan, Zoning By-law (if necessary) and implementation strategy



Destination
DOWNTOWN

OVERVIEW OF STUDY, PROCESS & MILESTONES

We are here



Destination
DOWNTOWN



What We Heard

Downtown Georgetown Planning Study

The Planning Partnership

Consultation Event #3

May 24, 2018





Residential / Mixed-Use
Retail / Commercial
Industrial

Alternative

Scale 1:1000 / May 24th



Destination
DOWNTOWN

01 WORKSHOP

The Downtown Georgetown Planning Study will guide growth and development in the downtown over the next 20 years, to continue its evolution as a culturally and economically vibrant destination for residents, workers, and visitors.

Through development of the Plan, a clear vision for Downtown Georgetown will be developed as well as updated policies related to land uses, building heights, density and urban design. The study will consider the historic character, natural areas, housing, business and public spaces that make Downtown Georgetown great today, and how they can be enhanced in the future.

Meaningful and interactive public and stakeholder engagement and participation will form the foundation of the Downtown Georgetown Planning Study.

The Preliminary Preferred Alternative Workshop (third community workshop) took place on May 24, 2018 at Georgetown District High School between 6:30-8:30 pm.

During the workshop, participants were introduced to the project, the four alternatives and the Preliminary Preferred Alternative through a presentation. The participants were then asked to discuss and provide feedback on specific areas of the Preliminary Preferred Alternative.

The feedback received through the workshop will be used to refine the Preliminary Preferred Alternative and bring forward a plan that is most representative of the community and Town's capacity.

This report summarizes what we heard during the third workshop on May 24, 2018.

The workshop included meetings with the Steering Committee, Technical Advisory Committee and the public.



Steering Committee

The Steering Committee is tasked with providing input and raising the interests of the groups they represent. The Committee includes representatives from:

- Town Council
- Downtown Business Improvement Area
- Halton Hills Chamber of Commerce
- Halton Hills Heritage Committee
- Halton Hills Cultural Roundtable
- Halton Hills Library
- Halton Hills Hydro
- Sustainability Implementation Committee
- Active Transportation Committee
- Downtown Residents
- Downtown Business/Land Owners



Technical Advisory Committee

The Technical Advisory Committee provides technical review and analysis and includes representatives with technical expertise in:

- Planning
- Heritage Planning
- Economic Development
- Engineering
- Transportation
- Parks and Open Space
- Conservation
- Utilities/Hydro



Workshop

29

Residents

20

Staff, Council and Consultants

02 DOWNTOWN PLANNING ALTERNATIVES

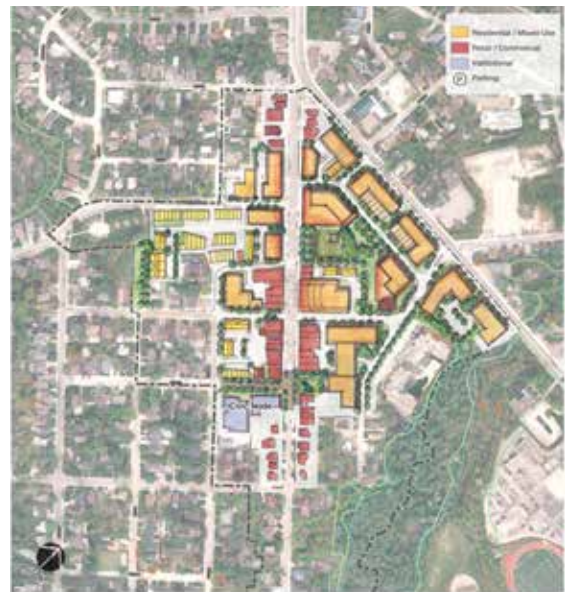
During the workshop, the Project Team reviewed the four alternatives through an in-depth analysis that looked at the seven (7) Draft Guiding Principles and assessed how well each alternative responded to the principles. The results of the online survey (227 respondents) were also presented. This analysis provided the basis for the Preliminary Preferred Alternative.

Downtown Planning Alternatives

ALTERNATIVE 1



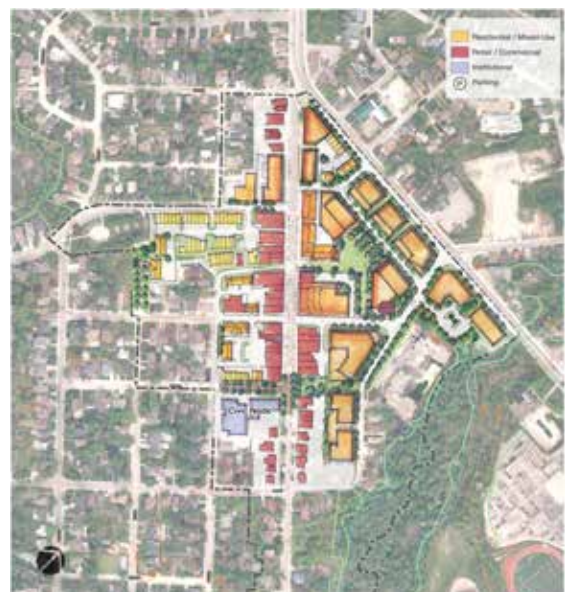
ALTERNATIVE 2



ALTERNATIVE 3



ALTERNATIVE 4



03 P RELIMINARY PREFERRED ALTERNATIVE

The Preliminary Preferred Alternative was presented to the Technical Advisory Committee, Steering Committee and to the public. In all three sessions, the Project Team described the Preliminary Preferred Alternative through the lenses of mobility, public realm, and built form. The preliminary demonstration plan incorporates components of the four alternatives, as well as new ideas that emerged through the evaluation and input on the four alternatives.

Preliminary Preferred Alternative



03 P RELIMINARY PREFERRED ALTERNATIVE

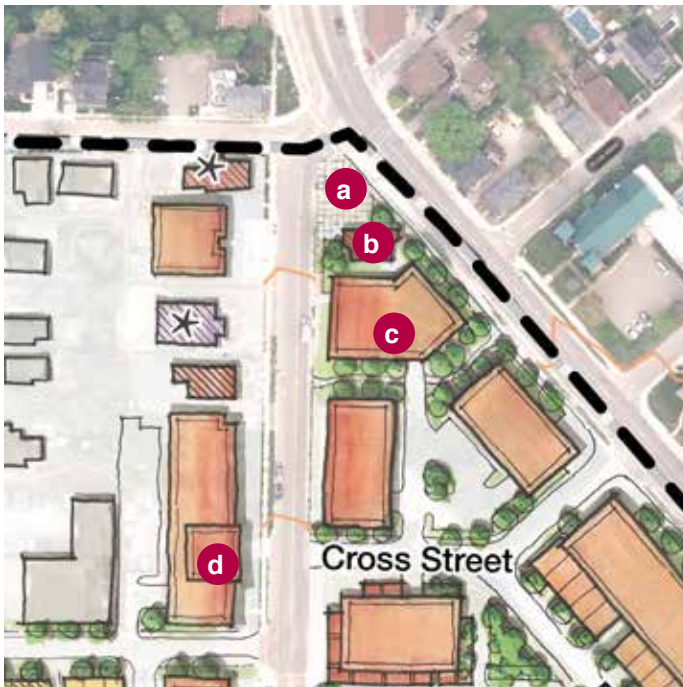
The following are the key themes of comments from the Technical Advisory Committee and the Steering Committee.

Technical Advisory Committee & Steering Committee

1. Need for flexibility in the design of Main St - for example, opportunity for pilot projects to test out ideas
2. Cyclists need to be accommodated on local streets (with no significant topography) and Main St
3. Parking should be distributed across Downtown
4. Careful consideration of maximum building height
5. Careful consideration of design of new town square - current layout appears to have appropriate dimensions and exposure to sun
6. Careful consideration for properly framing the Preliminary Preferred Alternative as a demonstration plan that will be further refined and will provide the basis for the secondary plan
7. Careful consideration for specific land consolidations and other land arrangements with private properties as it might trigger expectations and complications

In the evening, people joined one of eight table groups to share their input on six focus areas. The following is a record of comments received from all table groups.

Focus Area 1: Landmark/Gateway



a. Landscaped Forecourt / Opportunity for Public Art

- I like the concept
- Consider traffic volume
- Could use an art piece but not for sitting. The area is not restful, too busy
- Possible flat iron site
- Lovely idea but traffic hazard
- No right turns - reroute traffic; issues with trucks
- I like idea of corner public space
- Consider secondary route to Downtown

b. Conserve 2 Guelph Street Heritage Building

- What's the heritage status?
- How would you access it?
- Conserve key buildings as long as it makes sense; Otherwise conserve idea
- Good location for food/retail store behind church heritage building

c. New 4-storey Building

- Agree with the height
- Good height
- What about parking?
- 4 storey max
-

d. New Building with Taller Element

- Could be taller
- 4-storey height is okay
- The taller element should be prominent without necessarily adding another storey
- Perfect for grocery store
- Good redevelopment site
- Removing Bell building is a good idea
- Extend retail spaces for building facing Bell building on other side of James St

03 P RELIMINARY PREFERRED ALTERNATIVE

Focus Area 2: Remembrance Park Walkway



- Support walkway
- Concerned about net loss of a lot of parking
- Keep parking and move walkway on vacant lot next door
- Would be no parking on west side of Main St

d. Walkway Entrance on Mill Street

no comments

a. Access from Existing / Future Laneway

- Access is a problem
- Could add a direct path from the park to Wesleyan St

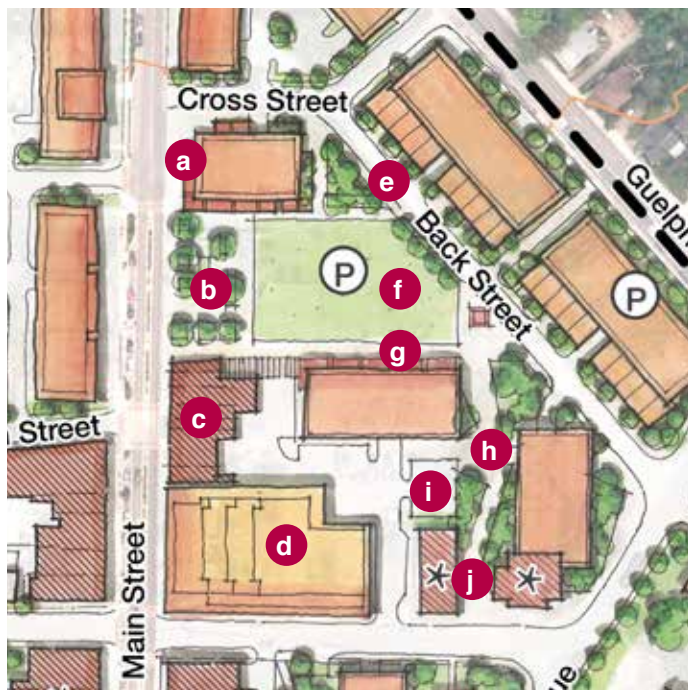
b. New Townhouses

- Like this
- Not too many townhouses in one space
- Like townhouses
- Townhouses a good idea
- Concerned about re-designation to townhouses (expropriation of land)
- Potential for redeveloping the parcels of land on Mill St between Edith and Market St
- There could be townhouses located west of walkway

c. New Public Walkway

- Losing parking okay as soon as it is replaced
- Make sure the parking that is replaced is accessible
- Small amount of parking should be kept
- Like walkway; should extend to James St
- Move open space/linkage west and retain surface parking

Focus Area 3: Downtown Square



a. Retail in Ground Floor

- 4-storey max
- Good idea

b. Urban Square on Main Street - extent of frontage to be determined

- What about loss of retail?
- Support civic square
- Consider red brick for Main St

c. Preserve 49-67 Main Street South

no comments

d. McGibbon Development

no comments

e. Parking Underground

no comments

f. The Lawn / Public Art

- Good concept
- Consider extending market in square
- Consider shade
- Water feature
- Drinking fountain
- Public washroom
- Like town square
- Access to parking?
- Potential traffic conflict with pedestrians and cars
- Make it a larger space
- Eliminate as much of Back St to open up space

g. Restaurants / Patios / Shops face Square

- 6-storey max
- Good idea

h. Pedestrian Walkway

no comments

i. Short Term Surface Parking / Deliveries

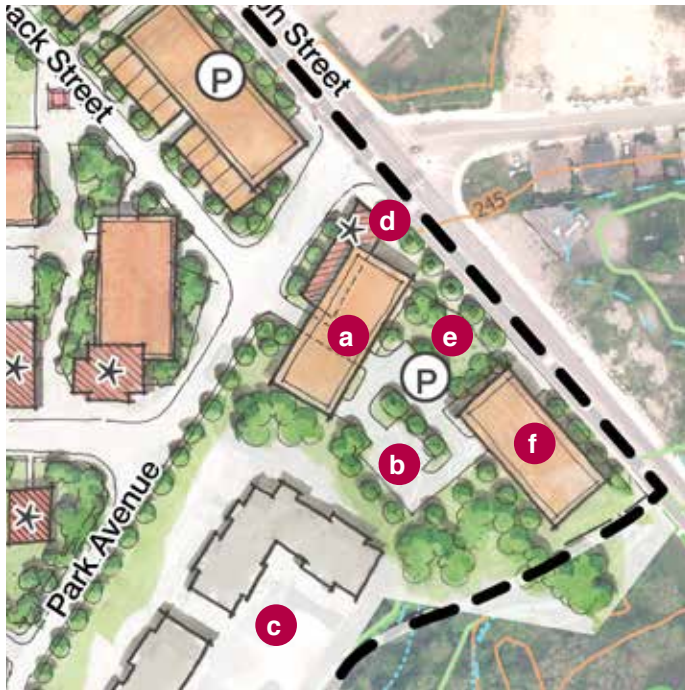
no comments

j. Preserve Former Theatre (72 Mill Street) and Post Office

- Commemorate idea

03 P RELIMINARY PREFERRED ALTERNATIVE

Focus Area 4: The 'Carpet Barn'



a. New 6-8 Storey Building with access and views through ground floor

- Retail at ground floor
- Support idea
- No issues with redevelopment of this area

b. Parking (Underground and Surface)

no comments

c. Existing 10-storey Buildings

no comments

d. Former H.T. Arnold Glove Factory (26 Guelph Street)

- Consider train noise
- Consider walkability and bikeability to GO Train outside of study area
- Agree with height located along Guelph St
- Should stagger the height
- Concerns about traffic on Guelph St

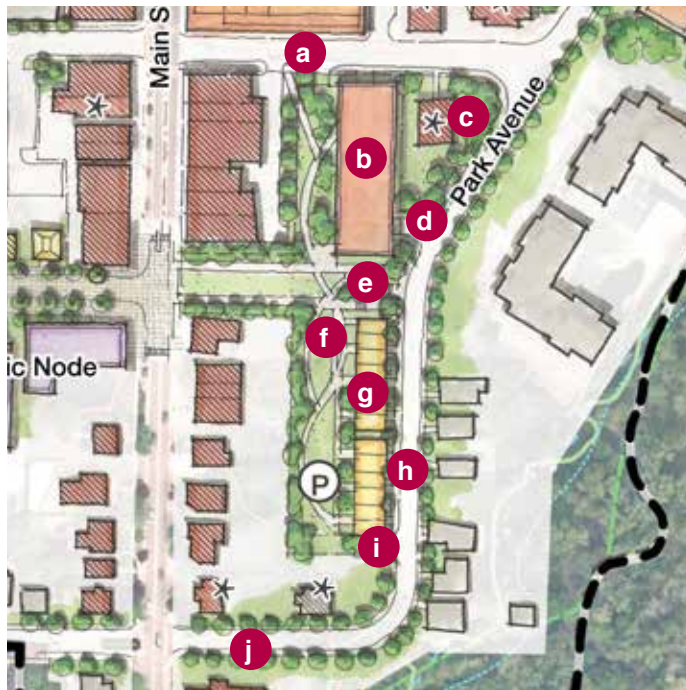
e. Courtyard / Park Space

- Have a trail welcoming pedestrians from Guelph St
- High school students use path here [across NHS] to get to school as it is a safer route

f. New 8-10 Storey Building

- Okay with height
- Okay with 8-10 storeys
- What about 8 storeys? Good location for height
- What about increased traffic?
- Support 10 storeys
- Good idea to redevelop
- Higher building is okay at this location

Focus Area 5: Linear Park



a. Parking Entrance

- Good idea
- Consider apartments in that location

b. 6-8 storey Residential / Units access Linear Park

- Good height
- Keep services in downtown (ie medical dental)
- Retail on ground floor
- Stagger built form

c. The Birches (75 Mill Street)

no comments

d. Parking Entrance

no comments

e. Grand Stairs to Park Avenue

- Great concept
- Nice stairs
- Like the stairs

f. Pathways / Seating Areas

- Good idea
- Good concept for [underground] parking
- Concerned about practicality of grading changes and safety

g. Townhouses / Units access Linear Park

- Apartments?
- Mixed-use

h. Park Avenue / Bike Path / Route

- Road is unsafe
- Dangerous road should only be one-way street

i. Parking Entrance

- Good location

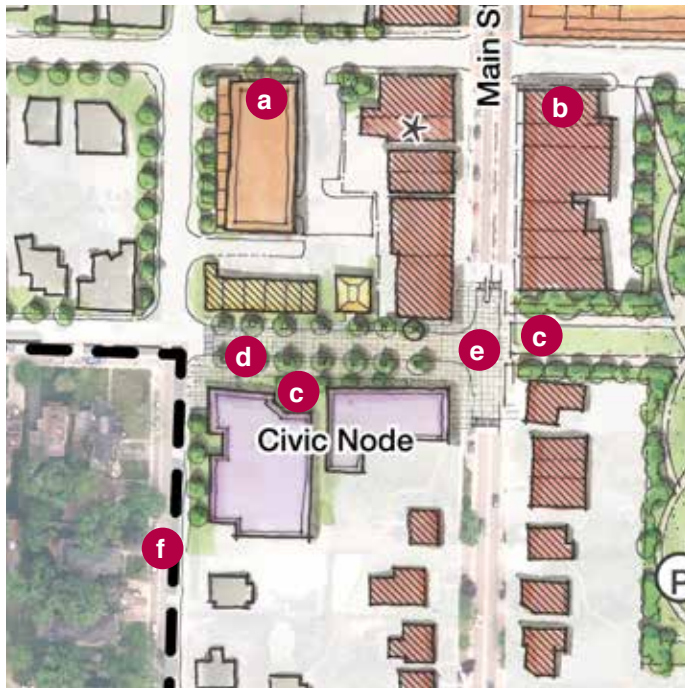
j. Heritage Buildings - Berwick Hall (139 Main Street South, Willowbank House (35 Park Avenue) and 129 & 133 Main Street South)

no comments

- Provide opportunity for grocery store

03 P RELIMINARY PREFERRED ALTERNATIVE

Focus Area 6: Civic Node



f. Market Street Bike Path / Route

- Like bike path through Town to connect to adjacent paths

a. New 2-3 Storey Residential Building

- Needs underground parking
- Could have parkette and garden
- Should preserve Legion Building

b. New 2-3 Storey Mixed-Use Buildings

no comments

c. Public Park / Public Art

- Like public space
- Good idea
- Is the Church maintained?

d. Enhanced Streetscape

- Pedestrian only or one-way street
- Service parking for seniors and families
- Like trees
- Good idea
- Support this idea - more inviting

e. Decorative Roadway Paving

- Brick not necessary
- Good idea
- Good idea but try to minimize traffic

Process



Alternative 1: 'The Mews'



1a: Buildings

Townhouses along Guelph Street and Park Avenue (#5, #7)

53% 47%



1b: Buildings

Townhouses on existing parking lots; replace parking in new parking structures (#3, #8, #9)

33% 67%



1c: Buildings

Expand the Downtown Boundary to include properties on Charles Street for townhouses (#11)

55% 45%



1d: Public Space

Extend Remembrance Park over the roof of a new underground parking structure (#9)

65% 35%

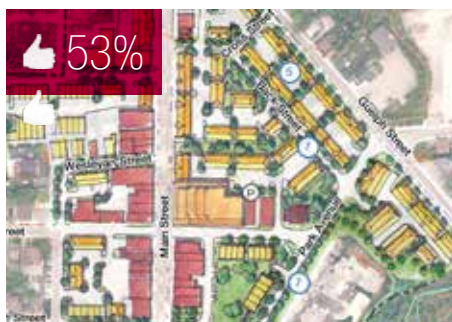


Destination
DOWNTOWN

04 ALTERNATIVES SURVEY

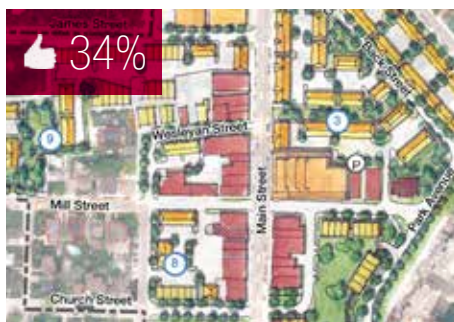
A survey to gather input on the four alternatives was posted on the Town's website. Participants evaluated buildings, public space and transportation proposed for each alternative by selecting thumbs up or down. As of May 27, 2018, 227 people participated in the survey. The following is a tally of the responses.

Alternative 1 'The Mews'



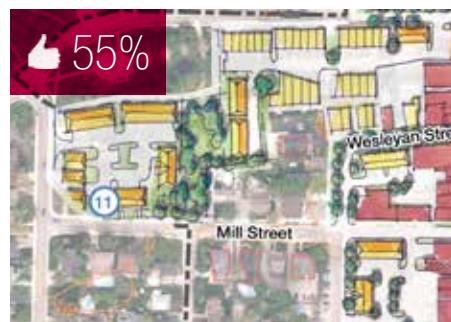
1a: Buildings

Townhouses along Guelph Street and Park Avenue (#5, #7)



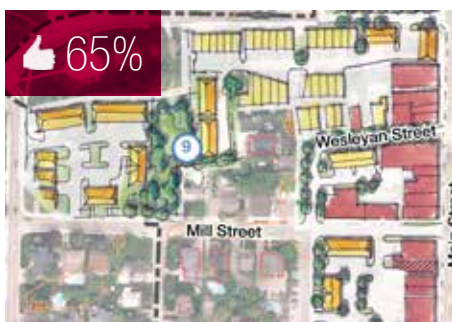
1b: Buildings

Townhouses on existing parking lots; replace parking in new parking structures (#3, #8, #9)



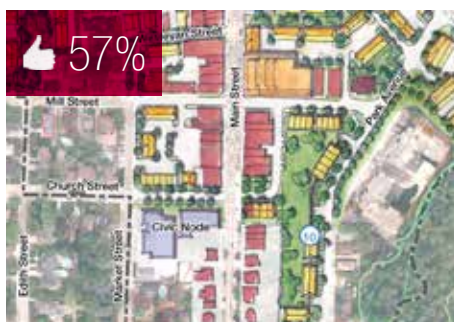
1c: Buildings

Expand the Downtown Boundary to include properties on Charles Street for townhouses (#11)



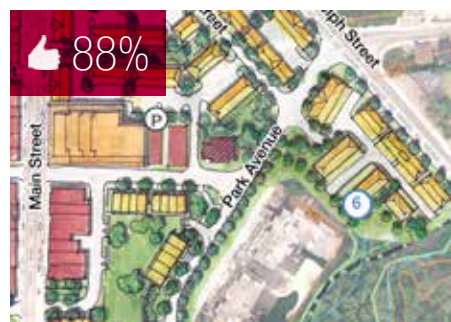
1d: Public Space

Extend Remembrance Park over the roof of a new underground parking structure (#9)



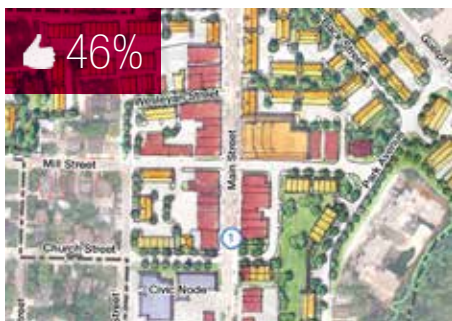
1e: Public Space

Replace existing small parking lot and redevelop properties with townhouses and parking structure with park on top (#10)



1f: Public Space

Access at the end of Back Street to the greenlands (#6)

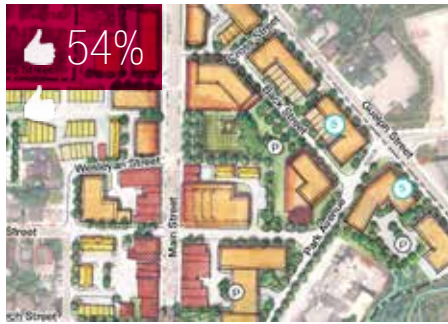


1g: Transportation

Accommodate a bike lane within a lane shared with vehicles on Main Street (#1)

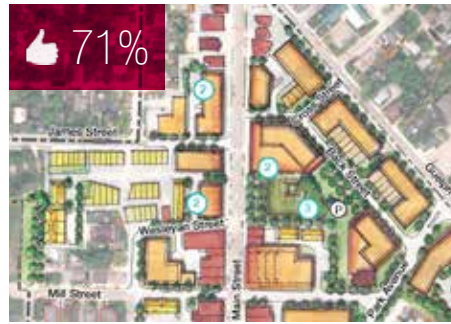
04 ALTERNATIVES SURVEY

Alternative 2 'The Town Square'



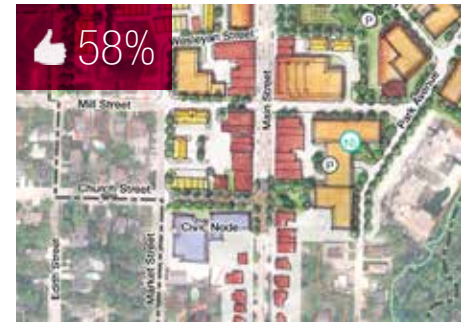
2a: Buildings

6 storey buildings between Back Street and Guelph Street (#5)



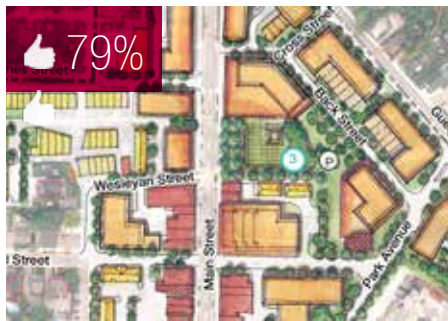
2b: Buildings

Open a portion of Main Street to create a new urban square (#3) surrounded with new retail space and 3 to 6 storey buildings (#2)



2c: Buildings

A 3 to 6 storey building built into the slope behind the existing parking lot to create a landmark to terminate the vista along Church Street (#10)



2d: Public Space

Create an urban square fronting onto Main Street between James Street and Wesleyan Street (parking will be underground) (#3)



2e: Public Space

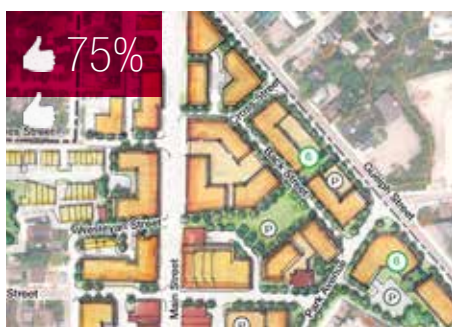
Replace parking north of the Cultural Centre and Library with a new public space (#11)



2f: Transportation

Designate bike routes through the Downtown on local roads parallel to Main Street (i.e. Market Street and Park Avenue)

Alternative 3 'The Village Green'



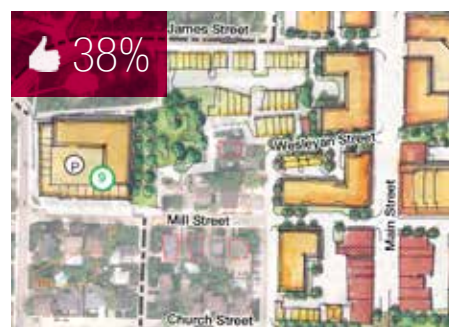
3a: Buildings

Locate the tallest buildings along Guelph Street (#6)



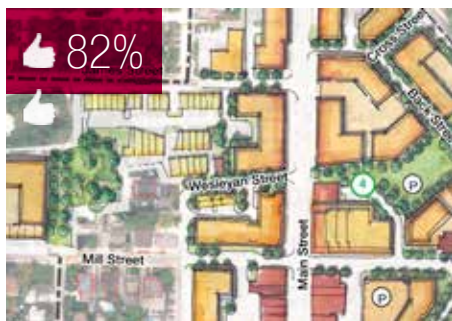
3b: Buildings

3 to 6 storey buildings built into the slope behind the existing parking lot (#10); maintain an open view to the greenlands (#11)



3c: Buildings

Expand the Downtown boundary to redevelop the properties east of Remembrance Park with a 6 storey building to frame the park and townhouses with Mill and Charles Street addresses (#9)



3d: Open Space

Create a pedestrian walkway and green space between Main Street and Back Street (#4)



3e: Open Space

Green space/urban square at foot of Church Street with a pedestrian connection from Main Street down to Park Avenue (#11)

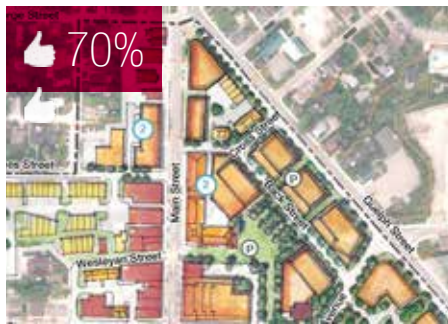


3f: Transportation

Remove the landscaped centre median and the on-street parking on one side of Main Street to create a wider sidewalk and space for outdoor patios

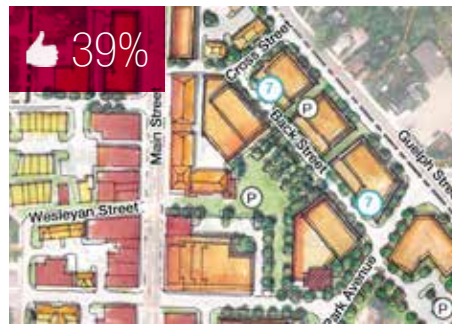
04 ALTERNATIVES SURVEY

Alternative 4 'The Commons'



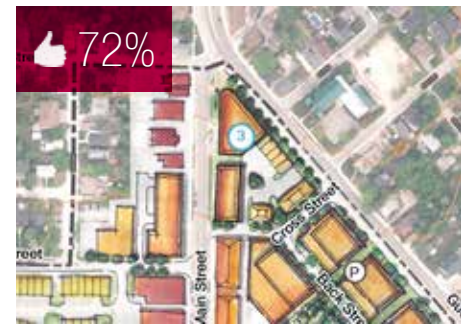
4a: Buildings

Establish a 3 storey height limit along Main Street, stepping back to 8 storeys (#2)



4b: Buildings

Line both sides of back Street with townhouses; 10+ storey buildings face Guelph Street (#7)



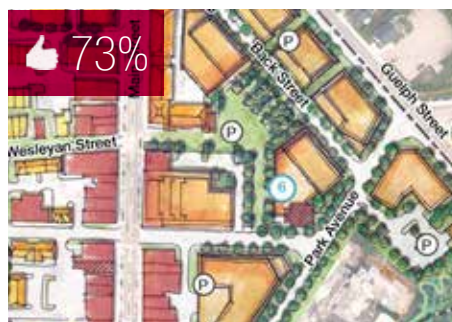
4c: Buildings

Landmark building at Main Street and Guelph Street (#3)



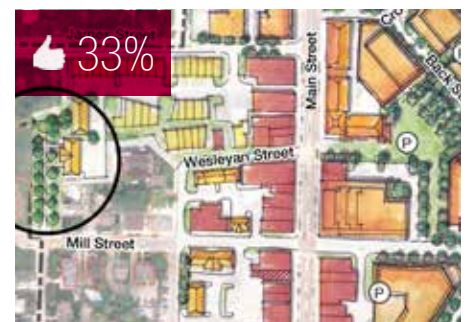
4d: Public Space

Create a park on top of a new underground parking structure lined with retail uses (#4)



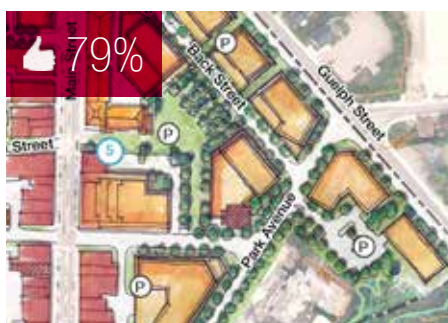
4e: Public Space

Create a small public space in front of the historic post office (#6)



4f: Transportation

Create a public road along the east side of Remembrance Park




4g: Transportation

Provide some parking adjacent to the park, on the west side of the McGibbon (#5)



Destination
DOWNTOWN

05 WORKSHOP PRESENTATION



**DOWNTOWN
GEORGETOWN
PLANNING STUDY**

Technical Advisory Committee Meeting
Steering Committee Meeting
Community Workshop #3

Thursday, May 24, 2018

The Planning Partnership

1



PURPOSE OF THE STUDY

- To develop a **clear vision and detailed planning framework** (land use and built form) for Downtown Georgetown – next 20-25 years (2041 planning horizon)
- To produce a **Secondary Plan** for Downtown Georgetown as a basis for evaluating the merits of future development applications, particularly intensification proposals, to ensure the heritage character and multi-faceted, mixed use function of the area is protected
- To comprehensively **evaluate the capacity of the area to accommodate intensification** of a magnitude and scale appropriate for the area



Destination
DOWNTOWN

3

Input from today will inform the Secondary Plan



PUBLIC ENGAGEMENT SO FAR:

1

Downtown Visioning Session

February 20, 2018

2

Design Summit

April 4, 2018



Technical Advisory Committee Meeting



Roving Information Station Interviews



Steering Committee Meeting



On-line Surveys



Public Workshop



Group Discussions on the Draft Vision Statement



One-on-One Interviews



Group Discussions on the Draft Guiding Principles

5

DRAFT VISION STATEMENT

Downtown Georgetown is a **vibrant destination** that serves the residents of Georgetown and Halton Hills and **draws visitors** from all corners of the Greater Golden Horseshoe Area.

Development will build on the **rich natural and cultural heritage** that makes Downtown Georgetown **unique** and so cherished by all who live there and visit.

Through **sustainable development** and **enhanced public realm** initiatives, Downtown Georgetown will continue to grow and offer an increasingly diverse range of places to **live, work, shop, be entertained**, and enjoy **community life** in a setting that artfully integrates old and new development into a picturesque landscape.



DRAFT GUIDING PRINCIPLES

- 1  Ensure new development celebrates and protects the existing **built heritage character** of the downtown.
- 2  Establish a variety of beautiful **public gathering spaces** to support cultural events, festivals and community life throughout the year.
- 3  Create **vibrant, safe and comfortable pedestrian-oriented streets** that enhance mobility for pedestrians, cyclists and drivers and support existing and future transit.
- 4  Promote a **mix of uses** in a variety of **building forms**, including a range of housing types and opportunities for retail, commercial and community uses.

7

DRAFT GUIDING PRINCIPLES

- 5  Protect and enhance **natural features** while broadening opportunities for public access, enjoyment, education and stewardship.
- 6  Demonstrate **high-quality design** in new development and incorporate best practices that respect and complement the character of Downtown Georgetown and its adjacent neighbourhoods.
- 7  Incorporate **sustainable development and construction** practices to maximize resource conservation.

8







DESIGN SUMMIT: WHAT HAPPENED?

- April 4, 2018 at the Mold-Masters SportsPlex
- Two design sessions: 3:00-5:30 pm & 6:30-9:00 pm
- Participants joined a member of the Project Team to prepare an Alternative (concept) for the study area using a specific design program
- The Alternatives were developed with the Vision Statement and Design Principles in mind.
- The Design Summit resulted in the development of 8 different Alternatives for the study area



DESIGN SUMMIT: DEVELOPMENT PROGRAMS

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
VARIABLE				
# of Units	450	450	650	800
Type of Built Form	Townhouses	Townhouses & Mid-rise	Mid-rise	All forms
Building Height	3	3-6	8	3-10+
Public Realm / Parks	Existing park	One central urban park	Urban square with each development	Parks and urban squares
Heritage	Conserved	Integrated	Integrated	Conserved
Main Street ROW	Shared 'ROW' Vehicles and bicycles share existing lanes	Dedicated Lanes 1 lane for vehicles; 1 lane for bikes and transit	Remove Street Parking Create enhanced bike lanes	Shared 'ROW' Vehicles and bicycles share existing lanes



DESIGN SUMMIT: ALTERNATIVE 1

Alternative 1		
Development Program		Design Summit
# of Units	450	a
Type of Built Form	Townhouses	
Building Height	3	b
Public Realm / Parks	Existing park	
Heritage	Conserved	
Main Street ROW	Shared 'ROW' Vehicles and bicycles share existing lanes	

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DESIGN SUMMIT: ALTERNATIVE 2

Alternative 2		
Development Program		Design Summit
# of Units	450	a
Type of Built Form	Townhouses & Mid-rise	
Building Height	3-6	b
Public Realm / Parks	One central urban park	
Heritage	Integrated	
Main Street ROW	Dedicated Lanes 1 lane for vehicles; 1 lane for bikes and transit	

12





DESIGN SUMMIT: ALTERNATIVE 3

Alternative 3		
Development Program		
# of Units	650	
Type of Built Form	Mid-rise	
Building Height	8	
Public Realm / Parks	Urban square with each development	
Heritage	Integrated	
Main Street ROW	Remove Street Parking Create enhanced bike lanes	
		
		

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DESIGN SUMMIT: ALTERNATIVE 4

Alternative 4		
Development Program		
# of Units	800	
Type of Built Form	All forms	
Building Height	3-10+	
Public Realm / Parks	Parks and urban squares	
Heritage	Conserved	
Main Street ROW	Shared 'ROW' Vehicles and bicycles share existing lanes	
		
		

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EXPLORING THE ALTERNATIVES



PRINCIPLE 1: Ensure new development celebrates and protects the existing built heritage character of the downtown

- a. Protect the heritage character of Main St, in particular the buildings in the block north of McGibbon on the east side of Main St**

Rear additions to existing buildings on Main St

Consider designation of Main Street between James and Church Street as a Heritage Conservation District

Conserve the massing of each building in the block north of McGibbon, east side of Main St (with stepback to new building behind) – no alternatives do this





PRINCIPLE 1: Ensure new development celebrates and protects the existing built heritage character of the downtown

b. Conserve key heritage buildings on Mill St

Conserve 70 Mill Street – Old Post Office as an anchor to the street

Conserve 120-134 Mill St
Replace 2 banks at the corner of Main St and Mill St with 2-3 storey buildings in keeping with Main Street character

Also consider:

Conserving 75 Mill Street (the 'Birches')

Conserving 72 Mill Street (old theatre)



17



PRINCIPLE 1: Ensure new development celebrates and protects the existing built heritage character of the downtown

c. Conserve key buildings on Guelph St

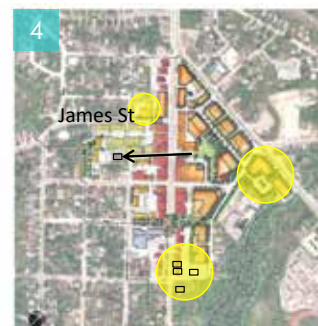
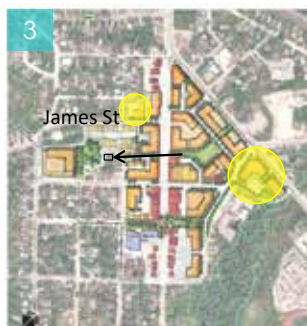
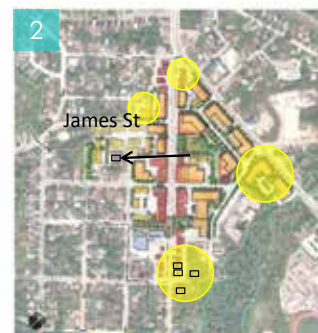
Retain corner house at Main St and Guelph St and incorporate landscaped forecourt design

Incorporate the Carpet Barn on Guelph St as part of new development

d. Retain #8 James St

e. Maintain views along Wesleyan to the former chapel

f. Conserve cluster of buildings on Park Ave at Main St



18



PRINCIPLE 2: Establish a variety of beautiful public gathering spaces to support cultural events, festivals and community life throughout the year

a. Provide an enhanced cultural and civic node

Enhance the Library and Cultural Centre



19



PRINCIPLE 2: Establish a variety of beautiful public gathering spaces to support cultural events, festivals and community life throughout the year

b. Improve the connection to Remembrance Park



20



PRINCIPLE 2: Establish a variety of beautiful public gathering spaces to support cultural events, festivals and community life throughout the year

- c. Provide a range of publicly accessible parks and open spaces, including animated and prominent public space**

New central public space has:

Frontage on Main St
Exposure on multiple streets
Active uses on all sides



21



PRINCIPLE 3: Create vibrant, safe and comfortable pedestrian-oriented streets that enhance mobility for pedestrians, cyclists and drivers and support existing and future transit

- a. Provide more ways to walk to Downtown and to the GO Station**

Fine grain network of walkways / landscaped areas

New lane/street behind Main St, between Church and Mill St

Direction from planning policy (provincial, regional, local):

Promote healthy, active communities by planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate community connectivity



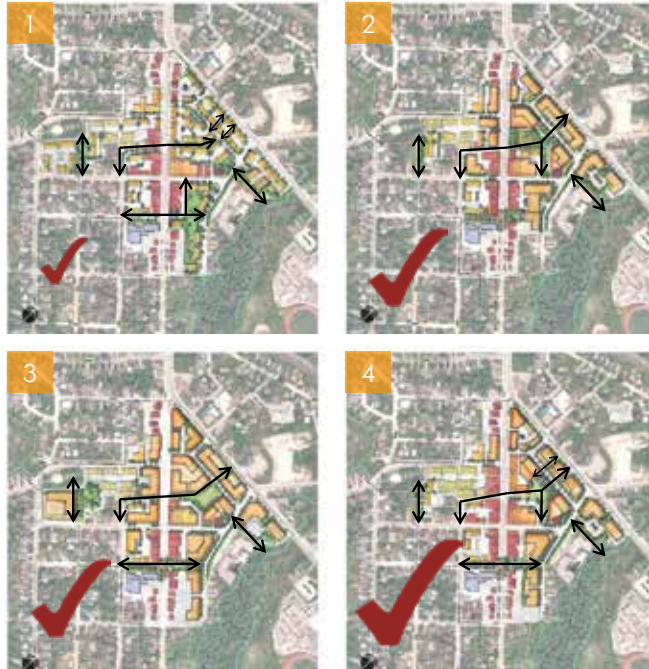
22



PRINCIPLE 3: Create vibrant, safe and comfortable pedestrian-oriented streets that enhance mobility for pedestrians, cyclists and drivers and support existing and future transit

b. Support current and future transit and active transportation

Alternative 4 has the highest number of units and multiple access routes



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PRINCIPLE 4: Promote a mix of uses in a variety of building forms, including a range of housing types and opportunities for retail, commercial and community uses

a. Encourage investment while retaining the character and scale of Downtown

Encourage vibrant retail

Provide space for programmed events / gathering space with exposure on Main St

Design routes, destinations, attractions to increase foot traffic



24



PRINCIPLE 4: Promote a mix of uses in a variety of building forms, including a range of housing types and opportunities for retail, commercial and community uses

b. Provide opportunities for a diverse mix of housing to enhance absorption rates (purchases and rentals)

Considerations:

Assembling land to create larger parcels for re-development of higher density buildings

Significant development would only result in nominal increase in retail demand; Downtown is primarily a destination retail market

Developer interest in building taller buildings

Competition with increased density of development planned in the GO Station Area



25



PRINCIPLE 4: Promote a mix of uses in a variety of building forms, including a range of housing types and opportunities for retail, commercial and community uses

c. Support mixed use and compact growth

Alternative 4 incorporates highest density development and greatest variety of housing



26



PRINCIPLE 4: Promote a mix of uses in a variety of building forms, including a range of housing types and opportunities for retail, commercial and community uses

d. Promote employment opportunities

Alternatives 3 and 4 have the most mid-rise buildings that support larger retail space – more jobs



27



PRINCIPLE 5: Protect and enhance natural features while broadening opportunities for public access, enjoyment, education and stewardship

a. Promote the natural character and context of Downtown and enhance views to Silver Creek

Open up views to valley

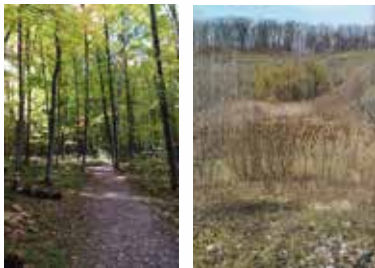


28



PRINCIPLE 5: Protect and enhance natural features while broadening opportunities for public access, enjoyment, education and stewardship

- b. Provide opportunities to enhance/restore Silver Creek**



29



PRINCIPLE 6: Demonstrate high-quality design in new development and incorporate best practices that respect and complement the character of Downtown Georgetown and its adjacent neighbourhoods

- a. Ensure a gradual transition of building height to adjacent residential neighbourhoods**

Protect character and stability of adjacent neighbourhoods



30



PRINCIPLE 6: Demonstrate high-quality design in new development and incorporate best practices that respect and complement the character of Downtown Georgetown and its adjacent neighbourhoods

b. Create landmarks/gateways to Downtown

Prominent location on Guelph St

Taller building/special landscape treatment



31



PRINCIPLE 7: Incorporate sustainable development and construction practices to maximize resource conservation

a. Increase pervious areas and green space to increase infiltration to Silver Creek from groundwater



32



TECHNICAL ANALYSIS



TECHNICAL ANALYSIS: SERVICING OPPORTUNITIES

Water (Regional)

- Provide greater system connectivity
- May include additional watermain or increased pipe sizes to accommodate intensification

Sanitary (Regional)

- Major regional pipe along Park Ave and bisecting the 'Carpet Barn' site -> locate highest densities here

Stormwater (Town)

- May require some re-alignment to suit overall redevelopment
- Consider infiltration / filtration, parking lot / underground / roof top storage in planning and design

* All options have opportunities





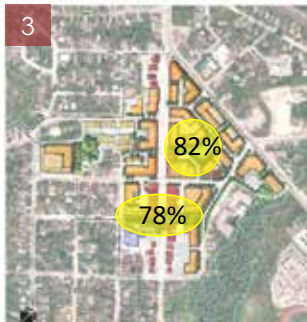
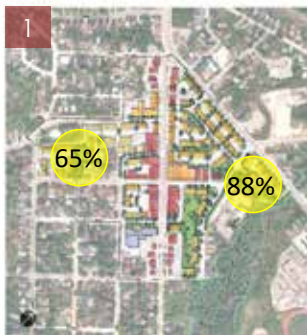
METROQUEST SURVEY

223 respondents as of
May 23, 2018



METROQUEST SURVEY: **PUBLIC SPACE**

- Expand Remembrance Park over roof of new parking structure (#1)
- Access at end of Back St to greenlands (#1)
- Create an urban square fronting onto Main St between James and Wesleyan St (parking underground) (#2)
- Green space / urban square at foot of Church St with a pedestrian connection from Main St down to Park Ave (#3)
- Public space in front of historic post office (#4)

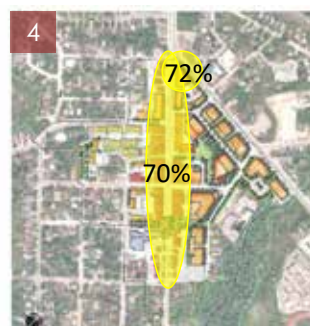
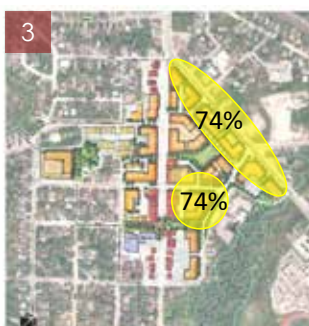
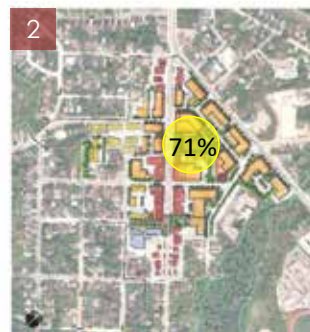


36



METROQUEST SURVEY: BUILDINGS

- Open a portion of Main St to create a new urban square surrounded with new retail space and 3-6 storey buildings (#2)
- Locate tallest buildings on Guelph St (#3)
- 3-6 storey buildings built into the slope behind the existing parking lot to maintain open view to greenlands (#3)
- Establish 3 storey height limit along Main St, stepping back to 8 storeys (#4)
- Landmark building at Main St / Guelph St (#4)

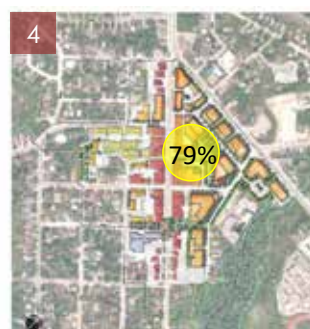
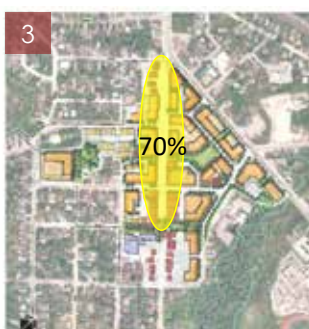


37



METROQUEST SURVEY: ACCESS

- Designate bike routes through Downtown on local streets parallel to Main St, Market St and Park St (67%)
- Remove landscape centre median and on street parking on one side of Main St to create a wider sidewalk and space for outdoor patios (#3)
- Provide some parking adjacent to park on west side of McGibbon (#4)



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PRELIMINARY PREFERRED ALTERNATIVE



PRELIMINARY PREFERRED ALTERNATIVE



Alternative 1



Alternative 2



Alternative 3



Alternative 4

Inputs for Evaluation



Online survey



Project Team's
Evaluation

**Preliminary Preferred
Downtown Planning
Alternative**

40



PRELIMINARY PREFERRED ALTERNATIVE :



MOBILITY:

roads, parking, bike routes,
pedestrian connections

PUBLIC REALM:

parks, squares,
streetscapes, public art

BUILDINGS:

commercial, mixed-use,
residential

41



PRELIMINARY PREFERRED ALTERNATIVE

MOBILITY: **Parking**



1 Underground / Surface



2 Underground / Surface



3 On street



42



PRELIMINARY PREFERRED ALTERNATIVE

MOBILITY: Active Transportation



Designated bike routes through Downtown on local roads parallel to Main Street (i.e. Market Street and Park Avenue)



Pedestrian connections to and from public spaces



43



PRELIMINARY PREFERRED ALTERNATIVE

MOBILITY: Walkability

Green Street



Downtown Heritage Loop



200m radius



44



PRELIMINARY PREFERRED ALTERNATIVE

PUBLIC REALM: **Main Street Streetscape**



45



PRELIMINARY PREFERRED ALTERNATIVE

PUBLIC REALM: **Public Space**



1 Downtown Square – extent of frontage on Main Street to be determined



2 Civic Square / Linear Park



3 Park Link





PRELIMINARY PREFERRED ALTERNATIVE

BUILT FORM: Heritage Buildings



Key listed heritage buildings and groups of buildings to be considered for preservation and integration with development, to 'Tell Stories'.



47



PRELIMINARY PREFERRED ALTERNATIVE

BUILT FORM: New Buildings



1 Townhouses / Commercial Mixed-Use



2 Low-rise Mixed-Use Apartments



3 Mid-rise Apartments



4 Mid-rise Apartments



2-4 storeys

4-6 storeys

6-8 storeys

8-10 storeys

48



PRELIMINARY PREFERRED ALTERNATIVE

Give us your thoughts of these Key Elements:

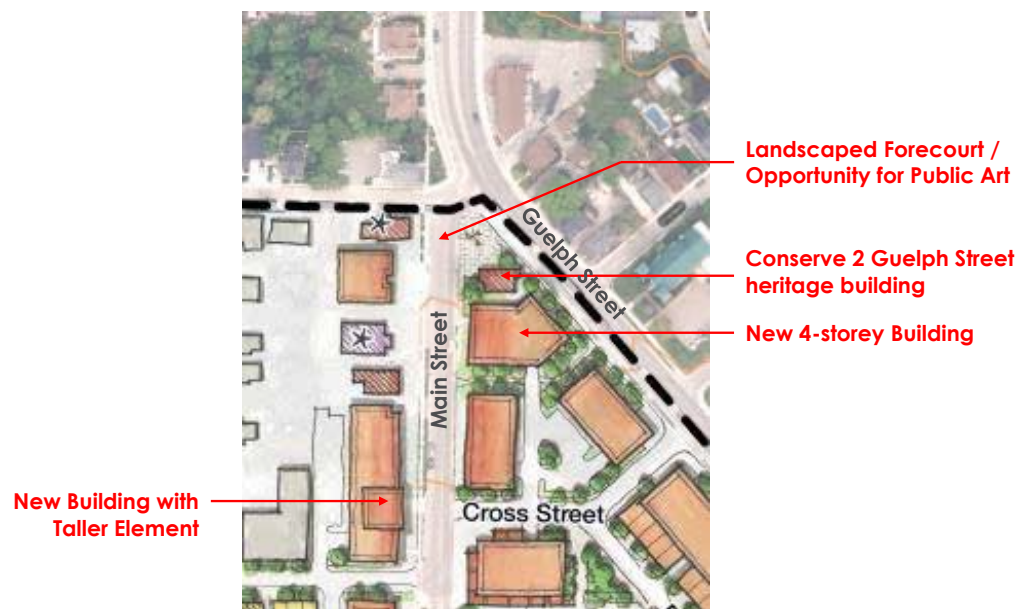


49



PRELIMINARY PREFERRED ALTERNATIVE

Landmark / Gateway:



* Heritage Buildings

50



PRELIMINARY PREFERRED ALTERNATIVE

Remembrance Park Walkway:



Access from Existing /
Future Laneway

New Townhouses
(structure parking?)

