AGENDA
COUNCIL MEETING

Monday, September 10, 2018, Call to Order 3:30 p.m. in Council Chambers, 3:35 p.m. for Closed Session, Reconvene into Open Council Meeting at 6:00 p.m.

Halton Hills Town Hall, Council Chambers

1 Halton Hills Drive

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

Pages

1. **OPENING OF THE COUNCIL MEETING**

   3:30 p.m. Council Chambers

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

   a. **REPORT NO. ADMN-2018-0030**

   OFFICE OF THE CAO REPORT NO. ADMN-2018-0030 dated August 31, 2018 regarding personal matters about an identifiable individual, including municipal or local board employees. (HHCEC Board)

   b. **REPORT NO. ADMIN-2018-0029**

   OFFICE OF THE CAO REPORT NO. ADMIN-2018-0029 dated August 28, 2018 regarding litigation, potential litigation including matters before administrative tribunals, affecting the municipality or local board. (Property Standards Matter)

   c. **MEMORANDUM NO. ADMIN-2018-0004**

   OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2018-0004 dated September 5, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, and advice that is subject to solicitor-client privilege.

   d. **VERBAL UPDATE BY A.B. MARSHALL, CAO**

   VERBAL UPDATE BY A.B. MARSHALL, CAO regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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

4. RECONVENE INTO OPEN SESSION

5. NATIONAL ANTHEM

6. ANNOUNCEMENTS

   a. Sovereign's Medal for Volunteers - Richard Ruggle

7. EMERGENCY BUSINESS MATTERS

8. DISCLOSURES OF PECUNIARY INTEREST/CONFLICT OF INTEREST

9. COUNCIL DELEGATIONS/PRESENTATIONS

   a. A. B. Marshall, Chief Administrative Officer and H. Olivieri, Commissioner and Chief of Fire Services - Recognition of 5 Halton Hills Firefighters who received the Medal of Merit

10. RESOLUTION PREPARED TO ADOPT THE MINUTES OF THE PREVIOUS MEETING(S) OF COUNCIL

   a. Council Meeting Minutes dated July 9, 2018 9

   b. Special Council Meeting Minutes dated July 17, 2018 26

11. GENERAL COMMITTEE

COUNCIL TO CONVENE INTO GENERAL COMMITTEE

Councillor Ted Brown, Chair

Vet Reports to be considered at General Committee

   a. Public Meetings / Hearings

      1. 6:30 PM Public Meeting

         Proposed Temporary Use Zoning By-law Amendment to permit a temporary parking lot at 13584 Steeles Avenue for use by the Toronto Premium Outlet Mall (Halton Hills Premier Gateway Business Park).

         (Refer to Item No. 11.c.1 of this Agenda, Report No. PLS-2018-0069)

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

1. **Samantha Howard, Manager of Recreation Services**

   Presentation to General Committee regarding Launch of New Recreation Management Software.

   PowerPoint

   (Refer to Item No. 11.c.2 of this Agenda, Memorandum No. RP-2018-0003)

   (Opening Remarks by W. Harris, Commissioner of Recreation and Parks)

2. **Karen Bannister, Senior Program Coordinator for Credit Valley Conservation**

   Presentation to General Committee regarding Sustainable Neighbouhoods (Retrofit) Action Plan Project Proposal.

   PowerPoint

   (Refer to Item No. 11.c.3 of this Agenda, Report No. PLS-2018-0071)

   (Opening Remarks by G. Clarke, Manager of Sustainability and Climate Change)

3. **Susan Silver, Senior Advisor Strategic Planning and Continuous Improvement**

   Presentation to General Committee regarding Cannabis Legalization.

   PowerPoint

   (Refer to Item No. 11.c.4 of this Agenda, Report No. ADMIN-2018-0028)

   (Opening Remarks by R. Cockfield, Manager of Strategic Planning and Continuous Improvement)

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

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

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

1. REPORT NO. PLS-2018-0069 (AUTOMATIC HOLD) 31

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0069 dated August 21, 2018 regarding Public Meeting Report for a proposed Temporary Use Zoning By-law Amendment to permit a temporary parking lot at 13584 Steeles Avenue for use by the Toronto Premium Outlet Mall (Halton Hills Premier Gateway Business Park).

2. MEMORANDUM NO. RP-2018-0003 (AUTOMATIC HOLD) 44

RECREATION AND PARKS MEMORANDUM NO. RP-2018-0003 dated August 24, 2018 regarding Launch of New Recreation Management Software.

3. REPORT NO. PLS-2018-0071 (AUTOMATIC HOLD) 49

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0071 dated August 22, 2018 regarding Sustainable Neighbourhoods (Retrofit) Action Plan Project Proposal.

4. REPORT NO. ADMIN-2018-0028 (AUTOMATIC HOLD) 56

OFFICE OF THE CAO REPORT NO. ADMIN-2018-0028 dated August 27, 2018 regarding Cannabis Legalization.

5. REPORT NO. PLS-2018-0068 66

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0068 dated August 30, 2018 regarding Cannabis Cultivation and Processing in Halton Hills.

6. REPORT NO. ADMIN-2018-0026 103

OFFICE OF THE CAO REPORT NO. ADMIN-2018-0026 dated August 22, 2018 regarding 2019 Council and Committee Calendar.

7. REPORT NO. CORPSERV-2018-0039 107

CORPORATE SERVICES REPORT NO. CORPSERV-2018-0039 dated August 3, 2018 regarding Capital Budget Status as at June 30, 2018.

8. REPORT NO. CORPSERV-2018-0040 125

CORPORATE SERVICES REPORT NO. CORPSERV-2018-0040 dated August 13,2018 regarding Halton Hills Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at June 30, 2018.

9. REPORT NO. PLS-2018-0070 133

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0070 dated August 22, 2018 regarding recommendation Report for the Removal of the Holding (H) Provision for 14996 (14946) Steeles Avenue (Halton Hills Premier Gateway Business Park).

10. REPORT NO. PLS-2018-0072 142

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0072 dated August 28, 2018 regarding Recommendation Report for Removal of the Holding (H1) Provision from 249-251 Guelph Street (Georgetown).

11. REPORT NO. PLS-2018-0073 149

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0073 dated August 28, 2018 regarding Conditional water allocation for 249-251 Guelph Street (6 SDE from the Georgetown Non-Residential Pool).

12. REPORT NO. RP-2018-0023 153

RECREATION AND PARKS REPORT NO. RP-2018-0023 dated August 28, 2018 regarding FCM's Municipal Asset Management Program – Natural Assets Valuation and Management Strategy.

13. REPORT NO. TPW-2018-0028 157

TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2018-0028 dated September 4, 2018 regarding Ministry of Environment, Conservation and Parks Transfer of Review Program Participation.

14. MEMORANDUM NO. ADMIN-2018-0027 202

OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2018-0027 dated August 30, 2018 regarding Update on an Illegal Truck Terminal.

15. MEMORANDUM NO. PLS-2018-0012 204

PLANNING AND SUSTAINABILITY MEMORANDUM NO. PLS-2018-0012 dated August 27, 2018 regarding Registration of Halton Hills Village Homes Inc. 16 Subdivision – Phase 6 File No.: D12SUB HHVHI 16 (24T-97012/H) – Phase 6 Owner: Halton Hills South Property Corporation Location: Part Lot 11, Concession 10 Esquesing; Plan 20M-1208.

16. MEMORANDUM NO. TPW-2018-0008 208

TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2018-0008 dated September 4, 2018 regarding Pavement Management – Main Street North (Acton) Update.

17. MEMORANDUM NO. TPW-2018-0009 210

TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2018-0009 dated September 4, 2018 regarding Young Street (Acton) – Condition Update.

d. Adjourn back into Council

12. REPORTS AND RECOMMENDATIONS FORWARDED FROM GENERAL COMMITTEE FOR APPROVAL

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

a. Report of the Community and Corporate Affairs Committee Meeting held on August 27, 2018 213

b. Report of the Planning, Public Works and Transportation Committee Meeting held on August 28, 2018. 215

14. RECEIPT OF MINUTES OF ADVISORY/SPECIALCOMMITTEES

a. Minutes of the Committee of Adjustment Meeting held on June 13, 2018. 218

b. Minutes of the Site Alteration Committee Meeting held on June 21, 2018. 231

c. Minutes of the Acton BIA Board Meeting held on June 13, 2018. 234

d. Minutes of the Committee of Adjustment Meeting held on July 4, 2018. 237

e. Minutes of the Acton BIA Meeting held on July 16, 2018. 244

f. Minutes of the Site Alteration Committee Meeting held on July 19, 2018. 249

g. Minutes of the Site Alteration Committee Meeting held on August 16, 2018. 253

h. Minutes of the Special Heritage Halton Hills Committee Meeting held on August 16, 2018. 256

15. PETITIONS/COMMUNICATIONS/MOTIONS

a. Motion to Support Public Rail Safety Week 258

b. Motion to Apply for Grant Opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program 259

(Refer to Item No. 11.c.12 of this Agenda, Report No. RP-2018-0023)

16. ADVANCE NOTICE OF MOTION

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

17. MOTION TO RECEIVE AND FILE GENERAL INFORMATION PACKAGE

Resolution prepared to receive the General Information Package dated September 10, 2018, for information.

18. MOTION TO APPROVE CLOSED SESSION ITEMS

(Council to reconvene into Closed Session if required)

19. CONSIDERATION OF BYLAWS

a. By-law No. 2018-0052 260

A By-law to appoint a Fire Chief (Harry Olivieri) for the Corporation of the Town of Halton Hills and to repeal By-law No. 2016-0059.

b. By-law No. 2018-0053 261

A By-law to appoint a Municipal Law Enforcement Officer.

c. By-law No. 2018-0054 262

A by-law to designate the Andrew Laidlaw Farmhouse, located at 9111 Third Line, Halton Hills under Part IV of the Ontario Heritage Act as being of cultural heritage value or interest.

(Recommendation No. GC-218-0052, Report No. PLS-2018-0060)

d. By-law No. 2018-0055 266

A by-law to designate the Glen Williams Schoolhouse SS#11, located at 15 Prince Street, Glen Williams under Part IV of the Ontario Heritage Act as being of cultural heritage value or interest.

(Recommendation No. PPT-2018-0044, Report No. PLS-2018-0036)

e. By-law No. 2018-0056 270

A by-law to authorize the execution of a Heritage Conservation Easement Agreement for the Andrew Laidlaw Farmhouse, located at 9111 Third Line, Halton Hills under Section 37(1) of the Ontario Heritage Act for the conservation of property of cultural heritage value or interest.

(Recommendation No. GC-218-0052, Report No. PLS-2018-0060)

f. By-law No. 2018-0057 271

A By-law to amend By-law No. 2016-0048 for the appointment of Municipal Law Enforcement Officers for the purpose of enforcing the Town's Parking By-laws, and other By-laws as designated by the Clerk and Director of Legislative Services

g. **By-law No. 2018-0058** 273

A by-law to remove the Holding (H1) Provision from 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, 3, 4, 5 and 6, Plan 20R-18893, Town of Halton Hills, Regional Municipality of Halton 249-251 Guelph Street (Georgetown)

(Refer to Item No. 11.c.10 of this Agenda, Report No. PLS-2018-0072)

h. **By-law No. 2018-0059** 275

A by-law to remove the Holding (H) Provision from Zoning By-law 57-91, as amended by By-law 00-138, for lands described as Part Lot 15, Concession 9 New Survey Trafalgar Town of Halton Hills, Regional Municipality of Halton 14996 (14946) Steeles Avenue (Esquesing).

(Refer to Item No. 11.c.9 of this Agenda, Report No. PLS-2018-0070)

i. **By-law No. 2018-0060** 277

A By-law to adopt the proceedings of the Council Meeting held on the 10th day of September, 2018 and to authorize its execution.

20. ADJOURNMENT

MINUTES

COUNCIL MEETING

Monday July 9, 2018

The Town of Halton Hills Council met this 9th day of July, 2018, in the Council Chambers, Halton Hills Town Hall, commencing at 6:00 p.m., with Mayor R. Bonnette in the Chair.

MEMBERS PRESENT: Mayor R. Bonnette, Councillors C. Somerville, J. Fogal, M. Albano, B. Lewis (left at 8:46 p.m.), T. Brown, M. Johnson, D. Kentner, B. Inglis, A. Lawlor, J. Hurst

STAFF PRESENT: J. Diamanti, Acting CAO; C. Mills, Commissioner of Transportation and Public Works; J. Linhardt, Commissioner of Planning and Sustainability; W. Harris, Commissioner of Recreation and Parks; J. deHooge, Chief and Commissioner of Fire Services; M. Leighton, Town Treasurer and Manager of Accounting; S. Jones, Clerk & Director of Legislative Services, G. Cannon, Chief Librarian

1. OPENING OF THE COUNCIL MEETING

Mayor R. Bonnette called the meeting to order at 6:00 p.m. in the Council Chambers.

2. CLOSED MEETING/CONFIDENTIAL REPORTS FROM OFFICIALS

NIL

3. RECESS AT THE CALL OF THE CHAIR

NIL

4. RECONVENE INTO OPEN SESSION

NIL

5. NATIONAL ANTHEM

6. ANNOUNCEMENTS

6.1 Cycling Lights

Councillor T. Brown announced that the Rural Policing Committee has asked Council to promote the use of flashing white and red safety by cyclists, to ensure they are visible on the roads after dusk. These lights can be easily installed on bicycles.

6.2 Halton Hills Senior Citizen of the Year

Mayor R. Bonnette announced that Chris Macewan is the recipient of the Ontario Senior of the Year Award for the Town of Halton Hills Chris Macewan has been a dedicated volunteer for decades in the Town of Halton Hills in a variety of capacities. Mayor Bonnette then called on Councillor J. Fogal to say a few words about the valuable volunteer work Ms. Macewan has provided to the Town.

6.3 Halton Hills Lifeguard Club at Nationals

Mayor R. Bonnette announced that Jordan Stott, a member of the Halton Hills Lifeguard Club, has again earned a spot on the Canadian National Team for the 2018 World Championships that will be held in Adelaide Australia in November. Congratulations Jordan.

7. EMERGENCY BUSINESS MATTERS

7.1 Acton Splashpad

Councillor C. Somerville noted that there have been issues raised regarding the ongoing maintenance needs for the Acton Splashpad. Staff noted that there has been issues with one piece of equipment and will follow up on this matter.

8. DISCLOSURES OF PECUNIARY INTEREST/CONFLICT OF INTEREST

NIL

9. COUNCIL DELEGATIONS/PRESENTATIONS

NIL

10. RESOLUTION PREPARED TO ADOPT THE MINUTES OF THE PREVIOUS MEETING(S) OF COUNCIL

Resolution No. 2018-0111
Moved by: M. Johnson
Seconded by: B. Lewis

THAT the following minutes are hereby approved:

1. Minutes of the Council Meeting held on June 11, 2018.

2. Confidential Minutes of the Council Meeting held on June 11, 2018

CARRIED

11. GENERAL COMMITTEE

Resolution No. 2018-0112
Moved by: B. Inglis
Seconded by: B. Lewis

THAT Council do now convene into General Committee.

CARRIED

(Councillor D. Kentner assumed the role of Presiding Officer)

11.1 Public Meetings / Hearings

NIL

11.2 Delegations/Presentations regarding items in General Committee

a. Ro Palumbo-Coates, Chair of Halton Hills Cultural Round Table (HHCR)

Ms. Palumbo-Coates provided a PowerPoint presentation regarding the HHCR 2017 Year End Report and 2018 Workplan.

b. Donna Hinde and Jane Perdue of The Planning Partnership

Ms. Hinde and Ms. Perdue provided a PowerPoint presentation regarding the Public Arts Master Plan.

c. Nick MacDonald of Meridian Planning Consultants

Mr. MacDonand provided a PowerPoint presentation regarding the Vision Georgetown Secondary Plan.

d. Herbert Arnold, Arnold Foster LLP

Mr. Arnold spoke to the Vision Georgetown Secondary Plan.

e. Glenn Pitura, Southwest Georgetown Landowners Group

Mr. Pitura spoke to the Vision Georgetown Secondary Plan on behalf of the Southwest Georgetown Landowners Group.

11.3 Municipal Officers Reports to be Considered by General Committee

a. OFFICE OF THE CAO REPORT NO. ADMIN-2018-0014 dated June 22, 2018 regarding the Halton Hills Cultural Roundtable (HHCR) 2017 Year End Report and 2018 Annual Workplan.

Recommendation No. GC-2018-0046

THAT Report No. ADMIN-2018-0014, dated June 22, 2018 regarding the Halton Hills Cultural Roundtable (HHCR) 2017 Year End Report and 2018 Annual Workplan be received;

AND FURTHER THAT Council endorse the 2017 Year End Report and the 2018 Annual Workplan, as submitted by the HHCR;

AND FURTHER THAT Town staff continue to collaborate with the HHCR in the implementation of the 2018 Annual Workplan and report back to the Community and Corporate Affairs Committee on its delivery and impact, including the review of the existing MOU between the Town and the HHCR, and confirmation of roles and responsibilities.

CARRIED

b. **OFFICE OF THE CAO REPORT NO. ADMIN-2018-0021** dated June 22, 2018, regarding the recommended Public Art Master Plan.

Recommendation No. GC-2018-0047

Report No. ADMIN-2018-0021 dated June 22, 2018 regarding the recommended Public Art Master Plan.

DEFERRED

c. **OFFICE OF THE CAO REPORT NO. ADMIN-2018-0023** dated June 22, 2018, regarding a request from Erin Gray for a variance to the Fence By-Law 2002-0060 as amended, at 109 John Street, Town of Halton Hills.

Recommendation No. GC-2018-0048

THAT Report No. 2018-0023 dated June 25, 2018 regarding a request from Erin Gray for a variance to the Fence By-Law 2002-0060 as amended, at 109 John Street, Town of Halton Hills be received;

AND FURTHER TO THAT the fence variance in Report No. 2018-0023 be granted to Erin Gray, 109 John Street, as requested.

CARRIED

d. **PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0037** dated June 22, 2018, regarding the Final Recommendation Report for the Vision Georgetown Secondary Plan (Official Plan Amendment No. 32).

Recommendation No. GC-2018-0049 (RECORDED VOTE)

THAT Report No. PLS-2018-0037, dated June 22, 2018, regarding the Final Recommendation Report for the Vision Georgetown Secondary Plan (Official Plan Amendment No. 32) be received;

AND FURTHER THAT Council receive for information, in support of Official Plan Amendment No. 32, the complete set of background studies, all of which are in Final Draft Form, listed in Schedule H to this report, and provided under separate cover;

AND FURTHER THAT Council adopt Town of Halton Hills Official Plan Amendment No. 32, dated June 2018 (attached as Schedule I to this report) as a non-exempt local Official Plan Amendment;

AND FURTHER THAT Town of Halton Hills Official Plan Amendment No. 32 be submitted to the Region of Halton for approval;

AND FURTHER THAT Town staff monitor the approval process for Official Plan Amendment No. 32, and in the event that the Region of Halton post-circulation letter proposes modifications to the Amendment, prepare a report to Council with recommendations concerning any proposed modifications;

AND FURTHER THAT a copy of Report PLS-2018-0037 be sent to the Region of Halton.

RECORDED VOTE

In Favour: Mayor R. Bonnette; Councillors Lawlor, Fogal, Hurst, Inglis, Johnson, Kentner, Lewis, Somerville, Brown, Albano

Opposed: Nil

CARRIED

e. PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0058 dated June 28, 2018 regarding "Recommendation Report for Removal of Holding (H) Provision for 40 Westbridge Drive (Halton Hills Premier Gateway Business Park)".

Recommendation No. GC-2018-0050

THAT Report No. PLS-2018-0058, dated June 28, 2018, regarding "Recommendation Report for Removal of Holding (H) Provision for 40 Westbridge Drive (Halton Hills Premier Gateway Business Park)", be received;

AND FURTHER THAT the request to remove the Holding (H) Provision from Zoning By-law 57-91, as amended by By-law 00-138, for the lands described as Part Lot 15, Concession 6 Trafalgar, Town of Halton Hills, Regional Municipality of Halton, municipally known as 40 Westbridge Drive (Halton Hills Premier Gateway Business Park), be approved;

AND FURTHER THAT the necessary By-law be enacted to authorize the removal of the Holding (H) Provision as generally shown in SCHEDULE 3 of this report.

CARRIED

f. **PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0059** dated June 19, 2018 regarding HAPP Joint Submission on the draft Provincial Agricultural Impact Assessment (AIA) Guidance Document released on March 15, 2018.

Recommendation No. GC-2018-0051

That Report No. PLS-2018-0059, dated June 19, 2018 regarding HAPP Joint Submission on the draft Provincial Agricultural Impact Assessment (AIA) Guidance Document released on March 15, 2018 be received;

AND FURTHER THAT the HAPP Joint Submission to the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) (attached as Schedule 1 of this Report), dated July 11, 2018 and titled "Agricultural Impact Assessment Guidance Joint Submission" be endorsed and this report together with the Joint Submission be submitted to the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) as the comments of the Town of Halton Hills on the draft Guidance Document;

AND FURTHER THAT a copy of Report No. PLS-2018-0059 be forwarded to the Niagara Escarpment Commission, Conservation Halton, Credit Valley Conservation, the Region of Halton, the City of Burlington, and the Towns of Oakville and Milton for information.

CARRIED

g. **PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0060** dated June 21, 2018 regarding Heritage Designation and Heritage Easement – Andrew Laidlaw Farmhouse at 9111 Third Line.

Recommendation No. GC-2018-0052

THAT Report No. PLS-2018-0060 dated June 21, 2018 regarding Heritage Designation and Heritage Easement – Andrew Laidlaw Farmhouse at 9111 Third Line, be received;

AND FURTHER THAT Council indicate its intention to designate the property at 9111 Third Line (Con 4, Part Lot 6), Town of Halton Hills, Regional Municipality of Halton); and known as the Andrew Laidlaw Farmhouse, under Part IV of the Ontario Heritage Act;

AND FURTHER THAT Clerks staff proceed with serving a Notice of Intention to Designate, as mandated by Section 29(3) of the Ontario Heritage Act;

AND FURTHER THAT once the 30-day objection period has expired, and if there are no objections, a designation by-law for the Andrew Laidlaw Farmhouse be brought forward to Council for adoption;

AND FURTHER THAT Council agrees to enter into a Heritage Easement, under Section 37(1) of the Ontario Heritage Act, with the property owner(s) with respect to the property located at 9111 Third Line in the Town of Halton Hills.

CARRIED

h. **PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0061** dated June 22, 2018 regarding a new Memorandum of Understanding for an Integrated Halton Area Planning System.

Recommendation No. GC-2018-0053

THAT Report No. PLS-2018-0061 dated June 22, 2018 regarding a new Memorandum of Understanding for an Integrated Halton Area Planning System be received;

AND FURTHER THAT the new Memorandum of Understanding for an Integrated Halton Area Planning System be endorsed by Council; AND FURTHER THAT the Chief Administrative Officer and the Commissioner of Planning & Sustainability be authorized to sign the new Memorandum of Understanding;

AND FURTHER THAT the 1999 Memorandum of Understanding be terminated;

AND FURTHER THAT a copy of this report be forwarded to the Region of Halton, the Local Municipalities of Burlington, Milton and Oakville, Conservation Halton, CVC and the Grand River Conservation Authority.

CARRIED

i. **PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0062** dated June 25, 2018 regarding "Recommendation Report for Removal of the Holding (H) Provision for Building 1 on the Amico Site (Georgetown)".

Recommendation No. GC-2018-0054

THAT Report No. PLS-2018-0062, dated June 25, 2018 regarding "Recommendation Report for Removal of the Holding (H) Provision for Building 1 on the Amico Site (Georgetown)" be received;

AND FURTHER THAT the request to remove the Holding (H) Provision from Zoning By-law 2010-0050, as amended by By-law 2017-0045, for the lands described as Lots 1 to 9 Registered Plan 341 (Georgetown), Part of West Half of Lot 19, Concession 9 (Esquesing), Town of Halton Hills, Regional Municipality of Halton, be approved;

AND FURTHER THAT the necessary By-law be enacted to authorize the removal of the Holding (H) Provision as generally shown in SCHEDULE 3 of this report.

CARRIED

j. **PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0063** dated June 25, 2018, regarding the Halton Area Planning Partnership (HAPP) Joint Submission on the Proposed Provincial Application of Intensification/Density Targets Guidelines and Municipal Comprehensive Review Guidelines.

Recommendation No. GC-2018-0055

THAT Report No. PLS-2018-0063 dated June 25, 2018, regarding the Halton Area Planning Partnership (HAPP) Joint Submission on the Proposed Provincial Application of Intensification/Density Targets Guidelines and Municipal Comprehensive Review Guidelines, be received;

AND FURTHER THAT Council formally endorse the positions presented in this report and the Joint Submission dated June 19, 2018, (attached as Schedule A to this report) from the HAPP to the Ministry of Municipal Affairs regarding the Proposed Provincial Application of Intensification/Density Targets Guidelines and Municipal Comprehensive Review Guidelines;

AND FURTHER THAT a copy of this report be forwarded to the Ministry of Municipal Affairs, the Region of Halton, the City of Burlington and the Towns of Oakville and Milton.

CARRIED

k. **PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0064** dated June 27, 2018 regarding Recommendation Report for Removal of a Holding (H) Provision from 7856 Fifth Line South (Halton Hills Premier Gateway Business Park).

Recommendation No. GC-2018-0056

THAT Report No. PLS-2018-0064, dated June 27, 2018 regarding Recommendation Report for Removal of a Holding (H) Provision from 7856 Fifth Line South (Halton Hills Premier Gateway Business Park) be received;

AND FURTHER THAT the request to remove the Holding (H) Provision from Zoning By-law 57-91, as amended by By-law 00-138, for the lands described as Part Lot 15, Concession 5 TNS, Parts 2, 3, 4, 5 & 7, Town of Halton Hills, Regional Municipality, be approved;

AND FURTHER THAT the necessary By-law be enacted to authorize the removal of the Holding (H) Provision as generally shown in SCHEDULE 3 of this report.

CARRIED

l. **PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0065** dated June 29, 2018 regarding “Conditional water allocation for 71 Todd Road (Georgetown)”.

Recommendation No. GC-2018-0057

THAT Report No. PLS-2018-0065, dated June 29, 2018, regarding “Conditional water allocation for 71 Todd Road (Georgetown)” be received;

AND FURTHER THAT 150 single detached equivalents (SDE) of water system capacity be transferred from the Georgetown residential infill pool to the Georgetown non-residential pool;

AND FURTHER THAT 241 single detached equivalents (SDE) of water system capacity be allocated from the Georgetown non-residential pool to 71 Todd Road (Site Plan D11SPA17.011) conditional on the issuance of building permits within 12 months of the date of Council approval of this report, failing which, Council may, at its discretion, withdraw the respective water allocation;

AND FURTHER THAT Council direct staff to request that Halton Region release the remaining 500 SDE obtained under the 2014 amended Permit to Take Water.

CARRIED

m. **RECREATION AND PARKS REPORT NO. Report RP-2018-0021** dated June 11, 2018 regarding the Community Safety and Well-Being in Halton Update.

Recommendation No. GC-2018-0058

THAT Report RP-2018-0021 dated June 11, 2018 regarding the Community Safety and Well-Being in Halton Update be received;

AND FURTHER THAT staff report back on the healthy communities public engagement process related to the Community Safety and Well-Being in Halton initiative.

CARRIED

n. **TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2018-0027** dated June 21, 2018, regarding Stormwater Management Strategy Update.

Recommendation No. GC-2018-0059

THAT Report No. TPW-2018-0027 dated June 21, 2018, regarding Stormwater Management Strategy Update, be received for information.

CARRIED

11.4 Adjourn back into Council

THAT General Committee do now reconvene into Council.

CARRIED

12. REPORTS AND RECOMMENDATIONS FORWARDED FROM GENERAL COMMITTEE FOR APPROVAL

Resolution prepared to adopt the Recommendations of the General Committee

Resolution No. 2018-0113
Moved by: M. Johnson
Seconded by: A. Lawlor

THAT the recommendations regarding the Reports & Memorandums from the July 9, 2018 General Committee Meeting are hereby adopted:

GC-2018-0046
GC-2018-0047 (Deferred to July 17, 2018)
GC-2018-0048 (As Amended)
GC-2018-0049 (Recorded Vote)
GC-2018-0050, GC-2018-0051
GC-2018-0052, GC-2018-0053
GC-2018-0054, GC-2018-0055
GC-2018-0056, GC-2018-0057
GC-2018-0058, GC-2018-0059

CARRIED

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

Resolution No. 2018-0114
Moved by: C. Somerville
Seconded by: M. Albano

THAT the following items are hereby approved:

13.1 Report of the Community and Corporate Affairs Committee Meeting held on June 25, 2018.

13.2 Report of the Planning, Public Works and Transportation Committee meeting held on June 26, 2018.

13.3 Confidential Minutes of the Planning, Public Works and Transportation meeting held on June 26, 2018.

CARRIED

14. RECEIPT OF MINUTES OF ADVISORY/SPECIALCOMMITTEES

Receipt of Minutes for Information

Resolution No. 2018-0115
Moved by: M. Albano
Seconded by: J. Fogal

THAT the following minutes are hereby received for information:

14.1 Minutes of the Committee of Adjustment Meeting held on May 2, 2018.

14.2 Minutes of the Halton Hills Public Library Board meeting held on May 9, 2018.

14.3 Minutes of the Site Alteration Committee Meeting held on May 17, 2018.

14.4 Minutes of the Acton BIA Annual General Meeting held on May 31, 2018.

14.5 Minutes of the Acton BIA Special Meeting held on May 31, 2018.

14.6 Minutes of the Halton Hills Accessibility Advisory Committee Meeting held on April 11, 2018.

14.7 Minutes of the Heritage Halton Hills Committee Meeting held on June 20, 2018.

14.8 Minutes of the Active Transportation Committee Meeting held on May 22, 2018.

CARRIED

15. PETITIONS/COMMUNICATIONS/MOTIONS

15.1 Motion to Support Bill 16, Respecting Municipal Authority over Landfilling Sites

Resolution No. 2018-0116
Moved by: B. Lewis
Seconded by: T. Brown

WHEREAS municipal governments in Ontario do not have the right to approve landfill projects in their communities, but have authority for making decisions on all other types of development;

WHEREAS, this out-dated policy allows private landfill operators to consult with local residents and Municipal Councils, but essentially ignore them;

WHEREAS, municipalities already have exclusive rights for approving casinos and nuclear waste facilities within their communities;

WHEREAS, the recent report from Ontario's Environmental Commissioner has found that Ontario has a garbage problem, particularly from Industrial, Commercial and Institutional (ICI) waste generated within the City of Toronto, where diversion rates are as low as 15%;

WHEREAS, municipalities across Ontario are quietly being identified and targeted as potential landfill sites;

WHEREAS, municipalities should be considered experts in waste management, as they are responsible for this within their own communities and often have decades' worth of in-house expertise in managing waste, recycling and diversion programs;

WHEREAS, municipalities should have the right to approve or reject these projects and assess whether the potential economic benefits are of sufficient value to offset any negative impacts and environmental concerns;

THEREFORE BE IT RESOLVED THAT The Town Of Halton Hills support Bill 16, Respecting Municipal Authority Over Landfilling Sites Act and calls upon the Government of Ontario and all political parties to formally grant Municipalities the authority to approve landfill projects in or adjacent to their communities;

AND FURTHER THAT The Town of Halton Hills send copies of the Notice of Motion to Wellington/Halton MPP Ted Arnott; Association of Municipalities of Ontario (OMA), the Ontario Good Roads Association (OGRA), Rural Ontario Municipalities of Ontario (ROMA) and the Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

CARRIED

15.2 Motion Supporting Two-way All-day GO Rail Service from Toronto to Kitchener

Resolution No. 2018-0117
Moved by: C. Somerville
Seconded by: J. Fogal

WHEREAS the City of Kitchener passed a resolution on May 7, 2018 regarding a request that all political parties at the provincial and federal levels of government remain committed to both Two-Way All-Day GO rail service from Toronto to Kitchener by 2024 and to continue to work toward bringing a High Speed Rail line from Toronto to London 2025;

AND WHEREAS the Town of Halton Hills supports the implementation of Two-Way All-Day GO rail service from Toronto to Kitchener by 2024 and bringing a High Speed Rail line from Toronto to London 2025.

THERFORE BE IT RESOLVED that the Town of Halton Hills supports the motion by the City of Kitchener that calls upon all political parties at the provincial and federal levels of government to remain committed to both Two-Way All-Day GO rail service from Toronto to Kitchener by 2024 and to move forward to bring Canada's first High Speed Rail line from Toronto to London in 2025;

AND FURTHER BE IT RESOLVED THAT a copy of this resolution be sent to the Premier of Ontario, Minister of Transportation for Ontario, Ministry of Infrastructure for Ontario, all Members of Provincial Parliament, all Members of Parliament, FCM, AMO, City of Kitchener, Region of Waterloo, City of Waterloo, City of Guelph, City of Brampton, Region of Halton, Town of Milton, Town of Oakville and City of Burlington.

CARRIED

16. ADVANCE NOTICE OF MOTION

16.1 Rail Safety Week

Councillor D. Kentner noted that he will be bringing forward a Motion regarding Rail Safety Week. Motion to be brought forward at the next regularly scheduled Council meeting.

17. MOTION TO RECEIVE AND FILE GENERAL INFORMATION PACKAGE

Resolution No. 2018-0118
Moved by: M. Albano
Seconded by: A. Lawlor

THAT the General Information Package dated July 9, 2018 be received.

CARRIED

18. MOTION TO APPROVE CLOSED SESSION ITEMS

NIL

19. CONSIDERATION OF BYLAWS

Resolution No. 2018-0119
Moved by: M. Albano
Seconded by: D. Kentner

THAT the following Bills are hereby passed by Council;

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

By-law No. 2018-0038

A By-law to delegate authority relating to assessment and taxation appeal matters to the Town Treasurer or his/her designate.

By-law No. 2018-0039

A By-law to adopt Amendment No. 33 to the Official Plan of the Town of Halton Hills, 25 James Street (Georgetown), Town of Halton Hills.

By-law No. 2018-0040

A By-law to amend Zoning By-law 2010-0050, as amended, for 25 James Street (Georgetown).

By-law No. 2018-0041

A By-law to Amend Zoning By-law 2010-0050, as amended, for 249-251 Guelph Street (Georgetown).

By-law No. 2018-0042

A By-law to authorize the Town to enter into a License Agreement with CRH Canada Group Inc. to allow road crossings for the Acton Quarry.

By-law No. 2018-0043

A By-law to provide that Section 50 of the Planning Act, R.S.O. 1990, does not apply to Part of Lots 49 and 50 and Part of Block B, Registered Plan 617 shown as Parts 1 -4 on 20R-21128.

By-law No. 2018-0044

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.

By-law No. 2018-0045

A by-law to remove the Holding (H) Provision from Zoning By-law 2010-0050, as amended by By-law 2017-0045, for the lands described as Lots 1 to 9 Registered Plan 341 (Georgetown), Part of West Half of Lot 19, Concession 9 (Esquesing), Town of Halton Hills, Regional Municipality of Halton.

By-law No. 2018-0046

A by-law to remove the Holding (H) Provision from Zoning By-law 57-91, as amended by By-law 00-138, for 7856 Fifth Line South, Halton Hills.

By-law No. 2018-0047

A By-law to remove the Holding (H) Provision from Zoning By-law 57-91, as amended by By-law 00-138, for 40 Westbridge Drive (Esquesing).

By-law No. 2018-0048

A By-law to adopt Amendment No. 32 to the Official Plan of the Town of Halton Hills – Vision Georgetown Secondary Plan.

By-law No. 2018-0049

A By-law to adopt the proceedings of the Council Meeting held on July 9, 2018 and to authorize its execution.

CARRIED

20. ADJOURNMENT

Resolution No. 2018-0120
Moved by: M. Johnson
Seconded by: D. Kentner

THAT this Council meeting do now adjourn at 9:09 p.m.

CARRIED

_____

Rick Bonnette, MAYOR

_____

Suzanne Jones, CLERK

TOWN OF HALTON HILLS
Working Together Working for You!

MINUTES

SPECIAL COUNCIL MEETING

TUESDAY, JULY 17, 2018

The Town of Halton Hills Council met this 17th day of July, 2018, in the Council Chambers, Halton Hills Town Hall, commencing at 10:00 a.m., with Mayor R. Bonnette in the Chair. The Meeting recessed at 12:04 p.m., and continued in Council Chambers at 1:04 p.m.