New Public Walkway

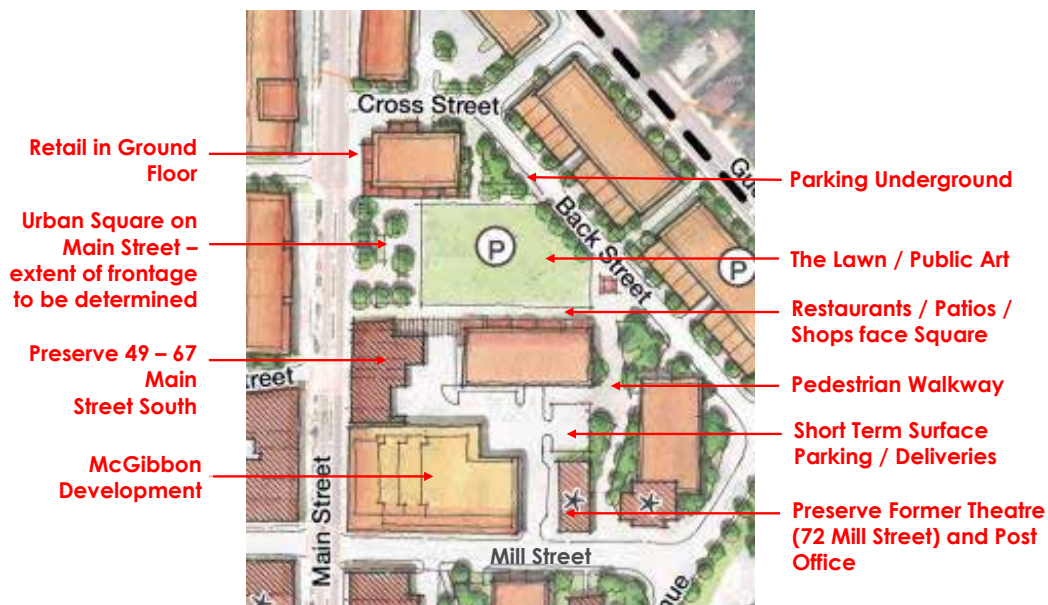
Walkway Entrance on Mill
Street

51



PRELIMINARY PREFERRED ALTERNATIVE

Downtown Square:



Retail in Ground
Floor

Urban Square on
Main Street -
extent of frontage
to be determined

Preserve 49 - 67
Main
Street South

McGibbon
Development

Parking Underground

The Lawn / Public Art

Restaurants / Patios /
Shops face Square

Pedestrian Walkway

Short Term Surface
Parking / Deliveries

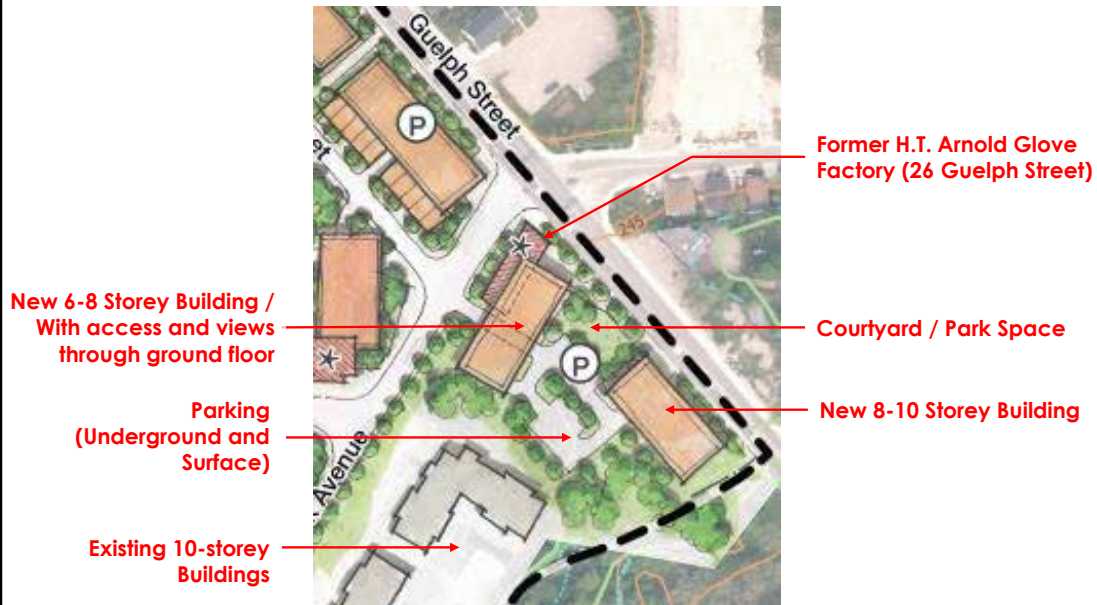
Preserve Former Theatre
(72 Mill Street) and Post
Office

52



PRELIMINARY PREFERRED ALTERNATIVE

The 'Carpet Barn':

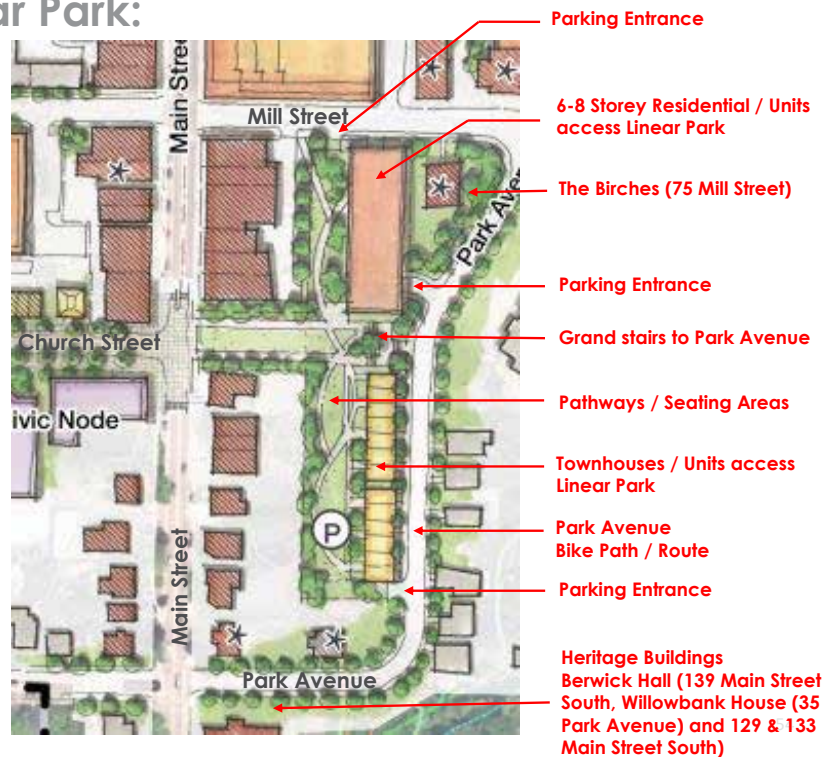


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PRELIMINARY PREFERRED ALTERNATIVE

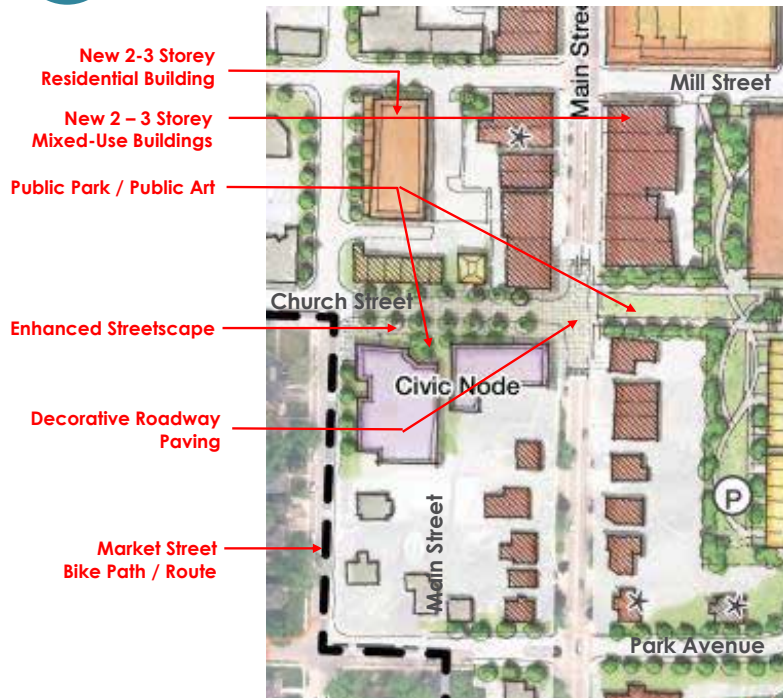
Linear Park:





PRELIMINARY PREFERRED ALTERNATIVE

Civic Node:



55

Next Steps

- Provide Council Update on results of today's meetings and Preliminary Preferred Alternative
- Prepare Final Preferred Alternative
- Prepare specific supporting studies/key directions for:
 - Heritage Conservation Strategy
 - Scoped Natural Heritage System Assessment
 - Scoped Fiscal Impact Assessment
 - Water, Sanitary Servicing and Stormwater Management Plan
 - Mobility
 - Parking
 - Sustainability
 - Urban Design
- Prepare Draft Secondary Plan, Zoning By-law (if necessary) and implementation strategy



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OVERVIEW OF STUDY, PROCESS & MILESTONES





PRELIMINARY PREFERRED ALTERNATIVE

BUILT FORM: Heritage Buildings



Key listed heritage buildings and groups of buildings to be considered for preservation and integration with development, to 'Tell Stories'.



47



PRELIMINARY PREFERRED ALTERNATIVE

BUILT FORM: New Buildings



1 Townhouses / Commercial Mixed-Use



2 Low-rise Mixed-Use Apartments



3 Mid-rise Apartments



4 Mid-rise Apartments



2-4 storeys

4-6 storeys

6-8 storeys

8-10 storeys

48



PRELIMINARY PREFERRED ALTERNATIVE

PUBLIC REALM: **Main Street Streetscape**



45



PRELIMINARY PREFERRED ALTERNATIVE

PUBLIC REALM: **Public Space**



1 Downtown Square – extent of frontage on Main Street to be determined



2 Civic Square / Linear Park



3 Park Link





Destination
DOWNTOWN

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Gabriel Clarke, Manager of Sustainability and Climate Change

DATE: June 4, 2018

REPORT NO.: PLS-2018-0021

RE: Corporate Energy Plan Implementation Report

RECOMMENDATION:

THAT Report No. PLS-2018-0021, dated June 4th 2018, regarding the Corporate Energy Plan Implementation Report, be received;

AND FURTHER THAT the Corporate Energy Plan Implementation Report, attached under separate cover, be endorsed and distributed throughout the community;

AND FURTHER THAT a copy of the report be forwarded electronically to the Clean Air Partnership (GTA-Clean Air Council), Halton Region, City of Burlington, and the Towns of Oakville and Milton for their information.

BACKGROUND:

In 2009, the Province of Ontario introduced the Green Energy and Green Economy Act (GEA) to protect the environment and combat climate change.

At the municipal level, the introduction of the Act and the accompanying Regulation 397/11 meant that every municipality in Ontario was mandated with developing an Energy Conservation and Demand Management Plan by July 1st 2014.

In response to the Provincial legislation, Town Council approved the [Corporate Energy Plan – Town of Halton Hills](#) in May of 2014. The five year action Plan contains a total of 85 priority, medium and long-term actions aimed at lowering the Town's corporate greenhouse gas emissions and supporting the deployment of renewable energy technologies.

The Corporate Energy Plan was developed using Partners for Climate Protection (PCP) planning framework and involved completing the three step process outlined below:

Step 1: Preferred Future State/Energy Vision: The first step in the corporate energy planning process involved articulating what the plan should seek to accomplish within its lifespan. The Town developed three objectives during this step:

1. Become a national leader in the efficient management of energy;
2. Increase the use of low carbon technologies; and
3. Support the use of renewable energy.

Step 2: Defining the Present State: The second step involved gaining an understanding of where the Town was at with respect to the energy management objectives developed in Step 1. The Town's historical energy consumption patterns were analyzed and existing energy efficiency policies, programs and projects were catalogued and evaluated. The Town also completed energy audits for 7 Town-owned facilities to identify facility-specific energy efficiency measures. These activities provided the background information necessary to develop the following energy efficiency and greenhouse gas reduction targets for the Corporate Energy Plan that were both ambitious yet realistically achievable:

1. 13-17% reduction in energy intensity; and
2. 16-20% reduction in corporate greenhouse gas emissions.

Step 3: Developing Actions: The third step involved identifying, evaluating and selecting the actions required to achieve the Town's energy efficiency and greenhouse gas reduction targets. A total of 85 priority, medium and longer term actions were included in the Corporate Energy Plan which was approved by Council in 2014.

Soon after Council approval, the cross-functional Corporate Energy Management Team (CEMT) was formed to manage the Plan's implementation. The CEMT continues to meet on a quarterly basis to coordinate actions.

In late 2017, the CEMT decided to produce the "80BY50 – Halton Hills' 2018 Energy Report" (attached under separate cover) to both celebrate Council's approval of the internationally-recognized greenhouse gas emissions reduction target (80% reduction by 2050 compared to 1990 levels) and to provide Council and residents with a comprehensive overview of the Town's progress in implementing the Corporate Energy Plan.

COMMENTS:

Report Structure:

The 80BY50 Report outlines the implementation status of the 85 actions contained in the 2014 Halton Hills Corporate Energy Plan. Table 1 below, provides a description of the various sections of the 80BY50 Report.

Table 1: 80BY50 Report Sections

Section	Description
Message from the Mayor	Introductory Message
Table of Contents	Quick reference guide
Halton Hills at a Glance	Brief overview of the Town
Report Structure	Outline of the sections of the Report
Background: Energy Planning in Halton Hills	Why and how the Corporate Energy Plan was developed
Corporate Energy Consumption Trends	Historical analysis of the Town's electricity and natural gas consumption trends
Implementation Summary: Overall	Status and analysis of the Plan's 85 actions
Implementation Summary: Priority Actions	Status and analysis of the Plan's 30 priority actions (July 2014 – July 2015)
Implementation Summary: Medium-Term Actions	Status and analysis of the Plan's 39 medium-term actions (July 2015 – July 2017)
Implementation Summary: Long-Term Actions	Status and analysis of the Plan's 16 long-term actions (July 2017 – July 2019)
Next Steps	The future of corporate energy planning in Halton Hills
List of all 85 Actions	A description of each action, the status of each action and relevant comments

Corporate Energy Trends – Electricity

The 80BY50 Report shows that between 2011 and 2015, the Town's total corporate electricity consumption has generally followed an upward trend which is consistent with the significant increase in the total square footage of Town facilities that occurred during this time. However, the consumption of electricity per square foot of floor space has consistently followed a downward trend during this time which demonstrates the positive impact that the Town's energy efficiency measures have had to date.

Corporate Energy Trends – Natural Gas

The 80BY50 Report shows that the Town's total natural gas consumption followed a downward trend between 2011 and 2013 which was followed by an increase in 2014. In 2015, total natural gas consumption resumed its downward trend. 2015 was the second most efficient year since 2011 and came very close to the record set in 2013.

A more detailed description and analysis of the Town's corporate energy consumption trends can be found in Report No. PLS-2017-0016 *2017 Green Energy Act Submission (2015 Data)*.

Corporate Energy Plan Implementation Summary:

Overall, the 80BY50 Report shows that the implementation of the Corporate Energy Plan is largely proceeding as initially planned and is having the desired impact on the Town's corporate energy consumption trends. To date, 51 (or 60%) of the CEP's 85 actions are listed as Implemented and have either been completed or are ongoing, 7 actions (8%) are listed as Under Way and are currently being implemented, 12 actions (15%) are listed as Upcoming because they require additional staffing capacity and will be implemented once the contract Sr. Sustainability Planner and Energy Coordinator position is filled in 2018, 8 actions (9%) are listed as Not Yet Started since no action has been taken to date and 7 actions (8%) are listed as Explored because they have been thoroughly considered but not implemented for the reasons outlined in the "List of all 85 Actions" section of the 80BY50 Report.

Future Iterations of the 80BY50 Report:

The 2018 edition of the 80BY50 Report should be viewed as a work in progress – it will be improved in future editions as the Town's analytical capabilities are enhanced with the hiring of the contract Sr. Sustainability Planner and Energy Coordinator position which is currently being recruited. In addition to accelerating the Corporate Energy Plan's implementation, the additional capacity and expertise that the position will bring to the Town will enable future editions of the 80BY50 Report to include more detailed quantifiable analyses of the energy, financial, and greenhouse gas emissions impacts of the Town's various clean energy initiatives and a broader scope that includes the residential, business and agricultural communities of Halton Hills.

RELATIONSHIP TO STRATEGIC PLAN:

The 80BY50 – Halton Hills' 2018 Energy Report advances and relates directly to the Town's Strategic Plan and its sustainability focus, including these Council priorities

- 5.C) Invest in Green Energy Technologies
- 5.F) Implement the Mayor's Community Energy Plan

FINANCIAL IMPACT:

There is no financial impact associated with this Report.

CONSULTATION:

The Corporate Energy Management Team, composed of Stephen Hamilton - Manager of Facilities, Simone Gourlay – Manager of Purchasing, Bruce Morrison – Deputy Fire Chief, Geoff Cannon – Chief Librarian, Matthew Lynch – Fleet Coordinator, Matthew Roj – Traffic Coordinator, Linda Boyer – Conservation and Demand Management Officer with Halton Hills Hydro, and Dan MacDougall – Associate with Aladaco Consulting (on contract with Halton Hills Hydro) were consulted during the development of the 80BY50 – Halton Hills' 2018 Energy Report.

PUBLIC ENGAGEMENT:

There are no public engagement 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 80BY50 Report advances the Strategy's implementation because it outlines the progress made in implementing the 2014 Corporate Energy Plan. By providing an overview of the implementation status of each of the 85 actions, the 80BY50 Report provides a snapshot of how well Halton Hills is moving towards reaching its low carbon corporate energy vision.

This report supports the Environmental Health, Economic Prosperity, and Social Wellbeing pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is very good.

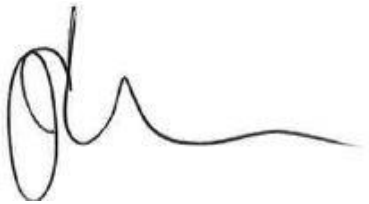
COMMUNICATIONS:

The 80BY50 – Halton Hills' 2018 Energy Report will be publicized through paper and electronic distribution. In addition to being posted on the Town's website, the 80BY50 Report will be made available in printed format at Town facilities, Halton Hills Hydro, community events and, where possible, businesses and organizations such as the Chamber of Commerce and the BIAs. A media release and social media will also be used as promotional tools.

CONCLUSION:

The 80BY50 – Halton Hills' 2018 Energy Report was developed to serve the dual purpose of celebrating Council's November 2017 decision to adopt the internationally-recognized greenhouse gas emissions reduction target and to provide Council and residents with a detailed overview of the progress that the Town has made in implementing the 2014 Corporate Energy Plan. Attached under a separate cover, the current edition of the 80BY50 Report focuses on the Town's corporate energy efficiency measures.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to be 'John Linhardt', with a stylized, flowing script.

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink, appearing to be 'Brent Marshall', with a stylized, flowing script.

Brent Marshall, CAO

80BY50

Halton Hills' 2018 Energy Report

Towards a
low carbon
community



Message from the Mayor

I am very pleased to present the inaugural edition of 80BY50: Halton Hills' 2018 Energy Report (the Report). This document was published to celebrate a major milestone in Halton Hills' (the Town) contribution to fighting climate change: the November 2017 Council adoption of the internationally recognized greenhouse gas emission reduction target of achieving an 80 per cent reduction in emissions levels by 2050. We call this the 80BY50 Target. According to the international scientific community, this reduction is required to keep global climate change to less than two degrees from pre-industrial levels and will help avoid the negative impacts that runaway climate change could have on our community and those around the world. The 80BY50 Target also recognizes the reality that an orderly transition from fossil fuels to alternative and renewable energy sources will take time and requires the development of new processes and technologies.

This report should be considered as a work in progress. It will be improved in future editions as the Town's analytical capabilities are enhanced. Nevertheless, this edition provides a status update on the 85 actions contained in the Halton Hills Corporate Energy Plan (CEP) and outlines the progress that the Town has made to date as we continue to transition to a more energy efficient and sustainable future. The CEP – approved by Council in 2014 – outlines a suite of practical, affordable, reasonable, educational and enforceable measures to reduce the Town's energy-related carbon footprint over a period of five years. Soon after Council adoption, the Corporate Energy Management Team was established to manage the implementation of the CEP. They continue to meet on a quarterly basis to coordinate the plan's implementation.

As an organization, Halton Hills can be very proud of what we have accomplished since we embarked on our sustainability journey with the launch of the Green Plan in 2007. We have come a long way in the last ten years, yet there is still much to be done. Lao Tsu once said that "a journey of a thousand miles begins with a single step" and as you browse this report you will see that the Town has taken several initial steps towards becoming a low carbon community. The latest step involves publishing this report, because as Michael Bloomberg said "if you can't measure it, you can't manage it and you can't fix it".

So as we reflect on our progress to date, let us keep a firm eye on the future as we build a more sustainable and resilient community.



Mayor Rick Bonnette



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Halton Hills at a Glance

With a population of approximately 60,000, the Town of Halton Hills (the Town), consists of: three urban centres – Georgetown, Acton and the Halton Hills Premier Gateway employment area; three hamlets – Glen Williams, Stewarttown and Norval; and several smaller settlements. Halton Hills has long been recognized for its natural beauty, active agricultural community, high quality of life and proximity to major centres, including Brampton, Mississauga and Toronto. The Town is ranked as one of the top small communities in Canada by a national magazine.





BACKGROUND

80BY50 Report Structure

The 80BY50 Report outlines the status of the 85 actions contained in the 2014 Halton Hills Corporate Energy Plan (CEP). The CEP is a five-year action plan that was developed to reduce greenhouse gas (GHG) emissions associated with the Town's operations and was approved by Council in 2014.

Like the plan itself, this report is divided into: priority actions (July 2014-July 2015), medium-term actions (July 2015-July 2017), long-term actions (July 2017-July 2019) and an overall implementation summary. The Report provides a description of each action, the status of each action and relevant comments.

Background – Energy Planning in Halton Hills

In 2009, the Government of Ontario expressed a commitment to reducing the environmental footprint of public-sector buildings when it passed the Green Energy and Green Economy Act. Regulation 397/11 – developed under the Act – required that each Ontario municipality produce a five-year energy conservation and demand management plan by 2014. Halton Hills' Corporate Energy Plan (CEP) – which covers the period from July 2014 to July 2019 – was developed to fulfill this mandate and focuses on reducing the level of GHGs emitted by the Town's operations. The CEP's 85 actions focus on:

1. Lowering the Town's natural gas, electricity and vehicle fuel consumption
2. Increasing the use of low carbon technologies
3. Supporting the use of renewable energy

The CEP was developed using the following three-step process:

1. Defining the Preferred Future State / Vision

Defining a preferred future state / vision is a fundamental first step in corporate energy planning because it enables the organization to define and articulate what it wants the plan to accomplish. The Town achieved this through an extensive engagement process, which enabled the Town to define three primary objectives for the CEP:

- a. Halton Hills is a national leader in the efficient management of energy in its operations
- b. The efficient use of energy is part of the day-to-day activities of Town staff

- c. The Town's environmental and financial sustainability are improved through energy management initiatives that are practical, affordable, reasonable, educational and enforceable.

2. Defining the Present State

The second step involved understanding where the Town was with respect to energy management. The Town's previous energy efficiency projects were reviewed along with existing plans and policies. Detailed energy audits were also completed for seven Town buildings to uncover specific energy efficiency improvement opportunities for each facility. Finally, the Town's historical energy consumption patterns were analyzed. These steps enabled the Town to understand where it stood with respect to its energy vision and enabled the Town to develop targets for energy efficiency and greenhouse gas emissions that were both ambitious and realistically achievable.

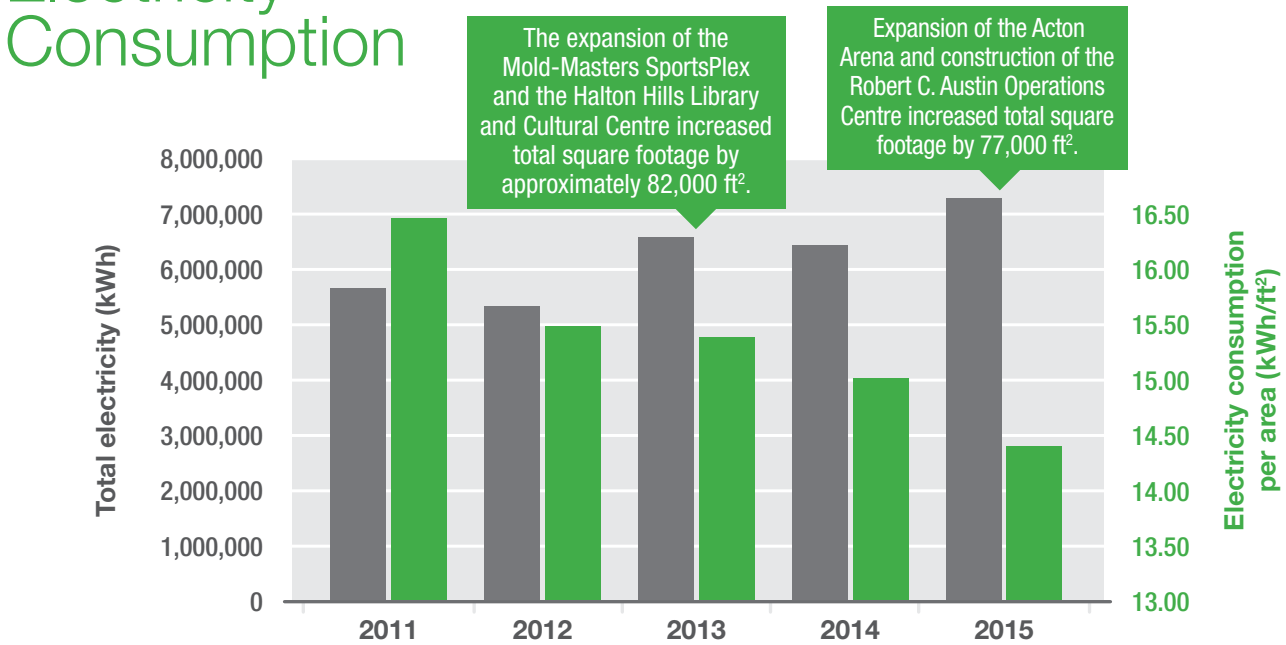
Corporate Energy Plan Targets		
Energy intensity (kWh/sq. ft)	13-17% reduction	↓
Corporate greenhouse gas emissions	16-20% reduction	↓

3. Developing Actions

The third and final step in the development of the CEP built on the information produced in the previous steps and culminated in the development of the action plan. Potential actions were evaluated, selected and prioritized. A total of 85 priority, medium term and long term actions were included in the final CEP which was approved by Council in 2014.

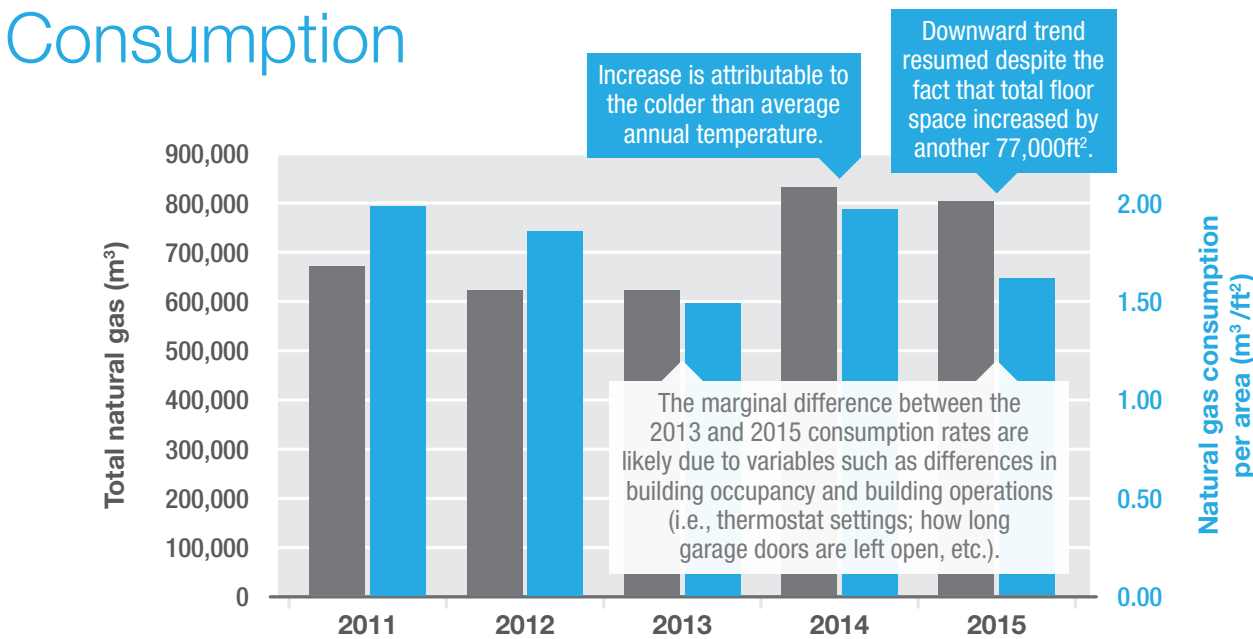


Electricity Consumption



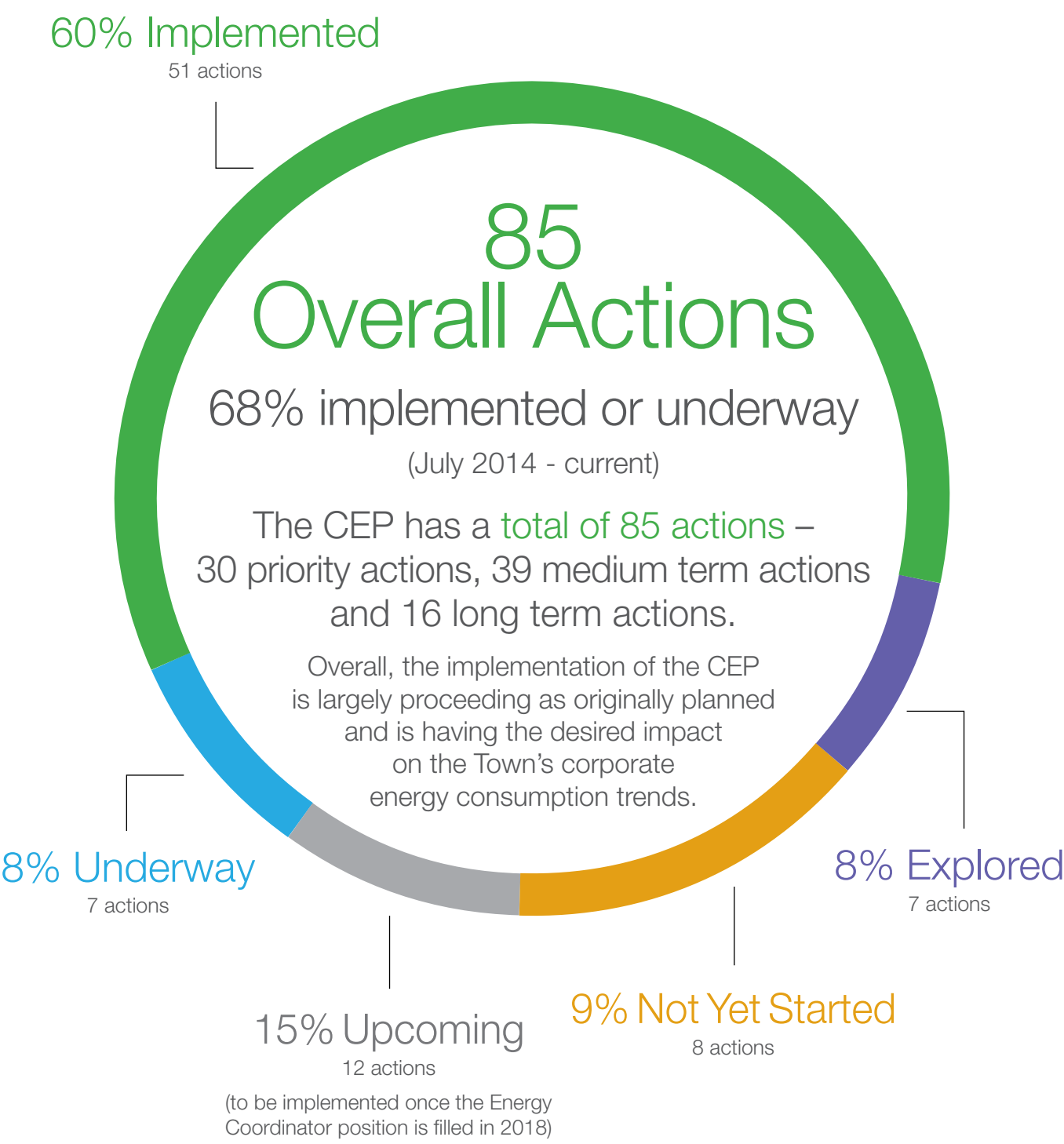
- The Town's total electricity consumption has generally followed an upward trend which is consistent with the significant increase in the total square footage of Town facilities that occurred during this time.
- The consumption of electricity per square foot of floor space has consistently followed a downward trend between 2011 and 2015 which demonstrates the positive impact that the Town's energy efficiency measures have had to date.

Natural Gas Consumption



- The Town's total natural gas consumption followed a downward trend between 2011 and 2013. This was followed by an increase in 2014. In 2015, total natural gas consumption resumed its downward trend.
- 2015 was the second most efficient year since 2011 and came very close to the record set in 2013. The annual average outdoor temperatures were very similar for 2013 and 2015 – as were the heating and cooling demands placed on the Town's facilities.

IMPLEMENTATION SUMMARY



Implemented	Underway	Upcoming	Not Yet Started	Explored
The item has been implemented.	The item is currently being implemented.	The item is ready to be implemented.	No action has been taken to date.	The item has been thoroughly considered.

60% Implemented

18 actions

30 Priority Actions

83% implemented or underway

(July 2014 - July 2015)

These actions were scheduled to be implemented between July 2014 and July 2015. These actions were either “low-hanging fruit” (i.e., low-cost, big-impact actions) or initial steps that would be built upon in the later stages of the CEP’s implementation.

23% Underway

7 actions

7% Not Yet Started

2 actions

10% Explored

3 actions

5-year Implementation Timeline



Priority Action Highlights



Action #1 Energy Planning

Formally adopt 5-year corporate targets for energy intensity and GHG emissions.

Note: Integrated into the Mayor’s Community Energy Plan.

Status: **Implemented**



Action #6 Partnerships

Continue to foster an excellent relationship with Halton Hills Hydro and Union Gas.

Note: Halton Hills Hydro provides representation on the Town’s Staff Sustainability Team and the Corporate Energy Management Team.

Status: **Implemented**



Action #15 Energy Efficiency

Consistently set ice temperatures in arenas to 23°F.

Note: Completed for the new pads at the Acton Arena and the Mold-Masters SportsPlex.

Status: **Implemented**



Action #18 Operations

Develop consistent guidelines and policies for energy management to be followed at all Town facilities.

Note: Standard operating procedure.

Status: **Implemented**



Action #24 EMIS

Investigate options for an EMIS (Energy Management Information system) to be used to track and analyze energy use at the building level.

Note: Completed in 2016.

Status: **Implemented**



Action #28 Training

Ensure that all staff responsible for operation and maintenance of Town buildings are appropriately trained.

Note: Energy management is integrated into facility operator training.

Status: **Implemented**

For details on all 16 actions, refer to page 25.

62% Implemented

24 actions

39 Medium Term Actions

(July 2015 - July 2017)

These actions were scheduled to be implemented between July 2015 and July 2017. Of those, 62% have been implemented to date and another 20% are listed as “upcoming” and are ready for implementation once the Senior Sustainability Planner and Energy Coordinator position is filled in 2018.

20% Upcoming

8 actions

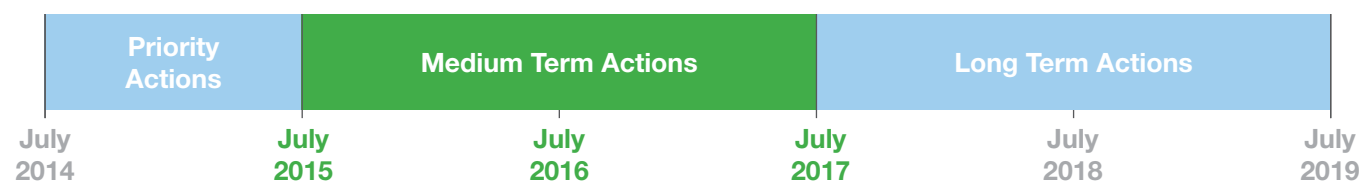
8% Explored

3 actions

10% Not Yet Started

4 actions

5-year Implementation Timeline



Medium Term Action Highlights



Action #32 Energy Planning

Track and assess progress on Year 1 actions.

Note: Fulfilled through the development and publication of this Report.

Status: Implemented



Action #34 Operations

Develop a process for continually monitoring and applying for available incentives.

Note: Integrated into the regular duties of the Office of Sustainability.

Status: Implemented



Action #43 Operations

Develop a standard requiring that energy efficiency be considered in all building renovations.

Note: Standard operating procedure.

Status: Implemented



Action #52 EMIS

Implement the EMIS chosen in Year 1 to track and analyze energy use at the building level.

Note: Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position is filled in 2018.

Status: Upcoming



Action #62 Engagement

Develop and implement a corporate Town-wide energy, greening and sustainability behaviour change program for all staff with the assistance of the Staff Sustainability Team.

Note: Implemented year round via sustainability week, lunch and learns, presentations, info posters, etc.

Status: Implemented



Action #67 Energy Efficiency

Develop a policy for purchasing the right-sized vehicles.

Note: This is implemented as opportunities arise. It is a challenge for a fleet our size due to the fact that several fleet vehicles currently serve multiple functions.

Status: Implemented

For details on all 16 actions, refer to page 25.

56% Implemented

9 actions

16 Long Term Actions

56% implemented

(July 2017 - July 2019)

These actions are scheduled to be implemented between July 2017 and July 2019. To date, 56% of these actions have been implemented, 7% have been explored and the remainder will be initiated once the Senior Sustainability Planner and Energy Coordinator position is filled in 2018.

25% Upcoming

4 actions

7% Explored

1 actions

12% Not Yet Started

2 actions

5-year Implementation Timeline



Long Term Action Highlights



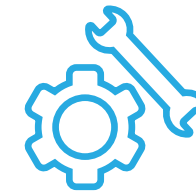
Action #70

Energy Planning

Re-affirm commitment to targets.

Note: Town Council passed *Resolution No. 2017-0197* in November of 2017 to adopt targets that meet or exceed the province's targets when the CEP is updated in 2019: 37% below 1990 levels by 2030, and 80% below 1990 levels by 2050.

Status: Implemented



Action #75

Operations

Continue to implement the corporate O&M preventive maintenance program.

Note: Standard operating procedure.

Status: Implemented



Action #85

Engagement

Produce guidelines for selecting the most energy efficient travel option for work related travel.

Note: Halton Hills has been participating in the Smart Commute Program since 2010 and obtained the Platinum Level designation in 2017.

Status: Implemented

For details on all 16 actions, refer to page 25.

Next steps

In 2019, Halton Hills will begin updating the CEP to reflect advances in technologies and the evolving Federal and Provincial directions on energy and climate change. The updated CEP will be built around the new 80BY50 GHG emission reduction targets that were approved by Town Council in November of 2017.



CORPORATE ENERGY PLAN – LIST OF ALL 85 ACTIONS



30 Priority Actions (July 2014 - July 2015)

Action	Status	Notes
1 Formally adopt five-year corporate targets for energy intensity and GHG emissions.	Implemented	Integrated into the Mayor's Community Energy Plan.
2 Formally adopt long-term corporate GHG emissions targets to align with the community-wide targets.	Implemented	Integrated into the Mayor's Community Energy Plan.
3 Formally adopt interim targets to assist in tracking progress towards 5-year goals.	Explored	This was explored but not implemented during the development of the Mayor's Community Energy Plan.
4 Continue to apply to community awards (e.g., OPA Community Conservation Award and QUEST Community Energy Builder award).	Implemented	Awards are applied for as opportunities arise.
5 Develop a process for updating the CEP in the interim and after five years.	Implemented	The Corporate Energy Plan update is included in the capital budget forecast for 2019.
6 Continue to foster an excellent relationship with Halton Hills Hydro and Union Gas.	Implemented	Halton Hills Hydro provides representation on the Town's Staff Sustainability Team and the Corporate Energy Management Team (CEMT).
7 Assign a dedicated staff person to implement the CEP and track energy initiatives.	Underway	Funding for a contract Energy Coordinator position is included in the 2018 budget.
8 Develop a centralized energy management role within the Town to act as a resource for implementing energy initiatives.	Underway	Funding for a contract Energy Coordinator position is included in the 2018 budget.
9 Implement plumbing – domestic hot water optimization measures recommended by detailed energy audits in applicable Town-owned buildings.	Underway	The following domestic hot water upgrades have been completed to date: <ul style="list-style-type: none">• The hot water storage tank for Mold-Masters SportsPlex (Alcott) was replaced in 2017.• The boiler for the Town Hall was replaced in 2014.• New building expansions at the Halton Hills Library and Cultural Centre and Mold-Masters SportsPlex and the Acton Arena have all included domestic hot water optimization measures.

Implemented	Underway	Upcoming	Not Yet Started	Explored
The item has been implemented.	The item is currently being implemented.	The item is ready to be implemented.	No action has been taken to date.	The item has been thoroughly considered.

30 Priority Actions (July 2014 - July 2015) – continued

Action	Status	Notes
10/11 Implement general and specialized heating ventilation and air conditioning optimization measures recommended by detailed energy audits in applicable Town-owned buildings.	Implemented	Replaced of the rooftop cooling unit at the Georgetown Indoor Pool was completed in 2016.
12 Implement IT plug-load measures in all applicable Town-owned buildings.	Explored	This was explored by the CEMT but it was decided that the resources required for this initiative would be more effectively deployed elsewhere.
13/14 Implement general and specialized construction air-sealing measures recommended by detailed energy audits in applicable Town-owned buildings.	Underway	The following air-sealing projects have been completed: <ul style="list-style-type: none">• District One Fire Station (Acton) in 2016• Specialized construction air-sealing measures will be completed for the Mold-Masters SportsPlex, the Acton Arena and the Town Hall in 2018.• All Town buildings will be assessed using thermal cameras in 2018/19
15 Consistently set ice temperatures in arenas to 23°F.	Implemented	Completed for the new pads at the Acton Arena and the Mold-Masters SportsPlex.
16 Develop a formal process for soliciting ideas from O&M staff.	Implemented	Standard operating procedure.
17 Formalize the criteria and metrics for prioritizing energy efficiency projects.	Implemented	Score sheet developed and used when applicable.
18 Develop consistent guidelines and policies for energy management to be followed at all Town facilities.	Implemented	Standard operating procedure.
19 Develop a corporate re-commissioning plan.	Explored	Currently re-commissioning buildings as needed.
20 Implement the comprehensive <i>Corporate Sustainable Building Policy</i> (CSBP).	Implemented	Integrated into the Town's Green Development Standards.
21 Develop energy efficiency processes for new construction to be incorporated into the CSBP.	Implemented	Integrated into the Town's Green Development Standards.

Action	Status	Notes
22 Include siting of Town buildings as part of the CSBP.	Not Yet Started	This will be explored when the <i>Green Development Standards</i> are updated in 2019.
23 Formalize key performance indicators (KPIs) and tracking mechanisms to monitor and report on progress towards interim and five-year targets.	Not Yet Started	Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position is filled in 2018.
24 Investigate options for an energy management information system (EMIS) to be used to track and analyze energy use at the building level.	Implemented	Completed in 2016.
25 Develop a process for evaluating the savings achieved from energy efficiency projects.	Underway	Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position is filled in 2018.
26 Make energy management related information available on the Town's Internet and Intranet websites so that staff and the community are aware of Town's energy initiatives.	Underway	Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position is filled in 2018.
27 Investigate and develop general training on energy efficiency for all O&M staff.	Implemented	Annual training is provided to O&M staff. Further EMIS training will be provided once the Energy Coordinator position is filled in 2018.
28 Ensure that all staff responsible for operation and maintenance of Town buildings are appropriately trained.	Implemented	Energy management is integrated into facility operator training.
29 Develop a single brand for communicating about energy, greening and sustainability (consider using the new sustainability logo).	Implemented	This includes: quarterly Energy Tip posters, the sustainability newsletter, messaging from the Staff Sustainability Team, the annual Earth Hour event and the annual Sustainability Week event.
30 O&M staff across departments meet quarterly to discuss energy efficiency activities conducted in that quarter.	Implemented	The Corporate Energy Management Team was established in 2015 and meets on a quarterly basis.

Implemented	Underway	Upcoming	Not Yet Started	Explored
The item has been implemented.	The item is currently being implemented.	The item is ready to be implemented.	No action has been taken to date.	The item has been thoroughly considered.

Medium Term Actions (July 2015 - July 2017)

Action	Status	Notes
31 Re-affirm commitment to GHG targets.	Implemented	The commitment was integrated into Council's <i>2014-2018 Strategic Action Plan</i> (Action 5F: Implement the Mayor's Community Energy Plan).
32 Track and assess progress on interim targets and Year 1 actions.	Implemented	Fulfilled through the development and publication of this Report.
33 Include energy management as an important objective for the Town.	Implemented	Standard operating procedure.
34 Develop a process for continually monitoring available incentives and applying for incentives.	Implemented	Integrated into the regular duties of the Office of Sustainability.
35 Expand the scope of the Staff Sustainability Team to help champion the CEP's implementation and behaviour change programs, and to provide resources and assistance to the dedicated staff person.	Not Yet Started	This will be possible once the Energy Coordinator position is filled in 2018.
36 Develop a mechanism (e.g., a revolving fund) through which savings from energy projects are re-invested in new energy projects.	Explored	Explored by the CEMT. Major challenge: the increasing per-unit cost of utilities.
37 Implement plumbing – domestic hot water insulation measure in all applicable buildings.	Implemented	Pipe insulation was installed at the Mold-Masters SportsPlex in 2014.
38/39 Implement specialized plumbing – variable frequency drive (VFD) measures recommended by detailed energy audits in applicable Town-owned buildings.	Implemented	VFDs were installed at: <ul style="list-style-type: none">• The Gellert Community Centre in 2013• The Mold-Masters SportsPlex in 2013• The Acton Arena in 2015 Variable Frequency Drives save the Town money by allowing pumps, fans and other equipment to operate at lower speeds when conditions warrant.

Action	Status	Notes
40 Implement the lighting control measures recommended by detailed energy audits in applicable Town-owned buildings.	Implemented	Motion controlled occupancy sensors were installed at these locations: <ul style="list-style-type: none">• The older parking garages at Robert C. Austin Operations Centre in 2016.• Pads 3 and 4 at the Mold-Masters SportsPlex Plex in 2013• Pad B at the Acton Arena in 2015• The Halton Hills Public Library and Cultural Centre in 2013 Motion controlled occupancy sensors save the Town money because the lights only turn on when the room or facility is being used.
41 Implement specialized heating ventilation and air conditioning measures recommended by detailed energy audits in applicable buildings.	Explored	This involved exploring the feasibility of installing a heat recovery ventilator and rooftop cooling unite economizers for the Gellert Community Centre pool. Concerns were expressed that reduced exhausting in pool area would worsen existing humidity issues.
42 Implement utility analysis measure in all applicable buildings.	Upcoming	Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position if filled in 2018.
43 Develop a standard requiring that energy efficiency be considered in all building renovations.	Implemented	Standard operating procedure.
44 Implement guidelines and policies that were developed in Year 1 for energy management to be followed at all facilities.	Implemented	Standard operating procedure.
45 Develop and implement a corporate O&M preventative maintenance program for remaining buildings.	Implemented	Standard operating procedure.
46 Implement the corporate re-commissioning plan that was developed in Year 1.	Implemented	Re-commissioning of the Town's arena refrigeration systems will be completed in 2018.

Implemented	Underway	Upcoming	Not Yet Started	Explored
The item has been implemented.	The item is currently being implemented.	The item is ready to be implemented.	No action has been taken to date.	The item has been thoroughly considered.

Medium Term Actions (July 2015 - July 2017) - continued

Action	Status	Notes
47 Identify and adopt energy efficient equipment standards to be followed when replacing equipment (e.g., Energy Star).	Implemented	Standard operating procedure.
48 Develop formal guidelines for considering energy at all stages of new building development (e.g., budgeting, procurement, design, construction and change management).	Implemented	Standard operating procedure.
49 Develop a formal commissioning policy based on current practices for new buildings to verify energy performance after construction.	Implemented	All new projects employ a commissioning process.
50 Conduct an assessment of the metering needs of each building.	Implemented	Completed in 2015.
51 Ensure each building is appropriately metered for each utility (e.g., interval meters and submeters).	Implemented	Completed in 2015.
52 Implement the EMIS chosen in Year 1 to track and analyze energy use at the building level.	Upcoming	Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position is filled in 2018.
53 Develop a plan for the analysis and use of energy data.	Upcoming	Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position is filled in 2018.
54 Allocate sufficient and appropriate staff resources to collect and manage energy data.	Upcoming	Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position is filled in 2018.
55 Develop and purchase an energy dashboard (a virtual webpage that displays real-time energy usage stats) that provides operators, management, and the community with appropriate information on energy use utilizing existing resources (e.g., Halton Hills Hydro and Union Gas).	Upcoming	Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position is filled in 2018.

Action	Status	Notes
56 Develop a process for rolling out successful energy efficiency projects.	Upcoming	Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position is filled in 2018.
57 Develop building-level Key Performance Indicators (KPIs), then produce and make public a quarterly evaluation report for each building that identifies the status of the KPIs (e.g., number of energy efficiency initiatives implemented and energy saved).	Upcoming	Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position is filled in 2018.
58 Develop standardized education and communication tools (e.g., poster boards and brochures) for retrofit projects (e.g., lighting retrofit) and/or changes in building comfort levels for staff and the public.	Upcoming	Now possible thanks to the EMIS deployment and will be completed once the Energy Coordinator position is filled in 2018.
59 Develop an employee engagement process for all staff based on the O&M pilot program implemented in Year 1.	Not Yet Started	This initiative will be possible once the Energy Coordinator position is filled in 2018.
60 Implement general training on energy and energy efficiency for O&M staff identified in Year 1.	Implemented	Standard operating procedure.
61 Implement project specific training for O&M staff as needed (e.g., new technology and new piece of equipment).	Implemented	Standard operating procedure.
62 Develop and implement a corporate Town-wide energy, greening and sustainability behaviour change program for all staff with the assistance of the Staff Sustainability Team.	Implemented	Implemented throughout the year via sustainability week, lunch and learns, presentations, info posters, etc.
63 Set up regular site visits and meetings with O&M staff from other municipalities to share information and tour facilities.	Implemented	Supervisory staff toured a number of Milton, Brampton and Toronto Region Conservation Authority facilities in 2017.
64 Continue to send O&M staff to conferences for information sharing.	Implemented	2018 Mayor's Megawatt Challenge Webinar 2017 Mayor's Megawatt Challenge Forum 2017 PBC Pilot Project Workshop 2016 LAS Workshops Train the Trainer

Implemented	Underway	Upcoming	Not Yet Started	Explored
The item has been implemented.	The item is currently being implemented.	The item is ready to be implemented.	No action has been taken to date.	The item has been thoroughly considered.

Medium Term Actions

(July 2015 - July 2017) - continued

Action	Status	Notes
65 Develop guidelines to operate vehicles in the most energy efficient manner (e.g., anti-idling).	Implemented	The following have been implemented to date: <ul style="list-style-type: none">• New heavy-duty vehicles are being ordered with anti-idling technology;• Anti-idling discussion added to the annual Winter Training session;• A GPS-based fleet management system is planned for 2019 and will produce reports on operator behaviours such as idling.
66 Implement a driver-training program (e.g., Shuttle Challenge).	Not Yet Started	This initiative is dependent on the deployment of the Fleet Management System, which is currently planned for 2019.
67 Develop a policy for purchasing right-sized vehicles.	Implemented	This is implemented as opportunities arise. It is a challenge for a fleet our size due to the fact that several fleet vehicles currently serve multiple functions.
68 Ask contracted procurement advisors how to consider environmental impacts in electricity and natural gas purchasing decisions (e.g., from renewable sources).	Explored	The CEMT supports expanding renewable energy capacity in Halton Hills as opposed to paying a premium for green energy credits.
69 Develop procurement standards for vehicles that include energy efficiency and alternative fuel purchases.	Not yet started	Purchasing will continue to review and adapt policies as the availability of electric vehicles increases.

Long Term Actions

(July 2017 - July 2019)

Action	Status	Notes
70 Re-affirm commitment to targets.	Implemented	Town Council passed <i>Resolution 2017-0197</i> in November of 2017 to adopt targets that meet or exceed Ontario's provincial targets when the CEP is updated in 2019: <ul style="list-style-type: none">• 37% below 1990 Levels by 2030• 80% below 1990 levels by 2050.
71 Prepare plan update.	Upcoming	The Corporate Energy Plan update is scheduled for 2019.
72 Track and assess progress on interim targets and Years 2-3 actions.	Not Yet Started	This initiative will be possible once the Energy Coordinator position is filled in 2018.
73 Implement lighting retrofits.	Implemented	Lighting retrofits have been completed at: <ul style="list-style-type: none">• Mold-Masters SportsPlex: interior light upgrade to T5 fluorescents in 2013• Acton Library: exterior and interior light upgrade to LEDs in 2015• Acton Arena: interior light upgrade to LED in 2015• Gellert Community Centre: interior light upgrade to LED in 2015• Robert C. Austin Operations Centre: parking garage and exterior light upgrades to LEDs in 2016• Town Hall parking lot: streetlamp upgrade to solar powered LEDs in 2018• Town Hall: ongoing interior lighting upgrades to LEDs• Street Light LED program:<ul style="list-style-type: none">- Over 99% of the Town's street lights have been upgraded to LEDs to date.- The Town is collaborating with Ministry of Transportation to upgrade street lights under their jurisdiction within Halton Hills to LEDs.- LED lighting saves the Town money by reducing electricity consumption and maintenance costs.

Implemented	Underway	Upcoming	Not Yet Started	Explored
The item has been implemented.	The item is currently being implemented.	The item is ready to be implemented.	No action has been taken to date.	The item has been thoroughly considered.

Long Term Actions

(July 2017 - July 2019) - continued

Action	Status	Notes
74 Continue to implement and update guidelines and policies for energy management to be followed at all facilities.	Implemented	Standard operating procedure.
75 Continue to implement the corporate O&M preventative maintenance program.	Implemented	Standard operating procedure.
76 Continue to implement the corporate re-commissioning plan.	Explored	Currently re-commissioning buildings as needed.
77 Continue to use the EMIS chosen in Year 1 to track and analyze energy use at the building level.	Upcoming	This will be possible once the Energy Coordinator position is filled in 2018.
78 Conduct an assessment to ensure that energy data needs are being met, and that staff resources are adequate to manage and collect the data.	Upcoming	This will be possible once the Energy Coordinator position is filled in 2018.
79 Identify an appropriate benchmarking system to monitor the energy performance of buildings (e.g., Energy Star) or join an existing benchmarking group (e.g., Mayor’s Megawatt Challenge).	Upcoming	This will be possible once the Energy Coordinator position is filled in 2018.
80 Continue to set up regular site visits and meetings with O&M staff from other municipalities to share information and tour facilities.	Implemented	Standard operating procedure.
81 Continue to send O&M staff to conferences for information sharing.	Implemented	Standard operating procedure.

Action	Status	Notes
82 Continue to implement the driver-training program.	Implemented	Standard operating procedure.
83 Installing renewables or other alternative generation technologies (e.g., district energy, combined heat and power).	Implemented	To date, renewables have been installed at: <ul style="list-style-type: none">• Solar panels installed on the roof of the Mold-Masters SportsPlex in 2014• Solar panels installed on the roof of the Acton Arena in 2017• Solar panels installed on the roof of the Robert C. Austin Operations Centre in 2017• Solar powered traffic signals were installed in 2016• District energy is being studied as part of the Vision Georgetown Secondary Plan exercise.
84 Develop a process for identifying, evaluating and developing renewable energy projects.	Not Yet Started	This initiative will be possible once the Energy Coordinator position is filled in 2018.
85 Produce guidelines for selecting the most energy efficient travel option for work related travel.	Implemented	Halton Hills has been participating in the Smart Commute Program since 2010 and obtained the Platinum Level designation in 2017.

Implemented	Underway	Upcoming	Not Yet Started	Explored
The item has been implemented.	The item is currently being implemented.	The item is ready to be implemented.	No action has been taken to date.	The item has been thoroughly considered.



SUSTAINABILITY

Town of Halton Hills Planning & Sustainability

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REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Tony Boutassis, Senior Planner – Development Review

DATE: June 6, 2018

REPORT NO.: PLS-2018-0038

RE: **Recommendation Report for Draft Plan of Subdivision Approval to Facilitate the Creation of 3 Commercial Development Blocks, a Public Road and a Stormwater Management Block at 1086 Steeles Avenue East (Halton Hills Premier Gateway Business Park)**

RECOMMENDATION:

THAT Report No. PLS-2018-0038 dated June 6, 2018, regarding a “Recommendation Report for Draft Plan of Subdivision Approval to Facilitate the Creation of 3 Commercial Development Blocks, a Public Road and a Stormwater Management Block at 1086 Steeles Avenue East (401 Premier Gateway Business Park)”, be received;

AND FURTHER THAT the Commissioner of Planning and Sustainability be authorized to grant Draft Approval and Final Approval to the Plan of Subdivision, File No. D12SUB17.002, as generally shown on Schedule 2 – Draft Plan of Subdivision of this report, subject to conditions generally set out in Schedule 3 – Conditions of Draft Plan of Subdivision of this report.

BACKGROUND:

1.0 Purpose of the Report:

The purpose of this report is to provide Council with a recommendation concerning the final disposition of an application for a Draft Plan of Subdivision submitted by North American (Halton Hills) Development Corporation (the Applicant) to facilitate the creation of three (3) commercial development blocks, a public road and a stormwater management block on the lands municipally known as 10862 Steeles Avenue East.

2.0 Location & Site Characteristics:

The subject property, municipally referred to as 10862 Steeles Avenue East, is located in the Halton Hills Premier Gateway Business Park, on the south side of Steeles Avenue East, east of James Snow Parkway, near the Town of Halton Hills and Town of Milton border; see **SCHEDULE 1 – LOCATION MAP**. The large, irregular shaped lot is approximately 14.41 hectares (35.61 acres) in size and has roughly 300 metres (984 feet) of frontage along Steeles Avenue East.

An existing building containing the operations for a truck terminal and truck repair station is located at the northeast corner of the property and will remain on one of the commercial blocks (Block 3). The west portion of the property is vacant. Surrounding land uses to the subject property include:

- To the North: Industrial and warehousing uses and vacant future employment lands across Steeles Avenue East
- To the East: Industrial and warehousing uses developed around Brownridge Road
- To the West: Vacant lands owned by the Provincial Government, James Snow Parkway and a range of major commercial and industrial uses further west in Milton
- To the South: Highway 401 and Exit Ramp 324

3.0 Development Proposal:

The Draft Plan of Subdivision application was submitted by North American (Halton Hills) Development Corporation (the Applicant) on April 28, 2017, and deemed complete on May 24, 2017. The Draft Plan of Subdivision contemplates the separation of the subject lands into three (3) commercial development blocks, a public road and a stormwater management block; see **SCHEDULE 2 – DRAFT PLAN OF SUBDIVISION**.

The table below outlines the proposed configuration of the subject lands based on Schedule 2:

Proposed Land Use	Lot/Block	Area (hectares)	Area (acres)
Commercial Development	Block 1	3.06 ha	7.55 ac
Commercial Development	Block 2	3.22 ha	7.96 ac
Commercial Development	Block 3	6.88 ha	17.01 ac
SWM Pond	Block 4	0.49 ha	1.22 ac
Regional Road Widening	Block 5	0.12 ha	0.29 ac
Public Road (26 m ROW)	Street 'A'	0.64 ha	1.58 ac
	Total	14.41 ha	35.61 ac

The Applicant has indicated that the existing truck terminal and truck repair facility located on Block 3 (Truck Town Terminals) will remain on the site and will continue to operate. Blocks 1 and 2 will be created for future commercial development and will require Site Plan Approval to facilitate the development of each Block.

The Applicant is proposing to expand the existing stormwater management facility to service their development as part of Block 4. The existing facility was constructed for the commercial and industrial development fronting onto Brownridge Road to the east of the subject lands and must be expanded to capture the additional stormwater run-off from the subject lands.

The subject lands are proposed to be accessed from Steeles Avenue East by way of Street 'A', a public road to be constructed by the Applicant. The road will have an approximate length of 180 metres, will be built utilizing a standard 26 metre right-of-way and end in a cul-de-sac. The centre line of the proposed road closely aligns with Cleave Court, which is a public road allowance located on the north side of Steeles Avenue East. The Steeles Avenue East / Cleave Court / Street 'A' intersection will require the installation of traffic signals.

The Applicant has provided the below cross-section rendering and design details for the proposed entrance to the subdivision at the Steeles Avenue East / Street 'A' intersection. The Street 'A' road allowance is proposed to contain gateway entry features, pedestrian sidewalks on both sides of the road, street trees along the boulevards, landscaped strips and buffers, an impressed crosswalk at the front of the property, central median and street lighting.

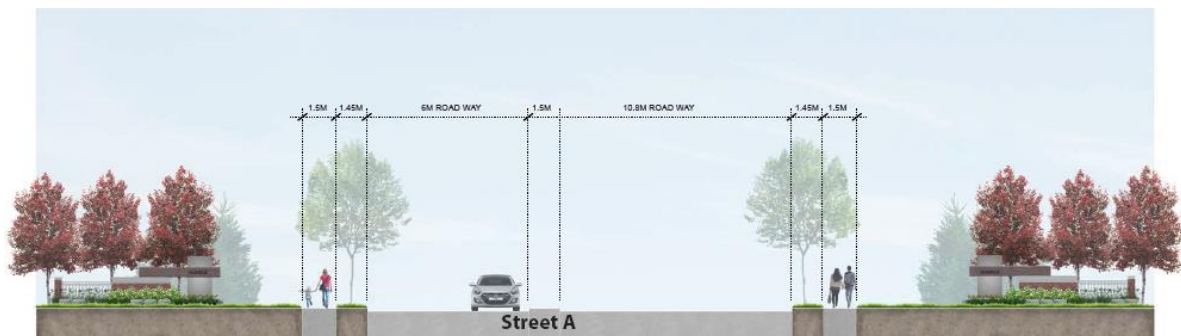


Figure 1: Proposed Front Entrance Cross Section



Figure 2: Proposed Gateway Entry Feature



Figure 3: Example of Impressed Crosswalk



Figure 4: Example of Landscaping Along Road

Should the Draft Plan of Subdivision be approved and registered, Site Plan applications will be required to facilitate the development of each commercial block. The Site Plan applications will secure detailed urban design elements including, but not limited to, architectural design and detailing, façade enhancements, relationship of the building to the street, landscaping, fencing and screening.

COMMENTS:

This section of the report will identify, analyze and respond to key matters of interest associated with the Draft Plan of Subdivision application. The section is broken down into the following three subsections:

- 1.0 Planning Context and Policy Framework
- 2.0 Town Department and External Agency Comments
- 3.0 Public Comments

1.0 Planning Context and Policy Framework:

Subsection 1.0 evaluates the proposed Draft Plan of Subdivision applications against the relevant Provincial, Regional and Town policy framework to determine conformity with the applicable policies and guidelines.

1.1 Provincial Policy Statement (PPS):

The 2014 Provincial Policy Statement (PPS) provides broad based policies that promote an appropriate range and mix of employment, including industrial and commercial uses, to meet the long-term needs of residents and make appropriate use of infrastructure to support the development of healthy communities. Further, the PPS promotes a policy-led system that provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. The proposal is required to be consistent with the relevant policies of the PPS in accordance with Section 3 of the Planning Act.

Planning staff is of the opinion that the proposed Draft Plan of Subdivision application is consistent with the policies of the 2014 PPS.

1.2 Growth Plan for the Greater Golden Horseshoe:

The subject lands are part of a larger designated Greenfield Area located along the 401 Corridor. The Growth Plan directs new growth to locations that make efficient use of transportation and servicing infrastructure and sets out general policies for commercial and employment lands.

Planning staff is of the opinion that the proposed development is in conformity with the Growth Plan for the Greater Golden Horseshoe.

1.3 Region of Halton Official Plan (ROP):

The 2009 Regional Official Plan designates the subject lands as Urban Area with an Employment Area overlay. Section 77.4(1) of the Regional Official Plan prohibits residential and other non-employment uses including major retail uses in Employment areas. An exception is provided for uses permitted by specific policies in a Local Official Plan that was adopted on December 16, 2009. The exception effectively “grandfathers” the Gateway Area policies set out in the Town’s Official Plan.

Regional staff has confirmed that the application is in conformity with the ROP and have provided conditions of approval.

1.4 Town of Halton Hills Official Plan (HHOP):

The subject lands are designated Gateway Area in the Town’s Official Plan. As per Section D.3.5.4.2, the objective of the Gateway Area Designation is to:

- a) establish visually attractive points of entry into the Town of Halton Hills that will provide commercial services in support of the Prestige Industrial Area;*
- b) draw the travelling public off Highway 401/407 allowing an introduction to the Town of Halton Hills and its attractions and amenities beyond the 401/407 Employment Corridor Area; and,*
- c) provide a location for services that are important to the support of the primary industrial function of the Corridor such as hotels, financial services and opportunities for shopping.*

Town staff is of the opinion that the Draft Plan of Subdivision application meets the objectives of the Gateway Area designation.

The Gateway Area designation permits a number of commercial and employment type uses (Section D3.5.4.2.1), including the following:

- a) full service hotels with conference and exhibition facilities;
- b) retail commercial uses not exceeding individual areas of 2,750 square metres in floor space and a total area of up to 10,000 square metres within the Gateway Area, which could be increased subject to site specific zoning amendments;

- d) banks and financial institutions and services;
- e) motor vehicle service centres, but not within 200 metres of the intersection of Steeles Avenue with Trafalgar Road and James Snow Parkway;
- f) business and professional offices in free-standing buildings;
- g) computer, electronics and data processing facilities;
- h) research and development facilities excluding those that produce biomedical wastes;
- i) printing and associated service establishments;
- j) take-out restaurants providing they are incorporated into larger developments and are ancillary to the primary use;
- k) full service restaurants;
- l) theatres, cinemas and similar places of entertainment but not an adult entertainment establishment; and,
- m) uses that legally existed at the date of adoption of the Official Plan.

The Town's OP further directs that:

No use that does, or is likely to cause air pollution, offensive odours, ground or surface water pollution, or noise in excess of Provincial regulations or guidelines shall be permitted.

Within this Gateway Area designation, there is a land locked sub-area defined as Special Policy Area 1. Special Policy Area 1 permits the parking and/or storing of tractor-trailers on the property. The effect of this provision is that a portion of the subject lands carry the HHOP permission for the parking and/or storing of tractor trailers and the remainder does not.

For the above reasons, Planning staff is satisfied that the proposed Draft Plan of Subdivision will allow for the development of the subject lands in a manner that is consistent with policies and objectives of the Town's Official Plan.

1.5 Town of Halton Hills Zoning By-law 2008-0133:

The site is zoned 401 Corridor Gateway Special Holding (H)(GS-1) through Zoning By-law 2008-0133, which permits a wide range of commercial and employment type uses consistent with the uses allowed under the Official Plan.

However, Section 13.130.3 of By-law 2008-0133, places restrictions on the maximum retail gross floor area (GFA) of specific uses. Notwithstanding the division of lands through the subject Draft Plan of Subdivision, the GFA restriction applies to the subject lands collectively. The GFA restrictions are outlined below:

- a) *Home Improvement Retail Warehouse to a maximum of 13,935 sq. m. (150,000 sq. ft.);*
- b) *Garden Centre to a maximum of 3,000 sq. m. (32,300 sq. ft.);*

- c) All other retail stores to a maximum of 17,465 sq. m. (188,000 sq. ft.) in accordance with Section 7.6.3.9 of By-law 57-91 as amended; and,*
- d) A minimum 5,388 sq. m. (58,000 sq. ft.) of the total 17,465 sq. m. (188,000 sq. ft.) retail space must be in retail stores greater than 278 sq. m. (3,000 sq. ft.).*

At this point in time, the Applicant has not indicated what the end use of each commercial block would be. This will be confirmed through any subsequent Site Plan Approval applications.

The existing truck terminal / truck repair station (Truck Town Terminals) located on proposed Block 3 is not listed as a permitted use under By-law 2008-0133. However, the use predates the approval of By-law 2008-0133, therefore it is considered permitted.

2.0 Town Department and External Agency Comments:

The proposed plan of subdivision was circulated to Town departments and external agencies for review and comment, with the most recent circulation occurring on April 4, 2018. Staff from various departments and agencies have completed their review of the proposed development and indicated that they have no concerns or objections with the proposed Draft Plan of Subdivision.

For information purposes, staff has provided comments on some of the site specific matters regarding the subject lands:

2.1 Urban Design:

The Applicant submitted an Urban Design Brief prepared by MHBC Planning that provides a conceptual design of the subject property frontage along Steeles Avenue East as well as the Steeles Avenue / Street 'A' intersection. The Urban Design Brief provides visual examples of the Street 'A' road allowance showing gateway entry features, pedestrian sidewalks, street trees, landscaped strips and buffers, crosswalks and street lighting (see Figures 1 to 4 of this Report). Town staff will ensure the design elements shown and discussed in the Urban Design Brief are implemented at the detailed design stage of the Street 'A' right of way prior to registration of the Plan of Subdivision through a condition of draft plan approval.

The future Site Plan applications will secure detailed urban design elements for each of the commercial blocks. Town staff will require an Urban Design Peer Review to be completed for each Site Plan application to provide comment on the site layout, access, landscaping, detailed building design and proposed building materials.

2.2 Stormwater Management:

A revised Functional Servicing Plan and Stormwater Management Pond Drainage Plans were submitted by the Applicant that respond to the Town's request for a sediment drying area to be incorporated within the expanded stormwater management pond. The

Development Engineering Department has reviewed the provided materials and is in agreement with the Applicant's sediment drying area proposal.

The Applicant will be required to register permanent easement(s) in favour of the Town to accommodate an access from the proposed road to the stormwater management pond block for maintenance purposes. To ensure the access easement(s) are provided the requirement is listed as a condition of draft approval.

2.3 Transportation & Access:

The Applicant submitted a revised Traffic Impact Study and functional design documents to the Region for their review. Regular discussions have taken place with the applicant regarding the Steeles Avenue East / Street 'A' intersection design and other proposed access points off Steeles Avenue. The Region has indicated through their conditions of Draft Approval that they will require specific road dedications along Steeles Avenue East for a future road widening / improvements and daylight triangles at Street 'A'.

A general summary of the Region's comments with regards to each of the access points being proposed has been provided below:

Centre Access (Steeles Avenue East & Street 'A' Intersection):

The functional design of the future Steeles Avenue / Street 'A' intersection was submitted to the Region for their review. They have indicated that the following road improvements will be required for the intersection:

- the new right turn lane being proposed will require the existing utility poles to be relocated to maintain the same clear zone setback from the travelled roadway as currently exists today; and,
- the Applicant is required to construct a temporary traffic signal, which will be detailed in the required Development Agreement with Halton Region. The Applicant is aware that Halton Region plans to permanently signalize the intersection but the timing of those works cannot be confirmed at this time.

East Access:

An existing right-in-right-out access on Steeles Avenue is located at the east end of the site, which currently serves the truck terminal business. As per Region comments, this access does not conform to Halton Region Access Management Guidelines with respect to spacing from other access points and will ultimately conflict the full movement access point for the adjacent property to the east (10874 Steeles Avenue East). Therefore, the Region requires the east access point to be closed as the truck terminal site will have access to the future signalized intersection at Steeles Avenue and Street 'A'.

West Access:

A new right-in-right-out access off Steeles Avenue is also proposed at the west end of the overall site. The Region will evaluate the merits of the west access point through any future Site Plan application submitted for Block 1.

2.4 Water and Wastewater Servicing:

To facilitate the servicing of the subject property, the Owner will be required to extend both the local water main and the sanitary sewer main to the property, at their expense. Through the proposed Conditions of Approval, the Applicant is required to provide a complete engineering submission for review and approval by Halton Region and the Owner will be required to enter into a Regional Subdivision Agreement prior to construction of any works.

3.0 Public Comments:

The proposed Draft Plan of Subdivision was presented to the Public by way of Report No. PLS-2017-0017 through a Statutory Public Meeting on October 16, 2017. There were no interested persons in attendance at the meeting.

In total, Planning staff has only received 1 inquiry regarding the proposed Subdivision and future uses; no objections have been raised.

RELATIONSHIP TO STRATEGIC PLAN:

The proposed development is most closely aligned with Strategic Direction C – Foster a Prosperous Economy, the goal of which is:

To maintain and enhance the economic vitality of the Town through the provision of a wide range of opportunities for economic development.

The Strategic Direction is to be achieved as it relates to this application in part through Strategic Objectives:

- C1.** *To ensure an adequate supply of employment lands to provide flexibility and options for the business community and provide a range of job opportunities.*
- C4.** *To protect strategic employment lands from conversions to non-employment uses.*
- C5.** *To aggressively promote all of the Town's employment areas, including the opportunities provided by the 401/407 Employment Corridor.*
- C7.** *To promote the Town's strategic location in the Greater Golden Horseshoe for economic development purposes.*
- C8.** *To facilitate the establishment of a competitive business environment that is easily able to adapt to changing circumstances and priorities.*

FINANCIAL IMPACT:

There is no immediate financial impact to the Town budgets as a result of this application.

CONSULTATION:

Planning staff have consulted with the appropriate Town Departments, Region of Halton, Conservation Halton and the Ministry of Transportation (MTO) in the preparation of this Report.

PUBLIC ENGAGEMENT:

The proposed Draft Plan of Subdivision application was presented to the Public through a Statutory Public Meeting on October 16, 2017 (Report No. PLS-2017-0017).

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 recommendation outlined in this report advances the Strategy's implementation.

This report supports the Environmental Health and Economic Prosperity pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Very Good.

Compliance with the Town's Green Development Standards will be addressed through the approval of the required Site Plan applications for each of the commercial blocks. The application of the Green Development Standards to this project will help achieve energy and water efficiencies with other sustainable objectives.

COMMUNICATIONS:

Public Notice of Council's decision regarding the passage of the Draft Plan of Subdivision will be completed in accordance with the requirements of the Planning Act.

CONCLUSION:

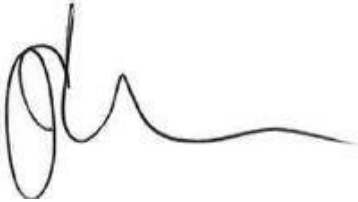
Staff has completed our review of the application, including relevant policies, supporting documentation and circulation comments and are of the opinion that the proposal has merit and should be supported. The proposed Draft Plan of Subdivision, in conjunction with the draft plan conditions, conforms to the Growth Plan for the Greater Golden Horseshoe, is consistent with the Provincial Policy Statement (PPS) and conforms to the Town and Regional Official Plans.

Therefore, Staff recommends approval of the Draft Plan of Subdivision, subject to the conditions as outlined in **SCHEDULE 3 – CONDITIONS OF DRAFT PLAN OF SUBDIVISION**. Should Council concur, the recommendation contained in this report can be adopted.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Jeff Markowiak". The signature is fluid and cursive, with the first name "Jeff" being more prominent.

Jeff Markowiak, Manager of Development Review

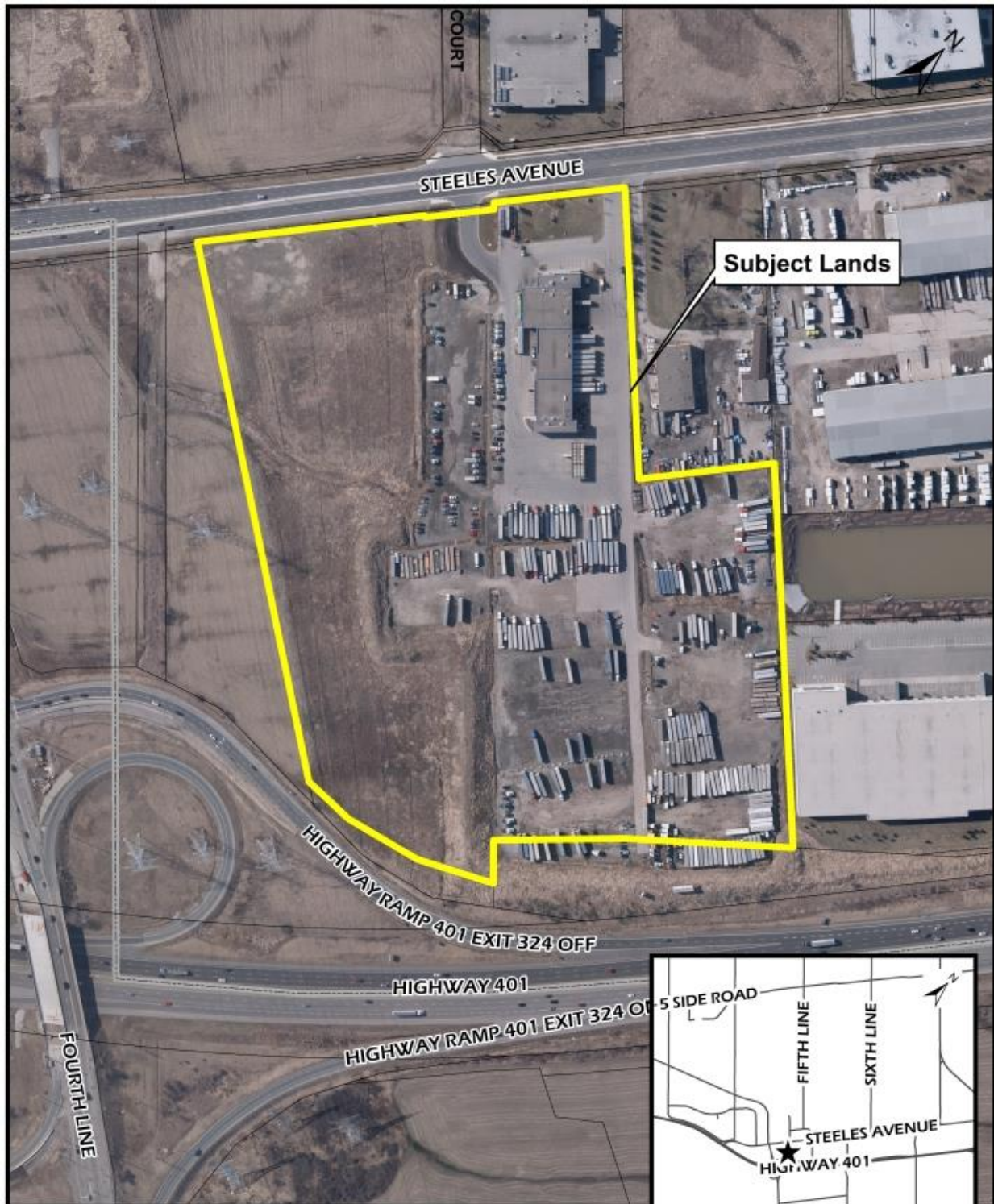
A handwritten signature in black ink, appearing to read "John Linhardt". The signature is cursive and somewhat stylized, with a long horizontal stroke at the end.

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is cursive and clearly legible, with the last name "Marshall" being the most prominent part.

Brent Marshall, CAO

SCHEDULE 1 – LOCATION MAP



214



SCHEDULE 3 – CONDITIONS OF DRAFT PLAN OF SUBDIVISION

CONDITIONS OF DRAFT APPROVAL FOR PLAN OF SUBDIVISION FILE: D12SUB17.002 (24T-17002/H) – NORTH AMERICAN (HALTON HILLS) DEVELOPMENT CORPORATION

LEGAL DESCRIPTION

Concession 5, Part of Lot 15, Town of Halton Hills, Regional Municipality of Halton, municipally known as 10862 Steeles Avenue East (Esqueusing)

TOWN OF HALTON HILLS		
1.	That approval applies to the proposed Plan of Subdivision D12SUB17.002 revised by Guido Papa Surveying (A Division of JD Barnes Limited) dated September 18, 2017, to show the Commercial Blocks (Blocks 1-3), Stormwater Management Block (Block 4), Regional Road Widening Block (Block 5) and internal subdivision street consisting of Street 'A'.	GENERAL – ALL
2.	That the Owner agrees, prior to final approval, to enter into a Subdivision Agreement , to be registered on title, to satisfy all requirements, financial, servicing and otherwise, of the Town of Halton Hills	GENERAL – ALL
3.	That the Owner agrees to provide lot frontage, area, and site specific information as necessary to ensure that all lots and blocks conform to the Zoning By-law.	PLANNING / ZONING
4.	<p>That the Owner agrees to pay an administration fee based on the following rate(s) as part of the execution of the full servicing agreement with the Town. Partial payment will be required as part of the execution of any pre-servicing agreement with the remainder due upon execution of the full servicing agreement.</p> <p>The administration fee will be based on a construction cost estimate provided by the Consulting Engineer and approved by the Town. The fee will be based on:</p> <ul style="list-style-type: none"> • 6.5% of the first \$500,000.00 of the estimated construction value, plus • 5.5% of the next \$500,000.01 to \$1,500,000.00 of the estimated construction value, plus • 4.5% of any estimated construction value in addition to \$1,500,000.00 	ENGINEERING
5.	That the Owner agrees that all Municipal road allowances included in the Plan of Subdivision shall be constructed to the satisfaction of the Commissioner of Transportation and Public Works and to the Town of Halton Hills standards for urban industrial right-of-way including pedestrian facilities.	ENGINEERING
6.	That the Owner agrees that all Municipal road allowances included in the plan of subdivision shall be named to the satisfaction of the Town of Halton Hills (application made to Clerk's Office).	CLERKS

7.	Prior to registration of the Plan of Subdivision the Owner agrees to pay the perpetual maintenance fee for all stormwater management infrastructures in accordance with the Town of Halton Hills current Stormwater Management Policy.	ENGINEERING
8.	Prior to registration of the Plan of Subdivision the Owner agrees to pay administration fees in accordance with the Town of Halton Hills Subdivision Agreement.	ENGINEERING
9.	<p>That the Owner agrees to have prepared by a qualified Consulting Engineer(s) and submitted to the Commissioner of Transportation and Public Works for approval, the following reports, based on Terms of Reference as approved by the Commissioner of Transportation and Public Works. The reports must be approved prior to the approval of the Engineering Submission. Recommendations from the reports will be implemented in the detailed design process to the satisfaction of the Commissioner of Transportation and Public Works. All reports and studies must refer to the Draft Plan of Subdivision Second Submission, dated March 7, 2017, signed by Owner September 18, 2017, prepared by Guido Papa Surveying.</p> <ul style="list-style-type: none"> a) Stormwater Management Implementation Report which shall indicate how stormwater is to be accommodated on the subject property and directed to an adequate outfall including all external drainage areas. The Terms of Reference for the report must be approved by the Commissioner of Transportation and Public Works prior to the report being prepared. The report must be submitted and approved prior to finalization of the engineering drawings. Recommendations from this report must be implemented in the detailed design process to the satisfaction of the Commissioner of Transportation and Public Works. b) Siltation Report, Sedimentation and Erosion Control Report to provide recommendations for the control, maintenance, and monitoring of sediment during all phases of construction and to address erosion control issues specific to the Draft Plan of Subdivision. c) Geotechnical Report, to provide recommendations for the pavement design of internal roads, requirements for sub-drains and design information for building foundations. d) Tree Preservation and Inventory Report prepared by a qualified Environment Consultant/Landscape Architect or Arborist which identifies existing trees and other vegetation and means of protection, restoration and enhancement, through appropriate plantings or other measures including edge management to the satisfaction of the Commissioner of Recreation and Parks. e) Environmental Site Assessment and Remediation Report, to assess property to be conveyed to the Town to ensure that 	ENGINEERING / REC & PARKS / TRANSPORT. / REGION / CH

	<p>such property is free of contamination. If contamination is found, the consultant will determine its nature and the requirements for its removal and disposal at the Owner's expense. Prior to the registration of the subdivision plan, the consultant shall certify that all properties to be conveyed to the Town are free of contamination.</p> <p>f) Traffic Impact Study, to address vehicular, bicycle and pedestrian movement and site access, the potential impact on the existing road network, traffic signage, the design of bikeways and traffic calming measures. The Commissioner of Transportation and Public Works may request that the data used for the basis of this report be updated to reflect current statistics just prior to the approval of this document.</p>	
10.	<p>That the Owner agrees to incorporate and implement the content and design recommendations of the Urban Design Brief (dated April 2017) prepared by MHBC Planning, Urban Design and Landscape Architecture, into the detailed design process of the site's Steeles Avenue East frontage, the Steeles Avenue East and Street 'A' intersection and the Street 'A' right of way to the satisfaction of the Commissioner of Planning & Sustainability, Commissioner of Transportation & Public Works and Commissioner of Recreation & Parks .</p> <p>The content and design recommendations outlined in the Urban Design Brief relate to, but are not limited, to the following design elements:</p> <ul style="list-style-type: none"> • gateway entry features along the Steeles Avenue East frontage; • pedestrian sidewalks on both sides of the road; • street trees along the boulevards; • landscaped strips and buffers; • impressed crosswalks at the front of the property; • a central median; and, • street lighting. 	PLANNING / ENGINEERING / REC & PARKS / REGION
11.	That the Owner agrees that prior to entering a Pre-servicing Agreement with the Town of Halton Hills, all necessary permit(s) from the related Authority for the SWM facility and/or storm water drainage outfall, if any, are in place and in good standing. It shall be the Owner's responsibility to maintain all of the Authority permit(s) in good order for the term of both the Pre-servicing Agreement and this agreement.	ENGINEERING / REGION / CH
12.	That the Owner agrees to grant all easements or blocks as required , free and clear of any encumbrances, to the Town or other appropriate authority.	GENERAL - ALL
13.	That the Owner agrees to deposit mylars of the Registered Plan of Subdivision with the Town of Halton Hills, and provide the Town with computerized information in a format satisfactory to the Town.	GENERAL - ALL
14.	That the Owner agrees to construct all works which must be considered temporary to facilitate the development of the subject	ENGINEERING

	property. These works may include, but not be limited to, emergency access, temporary cul-de-sacs and stormwater facilities.	
15.	That the Owner agrees to install, and make operational, L.E.D. street lighting on all streets and walkways within the Draft Plan of Subdivision, to an urban residential standard, to the satisfaction of the Commissioner of Transportation and Public Works, within 90 days of the issuance of the first Building Permit. The Owner further agrees to arrange for a ten year warrantee from the manufacture of the luminaires and related parts.	ENGINEERING
16.	That the Owner agrees in a subdivision agreement that maintenance of any retaining walls constructed within the Draft Plan of Subdivision shall be the responsibility of the Owner and subsequent Owners, and that no retaining wall shall exceed a maximum height of 1.5 metres on the exposed face.	ENGINEERING
17.	That the Owner agrees to snow fence the limits of the Development prior to commencement of the site works, to the satisfaction of the Commissioner of Transportation and Public Works and that the snow fence shall be maintained and remain in place until such time as directed otherwise by the Commissioner of Transportation and Public Works.	ENGINEERING
18.	That the Owner agrees to construct a black vinyl chain link fence at locations determined by and to the satisfaction of the Commissioner of Transportation and Public Works and the Commissioner of Recreation and Parks.	ENGINEERING / PLANNING / REC & PARKS
19.	That the Owner agrees to construct a wooden board on board fence at locations determined by and to the satisfaction of the Commissioner of Transportation and Public Works and the Commissioner of Recreation and Parks.	ENGINEERING / PLANNING / REC & PARKS
20.	That the Owner agrees to have designed and constructed all grading, drainage and servicing under the Town's jurisdiction, to the satisfaction of the Commissioner of Transportation and Public Works and the Commissioner of Recreation and Parks.	ENGINEERING / REC & PARKS
21.	That the Owner agrees to construct all rough grading and associated works , as deemed necessary by the Commissioner of Transportation and Public Works and the Commissioner of Recreation and Parks and/or as indicated on the engineering drawings, prior to the issuance of any Building Permits.	ENGINEERING / REC & PARKS
22.	That the Owner agrees to provide day-lighting triangles at all intersections and inside bends of all streets to the satisfaction of the Commissioner of Transportation and Public Works.	ENGINEERING
23.	That the Owner agrees to provide two second order, second level Geodetic Benchmarks in suitable locations to the satisfaction of the Commissioner of Transportation and Public Works.	ENGINEERING
24.	That the Owner agrees to post approved lot grading plans , when available, at any location where lots in a particular Plan of Subdivision are offered for sale, and to provide purchasers with a final copy of the individual lot grading and plot plans developed for each lot once approved by the developer's professionals and the Town, as it is available, and in any event, prior to the issuance of Building Permits.	ENGINEERING
25.	That the Owner agrees to make copies of the approved draft plan	PLANNING

	and conditions available and visibly post the approved draft plan for the public's viewing where units are offered for sale.	
26.	That the Owner agrees to stabilize all disturbed soil within 30 days of being disturbed, control all noxious weeds and maintain ground cover , to the satisfaction of the Town's Administration.	ENGINEERING
27.	That the Owner agrees to provide mud tracking pads for construction vehicles at the site entrances, and to direct construction traffic to and from the Draft Plan of Subdivision lands via a specified route to the satisfaction of the Commissioner of Transportation and Public Works.	ENGINEERING
28.	That the Owner agrees that, in the event that future development of the property is to be phased, a detailed development phasing plan must be submitted prior to final approval of the first phase of development. The Phasing Plan shall indicate the sequence of development, the land area in hectares, the number of lots and blocks in each phase, grading to minimize the total soil area exposed at a given time, and construction of public services, to the satisfaction of the Town. The phasing must also be reflected in all required reports.	ENGINEERING / PLANNING / REGION
29.	That the Owner agrees that the grading plans , submitted as part of the detailed engineering submission, be prepared and submitted to the satisfaction of the Commissioner of Transportation and Public Works.	ENGINEERING
30.	That the Owner agrees to provide to the Town sufficient securities for the maintenance and monitoring of sediment and erosion control measures should further development not proceed, to the satisfaction of the Town Administration. The Consulting Engineer shall prepare and submit an estimate for the Town's approval	ENGINEERING
31.	That the Owner agrees to supply, to the satisfaction of the Commissioner of Transportation and Public Works, a digital compatible file of the "as constructed" Public Services , in a format suitable for use with the Town's current version of AutoCAD. The Owner further agrees to have their Consulting Engineer prepare a spreadsheet in a format acceptable to the Town outlining all the Town's new assets.	ENGINEERING
32.	That the Owner agrees to provide 0.3 metre reserves , as required by the Commissioner of Transportation and Public Works.	ENGINEERING
33.	That the Owner agrees to have an Arborist certify that all trees planted by the Owner are disease free, healthy and are installed to the Town's Standards after planting and prior to assumption of the public services.	ENGINEERING / REC & PARKS
34.	That the Owner agrees to rough grade, topsoil and apply seed and mulch on all blocks identified as Reserve Blocks and lots precluded because of phasing, and the Owner agrees to maintain these blocks and lots including periodic grass cutting and weed control until such time as development occurs.	ENGINEERING / REC & PARKS
35.	That the Owner agrees that, where a condition of approval requires the preparation of a report, study or plan, the Owner shall: a) Carry out, or cause to be carried out, the study, report or plan at the Owner's expense, prior to the registration of the plan,	GENERAL - ALL

	except in those circumstances that may be specifically authorized by the approving agency(s);	
	b) Carry out, or cause to be carried out, the recommendation(s) or work(s) prescribed in the approved study, report or plan, prior to the registration of the plan, except in those circumstances that may be specifically authorized by the approving agency(s).	
36.	The Owner agrees to provide suitable conveyance of storm water run-off from external drainage area(s) to the proposed municipal storm water drainage system via an easement for storm sewers and/or block for overland ditch(s) per Town policy along the property lines of the proposed lots to the satisfaction of the Commissioner of Transportation and Public Works.	ENGINEERING / CH
37.	That the Owner agrees to provide to the Town of Halton Hills confirmation from the telecommunications company, Halton Hills Hydro and Natural Gas Company that satisfactory arrangements have been made for the installation of underground services in the draft plan of subdivision, in the event underground services are required.	ENGINEERING
38.	The Town reserves the right to have any of the detailed reports and drawings peer reviewed by an appropriate third party professional at the Owner's expense , subsequent to draft approval. This may include, but not be limited to: stormwater management, servicing, geotechnical, environmental site assessment, traffic impact, and other studies as may be necessary. The Owner shall make payment for all peer review costs incurred by the Town prior to the execution of the Subdivision Agreement.	GENERAL – ALL
<i>Recreation & Parks</i>		
39.	The Owner agrees to provide Landscape and Streetscape Plans for the public road in accordance with the detailed design as approved by Town administration, in accordance with the Urban Design Brief.	REC & PARKS / PLANNING
40.	That the Owner agrees to have prepared by a certified Arborist and submitted to the Commissioner of Recreation and Parks for approval, prior to any on-site works being undertaken, a Tree Inventory and Preservation Report , which shall address the existing trees on the site. The Owner agrees to implement any recommendations of the Tree Inventory and Preservation Report.	REC & PARKS
41.	The Owner agrees and acknowledges that Parkland Dedication will be required at the time of site plan approval for each lot on the plan of subdivision.	REC & PARKS
<i>Transportation</i>		
42.	Traffic control signs to be installed along the new public Street 'A' shall be in accordance with Ontario Traffic Manuals Book 5, 6 and 8 guidelines.	TRANSPORT.
43.	Pavement markings shall conform to Ontario Traffic Manual Book 11.	TRANSPORT.
44.	No Parking signs to be installed on the east side of the Street 'A' from Steeles Avenue to the cul-de-sac.	TRANSPORT.
45.	Pedestrian facility shall be provided on one side of the road.	TRANSPORT.
46.	Street 'A' shall conform to the Transportation Association of Canada	TRANSPORT.

	(TAC), Geometric Design Guide for Canadian Roads with regards to the truck turning templates (design vehicle: WB-20, Tractor Semitrailer), access radiuses and access minimum spacing.	
47.	Street light illumination to conform to the Illuminating Engineering Society, Roadway Lighting RP-8-14 standards.	TRANSPORT.
HALTON REGION		
48.	The Owner shall provide digital discs of the registered plan of subdivision to the Region of Halton, prior to registration of the plan. The Owner shall also provide Halton Region's Development Project Manager prior to registration and prior to commencement of any works, digital drawings in accordance with the Region of Halton's Digital Drawing Specifications for Development and as well upon submission of the "as constructed drawings".	REGION
49.	The Owner agrees to deposit mylars and/or discs of the registered plan of subdivision to the satisfaction of the Town of Halton Hills, and that prior to the registration of the plan, the Owner's surveyor shall submit to the Region of Halton, horizontal co-ordinates of all boundary monuments for the approved draft plan of subdivision. These co-ordinates must be to real UTM co-ordinates, NAD 83 datum.	REGION
50.	The Owner agrees that, should development be phased, a phasing plan shall be submitted prior to final approval of the first phase. The phasing plan will indicate the sequence of development, the land area in hectares, the number of lots and blocks for each phase and the proposed use of all blocks.	REGION
51.	That the letter of concurrence from the Ontario Ministry of Tourism, Culture and Sport that speaks to the results of the submitted Stage 1 and 2 archaeological assessment be provided to Halton Region.	REGION
52.	Prior to final approval, the Owner must follow the Region's Protocol for Reviewing Development Applications with Respect to Contaminated or Potentially Contaminated Sites, to the satisfaction of Halton Region. Any Environmental Site Assessments that may be required are to be to Ontario Regulation 153/04 standards and the authors of the studies must extend third party reliance to the Region of Halton.	REGION
53.	Any lands within 23.5 metres of the centre line of the original 66ft right-of-way of Steeles Avenue (Regional Road 8) that are part of the subject property shall be dedicated to the Regional Municipality of Halton for the purpose of road right-of-way widening and future road improvements. All lands to be dedicated are to be with clear title (free and clear of encumbrances) and a Certificate of title shall be provided, in a form satisfactory to the Director of Legal Services or his designate.	REGION
54.	Daylight triangles measuring 15 metres along Steeles Avenue (Regional Road 8) and 15 metres along the Centre Access (Street A) across from Cleve Court shall be dedicated to the Regional Municipality of Halton for the purpose of road right-of-way widening and future road improvements. All lands to be dedicated are to be with clear title (free and clear of encumbrances) and a Certificate of title shall be provided, in a form satisfactory to the Director of Legal	REGION

	Services or his designate.	
55.	The Owner must enter into a Development Agreement (through the Development Project Manager) for the completion of required works associated with the temporary traffic signals. The Owner is responsible for all costs associated with the works and must submit for approval the design drawings and cost estimates.	REGION
56.	Prior to final approval, the Owner must verify with Halton's Development Project Manager that sufficient servicing capacity exists to accommodate this development.	REGION
57.	The Owner shall provide an addendum to the Functional Servicing Report, to the satisfaction of Halton Region's Development Project Manager that will address the Region's Fire Flow Certification requirements.	REGION
58.	The Owner acknowledges that there may not be sufficient water or wastewater plant capacity; storage or pumping facilities and associated infrastructure to accommodate this development and that additional capacity may not become available within the term of this draft approval. The Owner acknowledges that granting of draft plan approval does not imply a guarantee by the Region to service this development within the term of draft approval. The registration of all or part of this plan shall not take place until the Regional Development Coordinator has confirmed that capacity exists to accommodate this development.	REGION
59.	The Owner shall ensure that all storm water flows are to be managed by onsite controls and flows are not to be directed on to Regional Roads.	REGION
60.	The Owner shall agree that pre and post development storm water flows from this site to the existing drainage system on Steeles Avenue are maintained both during and after construction, such that there are no adverse impacts to the existing system on Steeles Avenue, to the satisfaction of Halton Region's Development Project Manager and that any costs associated with infrastructure works required for storm water management are incurred by the Owner.	REGION
61.	The Owner shall enter into any required agreements and satisfy all requirements, financial and otherwise, of Halton Region, including but not limited to, the phasing of the plan for registration, investigation of soil contamination and soil restoration, the provision of roads and the installation of water and sanitary sewer services, utilities and drainage works. This agreement is to be registered on title to the lands.	REGION
62.	The Owner shall prepare a detailed engineering submission to be submitted to Halton Region's Development Project Manager for review and approval prior to the preparation of the Regional Subdivision Agreement.	REGION
63.	Upon draft approval, Halton Regional services within the plan of subdivision may be installed, provided the engineering drawings have been approved by the Region and the Town of Halton Hills, the Regional Subdivision Agreement has been executed, appropriate financial security has been posted, all relevant fees paid to the satisfaction of the Region and all requisite government approvals	REGION

	have been obtained and notices given to all public utilities.	
64.	<p>The Owner shall submit a Well Survey and Monitoring Report to Halton Region's Development Project Manager for review prior to any site alteration. The Owner shall:</p> <ul style="list-style-type: none"> a) prior to any site alteration, conduct a Preconstruction Survey of the static water level and quality of all wells within the greater of 500m of the development area, or the expected area of influence as determined by a hydrogeologist; b) during and post construction and for a minimum of one year following the completion of construction - monitor a representative number of wells within the study area as determined by a hydrogeologist; and, c) the Owner shall resolve all claims of well interruption due to the construction of municipal services to the satisfaction of Halton Region's Development Project Manager. 	REGION
65.	That prior to final approval, the Owner obtain water and wastewater servicing permits from Halton Region, pay all the necessary fees associated with the permits and meet all of the service permit requirements including the installation of all water meters, to the satisfaction of Halton's Development Project Manager.	REGION
CONSERVATION HALTON (CH)		
<i>Prior to Pre-Grading or Pre-Servicing:</i>		
66.	That the Owner submits grading plans for all lots and blocks that back onto the stormwater management block to the satisfaction of Conservation Halton and the Town of Halton Hills.	CH / ENGINEERING
67.	That the Owner prepares and implements a report outlining erosion and siltation controls measures required prior to and during the construction of the subdivision to the satisfaction of Conservation Halton and the Town of Halton Hills. A separate sediment and erosion control plan will be required for the following three phases of construction: a) earthworks b) servicing c) building construction.	CH / ENGINEERING
68.	That the Owner obtains a Permit from Conservation Halton, pursuant to Ontario Regulation 162/06, for any site alteration within the regulated area associated with pre-grading or pre-servicing.	CH
<i>Prior to Registration:</i>		
69.	That the Owner obtains a Permit from Conservation Halton, pursuant to Ontario Regulation 162/06, for any development or site alteration within the regulated area including, but not necessarily limited to, placement or excavation of fill, grading, stormwater outfalls, watercourse alterations or realignments, and watercourse crossings.	CH
70.	That the Owner revises/updates the Functional Stormwater Management Report to reflect all comments from the Town of Halton Hills and Conservation Halton and agree to implement all final recommendations contained within the approved Functional Stormwater Management Report including any addendums to the satisfaction of the Town of Halton Hills and Conservation Halton.	CH / ENGINEERING
71.	That the Owner prepares and submits a Functional Servicing Report	CH /

	and Stormwater Management Plan in accordance with the approved Subwatershed Impact Study to the satisfaction of Conservation Halton and the Town of Halton Hills.	ENGINEERING
72.	That the Owner designs, constructs or provides adequate securities through the Subdivision Agreement for satisfactory completion of all stormwater management facilities and stormwater outfalls, or appropriate alternative measures, in accordance with the approved Stormwater Management Plan. The Owner further agrees that prior to commencement of site servicing, all stormwater facilities and outfalls must be constructed and operational.	CH / ENGINEERING
73.	That the Owner prepares and implements, at no cost to the Town of Halton Hills, a landscape restoration and enhancement plan for the stormwater management facility to the satisfaction of the Town of Halton Hills and Conservation Halton in accordance with the Town of Halton Hills' Stormwater Management Landscaping Standards and Conservation Halton Landscaping Guidelines. The Owner shall be entirely responsible for the implementation of these features including all financial costs.	CH / ENGINEERING / REC & PARKS
74.	That the Owner pays any outstanding review fees to Conservation Halton, if it is determined that a balance is outstanding. Conservation Halton reserves the right to adjust the fees owing based on the current plan review schedule, if time has lapsed since the initial application.	CH
75.	That the Owner submits the final clearance fee to Conservation Halton, pursuant to the Halton Region's Memorandum of Understanding, immediately prior to registration of the draft plan. If the development is phased, each phase will require a separate clearance fee.	CH
<i>Closing Conditions</i>		
76.	Prior to the signing of the final plan the Director of Planning Services shall be advised by the Conservation Halton that their conditions have been carried out to their satisfaction with a brief but complete statement detailing how each condition has been satisfied.	CH
<i>Subdivision Agreement</i>		
77.	That the Owner agrees that native non-invasive species shall be planted in accordance Conservation Halton Landscaping Guidelines for lands adjacent to the stormwater management facilities block and for all lands within Conservation Halton's regulated area.	CH
78.	That the Owner agree to implement the Monitoring and Adaptive Management Plan as per the approved Subwatershed Impact Study to the satisfaction of the Town of Halton Hills and Conservation Halton for the stormwater management plan.	CH / ENGINEERING
79.	That the Owner agrees to submit monthly (or after significant rainfall equal or greater than 10mm or snowmelt events) sediment and erosion control reports during construction to the satisfaction of Conservation Halton and the Town of Halton Hills.	CH / ENGINEERING
80.	That the Owner ensures that there are no in-water works undertaken during the fisheries window as defined by the Ministry of Natural Resources and Forestry (MNRF) and Conservation Halton.	CH
81.	That the Owner agrees that no fill from the site may be dumped on or	CH

	off-site in an area regulated by a Conservation Authority without the prior written permission of the appropriate Conservation Authority.	
82.	That the Owner agrees to not stockpile fill within Conservation Halton's regulated area without prior written approval on Conservation Halton.	CH
TOWN OF MILTON		
<i>Prior to Final Approval of the Plan</i>		
83.	The Owner agrees to update the Stormwater Management Report , as may be required, as a result of any change in the rate of development from the rate upon which the studies and reports were based, at the sole cost of the Owner, to the Satisfaction of Town of Milton.	TOWN OF MILTON
84.	The Owner agrees to incorporate conveyance of external storm drainage from the Town of Milton lands, through the subject site, to the satisfaction of the Town of Milton.	TOWN OF MILTON
<i>Prior to Site Alteration and/or Servicing</i>		
85.	The Owner agrees to implement the recommendations from the reports submitted in support of draft plan approval, into the detailed design process , at the sole cost of the Owner, to the satisfaction of the Town of Milton. All reports and studies must conform to the Draft Plan of Subdivision, noted in these conditions of draft approval.	TOWN OF MILTON
86.	<p>The Owner agrees to have prepared by a qualified consulting Engineer(s) and submitted to the Town of Milton for approval, the following.</p> <ul style="list-style-type: none"> a) Detailed Stormwater Management Report, in accordance with the approved Subwatershed Impact Study, to the satisfaction of the Town of Milton. b) Erosion and Sediment Control Plan, to provide recommendations for the control of erosion and siltation prior to and during all phases of construction and to address siltation and erosion control issues specific to the site, to the satisfaction of the Town of Milton. c) Archaeological Assessment shall be carried out to mitigate, through preservation or resource removal and documentation, adverse impacts to any significant archaeological resources found. The Owner agrees that no grading or other soil disturbances shall take place on lands owned by the Town of Milton prior to receiving written confirmation from the Ministry of Tourism, Culture and Sport that all archaeological resource concerns have met the licensing and resource conservation requirements. 	TOWN OF MILTON
87.	The Owner agrees to have prepared by a qualified Engineer and submitted to Town of Milton for approval, a Detailed Engineering Submission . Engineering drawings shall reflect the recommendations of all reports and studies requested in support of draft plan approval.	TOWN OF MILTON

88.	The Owner agrees to install a snow fence along the common lot line between Blocks 1 and 2 and the Town of Milton lands, prior to the commencement of site works to the satisfaction of the Town of Milton and that the snow fence shall remain in place until such time as directed otherwise by Town of Milton.	TOWN OF MILTON
89.	The Owner agrees that no material, including topsoil, shall be stored or stock piled on any lands owned by the Town of Milton.	TOWN OF MILTON
<i>Prior to Assumption</i>		
90.	The Owner agrees to install a 1.5 m high black vinyl coated chain link fence , in accordance with the provisions included in the Town of Milton Engineering and Parks Standards manual, to the satisfaction of the Town of Milton, along mutual lot lines between Blocks 1 and 2 and the Town of Milton lands. The fence shall be constructed 0.1 m on the Town of Milton lands to control gate access or encroachment into these areas. The Owner agrees to maintain and repair the chain link fence, at their sole cost, until assumption of the subdivision by the Town Halton Hills. Further, the Owner agrees, prior to assumption of the subdivision, to provide the Town of Milton with a legal survey of the constructed chain link fence location, to the satisfaction of the Town of Milton.	TOWN OF MILTON
91.	The Owner agrees to submit “as constructed” drawings , printed on mylar and on computer disc in a format suitable for use with the Town of Milton's GIS system.	TOWN OF MILTON
<i>Warning Clause</i>		
92.	“Purchasers and/or tenants of Blocks 1 and 2 are advised that the Town of Milton will be a commenting agency through the site plan approval process for Blocks 1 and 2.”	TOWN OF MILTON
CANADA POST		
93.	The owner/developer will consult with Canada Post to determine suitable locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.	CANADA POST
94.	The Builder/Owner/Developer will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.	CANADA POST
95.	The owner/developer will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.	CANADA POST
96.	The owner/developer will agree to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.	CANADA POST
97.	The owner/developer will communicate to Canada Post the	CANADA POST

	excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.	
98.	The owner/developer agrees, prior to offering any of the new commercial unit tenants/owners for sale, to place a "Display Map" on the wall of the sales office in a place readily available to the public which indicates the location of all Canada Post Community Mailbox site locations, as approved by Canada Post and the Town of Halton Hills.	CANADA POST
99.	The owner/developer agrees to include in all offers of purchase and sale a statement, which advises the prospective new unit purchaser that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected tenants/owners of any established easements granted to Canada Post.	CANADA POST
100.	The owner/developer will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any unit sales with specific clauses in the Purchase offer, on which the unit tenants/owners do a sign off.	CANADA POST
<i>Multi-Unit Commercial Building(s): In order to provide mail service to the commercial building(s) for this development, Canada Post requests that the owner/developer comply with the following conditions:</i>		
101.	The owner/developer will provide each building with its own centralized mail receiving facility. This lock-box assembly must be provided and maintained by the Owner/Developer in order for Canada Post to provide mail service to the residents of this project. <u>For any building where there are one hundred or more units, a secure, rear-fed mailroom must be provided.</u>	CANADA POST
102.	The owner/developer agrees to provide Canada Post with access to any locked doors between the street and the lock-boxes via the Canada Post Crown lock and key system. This encompasses, if applicable, the installation of a Canada Post lock in the building's lobby intercom and the purchase of a deadbolt for the mailroom door that is a model which can be retro-fitted with a Canada Post deadbolt cylinder.	CANADA POST
HALTON HILLS HYDRO		
103.	The Owner agrees that Halton Hills Hydro must be contacted for an Electrical Service Layout if a new service or upgrade to an existing service is required; or metering changes. Location and method of servicing is at the sole discretion of Halton Hills Hydro.	HALTON HILLS HYDRO
104.	The Owner agrees that any costs due to changes required of Halton Hills Hydro's distribution system (i.e. moving poles to accommodate lane ways, driveways and parking lots, etc.) will be borne by the applicant.	HALTON HILLS HYDRO
105.	The applicant is required to complete the necessary requirements to obtain a Registered Subdivision Agreement with Halton Hills Hydro.	HALTON HILLS HYDRO
BELL CANADA		
106.	The Owner shall indicate in the Agreement, in words satisfactory to Bell Canada, that it will grant to Bell Canada any easements that may be required, which may include a blanket easement, for	BELL CANADA

	communication/telecommunication infrastructure. In the event of any conflict with existing Bell Canada facilities or easements, the Owner shall be responsible for the relocation of such facilities or easements.	
CLEARANCES		
107.	That prior to Final Plan Approval, Halton Region advises the Town of Halton Hills that conditions 48 to 65 have been satisfied.	HALTON REGION
108.	That prior to Final Plan Approval, Conservation Halton advises the Town of Halton Hills that conditions 66 to 82 have been satisfied.	CH
109.	That prior to Final Plan Approval, the Town of Milton advises the Town of Halton Hills that conditions 83 to 92 have been satisfied.	TOWN OF MILTON
110.	That prior to Final Plan Approval, the Canada Post Corporation advises the Town of Halton Hills that conditions 93 to 102 have been satisfied.	CANADA POST
111.	That prior to Final Plan Approval, Halton Hills Hydro advises the Town of Halton Hills that conditions 103 to 105 have been satisfied.	HALTON HILLS HYDRO
112.	That prior to Final Plan Approval, Bell Canada advises the Town of Halton Hills that condition 106 has been satisfied.	BELL CANADA
TIMEFRAME		
113.	That the Owner agrees that draft approval shall lapse three (3) years from the date of issuance of draft approval by the Town of Halton Hills. Any extension after the initial 3 year period is contingent upon a review and possible revision to the Conditions of Draft Plan Approval to ensure that they remain current and reflect best practices.	GENERAL - ALL
NOTES		
114.	The Owner will be required to pay all applicable Regional development charges in accordance with the Region of Halton Development Charges By-law(s), as amended. Please visit our website at www.halton.ca/developmentcharges to obtain the most current development charge information, which is subject to change.	REGION
115.	It should be noted that the entire property is identified as having archaeological potential. Although an archaeological assessment has been completed, the proponent is cautioned that during development activities, should archaeological materials be found on the property, the Ontario Ministry of Tourism, Culture and Sport should be notified immediately (416-212-8886 or archaeology@ontario.ca). In the event that human remains are encountered during construction, the proponent should immediately contact the appropriate authorities (police or coroner) and all soil disturbance must stop to allow the authorities to investigate and the Registrar of Cemeteries to be consulted.	REGION
116.	The works to be completed by the Owner shall be supervised during their construction by a licensed Professional Engineer of the Province of Ontario with all professional engineering fees paid by the Owner. The Owner's engineer must provide competent full time inspection staff on site during construction activities to obtain the required "as constructed" field information, and to ensure compliance with the approved drawings and Halton Region's Current Construction and Design Standards.	REGION
117.	The applicant shall comply with the Region's current construction and design standards as stated in the Region's Development Engineering	REGION

	Review Manual, Region of Halton Design Criteria, Contract Specifications and Standard Drawings, Sewer Discharge By-Law 02-03, Multi-unit Servicing Policy as set out in Report PPW01-96 and the By-Law Respecting the Prevention of Backflow Into the Water System as set out in By-Law 157-05.	
118.	The Owner is required to fund and undertake all infrastructure works required for storm water drainage improvements and upgrades to Steeles Avenue that are required to accommodate any post development storm water flows that are generated from this development. All costs for any drainage improvements are to include design, construction and implementation for these upgrades.	REGION
119.	For development adjacent to a Regional Road, the design of storm sewer systems and storm water management ponds to accommodate storm flows from the Regional Road is to be at no cost to the Region. At no time shall the Region contribute to the cost of the land required to construct a storm water management pond or the oversizing of the storm sewer service to accommodate regional or municipal flows.	REGION
120.	The owner/developer of any condominiums will be required to provide signature for a License to Occupy Land agreement and provide winter snow clearance at the Community Mailbox locations.	CANADA POST
121.	Enhanced Community Mailbox Sites with roof structures will require additional documentation as per Canada Post Policy.	CANADA POST
122.	There will be no more than one mail delivery point to each unique address assigned by the Municipality.	CANADA POST
123.	Any existing postal coding may not apply, the owner/developer should contact Canada Post to verify postal codes for the project.	CANADA POST
124.	We hereby advise the Developer to contact Bell Canada during detailed design to confirm the provision of communication/telecommunication infrastructure needed to service the development.	BELL CANADA
125.	<p>The Developer is hereby advised that prior to commencing any work, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is available. In the event that such infrastructure is unavailable, the Developer shall be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure.</p> <p>If the Developer elects not to pay for the above noted connection, then the Developer will be required to demonstrate to the satisfaction of the Municipality that sufficient alternative communication/telecommunication will be provided to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).</p>	BELL CANADA
126.	Union Gas indicates that they have existing gas mains along Steeles Avenue East in front of the subject property.	UNION GAS

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Anne Fisher – Heritage Planner

DATE: May 22, 2018

REPORT NO.: PLS-2018-0040

RE: Inclusion of St. Stephen's Anglican Church Cemetery, Steeles Avenue, Hornby to the Town of Halton Hills Heritage Register.

RECOMMENDATION:

THAT Report PLS-2018-0040 dated May 22, 2018, regarding the inclusion of St. Stephen's Anglican Church cemetery, Steeles Avenue to the Town of Halton Hills Heritage Register be received;

AND FURTHER THAT the inclusion of St. Stephen's Anglican Church cemetery, Steeles Avenue to the Heritage Register be approved and the Clerk be authorized to add this property to the Heritage Register maintained by the Town, pursuant to Section 27(1.2) of the Ontario Heritage Act;

AND FURTHER THAT written notice be provided to the owner(s) of St. Stephen's Anglican Church cemetery, Steeles Avenue that this property has been added to the Heritage Register.

BACKGROUND:

On February 13, 2018 the Planning, Public Works and Transportation Committee considered Staff Report PLS-2018-0014 seeking to add 87 properties to the Town's Heritage Register. At that meeting a public delegation from the St. Stephen's Church asked that the church property not be included on the Heritage Register at that time as the actual property owner (i.e. the Anglican Diocese of Niagara) had not been notified. The Committee agreed to this request and asked staff to formally notify the owner prior to bringing back a report with respect to the addition of this property to the Heritage Register.

On February 14, 2018 staff wrote to the Synod of the Anglican Diocese of Niagara to inform them that the St. Stephen's Anglican Church cemetery was proposed for inclusion on the Town's Heritage Register. The Synod was advised to submit written comments or concerns to Town Staff and include information that would assist the Town in further evaluating the heritage value of this property. No response to this letter has been received.

COMMENTS:

The *Ontario Heritage Act* states that Council can include any undesignated property on the Town's Heritage Register provided it "*believes*" it to be "*of cultural heritage value or interest*". St. Stephen's Church cemetery was originally identified by Heritage Halton Hills for consideration for inclusion on the Heritage Register as part of the Phase 4 update program. It was reviewed by the Town's Heritage Consultant, David Cuming who recommended that it be included on the Town's Heritage Register.

The Rector for St. Stephen's Anglican Church wrote to the Town to say:

- The notification letter was sent to the rectory house and not the church;
- The notification letter should be sent to the Synod of the Anglican Diocese of Niagara as they own the property; and that,
- The Anglican Church's canon law states that the Synod's approval is required for the designation or listing of church owned properties on the Heritage Register.

He also spoke at the Planning, Public Works and Transportation Committee on February 13, 2018 asking for the property owner (the Synod of the Anglican Diocese of Niagara) to be formally notified of the proposed inclusion of this property on the Town's Heritage Register.

The *Ontario Heritage Act* only prohibits municipalities from listing or designating properties that are owned by the Crown or particular prescribed public bodies. The property of religious organizations (i.e. places of worship and cemeteries) are not on the list of prescribed bodies under this Act and as such the St. Stephen's Church and cemetery are subject to the provisions of the *Ontario Heritage Act*.

On February 14, 2018 staff wrote to the Synod of the Anglican Diocese of Niagara to inform them that the St. Stephen's Church cemetery, Steeles Avenue, Hornby was proposed for inclusion on the Town's Heritage Register. The Synod was advised to submit written comments or concerns to Town Staff and include information that would assist the Town in further evaluating the heritage value of this property. No response to this letter has been received.

The St. Stephen's Church cemetery was established in circa 1847 and includes a variety of standing stone monuments and markers. The markers include those of many early pioneering settlers from Hornby as well as that of Captain Thomas Racey who was the first Halton County Registrar and who had served with the 5th Lincoln Militia during the War of 1812 and saw action at the Battle of Lundy's Lane. The Property Information Sheet for this property is included as Schedule 1 to this report. The cemetery is of cultural heritage interest and as such it is recommended that it be added to the Town's Heritage Register.

It is noted that the St. Stephen's Church building itself is not included on the Town's Heritage Register and was not on the list of properties recommended for inclusion on the Register as part of Phase 4 of the Heritage Register.

RELATIONSHIP TO STRATEGIC PLAN:

This report directly relates to the implementation of Strategic Direction **D: Preserve, Protect, and Promote Our Distinctive History**, the Goal to preserve the historical urban and rural character of Halton Hills through the conservation and promotion of our built heritage, cultural heritage landscapes and archaeological resources, and the following:

Strategic Objective:

D.1 To require and develop a planning framework for the conservation of significant built heritage, cultural landscapes and archaeological resources.

Strategic Action:

D.1a) Maintain, and expand as necessary, a comprehensive Heritage Register according to the Council-approved protocol.

FINANCIAL IMPACT:

None

CONSULTATION:

Staff consulted with Heritage Halton Hills in the development of the list of properties recommended to be added to the Heritage Register through Phase 4.

PUBLIC ENGAGEMENT:

A Public Open House regarding Phase 4 of the Heritage Register was held at the Halton Hills Cultural Centre on Thursday September 28, 2017. The owners of all the properties proposed to be included on the Heritage Register were invited to this event. Representatives of St. Stephen's Anglican Church attended this meeting, however it is not known if representatives of the Synod of the Anglican Diocese of Niagara were present.

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 recommendation outlined in this report advances the Strategy's implementation.

This report supports the Cultural Vibrancy and Social Wellbeing pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is: **Good**.

COMMUNICATIONS:

The Synod of the Anglican Diocese of Niagara, the Rector of St. Stephen's Anglican Church and the Chairman of the St. Stephen's Anglican Church Cemetery Board will be notified of Council's decision with respect to the inclusion of St. Stephen's Church Cemetery on the Heritage Register.

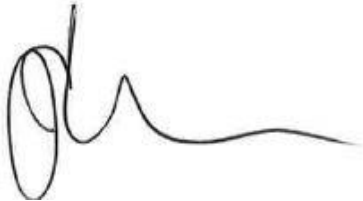
CONCLUSION:

Staff recommends that St. Stephen's Church Cemetery be added to the Town's Heritage Register.