MEMBERS PRESENT:	Mayor R. Bonnette; Councillors C. Somerville, M. Albano, B. Lewis, T. Brown, D. Kentner (arrived at 10:32 a.m.), B. Inglis, A. Lawlor (left at 12:58 p.m.), J. Hurst
REGRETS:	Councillors J. Fogal, M. Johnson
STAFF PRESENT:	A. B. Marshall, CAO, J. Diamanti, Commissioner of Corporate Services, C. Mills, Commissioner of Transportation & Public Works, J. Linhardt, Commissioner of Planning & Sustainability, W. Harris, Commissioner of Recreation & Parks, M.J. Leighton, Manager of Accounting and Town Treasurer, G. Cannon, Chief Librarian, H. Olivieri, Deputy Chief Fire Services S. Jones, Clerk & Director of Legislative Services

*** Denotes Change From Council Agenda**

1. OPENING OF THE COUNCIL MEETING

Mayor R. Bonnette called the meeting to order at 10:00 a.m.

2. DISCLOSURES OF PECUNIARY INTEREST/CONFLICT OF INTEREST

NIL

3. COUNCIL DELEGATIONS/PRESENTATIONS

3.a Ben Perry, Perry Group Consulting Ltd.

B. Perry provided a PowerPoint presentation regarding the Corporate Technology Strategic Plan.

3.b Andrew Grunda, Watson and Associates

A. Grunda provided a PowerPoint presentation regarding the Town of Halton Hills Long Range Financial Plan.

3.c Moya Leighton, Town Treasurer and Manager of Accounting

M. Leighton provided a Powerpoint presentation regarding the Town of Halton Hills 2019 Operating and Capital Budget and 2020-2028 Capital Forecast Guidelines.

4. MUNICIPAL OFFICERS REPORTS TO BE CONSIDERED

4.a CORPORATE SERVICES REPORT NO. CORPSERV-2018-0038 dated June 27, 2018 regarding the Corporate Technology Strategic Plan Renewal.

Resolution No. 2018-0121
Moved by: Councillor M. Albano
Seconded by: Councillor C. Somerville

THAT Report No. CORPSERV-2018-0038, dated June 27, 2018, regarding the Corporate Technology Strategic Plan renewal be received;

AND FURTHER THAT staff be authorized to transfer funds remaining in the SPIRIT project from the Technology Replacement Reserve to the 2018 Information Services operating budget to support staff re-positioning;

AND FURTHER THAT the Committee endorse the Corporate Technology Strategic Plan 2018 Report prepared by Perry Group Consulting Ltd.

CARRIED

4.b CORPORATE SERVICES REPORT NO. CORPSERV-2018-0031 (REVISED) dated July 16, 2018 regarding Long Range Financial Plan.

Resolution No. 2018-0122
Moved by: Councillor C. Somerville
Seconded by: Councillor M. Albano

THAT Report No. CORPSERV-2018-0031 (Revised) dated July 16, 2018, regarding the Long Range Financial Plan, attached as Appendix A, be received for information;

AND FURTHER THAT Council directs staff to provide a financing strategy as part of the 2019 budget deliberations;

AND FURTHER THAT Council directs staff to bring forward a Debt Policy for Council's consideration.

CARRIED

4.c CORPORATE SERVICES REPORT NO. CORPSERV-2018-0030 dated June 1, 2018 regarding Reserve and Reserve Fund Policy.

Resolution No. 2018-0123
Moved by: Councillor C. Somerville
Seconded by: Councillor D. Kentner
THAT Report No. CORPSERV-2018-0030 dated June 1, 2018, regarding Reserve and Reserve Fund Policy, be received;

AND FURTHER THAT Council adopt the Reserve and Reserve Fund Policy attached as Appendix A to this report;

AND FURTHER THAT Council approve combining and renaming reserves as presented in Appendix B to this report.

CARRIED

4.d **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0036** dated June 21, 2018 regarding Operating Budget Status as at May 31, 2018.

Resolution No. 2018-0124
Moved by: Councillor C. Somerville
Seconded by: Councillor B. Inglis

THAT Report No. CORPSERV-2018-0036, dated June 21, 2018 regarding the Operating Budget Status as at May 31, 2018 be received for information.

CARRIED

4.e **CORPORATE SERVICES REPORT NO. CORPSERV-2018-0037** dated June 21, 2018 regarding 2019 Operating and Capital Budgets and 2020-2028 Capital Forecast Guidelines.

Resolution No. 2018-0125
Moved by: Councillor B. Inglis
Seconded by: Councillor J. Hurst

THAT Report No. CORPSERV-2018-0037 dated June 21, 2018 regarding the 2019 Operating and Capital Budgets and 2020-2028 Capital Forecast Guidelines be received for information.

CARRIED

4.f **OFFICE OF THE CAO REPORT NO. ADMIN-2018-0021** dated June 22, 2018 regarding the Recommended Public Art Master Plan.

Resolution No. 2018-0126
Moved by: Councillor C. Somerville
Seconded by: Councillor T. Brown

THAT Report No. ADMIN-2018-0021, dated June 22, 2018, regarding the recommended Public Art Master Plan be received;

AND FURTHER THAT, subject to Council's review and any additional feedback, and minor refinements that may be necessary without causing material changes, the recommended Public Art Master Plan, dated July 3, 2018 and appended to this report under separate cover, be approved.

CARRIED

5. CLOSED SESSION

NIL

6. RECONVENE INTO OPEN SESSION

7. MOTION TO ADOPT CLOSED SESSION ITEMS

8. CONSIDERATION OF BYLAWS

Resolution No. 2018-0127
Moved by: Councillor B. Inglis
Seconded by: Councillor C. Somerville

THAT the following Bills are hereby passed by Council;

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

By-law No. 2018-0050

A Bylaw to adopt the proceedings of the Special Council Meeting held on July 17, 2018 and to authorize its execution.

CARRIED

9. ADJOURNMENT

Resolution No. 2018-0128
Moved by: Councillor T. Brown
Seconded by: Councillor C. Somerville

THAT this Council meeting do now adjourn at 1:30 p.m.

CARRIED

_____

Rick Bonnette, MAYOR

_____

Suzanne Jones, CLERK

REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Tony Boutassis, Senior Planner – Development Review

DATE: August 21, 2018

REPORT NO.: PLS-2018-0069

RE: Public Meeting Report for a proposed Temporary Use Zoning By-law Amendment to permit a temporary parking lot at 13584 Steeles Avenue for use by the Toronto Premium Outlet Mall (Halton Hills Premier Gateway Business Park)

RECOMMENDATION:

THAT Report No. PLS-2018-0069, dated August 21, 2018, with respect to a "Public Meeting Report for a proposed Temporary Use Zoning By-law Amendment to permit a temporary parking lot at 13584 Steeles Avenue for use by the Toronto Premium Outlet Mall (Halton Hills Premier Gateway Business Park)", be received;

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

BACKGROUND:

Purpose of the Report:

This report is to advise Council and the Public of the Temporary Use Zoning By-law Amendment application submitted by SmartCentres' (the Applicant) proposing a temporary parking lot at 13584 Steeles Avenue, which is located across Trafalgar Road from the Toronto Premium Outlet mall site; see **SCHEDULE 2 – CONCEPT PLAN**. The temporary parking lot would be operated by SmartCentres until the end of 2019 and is intended to address the increased parking demand expected to be generated as a result of the opening of the Toronto Premium Outlet mall expansion occurring in mid-November.

Location & Site Characteristics:

The subject lands, municipally known as 13584 Steeles Avenue, are located in the Halton Hills Premier Gateway Business Park at the south-west corner of Steeles Avenue and Trafalgar Road; see **SCHEDULE 1 – LOCATION MAP**. The 'L-shaped' site is owned by P.A.Z. Properties Corp. and is approximately 2.5 hectares (6.3 acres) in

size and has approximately 36.6 metres (120.0 feet) of frontage on Steeles Avenue and 136.0 metres (446.2 feet) of flanking Trafalgar Road. The lands are currently vacant; however, the fencing, jersey barriers and stormwater facility from a previous temporary parking lot on the property remain on-site.

Surrounding land uses to the subject site include:

To the North	-	gas station, single detached dwellings and agricultural land across Steeles Ave.
To the East	-	gas station and the Toronto Premium Outlet mall site across Trafalgar Rd.
To the South	-	agricultural land and Highway 401
To the West	-	the Hornby Community Centre, single detached dwellings and agricultural land

Site / Development History:

The subject site had previously been used as a temporary parking lot associated with the Toronto Premium Outlet Mall.

On September 26, 2016, Council approved a Temporary Use Zoning By-law Amendment (Report No. P&I-2016-0113) to permit a 597 space temporary parking lot until December 31, 2017. The temporary parking lot accommodated additional off-site parking for the Toronto Premium Outlet Mall during the construction of the parking garage (Phase 2A) on the mall site. The parking garage was required to facilitate the future expansion of the outlet mall. Construction of the 5 level (4-storey) 1,676 space parking garage was completed in November 2017 and is currently in use. Operation of the temporary parking lot ceased on January 1, 2018.

On January 17, 2018, the Town issued Site Plan approval for the outlet mall expansion (Phase 2B) containing 7 new blocks with a total gross floor area of approximately 15,000 m² (160,000 sq. ft.). Construction of the expansion is currently ongoing and is expected to be completed by the end of October, with a grand opening planned for mid-November. The mall expansion represents SmartCentres' final planned phase of development for the outlet mall site. Once finished, the site will have a total gross floor area of 52,608 m² (566, 280 sq. ft.) and 3,002 parking spaces.

SmartCentres is now seeking to use the 13584 Steeles Avenue site again for temporary parking to address the expected increased parking demand generated as a result of the opening of the expansion.

Development Proposal:

On August 15, 2018, SmartCentres (the Applicant) submitted a Temporary Use Zoning By-law Amendment application (File No. D14ZBA18.010) to permit a temporary parking lot at 13584 Steeles Avenue.

As stated earlier, the temporary parking lot is intended to address the expected increased parking demand generated as a result of the opening of the mall expansion. The Applicant has indicated that the expansion is expected to create some congestion immediately following the grand opening and during peak periods (weekends and holidays) as new (and returning) customers become familiar with navigating a revised site circulation pattern and the new multi-level parking garage.

The temporary parking lot is proposed to be identical to the previous temporary lot and will have 597 parking spaces with vehicular access limited to one right-in-right-out access point off Steeles Avenue and one right-in-right-out access point off Trafalgar Road.

SmartCentres has indicated that the temporary parking lot would mainly be used by mall staff during peak weekend and/or holiday hours. Staff who park in the temporary lot would be transported to the mall by a shuttle bus that would continuously run between the off-site parking lot and the mall.

The Temporary Use Zoning By-law Amendment application proposes to amend the applicable Holding 401 Corridor Gateway ((H)G) Zone on a site-specific basis to allow a stand-alone parking lot to exist on the subject lands until December 31, 2019 (14 months); see **SCHEDULE 3 – DRAFT ZONING BY-LAW AMENDMENT**. The temporary zoning amendment also seeks exemption from the following provisions:

- A minimum landscaped open space of 10% of the lot area;
- A minimum planting strip width of 3.0 m abutting Steeles Avenue and Trafalgar Road; and
- Parking spaces shall not be located in any required yard abutting a non-industrial lot.

Should the Temporary Use By-law be approved the design and construction (ie. grading, fencing, lighting, signage) of the temporary parking lot would be reviewed and secured through the Site Alteration Permit process.

COMMENTS:

1.0 Current Planning Context:

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

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

1.1 Provincial Policy Statement (PPS):

The 2014 Provincial Policy Statement (PPS) provides policy direction 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*.

1.2 Growth Plan for the Greater Golden Horseshoe:

The subject lands are part of a larger designated urban area along the Premier Gateway Employment Area. The Growth Plan directs new growth to locations that make efficient use of transportation and servicing infrastructure and sets out general policies to preserve employment areas for future economic opportunities. As per Section 3 of the *Planning Act*, the proposal shall conform and not conflict with the Growth Plan.

1.3 Region of Halton Official Plan (ROP):

The 2009 Regional Official Plan designates the subject lands as Urban Area (401-407 Gateway Business Park). Section 76 of the Official Plan states that the range of permitted uses and the creation of new lots in Urban Areas will be in accordance with Local Official Plans and Zoning By-laws. The lands are also identified as forming part of the 'Employment Area' overlay under the 2009 Plan; the Employment Area policies provide direction to protect and preserve Employment Area lands for current and future employment uses (Policy 77.4(2)).

1.4 Town of Halton Hills Official Plan:

The subject lands are located within the Premier Gateway Employment Area under the Town's Official Plan and are designated Gateway Area. The Gateway Area does not permit stand-alone parking lots. However, Section G4.11 of the Plan states that Council may pass by-laws permitting the temporary use of lands, buildings or structures, which may not conform to the Official Plan, subject to Council being satisfied that:

a) the proposed use is of a temporary nature and shall not entail any major construction or investment on the part of the owner so that the owner will not experience undue hardship in reverting to the original use upon the termination of the temporary use;

b) the proposed use will not prejudice the long term intent of or the orderly development contemplated by the provisions and land use designations contained in this Plan;

c) the proposed use is compatible with adjacent land uses and the character of the surrounding neighbourhood;

d) the proposed use will not require the extension or expansion of existing municipal services;

e) the proposed use will not cause traffic hazards or an unacceptable level of congestion on surrounding roads;

f) parking facilities required by the proposed use will be provided entirely on-site; and

g) the proposed use shall generally be beneficial to the neighbourhood or the community as a whole.

As per Section G4.11, a temporary use may be authorized for a specific time period up to three years and should be applied where it is considered inappropriate by the Town to permit the proposed use on a permanent or continuing basis and where alternatives such as relocation are not practical.

1.5 Town of Halton Hills Zoning By-law 00-138:

The subject site is zoned 401 Corridor Gateway (G) under Zoning By-law 57-91, as amended by By-law 00-138. A stand-alone parking lot is not permitted in the Gateway (G) zone.

Under By-law 00-138 the following provisions apply to any form of development in a Gateway (G) zone:

- A minimum landscaped open space of 10% of the lot area is required;
- The provision of a minimum planting strip width of 3.0 metres abutting Steeles Avenue and Trafalgar Road; and
- No parking space shall not be located in any required yard abutting a non-industrial lot.

The site is also subject to a Holding (H) provision, which is conditional upon the following:

- A Site Plan agreement has been signed by the Owner, if applicable;
- The Owner has submitted to the Town the appropriate cash payment for the cash-in-lieu of parkland value as well as the necessary site works and landscaping securities, if applicable; and
- The site can be adequately serviced to the satisfaction of the Region of Halton, if applicable.

2.0 Issues Summary:

2.1 Department & Agency Circulation Comments:

The application was circulated for review and comment to Town Departments and External Agencies in August. As of the date of this report staff has not received any formal comments from the circulated Departments or Agencies.

However, through discussions between the Town, agency staff and the Applicant, preliminary comments were provided regarding pedestrian access between the temporary lot and mall site that are to be addressed prior to and as part of Town staff's final recommendation report.

<u>Pedestrian Access Between Temporary Parking Lot and Mall Site</u>

SmartCentres is proposing to provide a shuttle bus service to transfer mall staff between the outlet mall and the proposed off-site temporary parking lot. Notwithstanding the intended shuttle service, Town staff has noted that many people chose to j-walk

across Trafalgar Road when the previous temporary parking lot was in operation, which created significant safety issues. This is a problem that is anticipated to continue with the new iteration of the temporary parking lot.

Therefore, staff has required the Applicant to demonstrate how they plan to direct pedestrians to safely cross at the signalized Trafalgar Road/Steeles Avenue intersection. This plan needs to include:

- a strategy for the safe on-site circulation of pedestrians (ie. footpaths/sidewalks within the parking lot);
- appropriate signage to discourage people from crossing Trafalgar Road, south of the intersection;
- a physical barrier and/or fence to be constructed between the mall and temporary parking lot; and,
- suitable parking lot management by SmartCentres.

Additionally, any functional improvements needed for the signalized intersection to accommodate the flow of a large number of pedestrians without impacting vehicular traffic movement in the area is also required to be identified.

2.2 Public Comments:

To date, Planning staff has not received any correspondence or inquiries from the public related to the subject application. However, any future comments received from the Public and received at the Public Meeting will be reviewed, addressed and included in the final Recommendation Report.

RELATIONSHIP TO STRATEGIC PLAN:

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

FINANCIAL IMPACT:

There is no financial impact associated with this particular report.

CONSULTATION:

Planning staff have consulted with the appropriate Town departments and external agencies, including Halton Region and the Ministry of Transportation (MTO), to determine the submission requirements for the Temporary Use Zoning By-law Amendment application.

SUSTAINABILITY IMPLICATIONS:

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

COMMUNICATIONS:

Public Notification & Comments:

Aug. 17, 2018:	Notice of Received Application mailed out to all property owners assessed within 120 m of the subject property.
Aug. 17, 2018:	Notice of a Public Meeting was mailed out to all property owners assessed within 120 m of the subject property and to anyone who requested notification.
Aug. 21, 2018:	Signs posted along Steeles Avenue and Trafalgar Road explaining the purpose of the proposed application.
Aug. 21, 2018:	Notice of Public Meeting signs posted along Steeles Avenue and Trafalgar Road.
Aug. 23, 2018:	Notice of a Public Meeting was published in the Independent & Free Press.
Sept. 6, 2018:	Courtesy Notice to be published in The Independent & Free Press.

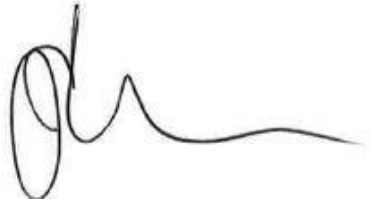
CONCLUSION:

Once all relevant information, reports and comments have been reviewed a final Recommendation Report, which summarizes all agency and public comments and assesses the merits of the proposal, will be prepared.