Reviewed and Approved by,

A handwritten signature in cursive script, appearing to read "Steve Burke".

Steve Burke, Manager of Planning Policy


A handwritten signature in cursive script, appearing to read "John Linhardt".

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in cursive script, appearing to read "Brent Marshall".

Brent Marshall, CAO

Property Information Sheet

Property Name	St. Stephen's Anglican Church Cemetery
Street Address	14946 Steele's Avenue
Rural Lot and Concession	Lot 15, Concession 9
Assessment Roll Number	090.080.10100.0000
Community	Hornby, Trafalgar Township
Municipality	Halton Hills
Regional Municipality	Halton
Construction Date	Church circa 1837; cemetery established circa 1847.
Building Type	Cemetery
Cultural Heritage Value	Originally established on land owned and donated by local farmer John Corwin. Cemetery interments appear to have commenced in the 1850s and there is a variety of standing stone monuments and markers in treed grounds set adjacent to Steeles Avenue. Lieutenant (later Captain) Thomas Racey who served with the 5 th Lincoln Militia and saw action at the Battle of Lundy's Lane (1812) is buried here.
Photograph taken: January 18th, 2017 Site visit review January 18, 2017 David Cuming	

Criteria	No.	Description	✓
A. Design or Physical Value	1	Is a rare, unique, representative or early example of a style, type, expression, material or construction method.	✓
	2	Displays a high degree of craftsmanship or artistic value.	
	3	Displays a high degree of technical or scientific achievement.	
B. Historical or Associative Value	1	Has direct association with theme, event, belief, person, activity, organization, or institution that is significant to a community.	✓
	2	Yields or has potential to yield info that contributes to the understanding of a community or culture.	✓
	3	Demonstrates or reflects the work or ideas of an architect, builder, artist, designer or theorists who is significant to a community.	
C. Property Has Contextual Value	1	Is important in defining, maintaining or supporting the character of an area.	
	2	Is physically, functionally, visually or historically linked to its surroundings.	✓
	3	Is a landmark.	✓

- A.1 Early example of nineteenth century rural cemetery with a variety of stone markers and monuments
- B.1 Direct association with theme: Rural settlement of Trafalgar North Township and the settlement of Hornby
- B.2 Has potential to yield information that contributes to the understanding of the community
- C.2 Is physically, functionally, visually and historically linked to its surroundings
- C.3 Cemetery grounds are associated with St. Stephen's Church a prominent landmark

Recommendation: **That the property be included in the municipal heritage register**

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Tony Boutassis, Senior Planner – Development Review

DATE: June 6, 2018

REPORT NO.: PLS-2018-0045

RE: **Recommendation Report for proposed Official Plan and Zoning By-law Amendments to permit six, 3-storey townhouse units at 25 James Street (Georgetown)**

RECOMMENDATION:

THAT Report No. PLS-2018-0045 dated June 6, 2018, regarding the “Recommendation Report for proposed Official Plan and Zoning By-law Amendments to permit the six, 3-storey townhouse units at 25 James Street (Georgetown)”, be received;

AND FURTHER THAT Town of Halton Hills Official Plan Amendment No. 33, which amends the Town of Halton Hills Official Plan, for the lands municipally known as 25 James Street (Georgetown), as generally shown in SCHEDULE 3 – OFFICIAL PLAN AMENDMENT, be adopted as an exempt Local Official Plan Amendment;

ANY FURTHER THAT the Zoning By-law Amendment, to amend Town of Halton Hills Zoning By-law 2010-0050, as amended, for the lands municipally known as 25 James Street (Georgetown), as generally shown in SCHEDULE 4 – ZONING BY-LAW AMENDMENT, be approved.

BACKGROUND:

1.0 Purpose of the Report:

The purpose of this report is to provide Council with recommendations concerning the final disposition of Official Plan and Zoning By-law Amendment applications submitted by Haviland Homes Ltd. (the Applicant) to permit the development of six, 3-storey townhouse units on the lands municipally known as 25 James Street in Georgetown.

2.0 Location & Site Characteristics:

The subject property, municipally referred to as 25 James Street, is generally located on the south side of James Street, west of Main Street South and east of Charles Street in the Downtown Georgetown Area; see **SCHEDULE 1 – LOCATION MAP**. The rectangular shaped lot is approximately 0.15 hectares (0.34 acres) in size and has

roughly 38 metres (126 feet) of frontage along James Street. The lands are currently vacant.

Surrounding land uses to the subject property include:

To the North: Low density single detached residential dwellings

To the East: Medium Density, 3-storey townhouses

To the West: Remembrance Park

To the South: Edith Street Municipal Parking Lot accessed from Mill Street

3.0 Site / Development History:

Lovilla Enterprises filed Official Plan and Zoning By-law Amendment applications in 2004 to permit seven townhouse units, each to be accessed by way of individual private driveways off James Street. A public meeting was held on April 4, 2005.

Following the Public Meeting, the applications went through a long period of inactivity due to inaction by the Owner over concerns raised by Town staff and the public regarding the proposal. The concerns identified include the following:

- multiple private driveways for each unit connected directly onto James Street;
- density of the proposal and its impact on Remembrance Park and the character of James Street; and,
- potential for increased on-street parking in the neighbourhood.

Town staff recommended a design that was similar to that of the adjacent townhouse development located to the east of the subject lands with the intent of bringing the building closer to the street, locating parking at the rear of the site, reducing access points and enhancing the character of the street.

In 2016, the property was sold to Haviland Homes Ltd. (Current Applicant), who modified the townhouse concept to respond to staff and public concerns by:

- eliminating multiple private driveways on James Street by locating parking for the units at the rear of the site, accessed by one common driveway;
- reducing the density of the proposal from 7 units to 6 and improving the relationship between the site and adjacent Remembrance Park by increasing the west yard setback;
- providing a built form more consistent with the existing character of James Street; and,
- minimizing the impact for on-street parking by providing 7 visitor parking spaces at the rear of the site.

For comparison purposes, the original 2004 proposal and current proposal have been provided below:

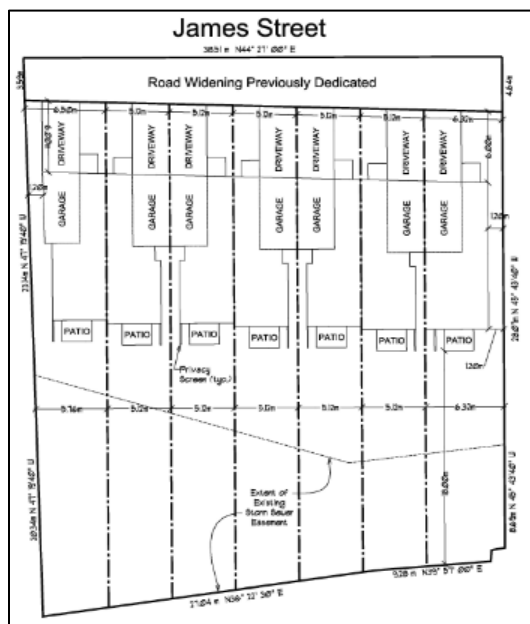


Figure 1 – Original 2004 Proposal

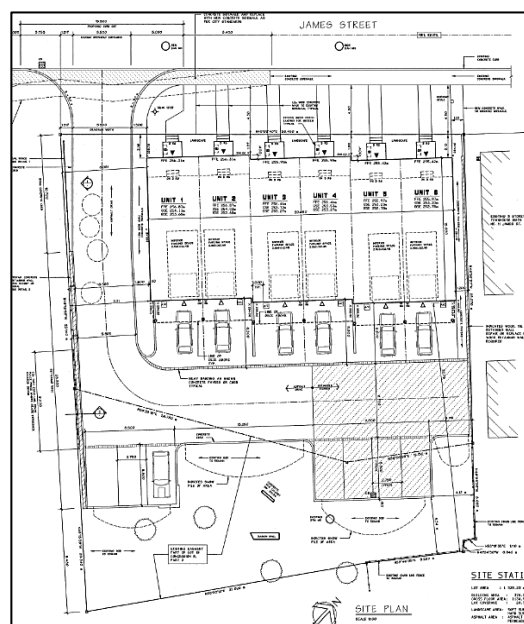


Figure 2 – Current Proposal

A more detailed description of Haviland Homes' current concept is outlined in the Development Proposal section below, including how this project responds to infill development concerns and policies.

4.0 Development Proposal:

The revised Official Plan and Zoning By-law Amendment applications were submitted by Haviland Homes Ltd. on June 5, 2017, and deemed complete on September 5, 2017. The Amendments are intended to obtain the necessary land use approvals to permit the development of six, 3-storey townhouse units with parking located at the rear of the site; see **SCHEDULE 2 – SITE PLAN CONCEPT**. For comparison purposes, the following table outlines the key differences between the original (2004 Lovilla) proposal and the current (Haviland Homes) proposal:

Design Elements	Original 2004 Proposal	Current Proposal
Number of Units	7	6
Height (Storeys)	3	3
Building Location	Rear of the Site	Front of the Site
Parking Location	Driveways connect to James St.	Parking area at rear
Visitor Parking	0 (on-street parking)	7 (on-site parking)
Curb Cuts	4	1

The Official Plan Amendment seeks to apply a site specific Special Policy Area designation to the lands to accommodate an increase in the permitted density. Under the Town's Official Plan the site is designated Downtown Complementary Sub-Area, which allows a maximum density of 30 units per net residential hectare, which would permit 4 units on the lands. In order to accommodate the proposed 6-unit development, the proposed site specific Special Policy Area would increase the permitted density to 40 units per net residential hectare. The required density of 40 units per net residential hectare falls within the medium density range (21-50 units per net residential hectare) in the Town's Official Plan; see **SCHEDULE 3 – OFFICIAL PLAN AMENDMENT**.

The Zoning By-law Amendment application proposes to rezone the subject property from a Development (D) zone to a site specific Downtown Commercial (DC2) zone; see **SCHEDULE 4 – ZONING BY-LAW AMENDMENT**. The DC2 zone was selected to accommodate the proposed six unit townhouse development and implement the proposed Official Plan designation.

The site specific zoning provisions are designed to facilitate the current proposal by:

- limiting the use of the lands to townhouse dwelling units only;
- permitting a maximum of 6 townhouse dwelling units;
- providing a maximum lot coverage of 27%;
- providing a minimum landscaped open space of 37%;
- reducing the minimum front yard setback from 6.0 metres to 1.87 metres; and,
- reducing the driveway width from 6.0 metres to 5.5 metres.

Town and Regional staff have determined that a Holding (H) Provision is not required to be applied to the site through the site specific By-law.

Haviland Homes intends ownership of the townhouse units to be freehold, with the shared portions of the site to be subject to a common element condominium. Owners would be required to pay fees to a Condominium Corporation for maintenance of the common areas / elements.

A Site Plan application will be required to be submitted to secure the detailed design of the townhouse development and address some of the more specific site design and servicing related matters, including, architectural design and detailing of the townhouses, water and wastewater connections, landscaping, fencing and screening.

Should the Official Plan and Zoning By-law Amendments be approved, Draft Plan of Common Element Condominium, Part Lot Control and administrative Subdivision applications will also be required to be submitted.

COMMENTS:

1.0 Planning Context and Policy Framework:

Subsection 1.0 evaluates the proposed Official Plan and Zoning By-law Amendment applications against the relevant Provincial, Regional and Town policy framework to determine conformity with the applicable policies and guidelines.

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.

Planning staff is of the opinion that the proposed Official Plan and Zoning By-law Amendment applications are consistent with the policies of the 2014 PPS.

1.2 Growth Plan for the Greater Golden Horseshoe:

The subject lands are part of a larger designated urban area in Georgetown. The Growth Plan directs new growth to locations that make efficient use of transportation and servicing infrastructure and sets out general policies for residential intensification. Section 2.2.2 of the Growth Plan states that, until the Region of Halton completes its municipal comprehensive review, a minimum of 40 per cent of all residential development occurring annually will be within the delineated built-up area. Once the Region's comprehensive review has been completed, a minimum of 50 per cent of all residential development must be within the built-up area each year until 2031. As per Section 3 of the Planning Act, the proposal shall conform and not conflict with the Growth Plan.

Planning staff is of the opinion that the proposed development is in conformity with the Growth Plan for the Greater Golden Horseshoe.

1.3 Region of Halton Official Plan (ROP):

The 2009 Regional Official Plan designates the subject lands as Urban Area (Georgetown). 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.

Regional staff has confirmed that the application is in conformity with the ROP and that a Holding (H) Provision is not required.

1.4 Town of Halton Hills Official Plan (HHOP):

The subject lands are designated Downtown Complementary Sub-Area and located in the Georgetown Downtown Area – Intensification Area in the Town’s Official Plan. Residential uses, including townhouse dwelling units are permitted under the Downtown Complementary Sub-Area designation in Section D2.5.1.5.2 of the Town’s Official Plan.

Section D2.5.1.5.3 further indicates the following with regard to residential uses located within the Downtown Complementary Sub-Area:

The development of new townhouse, multiple and apartment dwellings shall require an amendment to the implementing Zoning By-law, and have appropriate regard for the Urban Design Guidelines contained in Appendix X4 to this Plan. Prior to approving such an amendment, Council shall be satisfied that:

- a) the existing building form is utilized to the greatest degree possible;*
- b) the scale of the use does not detract from the residential character of the area;*
- c) the use complements other uses in the Downtown Area;*
- d) the building and/or the general appearance of the site will be improved from an urban design perspective;*
- e) adequate on-site parking is provided;*
- f) the use will not cause traffic hazards or an unacceptable level of congestion on surrounding roads; and,*
- g) municipal water and wastewater services are adequate and available.*

To accommodate the six townhouse units, the proposed Official Plan Amendment seeks to increase the permitted density to a maximum of 40 units per net residential hectare, which falls within the medium density range of 21-50 units per net residential hectare in the Town’s Official Plan. Town staff has no concerns with the proposed site specific increase in density as staff is of the opinion that the proposed 6-unit development has been appropriately designed to comply with the policies and criteria set out in Section D2.5.1.5.3 of the Official Plan.

Additionally, staff has no concerns with the proposed increase in density as the infill development is consistent with the intensification area policies approved through Official Plan Amendment 9. OPA 9 identifies the subject lands as being located within the Georgetown Downtown Area – Intensification Area. Table D5-1 – Minimum Residential Intensification Target within the Built Boundary establishes an intensification target of 340 new residential units in the Georgetown Downtown Area between 2015 and 2031.

Additionally, staff is satisfied that the height, building location, and massing of the proposal comply with the general urban design objectives of the Official Plan (Section F2). The application will also be subject to an urban design peer review as part of the Site Plan application review process to ensure that the architectural design and proposed building materials satisfies the more detailed urban design policies and complements surrounding neighbourhood architectural design.

For the above reasons, Planning staff is satisfied that the proposed Official Plan Amendment will allow for the development of the subject lands in a manner that is consistent with the policies and objectives of the Town's Official Plan.

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

The subject lands are zoned Development (D). The Development (D) Zone only permits buildings and structures that existed on the property on the effective date of the Zoning By-law, meaning that any new development requires the owner to file an application to amend the Zoning By-law. The Applicant proposes to rezone the property from the Development (D) zone to a site specific Downtown Commercial Two (DC2) zone.

The DC2 zone will allow for new residential uses on the site; the site specific provisions would alter the DC2 zone as follows:

Provision	DC2 Zone	Site Specific
Permitted Uses	Residential Uses (only # of units and floor area that legally existed on effective date of By-law)	Townhouse dwelling units only
Maximum Density	N/A	6 townhouse dwelling units
Maximum Lot Coverage	N/A	27%
Minimum Landscaped Open Space	N/A	37%
Minimum Front Yard Setback	6.0 metres	1.87 metres
Minimum Driveway Width	6.0 metres	5.5 metres

The site specific zoning for the subject property ensures that the lands will be developed with a maximum of 6 townhouse dwelling units. The reduced front yard setback will provide for an urban street frontage whereby the building will be located closer to the street similar to the existing townhouses directly east of the site.

The maximum lot coverage provision has been included to ensure the building envelope of the proposed townhouses generally remains the same at the Site Plan stage. The minimum landscaped open space is the result of the parking being located to the rear of the building, which is supported by Town staff.

The reduction in the minimum driveway width is required to ensure the east side yard setback of 1.2 metres is being maintained. It also allows for a concrete sidewalk to be built on the west side of the building and landscaping to be provided between the subject lands and Remembrance Park. Development Engineering has indicated that the 5.5 metre driveway is acceptable based on the minimal traffic being generated through the proposed development of 6 townhouse units.

Staff considers the site specific proposal to change the Development (D) Zone category to a site specific Downtown Commercial Two (DC2) Zone appropriate given the proposal satisfies the Official Plan policies for new infill development within the Georgetown Downtown Area.

2.0 Water Allocation:

The Region of Halton has identified that 5 SDEs of water will be required to be allocated to the site to accommodate the development.

3.0 Town Department and External Agency Comments:

The 6-unit townhouse proposal was circulated to Town departments and external agencies for review and comment, with the most recent full circulation occurring on February 26, 2018. Staff from the various departments and agencies have completed their review of the proposed development and have indicated that they have no concerns or objections with the proposed Official Plan and Zoning By-law Amendments.

For information purposes, staff has provided comments on some of the site specific matters regarding the proposal:

3.1 Urban & Architectural Design:

The overall design is similar to that of the existing townhouse development to the east of the subject lands. Generally, the proposed new scenario addresses a number of the previous concerns outlined by staff and the public, including:

- brings the building closer to the street in a manner similar to the adjacent development;
- pushes vehicular parking and garages to the rear of the site and away from the public view;
- reduces the amount of access points and curb cuts; and,
- provides new residential units and a sufficient density within a designated intensification area.

The proposed design scenario also implements and addresses a number of good 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 with adjacent buildings;
- integrates a pedestrian-scaled development;
- complements the building massing and architectural design of surrounding development; and,
- promotes ‘eyes on the street’ which increases the element of safety in the public domain.

Additionally, the shared driveway providing access to the rear of the site has been located at the west end of the development, which provides greater separation between the building massing and Remembrance Park.

Staff note that the design of the building has changed slightly from the concept presented at the November 27, 2017 Public Meeting. The third storey has been redesigned to incorporate dormers to complement the design of the existing adjacent townhouse development and to mitigate the appearance of the height. The Applicant has provided preliminary building elevations (see below). Confirmation of the final architectural design of the townhouses will occur at the Site Plan stage, which will be subject to an urban design peer review.



Figure 3 – Front Building Elevations

3.2 Servicing & Stormwater Management:

Following review of a revised Functional Servicing Report (May 8, 2018), Regional staff have confirmed that their previous concerns regarding the location and extension of services, water pressure, watermain and water system analysis, sanitary sewer design and source water protection have been satisfied.

3.3 Traffic & Transportation:

The Applicant submitted an updated Transportation Review Memorandum on February 23, 2018, which satisfied Town Transportation staff comments regarding pedestrian and vehicular circulation, access, sight lines, curbing, walkway width and parking space width.

4.0 Public Comments & Issues:

The development proposal was presented to the Public by way of Report No. PLS-2018-0029 through a Statutory Public Meeting on November 27, 2017. There were approximately four (4) interested persons in attendance at the meeting; however, no members of the public came forward to speak.

Prior to the Public Meeting, Planning staff received three (3) counter inquiries from residents with general questions about the proposed development. Planning staff received a letter of support for the proposed development from the Georgetown BIA.

Planning staff also received one (1) email outlining concerns with the proposed development that relate to the following:

- Increase in density;
- height (3-storey) and privacy concerns;
- overflow of vehicular parking onto the public road;
- vehicular speeding along James Street;
- removal of trees; and,
- increase in noise.

Town staff has provided the following responses with regard to the above outlined concerns:

4.1 Increase in Density:

The Applicant has proposed a modest increase to the density, from the permitted 30 units per net hectare to 40 units per net hectare. The increase in density will allow 2 extra units on the site (from 4 to 6 units). Staff is satisfied that the proposal is consistent with the intensification objectives of the Growth Plan, Regional Official Plan and Town Official Plan. The medium density townhouses are also designed to reflect the built form and character of James Street by providing a continuous street frontage with adjacent buildings.

4.2 Height & Privacy Concerns:

The Applicant is proposing a height of 3-storeys for the townhouse dwellings, which is permitted under the current Official plan designation applicable to the site. Additionally, the townhomes have been redesigned to incorporate the third storey into a mansard roof structure and the use of dormers, which complements the building massing and architectural design of the adjacent existing townhouses.

With regard to privacy, Town staff is satisfied that the proposed townhouses should not affect the privacy of existing residents in the neighbourhood. Balconies will be provided on the 2nd storey facing the rear of the site, which backs onto a Municipal Parking Lot and green space.

4.3 Overflow of Vehicular Parking Onto the Public Road:

The Applicant is proposing a total of 19 parking spaces on the site; each townhouse will have 2 parking spaces (1 on the driveway and 1 in the garage) and 7 visitor parking spaces are provided for the development. As per Zoning By-law 2010-0050, the Applicant is only required to supply a total of 14 parking spaces (12 residential, 2 visitor). As such, Town staff is of the opinion that the proposed number of parking spaces is sufficient for this development.

4.4 Vehicular Speeding Along James Street:

As a local road, the speed limit along James Street is 50 km/h. If any member of the Public has a direct concern with vehicular speeds they are urged to contact the Transportation Department at the Town of Halton Hills.

4.5 Removal of Trees:

A Tree Preservation Plan is required to be submitted with the Site Plan application which will identify which trees are to remain and which trees are to be removed on the site. There is an expectation that some trees, especially where the townhouse building is proposed to be located, will have to be removed. However, through the Site Plan process, the Applicant will be required to submit a Landscape Plan that indicates how they intend to address / compensate for the removal of any trees.

4.6 Increase in Noise:

The Development Engineering Department has requested that a Noise Impact Letter/Report to be submitted with the Site Plan submission to confirm there will be no noise generators on-site.

RELATIONSHIP TO STRATEGIC PLAN:

The proposed development is most closely aligned with Strategic Direction G – Achieve Sustainable Growth, the goal of which is:

To ensure that growth is managed so as to ensure a balanced, sustainable, well planned community that meets the needs of its residents and businesses.

The Strategic Direction is to be achieved as it relates to this application in part through Strategic Objectives:

- G7.** *To ensure that the character and stability of existing residential neighbourhoods is maintained when accommodating growth.*
- G9.** *To ensure that new population growth takes place by way of identifiable, sustainable, healthy and complete communities and neighbourhoods that reflect excellence in urban design.*
- G10.** *To promote intensification and affordable housing in appropriate locations within the Town.*

FINANCIAL IMPACT:

There is no immediate financial impact to the Town budgets as a result of these applications.

CONSULTATION:

Planning staff have consulted with the appropriate Town Departments and the Region of Halton in the preparation of this Report.

PUBLIC ENGAGEMENT:

The proposed Official Plan and Zoning By-law Amendment applications were presented to the Public through a Statutory Public Meeting on November 27, 2017 (Report No. PLS-2017-0029).

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 recommendation outlined in this report advances the Strategy's implementation.

This report supports the Environmental Health and Social Well-Being pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Very Good.

Compliance with the Town's Green Development Standards will be addressed through the approval of a required Site Plan application. The application of the Green Development Standards to this project will help achieve energy and water efficiencies with other sustainable objectives.

COMMUNICATIONS:

Public Notice of Council's decision regarding the passage of the Official Plan and Zoning By-law Amendments will be completed in accordance with the requirements of the Planning Act.

CONCLUSION:

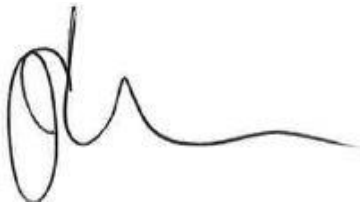
Staff has completed our review of the proposed six unit townhouse development, including the relevant policies, supporting documentation and public comments and are of the opinion that the proposal has merit and should be supported. The proposed Official Plan and Zoning By-law Amendment applications conform to the Growth Plan for the Greater Golden Horseshoe, are consistent with the Provincial Policy Statement and are in conformity with the Town and Regional Official Plans.

For these reasons, Planning staff recommends that Council approve the Official Plan Amendment as generally shown in **SCHEDULE 3** of this Report and also approve the Zoning by-law Amendment generally shown in **SCHEDULE 4** of this Report.

Reviewed and Approved by,



Jeff Markowiak, Manager of Development Review



John Linhardt, Commissioner of Planning and Sustainability

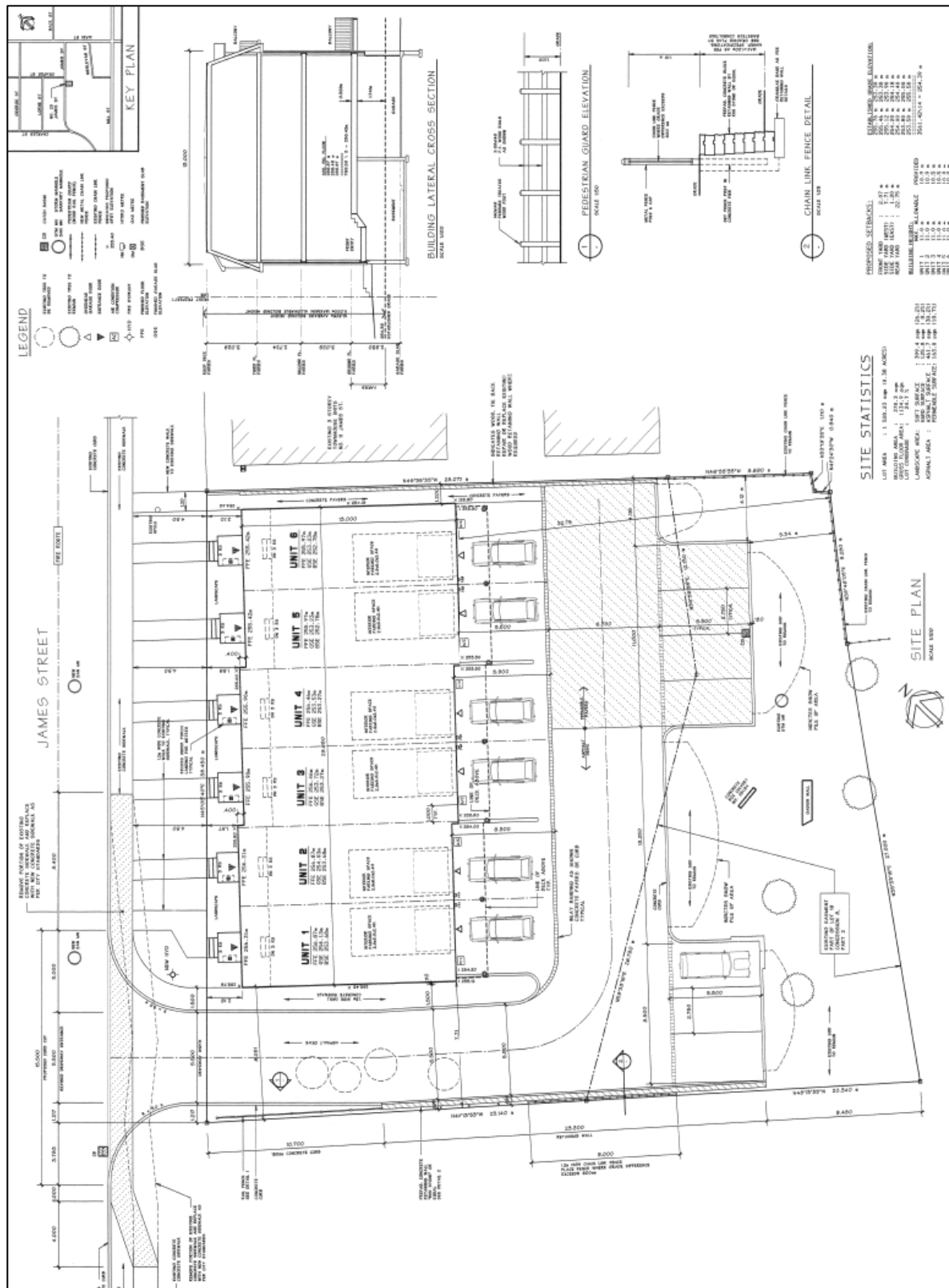


Brent Marshall, CAO

SCHEDULE 1 – LOCATION MAP



SCHEDULE 2 – SITE PLAN CONCEPT



SCHEDULE 3 – OFFICIAL PLAN AMENDMENT



BY-LAW NO. 2018-

A By-law to adopt Amendment No. 33 to the Official Plan of the Town of Halton Hills, 25 James Street (Georgetown), Part of West Half Lot 19, Concession 8, Town of Halton Hills, Regional Municipality of Halton
(File: D09OPA17.002)

WHEREAS the Council of the Corporation of the Town of Halton Hills, is empowered to enact this By-law by virtue of the provisions of the Planning Act, 1990, R.S.O., c.p. 13, as amended;

AND WHEREAS the Regional Municipality of Halton, as the approval authority, has exempted this Official Plan Amendment from their approval;

AND WHEREAS on _____, Council for the Town of Halton Hills approved Report No. PLS-2018-0045, dated May 29, 2018, in which certain recommendations were made relating to 25 James Street (Georgetown).

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

1. That Amendment No. 33 to the Official Plan of the Town of Halton Hills, being the attached text and schedules is hereby approved;
2. That the Town Clerk is hereby authorized to circulate the Official Plan Amendment as provided for by the Planning Act regulating the appeal process.

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

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES

OFFICIAL PLAN AMENDMENT No. 33
TO THE OFFICIAL PLAN FOR THE TOWN OF HALTON HILLS

PART A: **THE PREAMBLE** does not constitute part of this Amendment

PART B: **THE AMENDMENT** consisting of the following Schedule and Text
constitutes Amendment

**AMENDMENT NO. 33 TO THE OFFICIAL PLAN
OF THE TOWN OF HALTON HILLS**

The attached text and schedules constitute Amendment No. 33 to the Official Plan of the Town of Halton Hills, which was adopted by the Council of the Town of Halton Hills by By-law 2018-_____ in accordance with the provisions of the Planning Act, 1990. R.S.O., c.P. 13, as amended;

THE CORPORATION OF THE TOWN OF HALTON HILLS

MAYOR – R. Bonnette

CLERK – S. Jones

PART A – THE PREAMBLE

PURPOSE OF THE AMENDMENT

This Amendment is intended to allow the development of a six (6) townhouse dwelling units with a height of three (3) storeys on the lands municipally known as 25 James Street (“subject lands”) within the Georgetown Urban Area of the Town of Halton Hills.

Under the Town of Halton Hills Official Plan the subject lands are currently designated *Downtown Complimentary Sub Area*.

The approved policies for the Official Plan provide for townhouse development at a density not exceeding 30 units per hectare. The proposed development results in a residential density which is calculated at 39.3 units per hectare.

The Amendment proposes to add a new Special Exemption to allow for an increase in the maximum allowable density of the development.

LOCATION AND SITE DESCRIPTION

The subject site is legally described as Part of West Half of Lot 19, Concession 8, Town of Halton Hills, Regional Municipality of Halton and is municipally known as 25 James Street (Georgetown). The 0.152 hectare (0.37 acre) property is located on the south side of James Street, west of Main Street South in the Community of Georgetown.

Surrounding land uses to the property include:

- To the North: Low density single detached residential dwellings
- To the East: Medium Density, 3-storey townhouses
- To the South: Edith Street Municipal Parking Lot accessed from Mill Street
- To the West: Remembrance Park

The subject lands are currently vacant.

PART B – THE AMENDMENT

All of this part of the document consisting of the following Schedule and Text constitutes Amendment No. 33 of the Official Plan for the Town of Halton Hills.

DETAILS OF THE AMENDMENT

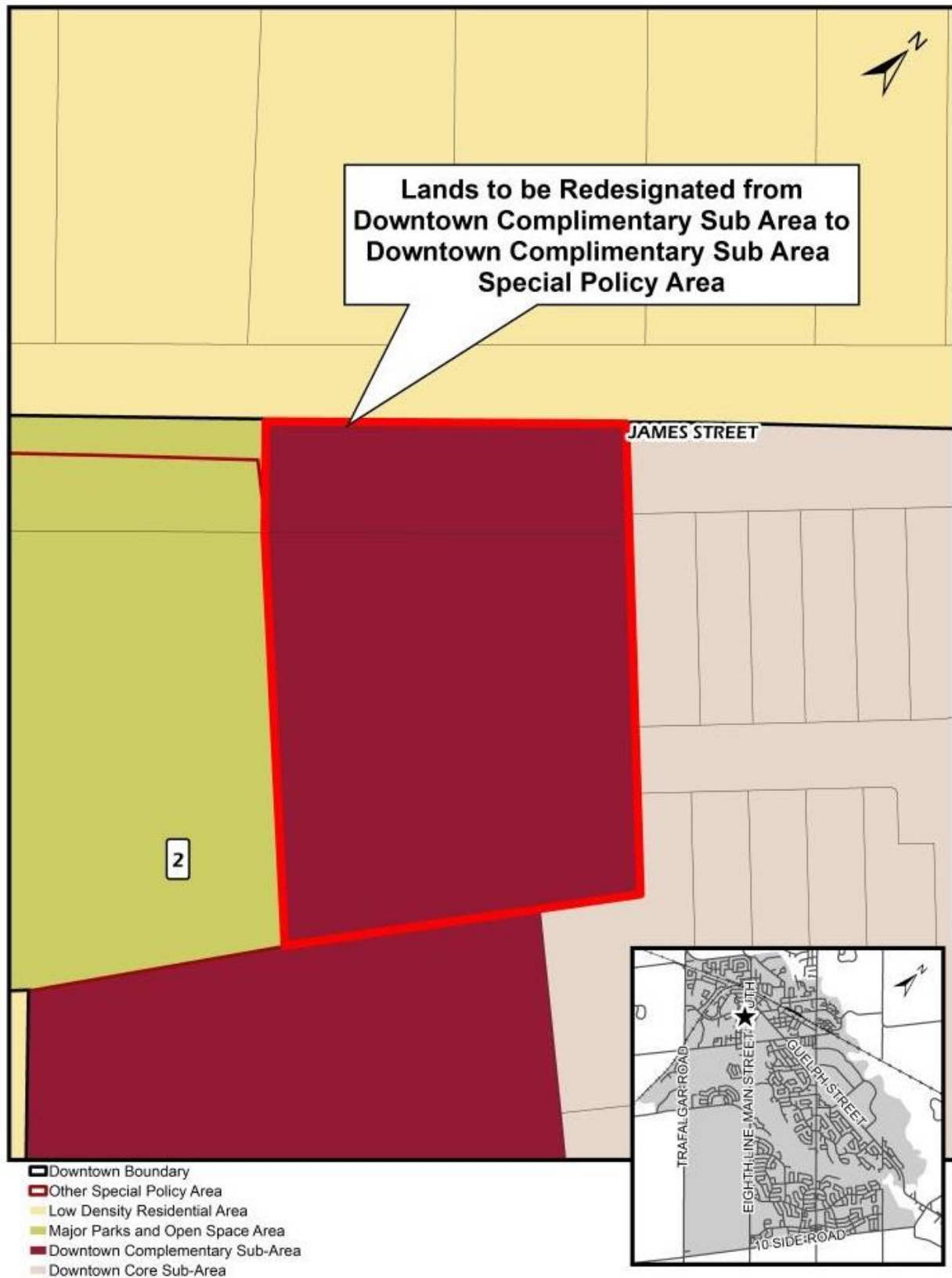
The Official Plan for the Town of Halton Hills is amended as follows:

1. That Schedule A4 – Georgetown Downtown Area Land Use is hereby amended by marking with a number “____” and adding a solid red line around the lands shown in Schedule ‘1’ to this amendment, municipally known as 25 James Street (Georgetown).
2. That Section D2.5.1.5.3, Residential Uses, of the Official Plan for the Town of Halton Hills is hereby amended by adding a new subsection, which shall read as follows:

“D.____ Downtown Complimentary Sub Area Special Policy Area ____

The Maximum permitted residential density shall not exceed 40 units per net hectare.”

SCHEDULE 1 to OPA No. 33



SCHEDULE 4 – ZONING BY-LAW AMENDMENT



BY-LAW NO. 2018-

A By-law to Amend Zoning By-law 2010-0050, as amended, for the lands described as Part of West Lot 19, Concession 8, Town of Halton Hills, Regional Municipality of Halton
25 James Street (Georgetown)

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 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:

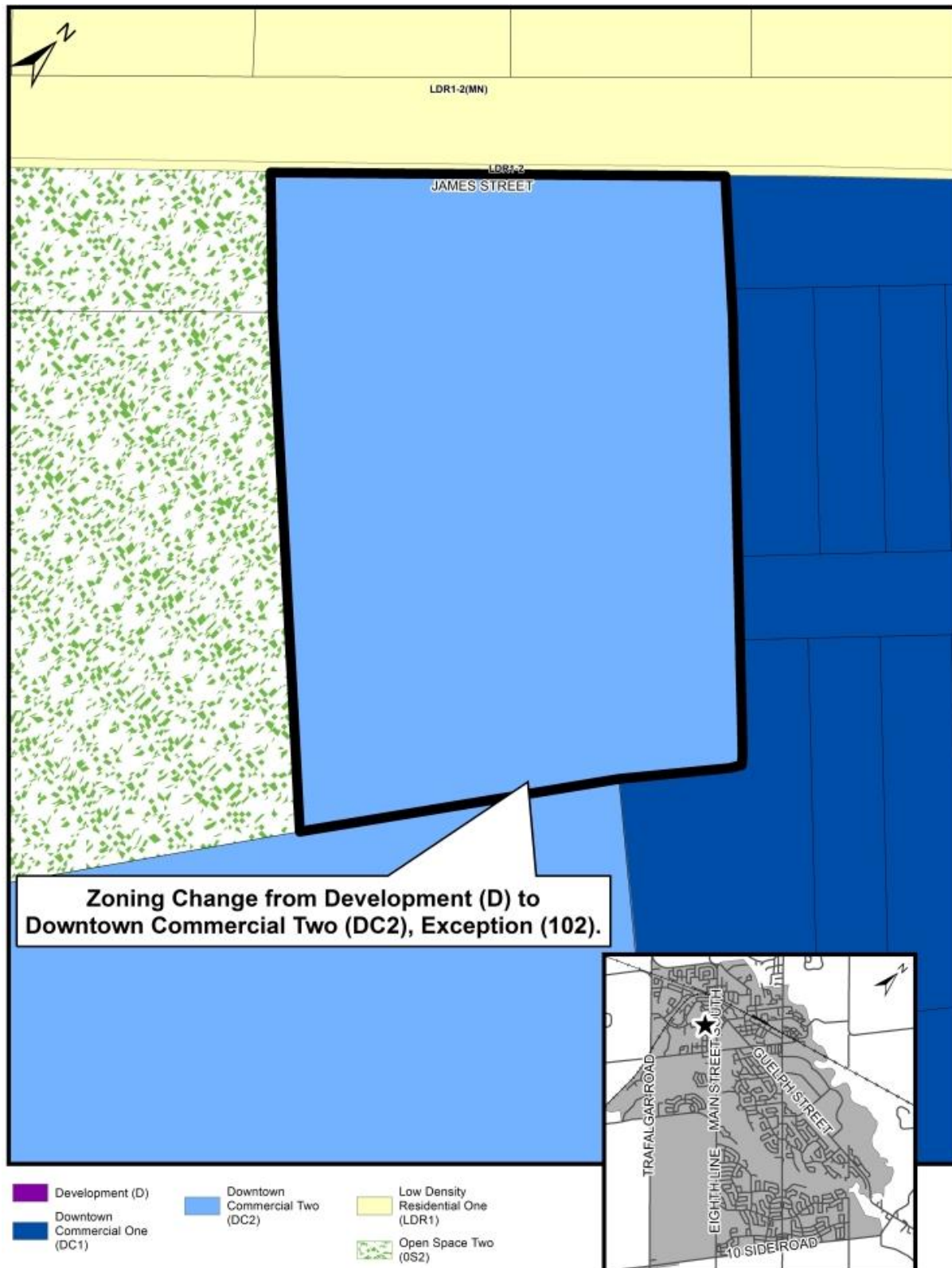
1. That Schedule "A4" of Zoning By-law 2010-0050, as amended, is hereby further amended by rezoning the lands described as Part of West Lot 19, Concession 8, Town of Halton Hills, Regional Municipality of Halton, municipally known as 25 James Street (Georgetown) from a Development (D) Zone to Downtown Commercial Two Exception (DC2(102)) Zone as shown on Schedule "1" attached to and forming part of this By-law;
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.

MAYOR – RICK BONNETTE

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
102 By-law 2018-_____	DC2	25 James Street (Georgetown)		Three (3) Storey Townhouse Dwelling Units not exceeding six (6) units and accessory uses, buildings and structures		(i) Maximum Lot Coverage – 27%; (ii) Minimum Landscaped Open Space 37%; (iii) Minimum Required Front Yard Setback – 1.87 metres; (iv) Minimum Driveway Width – 5.5 metres.

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Jennifer Spence, Sustainability Outreach Officer

DATE: May 15, 2018

REPORT NO.: PLS-2018-0046

RE: 2018 Community Sustainability Investment Fund

RECOMMENDATION:

THAT Report No. PDS-2018-0046, dated May 15, 2018, regarding requests for funding from the Community Sustainability Investment Fund, be received;

AND FURTHER THAT funding for the applications submitted to the Community Sustainability Investment Fund, as recommended by the Town Sustainability Implementation Committee (TSIC), be endorsed subject to the applicants providing any additional information that may be required.

BACKGROUND:

The purpose of this report is to obtain Council approval to provide funds to the organizations who have applied to the 2018 Community Sustainability Investment Fund. The various applications referenced in the report have been reviewed by TSIC.

The Community Sustainability Investment Fund provides seed-funding to enable local community groups and organizations to take on local community-based actions that contribute to the implementation of the Town of Halton Hills' Community Sustainability Strategy. It is designed to help applicants leverage funding from other sources, and to establish partnerships between the Town and the community. This is the fifth year for the Community Sustainability Investment Fund since the Community Sustainability Strategy was approved by Town Council in 2013. The Community Sustainability Investment Fund aligns with Council's Strategic Plan which has identified sustainability as one of its priorities.

COMMENTS:

Table 1 (below) displays a summary of the Community Sustainability Investment Funding requests between 2014 and 2018.

Year	Number of applications	Total funding requested	Total funding distributed	Total combined project value
2018	11	\$17,467.50	\$10,000.00	\$95,413.75
2017	9	\$14,021.49	\$15,940.00	\$95,691.84
2016	9	\$13,796.90	\$10,000.00	\$67,218.95
2015	15	\$25,500.00	\$10,000.00	\$209,372.62
2014	7	\$11,060.00	\$4,060.00	\$48,371.00
Total	51	\$81,845.89	\$50,000.00	\$516,068.16

A maximum of \$2,000.00 per project, per applicant, per intake period may be funded. A maximum of \$10,000.00 can be funded per intake period. In 2014, TSIC recommended Council approve a total of \$4060.00 instead of the maximum amount of \$10,000.00. In 2016, TSIC recommended Council to consider dispersing the remaining funds from 2014 in 2017 when the Community Sustainability Investment Fund expected an increase in funding requests for activities and events celebrating Canada's 150th anniversary. In 2017, Council approved TSIC's recommendations of distributing \$15,940.00 to applicants.

A total of 11 applications were received for the 2018 Community Sustainability Investment Fund intake period. Collectively, the projects recommended for funding should make a meaningful contribution to Halton Hills' cultural vibrancy, economic prosperity, environmental health and social well-being. They will help implement the Community Sustainability Strategy and ultimately raise our quality of life in Halton Hills.

TSIC reviewed the applications submitted during the 2018 Community Sustainability Investment Fund intake at their meeting on May 10, 2018. Based on TSIC's consensus they recommend \$10,000.00 be distributed to the 11 applicants noted in Table 2 below.

Table 2: Recommended Funding – 2018			
Name of Organization	Amount Requested	Total Value of Project	Amount Recommended
Acton Community Garden	\$2,000.00	\$2,500.00	\$500.00
Acton High School	\$100.00	\$150.00	\$100.00
Food for Thought	\$2,000.00	\$61,000.00	\$1,800.00
Halton Catholic Children's Education Foundation	\$2,000.00	\$6,000.00	\$1,000.00
Halton Hills Bruce Trail Club	\$2,000.00	\$2,000.00	\$500.00
Halton North Peel Naturalist Club	\$2,000.00	\$2,500.00	\$1,800.00

Katherine Lister	\$2,000.00	\$2,000.00	\$250.00
Michael Shultz & Madeleine Hague	\$1,367.50	\$1,367.50	\$250.00
Norval Community Association	\$2,000.00	\$7,300.00	\$1,800.00
Protect Our Water and Environmental Resources (P.O.W.E.R.) - EcoFilm Fest	\$500.00	\$5,296.25	\$500.00
Willow Park Ecology Centre	\$2,000.00	\$6,300.00	\$1,500.00

All funding recipients are required to submit a one-page report on their project's results within 14 months of receiving funding. These reports will include information on the results achieved, how any profits were reinvested into Halton Hills to support the implementation of the Community Sustainability Strategy, level of community engagement, lessons learned, final budget, next steps and measures to ensure that the project will be sustained without additional Town assistance.

Appendix 1 to this report provides a brief overview of the 2018 funding applications, staff comments and TSIC's recommendations. Additional information on all of the applications is available from the Planning and Sustainability Department.

RELATIONSHIP TO STRATEGIC PLAN:

Sustainability is a key component of the Town's Strategic Plan and is one of Council's priorities. By supporting the implementation of the Community Sustainability Strategy, funding provided via the Community Sustainability Investment Fund will advance the implementation of the Strategic Plan.

FINANCIAL IMPACT:

This is the fifth and final year of the approved funding for the Community Sustainability Investment Fund. Funding for the Community Sustainability Investment Fund will need to be determined in the 2019 Town of Halton Hills budget.

CONSULTATION:

Town staff are available to organizations interested in submitting applications to the Community Sustainability Investment Fund. Town staff are consulted to ensure applicants are not duplicating their funding requests from other Town departments.

PUBLIC ENGAGEMENT:

No public engagement is required for 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, Environmental Health, Economic Prosperity, Social Well-being.

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

The Community Sustainability Investment Fund supports community groups undertaking actions that implement the Community Sustainability Strategy, and raise quality of life in Halton Hills.

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

COMMUNICATIONS:

Upon authorization, Town staff will notify all applicants in writing with the outcome of Council's decision. Staff will also guide applicants to complete their obligations with receiving grant money from the Community Sustainability Investment Fund.

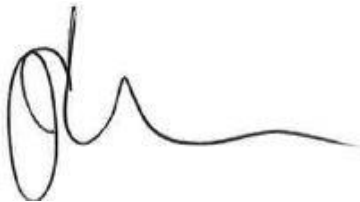
CONCLUSION:

The Town appreciates and recognizes the value and benefits of working in collaboration with community stakeholders to advance the implementation of the Community Sustainability Strategy, focusing on raising quality of life for Halton Hills' residents. The Town appreciates the quality and wide variety of projects submitted to the Community Sustainability Investment Fund. The Community Sustainability Investment Fund is an investment to support the community's participation in shaping the future of Halton Hills.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read 'Gabriel Clarke'.

Gabriel Clarke, Manager of Sustainability and Climate Change

A handwritten signature in black ink, appearing to read 'John Linhardt'.

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink, appearing to read 'Brent Marshall'.

Brent Marshall, CAO

Appendix 1

Summary of the 2018 Community Sustainability Investment Fund Applications

1. Acton Community Garden
2. Acton High School
3. Food for Thought
4. Halton Catholic Children's Education Foundation
5. Halton Hills Bruce Trail Club
6. Halton North Peel Naturalist Club
7. Michael Shultz & Madeleine Hague
8. Mountainview Flower Farm
9. Norval Community Association
10. Protect Our Water and Environmental Resources (P.O.W.E.R.) - EcoFilm Fest
11. Willow Park Ecology Centre

Link to the Community Sustainability Investment Fund Application Guidelines:

<https://hub.haltonhills.ca/Resource/Corporate%20Forms%20and%20Templates/Sustainability%20Investment%20Application%20Guide.pdf>

Applicant 1	Supported Sustainability Pillars	Requested Amount and Project Value	TSIC Recommendation
Acton Community Garden	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total value of \$2,500.00	\$500.00
<p>Summary:</p> <p>The Acton Community Garden (ACG) is located in Rotary Park in Acton. The ACG is an accessible, co-operative, collaborative and multi-generational volunteer garden that inspires community participation in growing organic food. All members of the community are welcome to participate and reap the produce of the ACG. The harvest is also shared with the Food for Life program through St. Alban's Anglican Church (Acton) outreach program.</p> <p>The ACG was founded in 2011 and has continuously grown since then to include partnerships within the community such as: Halton Hills' Public Library; McKenzie-Smith Bennett Elementary School, Acton District High School, St Joseph Catholic Elementary School and Georgetown Christian School, and Cubs and Scouts Canada.</p> <p>Seeds are started in local schools and at the Acton location of the Halton Hills Public Library. The seedlings are then planted into the ACG which has grown to include 20 raised beds, a children's garden, three sister's garden, native pollinator bee and butterfly way station, a shed, tea garden and an accessible garden planter.</p> <p>The ACG is seeking funds to contribute to a new seed library at the Halton Hills Public Library (Acton location), provide new signage to promote and educate people about</p>			

plants, and develop a manual about plants.

Town Staff Comments:

A new five year agreement was signed in 2017 between P.O.W.E.R. and the Town of Halton Hills for the Acton Community Garden to continue its use of a portion of Town property near Elizabeth St. in Acton.

The proposed project supports the cultural vibrancy, social well-being, and environmental health pillars of the Community Sustainability Strategy.

TSIC Recommendation:

The Committee recommends funding the amount of \$500.00.

Applicant 2	Supported Sustainability Pillars	Requested Amount and Project Value	TSIC Recommendation
Acton High School	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Social Well-being	\$100.00 out of the total value of \$150.00	\$100.00
<p>Summary: Acton High School and the road leading up to it are on traditional territory of the Mississaugas of the New Credit. The applicant is requesting funding to change the two street signs labelled "Cedar Rd" in Acton to reflect Anishinaabeg territorial acknowledgement. The street sign could include the logo of the Mississaugas of the New Credit, and include the word for cedar in the Ojibwe language "Giizwak," and "Cedar Rd."</p> <p>The new signage would be the first area in Acton to be recognized as the traditional territory of the Mississaugas of the New Credit. By placing the new street sign to identify the land, this will start the process of acknowledging the Mississaugas of the New Credit and subsequently start the healing process referenced in the recommendations of the Truth and Reconciliation Committee.</p>			
<p>Town Staff Comments: The street signs will be installed on Town property and Town staff will be consulted with the development of the signs.</p> <p>This project supports the cultural vibrancy and social well-being pillars of the Community Sustainability Strategy.</p>			
<p>TSIC Recommendation: The Committee recommends funding the full amount requested by the applicant.</p>			

Applicant 3	Supported Sustainability Pillars	Requested Amount and Project Value	TSIC Recommendation
Food for Thought	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total value of \$61,000.00	\$1,800.00

Summary:

Halton Food for Thought (HFFT) is requesting funding to start-up two new non-stigmatizing Student Nutrition Programs (SNPs) in two schools in Halton Hills that will be volunteer-based. The funds will cover small but necessary supplies for the programs in the schools.

HFFT has been dedicated to ensuring Halton students have access to healthy food for over 2 decades. HFFT, in partnership with the community provides access to nutritious breakfasts, snacks and lunches that are a reliable source of healthy local food during the school day. HFFT non-stigmatizing Student Nutrition Programs (SNPs) are open to all youth in the school community. Over 27,000+ students are fed weekly via 200 programs in 130 schools across Halton; over 3.4 million meals are served per school year!

HFFT Student Nutrition Programs addresses the need for all students to have access to healthy food during the school day. Canada does not have a national policy on student nutrition. If it wasn't for programs such as SNP students who arrive at school hungry would not have a reliable source of free healthy food.

Town Staff Comments:

This project supports the cultural vibrancy and social well-being pillars of the Community Sustainability Strategy.

TSIC Recommendation:

The Committee recommends funding the amount of \$1,800.00.

Applicant 4	Supported Sustainability Pillars	Requested Amount and Project Value	TSIC Recommendation
Halton Catholic Children's Education Foundation	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total value of \$6,000.00	\$1,000.00

Summary:

Halton Catholic Children's Education Foundation (HCCEF) is a charitable organization and has partnered with Halton Catholic District School Board (HCDSB) to support students and families in need. The HCCEF is requesting funding for the Student Guardian Program that helps students and their families in need overcome financial barriers to education. The funding will allow them to increase financial assistance to students. The Foundation hopes to increase the financial assistance to \$6,000.00 and help approximately 15-20 Halton Hills students in need with their financial barriers to education. The Student Guardian Program will help with the social equity for some of the Halton Hills students who live in poverty.

Town Staff Comments:

This project supports the social well-being and cultural vibrancy pillars of the Community Sustainability Strategy:

TSIC Recommendations: The Committee recommends funding the amount of \$1,000.00.

Applicant 5	Supported Sustainability Pillars	Requested Amount and Project Value	TSIC Recommendation
Halton Hills Bruce Trail Club	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00	\$500.00
<p>Summary: The applicant is seeking funding to upgrade their displays including promotional material when they do outreach at events. Display material includes: two banners, new foam board/photos, table cloth with Club logo, printing, portable folding tables and chairs to take to events, and new brochures to hand out describing the Club's activities and purpose. The funding would allow for better promotional material with photos and highlights from local trails including the Bruce Trail and Town trails. Halton Hills Bruce Trail Club (TBTC) attends local events such as: the BIA Farmers Market, the Leathertown Festival, and open houses, the Halton Hills Public Library and the Town of Halton Hills' annual Earth Day & Sustainability Fair (Earth Week Celebrations).</p>			
<p>Town Staff Comments: This project supports the environmental health, social well-being and cultural vibrancy pillars of the Community Sustainability Strategy.</p>			
<p>TSIC Recommendations: The Committee recommends funding the amount of \$500.00.</p>			

Applicant 6	Supported Sustainability Pillars	Requested Amount and Project Value	TSIC Recommendation
Halton North Peel Naturalist Club	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total value of \$2,500.00	\$1,800.00
<p>Summary: Pollinators such as bees, moths, wasps, butterflies are rapidly declining. Halton/North Peel Naturalist Club (HNPNC) is seeking funding to host a one day workshop to teach the public about native plants and attracting pollinators such as bees, moths, wasps, butterflies that we need for growing food.</p> <p>A brief outline of the workshop includes:</p> <ol style="list-style-type: none"> 1. Introduction to pollinators and their importance to the ecosystem. Live insects on-hand. 2. Role of native plants for maintaining and strengthening biodiversity in Halton. 3. Overview of easy to-grow perennial native flowers, shrubs, and trees for biodiversity and increased pollinators in Halton. 4. Instructions will be provided on growing the plants provided at the workshop. 			

Town Staff Comments:

This project supports the four pillars of the Community Sustainability Strategy: cultural vibrancy, economic prosperity, environmental health, and social well-being.

TSIC Recommendations: The Committee recommends funding the amount of \$1,800.00.

Applicant 7	Supported Sustainability Pillars	Requested Amount and Project Value	TSIC Recommendation
Michael Shultz & Madeleine Hag	<input checked="" type="checkbox"/> Environmental Health	\$1,367.50 out of the total project value: \$1,367.50	\$250.00

Summary:

The applicant is seeking funding to cover the expense of hosting two bee hives on his property through a bee company and to attend a weekend bee course at the University of Guelph. The proposed beekeeping project demonstrates a positive way for homeowners to encourage bee health and to increase the bee population in Halton Hills. This is a pilot project for 2018 and 2019.

Town Staff Comments:

This project supports the environmental health pillar of the Community Sustainability Strategy. According to the Community Sustainability Investment Fund Guidelines the request for funding to attend a workshop is ineligible.

TSIC Recommendation:

The Committee recommends funding the amount of \$250.00.

Applicant 8	Supported Sustainability Pillars	Requested Amount and Project Value	TSIC Recommendation
Mountainview Wildflowers - Katharine Lister	<input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000 out of the total project value \$2,000.00	\$250.00

Summary:

The applicant is requesting funding to help with the cost of planting seven acres of wildflowers. This is a phased approach with two or three acres to be planted this fall with a bee forage meadow seed mix and another two or three acres in 2019. Bee hives have recently been added to the property to help pollinate hay fields, increase the bee population in the area and to supply honey locally. The applicant would like to help the community by creating a pollinator habitat in Halton Hills.

Town Staff Comments:

This project supports the economic prosperity, environmental health and social well-being pillars of the Community Sustainability Strategy.

TSIC Recommendation:

The Committee recommends funding the amount of \$250.00.