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

Reviewed and Approved by,

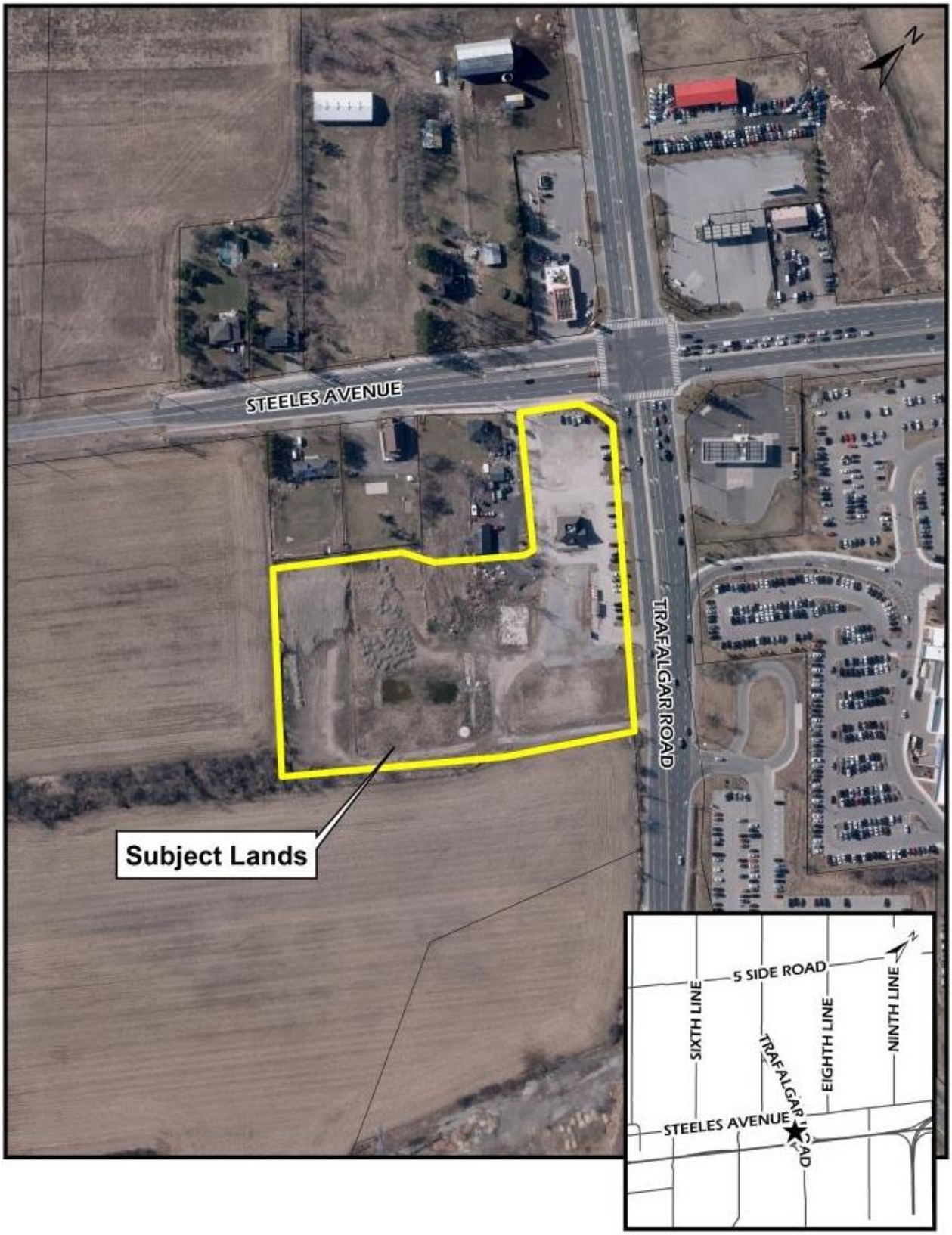
Jeff Markowiak, Manager of Development Review



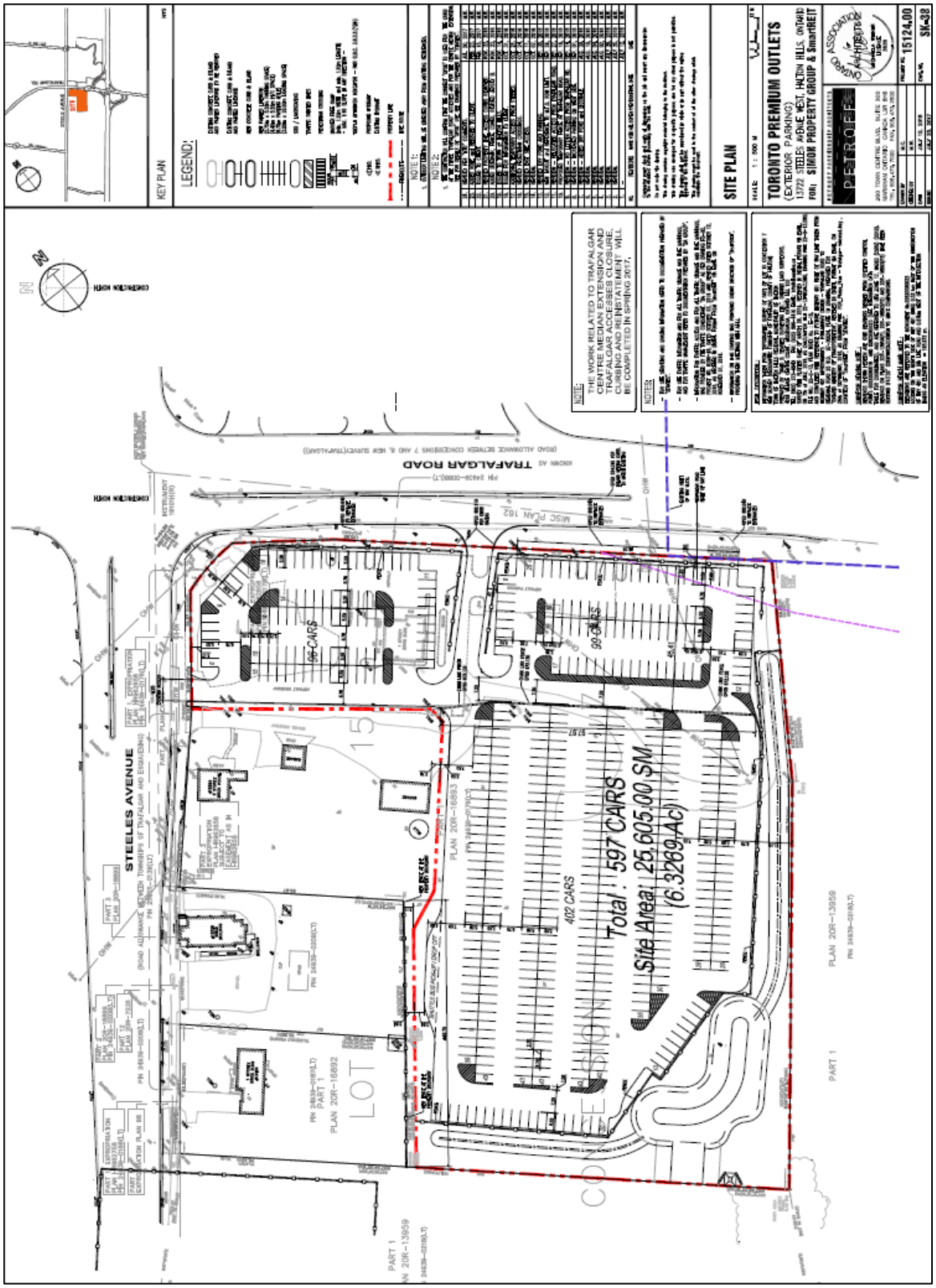
John Linhardt, Commissioner of Planning and Sustainability

Brent Marshall, CAO

SCHEDULE 1 – LOCATION MAP



SCHEDULE 2 – CONCEPT PLAN



SCHEDULE 3 – DRAFT ZONING BY-LAW AMENDMENT

DRAFT ZONING BY-LAW AMENDMENT
- As submitted by the Applicant –

BY-LAW NO. 2018 - ____

A By-law to Amend Zoning By-law 57-91, as amended by By-law 00-138, for the lands described as Part of Lot 15, Concession 7, Town of Halton Hills, Regional Municipality of Halton

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

AND WHEREAS on _____, 2018, Council for the Town of Halton Hills approved Report No. PDS 2018-_____, dated _____, 2018, in which certain recommendations were made relating to amending Zoning By-law 2010-0050;

AND WHEREAS Council has recommended that Zoning By-law 57-91, as amended by By-law 00-138, be amended as hereinafter set out;

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

NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:

1. That Section 13 of Zoning By-law 57-91, as amended by By-law 00-138, is hereby further amended by adding a new subsection 13.137 which shall provide as follows:

   13.137 Notwithstanding any provisions of said By-law 57-91, as amended by By-law 00-138, to the contrary, the use of the lands described as Part of Lot 15, Concession 7, Town of Halton Hills, Regional Municipality of Halton, municipally known as 13584 Steeles Avenue (Esquesing), as shown on Schedule “1” attached to and forming part of this By-law, shall include for a period up to and including December 31, 2019:

   i. A parking lot to accommodate overflow parking from the Toronto Premium Outlet Mall site (13850 Steeles Avenue & 7915 Trafalgar Road). The parking lot shall be exempt from the provisions of the following Sections of Zoning By-law 57-91, as amended by By-law 00-138:

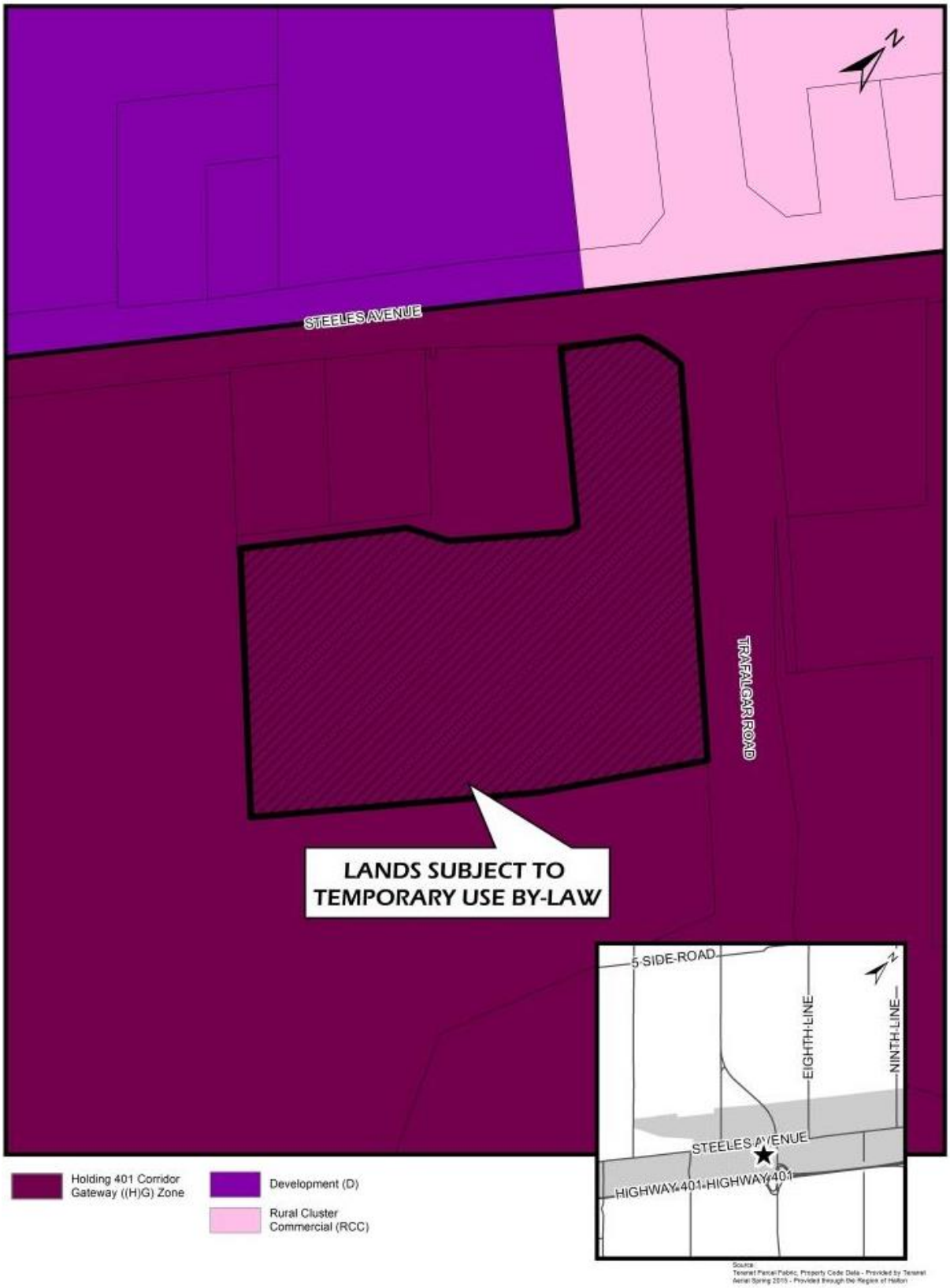
7.6.3.10	Minimum landscape open space 10% of lot area;
7.6.3.11(i)	Minimum Planting Strip Width Abutting Steeles Avenue 3 metres;
7.6.3.11(iii)	Minimum Planting Strip Width Abutting any other street 3 metres; and
7.6.3.13(ii)	Parking shall not be located in any required yard abutting a non-industrial lot.

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

_____
Mayor

_____
Clerk

SCHEDULE 1 to By-law 2018-_____



MEMORANDUM

TO: Mayor Bonnette and Members of Council

FROM: Samantha Howard, Manager of Recreation Services

DATE: August 24, 2018

MEMORANDUM NO.: MEM-RP-2018-0003

RE: Launch of New Recreation Management Software

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to provide Council with an update regarding the launch of PerfectMind, the Town's new Recreation Management Software.

BACKGROUND:

In October 2016 Council awarded the contract to PerfectMind for the next Recreation Management Software solution. A dedicated Project Lead worked with staff to do an analysis of current practices and establish goals for future business process improvements and efficiencies to enhance the internal and external customer service experience. Staff identified key services in Recreation and Parks that are currently being carried out, tracked and reported through other mechanisms, and looked for ways to strengthen this part of our business in PerfectMind. One of the primary goals of the project was to provide a more efficient and enhanced level of service to our customers both online and onsite. PerfectMind is scheduled to Go Live on Wednesday September 12, 2018 at six (6) Town facilities.

COMMENTS:

PerfectMind Inc. provides a hosted Platform as a Service (PaaS) solution that will enable the Town to continue to enhance the customer service experience through new system functionality and enhanced online services. The scope of the project was the complete replacement of the current recreation management software (CLASS) used at all Recreation and Parks customer service counters, and customer access to more services at facilities that are currently underserviced. PerfectMind is a customer-focused system that will enable the Town to take significant steps to improve processes, specifically in the areas of registration and facility bookings, and have additional value-add services with pass sales, point of sale (POS), financial accounting records, marketing, and increased capacity for online customer interaction and transactions. The

implementation of this new software will integrate Recreation and Parks customer service locations, streamline and align the customer service experience, and manage the impact and demands for increased service levels that come with community growth.

PerfectMind has been the chosen vendor for many local municipalities including Milton and Burlington within Halton Region. Staff will continue to monitor use in other municipalities to identify key issues and best practices.

PerfectMind will Go Live on Wednesday September 12, 2018 at the following six (6) Town locations: Town Hall, Gellert Community Centre, Mold-Masters SportsPlex, Acton Community Centre (including Hillsview Acton), Hillsview Active Living Centre – Georgetown, and the Cultural Centre. Services at Acton and Georgetown Indoor Pools will be launched in the coming months. Information on how to set up a new client account is currently on the website, in the Fall/Winter Activities Guide and other communication platforms. Additional customer service staff support will be available onsite in September to assist with the launch.

Our Goals

At the onset of this project, staff had established key performance indicators that helped guide configuration of the system to create a customer-focused product. These were used as check points throughout the project in order to maintain priorities. Key indicators include:

- Increased customer engagement and satisfaction;
- Faster payment transactions with digitized products/services/passes;
- Faster and easier booking of spaces and registration of programs;
- Enhanced online options like management of individual and family accounts and purchase of recreation passes;
- Flexible, customized reporting that informs the department Business Plan;
- Improved integration with finance, GIS and other business software with single sign-on capability; and
- System delivery on-time and on-budget.

Key Business Features and Benefits

PerfectMind has many features benefitting both the public and staff. The following provides an overview of the business process improvements that customers will see within each module.

Client Management

PerfectMind allows customers and staff to manage all customer information from a central location. Online account set up and management allows for more self-serve options for customers from the convenience of home any time of the day. Customers

can manage family accounts, sign up for programs, purchase passes, and reserve facilities with approval from any device, anywhere, anytime.

Customers can enter credit card details online to complete transactions in a secure and convenient way. Once a payment is processed, customers will receive a receipt confirming they are signed up or have purchased their desired product and their payment has been processed and accepted.

Customers will also have the capability of viewing their personal and family member schedules, attendance history and all transactions related to these purchases and bookings at their own convenience.

Program Registration

The PerfectMind activity registration is very intuitive and user-friendly for both customers and staff. Customers can continue to register for activities online when and where is most convenient for them in just a few minutes without having to print, manually fill out and send paper forms. All customer documents can be created, saved, printed, emailed and stored directly in each customer profile resulting a decrease in paper storage.

Customers can still choose on-site program registration at any of the six Recreation and Parks facilities launched on September 12.

Pass Sales & Point of Sale (POS)

PerfectMind has a flexible and responsive POS system for all recreation products, services, passes and events including new gift card and pass options that are available for purchase online. All passes are digital and attached to a unique client ID card making onsite access easy with a scan of the card. Customers will have the option to buy new, auto-renew or make changes to passes online within their customer account.

A point-of-sale (POS) system is an enhanced touchscreen / scanner / cash drawer but because it's based on a PC computer, it opens up new opportunities for more in-depth data collection and business analysis to drive our business decisions. It will provide staff with greater accuracy because scanning is more accurate than manually producing and editing pass cards and gives more insight on who is utilizing which passes at what event and time. The POS system will also give staff capacity to manage inventory, flag items for reorder and analyze sales patterns helping to inform future business decisions. With the implementation of a POS system, payment methods options have been expanded at all six locations including cash, cheque, debit, credit card and gift card.

Facility Bookings

Our booking process gives customers the opportunity to view facility availability online based on the parameters and needs of the activity / event and submit facility rental requests with approval. All documentation related to the booking such as insurance, contract revisions, and signatures can be executed digitally and saved on the customer/organization profile. This phase of PerfectMind system will launch in October 2018.

Marketing and Customer Engagement

PerfectMind has a marketing module that is customizable to suit our business needs for programs, campaigns, and personalized operations. Staff has the ability to create, track and measure marketing campaigns allowing for greater connectivity and engagement with our community. For example, customers can opt-in to receive emails regarding program registration details, facility bookings, promotions and new products or services straight to their inbox, including whenever a new event of their interest is launched, without having to look for it.

Staff can create new workflows to automate regular check-ins and evaluations throughout the customer lifecycle which can be as simple as sending a birthday wish or to provide valuable feedback for improving services and experiences in our programs and facilities.

Accounting and Reporting

The accounting and reporting modules within PerfectMind will generate staff efficiencies. This includes the capability of creating ‘custom’ reports such as GL export for finance, facility utilization for operations and participation rates for programs. Daily, weekly and monthly dashboards can also be customized for a big picture overview of business metrics. All data can be captured and analysed with the capability of creating richer insight to improve overall facility usage and program success.

Staff are currently working on aligning key performance measures with the annual business plan to inform Council of key business practices and results.

CONCLUSION:

PerfectMind, the new Recreation Management Software for Recreation and Parks is scheduled to ‘Go Live’ on September 12, 2018. The solution is more customer focused and provides enhanced online features allowing for ease and flexibility to residents. Post Go Live, PerfectMind will continue to develop and adapt to the changing needs of all users across the board allowing us to grow without the need for paid upgrades or server and network maintenance. The opportunities to take advantage of this technology to improve operations and drive new customer value, internally and

externally. The system staff will continue to work with PerfectMind for innovative enhancements and features that continually support our business and provide optimal customer services to the residents of Halton Hills.

Reviewed and Approved by,

Warren Harris, Commissioner of Recreation and Parks

Brent Marshall, CAO

REPORT

REPORT TO: Mayor Bonnette and Members of Council

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

DATE: August 22nd 2018

REPORT NO.: PLS-2018-0071

RE: Sustainable Neighbourhoods (Retrofit) Action Plan Project Proposal

RECOMMENDATION:

That Report No. PLS-2018-0071, dated August 22nd 2018, regarding the Sustainable Neighbourhoods (Retrofit) Action Plan Project Proposal, be received for information;

AND FURTHER THAT The Credit Valley Conservation Authority's request for funding from the Town to support the Hungry Hollow SNAP Project be referred to Budget Committee for further consideration.

BACKGROUND:

Credit Valley Conservation (CVC) is proposing to initiate the Credit River-Hungry Hollow Sustainable Neighbourhood (Retrofit) Action Plan (SNAP) project in Georgetown. The purpose of SNAP is to work with priority communities to develop an integrated plan that addresses local environmental concerns through targeted outreach and action. CVC identified Georgetown as a priority community due to the presence of a significant natural area within close proximity to neighbourhoods.

CVC's Natural Heritage System has identified an ecologically important landscape within Georgetown called a Centre for Biodiversity (CFB). The Credit River-Hungry Hollow CFB has a particularly high concentration of natural features and high quality habitat. Hungry Hollow and the area surrounding Black Creek, Silver Creek, and the Credit River is a biodiversity hotspot that would benefit from protection, restoration and enhancement from an environmental perspective.

CVC is leading the SNAP project and has requested the Town's participation to share information and resources, coordinate actions, and leverage existing programming and funding. A partnership with CVC would provide the Town with an opportunity to participate in the development and implementation of the action plan from initial project

planning to strategic implementation and will result in a plan that integrates the Town's climate change and sustainability priorities alongside watershed priorities.

CVC's desired outcome for this project is to foster a more sustainable, liveable Georgetown where the environment is healthy and resilient to climate change and the community is aware of and is active in the maintenance, enhancement and appreciation of the Town's biodiverse natural areas.

COMMENTS:

SNAP Project Framework:

The SNAP framework was originally developed by the Toronto and Region Conservation Authority to engage local communities at the neighbourhood level to undertake actions that protect, restore and enhance the local environment. The SNAP framework involves the following:

Table 1: SNAP Project Milestones

Milestone	Objective	Activities
Project Initiation	**Initiate the project**	• Define study boundary • Develop partnerships • Establish Steering Committee
Milestone 1 **Characterization**	**Understand current environmental conditions**	• Characterize the CFB • Characterize the surrounding neighbourhoods and population • Market research • Stakeholder consultation • Community engagement • Preparation of reports
Milestone 2 **Action Plan Development**	**Define the goals, strategic directions and priority actions**	• Evaluate opportunities and benefits • Confirm implementation strategies • Prepare Concept Plan • Stakeholder consultation • Community engagement
Milestone 3 **Implementation**	**Collaborate with the community and partners to implement**	• Seek funding opportunities • Coordinate implementation activities • Monitor implementation
Milestone 4 **Evaluation**	**Measure the results, and evaluate outcomes**	• Compile, analyze and communicate SNAP outcomes • Preparation of report

The TRCA has successfully applied the SNAP framework in at least a half a dozen communities across the Greater Toronto Area since it developed the framework. Recognizing its potential, CVC recently adopted the SNAP model as well and initiated the Fletchers Creek SNAP pilot project with the City of Brampton and Region of Peel. CVC would like to build on these successes and initiate a SNAP project in the Hungry Hollow Centre for biodiversity which it views as a priority local and regional natural asset.

Partnership Proposal:

CVC anticipates that the Town would participate in the SNAP project in the following capacity:

- Town staff would work closely with CVC to coordinate project activities, build connections with the Town, coordinate funding, attend meetings, and make recommendations to Council at key milestones
- Town staff would participate on the Steering Committee to guide the project and review deliverables
- Town staff would participate in scoped consultations to provide input on municipal priorities, issues and opportunities
- Town staff would provide assistance with promotion of SNAP events (i.e. marquee signs, website, mail-outs, online tactics and social media, etc.)
- The Town would provide data, mapping, and relevant background studies (i.e. water, energy demand, mapping layers, etc.)
- The Town would provide financial support and/or help securing external funding

For its part, CVC has committed to dedicating $203,094.00 worth of cash and in-kind contributions to the Hungry Hollow SNAP project to complete Milestones 1 and 2 over the course of 2 years.

Current Status

CVC has presented the SNAP concept to the Town Sustainability Implementation Committee in the winter of 2017/18, and based on the feedback received, staff have submitted a project proposal as part of the draft 2019 Capital Budget. The capital budget request would supplement the $203,094.00 of cash and in-kind contributions that CVC has committed to this project by providing $15,000.00/year over a 2 year

period to complete Milestones 1 and 2 (site characterization and action plan development).

Relationship to the Hungry Hollow Ravine Management Plan (2004)

Council will recall that the Town undertook the Hungry Hollow Ravine Management Plan (HHRMP) several years ago. Staff sought clarification from CVC staff on the relationship between the HHRMP and SNAP. Table 2 below provides a comparison between the HHRMP and the proposed Georgetown SNAP project.

Table 2: Georgetown SNAP vs. Hungry Hollow Ravine Management Plan

Plan	Hungry Hollow Ravine Management Plan (2004)	Georgetown SNAP Project
Purpose	To provide a comprehensive review of the Town-owned portion of the ravine and develop a course of action to guide its long-term stewardship into the future.	To develop a targeted and action-oriented plan for implementing environmental improvements and building resilience to climate change on public and private lands in priority neighbourhoods (Milestones 1 & 2).
Study Boundary	Lands exclusively in public ownership between Main St. and Hwy. 7	Lands in public and private ownership within, and in close proximity to the Hungry Hollow CFB (Final boundaries to be determined through engagement)
Scope of Work	**Natural Heritage Characterization** Characterization of the municipally-owned portion of the Hungry Hollow CFB. **Management Plan** Identification of actions and public areas for protection, restoration, rehabilitation, buffers, trail system, etc.) · Communications Plan · Financial Plan · Monitoring Plan	**Milestone 1: Characterization** Characterization of the Hungry Hollow CFB and neighbourhood (including demographics and market research); vision, goals and strategic directions to guide Action Plan development **Milestone 2: Action Planning** Identification of actions for urban renewal and climate action on public and private land (i.e. retrofits, restoration, education/awareness campaigns, stewardship activities, events, etc.); implementation strategy for intense, short term action assigned to specific partners/community groups/community members.

RELATIONSHIP TO STRATEGIC PLAN:

The SNAP project proposal is directly related to, and has the potential to advance the Town's Strategic Plan and its sustainability focus, including these Council priorities:

- 5B Collaborate with community partners to continue to implement the Integrated Community Sustainability Strategy
- 5F Implement the Mayor's Community Energy Plan

FINANCIAL IMPACT:

Although there are no direct financial implications associated with this information report, Town staff have included a request in the draft 2019 Capital budget to provide a CVC with a total of $30,000.00 over a 2 year period to support the development of the SNAP action plan.

CONSULTATION:

The Town Sustainability Implementation Committee were consulted in the winter of 2017/18. The Town's Senior Management Team was consulted in April 2018.

PUBLIC ENGAGEMENT:

There are no direct public engagement implications associated with this report. However, should the SNAP project proposal be approved for inclusion in the final 2019 Capital Budget, a communications and engagement campaign would be developed in close consultation with CVC and the Town's Corporate Communications team and launched in early 2019 to bring the Hungry Hollow SNAP project to the community's attention and to solicit input and participation from residents, businesses and local stakeholders during the completion of Milestones 1 and 2.

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 Hungry Hollow SNAP project has the potential to directly contribute to the Strategy's implementation. The plan development component of the project will enable the Town to explore and identify suitable actions that can help the community mitigate and adapt to climate change while enhancing the local environment, biodiversity and the Town's quality of life. In addition, the participatory aspect of the project, whereby residents would have an opportunity to build a customized plan and undertake actions as a community in their neighbourhoods would foster social interactions, build local relationships and enhance the sense of place in Halton Hills.

This report supports the environmental health, and Social Wellbeing pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is very good.

COMMUNICATIONS:

There are no direct communications implications associated with this report beyond those outlined above in the public engagement section of this report.

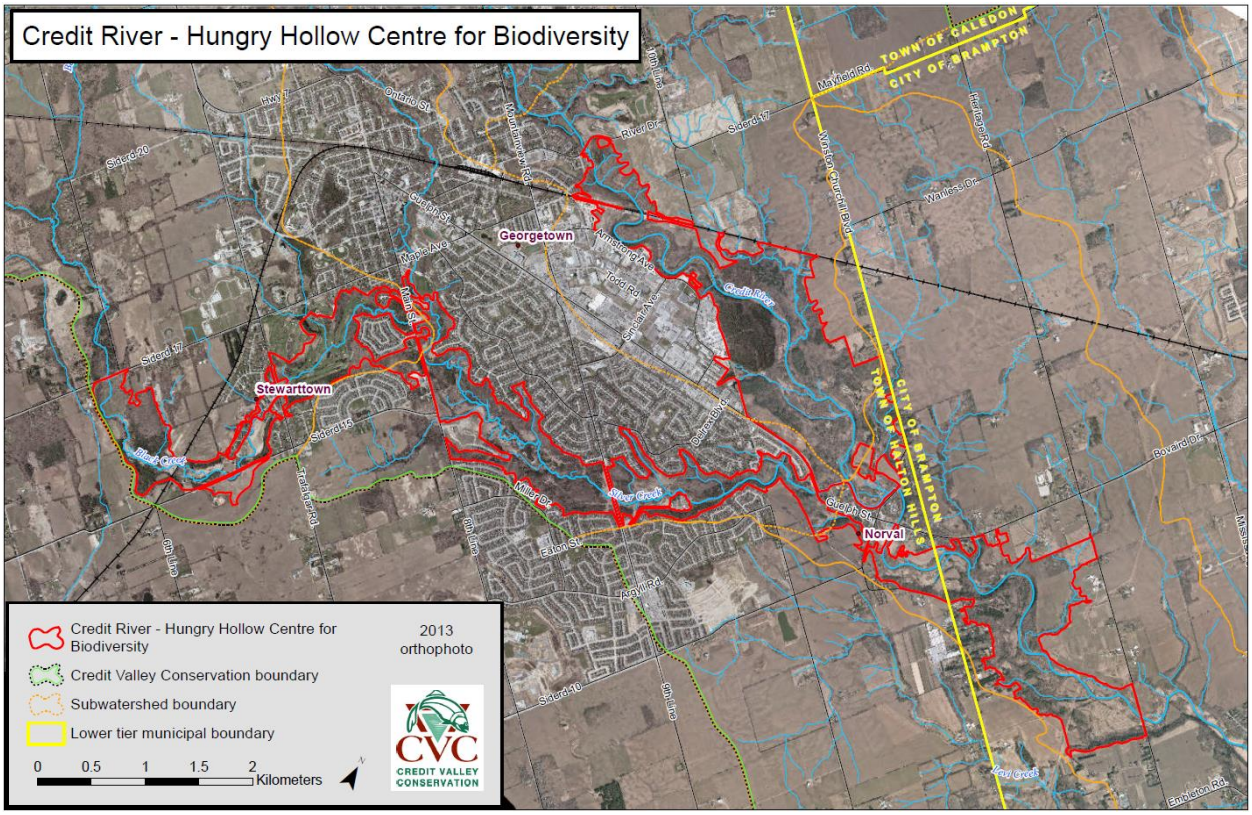
CONCLUSION:

The Credit Valley Conservation Authority has initiated the Hungry Hollow SNAP environmental stewardship project and requested that the Town become a partner and support the initiative. In response, Town staff has prepared this information Report to inform Council of the request and have submitted a project proposal as part of the 2019 Capital Budget process which if approved, would provide funding to support the completion of Milestones 1 and 2.

Reviewed and Approved by,

John Linhardt, Commissioner of Planning and Sustainability

Brent Marshall, CAO


Credit River - Hungry Hollow Centre for Biodiversity
Credit River - Hungry Hollow Centre for Biodiversity
Credit Valley Conservation boundary
Subwatershed boundary
Lower tier municipal boundary
2013 orthophoto
0 0.5 1 1.5 2 Kilometers
CVC
CREDIT VALLEY CONSERVATION
Georgetown
Stewarttown
Norval
TOWN OF CALEDON
CITY OF BRAMPTON
TOWN OF HALTON HILLS
CITY OF BRAMPTON
Maxfield Rd.
Winston Churchill Blvd.
Hwy 7
Ontario St.
Sideroad 20
Sideroad 17
Sideroad 10
Guelph St.
Main St.
Mill St.
River Dr.
Armstrong Ave.
Ford Rd.
Crystal Ave.
Mill Lane
Mountainview Rd.
Trafalgar Rd.
6th Line
Miller Dr.
Eaton St.
Argyll Rd.
Silver Creek
Black Creek
Credit River
Lay Creek
Wallace Dr.
Howard Dr.
Eminton Rd.

REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Susan Silver, Senior Advisor Strategic Planning and Continuous Improvement

DATE: August 27, 2018

REPORT NO.: ADMIN-2018-0028

RE: Cannabis Legalization

RECOMMENDATION:

THAT report No. ADMIN-2018-0028 dated August 27, 2018 regarding Cannabis Legalization be received for information;

AND FURTHER THAT Council endorse the staff position that until details are known with respect to the opt out provisions, any inquiries or expressions of interest regarding retail storefronts should be rejected.

BACKGROUND:

On April 13, 2017, the federal government tabled two bills to legalize and regulate cannabis in Canada.

- **Bill C-45**, an Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts (the “Cannabis Act”).
- **Bill C-46**, an Act to amend the Criminal Code (offences relating to conveyances) and to make consequential amendments to other Acts.

Both Bills have received Royal Assent and Bill C-45 will become law on October 17, 2018.

On December 12, 2017, the Ontario legislature passed the Cannabis, Smoke-Free Ontario, and Road Safety Statute Law Amendment Act, 2017. As of the writing of this report, the proclamation date was still unknown.

On August 13, 2018, it was announced that the retail model being developed for the Province of Ontario would shift from fully government run to a mix of provincially run online stores and regulated private retail stores.

Opting Out
The August news release from the Ministry of Finance stated, “The government will provide municipalities with a one-time window under which they can choose to opt-out of permitting physical cannabis retail stores within their boundaries.” Details around opt-out provisions have not yet been officially provided and timelines have not been announced. Until details are known with respect to this process, staff recommends that any inquiries or expressions of interest regarding retails storefronts should be rejected. The release goes on to state that online sales are expected to begin October 17, 2018 and retail stores are expected to begin opening April 1, 2019.

With the effective date approaching, the purpose of this report is to:

- share facts about Bill C-45, The Cannabis Act;
- inform council, staff and members of the public what the Town of Halton Hills is doing with respect to the legalization of recreational cannabis;
- provide information on an existing land-use issue related to growing of cannabis for medical purposes

COMMENTS:

The Town of Halton Hills must prepare for the legalization of cannabis as there will be impacts in areas including but not limited to land-use and zoning, business regulation, by-law enforcement, public consumption, safety and enforcement and support for youth.

In early 2018 Town enforcement staff, through their participation in the Regional Enforcement Working group and in partnership with Halton Regional Police Services, began to discuss what municipalities would need to consider in responding to the legislation and to determine roles and responsibilities among the various enforcement groups.

In addition, during the first half of 2018, Planning staff began researching zoning impacts and initiated a study to consider options with respect to land use. Report PLS-2018-0068 included in the September 10 Council agenda provides additional information.

In response to Bill 175, The Safer Ontario Act, Halton Region and Halton Regional Police Service have developed a Community Safety and Well-Being Plan to enhance collaboration with community partners on issues that impact safety and well-being. The Commissioner of Recreation and Parks is participating in the leadership group and they have developed a series of “action tables” to address issues such as harmful alcohol consumption and coordinating efforts to reduce homelessness. Staff will be consulting with the key agencies and partners involved in the Youth Services Network (e.g. ADAPT (Alcohol and Drug Assessment and Prevention and Treatment), Halton Regional Police) to inform youth of the potential risks associated with the use of cannabis and details regarding legal and safe use.

Jurisdiction
In June of 2018, the Federation of Canadian Municipalities (FCM) released its Municipal Guide to Cannabis Legalization. The Association of Municipalities of Ontario (AMO) contributed to the creation of the guide and has also released a companion guide and FAQ documentation. The following guidance regarding jurisdiction is referenced from the FCM Guide.

All levels of government have responsibilities when it comes to the implementation of Bill C-45. Under the Cannabis Act, the federal government is responsible for establishing and maintaining a comprehensive and consistent national framework for regulating production of cannabis. This includes setting standards for health and safety and establishing criminal prohibitions.

Provinces and territories are authorized to license and oversee the distribution and sale of cannabis, subject to minimum federal conditions. Provincial governments have further delegated or recognized local government authority to address certain matters.

Municipal governments should examine their enabling legislation, as well as federal legislation and regulations, to understand the full extent of their potential scope of action.

At the recent AMO (Association of Municipalities of Ontario) Conference this August, there was a plenary session and panel discussions on the topic of Cannabis Legalization. Some observations published by AMO relate to decision making with respect to allowing retail establishments, amendments required to planning by-laws, timing challenges to conduct appropriate consultation, unknowns with respect to licensing mechanisms, and resources being stretched. AMO also commented on responsibility for licensing and considerations with respect to appropriateness of funding given latest decision on retail implementation. Staff will continue to monitor communications from AMO and the Government and respond accordingly to new information as it arises.

Town Approach
Given the broad impact of cannabis legalization and the evolving regulatory landscape in conjunction with deadlines fast approaching, the Town has formed a staff team, the Cannabis Legalization Working Group, with a mandate to:

- understand, evaluate, make recommendations and inform stakeholders about regulatory issues, processes, and impacts including land-use, enforcement, business licensing, and community safety.
- participate in consultations with other orders of government, to actively engage with the community and to stay informed and advocate where needed.