Applicant 9	Supported Sustainability Pillars	Requested Amount and Project Value	TSIC Recommendation
Norval Community Association	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total value of \$7,300.00	\$1,800.00
<p>Summary: The Norval Community Association (NCA) is a volunteer organization engaging people of all ages in activities to improve the quality of life of our citizens. Their mandate is to foster a strong community spirit, to preserve the historic values, and to promote the beautification of Norval.</p> <p>NCA is requesting funding for a Writing Box Project to cover the cost of printing two chapter books. Each school in Halton Hills will receive a letter writing box created for teachers to use in Junior Kindergarten to Grade 4 classrooms.</p> <p>The writing box will contain two books about Norval and Lucy Maud Montgomery (created by Mark Rowe), and the other book by Garry Sault (Mississauga's of the Credit) - a Raven lesson about sharing. The Writing Box Project will teach children about this area through culture and the past inhabitants of this land. This project will give meaning to reconciliation of peoples by allowing children and their parents to learn about the people who inhabited the lands a long time ago.</p> <p>Each student will be encouraged to write stories and draw pictures about the times when Native Canadians lived and farmed in this area, and the era that Anne of Green Gables lived in (1870's).</p> <p>These creations will be on display to encourage others to learn about our past and share experiences the Lucy Maud Montgomery Museum and Literary Centre. Eventually, the story writing campaign will be available to the rest of Canada and the world - promoting Halton Hills.</p>			
<p>Town Staff Comments: The proposed project supports the cultural vibrancy, environmental health, and social well-being pillars of the Community Sustainability Strategy.</p>			
<p>TSIC Recommendation: The Committee recommends funding the amount of \$1,800.00.</p>			

Applicant 10	Supported Sustainability Pillars	Requested Amount and Project Value	TSIC Recommendation
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Protect Our Water and Environmental Resources (P.O.W.E.R.) - EcoFilm Fest	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$500.00 out of the total project value: \$5,296.25	\$500.00
<p>Summary: The applicant is seeking funding to cover one eco-film screening at the Acton Town Hall in Acton. The Acton EcoFilm 'pilot project' in 2016 discovered that the screen quality at a church in Acton is less than optimal. The goal is to improve the viewing quality by hosting a film screening at the Acton Town Hall and increase patron attendance.</p> <p>The EcoFilm Fest is in its 4th year, co-sponsored, initiated and facilitated by P.O.W.E.R. and specifically targets the enhancement of 'a healthy environment'. Five eco-films are held between January to May. They educate around five themes of 'a healthy environment': Climate Change, Healthy Nutrition, Water Protection, Earth Biodiversity, and Environmental Sustainability. In June, one of the five eco-films is chosen to be screened in Acton for World Environment Day. Satellite screenings held in Acton and Norval are a new outreach initiative for the EcoFilm Fest.</p> <p>As an added value to the film screening, a guest speaker and local groups set up their information for community members to view and discuss before and after the film screening.</p>			
<p>Town Staff Comments: This proposed project supports the cultural vibrancy, economic prosperity, environmental health and social well-being pillars of the Community Sustainability Strategy.</p>			
<p>TSIC Recommendation: The Committee recommends funding the amount of \$500.00.</p>			

Applicant 11	Supported Sustainability Pillars	Requested Amount and Project Value	TSIC Recommendation
Willow Park Ecology Centre	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total project value: \$6,300.00	\$1,500.00
<p>Summary: The Willow Park Ecology Centre is celebrating its 20th anniversary this year. To recognize this milestone the Centre will host two days of events in July which includes: special guests, wildlife, family activities and crafts, educational talks, live wildlife presentations, planting 20 trees, wellness offering meditation nature walks, the installation of new biodiversity-themed interpretive signs and an opportunity for community members to get outside and experience nature.</p>			

Town Staff Comments:

This project supports the cultural vibrancy, social well-being, and environmental pillars of the Community Sustainability Strategy.

TSIC Recommendation:

The Committee recommends funding the amount of \$1,500.00.

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Gabriel Clarke, Manager of Sustainability & Climate Change

DATE: May 17, 2018

REPORT NO.: PLS-2018-0048

RE: Halton Climate Collective

RECOMMENDATION:

THAT Report No. PLS-2018-0048, dated May 17th 2018, regarding the Halton Climate Collective, be received;

AND FURTHER THAT the Committee approve the Town's participation in the Halton Climate Collective initiative as outlined in this report.

BACKGROUND:

In 2017, Town staff were contacted by the Halton Environmental Network (HEN) to discuss the Halton Climate Collective - a regional collective impact initiative on climate change that HEN has launched as a result of having secured a collective impact grant from the Ontario Trillium Foundation (OTF).

HEN is an incorporated non-profit organization that operates in the Region of Halton and shares information and resources with the public, governments, businesses, and other non-profit organizations. HEN has been effectively engaging the Halton community for almost 15 years.

HEN's new Executive Director, Lisa Kohler developed the concept for a region-wide collective impact initiative focused on climate change and obtained the \$30,000 grant from the Ontario Trillium Foundation's Collective Impact (CI) funding stream to fund the Halton Climate Collective.

OTF CI funds initiatives that bring various public and private sector stakeholders together to develop a collective strategy to address complex issues through

transformative and lasting change. The complex issue of climate change, with its many causes, varied effects, hard to predict consequences and unevenly distributed burdens, aligns very well with types of challenges that the Collective Impact framework was designed to address. By participating in the CI, expertise and information will be shared between stakeholders to identify actions that would benefit Halton Hills and the wider region to more effectively and efficiently mitigate and adapt to climate change. Other participants on the Halton Climate Collective include: the Town of Oakville, Conservation Halton, the Halton District School Board, the University of Waterloo, the Region of Halton, and the Halton Catholic District School Board.

The \$30 000 OTF grant will enable participants to complete Stage 1 of the Collective Impact Framework – Define the Impact – over a period of 18 months. Stage 1 is focused on articulating the issue, engaging key stakeholders, developing a common agenda, and building a theory of change. The OTF grant also includes access to the expertise and resources of the Tamarack Institute, who are leaders in Collective Impact projects across Canada.

Upon successful completion of Stage 1, additional grants are made available from OTF to fund the implementation of Collective Impact initiatives through the Transform Investment stream. The Transform Investment stream invests in projects that use collective impact strategy and provides access to large grants for projects that are local, regional and provincial in scope.

To date, Halton Hills' unofficial participation on the Halton Climate Collective has been limited to Town staff. HEN has requested that Halton Hills authorize the participation of Town staff on the leadership committee as well as the participation of elected officials and key community stakeholders at select engagement sessions related to the Halton Climate Collective.

COMMENTS:

A strong alignment exists between the focus of the Halton Climate Collective initiative and the Town's existing climate change mitigation and adaptation initiatives. The Town existing climate mitigation plan – the 2015 Mayor's Community Energy Plan – is scheduled to be fully implemented by mid-2019 and will need to be reviewed and updated thereafter to remain relevant. The Town is also currently developing a climate change adaptation plan to increase the community's resiliency to future climate impacts. The Halton Climate Collective establishes a regional forum on the subjects of climate change mitigation and adaptation. As such, the Collective has the potential to provide Halton Hills with the ability to enhance the Town's own mitigation and adaptation efforts through collaborative initiatives, initiatives that leverage external resources and initiatives that achieve economies of scale.

Participating in the Halton Climate Collective entails no commitments on the part of the Town beyond contributing in the collective impact engagement process to represent the Town's interest, shape the discussion and achieve an outcome that will serve both local and regional interests. It should also be noted that any recommended actions or initiatives that may result from the Halton Climate Collective involving Halton Hills would be vetted independently through the Town's regular decision making process.

RELATIONSHIP TO STRATEGIC PLAN:

By establishing a regional multi-stakeholder forum on climate change mitigation and adaptation, the Halton Climate Collective complements and has the potential to support the implementation of three actions contained in Council's 2014-2018 Strategic Action Plan:

- Action 5A: Develop a Climate Change Adaptation to address community responsiveness and resiliency to climate change.
- Action 5B: Collaborate with community partners to continue to implement the Integrated Community Sustainability Strategy.
- Action 5F: Implement the Mayor's Community Energy Plan.

FINANCIAL IMPACT:

Halton Environment Network applied for and manages the \$30,000.00 OTF grant mentioned above. Should Halton Hills become a participant in the Halton Climate Collective, a portion of this funding will be dedicated to engaging Halton Hills in the Collective Impact process.

Upon successful completion of Stage 1, the Halton Climate Collective would become eligible to apply for additional grants to fund implementation through the OTF Transform Investment stream.

The existing HCC leadership team have applied for additional funding to support the Collective, including an OTF Seed Grant and an Eco Action Grant.

In addition to funding, the HCC receives no-cost in-kind resources including free workshops, seminars, and webinars from the OTF, the Tamarack Institute and other Collective Impact practitioners. HCC also receives free expert advice from the Tamarack Institute and have been working with many leading climate researchers from the University of Waterloo.

CONSULTATION:

The Halton Climate Collective proposal has been reviewed by the Town's Senior Management Team.

Should Halton Hills decide to participate in the Halton Climate Collective, Town staff, elected officials and key community stakeholders would be invited to future HCC engagement events.

PUBLIC ENGAGEMENT:

Assuming the Town becomes a participant in the Halton Climate Collective, HEN will – in close consultation with Town staff – expand the public engagement process it has already initiated to include Halton Hills staff, elected officials and key community stakeholders.

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.

By providing the Town with an opportunity to explore collaborative actions that have the potential to accelerate the reduction of greenhouse gas emissions and increase community resiliency to climate change, the recommendation outlined in this report to participate in the Halton Climate Collective advances the Strategy's implementation.

This report supports the Environmental Health, Economic Prosperity, Social Well-being and cultural pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is very good.

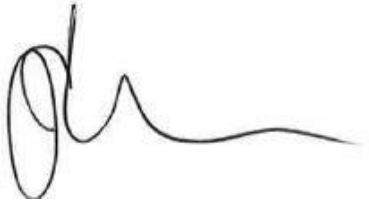
COMMUNICATIONS:

Upon authorization, staff will prepare a press release describing the Halton Climate Collective and the Town's role in the initiative.

CONCLUSION:

Halton Hills has been invited to participate on the Halton Climate Collective – a regional initiative focused on climate change mitigation and adaptation – which was established and is being led by the Halton Environmental Network. Participating in the Collective would provide the Town with the opportunity to join an established regional forum on the subject of climate change and explore collaborative actions that have the potential to achieve both local and regional climate objectives.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to be 'John Linhardt', written in a cursive style.

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink, appearing to be 'Brent Marshall', written in a cursive style.

Brent Marshall, CAO

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Anne Fisher, Heritage Planner

DATE: June 4, 2018

REPORT NO.: PLS-2018-0049

RE: Site Specific Exception to Interim Control By-Law 2017-0070 to allow the construction of a new house at 9 Bennett Place, Glen Williams

RECOMMENDATION:

THAT Report No. PLS-2018-0049, dated June 4, 2018, and titled “Site-specific Exception to Interim Control By-law 2017-0070 to allow the construction of a new house at 9 Bennett Place, Glen Williams” be received;

AND FURTHER THAT the Mayor and Town Clerk be authorized to sign the By-law attached as Schedule 3, which amends Interim Control By-law 2017-0070 to grant a site-specific exception for 9 Bennett Place, Glen Williams.

BACKGROUND:

In November 2017 Council directed that a study of the Glen Williams mature neighbourhoods be initiated. This was in response to concerns raised by residents of Glen Williams regarding the impact (or potential impact) that new large homes and large additions to existing houses may be having on the character and appearance of Glen Williams. This study is currently underway. It is examining whether the Town’s Zoning By-law is effective in maintaining the character and appearance of the mature neighbourhoods of Glen Williams and it will propose recommendations for amendments if necessary.

To restrict the level of change in the Hamlet’s mature neighbourhoods while the study is underway, Council enacted Interim Control By-law 2017-0070 in November 2017. This By-law is in effect for one year and during this time it prohibits, within defined areas of the mature neighbourhoods of Glen Williams, the erection of, or additions to, single detached dwellings that results in an increase to the Gross Floor Area of the existing

dwelling by 25% or more. On May 29, 2018 the Planning, Public Works and Transportation Committee approved Report PLS-2018-0030 which recommended extending the Interim Control By-law for a further six months to allow for the completion of the study. At the time of writing this report Council consideration of this matter (at their meeting on June 11, 2018) has not taken place.

In order to allow some flexibility while also protecting the character of the Hamlet, Council approved a process whereby exceptions to Interim Control By-law 2017-0070 could be considered. These exception requests are to be considered on a case-by-case basis, to determine their compatibility with existing neighbourhood character and they require Council approval, and the passage of an amendment to the Interim Control By-law (ICBL).

To request an exception to Interim Control By-law 2017-0070, applicants must submit a written request to the Town's Planning and Sustainability Department and include details of their proposals. Town staff then notifies all property owners within 25 metres of the subject property. These property owners are then given 10 days to make a written submission to the Town for staff consideration. Exception requests are evaluated against the following two criteria:

Physical Character

- Compatibility of the proposed dwelling or addition with the physical character of the existing neighbourhood, inclusive of height, massing, roof lines, and built form.

Streetscape Character

- Compatibility of the proposed dwelling or addition with the streetscape character of the existing neighbourhood, inclusive of setbacks, building projections, siting on property, and relationship to adjacent dwellings.

Following the review of an exception request by Town staff, a recommendation is presented in a staff report to Council for approval.

On behalf of the owners of 9 Bennett Place, Glen Williams, Retreats Inc. has submitted a request for an exception to Interim Control By-law 2017-0070 in order to construct a new two-storey house at this property.

COMMENTS:

On May 23, 2018, Town staff received a request from Retreats Inc. on behalf of the owners of 9 Bennett Place, Glen Williams, for an exception to Interim Control By-law 2017-0070 for the construction of a new two-storey house at 9 Bennett Place, Glen Williams. A location map for 9 Bennett Place is attached as Schedule 1 of this report.

The exception request for 9 Bennett Place was reviewed internally by Planning, Zoning, and Building staff with respect to the impact that the new house would have on the physical and streetscape character of the surrounding neighbourhood.

Bennett Place is a narrow private road located off Tweedle Street. It provides access to a number of residential building lots of different sizes and shapes. These lots contain both single and two storey houses of varying ages and designs.

The subject property currently contains a modest one-and-a-half storey 142m.² (1523.9 ft.²) house on a 0.45 acre lot. The property owners wish to demolish this and construct a new 343.8m.² (3700.5ft.²) two-storey house. This is a 142% increase in the gross floor area of the house on this lot (see details of the proposed new house in Schedule 2 of this report).

The new house meets all existing zoning requirements. It would maintain the existing front yard setback but would include a porch extending in front of this. It would be 9.6m. (31.4ft.) high (measured from grade to ridge). This is considerably higher than the existing house and taller than the houses on either side but it is considerably under the height restrictions imposed by the Zoning By-law. It is also similar to the height of nearby houses at 2 and 3 Bennett Place.

The proposed new house would have side yard setbacks of 6.43m. (21ft.) and 7.1m. (23ft.) which are considerably larger than the 2.25 m. (7.4 ft.) minimum interior side yard setback required by the Comprehensive Zoning By-law. The owners also intend to retain the trees that exist in front of the house as they make an important contribution to the heavily landscaped character of the streetscape on Bennett Place. As such, it is the view of staff that the proposed new house at 9 Bennett Place has been designed to respect the streetscape character of this part of Glen Williams.

No objections have been received to the proposals from any of the adjoining property owners. As a consequence Town staff is of the view that the proposed new house would have a compatible relationship with the surrounding streetscape and would not compromise the character of this part of Glen Williams. Town staff therefore recommends that the request for exception of 9 Bennett Street to Interim Control By-law 2017-0070 be approved by Council.

In order to grant a site-specific exception for 157 Confederation Street to Interim Control By-law 2017-0070, Council must amend the Interim Control By-law by adding Section 5F (Schedule 3).

RELATIONSHIP TO STRATEGIC PLAN:

The Glen Williams Mature Neighbourhood Study and proposed ICBL relate to the following Strategic Directions outlined in the Town of Halton Hills Strategic Plan (September 2015):

- **Strategic Direction G: Achieve Sustainable Growth** – which “*seeks to ensure that growth is managed so as to ensure a balanced, sustainable, well planned community that meets the needs of its residents and businesses*” and in particular the following **Strategic Objective**:

G.7 To ensure that the character and stability of existing residential neighbourhoods is maintained when accommodating growth.

Town of Halton Hills Strategic Action Plan 2014-2018

The Glen Williams Mature Neighbourhood Study relates to Priority 3 (Planning for Growth) of Council’s 2014-2018 Strategic Action Plan, and in particular, priority:

3.C which seeks to preserve the established character of stable neighbourhoods by focusing development in identified intensification areas, and utilizing ‘best practices’ in urban design for infill development.

FINANCIAL IMPACT:

There is no financial impact associated with this report.

CONSULTATION:

Planning staff consulted with the Town’s Zoning Officer and Building staff in the review of the exception request for 16 Wildwood Road, as per the Council-approved exception process for Interim Control By-law 2017-0070.

PUBLIC ENGAGEMENT:

On May 23, 2018 Town Staff wrote to the owners of all the properties within 25 metres of 9 Bennett Place. They were advised of the proposal to construct a new house on this property and were also sent a copy of the Site Plan and proposed elevations of the new house. They were advised to send their written comments regarding the proposal to the Town by June 4, 2018.

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.

Although associated with the Glen Williams Mature Neighbourhood Character Study, the site-specific exception for 9 Bennett Drive from Interim Control By-law 2017-0070 does not have any direct sustainability implications. The sustainability implications of the Glen Williams Mature Neighbourhood Character Study will be assessed when a recommendation report with the outcomes of the Study is brought forward to Council.

Do the report's recommendations advance the Strategy's implementation? N/A

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

COMMUNICATIONS:

If a site-specific exception is granted by Council, a notice of passage will be provided to the public by advertisement in the Georgetown Independent Free Press, as per Section 38 of the Planning Act.

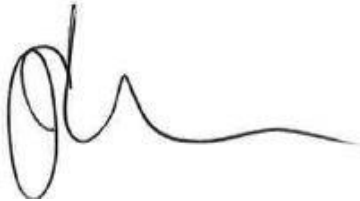
CONCLUSION:

It is recommended that Council grant a site-specific exception for 9 Bennett Place, Glen Williams, from Interim Control By-law 2017-0070, as per Schedule 3 of this report.

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" and last name "Burke" clearly distinguishable.

Steve Burke, Manager of Planning Policy

A handwritten signature in black ink, appearing to read "John Linhardt". The signature is stylized and cursive, with a large initial "J" and a long, sweeping underline.

John Linhardt, Commissioner of Planning and Sustainability

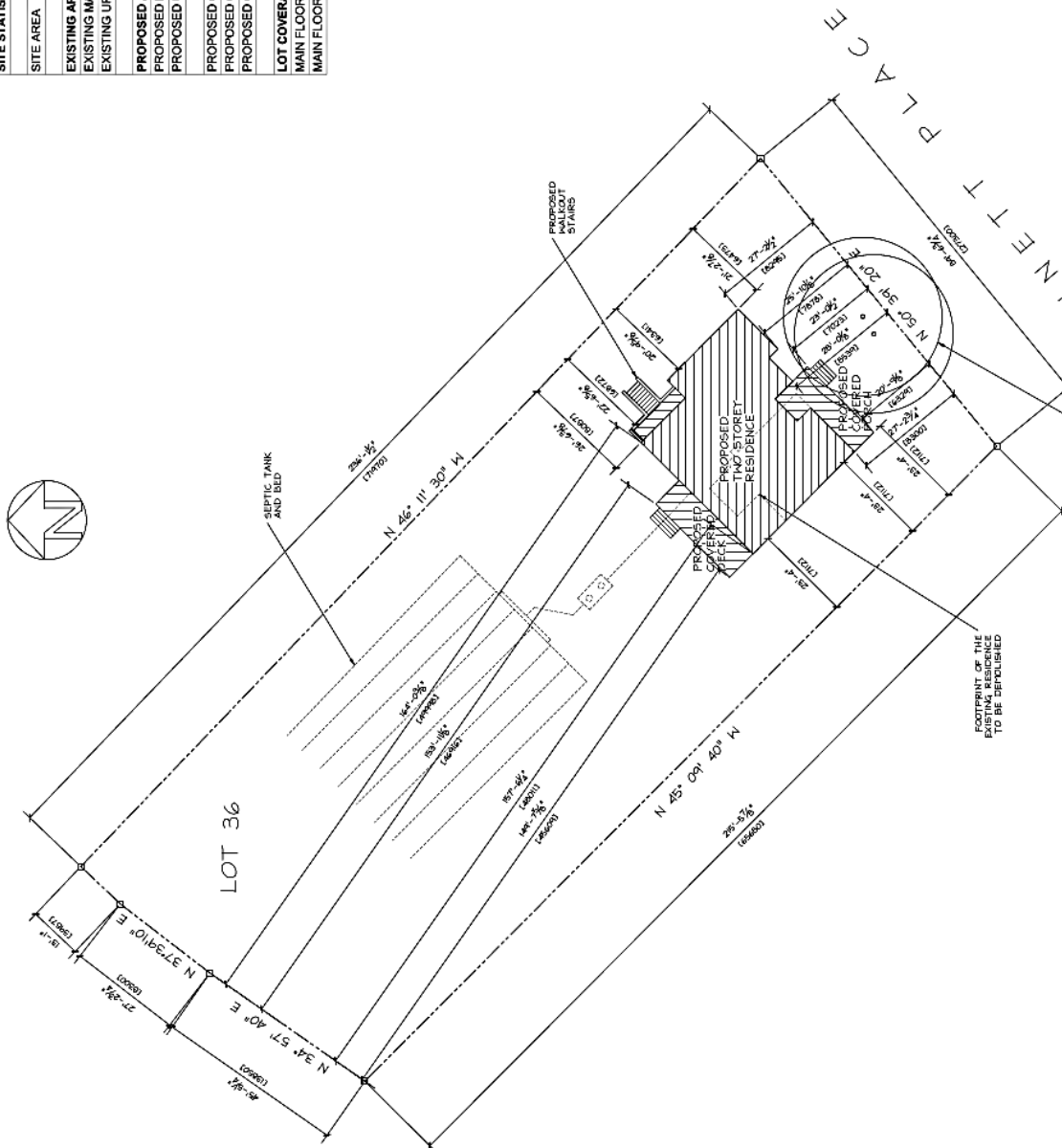
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Brent Marshall, CAO



Site Plan – 9 Bennett Place, Glen Williams

SITE STATISTICS		SQ FT	SQ M
SITE AREA		19732.66	1833.16
EXISTING AREAS:			
EXISTING MAIN FLOOR HABITABLE		537.81	49.96
EXISTING UPPER FLOOR HABITABLE		467.86	43.46
PROPOSED AREAS:			
PROPOSED MAIN FLOOR HABITABLE		1164	108.14
PROPOSED UPPER FLOOR HABITABLE		1364.5	126.76
PROPOSED COVERED DECK		200	18.58
PROPOSED COVERED PORCH		180	16.72
PROPOSED GARAGE:		310	28.80
LOT COVERAGE %:			
MAIN FLOOR + GARAGE + PORCH + DECK / LOT %			9.40
MAIN FLOOR + UPPER FLOOR / LOT %			12.81





BY-LAW NO. 2018-00XX

A By-law to permit an exception to Interim Control By-law 2017-0070 for the property with the municipal address of 9 Bennett Place, Glen Williams.

WHEREAS on November 27, 2017, Council for the Town of Halton Hills enacted Interim Control By-law No. 2017-0070 to control the erection of, or additions resulting in, any large scale single-detached dwellings within defined areas of Glen Williams for a period of one year.

AND WHEREAS on November 27, 2017, Council for the Town of Halton Hills approved Report No. PLS-2017-0027, dated October 24, 2017, in which certain recommendations were made relating to a process for allowing exceptions to Interim Control By-law 2017-0070.

AND WHEREAS on XXXXXX, 2018, Council for the Town of Halton Hills approved Report No. PLS-2018-0049, dated June 4, 2018, in which certain recommendations were made relating to an exception to the Interim Control By-law 2017-0070 for 9 Bennett Place, Glen Williams.

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

1. Interim Control By-law 2017-0070 is hereby amended by adding the following section:

“5F. Notwithstanding Section 1 of this By-law, on the lands described as 9 Bennett Place, Glen Williams, there shall be permitted the construction of a two-storey dwelling resulting in a total Gross Floor Area of the principal building not exceeding 346 square metres.”

BY-LAW read and passed by the Council for the Town of Halton Hills this XXth day of XXXX, 2018.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES

REPORT

REPORT TO: Chair and Members of Planning, Public Works & Transportation Committee

REPORT FROM: Romaine Scott, Legal Coordinator
Planning & Sustainability

DATE: June 11, 2018

REPORT NO.: PLS-2018-0053

RE: Proposed License Agreement with CRH Canada Group to allow underground crossings for private water management system and off-road quarry vehicles for the Acton Quarry

RECOMMENDATION:

THAT Report No. PLS-2018-0053 regarding authorizing the Town to enter into a License Agreement to allow various underground crossings for a private water management system and off-road quarry vehicles for the benefit of Acton Quarry be received.

AND FURTHER THAT staff be authorized to bring forward a by-law to authorize the Mayor and Clerk to sign a License Agreement with CHR Canada Group to allow the installation of various underground crossings for a private water management system, and the operation of off-road quarry vehicles on Town roads, for the benefit of the Acton Quarry, for the period of 10 years with the option for an extension of a further 10 years.

AND FURTHER THAT such License Agreement shall be in a form and to the satisfaction of Town Administration, and that the option for a further 10-year extension of the License Agreement may be granted at the sole discretion of the Town's Commissioner of Transportation & Public Works.

BACKGROUND:

CRH Canada Group Inc. ("CRH") is the beneficial owner of several parcels of land located on both sides of the Road, upon which it operates the Acton Quarry which is duly licensed to extract and process mineral aggregates in the Town. In order to facilitate the movement of ground water between the various phases of its operations, it is necessary for CRH to install the apparatus necessary to create underground crossings at several separate locations under the Road to facilitate a private water management system for the benefit of the Acton Quarry.

CRH has also requested the Town's permission to operate off-road quarry vehicles on and across specific sections of the Road while those sections continue to be open to the public. In this regard, CRH has agreed to finance the installation and operation of the traffic control signals necessary to allow the public use of these sections of the Road concurrent with the crossings for the off-road quarry vehicles.

The proposed locations of the various crossings are generally located in the areas of 22 Side Road and the Third Line and are shown on the map attached to this Report as Appendix "1".

COMMENTS:

CRH has agreed to enter into a License Agreement with the Town to facilitate the crossings for its ongoing operations including the recent expansions of the Acton Quarry. The salient conditions of the Agreement are as follow:

- 1) The agreement shall be for a term of 10 years with the option for an extension for a further 10 years at the discretion of the Town's Commissioner of Transportation & Public Works;
- 2) All costs associated with the crossings including the cost for installing and operating the necessary traffic control signals shall be borne by CRH and there shall be no cost to the Town;
- 3) The Town has agreed to maintain the Traffic Control Signals System in accordance with *Ontario Regulation 239/02* Minimum Maintenance Standards for Municipal Highways, as amended by *Ontario Regulation 47/13*, and as amended from time to time;
- 4) CRH has agreed to compensate the Town for all operating costs associated with the Traffic Control Signals System, which may include electrical power and communications costs;
- 5) CRH shall provide the Town with a survey prepared by an Ontario Land Surveyor, showing the locations of the underground and surface crossings, to the satisfaction of the Town;
- 6) CRH shall remove or decommission the works related to the crossings and restore the licensed areas to their original state to the satisfaction of the Town, within thirty (30) days of the expiration or termination of the Agreement;
- 7) CRH shall provide a security of \$100,000.00 for the term of the Agreement; and
- 8) CRH shall indemnify and insure the Town.

RELATIONSHIP TO STRATEGIC PLAN:

This is a procedural issue and has no relationship to the Town's Strategic Plan.

FINANCIAL IMPACT:

There is no financial impact to the Town with respect to this Report.

CONSULTATION:

There has been consultation between the Owner and with staff of the Transportation & Public Works Department.

PUBLIC ENGAGEMENT:

No public engagement is required for this Report.

SUSTAINABILITY IMPLICATIONS:

There is no sustainability implication with respect to this Report.

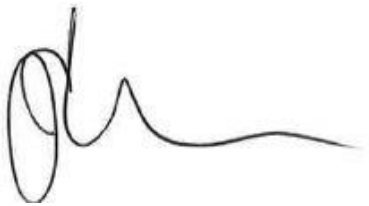
COMMUNICATIONS:

There is no communications impact with respect to this Agreement.

CONCLUSION:

Staff has, in consultations with CRH staff and its solicitor, reviewed the draft License Agreement and found the terms and conditions to be satisfactory. Staff therefore recommends that Council pass the by-law necessary to authorize the execution of the Agreement to allow the Acton Quarry to effectively continue its operations in the Town.

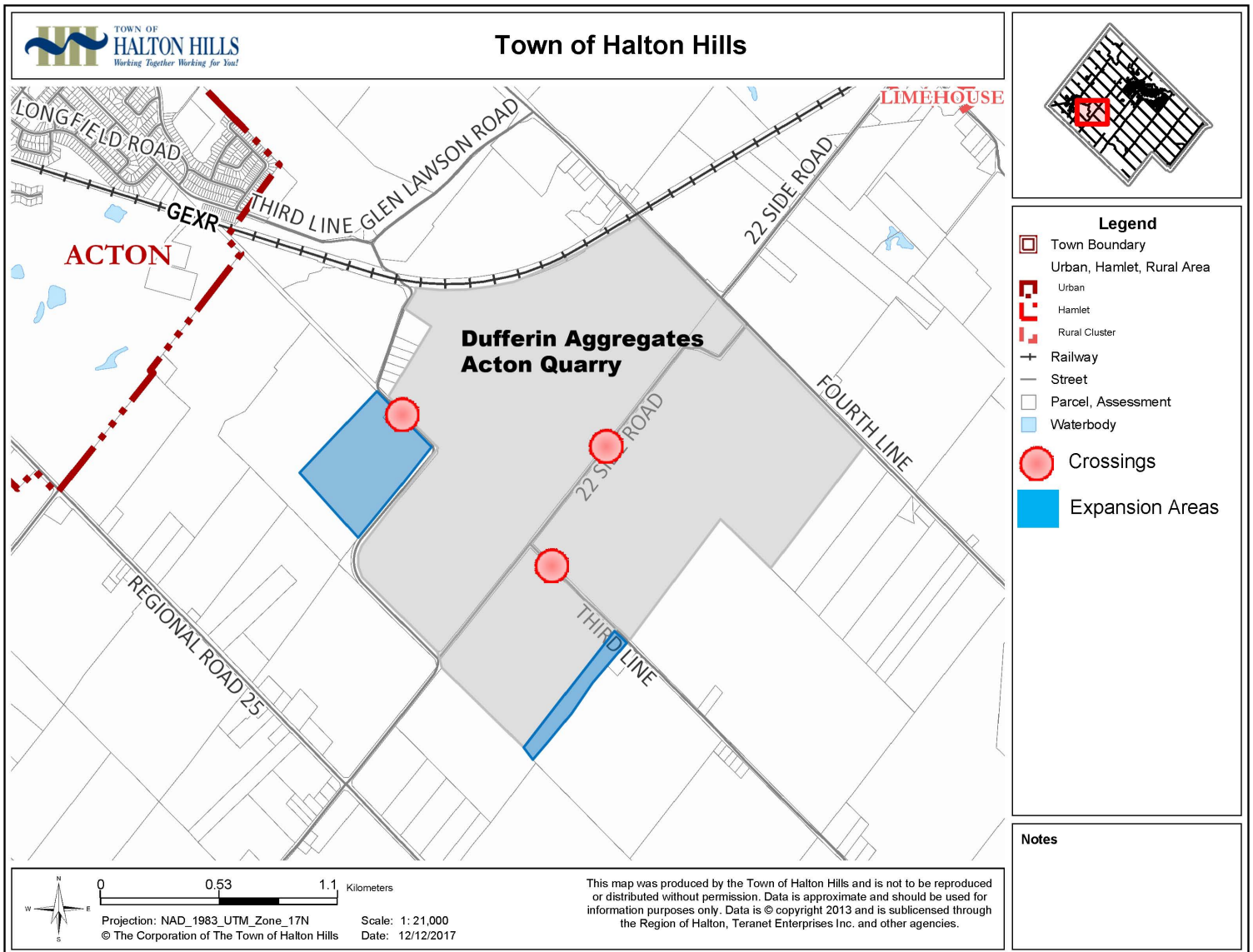
Reviewed and Approved by,

A handwritten signature in black ink, appearing to read 'John Linhardt', with a stylized, flowing script.

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink, appearing to read 'Brent Marshall', with a stylized, flowing script.

Brent Marshall, CAO



REPORT

REPORT TO: Chair and Members of Planning, Public Works & Transportation Committee

REPORT FROM: Melissa Ricci, Planner – Policy

DATE: June 8, 2018

REPORT NO.: PLS-2018-0054

RE: Rural Policy and Zoning Review Update/ Provincial Natural Heritage System and Agricultural System Mapping

RECOMMENDATION:

THAT Report PLS-2018-0054, dated June 8, 2018 and titled “Rural Policy and Zoning Review Update/Provincial Natural Heritage System and Agricultural System Mapping”, be received;

AND FURTHER THAT a copy of Report PLS-2018-0054 be provided to the Region of Halton, Credit Valley Conservation, Conservation Halton, the Grand River Conservation Authority, and the Niagara Escarpment Commission.

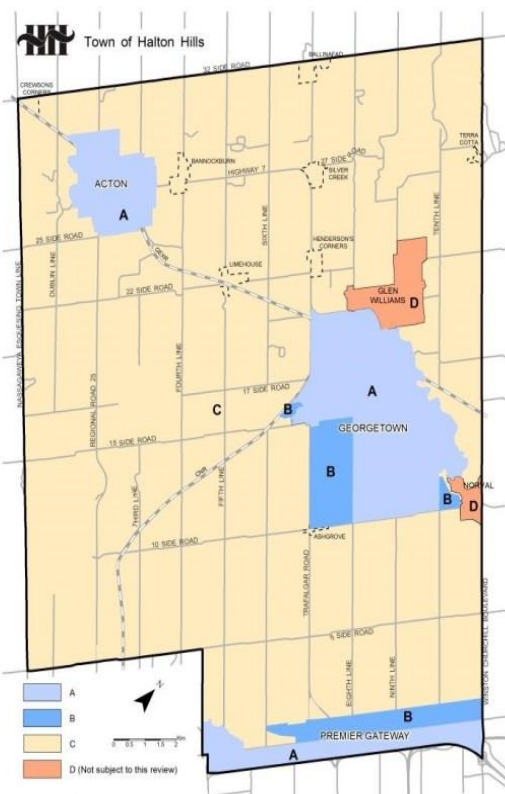
BACKGROUND:

The Rural Policy and Zoning Review is being undertaken to identify the changes that need to be made to the Town’s Official Plan, with regards to the Natural Heritage System, Agricultural System and mineral aggregate resources, in order to bring it into conformity with the Regional Official Plan (ROPA 38). The Study is comprised of three phases (see Figure 1). The geographic areas of the Town affected by the Study are shown on Figure 2.

Figure 1: Rural Review Work Program



Figure 2: Study Area Scope of Review



Area on Map		Type of Update Required
A	Acton, Georgetown, Premier Gateway Phases 1A and 2A	Policy updates only.
B	Georgetown Expansion Area, Premier Gateway Phases 1B and 2B	Policy updates only. Mapping refinements subject to review through separate secondary planning exercises.
C	Agricultural Rural Area, Rural Clusters and Protected Countryside	Primary area of focus – mapping and policy updates required.
D	Hamlets	No updates required. Subject to future secondary plan reviews.

On August 31, 2017 Report PLS-2017-0010 was endorsed by Council, authorizing Staff to implement a robust consultation strategy to ensure that all affected residents and landowners were informed of the Review and had an opportunity to provide their input. It was determined that given the potential impact of the Regional Natural Heritage System mapping and policies on rural residents and landowners, it was important for the Town to take the time to get the word out before amendments to the Town's Official Plan and Zoning By-law were completed. The report also asked Council to endorse the Discussion Paper prepared by Meridian Planning, dated March 2017, in principle, and authorize the use of the Discussion Paper as the basis for developing draft Official Plan and Zoning By-law Amendments.

A number of consultation tools were established to ensure that residents and landowners affected by the Study are kept informed and can voice their questions and concerns with Town Staff directly.

The purpose of this report is to:

- Provide a status update to Council on the Rural Policy and Zoning Review including an update on the outcomes of the Consultation Strategy and the ongoing discussions with the Region on implementation options and potential for refinements to the Natural Heritage System (NHS);
- Provide a synopsis of the implications of the new Provincial Natural Heritage System and Agricultural System Mapping and the Regional Official Plan Review process on the Rural Policy and Zoning Review.

COMMENTS:

Consultation Strategy and Results

Rural Policy and Zoning Review Information Mail-out:

To ensure that those affected were informed of the Study, a notice was mailed out to approximately 2,200 landowners. A 30 meter buffer was added to the Regional Natural Heritage System area for the mailing in order to capture all the landowners potentially impacted by the Study. In addition, a Newsletter was included with the notice to all property owners in the Study Area, as well as sent out electronically to people on the email notification list and posted on the Project Website. The Newsletter included a map of the Study Area and information about the Study, how to get involved and a list of frequently asked questions (see Schedule 1 for a copy of the Newsletter). The Newsletter also included information on whom to contact directly at the Town for more information.

Project Website:

The Project website was updated to include detailed information about the Study, how the Regional policies could potentially have an impact on development and how residents can be involved and learn more about the Study. In addition, an online mapping tool was created to help residents determine if their property may be affected by the Study. The majority of residents that have called the Town with questions, have emphasized that they used the mapping tool to verify if they were impacted by the Study. The Project Website encourages affected residents to contact Town Staff with any questions or concerns.

Let's Talk Halton Hills:

The Let's Talk Halton Hills engagement tool is being used to provide information about the Study and an opportunity for those interested in the Study to ask questions. Residents can also answer a short survey which asks what types of development they feel would be appropriate to exempt from preparing an Environmental Impact Assessment (EIA). The Let's Talk Halton Hills page has been accessed by

approximately 315 visitors since November 2017. Approximately 12 visitors have completed the survey. The survey results so far indicate that residents believe that decks, sheds, expansions and pools should be exempted from requiring an EIA. Staff will continue to use this platform as the Study progresses to provide online engagement opportunities and advertise other public consultation events.

Civic Centre Phone Line:

A separate telephone extension was established to ensure that there was multiple Staff available to take calls and answer questions on the Study. Since November 2017, when the phone line was established, we have received approximately 170 phone inquiries. Most inquiries have been related to the potential restrictions to properties located inside Key Features or within the 30 m buffer (in particular the new requirement for the preparation of an EIA for development or site alteration within 30 metres of the NHS); implications when altering or expanding buildings or structures (e.g., additions, decks, solar panel added to roofs); and restrictions to tearing down and replacing existing structures (e.g. septic tanks).

The consultation strategy implemented provides all property owners in the Study Area with the information necessary to determine if they will be affected by the Study, to participate early in the process as well as join the e-mail notification list to continue to be notified as the Study progresses.

Ongoing Discussions with the Region

The Town is required to bring its OP and Zoning By-law into conformity with ROPA 38 in the Rural Area, and has limited flexibility on how that is accomplished. However, Town staff and the consultant are in ongoing discussions with Region staff in several key areas including EIA triggers and exemptions for development and site alteration. Discussions were also held with the Region with respect to possible RNHS refinements through the Rural Policy and Zoning Review process for smaller rural properties, entirely or largely impacted by the Regional Natural Heritage System and with an existing dwelling.

Section 118 (3) of the Regional Official Plan requires the proponent of any development or site alteration located wholly or partially inside or within 120m of the Regional Natural Heritage System to carry out an Environmental Impact Assessment (EIA), with some exemptions. Town staff and the consultant identified several options related to the EIA requirements, and are developing a recommended option, which has been discussed with the Region, Technical Advisory Committee and Project Liaison Committee, but is subject to further discussion before detailed Official Plan and Zoning By-law Amendments are developed.

The Region is also commencing a review of its Environmental Impact Assessment Guidelines, including providing clarity on the type of development that can be exempted from requiring an EIA, and how potential financial aid and in-kind services will be provided to affected landowners when requiring an EIA. The Town will continue to work with the Region to determine the most practical way to implement the Natural Heritage System policy framework at the local level.

Proposed Changes to the Official Plan and Zoning By-Law

Meridian Planning, together with staff, is preparing initial draft Official Plan and Zoning By-law amendments based on the Discussion Paper, public consultation and Region discussions, which it is anticipated will be released for public consultation in winter 2019.

Implementing the Regional Natural Heritage System:

Through ROPA 38, the land area designated Regional Natural Heritage System has been significantly expanded. This will have a direct impact on properties in the Town of Halton Hills. Currently in the Town's Official Plan, there are 119 ha of land designated either Greenlands A or B within the rural area, however in ROPA 38 there is 1,447 ha of land designated Regional Natural Heritage System.

Some of the Official Plan amendments being considered include changing the terminology used from Greenlands A and B to Natural Heritage System while retaining a single tier Greenlands designation in urban areas and hamlets. The Town will also need to apply the Regional mapping to all properties affected without refinements. Refinements may be considered on a case-by-case basis during the development application process. In addition, as part of the amendments, the Town OP will need to emphasise that agricultural uses are permitted in the Natural Heritage System designation. Finally, the Town OP will need to outline a new policy framework that addresses the EIA requirements and adopt the terminology used in the Regional Official Plan.

The Greenbelt Natural Heritage System

The Town implemented the Greenbelt Plan through the Town's 2008 Official Plan Review and 2010 Comprehensive Zoning By-law update and therefore minimal changes are expected to mapping, policies or zoning in the Greenbelt Area to implement the approved Regional Official Plan.

Implementing the Regional Agricultural Policy Framework:

The Regional Official Plan (ROP) requires that the local municipality designate Prime Agricultural Areas and include supporting policies in their Official Plan. Currently, the Town's Official Plan describes lands that are Prime Agricultural Area through text, but does not identify them on a land use schedule. Through the Rural Policy and Zoning

Review, it will necessary to amend the Town's Official Plan by identifying and mapping the lands included in the ROP as Prime Agricultural Area including lands within the Niagara Escarpment Plan Area and lands within the Greenbelt Plan Area.

Subsequent to the Sustainable Halton planning exercise, the Province released the 2014 Provincial Policy Statement which expanded and clarified permitted uses in agricultural areas including permitting on-farm diversified uses. The Town will need to apply updated permissions and policy requirements on agriculture-related uses and on-farm diversified uses from the 2014 Provincial Policy Statement – these changes have not been made in the ROP. In addition, the Town OP will need to modify terminology and definitions related to agriculture to reflect both the ROP and the 2014 Provincial Policy Statement.

Implementing the Regional Aggregate Policy Framework:

Currently, the Town of Halton Hills Official Plan includes a Mineral Resource Extraction Area designation that applies to all extraction operations licensed in accordance with the Aggregate Resources Act. The Regional Official Plan also designates licensed extraction operations as Mineral Resource Extraction Areas. Revisions to the 2014 Provincial Policy Statement require that deposits of mineral aggregate resources shall be identified.

As a result, the most significant change recommended to the Town's Official Plan related to Mineral Aggregate Resources entails identifying High Potential Mineral Aggregate Resources on an operative Schedule to the Official Plan instead of as an Appendix for informational purposes, which is currently the case. In addition, the Town may choose to update the policy framework to recognize changes made in the 2014 Provincial Policy Statement related to minimizing economic impacts and supporting resource conservation and policies on application requirements and on alternative and associated uses in identified resource areas.

Provincial Natural Heritage System and Agricultural System Mapping

In July 2017, the Province released draft versions of this mapping to implement the 2017 Growth Plan by mapping a Natural Heritage System (NHS) and Agricultural System in the Growth Plan area outside the Greenbelt. The Halton Area Planning Partnership (HAPP) submitted comments back to the Province highlighting significant issues regarding the draft mapping. Report PLS-2017-0020, which summarized the comments HAPP provided on the mapping, was endorsed by Council on October 22, 2017.

Particularly relevant to Town is the new "Y" shaped 500 m wide linkage that has been identified by the Province in the rural area of Halton Hills connecting the area of the Greenbelt associated with Sixteen Mile Creek with the Greenbelt Plan area to the North and the Georgetown Urban Area (i.e., Vision Georgetown lands)—See Schedule 2. The position of Town Planning Staff, supported by HAPP, was that the proposed linkage is

not well aligned with the Regional Natural Heritage System in this area, and there is no opportunity to provide a connection to a 500 m linkage on the eastern 'link' of the linkage as it terminates at Trafalgar Road across from the Vision Georgetown lands. Therefore, it was recommended that Province considers eliminating the eastern part of the "Y" shaped linkage, and aligning the northern part with the Regional Natural Heritage System.

On February 9, 2018, the Province released the final NHS and Agricultural System mapping (for a comparison of the Regional and the Provincial NHS and Agricultural System mapping see Schedule 2 and Schedule 3 respectively). The mapping is considered in force and effect for the purposes of implementing the 2017 Growth Plan. The Growth Plan requires that municipalities incorporate the mapping through the official plan review. It is important to highlight that there are still significant unresolved concerns associated with the mapping and the implementation approach that is being required by the Province. On May 23, 2018, the Region prepared a report to provide information to Council on these issues and the implications to the Region and its local municipal partners in advancing a clear vision for a comprehensive Natural Heritage System and Agricultural System for Halton.

Similarly to the comments provided by HAPP on the draft mapping discussed above, Regional Staff continue to raise a number of issues with Provincial Staff including:

Errors in Mapping:

Through this process the Province is asking municipalities to implement flawed mapping which has been prepared at a scale difficult to implement at the local level. The mapping errors, highlighted by HAPP during the review of the draft mapping, remain including:

- Significant Natural Heritage Features not mapped within the Provincial NHS;
- Significant Natural Heritage Features mapped as Prime Agricultural Areas or Candidate Areas;
- The Provincial NHS and Agricultural System being mapped in approved settlement areas – The Province has now clarified that the mapping will not apply in approved settlement areas in order to be consistent with Growth Plan Policies (e.g. Vision Georgetown);
- Mineral Resource Extraction Areas mapped as Prime Agricultural Areas.

Lack of Transition:

Conformity with Provincial Plans is best achieved through transition whereby policies are introduced in the Regional Official Plan, and then implemented through local Official Plans (e.g. Source Water Protection). With the 2017 Growth Plan and related Provincial mapping exercise there were no transition rules and local municipalities conducting OP reviews (such as the City of Burlington) are being directed to implement the unrefined

mapping through conformity exercises without first establishing a clear policy direction or refinement in the Regional Official Plan.

Consultation:

The process for preparing the NHS and Agricultural System mapping has not taken into consideration the comments provided by Halton Region and its municipalities. During policy formulation, it is normal practice to consult with the public and respond to their questions and comments. The Province has not provided any responses to the issues raised by the Halton Municipalities on the new NHS and Agricultural System mapping. This makes it difficult to respond to questions and concerns from members of the public at the local level.

Regional Official Plan Review

The Region Official Plan Review is underway and the NHS and Agricultural System components are about to commence following the Integrated Growth Management Strategy component. Through this process, the Region must implement and will have an opportunity to refine the Provincial NHS and Agricultural System mapping. Any changes to the Regional Official Plan implemented through this process will need to be addressed by the Town in the next Official Plan Review.

It is the understanding of Town Staff that the Region's preference is that the Town continues with the Rural Policy and Zoning Review to achieve ROPA 38 conformity, which would include finalizing Official Plan and Zoning By-law amendments and establishing the preferred implementation option for addressing the EIA requirement in the NHS. Through the Review the Town will also address the implementation of ROPA 46, which provides for the severance of surplus farm dwellings within the Agricultural System of Halton.

Next Steps

The Region continues to advocate for the Province to ensure that transition rules are in place to allow for lower tier municipalities to achieve conformity with the in force upper tier (Region) Official Plan, and not be required to address Provincial Plan conformity before the upper tier review is complete. It is recommended that the Town continue with the conformity exercise to comply with the NHS, Agricultural System and Mineral Aggregate policies and mapping of ROPA 38.

As part of the Rural Policy and Zoning Review, staff and the consultant intend to continue to work on preparing the Official Plan and Zoning By-law amendments during the summer and fall of 2018. In late 2018 or early 2019, staff expects to reconvene the Technical Advisory Committee and the Project Liaison Committee that have been established for this Study to present the draft amendments and gather their input. A Public Open House is targeted for winter 2019 to present the draft amendments to the public. In addition, a statutory public meeting is expected to take place in spring 2019.

Information about the Study's next steps will be posted on the Project website and emailed to the contacts on the Project mailing list by the end of June to ensure that landowners impacted by the Study are aware of future opportunities to provide their feedback.

RELATIONSHIP TO STRATEGIC PLAN:

The Strategic Plan sets out a broad vision for the community contained in the eight strategic directions. This report relates to the following Strategic Directions and corresponding objectives:

- B Preserve, Protect and Enhance our Environment
- B.3 To preserve, protect, enhance, and where possible, restore, a Natural Heritage System of significant natural heritage features and areas, and their related ecological functions.

- E. Preserve, Protect and Enhance our Countryside
- E.1 To protect and enhance the Niagara Escarpment and the Protected Countryside (i.e. the Greenbelt) as unique and important features in the Town.

- F. Protect and Enhance Our Agriculture
- F.1 To support and promote the agricultural industry as an integral part of the Town economy.
- F.2 To support and promote agricultural land uses and other compatible rural business activities.

- I. Provide Responsive, Effective Municipal Government
- I.4 To encourage and support community participation in municipal decision-making.

FINANCIAL IMPACT:

There is no direct financial impact associated with this report.

CONSULTATION:

A Technical Advisory Committee and Project Liaison Committee have been established for this Study. Members of the Technical Advisory Committee include Town Staff, Region Planning Staff and representatives from three Conservation Authorities and the Niagara Escarpment Commission (NEC). Members of the Project Liaison Committee include the Mayor, Councillors Brown (chair) and Somerville, representatives from the Halton Federation of Agriculture and the Ontario Stone Sand & Gravel Association (OSSGA), and two residents/landowners.

The Study updates and next steps were presented to both committees on June 6, 2018. The committees will reconvene in late 2018 or early 2019, prior to the Public Open

House, to review the draft Official Plan and Zoning By-law amendment and the material that will be presented to the public at the Public Open House.

PUBLIC ENGAGEMENT:

The Consultation Strategy adopted for the project will be ongoing. In early 2019, we expect to meet with the Technical Advisory Committee and the Project Liaison Committee and host a Public Open House to present the draft amendments and clearly outline the potential implications for landowners in the Regional Natural Heritage system. Given that the Region's Official Plan Review to address conformity to the 2017 Provincial Plans will be initiated shortly, the Region has committed to working with the Town to coordinate public engagement.

SUSTAINABILITY IMPLICATIONS:

The purpose of this report is to provide an update on the Rural Policy and Zoning Review as well as present the preliminary results of the Consultation Strategy and information on the Provincial NHS and Agricultural System mapping and the Regional Official Plan Review process.

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

COMMUNICATIONS:

Study updates and feedback opportunities will be posted regularly on the Town's website and on the Let's Talk Halton Hills engagements tool. Information about the Public Open House will also be communicated on the Town's monthly e-newsletter "The Current".

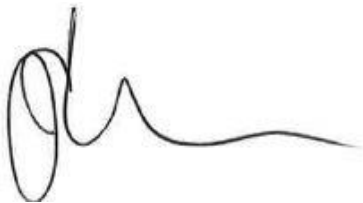
CONCLUSION:

This report provides an update on the Rural Policy and Zoning Review and an overview of the Study's next steps. During the preparation of the Official Plan and Zoning By-law amendments, Staff will continue to work with the Technical Advisory Committee and the Project Liaison Committee to ensure that impacted landowners are engaged through the process and informed of any potential implications to their property. Staff will continue to work with the Region during this conformity exercise and to monitor discussion between the Region and the Province related to the implementation options with respect to the Provincial NHS and Agricultural System Mapping.

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 last name "Linhardt" is written in a more compact, cursive style.

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



Rural Policy and Zoning Review

NEWSLETTER

WHAT IS THE STUDY ABOUT?

Under Region of Halton direction, the Town of Halton Hills is reviewing the permitted uses of some properties in the Halton Hills rural area.

By law, the Town of Halton Hills is required to update our Official Plan and Zoning By-law to conform with the Region of Halton's Official Plan. Through the Sustainable Halton process, the Region implemented changes to their Official Plan and the Town must now review its Official Plan and Zoning By-law to ensure Halton Hills is in compliance.

The policy areas being reviewed include agriculture, natural heritage and mineral aggregate resources.

As shown on the map to the right, the Study primarily applies to lands outside of Georgetown, Acton, Glen Williams, Stewarttown, Norval and the Employment Area along Steeles Avenue (Premier Gateway).

MAP OF STUDY AREA



WHO SHOULD BE INTERESTED IN THIS STUDY?

If you own property in the rural area of Halton Hills, this study should be of interest to you.

If you are planning on making changes to your property, such as building an addition or deck, putting in a pool, or constructing a new agricultural building, this study may affect you.

By typing your civic address (rural emergency address) into the interactive map on the project webpage, you will be able to determine if any part of your property is within the area that may be affected.



WHAT SHOULD YOU DO?

Visit the project webpage to:

1. View the interactive map, and type in your civic address (rural emergency address) to determine if any part of your property is within the area that may be affected.
2. Join the e-mailing list to be notified of upcoming meetings and new information.
3. Join the conversation at **'Let's Talk Halton Hills'** (Letstalkhaltonhills.ca) and tell us what you think.
4. Read the FAQ's to learn more.

Rural Policy and Zoning Review Webpage - <http://www.haltonhills.ca/ruralreview/index.php>

Call 905-873-2601 ext. 3605 to talk to Town staff.

FREQUENTLY ASKED QUESTIONS (FAQs)

Question #1: What is the Regional Natural Heritage System (RNHS)? The RNHS are areas that have environmental features such as wetlands, flooded areas, watercourses, and 30 metre buffers around these features. Additional lands are also included in the RNHS that link natural features together and enhance the system. For this reason, some lands without any environmental features (such as some currently cultivated fields) may be included in the RNHS.

Question #2: Why is the RNHS important? The RNHS was developed to protect important environmental features within Halton Hills and throughout the Region of Halton.

Question #3: How will I know if the RNHS mapping affects my property? Mapping is available on the project webpage. Enter your civic address (rural emergency address) to identify if any part of your property is within the area that may be affected. If you need assistance, please call a staff member at 905-873-2601 ext. 3605.

Question #4: What are the implications of being within the RNHS? The policies of the Regional Official Plan restrict certain types of development within the RNHS and in some cases, within a certain distance of the RNHS. The distance from the RNHS varies depending on the type of development. For some types of developments, the new policies require that a property owner prepare an Environmental Impact Assessment (EIA) to demonstrate that the development will not negatively impact the RNHS. (See Question #5 for information on an EIA.)

Question #5: What is an Environmental Impact Assessment (EIA)? An EIA is a study completed by a qualified professional that identifies the environmental features that may be affected by proposed development. It is used to confirm the location and boundaries of the feature and then assesses the impacts of the proposed development on that feature.

Question #6: Can the Town modify the RNHS mapping prepared by the Region? The Regional Official Plan requires the Town to implement the RNHS mapping as presented. However, the Regional Official Plan does permit refinements to the mapping if an Environmental Impact Assessment (EIA) is completed and/or the Region is provided with evidence that the RNHS mapping is inaccurate.

More FAQs are available on the Project Webpage

GET INVOLVED

The new Regional Natural Heritage System (RNHS) mapping and policies included in the Region of Halton Official Plan affects a number of properties in the Town's rural area. The Town is required by law to implement Regional policies and mapping and has limited flexibility on how to implement these new policies into the Town's planning documents.

Property owners are encouraged to review the mapping, background information and FAQ's on the Town's webpage to see how it may affect them. Questions or concerns with respect to the accuracy of the RNHS mapping on properties may be discussed with Town staff at 905-873-2601 ext. 3605.

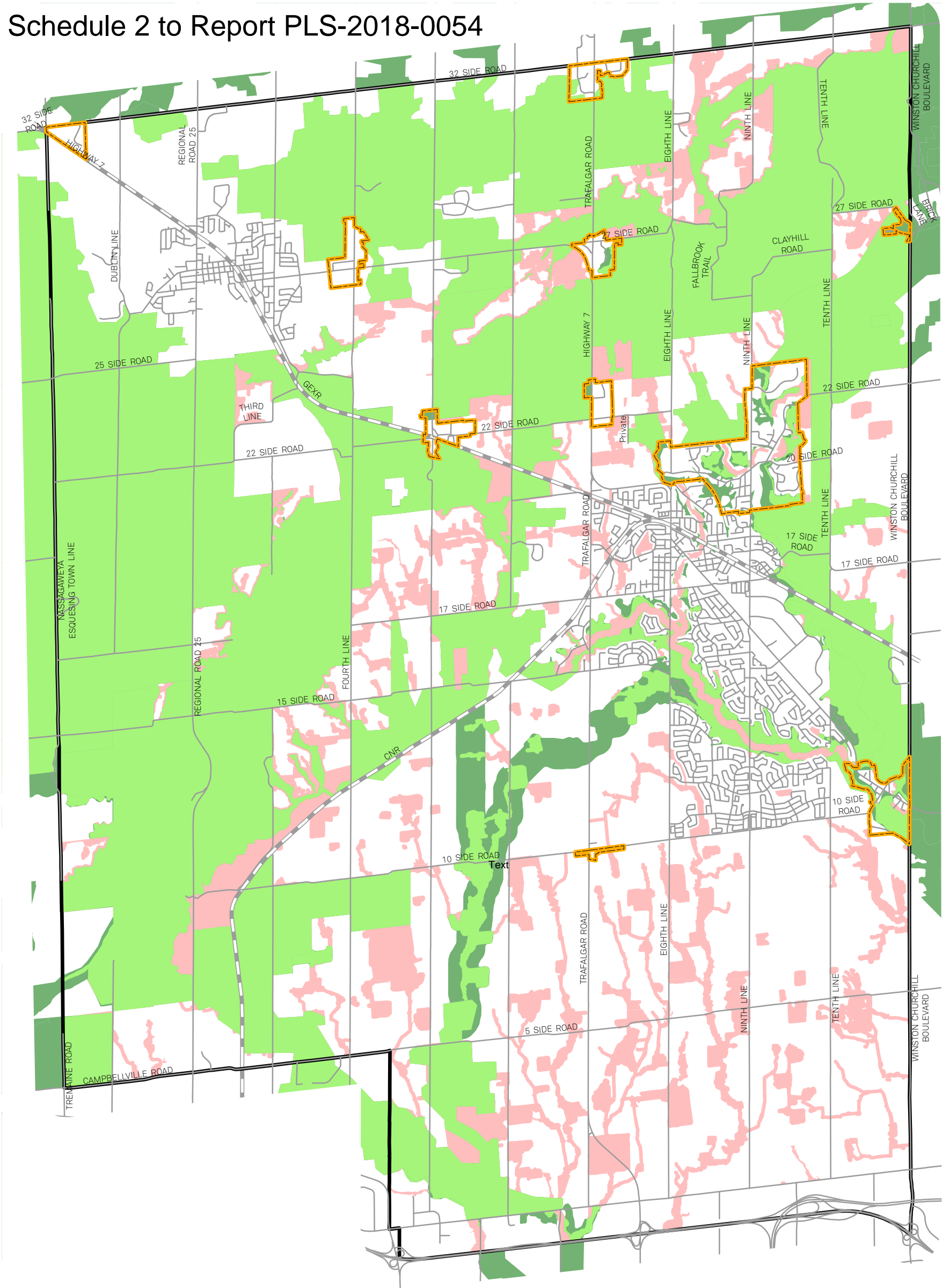
Visit www.Letstalkhaltonhills.ca and tell us what you think. Below is one of the questions on letstalkhaltonhills.ca:








Question 1:

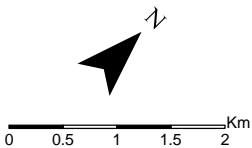
It may be possible for the Town to exempt minor developments from preparing an environmental impact assessment (EIA), depending on a number of factors such as the type and location of the development being proposed, and the sensitivity of environmental features in the area.