The composition of the working group is represented in Figure 1 and the full terms of reference are attached as Appendix A to this report. This team will be led by Susan Silver, Senior Advisor, Strategic Planning & Continuous Improvement and will work to

address the myriad of policies, processes, decisions, consultations, and educational elements, to name a few, that are required to address the magnitude of this legislation.

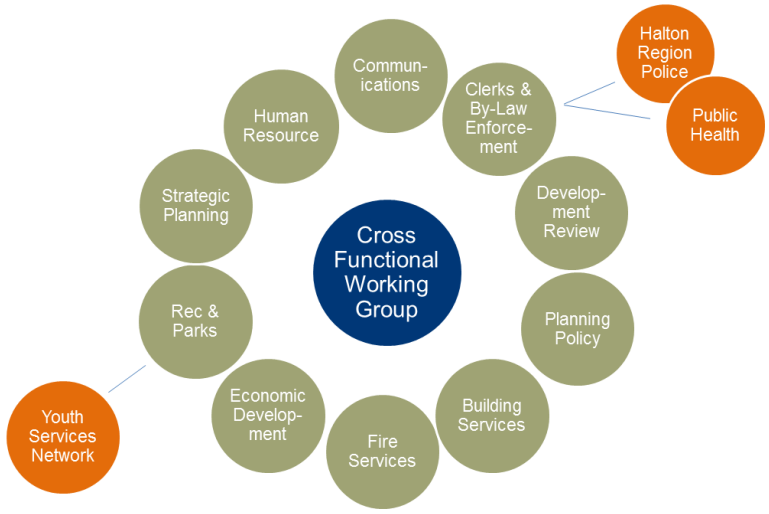


Figure 1: Representation on Cannabis Legalization Working group

At present, the team has identified a number of areas for review, including:

- <u>Land Use</u>
  The Town does not currently have zoning by-laws specifically addressing cannabis production. Planning is working to develop draft amendments and will be presenting options to Council and engaging the public as required.

- <u>Business Regulation</u>
  Staff are awaiting more details with respect to how the province intends to license and regulate retail establishments. It is expected that there also be some level of public engagement as input to decisions around opting out provisions.

- <u>Public Consumption</u>
  The Smoke Free Ontario Act, previously scheduled to come into force July 1, 2018 has been paused. This act now includes provisions addressing cannabis use in public zones and includes definitions and specific prohibitions and restrictions. Enforcement will continue to be the responsibility of the Region of Halton

- <u>Safety and Enforcement</u>
  Staff under the working group and through representation on the Regional Enforcement Group is partnering with Halton Region Police Services to identify the necessity for new or amended by-laws. In addition, it is expected that information will be developed and shared to educate officials and the public

regarding age restrictions, possession limits, impaired driving rules and other important issues that impact the community.

- Support for Youth
  In partnership with the Youth Services Network, the regional Community Safety and Well-Being Team, and Public Health, staff from the working group will focus on education and support to reduce or eliminate potential negative impacts associated with cannabis legalization. In addition, this subject area is a factor when developing recommendations for zoning with respect to siting factors for production and/or retail facilities.

- Cost/Revenue
  The province has committed to share the cannabis excise tax with municipalities to make sure local governments across the province can manage the transition to legal recreational cannabis. Staff is creating a model to track costs associated with implementation and will also be working to better understand the flow of funding expected from the province.

- Economic Impact
  As the industry grows, there will be economic impacts to consider in areas related to production facilities, retails establishments, supply chains, and ancillary businesses. There may also be unwanted economic consequences and as a focus area, economic impact should be monitored.

For each area noted above, work is being done to identify at a detailed level:

- What should the Town be considering?
- What is the Town doing or need to do?
- What are expected timeframes?

This information will be shared and updates provided to Council as needed along with any matters requiring direction/decisions.

Matters relating to 1 Rosetta Street
The Town was made aware of a medical cannabis growing operation located at 1 Rosetta Street. Under the current regulation (Access to Cannabis for Medical Purposes Regulation, ACMPR) governing medical use, individuals or designated producers are allowed to grow cannabis for personal use. The regulation contains stipulations that protect the privacy and rights of these individuals and therefore, the town is not officially notified of the identity or location of such operations. However, local by-laws, building and fire codes, zoning policies that are normally the purview of the municipality and enforceable as such are still applicable to these operations. In this case, Halton Hills Fire Department, by-law enforcement and building staff have been working with the owner and tenants to ensure compliance to existing by-laws, fire and building codes.

In addition to respecting the privacy rights granted under the ACMPR and in light of the ongoing investigations pertaining to enforcement activities, specific details related to 1 Rosetta remain privileged and confidential.

The owner of 1 Rosetta has filed an application for a minor variance with the Committee of Adjustment bringing the specific matter of zoning before the public as per the statutory requirements of the Planning Act.

The Committee of Adjustment hearing is scheduled for September 5.

Next Steps

- Working Group meetings are scheduled to review detailed task and responsibility matrix.
- Staff will continue to partner with other agencies and levels of government to ensure appropriate actions and responsibilities are clear.
- Public Engagement options are being developed with respect to zoning and by-law amendments and opportunities for education and information sharing will be included.

RELATIONSHIP TO STRATEGIC PLAN:

The report relates to the Town's Strategic Plan Priority under Communications to continue to provide timely, transparent communications with residents and business owners.

FINANCIAL IMPACT:

None

CONSULTATION:

This report was prepared in consultation with members of the TOHH Cannabis Legalization Working Group.

PUBLIC ENGAGEMENT:

The issue of cannabis legalization has numerous impacts and public consultation in adherence to the Public Engagement Charter is anticipated. This engagement will supplement any existing statutory requirements (as applicable).

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:

A Cannabis information page has been created on the Town website where more information is provided, including links to additional resources. This page will be continuously updated as more information becomes available.

CONCLUSION:

While it's a new issue for municipalities across Canada, Halton Hills is taking a proactive approach on dealing with the legalization of cannabis. Two reports were brought forward to Town Council; one, an overview on legislative areas of responsibility and municipal considerations, the other an analysis of land use planning and zoning options for siting growing and processing operations. The Town of Halton Hills Cannabis Legalization Working Group will continue to monitor the issues and manage tasks associated with implementation of regulations in support of Bill C-45, the Cannabis Act, as per the Terms of Reference outlined in Appendix A. Council shall be kept informed and engaged in decision making as required.

Reviewed and Approved by,

Richard Cockfield, Manager Strategic Planning & Continuous Improvement

Brent Marshall, CAO - Sep 4, 2018 - 3:24 PM

Cannabis Legalization Working Group
Terms of Reference

Purpose:

The Cannabis Legalization Working Group has been formed to:

- Establish a resource in each subject area
- Ensure cross-departmental information-sharing
- Avoid duplicated efforts
- Expedite decision-making

Mandate:

To understand, evaluate, make recommendations and inform stakeholders about regulatory issues, processes, and impacts including land-use, enforcement, business licensing, and community safety. To participate in consultations with other orders of government, to actively engage with the community and to stay informed and advocate where needed (e.g, funding).

Scope:

Scope extends and should include any and all potential impacts related to the legalization of cannabis ensuring that communication and change management are a top priority.

Authority:

This team will:

-make recommendations
-implement processes/decisions
-inform and consult (evaluated task by task) in alignment with project line items

Team members should maintain communications with their Manager and Commissioner to inform and/or seek guidance on issues pertinent to their areas of responsibility whilst ensuring the project lead is also aware and informed.

Membership:

Stakeholder Area	Participant (attendee)	Participation as required	Information/ Consultation
Clerks & By-Law Enforcement (by extension HRPS and Public Health)	Orlando Donato	Valerie Petryniak	Suzanne Jones
Fire Services	Harry Olivieri		
Development Review	Jeff Markowiak		John Linhardt

Stakeholder Area	Participant (attendee)	Participation as required	Information/ Consultation
Planning	Steve Burke	Keith Hamilton	John Linhardt
Building Services	Ben Agro	Slavica Josipovic	Chris Mills
Zoning	Rachel Purdy		Chris Mills and John Linhardt
Strategic Planning	Susan Silver (PM)	Rick Cockfield	
Communications	Alex Fuller		Jane Diamanti
Economic Development	Damian Szybalski		
Finance - Funding		Moya Leighton	Jane Diamanti
Rec/Parks - Comm. Garden, Youth…	Samantha Howard	Warren Harris	
Library - Lecture Series		Geoff Cannon	
Legal	Hal Watson		
Human Resources		Laura Lancaster	Jane Diamanti

Roles and Responsibilities:

As an active member of the working group, each member shall represent their functional area to the best of their ability and deliver on assigned tasks while also giving consideration to what impacts their actions or decisions may have, however minutely, on any other stakeholder area. It is the role of the project manager to continually assess activities with a corporate view and drive accountability for the completion of tasks within each stakeholder group.

Meeting:

Meetings will be scheduled monthly with the possibility of ad-hoc meetings based on need assessment. These meetings will be called and led by the project manager and all participants will be invited. The meetings will generally involve a round-table update to track progress on both open/known actions as well as any new information to be shared among the team. Due to the wide cross-functional nature of this group, members should (at a minimum) keep project lead informed on all matters

Reporting:

The project manager shall meet weekly with the CAO to provide updates. Reports/memos will be provided to Council through Council meeting and/or Standing Committee meetings. Responsibility for reports will depend on the subject matter. In addition to reports submitted via standard meeting protocol, the project manager will also keep a register of actions, follow up and issues as required.

Expiry:

The team shall remain in place until April 1, 2019 at which time an evaluation will be made to determine if there remains a need to continue. This timeframe is aligned with the provincial announcement regarding opening of retail cannabis stores. After this time, the matter will be considered 'business as usual' and processes managed in accordance with standard operating protocols and town framework.

REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Keith Hamilton, Planner – Policy/Development Review

DATE: August 30, 2018

REPORT NO.: PLS-2018-0068

RE: Cannabis Cultivation and Processing in Halton Hills

RECOMMENDATION:

THAT REPORT NO. PLS-2018-0068 dated August 30, 2018 regarding cannabis cultivation and processing in Halton Hills, be received;

AND FURTHER THAT staff be directed to proceed with the next steps as set out in this report.

BACKGROUND:

The purpose of this report is to:

- Brief Council on Planning Staff's ongoing research into cannabis production and associated legislation.
- Provide context as to why the Town of Halton Hills should consider regulating this activity at the local level.
- Introduce the background report 'Regulating Cannabis Cultivation and Processing in Halton Hills – Options for Consideration', prepared by Meridian Planning Consultants for the Town in August of 2018 (attached as Schedule One to this report).
- Outline next steps in the process of regulating cannabis cultivation and processing locally.

<u>Legislative History</u>

Canadians have had access to Cannabis for medical purposes dating back to 1999 under the Controlled Drugs and Substances Act. In 2001, the Marihuana Medical Access Regulations (MMAR) were passed under this Act to allow those with authorization from a health care practitioner to possess their own plants for the purpose of producing medicinal marijuana. These regulations were replaced in 2013 by the Marihuana for Medical Purposes Regulations (MMPR), where for the first time a licensed producer could possess, sell, provide, test, ship, deliver, transport and destroy

marihuana. In 2016, in response to criticism from both medical marijuana users and producers, the Access to Cannabis for Medical Purposes Regulations (ACMPR) replaced the MMPR, to allow licensed producers to produce and sell cannabis oil and fresh marijuana leaves in addition to dried marijuana. These regulations have remained in effect to the present where; Health Canada's defined role is to "license and oversee the commercial industry, and to register and regulate individual cannabis production for personal use" (Health Canada, 2016).

In April of 2017 the federal government introduced Bill C-45 (the Cannabis Act) with the intent of legalizing marijuana in Canada. The Act received Royal Assent on June 21, 2018 to become law on October 17. The purpose of the Act is to regulate the cultivation, processing, distribution, testing and sale of cannabis across the country. In June of 2018, the Federal Cannabis Regulation (SOR-2018-144) was published in the Canada Gazette, providing far greater detail on how activities associated with cannabis production will be licensed, as well as restrictions and security requirements for production sites. With this release it was also confirmed that the ACMPR from 2016 will be repealed, with those currently licensed (medical) to continue until such license expires, at which point a new license would be required under new regulations. More information on the legislative process and licensing for cannabis production is available in the attached report from Meridian Planning.

At the time the Cannabis Act was introduced, the federal government also indicated that sale of cannabis to the general public would be the regulatory responsibility of the provinces and territories. Shortly after, a plan for Ontario was announced that would have 'Ontario Cannabis Stores' under the same model as the LCBO. More recently the new governing party in Ontario announced that they will be permitting the online sale of recreational cannabis using the Ontario Cannabis Store as a distributor. The Province has also committed to have a plan for privatized sale of recreational cannabis in Ontario in place by April 1, 2018. The retail sale of cannabis is further addressed in Report ADMIN-2018-0028.

The stated role of the municipality in the new cannabis regulations is limited to the requirement that they are to be notified by a producer prior to submitting an application for a licence for commercial production. As the attached Options report suggests, municipalities still have the ability to define and regulate cannabis-related activities as they would any other land use. As part of the research process to better understand cannabis production in the municipal context, Town staff completed a scan of existing municipal policies on cannabis, which is included as Appendix A in the attached report.

COMMENTS:

The Options report from Meridian Planning, attached as Schedule One to this report, identifies and defines the following licences that will be available when the Cannabis Act becomes law:

- A licence for cultivation;
- A licence for processing;

- A licence for analytical testing;
- A licence for sale for medical purposes;
- A licence for research; and
- A cannabis drug licence.

The ability (under the Cannabis Act) to hold multiple licences means Cannabis production companies will be able to cultivate and process cannabis for public consumption on one site. Municipalities must prepare for the reality that increased access to Cannabis means they will likely see production within their boundaries. As a result, the Town of Halton Hills Planning Staff (with Meridian Planning) has developed options for defining cannabis cultivation and processing as a distinct land use and regulating it accordingly.

The attached Options Report recommends that Council considers the following as it relates to the regulation of cannabis production facilities in Halton Hills.

Definitions

The Options Report recommends that, at a minimum, the Town introduce definitions (into the Zoning By-law) for terms related to cannabis production. Primarily this would include definitions mirroring those associated with the licences that will be available:

- Cannabis cultivation – indoor;
- Cannabis cultivation – outdoor;
- Cannabis processing;
- Cannabis analytical testing;
- Cannabis research facility;
- Cannabis medical sales establishment; and
- Cannabis drug licence establishment.

Additional definitions considered in the report are those associated with cannabis production including:

- Air treatment control; and
- Sensitive land uses.

The advantage of defining these terms in the Zoning By-law is that it would provide the Town grounds to permit and prohibit the activity in defined areas.

Where to Permit

The Options Report considered both urban and rural areas when identifying where cannabis-related uses could be permitted.

Agricultural/Rural Area:

The report states that as of now, the cultivation of cannabis could be considered an agricultural use, meaning it would be permitted where other agricultural uses are permitted. The processing of Cannabis could then be classified as an agricultural-related or on-farm diversified use, based on published Ontario Ministry of Agriculture, Food and Rural Affairs Guidelines. As a result, the Town should consider permitting cultivation and processing uses in agricultural areas based on provincial policies outlined in the attached report. The Town should also consider the application of setbacks to cultivation and processing activities from sensitive land uses in agricultural areas based on discussion provided in Section 4 of the attached Options Report.

Urban Area:

In urban and settlement areas the Options report identifies Employment (EMP1) and Rural Employment (RU EMP) zones, as well as Prestige Industrial (M7) zones as possible areas to permit cannabis-related uses. Based on research of other municipalities of zoning regulations for medical marijuana production facilities, these uses have been considered appropriate for location in industrial areas, where they are required to be in wholly enclosed single-use buildings. More detail and justification for this is provided in the attached report.

Regulating

The Options Report provides a range of options for regulating cannabis production in the Prestige Industrial (M7) and Employment zones. In the M7 zone consideration is given to regulating the uses permitted and appearance of facilities that would locate there, as well as the possibility of a Holding Provision that would account for other environmental factors.

In the Employment zones, the report considers which uses to permit, a potential prohibition on lots that front major roads, and the inclusion of a Holding Provision. Consideration is also given to prohibiting defined uses so as to trigger a rezoning process, which would allow analysis of the unique context of sites in these zones.

Consideration was also given to the general use of setbacks as a regulatory tool to mitigate potential impacts (e.g. odour) of cannabis production. The report references the Provincial Policy Statement and Ministry of the Environment policies as possible justification, should the Town decide to adopt setbacks or separation distances.

Other Considerations

The Options Report also takes into account odour and the social stigma associated with cannabis production and consumption, where public concern has been expressed. The report also states that published studies on the effects of cannabis production on air quality confirm there is no public health risk. That being said the Town may wish to

establish regulations enforcing odour and air treatment controls, given that the federal requirement related to this cannot be enforced by Municipal By-law Officers.

Next Steps

The defining and regulating of activities associated with cannabis production would require amending the Zoning By-law and possibly the Official Plan.

The timeline for completing this work is as follows:

- Initiating online public engagement as appropriate for feedback based on information provided in the Options Report – Fall 2018.
- Circulate, for the purpose of obtaining comments, the Options Report to stakeholder agencies including the Chamber of Commerce, school boards, Region of Halton etc. – Fall 2018.
- Directions Report, setting out preferred locations and the regulatory framework for Council endorsement – Q1 2019.
- Statutory Public Meeting on draft Zoning By-law Amendments (and Official Plan Amendments if required) – Q1/Q2 2019;
- Final Recommendation Report – Q2 2019.

RELATIONSHIP TO STRATEGIC PLAN:

This report relates directly to the implementation of the Town Strategic Plan. Under Section C – Foster a Prosperous Economy, this report supports Objective C.8 – To facilitate the establishment of a competitive business environment that is easily able to adapt to changing circumstances and priorities. By providing background information to assist in defining and regulating cannabis production, the Town is adapting to an emerging market that will likely expand with the forthcoming legalization of cannabis for recreational purposes.

Under Section I – Provide Responsive, Effective Municipal Government, this report supports Objective I.7 – To foster a greater understanding of the Town's roles and responsibilities and relationships with other orders of government. By providing background information on cannabis production, the Town can communicate to the public the roles of all three levels of government in regulating this industry while showing leadership through policy over local development.

FINANCIAL IMPACT:

There is no direct financial impact associated with this report.

CONSULTATION:

In preparing this report multiple staff in Planning, Zoning and Municipal Law Enforcement were consulted. Additionally Planning Staff from the Town of Milton, City of Hamilton, and Ministry of Municipal Affairs and Housing were consulted.

PUBLIC ENGAGEMENT:

Where Zoning By-law and/or Official Plan Amendments are required to define and regulate cannabis production in the Town of Halton Hills, a Statutory Public Meeting will be required. Planning Staff is also considering other opportunities for public participation, such as online engagement through 'Let's Talk Halton Hills', in keeping with the Public Engagement Charter.

SUSTAINABILITY IMPLICATIONS:

The Sustainability Implications of defining and regulating cannabis production in Halton Hills will be addressed in the final report.

COMMUNICATIONS:

Information on cannabis legalization has been added to the Town website, covering:

- Cannabis legislation impact on Halton Hills;
- Operations at 1 Rosetta;
- Recreation cannabis use; and,
- Medical cannabis use.

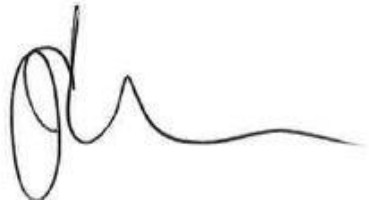
CONCLUSION:

This report provides an overview of cannabis legislation in Canada to date and introduces the report 'Regulating Cannabis Cultivation and Processing in Halton Hills – Options for Consideration', prepared for the Town by Meridian Planning Consultants.

It is recommended that this report be received for information. Staff and the consultant will proceed with the drafting of proposed Zoning By-law Amendment (and Official Plan Amendment if necessary), and online public engagement as appropriate before bringing the draft Amendments back to Council for consideration in Q1 of 2019.

Reviewed and Approved by,

Steve Burke, Manager of Planning Policy



John Linhardt, Commissioner of Planning and Sustainability

Brent Marshall, CAO

MERIDIAN PLANNING

REGULATING CANNABIS CULTIVATION AND PROCESSING IN HALTON HILLS - OPTIONS FOR CONSIDERATION

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1.0 PURPOSE OF REPORT

The purpose of this report is to: i) review and assess recent federal legislation on cannabis cultivation and processing and the impacts on land use planning; and ii) identify options for regulating this activity in the Town of Halton Hills.

This report will outline a number of factors that support cannabis cultivation and cannabis processing as distinct land uses that should be regulated accordingly in the Town's Zoning By-law. As such, this report will also identify a number of options on where and under what conditions cannabis cultivation and cannabis processing could be permitted.

2.0 THE FEDERAL CANNABIS ACT

On April 13, 2017, the Government of Canada introduced Bill C-45 (the Cannabis Act) in the House of Commons. Based in large part on the advice provided by the Task Force on Cannabis Legalization and Regulation, the Cannabis Act created the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession.

Following parliamentary review, the Cannabis Act received royal assent on June 21, 2018 and it will become law on October 17, 2018.

As set out in section 7 of the Cannabis Act, the purpose of the Act is to protect public health and public safety and in particular to:

- Protect the health of young persons by restricting their access to cannabis;
- Protect young persons and others from inducements to use cannabis;
- Provide for the legal production of cannabis to reduce illegal activities in relation to cannabis;
- Deter illegal activities in relation to cannabis through appropriate sanctions and enforcement measures;
- Reduce the burden on the criminal justice system in relation to cannabis;
- Provide access to a quality-controlled supply of cannabis; and
- Enhance public awareness of the health risks associated with cannabis use.

In order to achieve the above, the Cannabis Act:

- Creates a general control framework for cannabis by establishing a series of criminal prohibitions, while providing for exceptions or authorizations to permit persons to engage in otherwise prohibited activities;
- Provides for the oversight and licensing of a legal cannabis supply chain;
- Provides for licences and that will set parameters for the operation of a legal cannabis industry;
- Indicates that Federal and Provincial/territorial governments will share responsibility for the oversight and licensing of the cannabis supply chain and that the federal Minister of Health will be responsible for licensing, among other activities, the production of cannabis (cultivation and processing), while Provincial and territorial governments can authorize the distribution and retail sale of cannabis in their respective jurisdictions; and
- Establishes national standards to protect public health and safety through the creation of a number of legal requirements that are intended to protect against the public health and public safety risks associated with cannabis.

It should be noted that by virtue of the enactment of the Cannabis Act, the Access to Cannabis for Medical Purposes Regulations (ACMPR) will be repealed when the Cannabis Act becomes law on October 17, 2018.

All producers with a licence (commercial and personal use) under the ACMPR will be allowed to continue operating until their existing licences expire, at which time they will have to apply for a licence under the new federal Regulation.

3.0 FEDERAL CANNABIS REGULATION

The Federal Cannabis Regulation SOR-2018-144 ('the Regulation') was published in the Canada Gazette, Part II, on July 11 2018. The Regulation is actually dated June 27, 2018 and it will also come into effect on October 17, 2018. This Regulation is one of a series of regulations that are intended to implement the Cannabis Act.

3.1 CLASSES OF LICENCES

The Regulation establishes a series of classes of licences that authorize activities that are related to cannabis and these are as follows:

- A licence for cultivation;
- A licence for processing;
- A licence for analytical testing;
- A licence for sale (medical purposes);
- A licence for research; and,
- A cannabis drug licence.

A series of subclasses of a licence for cultivation have also been established and they are:

- A licence for micro-cultivation;
- A licence for standard cultivation; and,
- A licence for a nursery.

In addition, the following subclasses have been established as a licence for processing:

- A licence for micro-processing; and
- A licence for standard processing

These classes of licences are new and have an impact on the regulation of various components of any cannabis-related land use in the Town of Halton Hills. Additionally, multiple licences can be held by one person or company, creating the potential for cultivation, processing and other licenced activities to occur on the same site.

3.2 LICENCE PERMISSIONS

3.2.1 Licence for Cultivation

Cultivation can occur indoors or outdoors and the plants can be rooted in the native soils. If grown indoors, it would be typically grown in a greenhouse type building as shown below:

If grown outside, it would have the appearance of a typical cash crop as shown in the photo below:

The holder of a licence for **micro-cultivation** and **standard cultivation** is permitted to:

- Possess cannabis;
- Obtain dried cannabis, fresh cannabis, cannabis plants or cannabis plant seeds by cultivating, propagating and harvesting cannabis;
- For the purpose of testing, to obtain cannabis by altering its chemical or

physical properties by any means; and,

- Sell cannabis.

The holder of a licence for micro-cultivation or standard cultivation can sell cannabis to:

- The holder of other licences established by the Regulation; and
- Certain persons that have been granted an exemption under the Cannabis Act (for medical reasons for example).

However, it does not appear as if the holder of a licence for micro-cultivation or standard cultivation is authorized to sell cannabis to the general public from the facility. This means that general retail sales would not be permitted.

The difference between a licence for micro-cultivation and standard cultivation is that the surface area for a licence for micro-cultivation cannot exceed 200 square metres in which all cannabis plants, including all the parts of the plants, must be contained.

The holder of a licence for a **nursery** (which is a subclass of a licence for cultivation) is allowed to carry on the activities of a holder of a licence for micro-cultivation or standard cultivation, except they are not able to obtain dried cannabis or fresh cannabis. In other words, only cannabis plants or cannabis plant seeds can be used for growing cannabis in a nursery. If the holder of a licence for a nursery cultivates cannabis for the purpose of obtaining cannabis plant seeds, the total surface area that can be devoted to this purpose cannot exceed 50 square metres.

Some of the facilities that have been constructed in the past year are very large, such as the Aurora Sky facility in Edmonton that has an approximate floor area of about 75,000 square metres (which is about the same size as the Toronto Premium Outlets in Halton Hills). The Aurora Sky facility is shown below:

Based on the example noted above, such a facility shares many of the characteristics of an industrial or warehouse building. However, most of the building has the appearance of a greenhouse, as shown in the photos below:

It is noted that the size of the Aurora Sky facility shown above is at the high end and that many of the other known facilities are considerably smaller.

3.2.2 Licence for Processing

It is anticipated that applicants will apply for both a licence for cultivation and a licence for processing so that both activities can take place in the same

building and/or on the same property. However, further research will be required on licences that have been granted to date and which will be granted in the next few months to determine if this is actually the case in most circumstances.

Two types of licences have been established for **processing** – standard processing and micro processing. In both circumstances, the licence does not allow the cultivation, propagation or harvesting of cannabis. In other words, a processing licence only allows the licence holder to produce cannabis for sale.

The difference between a standard processing licence and a micro-processing licence is that no more than 600 kilograms of dried cannabis can be sold or distributed in a calendar year with a micro-processing licence.

3.2.3 Licence for Analytical Testing

The holder of a licence for **analytical testing** is authorized to possess cannabis and to obtain cannabis by altering its chemical or physical properties by any means.

The sale or distribution of any product from the holder of a licence for analytical testing is not permitted and there are rules on how long cannabis can be kept on site before it needs to be destroyed.

The holder of this licence may also have other licences.

3.2.4 Licence for Sale of Cannabis for Medical Purposes

The holder of a licence for **sale of cannabis for medical purposes** is permitted to possess cannabis products and to sell cannabis products. These products can be sold to other types of licence holders, a person to whom an exemption has been granted under the Cannabis Act or to a hospital employee.

The holder of this licence may also have other licences.

3.2.5 Licence for Research

The holder of a **licence for research** is permitted to possess cannabis, produce cannabis or transport, send or deliver cannabis between the sites that are set out by the licence. Additionally, the licence holder can sell cannabis plants and cannabis plant seeds to other licence holders, the Minister or a person to whom an exemption has been granted under the Cannabis Act.

As per above, the holder of this licence may also have other licences.

3.2.6 Cannabis Drug Licence

The holder of a **cannabis drug licence** is permitted to possess cannabis and produce or sell a drug containing cannabis. These products can be sold to other types of licence holders, a person to whom an exemption has been granted under the Cannabis Act or to a pharmacist, a practitioner or a hospital employee.

3.3 RETAIL SALES

The Regulation does not deal with the retail sale of cannabis to the general public. This is because the responsibility for establishing a distribution system and retail sale network is the responsibility of the provinces and territories.

Prior to the last Ontario Provincial election, the Provincial government announced plans to regulate the sale of cannabis using the LCBO for sale and distribution.

Mirroring the LCBO model, 'Ontario Cannabis Stores' would have been stand-alone retail stores, with locations being selected by the Province. The LCBO had plans to open 150 OCS stores by 2020 and 29 municipalities were selected for stores, however the Town of Halton Hills was not one of them.

However, on August 13, 2018 the Ontario government announced a new plan for the retail sale of recreational cannabis. In this regard, and as of October 17, 2018, recreational cannabis will be available

through online sales using the Ontario Cannabis Store as the distributor.

The Ontario government has also committed to a privatized sales model by April 1, 2019, which would allow the retail sale of cannabis. Until then, cannabis cannot be sold or distributed in public establishments. The Association of Municipalities of Ontario (AMO) has been supportive of private retail sales for cannabis as a job creator in communities across the Province to aid local economic development.

On August 13, 2018, the Province announced that the government would consult with municipalities, police, industry and other stakeholders to propose new legislation in the Fall of 2018 to allow licensed, private retail cannabis sales by April 1, 2019. New municipal councils will also be given the ability for a "one time" opt out of licensed sales in their communities after the municipal election. The opt out gives municipalities more time to consider retail sale in the communities, after which they can opt in to allow the use. Once a municipality has opted in they cannot opt out in the future.

Given the above, the location of the future retail stores is unknown at this time, along with any possible Provincial requirements on their siting. Given the nature of most, if not all zoning by-laws in Ontario, the retail sale of cannabis would be considered a retail store and permitted wherever retail stores are permitted.

However, the Town may choose to evaluate where this type of retail store should be permitted and under what conditions at a later date, once Provincial requirements are clearer. In this regard, there may be a need to specifically determine whether regulations on where cannabis retail sales establishments are located are required, potentially taking into account the location of the uses in relation to public spaces, retail shopping areas and other land uses.

3.4 ROLE OF MUNICIPALITY IN LICENSING PROCESS

It does not appear as if there is any requirement for local municipal support before a Federal licence is issued. In this regard, the Regulation only appears to require an applicant to provide written notice to municipalities and others as per Section 7(1) of the Regulation reproduced below:

Before submitting an application to the Minister for a licence for cultivation, a licence for processing or a licence for sale that authorizes the possession of cannabis, the person that intends to submit the application must provide a written notice to the following authorities in the area in which the site referred to in the application is located:

a) The local government;

b) The local fire authority; and

c) The local police force or the Royal Canadian Mounted Police detachment that is responsible for providing policing services to that area.

In addition to the above, licence holders are also required to notify the local government when a new licence has been issued as per Section 35(1) of the Regulation as set out below:

A holder of a licence for cultivation, a licence for processing or a licence for sale that authorizes the possession of cannabis must, within 30 days after the issuance, amendment, suspension, reinstatement or revocation of the licence, provide a written notice to the local authorities referred to in paragraphs 7(1)(a) to (c) in the area in which the site set out in the licence is located and provide a copy of the notice to the Minister.

In the Spring of 2018, the Federation of Canadian Municipalities (FCM) released the 'Municipal Guide to Cannabis Regulation' ('FCM Guide'). It is noted that the FCM Guide was released prior to the Regulation and there was, and continues to be, much discussion about implementation and interpretation. In this regard, the Guide indicates the following:

If a business obtains a federal licence under the Cannabis Act, it will not mean that the company will not be subject to provincial/territorial or local government regulations dealing with land use management. Locally, this constitutional arrangement can provide municipalities with the authority to prohibit particular land uses. We recommend that municipalities consult their individual provincial/territorial enabling land use laws for specific direction. But generally, there is no obligation for municipalities to permit cannabis cultivation in specific areas.

Notwithstanding the above need to consult 'provincial land use laws', the FCM Guide indicates the following:

Local governments are entitled to interpret enabling legislation broadly enough to address emerging issues and respond effectively to community objectives. However, they cannot extend its scope beyond what the wording of the legislation can reasonably bear. Some enabling legislation across Canada may allow local governments to deal with particular uses on a "conditional use" or "direct control" basis, which might be particularly appropriate in the case of new land use activities (such as those associated with cannabis) whose impacts are not well-understood at the outset.

It should be noted that 'conditional use' and 'direct control' are not components of Ontario's land use planning regime. In any event, the FCM Guide concludes the following:

None of the land use activities that are expected to result from the legalization of cannabis are likely to diverge from the existing enabling legislation and interpretations noted above. The land use activities contemplated relative to the Cannabis Act are similar to activities associated with other consumable commodities such as food, beverages and tobacco.

Based on the information provided, and in the absence of other countervailing views on the matter, it is my opinion that a local municipality can regulate cannabis-related land uses that are subject to Federal licences much like any other land use.

This means that while there is no municipal role in the licensing process, there would still be a requirement for licence holders to comply with local zoning controls.

3.5 IMPACTS OF FEDERAL LEGISLATION AND REGULATION ON THE ESTABLISHMENT OF LAND USE CONTROLS

The Federal regulatory regime does not provide the basis for creating specific land use regulations. For example, there are no setback requirements specified and there are no specific requirements for any type of licence holder to carry out authorized activities away from other land uses.

The only specific part of the Regulation that deals with adjacent land uses relates to the production of cannabis for personal medical purposes only.

In this regard, it is indicated that any outdoor cultivation (presumably in an individual's backyard) cannot be adjacent to a school, public playground, day-care facility or other public place frequented mainly by individuals less than 18 years of age. In this case, 'adjacent' means, according to Section 306, if the parcel has at least 1 point in common with the boundary of the other parcel of land with these uses.

It is not clear how this will ever be enforced or whether it will be possible to regulate the type of plants grown in a person's backyard through a zoning by-law. It is also noted that the Federal government also proposes to permit anyone to grow up to four plants on their property for personal use. This will make it even more difficult to regulate since everyone will have this as-of-right permission.

Notwithstanding the above, local municipalities do have the ability to regulate larger licenced uses and facilities, should they choose to do so. However, any regulation would need to be based on empirical evidence particularly if a minimum setback was required. Options in

this regard are provided in Section 4.0 of this report.

There are however, a few requirements in the Regulation dealing with security that could be considered through a planning approval process.

More specifically, those with cultivation, processing or sale licences are required to design their sites to prevent unauthorized access. This includes physical barriers around the perimeter, an intrusion detection system, and 24-hour visual recording.

This means fencing or another suitable barrier will be required and the location and design of the fencing may need to be assessed through an approval process to lessen the impact of these barriers on the public realm and adjacent land uses. This also means that gatehouses that control the entry and exit of people accessing a property will be a key element of the use and the location of the gatehouse may also need to be reviewed from a design perspective as well. It should be noted that the use of visual recording devices is also required along with 24-hour monitoring.

Given the above, the prospect exists for the establishment of fenced in compounds that may not be compatible with adjacent land uses, such as a business park with generous landscaping around the perimeter. The prospect also exists for fenced in compounds in agricultural and rural areas as well, and this may also not be compatible with the open space character of these areas.

The above rules on security generally apply to other licence holders as well (micro-cultivation, micro-processing or a nursery).

It should be noted that there are also a number of complex exemptions to the security requirements in the Regulation, which are designed primarily to recognize existing licences or permissions relating to cannabis for medical purposes.

The Regulation further states that cannabis must be processed, packaged, labelled, stored, sampled and tested in a building. This requirement could be included in a zoning by-law; however, the licence would require this in any event.

The Regulation also requires that all buildings be equipped with a system that filters air to prevent the escape of odours. This could also be codified in a zoning by-law; however, this would again be a requirement of the licence.

The Regulation does expressly prohibit the holder of any licence from conducting any activity authorized by the licence in a 'dwelling-house'. This could also be expressly prohibited in the Town's zoning by-law.

Notwithstanding the above, the growing of up to 4 plants in a dwelling for personal use would still be permitted. As a result, a distinction would need to be made between the growing of plants pursuant to a licence and the growing of plants for personal use, if the above prohibition was contemplated.

4.0 REGULATORY CONSIDERATIONS FOR HALTON HILLS

4.1 INTRODUCTION

Over the last 5 years, a number of municipalities in Ontario have passed zoning by-laws that were designed primarily to control the location of medical marijuana production facilities. A comprehensive overview of a number of the more recent municipal initiatives is attached to this report as **Appendix A**.

In general, many of the municipalities surveyed amended their zoning by-laws to specifically permit medical marijuana production in certain industrial zones and in some cases, setbacks were established from certain sensitive land uses.

While these other municipal examples are instructive, none of them take into account the recent Federal Regulation discussed in

Section 3.0 of this report and many if not all of these other municipal by-laws will need to be amended.