What types of development do you feel would be appropriate to be exempted? Possible examples include the expansion of existing buildings, sheds, decks etc.



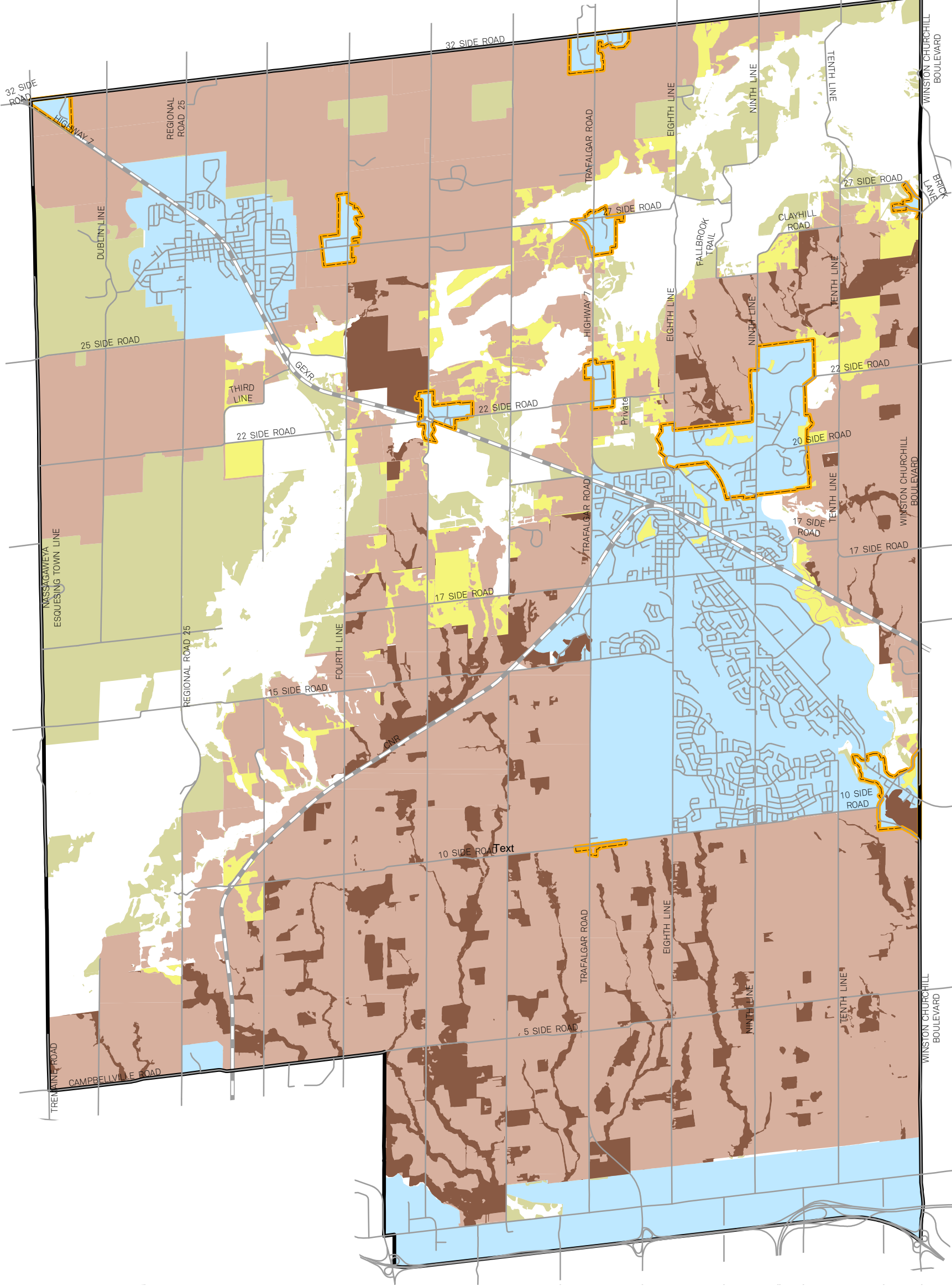


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|---|-------------------------------|---|---|---|----------|
|  | Town of Halton Hills Boundary |  | Regional Natural Heritage System Only |  | Roads |
|  | Hamlet & Rural Cluster Areas |  | Provincial Natural Heritage System Only |  | Railways |
| | |  | Both Provincial & Regional NHS Match | | |



TOWN OF HALTON HILLS

PROVINCIAL & REGIONAL
NATURAL HERITAGE SYSTEMS



- Town of Halton Hills Boundary

Hamlet & Rural Cluster Areas

Urban Area
- Provincial Prime Agricultural Area - No Regional Agricultural System

Provincial Candidate - No Regional Agricultural System

Regional Agricultural System - No Provincial Agricultural Land Base

Provincial and Regional Agricultural Systems (Same Area)
- Roads

Railways



0 0.5 1 1.5 2 Km



TOWN OF HALTON HILLS

PROVINCIAL & REGIONAL
AGRICULTURAL SYSTEMS

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: John McMulkin, Planner – Development Review

DATE: June 6, 2018

REPORT NO.: PLS-2018-0056

RE: Recommendation Report for Part Lot Control Exemption in order to convey lands from 12 Armstrong Avenue to 33 Mountainview Road North (Georgetown)

RECOMMENDATION:

THAT Report No. PLS-2018-0056, dated June 6, 2018, with respect to a “Recommendation Report for Part Lot Control Exemption in order to convey lands from 12 Armstrong Avenue to 33 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 Lots 49 and 50 and Part Block B, Plan 617, Town of Halton Hills, Regional Municipality of Halton, municipally known as 12 Armstrong Avenue (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 lands legally described as Part Lots 49 and 50 and Part Block B, Plan 617, from Section 50 of the Planning Act.

BACKGROUND:

The subject Part Lot Control Exemption application seeks to transfer ownership of a parcel of land from 12 Armstrong Avenue (McNally Limited) to 33 Mountainview Road North (Georgetown Chevrolet); see **SCHEDULES 1 & 2** of this report. The intended use of the transferred parcel is for outdoor storage of motor vehicles associated with the Georgetown Chevrolet automobile dealership.

A portion of these lands were subject to a Part Lot Control Exemption application approved earlier this year (March 2018) that resulted in the transfer a small parcel of land from 45 Mountainview Road North to 12 Armstrong Avenue (Report PLS-2018-0020).

Official Plan Designation & Zoning:

The 12 Armstrong Avenue property (including the parcel subject to the proposed transfer) is designated “General Employment Area” under the Town’s Official Plan and zoned “Employment One (EMP1)” under Zoning By-law 2010-0050. The receiving parcel (33 Mountainview Road North) is designated “Secondary Commercial Sub-Area” in the OP and zoned “Georgetown Community Node Two Holding 4 (GCN2(H4))”.

The EMP1 zone applicable to the lands to be transferred (12 Armstrong Ave.) does not allow outdoor storage of vehicles as a stand-alone use. However, when the transferred parcel is merged with the receiving property, any outdoor storage of vehicles on the transferred parcel would be considered as an accessory use to the existing auto dealership at 33 Armstrong Ave., which is permitted under zone in By-law 2010-0050.

COMMENTS:

The Part Lot Control Exemption application was circulated to all applicable Town departments and external agencies for review and comment. No objections were raised by any of the circulated departments or agencies.

Planning staff has no objections to the proposed by-law to allow the transfer of ownership of the land in order to accommodate the outdoor storage of motor vehicles associated with the Georgetown Chevrolet automobile dealership. As noted, Zoning By-law 2010-0050 allows accessory uses within one zone to support principal uses in another zone provided they are located on the same lot.

RELATIONSHIP TO STRATEGIC PLAN:

The application is an administrative matter that has no relationship to the Strategic Plan.

FINANCIAL IMPACT:

The application is an administrative matter that has no financial impact on Town budgets.

CONSULTATION:

The Part Lot Control Exemption application was circulated to the appropriate Town departments and the Region of Halton for comment. No objections were received.

PUBLIC ENGAGEMENT:

The Planning Act does not require any public notification for Part Lot Control Exemption applications.

SUSTAINABILITY IMPLICATIONS:

The application is an administrative matter that has no relationship to the Town’s Community Sustainability Strategy.

COMMUNICATIONS:

There are no communications impacts associated with this application.

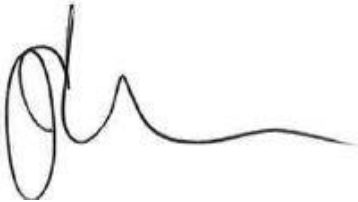
CONCLUSION:

It is Planning staff's opinion that the application for Part Lot Control Exemption for the lands legally described as Part Lots 49 and 50 and Part Block B, Plan 617, is appropriate and therefore should be approved.

Reviewed and Approved by,

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Jeff Markowiak, Manager of Development Review

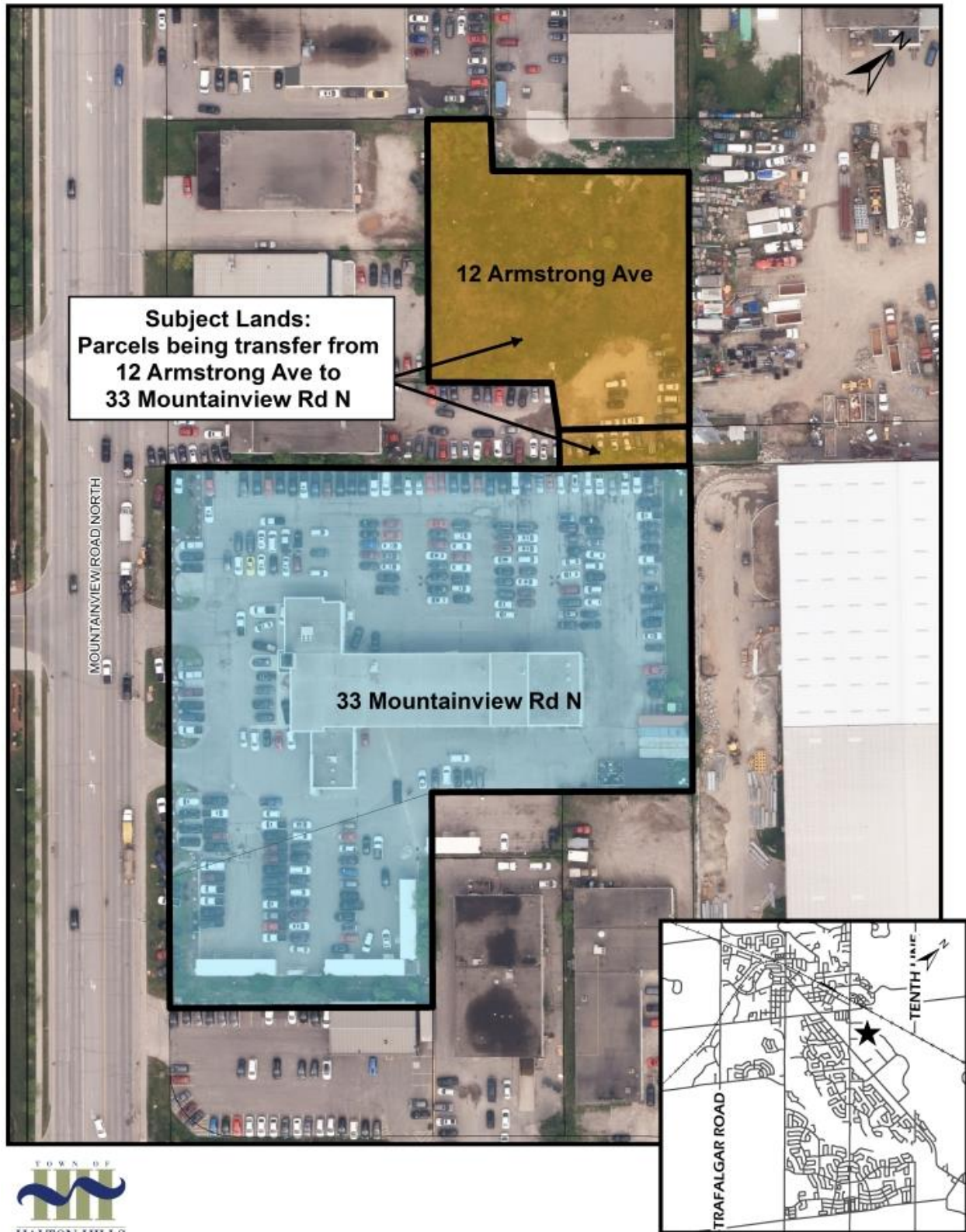
A handwritten signature in black ink, appearing to read "John Linhardt".

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink, appearing to read "Brent Marshall".

Brent Marshall, CAO

SCHEDULE 1 – LOCATION MAP



313



REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: John McMulkin, Planner – Development Review

DATE: June 13, 2018

REPORT NO.: PLS-2018-0057

RE: Recommendation Report for a proposed Housekeeping Amendment to Zoning By-law 2010-0050 for 249-251 Guelph Street (Georgetown)

RECOMMENDATION:

THAT Report No. PLS-2018-0057, dated June 13, 2018, with respect to a proposed Housekeeping Amendment to Zoning By-law 2010-0050 for 249-251 Guelph Street (Georgetown)", be received;

AND FURTHER THAT the Zoning By-law Amendment, to amend Town of Halton Hills Comprehensive Zoning By-law 2010-0050, as amended, for the lands municipally known as 249-251 Guelph Street (Georgetown), as generally shown in SCHEDULE 3 of this report, be approved.

PURPOSE OF THE REPORT:

The purpose of this report is to provide Council with a recommendation to approve a Housekeeping Amendment to incorporate the property municipally known as 249-251 Guelph Street into Zoning By-law 2010-0050. The Housekeeping Amendment is required to facilitate the development of a 2-storey commercial building on the site that is currently under Site Plan review.

BACKGROUND:

1.0 Location & Site Characteristics:

The subject property is municipally referred to as 249-251 Guelph Street and is generally located on the north side of Guelph Street, west of Sinclair Avenue; see **SCHEDULE 1 – LOCATION MAP**. The irregularly shaped lot is approximately 0.26 hectares (0.65 acres) in size and has roughly 59.0 metres (194 feet) of frontage along Guelph Street. The lands are currently occupied by a 1.5-storey single detached dwelling and a 2-storey commercial building, both of which were previously used as business offices.

2.0 Site / Development History:

When Comprehensive Zoning By-law 2010-0050 was approved by Council in July 2010 a number of properties, including 249-251 Guelph Street, were “deferred” from incorporation into the new by-law. These deferred properties retained the zoning under previous by-laws in effect before the adoption of By-law 2010-0050. The subject property was not incorporated into By-law 2010-0050 because an active Site Plan application (File No. D11SPA10.003) for two 3-storey office buildings had been proposed to conform to previous By-law 57-91. However, the owner of the property never followed through with plans to construct the two office buildings.

In 2017, ownership of the property changed hands and the new owner requested that Site Plan application D11SPA10.003 be closed.

3.0 Development Proposal:

In 2018, the new owner filed Site Plan application D11SPA18.004 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 **SCHEDULE 2 – PROPOSED SITE PLAN**.

In order to facilitate the development of the proposed 2-storey commercial building the property owner requested that the site be incorporated into By-law 2010-0050.

4.0 Development Proposal:

The subject property is designated “Secondary Commercial Sub-Area” in the Town’s Official Plan which permits the commercial, retail, restaurant and office uses proposed through Site Plan D11SPA18.004.

As mentioned above, the site is currently subject to former Georgetown Zoning By-law 57-91. Under By-law 57-91:

- the west side of the property (249 Guelph Street) is zoned “Second Industrial (M2)” which does not permit restaurant and retail uses;
- the east side of the property (251 Guelph Street) is zoned “General Commercial Special (C2-1)” which does permit restaurants, retail uses and business offices.

Therefore, a Zoning By-law Amendment is required in order to facilitate the approval of Site Plan Application for the proposed 2-storey building.

COMMENTS:

In order to incorporate the site into By-law 2010-0050 Planning staff is recommending that the property be rezoned to a “Georgetown Community Node Two Exception Holding (GCN2 (101)(H1))” zone.

The GCN2 zone is considered appropriate for the following reasons:

- the GCN2 zone applies to each of the properties that abut and surround the subject site. As such, the GCN2 zone would likely have been applied to the property if it had been originally incorporated into By-law 2010-0050 at the time of adoption in 2010;
- the GCN2 zone conforms to the Secondary Commercial Sub-Area designation applicable to the site through the Town's Official Plan; and
- the GCN2 permits drive-through restaurants, retail, commercial and office uses and would appropriately facilitate the development of the proposed 2-storey building, subject to one modest site-specific provision.

A site-specific exception is proposed for the site to reduce the minimum required front yard planting strip width from 3.0 metres (9.8 ft.) to 1.5 metres (4.9 ft.). Staff is supportive of the reduced planting strip width given:

- the size of the property cannot accommodate a 3.0 metre wide planting strip while also complying with minimum drive aisle widths, required queuing lanes for the drive-thru restaurant and providing sufficient on-site parking;
- a previous road widening taken along Guelph Street reduced the amount of land at the front of the site; and
- Recreation & Parks staff is satisfied that a 1.5 m wide planting strip can provide sufficient space for tree planting, ground cover and other landscaping to help screen the front yard parking in order to achieve the Town's urban design objectives along Guelph Street.

A Holding (H1) provision is also proposed to be applied to the property through the Housekeeping Amendment. The Holding (H1) provision may be removed once a Site Plan Agreement has been executed and allocation of servicing (if required) has been approved by the Region of Halton.

Staff is also satisfied that the development proposal conforms to the policies of Section 2.5.2.4.3 of the Official Plan and that a Comprehensive Redevelopment Plan (CDP) is not required prior to considering the Housekeeping Zoning By-law Amendment.

Site Plan Application:

As mentioned, the proposed 2-storey commercial building is being reviewed by staff through Site Plan application D11SPA18.004.

Staff anticipates issuing conditional Site Plan approval for the project shortly and is satisfied that any issues with the application have been sufficiently resolved in order to support the preparation of the Housekeeping Amendment.

It should be noted that through the Site Plan review Town staff has requested fencing and landscaping to be provided along the northern property boundary to screen the loading, garbage and drive-through areas. Staff is also requiring that a 1.8m (6.0 ft.) tall privacy fence and/or enhanced landscape planting be provided along the eastern property boundary to serve as a screen/buffer for the abutting residential property.

RELATIONSHIP TO STRATEGIC PLAN:

The proposed development is most closely aligned with Strategic Direction C – Foster a Prosperous Economy, the goal of which is:

To maintain and enhance the economic vitality of the Town through the provision of a wide range of opportunities for economic development.

The proposed development is most closely aligned with Strategic Direction G – Achieve Sustainable Growth, the goal of which is:

To ensure that growth is managed so as to ensure a balanced, sustainable, well planned community that meets the needs of its residents and businesses.

FINANCIAL IMPACT:

There is no immediate financial impact to the Town budgets associated with this report.

CONSULTATION:

Planning staff has consulted with the appropriate Town Departments and the Region of Halton in the preparation of this Report.

PUBLIC ENGAGEMENT:

The proposed Housekeeping Amendment was presented to the public through a Statutory Public Meeting on April 16, 2018 (Report No. PLS-2018-0022).

No members of the public attended the Public Meeting and Town staff did not receive any correspondence or inquiries regarding the proposed Housekeeping Amendment.

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 recommendation outlined in this report advances the Strategy's implementation.

This report supports the Environmental Health and Social Well-Being pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Very Good.

Compliance with the Town's Green Development Standards will be addressed through the approval of a required Site Plan application. The application of the Green Development Standards to this project will help achieve energy and water efficiencies with other sustainable objectives.

COMMUNICATIONS:

Public Notice of Council's decision regarding the Zoning By-law Amendment will be completed in accordance with the requirements of the Planning Act.

CONCLUSION:

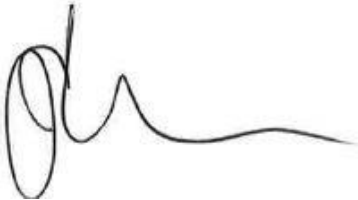
The proposed Housekeeping Amendment to the Town's Comprehensive Zoning By-law will incorporate 249-251 Guelph Street into By-law 2010-0050. It will also facilitate the approval of a 2-storey commercial building on the subject lands. Both the proposed development and Housekeeping Amendment are consistent with the Town's Official Plan.

For these reasons, Planning staff recommends that Council approve the Zoning by-law Amendment generally shown in **SCHEDULE 3 – DRAFT ZONING BY-LAW AMENDMENT** of this report.

Reviewed and Approved by,



Jeff Markowiak, Manager of Development Review

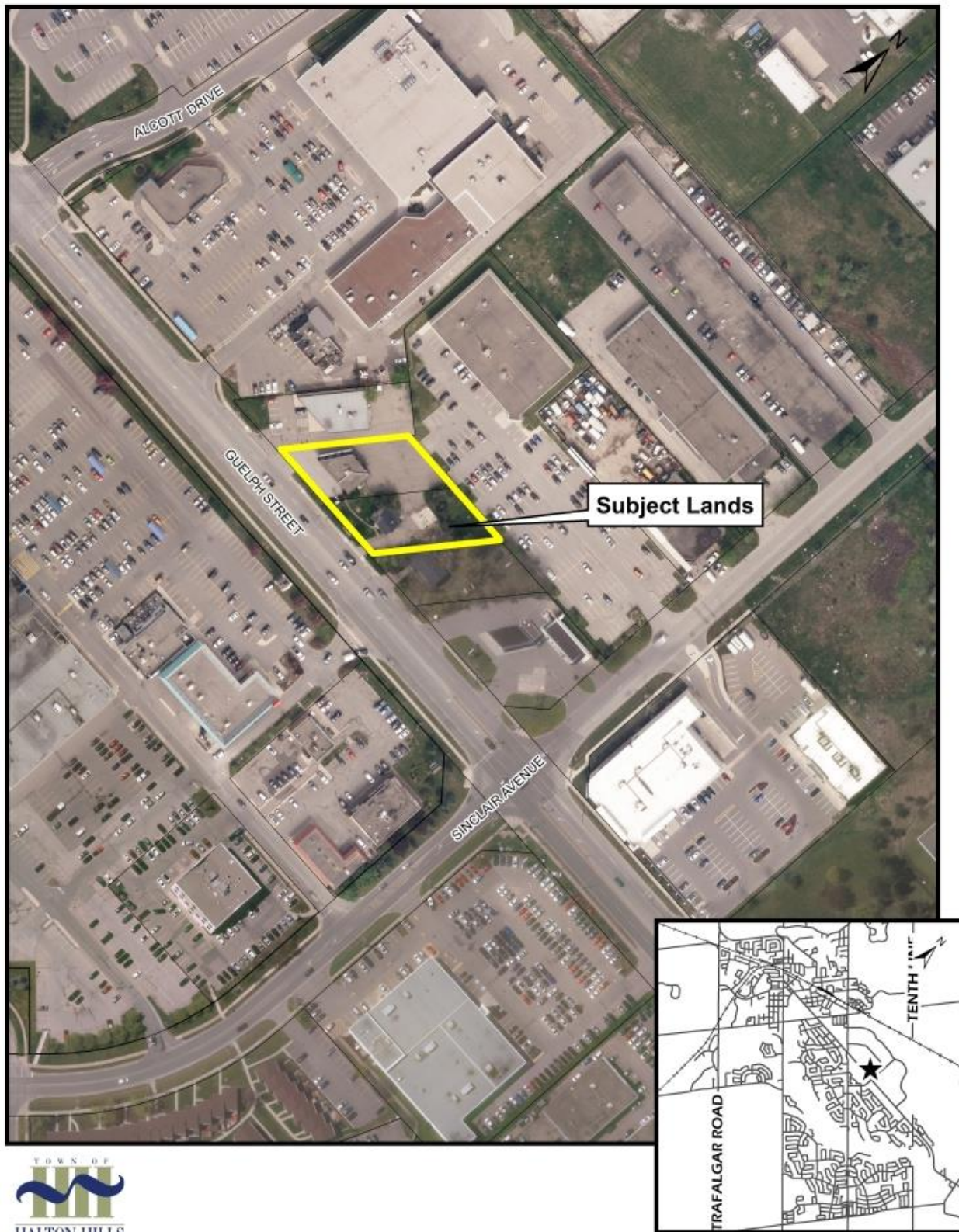


John Linhardt, Commissioner of Planning and Sustainability



Brent Marshall, CAO

SCHEDULE 1 – LOCATION MAP



Site plan for the proposed development at 1741 Turquoise Road. The plan shows the layout of the proposed building, parking lot, and surrounding landscape. Key features include:

- Proposed Building:** Labeled "PROPOSED CHU 1" and "PROPOSED CHU 2".
- Parking Lot:** Labeled "PROPOSED DRIVE THRU RESIDENTIAL".
- Surrounding Landscape:** Includes trees, shrubs, and a "LANDSCAPE STRIP".
- Dimensions:** Various dimensions are provided for the building, parking lot, and landscape areas.
- Area Calculations:** Calculations for the proposed building area (e.g., 11.00, 10.80, 11.00) and the parking lot area (e.g., 11.00, 10.80, 11.00).
- Engineering Notes:** Notes such as "PROPOSED DRIVE THRU RESIDENTIAL", "PROPOSED CHU 1", "PROPOSED CHU 2", and "LANDSCAPE STRIP".

SCHEDULE 3 – DRAFT ZONING BY-LAW AMENDMENT



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:

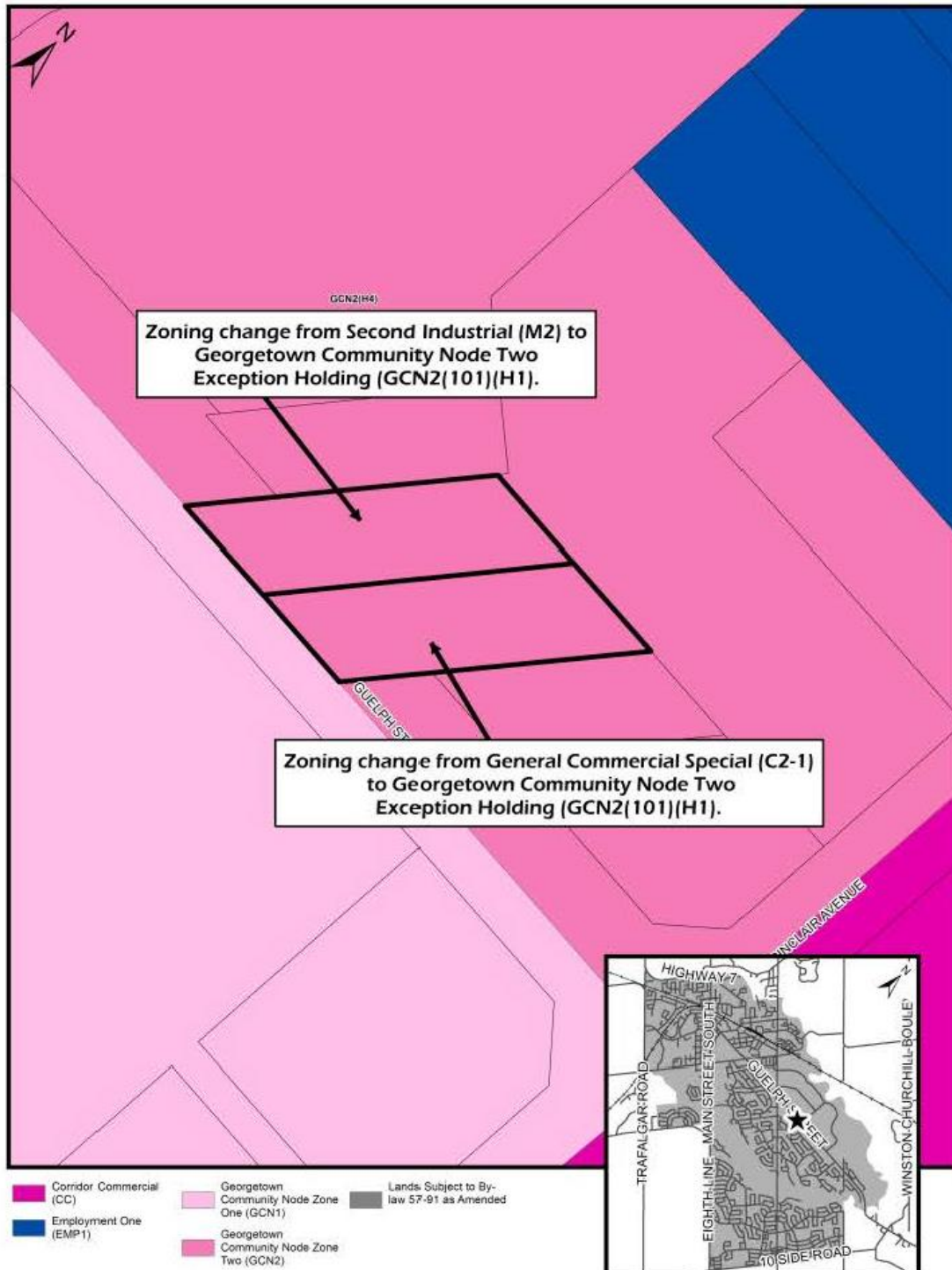
1. That Schedule "A5" of Zoning By-law 2010-0050, as amended, is hereby further amended by rezoning the lands described as Lots 3 and 4, Plan 1269, Except Parcels J and K, Plan 92, and Parts 1, 2 and 4, Plan 20R-18893, Regional Municipality of Halton, municipally known as 249-251 Guelph Street (Georgetown) 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.

MAYOR – RICK BONNETTE

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: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Rob Stribbell, Transportation Planner

DATE: June 6, 2018

REPORT NO.: TPW-2018-0019

RE: Award for RPF P-048-18 for the Active Transportation Master Plan

RECOMMENDATION:

THAT Report TPW-2018-0019, dated June 6, 2018, regarding the Award for the RFP-048-18 for the Active Transportation Master Plan, be received;

AND FURTHER THAT Council approves the Active Transportation Master Plan contract award to WSP Canada Group Limited, PO Box 4590 Stn. A, Toronto, ON M5W 7B1 in the amount of \$131,653.00 plus HST;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to WSP Canada Group Limited, PO Box 4590 Stn. A, Toronto, ON, M5W 7B1 in the amount of \$131,653.00 plus HST for the Active Transportation Master Plan.

BACKGROUND:

The Halton Hills 2014-2018 Strategic Action Plan identifies Transportation and Mobility as a Strategic Priority for the 2014-2018 Term of Council. Under this Strategic Priority, the Action Plan directs staff to develop an Active Transportation Master Plan to support the use of all active modes of transportation.

In the 2018 Capital Budget, monies were allocated and approved for the completion of an Active Transportation Master Plan. Through Report TPW-2018-0014 Council approved the Terms of Reference (Attachment #1) for the Active Transportation Master Plan and issuance of Request for Proposals to retain a consultant to complete the Active Transportation Master Plan. The study area for the Active Transportation Master Plan will include all lands located within the Town of Halton Hills and may cross municipal boundaries as they relate to linkages. The process has been designed to be consistent with, and should be implemented in a manner that fulfills the requirements of the Municipal Class Environmental Assessment Planning and Design Process for Master Plans.

COMMENTS:

Request for Proposal (RFP) P-048-18 for the Active Transportation Master Plan was issued on May 10, 2018. The bid was posted on the Town's website and advertised on the bidsandtenders.ca website and on www.biddingo.com.

Nine (9) vendors downloaded the document. The RFP closed on May 31, 2018 and six (6) submissions were received as follows:

Proponent	
Alta Planning and Design Inc.	Portland, OR
IBI Group Professional Services (Canada) Inc.	Hamilton, ON
Paradigm Transportation Solutions Limited	Cambridge, ON
Stantec Consulting LTD.	Toronto, ON
Urban Systems LTD.	Vancouver, BC
WSP Canada Group Limited	Toronto, ON

Bids were evaluated by a staff team based on the following criteria. The evaluation criteria and weighting was stated in the Request for Proposal.

- Company Profile and Experience (30%).
- Understanding of the Project and Proposed Methodology (40%).
- Pricing (30%).

After reviewing and evaluating the submissions, it was determined that WSP Canada Group Limited, PO Box 4590 Stn. A, Toronto, ON, M5W 7B1 was the highest ranked proponent.

All requests for proposals are submitted in confidence and evaluated on several pre-determined criteria. As price is only a portion of the bid, the prices of the unsuccessful proponents are not included in this report.

RELATIONSHIP TO STRATEGIC PLAN:

The recommendations of this report directly support the following Strategic Directions, Goals and Objectives of the Town of Halton Hills Strategic Plan:

A. Foster a Healthy Community

A.5 To ensure the use of appropriate design strategies to create safe communities.

H. Provide Sustainable Infrastructure and Services

H.1 To provide infrastructure and services that meets the needs of our community in an efficient, effective and environmentally sustainable manner.

FINANCIAL IMPACT:

The consulting portion of the budget for the Active Transportation Master Plan is \$160,000 which includes all taxes and disbursement. The proposal from WSP Canada Group Limited is within this amount. In addition to the consultant, additional costs relating to public engagement; advertising etc. will be required and included within the overall capital budget.

CONSULTATION:

The proposal process was facilitated through Purchasing with staff from Recreation and Parks and Transportation and Public Works evaluating the bid.

PUBLIC ENGAGEMENT:

Public consultation and engagement will be a key component in developing the Active Transportation Master Plan. Staff will adhere to the Public Engagement Charter throughout the duration of the study. Project information will be available on the Town's website with links to the online engagement platform 'Letstalkhaltonhills.ca.'

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 recommendation outlined in this report advances the Strategy's implementation.

This report supports the Cultural Vibrancy, Economic Prosperity, Environmental Health and Social Well-being pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is excellent.

COMMUNICATIONS:

A public consultation and engagement program will be a key element to the Active Transportation Master Plan. The consultant will develop a communication strategy to be implemented by the Town.

CONCLUSION:

As part of the Town's Transportation work plan and further to the strategic priorities and actions identified in the 2014-2018 Strategic Action Plan, staff are undertaking the development of the Active Transportation Master Plan.

It is recommended that Council authorize the Manager of Purchasing to issue a purchase order to WSP Canada Group Limited, PO Box 4590 Stn. A, Toronto, ON, in the amount of \$131,653.00 plus HST, for the completion of the Active Transportation Master Plan.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Maureen Van Ravens".

Maureen Van Ravens, Manager of Transportation

A handwritten signature in black ink, appearing to read "C. Mills".

Chris Mills, Commissioner of Transportation and Public Works

A handwritten signature in black ink, appearing to read "Brent Marshall".

Brent Marshall, CAO

Active Transportation Master Plan

Terms of Reference

March, 2018



Context

Active Transportation refers to non-motorized or lightly-motorized travel, including walking, cycling, roller-blading and movements with mobility devices. An active transportation network includes sidewalks, crosswalks, designated road lanes and off-road trails to accommodate active transportation. The benefits of active transportation cover a range of issues and include health, social, transportation, environmental and economic. Created by the Ministry of Transportation, Metrolinx is an organization which aims to improve the coordination and integration of all modes of transportation in the Greater Toronto and Hamilton Area. Metrolinx strongly encourages municipalities to increase the availability of cycling and walking as alternate modes of transportation. This will not only help alleviate the number of single occupant vehicles on the road but will also see other benefits including those noted above.

The Town has invested in infrastructure and facilities to support active transportation, and has Trails and Cycling Master Plans to guide future system development. The Town's Pedestrian Charter outlines specific values to promote a walkable, healthy, active community and encourages a culture of walking.

The Town's Transportation Master Plan outlines that the Town shall continue to implement an interconnected system of active transportation routes providing access to major activity and employment areas and to future public transit. The development of an Active Transportation Master Plan will build off of a number of goals in the Transportation Master Plan.

Background

Active Transportation Master Plan

The Town of Halton Hills is seeking the services of a consulting team to prepare an Active Transportation Master Plan which will build on the 2011 Transportation Master Plan and the 2010 Cycling Master Plan. The plan will establish and support a desired level of active transportation for residents in Halton Hills, and will facilitate their use as a viable alternative mode of transportation as well as recreational opportunities. The Active Transportation Master Plan will foster and promote active transportation where residents and visitors can easily access community and neighbourhood destinations as well as employment areas. The plan will consist of a safe and connected network of on-road and off-road active transportation opportunities.

Halton Hills Cycling Master Plan (2010)

In 2010 the Town of Halton Hills completed the Halton Hills Cycling Master Plan to guide the development of a cycling network throughout Halton Hills. This initiative was undertaken in order to meet the principles of environmental sustainability, and increase the availability of active transportation and active recreation opportunities to residents.

The Cycling Master Plan makes recommendations for a town-wide network of on-road and off-road cycling routes and facilities that are implementable as part of the Town's capital construction program, and to be included into new subdivision construction applications. The Cycling Master Plan network

includes the identification of routes and facilities to ensure that there is a well-connected system that ensures cycling connectivity and safety both for the existing and future development of the area.

The Town of Halton Hills implements the Cycling Master Plan Recommended Network when road resurfacing or reconstruction projects are undertaken as part of the Town's Pavement Management and Capital programs, or when funding is available for stand-alone projects that do not require road works.

The Cycling Master Plan will be superseded by the approved Active Transportation Master Plan Study which will consider all active modes of transportation.

Halton Hills Trails Master Plan (1998)

In 1998 the Town of Halton Hills completed the Halton Hills Trails Master Plan to guide the development of Trails and Cycling in Halton Hills. While the Cycling Master Plan became the guiding document for cycling, the Trails portion remains the last Council Approved Master Plan for Trails. Staff updated the overall proposed routes in 2012 as part of an in-house exercise that was approved by the Active Transportation Committee. The Transportation Master Plan (2011) recommends that the Trails Master Plan also be updated. It is the Town's intent to update the Trails Master Plan as part of this Active Transportation Study so that there is one guiding document for all Active Transportation types in the Town.

Hungry Hollow Management Plan (2007)

In 2007, the Town completed the Hungry Hollow Management Plan guiding the management of the natural areas known as Hungry Hollow. This Management Plan also includes recommendations for implementing a passive trail network. The Active Transportation Study should address the relevance of the Hungry Hollow Management Plan, and any recommendations for additional trails, improvements, policy changes, or key routes recommended as part of the overall Active Transportation Network.

Transportation Master Plan

The Town of Halton Hills Transportation Master Plan was adopted in November 2011. The plan is designed to develop an integrated transportation plan and associated strategies to meet the transportation challenges facing the Town to the year 2031. The Transportation Master Plan integrates municipal transportation planning with environmental assessment objectives and land use planning, ultimately providing for a transportation system that is sustainable, integrated and encourages a healthy and active lifestyle. The Goals and Objectives of the Transportation Master Plan are:

- Address existing transportation challenges;
- Identify the policies, programs and investments required to support planned growth and development;
- Identify and evaluate opportunities to increase/encourage active transportation modes (including cycling and pedestrian facilities);
- Identify required infrastructure improvements; and

Active Transportation Master Plan

- Provide a transportation system that offers travel choices, and balances the needs of all users.

The Transportation Master Plan speaks specifically to active transportation and a number of action items. They are:

- Implement the Cycling Master Plan;
- Update and implement the Trails Master Plan;
- Update the active transportation policies in the Official Plan;
- Continue to participate in the Active and Safe Routes to School Program;
- Development and implement a Complete Streets Policy;
- Develop and implement a policy and guidelines for conducting Walking and Cycling Reviews;
- Complete a Sidewalk Strategic Plan;
- Develop and implement a protocol for more effectively managing cycling events; and
- Create a new staff position to champion and coordinate active transportation and TDM initiatives locally and assist with the growing involvement of the community in traffic issues.

As part of the development of the Active Transportation Master Plan the consultant will be required to review the Transportation Master Plan as it relates to policies and goals related to active transportation. The completion of the Active Transportation Master Plan will help achieve a number of goals and objectives of the Transportation Master Plan and will also assist in the planned update of the Transportation Master Plan in 2019. The consultant will be expected to use the Transportation Master Plan as a reference document that will guide in the development of the Active Transportation Master Plan.

Purpose

The purpose of this study is to prepare and present the required strategy, initiatives, infrastructure and programs that will meet the needs of the Town and assist to reach the objective of creating an Active Transportation Master Plan that is safe, attainable and addresses the needs of residents.

The finalized Active Transportation Master Plan will outline the Town's short, medium and long-term actions and needs for bicycle and pedestrian transportation. In order to develop this strategy and achieve the goals in the Plan, the consultant will review existing policies, guidelines and programs from municipalities across the GTHA. The policies and plans shall include but not be limited to; Official Plans, Transportation Master Plans, Active Transportation Master Plans and other relevant plans and guidelines.

Objectives

The following objectives will guide the development of the Active Transportation Master Plan. These objectives will be confirmed through the early phases of the project with the consultant and Town staff.

- Research and assess existing active transportation initiatives and policies currently within the town. This will include but not be limited to; policy, programming and infrastructure. The consultant will then consolidate this information in order to develop a basis for the active transportation strategy.
- Establish an active transportation network to be implemented by the Town. This network will include on and off-road facilities that encourage travel by cycling and walking. This will include a written report as well as a map of the proposed network and timelines for implementation.
- Develop an implementation strategy which will guide staff on implementing the active transportation network.
- Conduct a policy and process review which will strengthen and change policies and processes to make implementation of the plan viable and streamlined.
- Improve and expand programs and promotions aimed to enhance the culture of active transportation.
- Develop and implement a Complete Streets Policy that will formalize the Town's intent to plan, design, and maintain its streets so they are safe for all users of all ages and abilities and accommodate all anticipated users, including pedestrians, cyclists, public transportation users, motorists, and freight vehicles.

Scope

Study Area

The study area for the creation of the Active Transportation Master Plan will include all lands located in the Town of Halton Hills and may cross borders into neighbouring jurisdictions as they relate to linkages.

Project Design

The development of the Active Transportation Master Plan will be undertaken following the process outlined below. This process has been designed to be consistent with, and should be implemented in a manner that fulfills the requirements of the Municipal Class Environmental Assessment Planning and Design Process for Master Plans (October 2000, as amended in 2007 & 2011). This includes, at a minimum, addressing Phases 1 and 2 of the Municipal Class EA process.

It is expected that public consultation by way of online engagement through 'letstalkhaltonhills.ca' will occur throughout all phases of the project. Further, the consultant is expected to present to Council and Senior Management on at least two occasions and conduct two or more public meetings. Throughout each phase of the project, the consultant will be required to meet with the Steering Committee, Active Transportation Advisory Committee and the Bike Friendly Committee.

Regular meetings with the project lead are expected at least once a month.

Phase 1: Background Review and Project Kick-off

Tasks included in Phase 1 will consist of:

Active Transportation Master Plan

- Conduct a review of relevant Town of Halton Hills studies and policies regarding active transportation and determine the usefulness to the project. This review should also look at documents and policies in neighbouring municipalities and the Regions of Halton and Peel.
- Development of a study area profile, including the existing transportation network and locations of existing active transportation infrastructure.
- Identify major generators of active transportation within the Town (i.e. GO stations).
- Development of a communication and consultation plan for the study.
- Public consultation in order to introduce the project and gain an understanding of residents' needs and expectations by using a variety of tools.
- Development of a complete streets policy with implementation plan.

Deliverables of Phase 1 will consist of:

- A communication and consultation plan for the study that identifies key stakeholders, audiences and tactics; and
- A background review report including study area profile and summary of best practices.

Phase 2: Development of the Active Transportation Network

Tasks included in Phase 2 will consist of:

- Identify a desired active transportation route network for the Town which includes;
 - Location and accommodation of active transportation facilities
 - Potential connections to existing facilities and routes in the Town and with neighbouring municipalities
 - Map showing location and timing of new active transportation routes and facilities.
- Identify barriers and constraints within the proposed network.
- Recommend modifying or adopting new policies, procedures, standards and by-laws for the proposed network.
- Develop a monitoring and reporting strategy.

Deliverables of Phase 2 will consist of:

- Draft Active Transportation Master Plan for internal review.
- Presentation of the Draft Active Transportation Master Plan to Council and the Senior Management Team.
- Public consultation aligned with the consultation strategy developed by the Consultant and Town staff.

Phase 3: Implementation Strategy

Tasks included in Phase 3 will consist of:

- Outline how the proposed strategy and will be implemented.
- Recommend a phasing plan for implementation. This should include information relating to costs, funding options and other initiatives (i.e. signage).

- Outline how the plan will be integrated into the Capital Works Program, construction, and development approvals.

Deliverables of Phase 3 will consist of:

- A presentation to Council detailing the implementation strategy and how it will be incorporated with the Capital Works Program.
- Detailed mapping outlining the implementation and associated timelines of the Active Transportation Master Plan.

Phase 4: Project Finalization and Documentation

Tasks included in Phase 4 will consist of:

- Project Team to develop the Active Transportation Master Plan. Comments from Council and the public will also be considered and incorporated where necessary.
- Make presentation to Council to present Final Active Transportation Master Plan.
- Provide Notice of Completion after review period.
- The consultant and project team will ensure that the finalized document is uploaded to the Town's website and implemented throughout the Town.

Deliverables of Phase 4 will consist of:

- Final Active Transportation Master Plan.

The selected consultant will be responsible for each of the tasks and deliverables listed above for Phases 1 through 4 of the project. These terms of reference will serve as a framework to guide the preparation of consultant proposals, and a more detailed work plan by the selected consultant. All deliverables will be subject to review and approval by the Town's staff project lead, in consultation with staff from all Town departments and senior management as appropriate.

Consultation Strategy

Public consultation and engagement will be a key component of the Study. Project information will be available on the Town's website with a link to the online engagement platform "Letstalkhaltonhills.ca" where all online consultation will be held. Consultation will also be available in-person through public information sessions.

The consultant will be expected to adhere to the Town's Public Engagement Charter which can be found on the Town's website at: www.haltonhills.ca. All communication methods will support accessibility and active participants will be kept informed about the results and/or decisions related to the Study.

In addition to presenting to Council and Senior Management as required, the consultant will also be expected to present and seek feedback on the Active Transportation Master Plan from the following groups/committees:

- Active Transportation Committee;

Active Transportation Master Plan

- Bike Friendly Committee; and
- Active Easy Alliance.

Town Responsibilities

The Transportation Division of the Town of Halton Hills Transportation and Public Works Department will be responsible for managing the completion of the Active Transportation Master Plan, in conjunction with Recreation and Parks Staff (Trails Focus), with input from the Town's Planning Policy, Engineering, and Communications divisions as required.

The responsibilities of Town staff in the completion of this project will include:

- Ensuring compliance with the Terms of Reference and Project Work Plan;
- Ensuring participation of all appropriate staff and stakeholders;
- Providing all relevant background information and technical information;
- Coordinating project communications;
- Updating the project website and online engagement platform;
- Coordinating venues and advertising associated with the project's communication and public consultation; and
- Preparing status and recommendation reports to Council.

Project Timeline

The project will commence in the fall of 2018 beginning with background research and initial work plan meetings. Public and Council engagement will begin in early 2019. The project is to be completed by the end of 2019.

Budget

The total budget for this study is \$160,000. This fee includes all taxes and disbursement.

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Jeff Jelsma, Manager of Development Engineering

DATE: June 11, 2018

REPORT NO.: TPW-2018-0024

RE: Left Turn Lane at Guelph St. and Mill St. - Sole Sourcing of the Design and Construction

RECOMMENDATION:

THAT Council Report No. TPW-2018-0024, dated June 11, 2018, regarding Left Turn Lane at Guelph St. and Mill St. - Single Sourcing of the Design and Construction, be received;

AND FURTHER THAT Council authorizes staff to enter into an agreement with GM BluePlan Engineering Ltd. 330 Trillium Drive, Unit D, Kitchener Ontario to create an engineering design package to enable the construction of a new left hand turn lane and other improvements on Mill St. for southbound traffic;

AND FURTHER THAT The Manager of Purchasing be authorized to issue a single source purchase order to GM BluePlan Engineering Ltd 330 Trillium Drive, Unit D, Kitchener Ontario for engineering design services to an upset limit of \$54,000.00 plus HST;

AND FURTHER THAT funding be considered as part of the 2019 Capital budget for the construction works.

BACKGROUND:

AMICO Properties (AMICO) purchased the former Memorial Arena lands from the Town in October 2016, through a request for proposal process. They subsequently purchased, through private negotiations, all of the abutting single-detached houses, which amassed all properties at the corner of Mill St. and Dayfoot Dr. into one developable project. Their vision for the amassed property includes three separate buildings which they planned to develop in separate phases.

AMICO subsequently applied for an Official Plan Amendment (OPA) and a Zoning By-law Amendment (ZBA) to support their proposal for all three buildings. Building one of

their proposal required a ZBA, which was approved July 2017. Through this ZBA, AMICO will be providing the Town with a community benefit (Section 37 of the Planning Act) for the additional building height. They are currently moving towards Site Plan Approval (SPA) which is anticipated in the summer of 2018.

As part of their ZBA application process, AMICO provided several documents and drawings to support their proposal which included a Traffic Impact Study (TIS). The TIS identified traffic queuing concerns for the southbound traffic at the intersection of Guelph St. and Mill St. The queuing of traffic was confirmed by the local residents in the Mill St. and Dayfoot Dr. area during the public consultation meeting for the ZBA.

COMMENTS:

Subject to final SPA, lifting of the Holding Provision and issuance of their Building Permit, AMICO intends to commence construction for building one of their development early summer of 2018. They first intend to start foundation works for the building and then on-site servicing. Their current project schedule shows that they plan to commence the external servicing works on Mill St in the spring of 2019.

Region of Halton (Region) had plans to reconstruct the sanitary sewer and associated service connections on Mill St. directly in front this development. This project is funded through the Regions capital program and is not tied to any Town capital projects. It was agreed that the Region would single source the reconstruction project to AMICO in an attempt to avoid multiple construction project on Mill St. and to reduce restoration costs along with construction impact to the adjacent neighbours.

GM BluePlan Engineering (GMBP) Ltd has been AMICO's civil design consultant throughout their project. They have been the lead engineering consultant on the zoning and site plan applications for building one. In addition they are the Region's consultant for the design for their Mill St. sanitary sewer replacement project.

The Town and AMICO have reached an agreement under Section 37 of the Planning Act for additional heights for building one. In lieu of a financial contribution, AMICO has agreed to complete roadway improvements on Mill St.

AMICO's external servicing project (spring of 2019) includes their water, sanitary, storm connections and their driveway works for phase one of their development. It also includes reconstructing the sanitary sewer on Mill St. on behalf of the Region and at the same time completing the required roadway improvements on Mill St. related to the Section 37 agreement.

Our intention is to single source the design of the Guelph St and Mill St. left turn lanes to GMBP to take advantage of their knowledge of this area and existing data collected on Mill St. as a result of AMICO development and through the Region's capital project. This will provide for significant design efficiencies and cost savings for the Town. Once they complete the design to our satisfaction, staff will explore single sourcing the

construction work through AMICO so this roadwork's project can be incorporated into their Spring 2019 Mill St. construction project for their development.

RELATIONSHIP TO STRATEGIC PLAN:

The recommendations of this report directly support the following Strategic Directions, Goals and Objectives of the Town of Halton Hills Strategic Plan:

H. Provide Sustainable Infrastructure & Services:

H.1 To provide infrastructure and services that meets the needs of our community in an efficient, effective and environmentally sustainable manner.

FINANCIAL IMPACT:

As part of 2018 Capital Budget, Staff received approval for \$75,000.00 (Line 58 of the 2018 Capital Budget) for retaining a consultant to design and estimate cost for the new left turn lane and related improvements for southbound traffic at the Guelph St. and Mill St. intersection. GMPB has provide us with a quotation to perform the necessary task to create a design package and cost estimate for the works which includes sub-consultants for traffic signal design, geotechnical investigation, retaining wall design and legal surveying.

Their quotation plus contingencies total \$54,000.00 plus HST.

The 2019 Capital Budget will need to consider monies to support the construction works.

CONSULTATION:

We have consulted with the Manager of Purchasing and she is in agreement with this award. We also consulted with the Manager of Planning Review related to the community benefits under Section 37 of the Planning Act.

PUBLIC ENGAGEMENT:

There was no direct public engagement for this report as it is considered an operational matter. There will be public notices to local residence associated with the construction.

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 recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

There is no communications impact associated with this report.

CONCLUSION:

Staff are recommending that design works for the proposed left turn lane and other improvements for south bound traffic at the intersection of Guelph St. and Mill St. be single sourced to GM BluePlan Engineering Ltd.

Reviewed and Approved by,



Bill Andrews, Director of Engineering



Chris Mills, Commissioner of Transportation and Public Works



Brent Marshall, CAO

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Deanna Locey, ActiVan Coordinator

DATE: June 5, 2018

REPORT NO.: TPW-2018-0026

RE: Municipal Agreement – Accessible Transportation Ad Hoc Program and Taxi Scrip Program

RECOMMENDATION:

THAT Report No. TPW-2018-0026, dated June 5, 2018, regarding the Municipal Agreement for the Accessible Transportation Ad Hoc Program and Taxi Scrip Program, be received;

AND FURTHER THAT the Mayor and Clerk be authorized to execute Municipal Agreements with participating local taxi vendors for the Accessible Transportation Ad Hoc Program and Taxi Scrip Program,

BACKGROUND:

The Town of Halton Hills ActiVan service is a specialized transportation service for seniors age 65 and older and persons with disabilities residing within Halton Hills. The Town currently provides accessible transportation options within the municipal boundaries of Halton Hills utilizing Town owned vehicles. ActiVan currently offers service to customers Monday to Sunday from 7:00am to 11:00pm. ActiVan fleet vehicles and drivers operate Monday to Friday from 7:30am to 6:00pm and weekends from 8:00am to 2:00pm. Trips outside of the ActiVan fleet operating hours or during peak times where ActiVan vehicles do not have enough capacity to accommodate all of the requested trips are distributed to local taxi vendors to provide the service on the Town's behalf and is referred to as an Ad Hoc trip.

In addition to accessible transportation options with the Town's current ActiVan fleet and the Ad Hoc service, the Town also provides the Taxi Scrip program which is an on-demand subsidized taxi service for seniors, persons with disabilities and youth from ages 13 to 19 residing within Halton Hills. Taxis have played a vital and essential part of the transportation system, providing curb-to-curb service, 24 hours a day, seven days a week since the Taxi Scrip program was inaugurated for seniors and persons of

disabilities in 2006. Currently the participating local taxi companies are E-Z Taxi, G-Town Taxi and McKab Taxi.

The Corporation of the Town of Halton Hills is also the governing body for the licensing and regulating of the taxi companies in Halton Hills, as per By-law No. 2005-0067 Schedule No. 4.

COMMENTS:

The Town and participating local taxi companies have maintained a progressive working relationship and understanding for the needs of the clients associated with both the ActiVan program and the Youth Taxi Scrip Program since its commencement in 2006. However, to date a formalized agreement has not been established. Based on the requirements within the Accessibility for Ontarians with Disabilities Act (AODA), staff felt that it was prudent to enter into an agreement with our participating taxi vendors.

The proposed Agreements were written to coincide with the current By-law, re-structure monthly reporting and invoicing and to solidify the current accessible transportation services and taxi scrip services offered within our community by the participating taxi vendors through Town programming.

As indicated in attachment 1, there are two (2) agreements that each participating Taxi vendors will enter into with the Town due to the different requirements with the Ad-Hoc and Taxi Scrip program. The Vendor will have the option to enter into either agreement or both depending if they meet the Town's requirements.

The proposed term of the Agreement(s) will be Effective August 1, 2018 and shall commence for one (1) year with five one (1) year options to renew based on successful service levels.

The proposed Agreements as indicated in Attachment 1 have been reviewed by the Town's Legal Counsel and insurance provider to maintain that the Town's interests are protected.

Several guiding principles were used to deliver the proposed Agreements with the consideration of the Accessibility for Ontarians with Disabilities Act (AODA). The key components of the agreements are as follows:

- Indemnification, liability and insurance clauses to protect the Town;
- Acceptance and compliance with ActiVan policies and procedures;
- Mandatory ownership of an accessible taxi vehicle when participating in the Ad Hoc service agreement;
- Understanding that the Taxi Scrip and Ad Hoc service must be inclusive of integration and full access as it relates to accessibility and availability
- Confirmation that all staff employed by the vendor has in-depth knowledge of the operations and are adequately trained to provide day-to-day service under the program;

- Customer safety will continue to be a priority;
- Monitor proper and authorized use of the programs;

As such, the proposed Agreements are timely as it provides the opportunity for the Town to establish clear direction and requirements to our taxi vendors for the Accessible Transportation Ad Hoc Program and Taxi Scrip Program,

RELATIONSHIP TO STRATEGIC PLAN:

The recommendations of this report directly support the following Strategic Directions, Goals and Objectives of the Town of Halton Hills Strategic Plan:

- A. Foster a Healthy Community
 - A.4 To provide accessibility throughout the community.
 - A.4. (a) Continue to monitor regulations from the Accessibility for Ontarians with Disabilities Act (AODA), and to ensure compliance to all municipal responsibilities.
- I. Provide Responsive, Effective Municipal Government
 - I.2 To ensure the accountability and transparency of the Town's operations, and that appropriate management policies, practices and procedures are in place.
 - I.2. (b) Undertake a Service and Program Delivery review at least once each Council Term as to the need for and the economy, efficiency and effectiveness of each of the Town's Services and Programs.

FINANCIAL IMPACT:

There are no immediate financial implications at this time.

CONSULTATION:

There was consultation with participating local taxi vendors. The Agreements were reviewed by the Town's solicitor and insurance carrier. All comments have been incorporated in the Agreements.

The Manager of Purchasing, Manager of Transportation, Deputy Clerk – Administration and Special Projects and Administrative and Insurance Coordinator were also consulted and are in agreement with this report.

PUBLIC ENGAGEMENT:

There is no public engagement required as it relates to 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 recommendation outlined in this report advances the Strategy's implementation.

This report supports the economic prosperity pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Excellent.

COMMUNICATIONS:

There will be no direct communications impact as a result of this report.

CONCLUSION:

The Town and participating local taxi companies have maintained a good working relationship and understanding of the needs of the clients associated with both the ActiVan program and the Youth Taxi Scrip Program.

The proposed Agreements will improve coordination of services, and provide options for accessible transportation within the community through the Ad Hoc program. In addition, proposed administrative changes will improve the accuracy of the invoices and ensure efficient payment process.

Staff recommend the Mayor and Clerk be authorized to execute Municipal Agreements with participating local taxi vendors, for the ActiVan Accessible Transportation Ad Hoc Program and Taxi Scrip Program.

Reviewed and Approved by,

A handwritten signature in cursive script, appearing to read "Maureen Van Ravens".

Maureen Van Ravens, Manager of Transportation

A handwritten signature in cursive script, appearing to read "C. Mills".

Chris Mills, Commissioner of Transportation and Public Works

A handwritten signature in cursive script, appearing to read "Brent Marshall".

Brent Marshall, CAO

ACCESSIBLE TRANSPORTATION AD HOC PROGRAM AGREEMENT

THIS AGREEMENT, made in duplicate, for the Town of Halton Hills Accessible Transportation Ad Hoc Program, effective as of the _____ day of _____, 20____ (the “Effective Date”).
(day) (month) (year)

BETWEEN:

TOWN OF HALTON HILLS

(the “Town”)

- and -

INSERT LEGAL CORPORATE NAME

(the “Vendor”)

WHEREAS the Town has instituted an Accessible Transportation Ad Hoc (the “Program”) as part of its transportation services for persons with disabilities and seniors age 65 and older living in the municipal boundaries of Halton Hills;

AND WHEREAS the Program uses the transportation services available from licensed taxi vendors operating in the Town;

AND WHEREAS the Vendor is willing and qualified to provide the accessible transportation services required by the Town under the Program, for persons with disabilities and seniors who are eligible and registered to participate in the Program;

AND WHEREAS the Town and the Vendor have entered into this Agreement for the purpose of outlining the terms and conditions governing the Vendor’s participation in the Program;

NOW THEREFORE in consideration of the mutual covenants contained in this Agreement, the parties agree as follows:

ARTICLE 1 – INTERPRETATION

1.01 When used in this Agreement, the following words or expressions have the following meanings:

“Accessible Vehicle” means a vehicle that has been constructed or modified to increase the interior size of the vehicle and to equip it with a means of wheelchair entry such as a wheelchair ramp or powered lift, to allow access;

“Accessible Service Vehicle” means Accessible Vehicles certified to operate in accordance with all applicable federal, provincial and municipal legislation and regulations. Accessible Service Vehicles may include, for example, sedans and minivans;

“ActiVan” means a specialized transportation service intended for residents residing within the municipal boundaries of Halton Hills who are age 65 and older or persons with disabilities;

“Agreement” means the sections and schedules of this Accessible Transportation Ad Hoc Program Agreement as amended from time to time and such other documents as are expressly incorporated by reference into this Accessible Transportation Ad Hoc Program Agreement;

“AODA” means Accessibility for Ontarians With Disabilities Act, latest version;

“Business Day” or **“Business Days”** means Monday to Friday, inclusive, other than a day that is observed as a statutory or civic holiday by the Town;

“Companion” means a person who accompanies a registered Passenger when travelling on the Town service. A Companion is not considered a Support Person and is required to pay a fare for travel, and have a trip booked in order that seating is available;

“Cross-Boundary Trip” means an address originating in Halton Hills to an approved Transfer Point or address outside the municipal boundaries of Halton Hills;

“Day Service” means the Vendor shall provide a vehicle(s) for the all-day use by the Town. The Town will schedule the activities for the vehicle(s) for the day using the Driver Manifest and will compensate the Vendor based on In-Service Kilometres, as calculated by the Town’s scheduling software;

“Driver Manifest” means a computerized log of daily planned trip requests, provided by the Town to the Vendors, identifying Town client information and Day Service trip details;

“In-Service Kilometres” means the number of kilometres travelled by a Vendor vehicle while transporting a passenger;

“Late Cancellations” means a Passenger Trip confirmed by the Town, which is cancelled by the Passenger in advance of the scheduled pick-up time if the Town informs the Vendor less than 20 minutes before the scheduled trip;

“Mobility Aid/Device” means a device used to facilitate the transport, in a seated posture, of people with disabilities;

“No-Show” means a Passenger Trip request confirmed by the Town for which the Passenger did not show, or the Passenger cancelled at the door when the vehicle arrived;

“On-Time Cancellation” means a Passenger Trip confirmed by the Town, which is cancelled by the Passenger in advance of the scheduled pick-up time is deemed to qualify as “On-Time Cancellation” if the Agency informs the Vendor within 20 minutes or greater, before the scheduled pickup time;

“Passenger” means a traveler on an Accessible Service Vehicle other than the Service Vehicle Driver;

“Passenger Trip” means a one way trip from origin to destination by one Passenger and may include a Support Person, Companion and/or a Service Animal up to a maximum of three persons including the client;

“Requirements of Law” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licences, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either this Agreement, or the Services described in Schedule 2 or elsewhere in this Agreement, or any part of either of them;

“Same Day Trip” means trip requests made to the Vendor(s) on the same day the trip is to be performed;

“Service Animal” means animals that are trained to perform tasks for persons with disabilities. Service Animals are required to be transported with Passengers;

“Services” means the transportation services required by the Town under the Program to be provided by the Vendor to Program Users as more particularly described in Schedule 2 (Services);

“Standard Service Vehicle” means standard Taxi Vehicles under 4,990kg (11,000 lb.), equipped and certified to operate in accordance with all applicable federal, provincial and municipal legislation and regulations;

“Standard Wheelchair” means a Standard Adult Wheelchair is designed for full grown adults of average size and build: Seat width 45.7cm (18 in); seat depth 40.6cm (16 in); seat height 50.8cm (20 in); arm height 25.4 cm (10 in); and back height 41.9cm (16.5 in);

“Support Person” means, in relation to a person with a disability, another person who accompanies the person with a disability in order to help with communication, mobility, personal care or medical needs or with access to services or facilities;

“Transfer Point” means the Transfer Points that are established by the Town to assist clients with accessing services in neighboring municipalities;

“Trip Request” means a Passenger request for a trip, called in to the Town. Trip Requests must be relayed and confirmed by the Town to the Vendor(s) to be included in Vendor(s) service and billing; and

“Vehicle No-Show” means when the scheduled Trip Request does not arrive within the confirmed pick-up time.

ARTICLE 2 – TERM AND TERMINATION

- 2.1 The term of this Agreement will commence on the Effective Date above for one (1) year with five one (1) year options to renew based on successful service levels and will continue until otherwise terminated in accordance with the provisions of this Agreement (the “Term”).
- 2.2 The Town may terminate this Agreement immediately on written notice to the Vendor, if the Vendor: (i) ceases to carry on business in the normal course, makes a general assignment for the benefit of creditors, or becomes subject to any proceeding for liquidation, insolvency or the appointment of a receiver; or (ii) is in material default of any provision of this Agreement that is not cured or addressed to the satisfaction of the Town (acting reasonably) within twenty (20) Business Days following the Vendor’s receipt of written notice of the default from the Town.

- 2.3 Each party reserves the right, in its sole discretion, to terminate this Agreement without cause and without any liability, cost or penalty upon sixty (60) Business Days' prior written notice to the other party.
- 2.4 The Town shall only be responsible for the payment for the In-Service Kilometres calculated by the Town, and the Services provided under this Agreement, up to and including the effective date of any termination.

ARTICLE 3 – ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

- 3.1 The Vendor SHALL COMPLY WITH THE PROVISION OF the Accessibility for Ontarians with Disabilities Act, 2005, and the Regulations thereunder, with regard to the provision of its goods and/or services to persons with disabilities.

ARTICLE 4 – RELATIONSHIP BETWEEN TOWN AND VENDOR, CHANGE OF CONTROL, CONFLICT OF INTEREST

- 4.1 The Vendor represents that the Vendor's Representative has the authority to legally bind the Vendor to the extent permissible by the Requirements of Law.
- 4.2 The Vendor shall have no power or authority to bind the Town or to assume or create any obligation or responsibility, express or implied, on behalf of the Town. The Vendor shall not hold itself out as an agent, partner or employee of the Town. Nothing in this Agreement shall have the effect of creating an employment, partnership or agency relationship between the Town and the Vendor or any of the Vendor's directors, officers, employees, agents, partners, affiliates or volunteers.
- 4.3 The Vendor has the overall responsibility for the provision of the Services described in Schedule 2 or elsewhere in this Agreement to the Town, and the Vendor agrees that it is responsible and liable for its own acts and the acts or omissions of its directors, officers, employees, agents, partners, affiliates and volunteers within the scope and course of their duties with respect to the provision of the Services as if they were the Vendor's own acts or omissions.
- 4.4 The Vendor shall not subcontract or assign the whole or any part of this Agreement or any monies due under it to any subcontractor without the prior written consent of the Town. Such consent shall be in the sole discretion of the Town and subject to the terms and conditions that may be imposed by the Town. Without limiting the generality of the conditions that the Town may require prior to consenting to the Vendor's use of any subcontractor, every contract entered into by the Vendor with the subcontractor shall adopt all of the terms and conditions of this Agreement as far as applicable to those parts of the Services provided by the subcontractor. Nothing contained in this Agreement shall create a contractual relationship between any subcontractor or its employee and the Town.
- 4.5 In the event that the Vendor undergoes a change in control the Vendor shall immediately disclose such change in control to the Town and shall comply with any terms and conditions subsequently prescribed by the Town in response to the disclosure.

- 4.6 The Vendor represents and declares that no member, officer, employee of the Town or Council has or will have an interest, directly or indirectly, in the performance of this Agreement or in the Services or business in connection with the said Agreement, or in any portion of the profits thereof, or in any monies to be derived therefrom. The Vendor shall:
- (a) avoid any conflict of interest in the performance of its contractual obligations under this Agreement;
 - (b) disclose without delay any actual or potential conflict of interest that arises during the performance of its contractual obligations under this Agreement; and
 - (c) comply with any requirements prescribed by the Town to resolve any conflict of interest.
- 4.7 In addition to any other contractual rights or remedies available at law or in equity, the Town may, at its sole and absolute discretion, immediately terminate this Agreement upon giving notice to the Vendor where:
- (a) the Vendor fails to disclose an actual or potential conflict of interest;
 - (b) the Vendor fails to comply with any requirements prescribed by the Town to resolve a conflict of interest; or
 - (c) the Vendor's conflict of interest cannot be resolved.

This paragraph shall survive any termination or expiry of this Agreement.

ARTICLE 5 – SERVICES AND SERVICE VOLUMES

- 5.1 The Vendor agrees to provide to the Town the Services described in Schedule 2 (Services) or elsewhere in this Agreement in accordance with the terms and conditions set forth in this Agreement.
- 5.2 The Vendor acknowledges that it is providing the Services to the Town on a non-exclusive basis. The Town makes no representations regarding the volume of Services required under this Agreement. The Town reserves the right to establish an Agreement with other parties for the same or similar Services as those provided by the Vendor and reserves the right to obtain the same Services internally.
- 5.3 The Vendor acknowledges that the projected scope of service (number of In-Service Kilometres) is not guaranteed by any volume. Volume and composition are subject to change. The Town reserves the right to increase or decrease the required number of Accessible Service Vehicles and/or In-Service Kilometres at any time, in accordance with the provision of this Agreement.
- 5.4 The Vendor shall accept all trips set out on the Day Service Driver Manifest and Trip Service requests and shall not, for any reason, be permitted to refuse any assignment. For Trip Service the requirements and volumes will fluctuate on a daily basis.

- 5.5 The Vendor must communicate with the Town's dispatch to notify of emergencies, vehicle breakdowns, vehicle accidents, Passenger incidents, and schedule delays for the purpose of advising ActiVan Passengers. The Vendor shall not be permitted to directly contact Passengers unless authorized by the Town.

ARTICLE 6 – PERFORMANCE BY VENDOR

- 6.1 The Vendor hereby represents and warrants to the Town that:

- (a) the Services shall be provided fully and diligently in a professional and competent manner by persons qualified and skilled in their occupations, with the required accessibility training for assisting persons with disabilities, and all Services will be provided in accordance with: (a) this Agreement; and (b) the Requirements of Law. If any of the Services, in the opinion of the Town, are inadequately provided or require corrections, the Vendor shall forthwith make the necessary corrections at its own expense as specified by the Town in a rectification notice;
- (b) all information provided to the Town in connection with the Vendor's application to participate in the Program is accurate and true;
- (c) the vehicle taxi license numbers provided to the Town by the Vendor in Schedule 1 (Vendor Information) are valid, up-to-date and in good standing; and
- (d) the information provided to the Town by the Vendor respecting the Vendor's drivers and vehicle taxi license numbers as listed in Schedule 1 (Vendor Information) is a complete list of the drivers that will be used by the Vendor to perform the Services. The Vendor must advise the Town's Representative immediately in writing of any changes to Schedule 1 (Vendor Information). In accordance with section 4.4 of this Agreement, the Town must provide its prior written consent prior to the Vendor's use of any subcontractors or change to its subcontractors.

- 6.2 The Town, either by its own staff, or by an authorized inspector appointed by the Town, shall have the right to inspect the Vendor's operating and maintenance records as they relate to the provision of the Service. These inspections may be conducted during normal business hours, when possible. The Vendor shall provide adequate cooperation to Town staff or the inspector appointed by the Town to permit the staff or the inspector to determine the Vendor's conformity with the requirements prescribed by this Agreement and the adequacy of the Services being provided. All inspections by the Town shall be conducted in a manner that does not interfere with the Vendor's ability to perform its obligations under this Agreement.

- 6.3 The Vendor during the Term of this Agreement shall:

- (a) obtain, at its own cost and expense, and keep in good standing all licenses and permits that are required under all applicable Federal, Provincial and Municipal laws, by-laws and regulations for the conduct of its business and the provision of the Services;

- (b) comply with all applicable laws and by-laws related to the provision of the Services including without limitation, the *Ontarians with Disabilities Act, 2001*, the *Accessibility for Ontarians with Disabilities Act, 2005*, the *Workplace Safety Insurance Act, 1997* (Ontario), the *Occupational Health and Safety Act* (Ontario), and the *Human Rights Code* (Ontario), as amended or replaced from time to time. Any breach or breaches of any applicable laws or by-laws, whether by the Vendor or any of its subcontractors or agents, may result in the immediate termination of this Agreement;
- (c) immediately advise the Town in writing of any changes required to any of the Vendor information specified in Schedule 1 (Vendor Information);
- (d) provide to the Town's Representative annually, prior to the anniversary date of the Effective Date of this Agreement, a new fully completed Schedule 1 (Vendor Information);
- (e) provide to the Town's Representative annually, its current policy of insurance in accordance with section 13.3 of this Agreement; and
- (f) comply with any information requests received from the Town's Representative relating to the Services.

ARTICLE 7 – PAYMENT FOR SERVICES AND AUDIT

7.1 All payment invoices for reimbursement shall be mailed by the Vendor to the following address:

Attention: ActiVan Services

The Town of Halton Hills
 Robert C. Austin Operations Centre
 11620 Trafalgar Road
 Halton Hills, Ontario
 L7G 4S4

7.2 The Vendor shall invoice the Town within fifteen (15) days following the end of the month, in the format approved by the Town, for a billing period of not less than one (1) month. The Vendor's invoice shall accompany all fare payment, inclusive of monies collected as fare payment, and shall show separately the following information:

- Vendor Name
- Vendor Address
- Service Date
- Total number of No-Shows and Late Cancellations
- Total Kilometres travelled
- Total Trips

7.3 Charges shown on the Vendor's invoice must correspond with the number of kilometres rendered as recorded on the Town's scheduling software. Total In-Service Kilometres travelled and Trip Requests delivered for the previous month will be summarized for the Vendor by the Town on the first working business day of each month.

- 7.4 The Town reserves the right to request changes to the invoice amount to correlate with its billing records for In-Service Kilometres, No-Shows, and Late Cancellations for the month of operated service.
- 7.5 The Town shall pay the Vendor within 30 days of receiving an invoice from the Vendor, provided that the invoice is in a form acceptable to the Town and the Services have been performed to the satisfaction of the Town.
- 7.6 The Town will schedule the activities for the vehicle(s) for the day using the Driver Manifest and will compensate the Vendor based on In-Service Kilometres, as calculated by the Town's scheduling software. For Day Service, there will be no compensation to Vendors for No-shows or Late Cancellations;

Vehicle Services	Starting Rate (entering vehicle)	Vehicle Unit Rates (\$/km)
Day Service	\$3.60*	\$1.80*
Trip Service	\$3.60*	\$1.80*

* Rates may be amended annually as per Municipal Rates and Service Charges By-Law; as amended by By-Law 2008-0003

- 7.7 For seven (7) years following either the end of the term of, or any earlier date of termination of, this Agreement, the Vendor shall maintain all necessary records to substantiate (a) all requests for reimbursement and payments under this Agreement, and (b) that the Services were provided in accordance with this Agreement and with the Requirements of Law. During the term, and for seven (7) years following either the end of the term of, or any earlier date of termination of, this Agreement, the Vendor shall permit, and assist the Town in conducting, audits of the operations of the Vendor to verify (a) and (b) above. The Town shall provide the Vendor with at least ten (10) Business Days' prior notice of its requirement for such audit. The Vendor's obligations under this paragraph shall survive any termination or expiry of this Agreement.

ARTICLE 8 – REPORTING REQUIREMENTS

- 8.1 The Vendor shall complete and submit the following reports to the Town within the following timelines:
- (1) Passenger complaints shall be submitted to the Town no later than two (2) Business Days following that date of the complaint; and
 - (2) Monthly financial reports, such as invoicing, shall be submitted to the Town no later than the fifteenth (15) day of the following month.
- 8.2 The Vendor will be required to supply, operate and maintain various types of Standard Service Vehicle and a minimum of one Accessible Service Vehicle within its fleet to be used exclusively and non-exclusively to carry out the Town's ActiVan service for this Agreement.
- 8.3 The Vendor shall immediately notify the Town's dispatch of any missed trip(s) arising from vehicle no-shows, road calls, detours, or extraordinary delays caused by an abnormal or emergency factor.

- 8.4 The Vendor shall IMMEDIATELY NOTIFY THE Town dispatch of a pick-up for which the Passenger did not show. The Town dispatch will attempt to contact the Passenger, and will confirm the “No-Show”.
- 8.5 The Vendor shall immediately report all accidents/incidents to the Town. The Vendor shall provide an accurate and complete accident/incident report within one (1) Business Day following the date of the accident/incident. The occurrences are to be sent to the Town by the Vendor via email. Should the Vendor fail to meet this standard, respective follow-up action will be required such as, but not limited to: suspensions, decreased requests for service or termination of the Agreement. The Vendor shall also report all major accident/incidents (i.e. an incident where emergency services have been contacted, such as for personal injury, vehicle accident, terrorist acts, acts of crime contrary to federal, provincial or municipal legislation, fires, injuries, disasters, natural or manmade, or anything that could jeopardize safety, and security or life) to the Town’s dispatch immediately by telephone followed by the submission of the required reports. The Vendor shall supply all necessary information and update the Town as the situation changes. A Town staff member may be dispatched to attend the incident. In the event of a major incident, the Vendor shall contact the police prior to contacting the Town’s dispatch.
- 8.6 The Town may conduct Passenger random satisfaction surveys, to determine Passenger satisfaction with the performance of the Vendor(s). On the completion of the Passenger satisfaction survey, the Town will tabulate the Survey questionnaires and meet with the Vendor to discuss the Vendor’s rating and any required follow up action such as, but not limited to: additional training, decreased requests for service, or termination.

ARTICLE 9 – VENDOR REQUIREMENTS

- 9.1 The Vendor must work with the Town to identify patterns of inconsistent schedule times and/or either excessive or insufficient running, boarding and disembarking time, operational issues and problems and to suggest potential improvements to the Service. The Vendor must co-operate with the Town on any new initiatives to improve Service and/or reduce costs.
- 9.2 The Vendor shall attend bi-annual meetings with the Town, and other informal meetings as required. The Vendor’s management, operational and dispatch staff may be required to participate in additional meetings with Town staff, as required.
- 9.3 The Vendor must ensure that all Services are operated on time in accordance with this Agreement, and must perform such other actions as the Town may assign from time to time.
- 9.4 The Vendor shall communicate to the Town, information regarding service performance, scheduled/unscheduled detours, service disruptions, irregularities, serious incidents, accidents, motor vehicle collisions, technology issues and other information required from time-to-time.
- 9.5 The Vendor must respond to all calls from the Town regarding Passenger concerns or complaints regarding Vendor services. The Vendor shall possess the ability to identify and resolve issues and escalate them as required by the Town.
- 9.6 In future, the Town may move to establish an automatic fare payment system such as Presto. In the event of this, the Vendor shall, where applicable:

- (1) collect and protect revenues and operate related equipment in accordance with the provisions of this Agreement;
 - (2) report abuse or inappropriate use of fare media to the Town, which shall be investigated by the Town, and charges may be laid;
 - (3) change or add to the method of revenue collection and revenue auditing during the duration of this Agreement as identified by the Town.
- 9.7 The Town will establish fare policies and a fare structure, including transfer agreements. The Town may alter the fare rates from time to time and shall inform the Vendor forthwith. The Town will determine Town fares and will advise the Vendor from time to time, of any changes in the fare rate. The Vendor shall implement such changes.
- 9.8 The Vendor must ensure that all vehicles and equipment meet the required Ministry of Transportation (MTO) legislative systems and minimum requirements. The Vendor shall ensure that all service vehicles and equipment are maintained at all times in a state of good repair. The Vendor shall ensure that each service vehicle is issued with a MTO Semi-Annual Safety Inspection Number and Validation Date.
- 9.9 The Vendor shall ensure that each service vehicle shall be roadworthy, in good working order and repair, and kept in a clean condition while providing service under this Agreement.

ARTICLE 10 – VENDOR DRIVER REQUIREMENTS

- 10.1 Vendor drivers must adhere to the trip origin and destination as specified in the Driver Manifests and acknowledge that any deviations are to be approved in advance by the Vendor's Dispatch based on informing and requesting approval from Town dispatch. For Day Service, the Town will provide Driver Manifests for the following day, subject to change from time to time.
- 10.2 Vendor drivers shall not deviate from the Driver Manifest without the prior approval of Town's dispatch. Information contained in the Driver Manifests shall be strictly confidential and shall only be used by the Vendor and its employees to conduct services on behalf of the Town. Due to the private nature of the information outlined on the Driver Manifests, Vendor drivers shall treat them as confidential Town documentation and property. Driver Manifests must be disposed of in such a manner that the identities of those Passengers outlined on the Driver Manifests are protected, such as shredding. Any Driver Manifest that is lost or stolen shall be reported to the Town's dispatch immediately.

ARTICLE 11 – VENDOR/SERVICE DRIVER SCOPE OF WORK

- 11.1 The Vendor shall adhere to the following general service requirements:
 - Be familiar with the Town's operating practices, procedures and policies, as amended from time to time;
 - Deal in a courteous and professional manner with Passengers at all times;

- While performing work under this Agreement, Vendor service vehicle drivers shall not be in possession, and shall not purchase, consume, or be under the influence of any narcotic, intoxicant (including alcohol), harmful drug, or sedative medication; the consumption or the transporting of any of the above is strictly prohibited;
- Prohibit the consumption of food or beverages by Vendor service vehicle drivers while Passengers are on board;
- Ensure a smoke-free environment is maintained. Vendor service vehicle drivers shall not smoke while inside or near the entrances of the vehicles at any time and shall enforce onboard smoke free policy with all Passengers;
- Effectively communicate verbally in the English language with Passengers and others in the course of duties, and be able to understand written instructions, policies, procedures, and completion of any required written reports and forms;
- Comply with the Ontario Highway Traffic Act and its regulations including, but not limited to, the performance of daily pre-trip recorded inspections;
- Comply with future, Door-to-Door and/or Hand-to-Hand policies which may be implemented to govern service requirements for Passengers with physical and/or cognitive disabilities;
- Allow the carriage of a Service Animal accompanying a person with a disability;
- Ensure that, while in service for the Town, all Passengers and their Support Person, and/or approved Service Animal are transported safely;
- Ensure that Passengers shall not be transferred from one service vehicle to another, except in the event of a vehicle breakdown or when otherwise authorized by the Town;
- Ensure Passengers requiring assistance beyond the service driver's capability are accompanied by a Support Person. Where no Support Person is available at the pick-up point and it is indicated that the Passenger requires a Support Person, the service driver shall not move the service vehicle and shall notify their dispatch who in turn will request further instructions from the Town's dispatch;
- Service drivers are NOT permitted to enter a residence; and
- Service drivers are NOT permitted to unlock or lock the Passenger residence.

11.2 The Vendor shall adhere to the following Pick-up requirements:

- The service vehicle driver shall confirm they have the correct Passenger and verify that the Passenger's name correctly matches the Passenger name as stated on the Driver Manifest;
- If the service vehicle driver arrives late for a pickup, a three (3) minute waiting period shall apply;

- Ensure that all Passengers have the appropriate fare. The Vendor shall not collect any additional remuneration from the Passenger for the cost of the trip and shall not charge a fare for a Support Person for the Passenger(s) who are required to have a Support Person, as indicated on the Driver Manifest; and
- The service vehicle driver shall: assist the Passenger(s) from the accessible building entrance door at the pickup point if required; safely secure the Passenger and Mobility Aid/Device(s); aid the Passenger as needed, and not limited to: buckling and unbuckling of Passenger seatbelt, handling the transportation and securement of a Mobility Aid/Device(s), aiding Passenger to and from the nearest accessible entrance door from pickup to drop-off location; and meeting all requirements with respect to vehicle safety so as to prevent damage to the Mobility Aid/Device(s) or injury to the occupants in the service vehicle.

11.3 The Vendor shall adhere to the following Passenger boarding/during service requirements:

- Where a designated stop is in place, the service vehicle driver will ensure pick-ups and drop-offs are made at these designated locations only;
- Deploy or activate any wheelchair ramp whenever requested to do so by a Passenger and/or the Town;
- Accommodate up to three (3) grocery bags and/or other packages that the Passenger must be able to handle themselves. The service vehicle driver shall ensure that all packages are stowed to ensure Passenger safety;
- Maintain an appropriate environmental climate in the vehicle in relation to heating and air-conditioning;
- Reasonably accommodate any Passenger who engages in disruptive behavior on board a service vehicle and who refuses to comply. The service vehicle driver shall immediately contact the Vendor's dispatch and shall not remove the Passenger from a service vehicle, if the Passenger indicates that he or she does not want to be removed. Town dispatch will contact the Passenger's representative or emergency contact and assume control of the situation, which may include sending Town personnel immediately to the site. The Vendor shall comply with any directives issued by the Town with respect to management of such incidents;
- Ensure all pick-ups and drop-offs are conducted only at pick-up points and drop-off points respectively. Service drivers are not to comply with any Passenger request to change location of their drop-off point without first contacting Vendor dispatch, who will in turn request further instruction from Town dispatch;
- Ensure trips are made without interruption and that service vehicle drivers shall not refuel the service vehicle or pick up food or beverages with Passengers on board or while transporting Passengers; and

- DO NOT leave any Passengers who may appear to be lost or confused, or any Passenger designated as “hand to hand”, alone at any drop-off point. Should there be no person available to accept the Passenger, the service vehicle driver shall contact the Vendor dispatch who in turn shall immediately contact the Town’s dispatch for instruction

11.4 The Vendor shall ensure that Passengers are transported in forward facing positions and that every Passenger and service vehicle driver shall wear a seat belt at all times while performing service under this Agreement. The Vendor shall ensure that all Passengers and Mobility Aid/Devices(s) are secured by the service vehicle driver, in accordance with current regulations and standards.

If a Passenger refuses to wear a seatbelt, the service vehicle driver shall not set the service vehicle in motion. The service vehicle driver shall advise the Vendor’s dispatch who in turn will advise Town dispatch who will determine the appropriate course of action. The service vehicle driver may be required to submit an incident report, at the discretion of the Town. If a Passenger removes a seat belt during a trip, or a seatbelt becomes unfastened during a trip, the service vehicle driver shall immediately pull the service vehicle to a safe location to stop.

11.5 The Vendor’s responsibilities with respect to the supply of Accessible Service Vehicle(s) and Standard Service Vehicles shall include but not necessarily be limited to, the following:

- Provide sufficient dedicated Accessible Service Vehicle(s) and Standard Service Vehicles to meet the Day Service requirements as specified in this Agreement;
- Make available Accessible Service Vehicle (s) and Standard Service Vehicles, for Trip Service (to carry overflow trips that cannot be accommodated on regular service as supplied by the Town);
- All service vehicles shall be equipped with Passenger restraint systems, which comply with Ontario Highway Traffic Act, Regulation 629 and any other applicable regulation or standard;
- Accessible Service Vehicle(s) shall be ramp-equipped and fully accessible to accommodate the following minimum loading configurations: one (1) wheelchair, scooter or other Mobility Aid/Device with three (3) seated ambulatory Passengers;
- Each Passenger seating space shall be adequate for an adult person of average height and weight to be seated without having to contact a forward, lateral or overhead surface;
- Accessible Service Vehicle(s) shall be equipped with the Q-Straint lap and shoulder belt combination wheelchair/scooter securement and Passenger restraint systems, which meet all applicable safety regulations and standards;
- Accessible Service Vehicle(s) ramp shall be equipped with a colour strip that runs its full width, and is high colour-contrasted with its background. The ramp shall also be made of non-slip material; and
- Each Accessible Service Vehicle(s) purchased under this Agreement, shall meet all applicable federal and/or provincial regulations prior to entering service.

- 11.6 The Vendor shall conduct a daily pre-trip inspection on all service vehicle(s) utilized for services contained within this Agreement. The Vendor shall ensure that such service vehicles and defects shall be reviewed and acted upon by a mechanic who will take any corrective action, noting the corrective action taken.
- 11.7 In the event of a service vehicle failure while in service to the Town, the Vendor shall deploy a spare service vehicle to replace the failed service vehicle to ensure the continuation of service. The response time for a vehicle shall not exceed thirty (30) minutes.
- 11.8 The Vendor confirms that all staff employed for services contained within this Agreement have in depth knowledge and the ability to apply to the day-to-day operation systems that comply with all applicable Requirements of Law including but not limited to, the following: *Ontario Highway Traffic Act, Regulation 629; Occupational Health and Safety Act; Passenger Vehicle Act; Commercial Vehicle Operations Registration (CVOR); Accessibility for Ontarians with Disabilities Act (AODA); Town of Halton Hills ActiVan service policies and municipal by-laws*, as applicable.
- 11.9 Vendor training shall emphasize, but not be limited to, the following: *Defensive Driver Presentation, Operating procedures for the provision of the ActiVan service, including but not limited to, schedules, transfer points, No-Shows; Emergency procedures, including but not limited to, Incident/Accident/Motor Vehicle collision report writing; Mobility Aid/Device accommodation instructions on the use of on-board securement and occupant restraint systems such as Q-Straint; Pre and post trip inspections; Operation of wheelchair and scooter, ramps and occupant restraints; Emergency procedures, such as vehicle evacuation, medical and accident situations.*

ARTICLE 12 – INDEMNIFICATION

- 12.1 The Vendor shall, both during and following the expiry or termination of this Agreement, indemnify and save the Town, its officers, directors, employees, agents, Councillors, Chair and representatives harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by, or attributable to, any injury or death of a person, or loss or damage to property, caused or alleged to be caused, by any wilful or negligent act, omission or delay on the part of the Vendor or its employees, contractors, subcontractors, and agents in connection with anything purported to be or required to be provided by or done by the Vendor pursuant to this Agreement or done otherwise in connection with the Program.

ARTICLE 13 – INSURANCE

- 13.1 During the Term of this Agreement, the Vendor is required to maintain and to cause each of its approved subcontractors to maintain in full force and effect and at their own expense, the following insurance coverage(s), as applicable to the Services being provided pursuant to this Agreement and to its business model and operations:

A. A Vendor who is an owner/operator:

- (a) Ontario Automobile Policy including commercial general liability naming the Town of Halton Hills as an additional insured, coverage in an amount of not less than TWO MILLION DOLLARS (\$2,000,000) for the Vendor and each and every subcontractor; further, the Vendor and each and every subcontractor's Ontario Automobile Policy must carry endorsements showing:
 - (1) permission to carry Passengers for fare or compensation;
 - (2) coverage being extended to the loading and off-loading of Passengers; and
 - (3) coverage per Ontario Policy Change Form (OPCF) 22 in an amount of not less than FIVE THOUSAND DOLLARS (\$5,000).

B. A Vendor who is a dispatch only (no owned vehicles):

- (a) general liability insurance including bodily injury and death, personal injury, property damage including loss of use thereof, contractual liability, owners' and contractors' protective, products and completed operations and employers' liability, with coverage including the activities and operations conducted by the Vendor and those for whom the Vendor is responsible for in law. These policies will all:
 - (2) be written on an occurrence basis with coverage for any one occurrence or claim of at least TWO MILLION DOLLARS (\$2,000,000);
 - (2) name the Town as additional insured;
 - (3) contain a severability of interests clause and cross liability clauses; and
 - (4) have a deductible amount of not greater than TEN THOUSAND DOLLARS (\$10,000) per incident or occurrence. The Vendor is responsible for payment of any loss or losses within the deductible; and
- (b) in addition the policy shall include or be endorsed to include non-owned automobile liability having a sublimit of not less than TWO MILLION DOLLARS (\$2,000,000) covering the Vendor's operations being provided to the Town.

For a Vendor who is a dispatch only, the Vendor must ensure that each and every subcontractor carry the following:

- (a) Ontario Automobile Policy including liability coverage in an amount of not less than TWO MILLION DOLLARS (\$2,000,000) for the Vendor and each and every subcontractor further, the Vendor's and each and every subcontractor's Ontario Automobile Policy must carry endorsements showing:
 - (1) permission to carry Passengers for fare or compensation;
 - (2) coverage being extended to the loading and off-loading of Passengers; and
 - (3) coverage per Ontario Policy Change Form (OPCF) 22 in an amount of not less than FIVE THOUSAND DOLLARS (\$5,000).

- 13.2 All policies of insurance shall be (1) written with an insurer licensed to do business in Ontario; (2) in form and content acceptable to the Town acting reasonably; (3) be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Town; and (4) contain an undertaking by the insurers to notify the Town in writing not less than thirty (30) days before any material change, cancellation, lapse or termination of the policies.

- 13.3 Within seven (7) working days of the Effective Date of this Agreement, and on a yearly basis thereafter, upon the renewal of the Vendor's insurance policies, the Vendor shall provide the Town with a completed Certificate of Insurance evidencing compliance with the policy requirements as detailed above.
- 13.4 Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Town, forfeiture of this Agreement.

ARTICLE 14 – DISPUTE AND RESOLUTION

- 14.1 In the event of a dispute, the party who wishes to raise the dispute will give notice of the dispute, to the other party. The dispute will be deemed to have arisen on the day that notice is received by the other party. Within five (5) Business Days of the dispute arising, the Representative from each party will meet and attempt to resolve the dispute. If the Representatives fail to resolve the dispute within ten (10) Business Days of that meeting, then either party may pursue any legal option to resolve the dispute.

ARTICLE 15 – NOTICES

- 15.1 Any notice given pursuant to this Agreement will be in writing and addressed to the other party at the address for the other party listed below. Any such notice will be deemed to have been received three (3) Business Days following: (i) deposit with a globally recognized overnight delivery service, all delivery charges pre-paid; or (ii) transmission if sent by facsimile and receipt confirmed by the facsimile machine used. Either party may designate a different address by written notice to the other party given in accordance with this section.

In the case of the Town:

Attention: Maureen Van Ravens, Manager of Transportation
The Town of Halton Hills
1 Halton Hills Drive
Halton Hills, Ontario L7G 5G2
Email: maureenv@haltonhills.ca
Phone: 905-873-2601 ext. 2314
Fax No.: (905) 873-8192

In the case of the Vendor:

To the attention of the name of the Vendor's Representative noted in Schedule 1 (Vendor Information) at the Vendor's business address or facsimile number specified in Schedule 1 (Vendor Information).

ARTICLE 16 – CONFIDENTIAL INFORMATION, MFIPPA

- 16.1 The Vendor shall not divulge or disclose any information, documents or data communicated to or acquired by the Vendor in the course of performing the Services without the prior written consent of the Town, which consent may be unreasonably withheld. No such information, documents or data shall be used by the Vendor for any purpose other than for the purpose of performing the Services, without the prior written consent of the Town, which consent may be unreasonably withheld.
- 16.2 All information that is in the custody or control of the Town is subject to the access provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended or replaced from time to time (“*MFIPPA*”).
- (a) The Town cannot guarantee the confidentiality of any information that is in the custody or control of the Town will be preserved if a request for access to it is made under *MFIPPA*. To the extent permitted under *MFIPPA*, the Town will inform the Vendor of any request made of the Town under *MFIPPA* for any records related to this Agreement that may reveal a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence by the Vendor to the Town so that the Vendor will have an opportunity to make representations to the Town with respect to the proposed disclosure.
 - (b) If a request is made to the Town under *MFIPPA* (or such other applicable legislation) for access to records relating to this Agreement, the Town shall inform the Vendor in writing of such request and the Vendor will use commercially reasonable efforts to provide the Town with reports and information, cooperation and assistance, as are reasonably requested by the Town in order to enable the Town to comply with *MFIPPA*.

The obligations contained in this Article shall survive the termination or expiry of this Agreement.

ARTICLE 17 – GENERAL

- 17.1 This Agreement constitutes the complete and exclusive agreement between the parties with respect to its subject matter, and supersedes and replaces any and all prior or contemporaneous discussions, negotiations, understandings and agreements, written and oral, regarding its subject matter. Should any provision of this Agreement be held to be invalid by a court of competent jurisdiction, then that provision will be enforced to the extent permissible, and all other provisions will remain in effect and are enforceable by the parties.
- 17.2 The headings used in this Agreement are for convenience of reference only. No provision of this Agreement will be interpreted against any party merely because that party or its legal representative drafted the provision. All remedies are cumulative. Throughout this Agreement, the term “including” or the phrases “e.g.” or “for example” have been used to mean “including, without limitation”.
- 17.3 No term of this Agreement will be deemed to be waived by reason of any previous failure to enforce it. No term of this Agreement may be waived except in a writing signed by the party waiving enforcement.

- 17.4 The Vendor will not issue any public notice or press release, or otherwise make use of its association with the Town or this Agreement, without the prior written consent of the Town. The Vendor acknowledges and agrees that the Town can issue any public notice or press release, or otherwise make use of its association with the Vendor without the consent of the Vendor for any purposes related to the Program.
- 17.5 Except as expressly provided otherwise in this Agreement, neither party will be liable for any failure or delay in its performance under this Agreement due to any cause beyond its reasonable control that could not have been avoided by the exercise of reasonable foresight provided that the party affected by such failure or delay gives the other party prompt written notice of the cause, and uses reasonable commercial efforts to correct such failure or delay within a reasonable period of time (not to exceed thirty (30) days). Lack of finances shall in no event be deemed to be a cause beyond a party's reasonable control.
- 17.6 Except as set out in this Agreement, this Agreement may be changed only by a written document signed by an authorized signing officer of the Town and an authorized signing officer of the Vendor.
- 17.7 This Agreement shall enure to the benefit and be binding upon the parties and their respective successors and permitted assigns.
- 17.8 All amounts in this Agreement are stated and shall be paid in Canadian currency.
- 17.9 This Agreement is made in, and shall be governed by and construed in accordance with, the laws of the Province of Ontario and the laws of Canada applicable therein. Each party hereby irrevocably attorns to and submits to the jurisdiction of the Courts of the Province of Ontario for the conduct of any legal proceedings under, or related to, this Agreement.

IN WITNESS WHEREOF THE PARTIES hereto have caused this Agreement to be duly executed by their respective signing officers as of the Effective Date first above written:

THE TOWN OF HALTON HILLS

Per: _____
Name: Rick Bonnette, Mayor

Per: _____
Name: Suzanne Jones, Clerk and Director of
Legislative Service

Document Execution No. _____

We have authority to bind the Corporation.

Insert Legal Corporate Name of Vendor *(print)*

Insert Name and Position of Authorized Signing Officer *(print)*

Per: _____
Signature of Authorized Signing Officer

Insert Name and Position of Authorized Signing Officer *(print)*

Per: _____
Signature of Authorized Signing Officer

I/We have the authority to bind the Vendor.

SCHEDULE 1 – VENDOR INFORMATION

(Note: By completing and submitting this form to the Town of Halton Hills the Vendor asserts that the information contained within it is accurate and understands that this information will form part of any resulting Accessible Transportation Ad Hoc Program Agreement entered into between The Town of Halton Hills and the Vendor)

GENERAL:

- 1. Legal Corporate Name of Vendor** *(Note: This is the name on the incorporation documents, i.e. Articles of Incorporation)*

Registered Business Name of Vendor, if applicable *(Note: This may be the trade name or operating name that the business uses to carry on business with, which is not the same name as a legal corporate name on the incorporation documents)*

- 2. Business Address, Telephone and Facsimile Number of Vendor** *(Note: This information will be used for any notices provided pursuant to this Agreement)*

Street Number and Name

Unit Number, if applicable

City

Province

Postal Code

Business Phone Number

Business Fax Number

- 3. Vendor's Representative** *(Note: This individual **must have the authority to bind the Vendor** for the purposes of signing contracts and will act as the primary contact person)*

First Name

Last Name

Title

Phone Number

Fax Number

Email Address

- 4. Alternative contact person, in case of emergency if Vendor's Representative is not available:**

First Name

Last Name

Title

Phone Number

Fax Number

Email Address _____

5. **Vendor's GST/HST Number:** _____

6. **Vendor's Drivers and Vehicle Taxi Licenses:** *(Note: Must be licensed in Halton Hills. If additional space is required the Vendor shall attach and initial any additional page or pages, as required, to this list)*

	Taxi License Number	Issuing Municipality	Name of Driver
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
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18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			

	Taxi License Number	Issuing Municipality	Name of Driver
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			

DATED AT _____, THIS ____ DAY OF _____, 20__.

Insert Legal Corporate Name of Vendor *(print)*

Insert Name and Position of Authorized Signing Officer *(print)*

Per: _____
Signature of Authorized Signing Officer

Insert Name and Position of Authorized Signing Officer *(print)*

Per: _____
Signature of Authorized Signing Officer

I/We have the authority to bind the Vendor.

SCHEDULE 2 – SERVICES

1. Services provided by the Vendor and made available to program users shall conform in every respect to standard taxi service and, in addition, provide such care and assistance as the nature of the disability of the Program User may reasonably require.
2. The Vendor shall, as part of the Services:
 - (a) assist program users to safely and securely enter and exit from the Accessible Service Vehicle and/or Standard Service Vehicle upon request of the program user;
 - (b) carefully transport in the service vehicle any mobility aid used by the program user and return the aid available for normal use at the end of the trip;
 - (c) ensure that, after alighting from the service vehicle at the destination, the program user, if required, is assisted to the external door at the destination address or otherwise left in a secure place;
 - (d) transport any necessary Support Person of the program user without charge;
 - (e) transport any Companions of the program user at full fare payment as indicated by the Town;
 - (f) transport any service animal which accompanies the program user without charge;
 - (g) monitor proper and authorized use of the Program by program users and report to the Town as soon as possible (i) any persons using or attempting to use the Program, without authorization or entitlement as designated by the Town; (ii) cases of suspected abuse, or fraud or any other situations involving improper or illegal use of the Program; and (iii) provide the Town all records, documents, including dispatcher records, driver records and any other documentation as may be deemed necessary by the Town in connection with the investigation of such situations;
 - (h) accept the Town's ActiVan tickets from program users, in full or partial payment of the meter rate fare for the transportation service provided to the holder of the Ad Hoc Program;
 - (i) not accept any payment for gratuity for services which are included as part of this Agreement;
 - (j) comply with such other requirements of the Program as may be stipulated by the Town from time to time; and
 - (k) comply with all reasonable change requests made by the Town, in writing, to alter, add or delete any of the Services. The Vendor shall comply with all reasonable change requests made by the Town and the performance of such request shall be made in accordance with the terms and conditions of this Agreement. If the Vendor is unable to comply with the change request, it shall notify the Town promptly in writing and provide the reasons for the non-compliance. In any event, any such change request shall not be effective until a written amendment reflecting the change has been executed by the parties.

SCHEDULE 3 – CERTIFICATE OF INSURANCE

As attached

APPENDIX A – ACTIVAN USER GUIDE/POLICIES AND PROCEDURES

ActiVan User Guide

The Town of Halton Hills ActiVan service is a specialized transportation service intended for seniors age 65 and older and persons with disabilities residing within Halton Hills.

Passenger charter

As a passenger, you can expect to:

- Be transported in a safe manner and travel in a clean and well-maintained vehicle by an operator who practices appropriate personal hygiene
- Be treated with courtesy and respect
- Have your calls answered promptly and courteously
- Be picked up on time within the scheduled pick-up window
- Be transported to a safe place if delivery to your original destination is not possible
- Be taken to the first accessible door of your final destination, but not inside
- Expect service that is compliant with the Accessibility for Ontarians with Disabilities Act (AODA)

The responsibilities of a passenger are to:

- Pay the appropriate fare for the service provided
- Follow the User Guide and Policies
- Wear a seatbelt at all times
- Be courteous and considerate of other passengers, drivers and customer service agents
- Practice appropriate personal hygiene
- Be ready during your pick-up window
- Use ActiVan Services responsibly to ensure that the service is available to everyone

Booking your ride with ActiVan

ActiVan booking office operates five days a week; Monday to Friday, from 8:30 a.m. to 4:30 p.m. ActiVan transportation services and the ActiVan booking office do not operate during statutory holidays.

Bookings must be completed 48 hours prior to travel to ensure a scheduled pick-up time. Trips may be booked as early as two weeks in advance.

If you require spontaneous travel, all ActiVan clients are eligible for the taxi scrip program. More information can be found on our website or through the ActiVan booking office.

Please have the following details ready when booking:

- The exact date and time you wish to travel; both pick-up and return
- The exact address of your destination
- Number of companions travelling with you. Note, ActiVan Services allows one caregiver free of charge for travel to aid the registered rider
- The type of mobility aid(s) you currently use (e.g. a walker)

Rides booked in advance are guaranteed, however your pick-up window may change due to vehicle availability.

Clients are able to travel anywhere within Halton Hills during service hours: Monday through Sunday 7:00 a.m. until 11:00 p.m.

Subscription ride (recurring trips)

A subscription ride is a recurring trip that you take on a regular basis (for example: to school, work or other recurring event). Please call to arrange automated bookings for subscription rides. ***Note: subscription rides are all cancelled during statutory holidays**

Same day trip and standby ride

To request or change a same day trip, please call ActiVan during normal office hours. These trips are subject to availability and are not guaranteed. Clients will receive a confirmation call if their ride can be accommodated.

Travelling outside Halton Hills

You can travel beyond Halton Hills borders and continue your trip with any Halton Hills ActiVan participating taxi service. The participating taxi company will bring you to the border of Halton Hills. Once the driver reaches the Town's boundary, the driver will then turn the meter on and charge you the full rate of travel from the border of Halton Hills until you reach your destination. Please consult our website or call us for more information about these out of boundary trips.

Preparing for your ride

- Your pick-up window is a 20 minute time frame in which your ActiVan vehicle will arrive. The ActiVan may arrive 10 minutes prior to your scheduled pick up time or may arrive up to 10 minutes after your scheduled pick up time
- Customers must be ready and waiting for their pick-up 10 minutes prior to their scheduled pick up time at the nearest accessible entrance
- Your ride may arrive at any time during the pick-up window, please be prepared to wait up to 20 minutes
- Rides are not considered late until 10 minutes after your scheduled pick-up time
- Be waiting in an area in which you are visible to our drivers and are able to watch for them to arrive.

During travel

- Drivers are not required to call your apartment, knock on your door or ring your doorbell
- When you arrive at your destination, the driver will help you off the vehicle and escort you to the nearest accessible door (but not inside)
- For your return trip, please wait at the same location as your initial drop off (unless instructed otherwise)

Important note: ActiVan aims to accommodate as many clients as possible. As a result, **you may be on a vehicle for up to 90 minutes**. This time may increase if you are travelling:

- A long distance, during peak hours or during inclement weather

Please bring medication and other necessities for your trip in case of delays.

Inclement weather policy

During inclement weather, a delay or cancellation of the ActiVan service may be necessary. Up-to-date information regarding trips delays or cancellations will be posted on the Town of Halton Hills website www.haltonhills.ca In addition; clients may call 905-702-6435 for further information.

Important rules and safety tips when riding with ActiVan

- There is a No Scent Policy on all ActiVan vehicles. Please do not wear perfume or cologne
- For your safety, if travelling in a scooter, you will be required to transfer from your scooter to a seat
- A seatbelt is to be worn at all times
- Tell the driver if you feel ill or uncomfortable
- There is a maximum four bag limit which must be carried by yourself or your support person. Shopping bags cannot be left on board vehicles between trips
- Drivers are not required to carry groceries or parcels; groceries and parcels must be carried by yourself or your support person
- You should note the building closing times to ensure you have shelter in case of delays or inclement weather
- Please be aware that drivers will not lift or carry clients or mobility aids
- Driveways, pathways and stairs must be clear of snow and ice for the safety of the clients and the driver
- Drivers are not permitted to enter a client's place of residence
- Drivers cannot make unscheduled stops
- Wheelchairs and scooters are required to have functioning brakes

Fares and Payments

- Monday to Friday = one ticket each way (equivalent to \$3) between the hours of 7:30 a.m. and 6:00 p.m.
- Monday to Friday After hours (between 5:00 p.m. to 11:00 p.m.) = one ticket + \$1 each way (equivalent to \$4)
- Weekends = one ticket + \$1 each way (equivalent to \$4)

All clients are responsible for maintaining their ActiVan accounts and ensuring they are appropriately funded.

*No show and late cancellations (three hours prior to travel) will be marked as an unpaid trip. You will be responsible for repayment to maintain an up-to-date account balance. Owing balances can be made to a driver on your next scheduled trip with ActiVan Services.

Customers with repeated "no-show" violations (more than three in one month) will have their eligibility privileges reviewed, which may result in a suspension of services. If you are late for your ride, call the booking office, however it may take up to three hours for another ride to arrive.

Ticket Purchase Locations:

Town of Halton Hills

Civic Centre Corporate Services

1 Halton Hills Drive, Halton Hills

Halton Hills Active Living Centre

416 Queen Street East, Acton

318 Guelph Street East, Georgetown

Halton Hills Public Library

17 River Street, Acton branch

9 Church Street, Georgetown branch

Robert C. Austin Operations Centre

11620 Trafalgar Road, Halton Hills

Links2Care

47 Mill Street East, Acton

Georgetown Marketplace - Fred's Lotto

280 Guelph Street, Georgetown (ticket kiosk)

Gellert Community Centre

10241 Eighth Line, Georgetown

Frequently Asked Questions

What happens if I miss my ride?

If the ActiVan vehicle arrived at your pick-up location when you were not there, your ride will be considered a “no-show” and you will owe for that fare. If you still require a ride, please call the ActiVan booking office. It may take up to three hours to dispatch another available vehicle.

Why am I charged for a “no-show” or late cancellation?

We do understand there are circumstances in which late cancellations are inevitable. However, we need everyone’s cooperation for our service to run smoothly. When you cancel, are late or a “no-show”, there are clients who could have used your ride that could not be accommodated.

What if my ride does not show up?

Please contact the ActiVan booking office if your ride has not arrived after the 20 minute pick-up window has passed.

What if my ActiVan registration has been suspended?

Activan policies will be addressed through written warnings prior to discontinuing use of the program. If your privileges have been suspended you may mail in a written appeal to the Appeals Committee for review. All appeal requests can be mailed to:

*ActiVan Services
ATT: Appeals Committee
1 Halton Hills Drive
Georgetown Ontario
L7G 5G2*

Once your appeal has been reviewed by the committee, you will then be given an appointment time to appeal your case in front of committee members. Continuation of your registration will be based on the decision of the Appeals Committee members.

Safety, Emergency Preparedness and Response

The following section outlines the emergency preparedness and response policies to help ensure the safety of our passengers for ActiVan Accessible Transit.

Bus maintenance and emergency equipment

All ActiVan vehicles are maintained to a high standard that meets or exceeds the Ministry of Transportation Guidelines. All vehicles are equipped with:

- Radio access to a transit coordinator at all times
- Fire extinguishers
- Emergency first aid kits
- Emergency reflectors to safely divert traffic in the event of breakdowns or accidents

ActiVan operators conduct a daily inspection on every bus before it is put in service for the day. The pre-trip identifies any operating defects and includes an inspection of the condition of passenger seats, floors, handrails, the audio announcement system, and a confirmation that accessible equipment (e.g. straps, harnesses) are present and functioning.

Emergency situations

ActiVan is committed to providing safe conditions for our passengers. An emergency can happen at any time. While no one can control weather conditions, unexpected vehicle breakdowns, accidents or passenger illnesses, ActiVan operators are trained and prepared for these possibilities. Operators will make first aid kits available for use; however, they are not required or expected to administer first aid. The following situations have been identified as risks based on the most probable emergency situations that may be encountered.

Vehicle breakdowns and unavoidable stops

In the event of a mechanical malfunction or vehicle breakdown, if possible, the vehicle will be safely guided onto the right shoulder or into a parking area. The ActiVan Coordinator/dispatch will be notified immediately by the operator. If the vehicle is unable to continue, another vehicle will be sent to the designated location. In the interim, the operator will advise passengers to remain on the bus unless it is unsafe to do so. The ActiVan operator will work to ensure passenger safety at all times.

Vehicle accidents and personal injury

The best time to think about an emergency procedure is before an emergency occurs. While each emergency is unique, it is important to know beforehand what to do to avoid panic or poor judgment. The safety of passengers and the public is an operator's first consideration. Operators are trained to exercise constant vigilance to prevent injury and to practice defensive driving at all times. In no case will the operator leave an injured person unattended.

If involved in an accident, the bus operator will:

- Stop immediately in as safe location as possible
- Put on hazard lights and set parking brake
- Determine status of passengers and the vehicle. If the passengers and the vehicle are in stable condition, passengers are required to remain in the vehicle
- Call 911 if personal injury occurs or if evacuation assistance is required
- Advise 911 operator if disabled passengers are on board who require special assistance
- Notify dispatch or supervisor
- Provide access to the first aid kit if applicable
- Put out reflective triangles and/or pylons about 30 meters from the front and rear of the vehicle
- Remain at the scene and wait for emergency personnel to arrive

TAXI SCRIP PROGRAM AGREEMENT

THIS AGREEMENT, made in duplicate, for the Town of Halton Hills ActiVan Taxi Scrip Program, effective as of the _____ day of _____, 20____ (the "Effective Date").
(day) (month) (year)

BETWEEN:

TOWN OF HALTON HILLS

(the "Town")

- and -

INSERT LEGAL CORPORATE NAME

(the "Vendor")

WHEREAS the Town has instituted a Taxi Scrip (the "Program") as part of its transportation services for persons with disabilities, seniors age 65 and older and youth (ages 13 to 19) living in the municipal boundaries of Halton Hills;

AND WHEREAS the Program uses the transportation services available from licensed taxi vendors operating in the Town;

AND WHEREAS the Vendor is willing and qualified to provide the taxi transportation services required by the Town under the Program, for persons with disabilities, seniors and youth who are eligible and registered to participate in the Program;

AND WHEREAS the Town and the Vendor have entered into this Agreement for the purpose of outlining the terms and conditions governing the Vendor's participation in the Program;

NOW THEREFORE in consideration of the mutual covenants contained in this Agreement, the parties agree as follows:

ARTICLE 1 – INTERPRETATION

1.01 When used in this Agreement, the following words or expressions have the following meanings:

"Agreement" means the sections and schedules of this Taxi Scrip Program Agreement as amended from time to time and such other documents as are expressly incorporated by reference into this Taxi Scrip Program Agreement;

"Business Day" or **"Business Days"** means Monday to Friday, inclusive, other than a day that is observed as a statutory or civic holiday by the Town;

“License” or “Licenses” means a Taxi Vehicle License or Licenses;

“Program” means the Town’s Taxi Scrip Program which provides transportation services to Program Users and allows Program Users to call participating taxi companies directly to personally book their transportation;

“Program User” or “Program Users” means a person or persons with disabilities, seniors or youth who have applied to participate in the Program and who the Town has identified as eligible to participate in the Program as registered users of the Program;

“Representative” in the context of the Vendor means the Vendor’s representative specified in Schedule 1 (Vendor Information) of this Agreement or his or her designate who will act as the primary contact person for the purposes of this Agreement, and in the context of the Town means the Manager of Transportation or his or her designate who will act as the primary contact person for the purposes of this Agreement;

“Requirements of Law” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licences, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either this Agreement or the Services or any part of them;

“Services” means the transportation services required by the Town under the Program to be provided by the Vendor to Program Users as more particularly described in Schedule 2 (Services); and

“Taxi Scrip” means the Taxi Scrip purchased by Program Users from the Town to be used in full or partial payment for the Services rendered by the Vendor.

ARTICLE 2 – TERM AND TERMINATION

- 2.1 The term of this Agreement will commence on the Effective Date above for one (1) year with five one (1) year options to renew based on successful service levels and will continue until otherwise terminated in accordance with the provisions of this Agreement (the “Term”).
- 2.2 The Town may terminate this Agreement immediately on written notice to the Vendor, if the Vendor: (i) ceases to carry on business in the normal course, makes a general assignment for the benefit of creditors, or becomes subject to any proceeding for liquidation, insolvency or the appointment of a receiver; or (ii) is in material default of any provision of this Agreement that is not cured or addressed to the satisfaction of the Town (acting reasonably) within twenty (20) Business Days following the Vendor’s receipt of written notice of the default from the Town.
- 2.3 Each party reserves the right, in its sole discretion, to terminate this Agreement without cause and without any liability, cost or penalty upon sixty (60) Business Day prior written notice to the other party.
- 2.4 The Town shall only be responsible for the payment of the Taxi Scrip received from the Vendor for the Services provided under this Agreement up to and including the effective date of any termination.

ARTICLE 3 – RELATIONSHIP BETWEEN TOWN AND VENDOR, CHANGE OF CONTROL, CONFLICT OF INTEREST

- 3.1 The Vendor represents that the Vendor's Representative has the authority to legally bind the Vendor to the extent permissible by the Requirements of Law.
- 3.2 The Vendor shall have no power or authority to bind the Town or to assume or create any obligation or responsibility, express or implied, on behalf of the Town. The Vendor shall not hold itself out as an agent, partner or employee of the Town. Nothing in this Agreement shall have the effect of creating an employment, partnership or agency relationship between the Town and the Vendor or any of the Vendor's directors, officers, employees, agents, partners, affiliates or volunteers.
- 3.3 The Vendor has the overall responsibility for the provision of the Services described in this Agreement to the Town, and the Vendor agrees that it is responsible and liable for its own acts and the acts or omissions of its directors, officers, employees, agents, partners, affiliates and volunteers within the scope and course of their duties with respect to the provision of the Services as if they were the Vendor's own acts or omissions.
- 3.4 The Vendor shall not subcontract or assign the whole or any part of this Agreement or any monies due under to any subcontractor without the prior written consent of the Town. Such consent shall be in the sole discretion of the Town and subject to the terms and conditions that may be imposed by the Town. Without limiting the generality of the conditions that the Town may require prior to consenting to the Vendor's use of any subcontractor, every contract entered into by the Vendor with the subcontractor shall adopt all of the terms and conditions of this Agreement as far as applicable to those parts of the Services provided by the subcontractor. Nothing contained in this Agreement shall create a contractual relationship between any subcontractor or its employee and the Town.
- 3.5 In the event that the Vendor undergoes a change in control the Vendor shall immediately disclose such change in control to the Town and shall comply with any terms and conditions subsequently prescribed by the Town in response to the disclosure.
- 3.6 The Vendor represents and declares that no member, officer, employee of the Town or Council has or will have an interest, directly or indirectly, in the performance of this Agreement or in the Services or business in connection with the said Agreement, or in any portion of the profits thereof, or in any monies to be derived therefrom. The Vendor shall:
- (a) avoid any conflict of interest in the performance of its contractual obligations under this Agreement;
 - (b) disclose without delay any actual potential conflict of interest that arises during the performance of its contractual obligations under this Agreement; and
 - (c) comply with any requirements prescribed by the Town to resolve any conflict of interest.
- 3.7 In addition to any other contractual rights or remedies available at law or in equity, the Town may, at its sole and absolute discretion, immediately terminate this Agreement upon giving notice to the Vendor where:
- (a) the Vendor fails to disclose an actual or potential conflict of interest;

- (b) the Vendor fails to comply with any requirements prescribed by the Town to resolve a conflict of interest; or
- (c) the Vendor's conflict of interest cannot be resolved.

This paragraph shall survive any termination or expiry of this Agreement.

ARTICLE 4 – SERVICES AND SERVICE VOLUMES

- 4.1 The Vendor agrees to provide to the Town the Services described in Schedule 2 (Services) or elsewhere in this Agreement in accordance with the terms and conditions set forth in this Agreement.
- 4.2 The Vendor acknowledges that it is providing the Services to the Town on a non-exclusive basis. The Town makes no representations regarding the volume of Services required under this Agreement. The Town reserves the right to contract with other parties for the same or similar Services as those provided by the Vendor and reserves the right to obtain the same Services internally.

ARTICLE 5 – PERFORMANCE BY VENDOR

- 5.1 The Vendor hereby represents and warrants to the Town that:
 - (a) the Services shall be provided fully and diligently in a professional and competent manner by persons qualified and skilled in their occupations, with the required accessibility training for assisting persons with disabilities, and all Services will be provided in accordance with: (a) this Agreement; (b) taxi industry standards; and (c) the Requirements of Law. If any of the Services, in the opinion of the Town, are inadequately provided or require corrections, the Vendor shall forthwith make the necessary corrections at its own expense as specified by the Town in a rectification notice;
 - (b) all information provided to the Town in connection with the Vendor's application to participate in the Program is accurate and true;
 - (c) the vehicle taxi license numbers and issuing municipality information provided to the Town by the Vendor in Schedule 1 (Vendor Information) are valid, up-to-date and in good standing; and
 - (d) the information provided to the Town by the Vendor respecting the Vendor's drivers and vehicle taxi license numbers as listed in Schedule 1 (Vendor Information) is a complete list of the drivers that will be used by the Vendor to perform the Services. The Vendor must advise the Town's Representative immediately in writing of any changes to Schedule 1 (Vendor Information). In accordance with section 3.4 of this Agreement, the Town must provide its prior written consent prior to the Vendor's use of any subcontractors or change to its subcontractors.

- 5.2 The Town, either by its own staff, or by an authorized inspector appointed by the Town, shall have the right to inspect the Vendor's operating and maintenance records as they relate to the provision of the Services. These inspections may be conducted during normal business hours, when possible. The Vendor shall provide adequate cooperation to Town staff or the inspector appointed by the Town to permit the staff, or the inspector, to determine the Vendor's conformity with the requirements prescribed by this Agreement and the adequacy of the Services being provided. All inspections by the Town shall be conducted in a manner that does not interfere with the Vendor's ability to perform its obligations under this Agreement.
- 5.3 The Vendor during the Term of this Agreement shall:
- (a) obtain, at its own cost and expense, and keep in good standing all licenses and permits that are required under all applicable Federal, Provincial and Municipal laws, by-laws and regulations for the conduct of its business and the provision of the Services;
 - (b) comply with all applicable laws and by-laws related to the provision of the Services including without limitation, the *Ontarians with Disabilities Act, 2001*, the *Accessibility for Ontarians with Disabilities Act, 2005*, the *Workplace Safety Insurance Act, 1997* (Ontario), the *Occupational Health and Safety Act* (Ontario), and the *Human Rights Code* (Ontario), as amended or replaced from time to time. Any breach or breaches of any applicable laws or by-laws, whether by the Vendor or any of its subcontractors or agents, may result in the immediate termination of this Agreement;
 - (c) immediately advise the Town in writing of any changes required to any of the Vendor information specified in Schedule 1 (Vendor Information);
 - (d) provide to the Town's Representative annually, prior to the anniversary date of the Effective Date of this Agreement, a new fully completed Schedule 1 (Vendor Information);
 - (e) provide to the Town's Representative annually, its current policy of insurance in accordance with section 8.3 of this Agreement; and
 - (f) comply with any information requests received from the Town's Representative relating to the Services.

ARTICLE 6 – PAYMENT FOR SERVICES AND AUDIT

- 6.1 All payment invoices for reimbursement shall be mailed by the Vendor to the following address:

Attention: ActiVan Services

The Town of Halton Hills
Robert C Austin Operations Centre
11620 Trafalgar Road
Halton Hills, Ontario
L7G 4S4

- 6.2 The Town shall, subject to the Vendor's compliance with the provisions of this Agreement, reimburse the Vendor for the Services provided on a monthly basis, based on the amount of original Taxi Scrip vouchers submitted by the Vendor to the Town for reimbursement, in accordance with the following billing and payment process:
- (a) the Vendor shall provide the Town with a monthly payment invoice, no later than fifteen (15) Business Days after the end of each month and that invoice shall include (i) detailed information with respect to all trips for which Taxi Scrip vouchers were used as payment by the Program User; and (ii) the total value received by the Vendor for payment of the Services, with any applicable taxes identified as separate items;
 - (b) the Town shall approve or reject the invoice within fifteen (15) Business Days of receipt of the statement and in the event that the Town rejects the invoice, it shall so advise the Vendor promptly in writing and the Vendor shall provide additional information as required by the Town to substantiate the invoice;
 - (c) each invoice is subject to the approval of the Town before any payment is released, and payment shall be made within thirty (30) Business Days of such approval; and
 - (d) payments for invoices approved by the Town will be made to the Vendor by the Town by way of cheque.
- 6.3 For seven (7) years following either the end of the term, or any earlier date of termination, of this Agreement, the Vendor shall maintain all necessary records to substantiate (a) all requests for reimbursement and payments under this Agreement, and (b) that the Services were provided in accordance with this Agreement and with the Requirements of Law. During the term of this Agreement, and for seven (7) years following either the end of the term, or any earlier date of termination, of this Agreement, the Vendor shall permit and assist the Town in conducting audits of the operations of the Vendor to verify (a) and (b) above. The Town shall provide the Vendor with at least ten (10) Business Days' prior notice of its requirement for such audit. The Vendor's obligations under this paragraph shall survive any termination or expiry of this Agreement.

ARTICLE 7 – INDEMNIFICATION

- 7.1 The Vendor shall, both during and following the expiry or termination of this Agreement, defend, indemnify and save harmless the Town, its officers, directors, employees, agents, Councillors, Chair and representatives harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by, or attributable to, any injury or death of a person, or loss or damage to property, caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the Vendor or its employees, contractors, subcontractors, and agents in connection with anything purported to be or required to be provided by or done by the Vendor pursuant to this Agreement or done otherwise in connection with the Program.

ARTICLE 8 – INSURANCE

- 8.1 During the Term of this Agreement, the Vendor is required to maintain and to cause each of its approved subcontractors to maintain in full force and effect and at their own expense, the following insurance coverage(s), as applicable to the Services being provided pursuant to this Agreement and to its business model and operations:

A. A Vendor who is an owner/operator:

- (a) Ontario Automobile Policy including commercial general liability naming the Town of Halton Hills as an additional insured, coverage in an amount of not less than TWO MILLION DOLLARS (\$2,000,000) for the Vendor and each and every subcontractor; further, the Vendor and each and every subcontractor's Ontario Automobile Policy must carry endorsements showing:
 - (1) permission to carry Passengers for fare or compensation;
 - (2) coverage being extended to the loading and off-loading of Passengers; and
 - (3) coverage per Ontario Policy Change Form (OPCF) 22 in an amount of not less than FIVE THOUSAND DOLLARS (\$5,000).

B. A Vendor who is a dispatch only (no owned vehicles):

- (a) general liability insurance including bodily injury and death, personal injury, property damage including loss of use thereof, contractual liability, owners' and contractors' protective, products and completed operations and employers' liability, with coverage including the activities and operations conducted by the Vendor and those for whom the Vendor is responsible for in law. These policies will all:
 - (1) be written on an occurrence basis with coverage for any one occurrence or claim of at least TWO MILLION DOLLARS (\$2,000,000);
 - (2) name the Town as additional insured;
 - (3) contain a severability of interests clause and cross liability clauses; and
 - (4) have a deductible amount of not greater than TEN THOUSAND DOLLARS (\$10,000) per incident or occurrence. The Vendor is responsible for payment of any loss or losses within the deductible; and
- (b) in addition the policy shall include or be endorsed to include non-owned automobile liability having a sublimit of not less than TWO MILLION DOLLARS (\$2,000,000) covering the Vendor's operations being provided to the Town.

For a Vendor who is a dispatch only, the Vendor must ensure that each and every subcontractor carry the following:

- (a) Ontario Automobile Policy including liability coverage in an amount of not less than TWO MILLION DOLLARS (\$2,000,000) for the Vendor and each and every subcontractor further, the Vendor's and each and every subcontractor's Ontario Automobile Policy must carry endorsements showing:
 - (1) permission to carry Passengers for fare or compensation;
 - (2) coverage being extended to the loading and off-loading of Passengers; and
 - (3) coverage per Ontario Policy Change Form (OPCF) 22 in an amount of not less than FIVE THOUSAND DOLLARS (\$5,000).

- 8.2 All policies of insurance shall be (1) written with an insurer licensed to do business in Ontario; (2) in form and content acceptable to the Town acting reasonably; (3) be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Town; and (4) contain an undertaking by the insurers to notify the Town in writing not less than thirty (30) days before any material change, cancellation, lapse or termination of the policies.

- 8.3 Within seven (7) working days of the Effective Date of this Agreement, and on a yearly basis thereafter, upon the renewal of the Vendor's insurance policies, the Vendor shall provide the Town with a completed Certificate of Insurance evidencing compliance with the policy requirements as detailed above.
- 8.4 Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Town, forfeiture of this Agreement.

ARTICLE 9 – DISPUTE RESOLUTION

- 9.1 In the event of a dispute, the party who wishes to raise the dispute will give notice of the dispute (in accordance with Article 10), to the other party. The dispute will be deemed to have arisen on the day that notice is received by the other party. Within five (5) Business Days of the dispute arising, the Representative from each party will meet and attempt to resolve the dispute. If the Representatives fail to resolve the dispute within ten (10) Business Days of that meeting, then either party may pursue any legal option to resolve the dispute.

ARTICLE 10 – NOTICES

- 10.1 Any notice given pursuant to this Agreement will be in writing and addressed to the other party at the address for the other party listed below. Any such notice will be deemed to have been received three (3) Business Days following: (i) deposit with a globally recognized overnight delivery service, all delivery charges pre-paid; or (ii) transmission if sent by facsimile and receipt confirmed by the facsimile machine used. Either party may designate a different address by written notice to the other party given in accordance with this section.

In the case of the Town:

Attention: Maureen Van Ravens, Manager of Transportation
The Town of Halton Hills
1 Halton Hills Drive
Halton Hills, Ontario L7G 5G2
Email: maureenv@haltonhills.ca
Phone: 905-873-2601 ext. 2314
Fax No.: (905) 873-8192

In the case of the Vendor:

To the attention of the name of the Vendor's Representative noted in Schedule 1 (Vendor Information) at the Vendor's business address or facsimile number specified in Schedule 1 (Vendor Information).

ARTICLE 11 – CONFIDENTIAL INFORMATION, MFIPPA

- 11.1 The Vendor shall not divulge or disclose any information, documents or data communicated to or acquired by the Vendor in the course of performing the Services without the prior written consent of the Town, which consent may be unreasonably withheld. No such information, documents or data shall be used by the Vendor for any purpose other than for the purpose of

performing the Services, without the prior written consent of the Town, which consent may be unreasonably withheld.

- 11.2 All information that is in the custody or control of the Town is subject to the access provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., c. M.56, as amended or replaced from time to time ("*MFIPPA*").
- (a) The Town cannot guarantee the confidentiality of any information that is in the custody or control of the Town will be preserved if a request for access to it is made under *MFIPPA*. To the extent permitted under *MFIPPA*, the Town will inform the Vendor of any request made of the Town under *MFIPPA* for any records related to this Agreement that may reveal a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence by the Vendor to the Town so that the Vendor will have an opportunity to make representations to the Town with respect to the proposed disclosure.
 - (b) If a request is made to the Town under *MFIPPA* (or such other applicable legislation) for access to records relating to this Agreement, the Town shall inform the Vendor in writing of such request and the Vendor will use commercially reasonable efforts to provide the Town with reports and information, cooperation and assistance, as are reasonably requested by the Town in order to enable the Town to comply with *MFIPPA*.

The obligations contained in this Article shall survive the termination or expiry of this Agreement.

ARTICLE 12 – GENERAL

- 12.1 This Agreement constitutes the complete and exclusive agreement between the parties with respect to its subject matter, and supersedes and replaces any and all prior or contemporaneous discussions, negotiations, understandings and agreements, written and oral, regarding its subject matter. Should any provision of this Agreement be held to be invalid by a court of competent jurisdiction, then that provision will be enforced to the extent permissible, and all other provisions will remain in effect and are enforceable by the parties.
- 12.2 The headings used in this Agreement are for convenience of reference only. No provision of this Agreement will be interpreted against any party merely because that party or its legal representative drafted the provision. All remedies are cumulative. Throughout this Agreement, the term "including" or the phrases "e.g." or "for example" have been used to mean "including, without limitation".
- 12.3 No term of this Agreement will be deemed to be waived by reason of any previous failure to enforce it. No term of this Agreement may be waived except in a writing signed by the party waiving enforcement.
- 12.4 The Vendor will not issue any public notice or press release, or otherwise make use of its association with the Town or this Agreement, without the prior written consent of the Town. The Vendor acknowledges and agrees that the Town can issue any public notice or press release, or otherwise make use of its association with the Vendor without the consent of the Vendor for any purposes related to the Program.
- 12.5 Except as expressly provided otherwise in this Agreement, neither party will be liable for any failure or delay in its performance under this Agreement due to any cause beyond its

reasonable control that could not have been avoided by the exercise of reasonable foresight provided that the party affected by such failure or delay gives the other party prompt written notice of the cause, and uses reasonable commercial efforts to correct such failure or delay within a reasonable period of time (not to exceed thirty (30) days). Lack of finances shall in no event be deemed to be a cause beyond a party's reasonable control.

- 12.6 Except as set out in this Agreement, this Agreement may be changed only by a written document signed by an authorized signing officer of the Town and an authorized signing officer of the Vendor.
- 12.7 This Agreement shall enure to the benefit and be binding upon the parties and their respective successors and permitted assigns.
- 12.8 All amounts in this Agreement are stated and shall be paid in Canadian currency.
- 12.9 This Agreement is made in, and shall be governed by and construed in accordance with, the laws of the Province of Ontario and the laws of Canada applicable therein. Each party hereby irrevocably attorns to and submits to the jurisdiction of the Courts of the Province of Ontario for the conduct of any legal proceedings under, or related to, this Agreement.

IN WITNESS WHEREOF THE PARTIES hereto have caused this Agreement to be duly executed by their respective signing officers as of the Effective Date first above written:

THE TOWN OF HALTON HILLS

Per: _____
Name: Rick Bonnette, Mayor

Per: _____
Name: Suzanne Jones, Clerk and Director of
Legislative Service

Document Execution No. _____

We have authority to bind the Corporation.

Insert Legal Corporate Name of Vendor *(print)*

Insert Name and Position of Authorized Signing Officer *(print)*

Per: _____
Signature of Authorized Signing Officer

Insert Name and Position of Authorized Signing Officer *(print)*

Per: _____
Signature of Authorized Signing Officer

I/We have the authority to bind the Vendor.

SCHEDULE 1 – VENDOR INFORMATION

(Note: By completing and submitting this form to the Town of Halton Hills the Vendor asserts that the information contained within it is accurate and understands that this information will form part of any resulting Taxi Scrip Program Agreement entered into between The Town of Halton Hills and the Vendor)

GENERAL:

- 1. Legal Corporate Name of Vendor** *(Note: This is the name on the incorporation documents, i.e. Articles of Incorporation)*

Registered Business Name of Vendor, if applicable *(Note: This may be the trade name or operating name that the business uses to carry on business with, which is not the same name as a legal corporate name on the incorporation documents)*

- 2. Business Address, Telephone and Facsimile Number of Vendor** *(Note: This information will be used for any notices provided pursuant to this Agreement)*

Street Number and Name

Unit Number, if applicable

City

Province

Postal Code

Business Phone Number

Business Fax Number

- 3. Vendor's Representative** *(Note: This individual **must have the authority to bind the Vendor** for the purposes of signing contracts and will act as the primary contact person)*

First Name

Last Name

Title

Phone Number

Fax Number

Email Address

- 4. Alternative contact person, in case of emergency if Vendor's Representative is not available:**

First Name

Last Name

Title

Phone Number

Fax Number

Email Address _____

5. **Vendor's GST/HST Number:** _____

6. **Vendor's Drivers and Vehicle Taxi Licenses:** *(Note: Must be licensed in Halton Hills. If additional space is required the Vendor shall attach and initial any additional page or pages, as required, to this list)*

	Taxi License Number	Issuing Municipality	Name of Driver
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			

	Taxi License Number	Issuing Municipality	Name of Driver
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			

DATED AT _____, THIS ____ DAY OF _____, 20__.

Insert Legal Corporate Name of Vendor *(print)*

Insert Name and Position of Authorized Signing Officer *(print)*

Per: _____
Signature of Authorized Signing Officer

Insert Name and Position of Authorized Signing Officer *(print)*

Per: _____
Signature of Authorized Signing Officer

I/We have the authority to bind the Vendor.

SCHEDULE 2 – SERVICES

1. Services provided by the Vendor and made available to program users shall conform in every respect to standard taxi service and, in addition, provide such care and assistance as the nature of the disability of the program user may reasonably require.
2. The Vendor shall, as part of the Services:
 - (a) assist program users to safely and securely enter and exit from the taxi vehicle upon the request of the program user;
 - (b) carefully transport in the taxi vehicle any mobility aid used by the program user and return the aid available for normal use at the end of the trip;
 - (c) ensure that after alighting from the taxi vehicle at the destination the program user, if required, is assisted to the external door at the destination address or otherwise left in a secure place;
 - (d) transport any necessary companions or assistants of the program user up to the maximum capacity of the taxi vehicle without charge;
 - (e) transport any service animal which accompanies the program user without charge;
 - (f) provide the Services at the current meter rate fare lawfully charged by the Vendor in the ordinary course of business to other taxi customers;
 - (g) monitor proper and authorized use of the Program by program users and report to the Town as soon as possible (i) any persons using or attempting to use the Program, without authorization or entitlement as designated by the Town; (ii) cases of suspected abuse, or fraud or any other situations involving improper or illegal use of the Program or Taxi Scrip; and (iii) provide the Town all records, documents, including dispatcher records, driver records and any other documentation as may be deemed necessary by the Town in connection with the investigation of such situations;
 - (h) accept the Town's Taxi Scrip from program users presenting to the Vendor a valid Taxi Scrip ID Card issued by the Town bearing an identification number, in full or partial payment of the meter rate fare for the transportation service provided to the holder of the Taxi Scrip ID Card;
 - (i) require its taxi drivers to obtain the following information from program users and to record it on the supplied monthly invoice:
 - (i) date trip provided;
 - (ii) Program user's ID number and expiry date;
 - (iii) Pick-up and drop-off location
 - (iv) confirmation of whether or not a wheelchair accessible cab was used for the trip [Y (yes) N (no)]?

- (j) not accept the Town's Taxi Scrip for payment of the gratuity or any services which are not included as part of the meter rate fare;
- (k) ensure that the Vendor's current meter rate fare is consistent with the Requirements of Law;
- (l) make its taxi services available to program users, 365 (366 in a leap year) days a year, 24 hours a day, seven days a week, including statutory holidays;
- (m) comply with such other requirements of the Program as may be stipulated by the Town from time to time; and
- (n) comply with all reasonable change requests made by the Town, in writing, to alter, add or delete any of the Services. The Vendor shall comply with all reasonable change requests made by the Town and the performance of such request shall be made in accordance with the terms and conditions of this Agreement. If the Vendor is unable to comply with the change request, it shall notify the Town promptly in writing and provide the reasons for the non-compliance. In any event, any such change request shall not be effective until a written amendment reflecting the change has been executed by the parties.

SCHEDULE 3 – CERTIFICATE OF INSURANCE

As attached

Collisions involving a pedestrian

If involved in a collision with a pedestrian the operator will:

- Remain at scene of the collision and provide assistance
- Contact emergency contacts
- Provide aid to those involved in the incident and to anyone sustaining an injury or loss
- Provide any needed information upon request from a police officer

Vehicle fire

At the first indication of fire on the vehicle, the operator will proceed as follows:

- Pull over to a safe location, stop the vehicle immediately, open all doors, shut off the engine and contact dispatch to request emergency services assistance
- Advise passengers that emergency services have been notified and instruct passengers who do not require assistance to disembark in an orderly manner
- Assist passengers with disabilities to disembark; if necessary, solicit help from other passengers
- Evacuation of vehicle is not necessary unless there is a fire or danger of fire or if the vehicle is in an unsafe position
- If possible, use the fire extinguisher located on the vehicle to extinguish the fire
- If fire cannot be controlled by the fire extinguisher, advise passengers not to reenter the vehicle
- Await emergency services assistance

In addition to the suggestions above followed by the operator it is also the operator's responsibility as a driver of seniors and persons of disabilities to notify his employer/contract employer and obtain specific requirements when involved in a collision or incident for insurance purposes. A collision report is filled out with both the operator's employer and the Town of Halton Hills.

MEMORANDUM

TO: Chair and Members of the Planning, Public Works and Transportation Committee

FROM: Keith Hamilton – Planner, Policy/Development Review

DATE: May 17, 2018

MEMORANDUM NO.: MEM-PLS-2018-0010

RE: 2016 Census Overview – Age Structure Data

PURPOSE OF THE MEMORANDUM:

The purpose of this memo is to provide an overview of the age structure of Halton Hills, and how Halton Hills compares to other municipalities in Halton Region, and in context of the province and country.

BACKGROUND:

On May 3, 2017, the second release (2 of 6) of data from the 2016 Census was made available by Statistics Canada. The second release contained data on age structure of population by geographic area.

The 2017 Census data was released in six stages, beginning in February of 2017, with the last release on multiple topics coming on November 29, 2017.

Planning Staff prepared a memo for Council (MEM-P&I-2017-0015) in March 14, 2017 summarizing the population and dwelling count data for Halton Hills from the first release of the Census.

COMMENTS:

Age Structure

The 2016 age structure in the Town of Halton Hills is made up of 49.4% of males and 50.6% of females. These percentages remain virtually unchanged from the 2011 Census.

The median age of the population in Halton Hills has increased between 2011 and 2016 from 39.9 to 41.3, as shown in Table 2. This is now higher than the Region of Halton and matching the Province of Ontario which are 40.5 and 41.3 respectively. In the

previous 2011 Census the median age in Halton Hills (39.9) was higher than Halton Region (39.3) and lower than the Province of Ontario (40.4). Currently, the Town of Milton has the lowest median age (35.3) in the Region of Halton and has the highest population growth rate in Halton Region.

The population pyramid for Halton Hills is indicative of an aging population, as shown in Figure 1. Similar to that of Halton Region (Figure 2), the largest age groups, by proportion, fall between 40 and 55. The figures also reveal a dip between 25 and 35, suggesting those at the age where post-secondary careers begin are leaving the area.

Figure 1: Age Structure, Town of Halton Hills

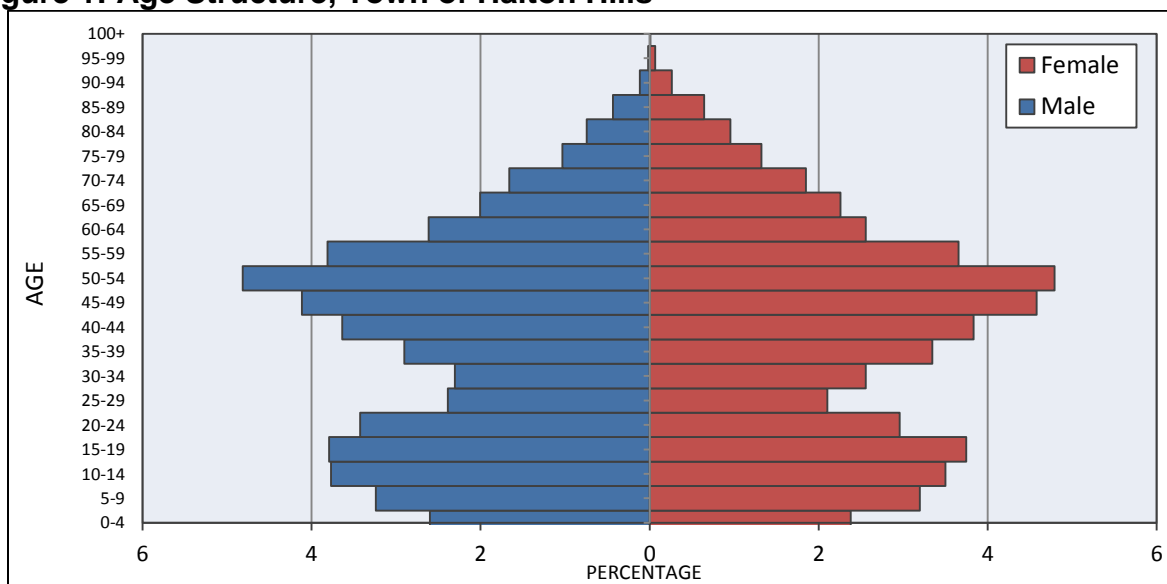
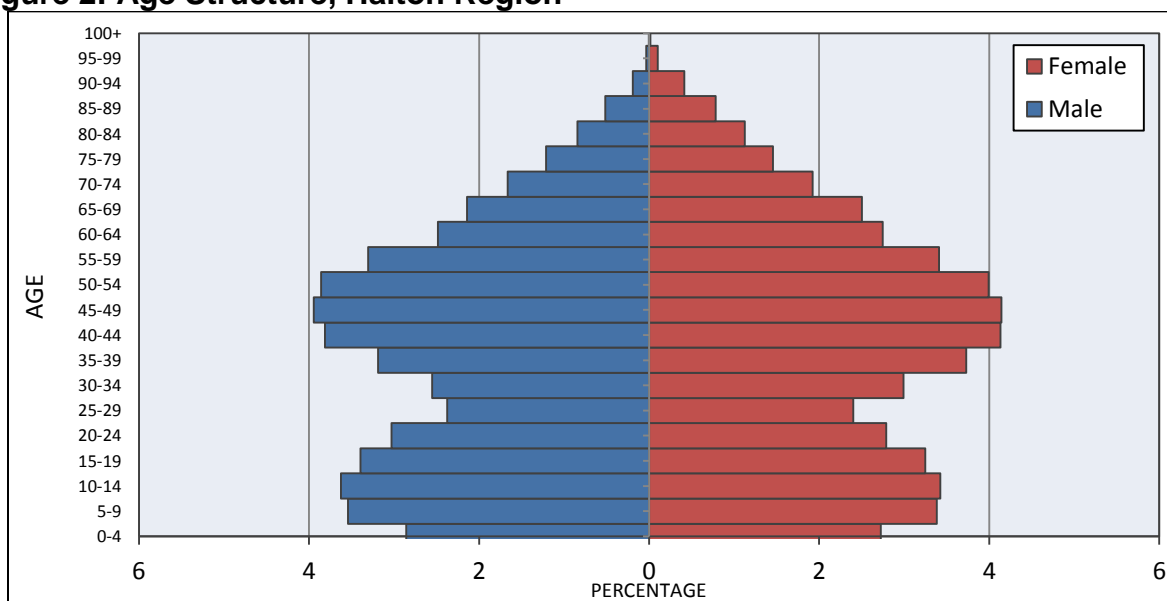


Figure 2: Age Structure, Halton Region



Nearly 10% of the Halton Hills population fell in the 50-54 age category in 2016, as shown in Table 1. Over one quarter were between the ages of 40 and 59, proportionally higher than Region, provincial and national averages. In contrast, just over 15% of the local population was between the ages of 20 and 35, an indicator that there will not be enough younger people entering the workforce to replace those approaching retirement.

Table 1: 2016 Census Age Structure, Town of Halton Hills

Age	Total	% of Pop.	Male	Female
Total	61,160	-	30,220	30,925
0-4	3,045	5.0%	1,590	1,455
5-9	3,935	6.4%	1,980	1,955
10-14	4,445	7.3%	2,305	2,140
15-19	4,610	7.5%	2,320	2,290
20-24	3,905	6.4%	2,095	1,810
25-29	2,745	4.5%	1,460	1,285
30-34	2,975	4.9%	1,410	1,565
35-39	3,820	6.2%	1,775	2,045
40-44	4,570	7.5%	2,225	2,345
45-49	5,315	8.7%	2,515	2,800
50-54	5,875	9.6%	2,945	2,930
55-59	4,565	7.5%	2,330	2,235
60-64	3,165	5.2%	1,600	1,565
65-69	2,605	4.3%	1,225	1,380
70-74	2,145	3.5%	1,015	1,130
75-79	1,440	2.4%	630	810
80-84	1,040	1.7%	455	585
85-89	660	1.1%	265	395
90-94	230	0.4%	70	160
95-99	50	0.1%	10	40
100+	5	0.01%	0	5
Median Age of Population	41.3	-	40.5	42
% of Population 15 years and over	81.3	-	80.5	82

Table 2: 2011 and 2016 Census Median Age

Place	2011 Census Median Age (Years)	2016 Census Median Age (Years)
Town of Halton Hills	39.9	41.3
Town of Milton	34.1	35.3
City of Burlington	41.8	43.3
Town of Oakville	40.2	41.7
Region of Halton	39.3	40.5
Ontario	40.4	41.3
Canada	40.6	41.2

Child Population

Statistics Canada defines children as 14 years of age and under. The proportion of children in the Town of Halton Hills has dropped from the 2011 Census (20.5%) to 18.7% in the 2016 Census. In the Region, Halton Hills child population was lower proportionally than both Oakville and Milton in 2016, as well as the Region average, as shown in Table 3. Additionally, the Town's child population has been dropping proportionally since 2001, as shown in Table 4. This is indicative of a slow-growing and aging population.

Table 3: 2011 and 2016 Census Child Population

Place	2011 Census Child Population	2016 Census Child Population	2011 Census % Children	2016 Census % Children
Town of Halton Hills	12055	11435	20.5%	18.7%
Town of Milton	20750	28405	24.6%	25.8%
City of Burlington	29930	30670	17.0%	16.7%
Town of Oakville	35695	36710	19.6%	18.9%
Region of Halton	98425	107215	19.6%	19.5%
Ontario	2210805	2207970	17.0%	16.4%

Table 4: 2001, 2006, 2011 and 2016 Census Child Population, Halton Hills

Year	Child Population	% of Population
2001	10985	22.8%
2006	12330	22.3%
2011	12055	20.5%
2016	11435	18.7%

Senior Population

Statistics Canada defines seniors as persons 65 years and over. The proportion of seniors in the Town of Halton Hills has increased from the 2011 Census (11.9%) to 13.4% in the 2016 Census. In reviewing Census data from previous years, it is apparent that the proportion of seniors in Halton Hills has been steadily increasing since 2001, as shown in Table 6. Within Halton Region, Halton Hills proportion of seniors still remains lower than Burlington and Oakville, but higher than Milton, which has seen high growth younger age groups over the past 10 years as a result of rapid urban development.

Table 5: 2011 and 2016 Census Senior Population

Place	2011 Census Senior Population	2016 Census Senior Population	2011 Census % Senior	2016 Census % Senior
Town of Halton Hills	7025	8180	11.9%	13.4%
Town of Milton	6425	10145	7.7%	9.2%
City of Burlington	29720	35320	16.9%	19.3%
Town of Oakville	23475	28170	12.9%	14.5%
Region of Halton	66665	81810	13.3%	14.9%
Ontario	1631925	2251655	12.7%	16.7%

Table 6: 2001, 2006, 2011 and 2016 Census Senior Population, Halton Hills

Year	Senior Population	% of Population
2001	4485	9.3%
2006	5625	10.2%
2011	7025	11.9%
2016	8180	13.4%

CONCLUSION:

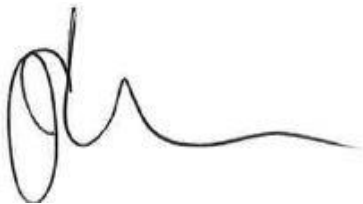
This memorandum summarizes trends in the Halton Hills age structure, as reported in the 2016 Census. Information provided will be used as a tool to help guide decision-making in local policy as it relates to planning for future population growth.

Note: Data for all Tables and Figures is sourced from Statistics Canada, 2001, 2006, 2011, and 2016 Census releases.

Reviewed and Approved by,

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Steve Burke, Manager of Planning Policy

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John Linhardt, Commissioner of Planning and Sustainability

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Brent Marshall, CAO

MEMORANDUM

TO: Chair and Members of the Planning, Public Works and Transportation Committee

FROM: Keith Hamilton, Planner – Policy/Development Review

DATE: May 18, 2018

MEMORANDUM NO.: MEM-PLS-2018-0011

RE: 2016 Census Overview – Labour Force & Education Data

PURPOSE OF THE MEMORANDUM:

The purpose of this memo is to provide an overview of labour force and education data for Halton Hills, and how Halton Hills compares to other municipalities in Halton Region, and in context of the province and country.

BACKGROUND:

The Census of Population is a mandatory questionnaire that is distributed to every household in Canada, ultimately creating a statistical portrait of the country on the day of the Census. The Census is conducted by Statistics Canada, and is Canada's primary source of data for sociodemographic change. This data is used by all levels of government to help plan for public services in education, healthcare, housing, transportation, and infrastructure, among others.

The 2016 Census of Population was conducted on May 10, 2016, and acts as a snapshot of Canada on that day. Due to the large volume of data collected and analyzed by Statistics Canada, data is released gradually throughout the year following the Census.

COMMENTS:

The Halton Hills Labour Force

The final release for the 2016 Census reported Halton Hills having an employed labour force of 33,860. This represents an increase of 1,895 from 2011 and a growth of 6%, meaning employment growth outpaced population growth (3.6%) over this period. Halton Hills reported higher participation and employment rates than those of Halton Region, Ontario and Canada, with a lower unemployment rate of 5.2%, as shown in Table 1. A high participation rate, coupled with a high employment rate, suggests more people are engaged in the labour force and finding employment than the regional, provincial and national averages.

Halton Hills reported a 'not in the labour force' population of 13,040 in 2016. This is made up of students aged 15 and over, as well as others who are not seeking employment for various reasons.

Table 1: Labour for Statistics by Area – 2016 Census

Labour Force	Halton Hills	Halton Region	Ontario	Canada
Population aged 15 years and over	48,765	433,845	11,038,440	28,643,020
Participation rate	73.3	69.8	64.7	65.2
Employment rate	69.4	65.6	59.9	60.2
Unemployment rate	5.2	6	7.4	7.7

Local Municipal Comparison

From 2011 to 2016, Halton Hills had the second fastest growing employed labour force (6%) in Halton Region, next to Milton (24%). While Milton's growth was much higher, it should be noted it did not outpace their overall population growth of 30.5%. In Halton Region from 2011 to 2016, only Halton Hills had higher growth in employment than population.

Halton Hills reported the second highest employment rate in Halton Region, just under that of Milton, as shown in Figure 1. The Halton Hills rate in 2016 is much closer to Milton's than reported in the previous two Census periods, while staying well above those of Burlington and Oakville. The 2016 Census also saw Halton Hills report the lowest unemployment rate in Halton Region, dropping from 6.6% in 2011, to 5.2% in 2016, as shown in Figure 2.

Figure 1: Local Municipal Employment Rates – 2016 Census

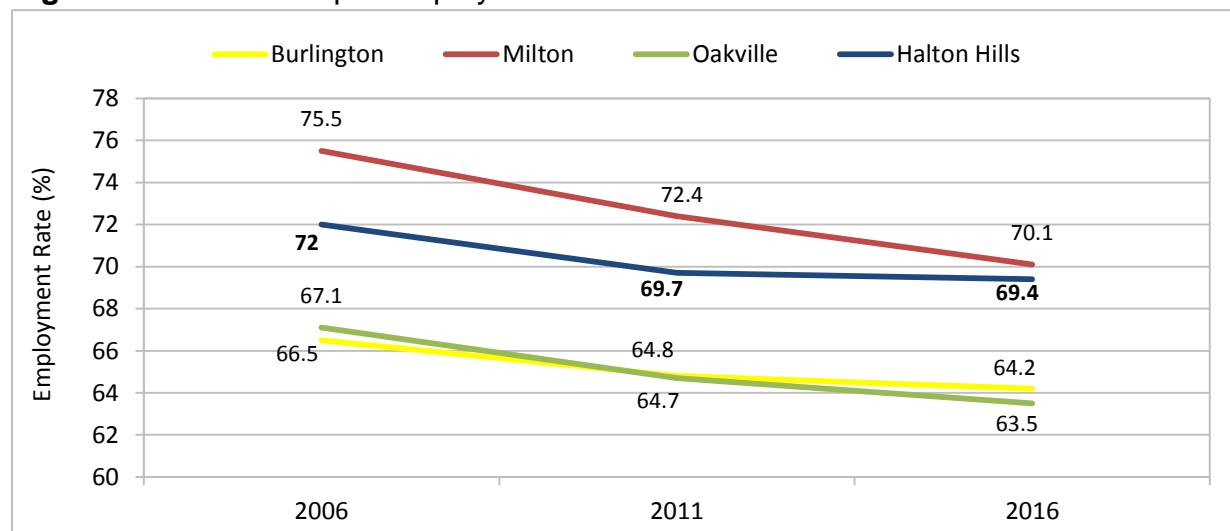
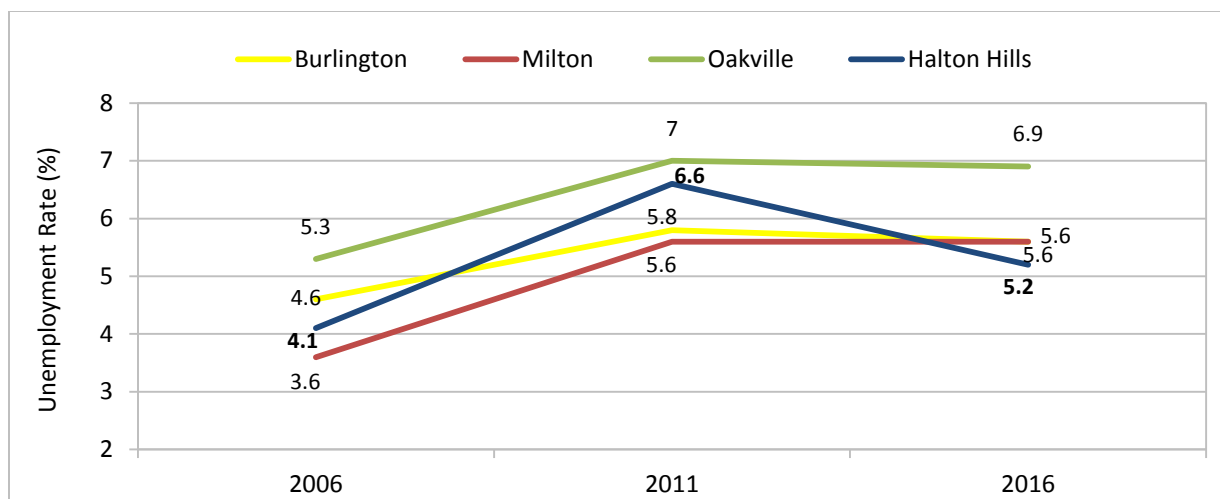


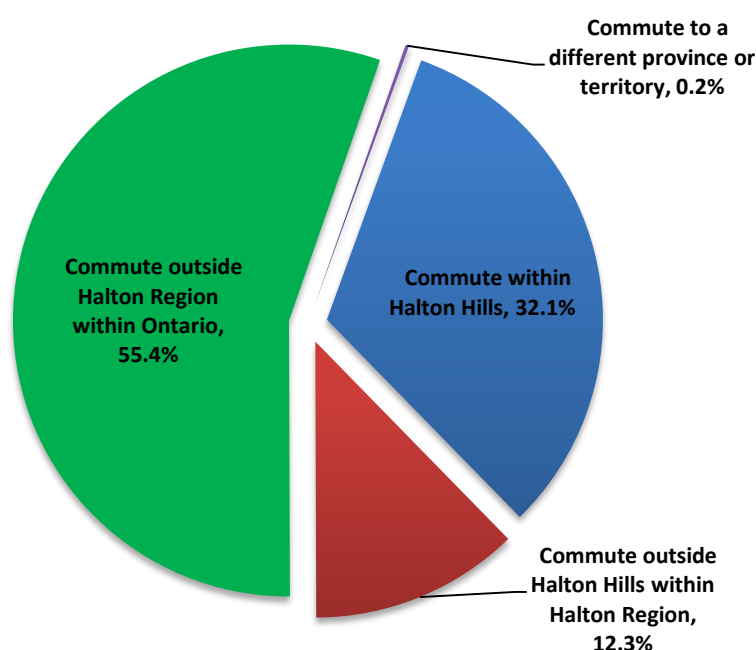
Figure 2: Local Municipal Unemployment Rates – 2016 Census



Journey to Work

Over half the Halton Hills labour force reporting a commute in 2016, were working in locations outside Halton Region, as shown in Figure 3. This is higher, but comparable to Halton Region as a whole (51%). Roughly one third of those commuting were staying within Halton Hills, very similar to the Halton Region average (36%), however much lower than Ontario as a whole, which reported that over 58% of commuters stayed within their local municipality. The data suggests Halton Hills workers are less connected to employers in other Halton municipalities, with a little over 12% working in Burlington, Milton or Oakville.

Figure 3: Halton Hills Employed Labour Force Commuting Locations – 2016 Census



Employment by Industry

Halton Hills reported a diverse labour force by industry in 2016, with manufacturing having the highest proportion of local workers at 13%, followed closely by Retail Trade at 11%. Combined, over 5,000 residents are employed in education and health care, while industries of wholesale trade, and transportation and warehousing employ many locally. Development-related industries of construction and professional, scientific and technical services are also well represented in Halton Hills. Strong representation in Arts, entertainment and recreation; and Accommodation and food services indicate diversity among the employment being sought out by residents.

As shown in Table 2, Agriculture represents a small segment of local employment with 385 jobs (1%), however this represents over one quarter of total Regional employment for this industry. Construction, a much larger industry in Halton Hills, also represents a high proportion of jobs Region-wide (17%).

Table 2: Employment by Industry – 2016 Census

Industry	Halton Hills	% of Halton Region Total
All industry categories	35,200	12%
11 Agriculture, forestry, fishing and hunting	385	26%
21 Mining, quarrying, and oil and gas extraction	100	14%
22 Utilities	185	10%
23 Construction	2,820	17%
31-33 Manufacturing	4,565	16%
41 Wholesale trade	2,435	13%
44-45 Retail trade	4,185	12%
48-49 Transportation and warehousing	2,220	16%
51 Information and cultural industries	685	8%
52 Finance and insurance	1,570	7%
53 Real estate and rental and leasing	735	10%
54 Professional, scientific and technical services	2,680	9%
55 Management of companies and enterprises	95	8%
56 Administrative and support, waste management and remediation services	1,530	13%
61 Educational services	2,880	12%
62 Health care and social assistance	2,560	9%
71 Arts, entertainment and recreation	750	13%
72 Accommodation and food services	1,735	10%
81 Other services (except public administration)	1,325	12%
91 Public administration	1,755	13%
Industries with a high representation of workers compared to Halton Hills proportion of Region employment		

Education

Over half the Halton Hills population 15 years and over (55%) reported having at least some post-secondary education in 2016, matching the provincial average but falling a little below that of Halton Region (63%). Those with post-secondary training in Halton Hills were split almost evenly between university and college certificates, diplomas, or degrees.

Education and training in business was the dominant field of study for Halton Hills residents, more than doubling the next closest field, as shown in Table 3. The fields of study listed in Table 3 reveal the diverse educational backgrounds of Halton Hills residents with business, technical and scientific, education and arts fields all being represented.

Table 3: Top Fields of Study for Halton Hills Residents – 2016 Census

Field of Study	Halton Hills	% of Local Pop. with Post-Secondary Training
Business, management, marketing and related support services	5,525	21.0%
Health professions and related programs	2,400	9.1%
Education	1,825	6.9%
Social sciences	1,405	5.3%
Mechanic and repair technologies/technicians	1,365	5.2%
Engineering technologies and engineering-related fields	1,090	4.1%
Engineering	1,060	4.0%
Construction trades	1,045	4.0%
Visual and performing arts	850	3.2%
Personal and culinary services	800	3.0%

CONCLUSION:

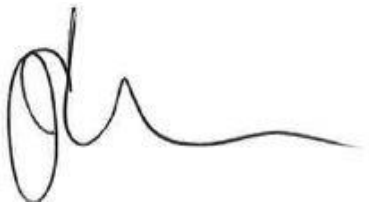
This memorandum summarizes trends in the Halton Hills labour force and local educational attainment, as reported in the 2016 Census. Information provided will be used as a tool to help guide decision-making in local policy as it relates to planning for future employment growth.

Notes: Data for all Tables and Figures is sourced from Statistics Canada, 2001, 2006 and 2016 Census releases. All data referenced for 2011 is sourced from the 2011 National Household Survey. Data referenced from 2011 was from a voluntary survey whereas data referenced from 2006 and 2016 was from a mandatory long form Census.

Reviewed and Approved by,

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Steve Burke, Manager of Planning Policy

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John Linhardt, Commissioner of Planning and Sustainability

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Brent Marshall, CAO



MEMORANDUM

To: Chair and Members of the Planning, Public Works and Transportation Committee

From: Matt Roj, Traffic Coordinator

Date: June 13, 2018

Mem No. MEM-TPW-2018-0007

Subject: Transportation Update

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to provide an updated list of Traffic and Transportation related matters.

BACKGROUND:

The memorandum deals with Traffic and Transportation related matters dealt with by staff. In the past this memo dealt with items received by staff on a monthly basis. To provide a complete overview of the traffic operations portfolio, the approved capital and operating projects are also listed.

COMMENTS:

The Transportation Work Plan consists of both Capital and Operating projects that have been approved by Council as part of the budget process. A summary of these projects are provided below.

Capital Projects

- Installation of eight new Pedestrian Crossovers
- Installation of eight new Accessible Pedestrian Signals
- Field installation of Centrac's Traffic Signal Management System
- Installation of three Uninterruptable Power Supplies for traffic signals
- Longfield Road (Phase 1) - Street Light Upgrade Project

- Church Street West - Traffic Calming Project
- Guelph Street West/Lakeview Avenue - Installation of Vehicle Activate Traffic Calming Sign
- Armstrong Avenue (Mountainview Road North to Sinclair Avenue) - Multi-use Pathway Signage and Street Lights
- Guelph Street (Hwy 7) between Delrex Blvd. and Armstrong Avenue - Street light pole replacements
- MTO Street Lights - Norval, Acton and rural intersections
- Hydro Projects with street light pole and transformer replacements: (Norman, Acton, Rosemary and George)
- Bishop Court (Phase 1) - Street light improvements
- Rural intersection illumination - three (3) locations
- Wildwood Road (Phase 1) illumination between Oak Ridge Drive and Eighth Line
- Multi-use pathways on Main Street South and 10 Side Road - LED upgrades
- Bike Lane Project - Danby Road between Orchid Avenue to Eighth Line
- CN 15 Side Road - At-grade Railway Crossing Repairs
- Safety Assessment of at-grade crossings on GEXR Line
- Danby Road/Barber Drive (East) Roundabout - Apron Construction
- Installation of five enhanced pedestrian crosswalks
- Glen Lawson Road Environmental Assessment - Design option review
- Maple Avenue and Main Street – Right turn lane/Traffic Signal Design
- Guelph Street and Maple Avenue Right turn lane/Traffic signal Design
- Trucking Strategy Study
- Opticom Program Review
- Installation of Vehicle Activated Traffic Calming Sign - Highway 7/Lakeview Avenue
- 2018 Traffic Signal Controller Replacement Program

Operating Projects

- Market Street road safety improvements
- "Slow" Pavement Markings: Wallace St., McDonald Blvd., Mill Street West, Tanners Dr. (N.), John St. (Geo.) and Princess Anne Dr.
- Princess Anne Drive - Operational Review
- Weekly Equipment Deployments: Radar Message Boards and Automatic Traffic Recorders
- 2018 Pavement Markings Program
- 2018 Traffic Signage Program
- Arborglen Drive/Arborglen Drive - Intersection Operational Review
- 32 Side Road between Trafalgar Road (Reg. Rd. 3) and Third Line - Operational Review
- School Crossing Guard Program/Audits
- Various Public Events
- Rural signage improvements - Tenth Line, Clayhill Road, Fallbrook Trail and Ninth Line

- Speed limit reduction: Fifth Line between 15 Side Road and 5 Side Road
- Speed limit reduction: Third Line between Glen Lawson Road and 22 Side Road
- Third Line Traffic Signal Project with Dufferin Aggregates
- Advance Traffic Management System with Halton Region and Local municipalities
- Truck Safety Blitzes
- Heavy Truck Monitoring with Dufferin Aggregates (Phase 2)
- Bower Street - Operational Review
- Main Street North/Ewing Street - Operational Review
- New Highway Encumbrance By-law
- Street Light Agreement

In addition, Appendix A provides details and a status update of the traffic and transportation issues since the May 29, 2018 Committee meeting. This item includes the following:

- Bower Street – On June 1, 2018, concerns raised by a resident with regards to the traffic safety issues on Bower Street during the P.M. peak hours. On June 1, 2018, staff contacted the resident to discuss his concerns. In the fall, staff will undertake an operational review of Bower Street to determine if traffic calming is warranted. In the week of June 18th, staff will temporarily deploy a radar message board to Bower Street. (Item #1)
- Main Street South (Georgetown) – On February 15, 2018, a request for “Sharrow” bicycle symbols on Main Street South at the Bike Friendly Committee meeting. In fall 2018, staff will install the “Sharrow” bicycle symbols on Main Street South between Maple Avenue and Guelph Street (Hwy 7). (Item #2)
- Mowat Crescent – On May 25, 2018, concerns were raised by a resident with regards to speeding. On June 11, 2018, staff contacted the resident to discuss his concerns. Staff will deploy a radar message board to Mowat Crescent in the week of June 25th and undertake speed studies in July 2018. (Item #3)
- Victoria Street/College Street Intersection – On May 28, 2018, concerns were raised by a resident with regards to the intersection safety at the intersection of Victoria Street and College Street. On May 29, 2018, staff contacted the resident to discuss his concerns. Staff will investigate the safety concerns identified by the resident and provide an update at the next Committee meeting. (Item #4)
- Meadowglen Boulevard – On May 30, 2018, concerns were raised by a resident with regards to speeding on Meadowglen Boulevard. In the week of May 29th, staff temporarily deployed a radar message board to Meadowglen Boulevard. On June 8, 2018 staff contacted the resident to further discuss the neighbourhood speeding issues. Staff will provide an update at the next Committee meeting. (Item #5)

CONCLUSION:

Staff will continue to work on the existing traffic and transportation matters as identified in the attached Excel spreadsheets. New traffic issues will be added to the Appendix A Transportation List spreadsheet for the Committee's consideration.

Reviewed and Approved by,

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Maureen Van Ravens, Manager of Transportation

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Chris Mills, Commissioner of Transportation and Public Works

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Brent Marshall, CAO

Item #	Date Received	Ward	Category	Traffic/ Transportation Concern	Actions Taken	Recommendation	Date Completed
1	06/01/18	1	Speeding	Mayor has identified resident's concerns with regards to the traffic safety issues on Bower Street.	On June 1, 2018, staff contacted the resident to discuss his concerns.	In the fall, staff will undertake an operational review of Bower Street to determine if traffic calming is warranted. In the week of June 18 th , staff will temporarily deploy a radar message board to Bower Street.	Ongoing
2	02/15/18	3	Cycling	Councillor Fogal has identified the need for "Sharrow" bicycle symbols on Main Street South at the Bike Friendly Committee meeting.	In June, 2018, staff has reviewed the proposed installation of the "Sharrow" bicycle symbols.	In fall 2018, staff will install the "Sharrow" bicycle symbols on Main Street South between Maple Avenue and Guelph Street (Hwy 7).	Ongoing
3	05/25/18	3	Speeding	Councillor Johnson had identified concerns raised by a resident with regards to speeding on Mowat Crescent.	On June 11, 2018, staff contacted the resident to discuss his concerns.	Staff will deploy a radar message board to Mowat Crescent in the week of June 25 th and undertake speed studies in July 2018.	Ongoing
4	05/28/18	3	Intersection Safety	Councillor Fogal has identified resident's concerns with regards to the intersection safety at the intersection of Victoria Street and College Street.	On May 29, 2018, staff contacted the resident to discuss his concerns.	Staff will investigate the safety concerns and provide an update at the next Committee meeting.	Ongoing
5	05/30/18	3	Road Safety	Councillor Johnson has identified resident's concerns with regards to speeding on Meadowglen Boulevard.	In the week of May 28th, 2018 staff temporarily deployed a radar message board to Meadowglen Boulevard. On June 8, 2018, staff contacted the resident to further discuss the neighbourhood speeding issues.	Staff is waiting for the resident's response and will provide an update at the next Committee meeting.	Ongoing
6	05/02/18	1	Speeding	Councillor Albano has identified concerns raised by a resident with regards to the heavy truck cut-through and speeding issues.	Staff installed the new 50 km/h speed limit signs on Wallace Street between McDonald Boulevard and Mill Street East (Hwy 7).	Staff and Halton Regional Police Service will organize a truck safety blitz near Wallace Street to inspect heavy trucks.	Ongoing
7	04/11/18	3	Speeding	Councillor Kentner identified concerns raised by residents with regards to the speeding issues on John Street between Victoria Street and Mountainview Road North.	In June 2018, staff will pre-mark John Street to reduce the width of travel lanes and slow down vehicular traffic.	Due to the high operating speeds (69 km/h) on John Street, this spring and summer staff will undertake a number of traffic safety improvements to slow down the vehicular traffic.	Ongoing

Item #	Date Received	Ward	Category	Traffic/ Transportation Concern	Actions Taken	Recommendation	Date Completed
8	11/27/17	1	Speeding	Councillor Hurst has identified resident's concerns with speeding on Guelph Street West (Hwy 7).	The Vehicle Activated Traffic Calming sign was ordered for the Highway 7/Lakeview Avenue location. The sign installation is expected in spring/summer 2018.	Staff is in the process of acquiring an Encroachment Permit from MTO to install a Vehicle Activated Traffic Calming Sign in spring 2018. Staff will also discuss with MTO the use of oversize speed signs on Guelph Street W. (Hwy 7).	Ongoing
9	12/04/17	3 & 4	Traffic Control Signals	Councillor Fogal has identified resident's concerns with the pedestrian signals not being displayed concurrently with traffic signal displays.	On June 5, 2018, staff re-programmed the Main St. S./Mill St. traffic signal (Geo.) to concurrently display vehicle and pedestrian signal displays.	Staff will undertake a pilot project at the Main/Mill traffic signal in Georgetown and update the Committee in fall 2018.	Ongoing
10	10/29/17	2	Speeding	Councillor Somerville has identified concerns raised by a resident with regard speeding on Wellington Road 42/32 Side Road (Boundary Road).	In the week of June 4th, 2018 staff deployed traffic counters on 32 Side Road to measure the volume of traffic.	In Fall 2018, staff will undertake an operational review of 32 Side Road between Third Line and Trafalgar Road.	Ongoing
11	08/14/17	1	Speeding/Sight line concerns	Councillor Hurst has identified a number of traffic concerns with speeding on Church Street East and sight line concerns on Bower Street.	In June 2018, staff will engage the Church Street East residents to review their support for traffic calming.	In spring/summer 2018, staff will evaluate Church Street East between Elgin Street South and Frederick Street South with regard to the traffic calming.	Ongoing
12	05/05/17	2	Road Safety	Councillor Brown has identified resident's concerns with River Drive's road safety.	Staff have reviewed the Motor Vehicle Collision history of the intersection and undertook onsite review.	Additional traffic operation studies will be scheduled in fall 2018 at the River Drive and Tenth Line intersection. Currently, River Drive bridge is under construction.	Ongoing
13	09/28/15	4	Intersection Safety	Guelph St. (Hwy 7) @ Hail Road/MacFarlane Drive intersection safety issues were identified.	Staff informed the Menkes developer to proceed with the update to the Traffic Impact Study. A turning movement count to be undertaken in April or May, 2018. On May 15, 2018, staff sent a second reminder to the developer.	The updated Traffic Impact Study will be sent to the Ministry of Transportation for comments.	Ongoing