Given the distinct nature of the land use and its potential impacts, it is my opinion that the Town of Halton Hills should make a number of changes to its zoning by-law to effectively regulate this land use. The next section includes a discussion on potential considerations.

4.2 ODOUR CONCERNS

One impact often considered is the odour from the production and processing of cannabis. A number of municipalities have passed by-laws that established setbacks ranging between 150 metres to 500 metres for these facilities from certain types of uses.

4.2.1 Public Health Ontario

In April 2018, Public Health Ontario released an evidence brief on odours from cannabis production. It concluded the following:

- No studies on health effects associated with exposure to cannabis odours were identified in the scientific or grey literature.
- Odours can result in annoyance and complaints from nearby residents. Current practices recommend the use of appropriate ventilation and filtration systems at cannabis production/cultivation facilities to mitigate the release of substances that may result in odours.
- A system to report and track odours could help inform on timing and extent of the occurrence of odour to assist local authorities to remedy potential problems.

The following was also stated in the Public Health Ontario document:

The processing of cannabis and production of cannabis products can also result in odour emissions. Activities such as cannabis oil extraction/concentration can involve the use of chemical solvents such as butane or distillation using alcohol which can also contribute to the overall odour emitted from a production facility. Disposal of cannabis waste products is not expected to contribute to odour as proper disposal involves rendering the waste unusable by grinding and combining with other waste products (food, yard, paper, or plastic wastes, or soil) which will mask or dilute odour producing compounds. This waste is then disposed of according to local ordinances, which can include landfills or municipal waste incinerators which themselves are operated under licences that specify engineering controls for odour.

The Public Health Ontario document recognized that odour emission controls would be a licensing requirement. On this basis, the following recommendation was made:

The upcoming legalization of cannabis in Canada is expected to result in an increase in cannabis production or cultivation in both large and small-scale commercial facilities, and private residences. There is a potential that operation of these facilities will result in the release of odour and odorous compounds into the surrounding environment. However, environmental odours are regularly encountered from agricultural and industrial operations and odour control technologies are both readily available and widely used in these industries.

Although regulations and guidelines are still being developed for the province of Ontario, other jurisdictions have already legalized cannabis production and developed best practices and procedures to address odour issues. In general, cannabis production facilities can implement and maintain appropriate ventilation and filtration systems to satisfy applicable local odour nuisance standards. A formal system for residents to document and report nuisance odours can facilitate the enforcement of these standards or municipal bylaws. As part of the permitting process, odour control plans can be reviewed to determine whether emissions are adequately treated such that cannabis odours are not perceptible outside the exterior of the building.

On the basis of the above, it would appear as if the establishment of odour controls

would be a requirement of any Federal licence.

From a local perspective, the Town through a re-zoning or site plan approval process could require an odour management plan to demonstrate that odours will not be noticeable in sensitive areas. However, if odour were a concern, it would be preferable to require a re-zoning to review any odour concerns rather than relying upon the site plan process alone where the use is already established.

It is noted that many other types of industries also emit odours (particularly food processing) and there are very few examples of zoning regulations that require setbacks from sensitive land uses. However, cannabis does have a unique and recognizable smell and it could be argued that this is enough to distinguish this type of land use from others.

Notwithstanding the above, there have been a number of anecdotal reports of the impacts of the smell emanating from cannabis greenhouses (such as the Redecan facility in the Town of Pelham in June 2018). In this regard, it has been reported that residents have detected odours from the greenhouse from 1 kilometre away. More research will be required on this issue. In terms of the nature of the smell itself, a review of a number of news articles indicates that the odour has a skunk-like smell.

It is not clear at this point if the requirements set out in the Federal Regulation and through the granting of individual licences will satisfactorily control odours. On this basis, there may be a need through an appropriate planning approval process to consider this on a case-by-case basis.

4.2.2 Provincial Policies to Consider

Section 1.2.6.1 of the Provincial Policy Statement (PPS) indicates the following:

Major facilities and sensitive land uses should be planned to ensure they are appropriately designed, buffered and/or separated from each other to prevent or mitigate adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term viability of major facilities.

The three definitions in Section 1.2.6.1 are below:

Major facilities: means facilities which may require separation from sensitive land uses, including but not limited to airports, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities.

Sensitive land uses: means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a part of the natural or built environment. Examples may include, but are not limited to: residences, day care centres, and educational and health facilities.

Adverse effects: as defined in the Environmental Protection Act, means one or more of:

a) Impairment of the quality of the natural environment for any use that can be made of it;

b) Injury or damage to property or plant or animal life;

c) Harm or material discomfort to any person;

d) An adverse effect on the health of any person;

e) Impairment of the safety of any person;

f) Rendering any property or plant or animal life unfit for human use;

g) Loss of enjoyment of normal use of property; and

h) Interference with normal conduct of business.

Based on the definitions above, an industrial use would be considered a 'major

facility'; with the relevance being that indoor cultivation and processing of cannabis is expected to occur in 'industrial' type buildings.

The range of uses that would be considered sensitive as per the definition of 'sensitive use' is extensive since any building, amenity area or outdoor space is sensitive if routine or normal activities occurring at reasonably expected times would experience adverse effects.

The focus of Section 1.2.6.1 is on the adverse effects that may be experienced by a sensitive land use. Based on the definition of 'sensitive' in the PPS, any non-industrial use where people reside or gather, such as residential uses, schools and places or worship and other similar uses would be sensitive uses.

The Ministry of Environment (MOE) did come out with guidelines ('the D Series Guidelines') in the early 1990's to assist decision makers when dealing with sensitive uses. These guidelines were designed to inform the preparation of Official Plan policy and the making of Planning Act decisions in cases where a proposed use is potentially incompatible with an existing use.

Guideline D-6 (and the supporting guidelines contained within Guideline D-1) is the one guideline that specifically applies in this circumstance since where the intent is to prevent or limit the negative interaction of sensitive and industrial land uses.

Specifically, the Guideline is intended to apply when a change of land use is proposed (the range of situations are set out in Section 2.0 (Application) of the Guideline). In Halton Hills this Guideline could apply to cannabis cultivation (indoor) and processing facilities and could provide the basis for the establishment of setbacks on a case-by-case basis between cannabis cultivation (indoor) and processing and a sensitive land use.

However, Section 2.3.2 (under Guideline D-1) states the Guidelines do not apply if the land use is in compliance with the existing Official Plan and Zoning By-law.

This is an important factor to consider for the Town of Halton Hills, since permitting indoor cultivation and processing as-of-right in the zoning by-law would make it much more difficult to apply the Guideline since the principle of the use has already been established.

Lastly, Section 2.4 of Guideline D-1 indicates what adverse effects are in the context of this Guideline. Cannabis cultivation (indoor) and processing would most likely be associated with the adverse effect of 'odours and other air emissions'.

Section 3.1 of Guideline D-1 establishes the preferred approach to dealing with adverse effects and indicates that various buffers may be used to prevent or minimize adverse effects. However, the following is clearly indicated:

Distance is often the only effective buffer, however, and therefore adequate separation distance, based on a facility's influence area, is the preferred method of mitigating adverse effects.

In my opinion, this means that the only effective way of 'preventing' adverse effects in accordance with Section 1.2.6.1 of the PPS is separation.

The following is then indicated in Section 3.2 of Guideline D-1:

The separation distance should be sufficient to permit the functioning of the two incompatible land uses without an adverse effect occurring.

Again, this supports the principle that separation is the only effective way to prevent adverse effects in accordance with Section 1.2.6.1 of the PPS.

Section 1.1 of Guideline D-6 categorizes industrial facilities into three classes according to the objectionable nature of their emissions, their physical size/scale,

production volumes and/or the intensity and scheduling of operations.

The Guideline also establishes potential influence areas in Section 4.1. The influence area for a Class 1 facility is 70 metres, for a Class 2 facility it is 300 metres and for a Class 3 facility it is 1,000 metres. Section 2.0 of Guideline D-6 then defines what a Class 1, Class 2, and Class 3 facility is.

In order to determine what the classification of the use is (i.e. cannabis cultivation (indoor) and processing) and what the adverse effects may be, experts are typically retained, studies are completed and a reasonable determination is made on the severity of the impact, how it is measured and how it can or cannot be mitigated. While there may be some subjectivity in the analysis, it is generally limited based on the existence of policies, regulations and guidelines to deal with the issue.

In the case of cannabis cultivation (indoor) and processing, the main issue is odour, which may be difficult to measure in a rigorous and scientific manner. This is because the odours noticed on any given property will increase and decrease based on time of day, the season, wind-speed and the location of the source of the odour. On this basis, a case-by-case analysis may be preferable to deal with these subjective elements.

4.3 SOCIAL CONSIDERATIONS

There has long been a social stigma attached to the cultivation and consumption of illegal drugs.

With the legalization of cannabis, it will be made legally available in the same manner as alcohol. As a result, there would be no basis for an outright prohibition on the location of cannabis cultivation, production and distribution because the uses are now legally permitted across Canada.

However, there may be other economic development or social reasons for not wanting certain types of uses in a community, however, the basis for prohibiting these uses and/or setting them back from other uses would have to be defensible. In addition, similar uses with the same impacts would also have to be dealt with in the same manner for consistency purposes.

Notwithstanding the above, it may be desirable to consider establishing unique rules for the siting of cannabis retail stores in the future. Given the Province's plan to privatize retail sales, the Town may wish to consider regulations that control clustering, restrict the use in areas with sensitive land uses, and force stores to locate in standalone buildings.

5.0 PERMITTING CANNABIS RELATED USES IN HALTON HILLS

5.1 NEED FOR DEFINITIONS

It is my opinion that it would be in the public interest at a minimum for the Town to define these new and emerging land uses in its zoning by-law. This will allow the Town to make decisions on where these uses will be permitted and under what conditions (where they would be permitted is discussed in later sections).

The defined terms should mirror the terminology of the Federal Regulation. In this regard, it is recommended that the following terms be defined in the Town's Zoning Bylaw:

- Cannabis cultivation – indoor;
- Cannabis cultivation – outdoor;
- Cannabis processing;
- Cannabis analytical testing;
- Cannabis research facility;
- Cannabis medical sales establishment; and
- Cannabis drug licence establishment.

The definitions for the above terms would be based on the Federal regulations. It is

my opinion that there is no need to establish definitions for the various subclasses (micro-cultivation/standard cultivation, nursery, micro-processing, standard processing).

Consideration could also be given to including a definition of air treatment control (ATC), if there is a desire to require that this be an element of certain licenced facilities. Since Municipal By-law Officers cannot enforce federal licencing requirements, establishing an ATC definition and requirement locally would ensure the Town can enforce compliance.

5.2 AGRICULTURAL AND RURAL AREAS

5.2.1 Cannabis Cultivation

The Provincial Policy Statement 2014 (PPS 2014) classifies rural areas into three categories – Settlement Area, Prime Agricultural Area and Rural Lands.

The PPS 2014 recognizes rural areas as important to the economic success of the Province and to quality of life. Section 1.1.4.1 encourages rural areas to be supported by building rural character and amenities, promoting redevelopment, accommodating a range of housing, encouraging the conservation of the housing stock, promoting diversification, providing opportunities for tourism, conserving biodiversity and providing opportunities for economic activities in prime agricultural areas. Section 1.1.4.1 i) specifically addresses prime agricultural areas in the rural area and states:

Healthy, integrated and viable rural areas should be supported by:

i. Providing opportunities for economic activities in prime agricultural areas, in accordance with policy 2.3.

Section 2.3.3 of the PPS 2014 establishes the permitted uses in prime agricultural areas. Section 2.3.3.1 states:

In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses.
Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

The PPS 2014 provides definitions for agricultural use, agriculture-related use and on-farm diversified uses as follows:

Agricultural Use: means the growing of crops, including nursery, biomass and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Agriculture-related uses: means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

On-farm diversified uses: means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products.

The PPS 2014 does not make any distinctions between the types of crops that are grown, as long as whatever is produced is harvestable, which means that the cultivation of cannabis would be an agricultural use. All on-farm buildings and structures associated with the growing of a harvestable crop (such as a greenhouse) would also be a permitted use.

On the basis of the above, an argument could be made that cultivation is an

agricultural use, which could be permitted under the Town's Zoning By-law.

If there was a desire to be more specific on this point, the Town's zoning by-laws could specifically permit cannabis cultivation as a sub-set of an agricultural use. This could help provide clarity in the Zoning By-law on cultivation in rural areas.

5.2.2 Cannabis Processing and Other Types of Licenced Facilities - an Agricultural Related Use?

Based on existing facilities in other municipalities, the amount of floor area devoted to processing would be significantly smaller than the amount of greenhouse space or outdoor area used for cultivation. In a few cases, the processing component only occupies 10% to 15% of the area.

As a result, the processing of cannabis (along with testing and research) could be considered an agriculture-related use.

For a use to be considered as agriculture-related, it must be a farm related commercial use and/or a farm related industrial use that satisfies all of the criteria below:

- Is directly related to farm operations in the area;
- Supports agriculture;
- Benefits from being in close proximity to farm operations; and
- Provides direct products and/or services to farm operations as a primary activity.

In 2016, the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) published the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (OMAFRA guidelines). The intent of the OMAFRA guidelines is described as follows:

The Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas will help municipalities; decision-makers, farmers and others interpret the policies in the Provincial Policy Statement, 2014 (PPS) on the uses that are permitted in prime agricultural areas. It comprises the provincial guidelines referred to in Policy 2.3.3.1 of the PPS.

Section 1.1 of the OMAFRA guidelines also states that:

These guidelines are meant to complement, be consistent with and explain the intent of the PPS policies and definitions. Where specific parameters are proposed, they represent best practices rather than specific standards that must be met in every case.

Section 2.2 of the OMAFRA guidelines indicates that agriculture-related uses may be located on farms or on separate agriculture-related commercial or industrial properties. Previously, the PPS 2005 restricted agriculture-related uses to the property it supports or serves.

With respect to farm-related commercial uses, Section 2.2.1.1 of the OMAFRA guidelines specify the following:

Farm-related commercial uses may include uses such as retailing of agriculture-related products (e.g. farm supply co-ops, farmers' markets and retailers of value-added products like wine or cider made from produce grown in the area), livestock assembly yards and farm equipment repair shops if they meet all the criteria for the category of agriculture-related use.

It is noted that the 'criteria' referenced above is from Table 1 of the OMAFRA guidelines and are similar to the four parts of the definition of agriculture-related use in the PPS 2014.

In addition to the above, the OMAFRA guidelines provide other examples of agriculture-related uses as well and they are:

- Apple storage and distribution centre serving apple farm operations in the area;
- Agricultural research centre;
- Farmers' market primarily selling products grown in the area;
- Winery using grapes grown in the area;

- Livestock assembly yard or stock yard serving farm operating in the area;
- Processing of produce grown in the area (e.g., cider-making, cherry pitting, canning, quick-freezing, packing);
- Abattoir processing and selling meat from animals raised in the area;
- Grain dryer farm operations in the area;
- Flour mill for grain grown in the area;
- Farm equipment repair shop;
- Auction for produce grown in the area; and,
- Farm input supplier (e.g., feed, seeds, fertilizer (serving farm operations in the area

Based on the examples above, cannabis processing could be considered an agriculture-related use subject to the other criteria being satisfied.

In this regard, the **first criterion** to consider is whether the farm-related commercial and/or farm-related industrial use is directly related to farm operations in the area.

Section 2.2.1.3 of the OMAFRA guidelines provide some guidance on what this means:

Agriculture-related uses must be directly related to farms in the area, primarily providing products or services that are associated with, required by or that enhance agricultural operations in the area. Directly related to means that the use should reflect the type of agricultural production in the area.

Again there are three parts to the above, which means that for a use to be an agriculture-related use in this context and to satisfy this criterion, it must be directly related to farms in the area and primarily provide products or services that are:

- Associated with agricultural operations in the area; or
- Required by agricultural operations in the area; or
- Enhance agricultural operations in the area.

It is then further indicated that the agriculture-related use should reflect the type of agricultural production in the area. The PPS 2014 and the OMAFRA guidelines use the words 'in the area'.

Given the expectation that cannabis cultivation and cannabis processing would occur on one property, it is not clear how 'in the area' would be interpreted in this case.

However, it is noted that a winery is provided as an example and it is possible in some circumstances for all of the grapes to be sourced from the same property. As a consequence, there is no express prohibition in the guidelines on the processing of cannabis on the same property as the cultivation of cannabis.

Notwithstanding the above, the OMAFRA guidelines do support agriculture-related uses on separate properties in any event.

The **second criterion** to consider is whether the farm related commercial use and/or a farm related industrial use supports agriculture. This criterion does not seem to have any qualification according to the OMAFRA guidelines and since the processing of cannabis would support the growing of cannabis, it could be argued that it supports agriculture.

The **third criterion** to consider is whether the farm related commercial use and/or a farm related industrial use benefits from being in close proximity to farm operations.

Section 2.2.1.6 of the OMAFRA Guidelines state the following:

To meet this criterion, agriculture-related uses must benefit from or need to be located near the farm operations they serve.

Processing at the cultivation site is a more sustainable practice as going from crop to

finished product on the same site limits transportation needs and reduces waste. This practice would also be economically beneficial for the cultivator, who would then sell directly to the dispenser.

The **fourth criterion** to consider is whether the farm related commercial use and/or a farm related industrial use provides direct products and/or services to farm operations as a primary activity.

Section 2.2.1.5 of the OMAFRA guidelines indicate the following:

Direct products and/or services refers to uses that serve an agricultural need or create an opportunity for agriculture at any stage of the supply chain (e.g., value-added food and beverage processing and distribution or retail of agricultural commodities grown in the area).

Cannabis processing would add value to the product grown on the same site and would therefore satisfy this criterion.

5.2.3 Cannabis Processing and other Types of Licenced Facilities - an On-Farm Diversified Use?

The PPS (2014) defines on-farm diversified uses as follows:

Means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products.

In order for a use to be considered an on-farm diversified use, it would have to be both secondary to the principal use of the property and be limited in area.

Section 2.3.1 of the OMAFRA Guidelines indicate that on-farm diversified uses must be located on a farm property that is actively used.

In the case of a cannabis processing facility that is located on a property where the cannabis is cultivated, such a use would be on the same property and it would clearly be secondary, because of its limited scale in relation to the cultivated area.

This would also apply to the other types of licences, particularly those that deal with testing and research, again provided cannabis was being cultivated on the same property.

5.2.4 Implications

As per the above, it can be argued that cannabis cultivation is an agricultural use.

The processing of cannabis and any related testing and research would most likely be considered an agriculture-related use and/or an on-farm diversified use, as long as cannabis was being cultivated on the same property.

However, the establishment of a processing facility or other type of licenced facility may also be considered an agriculture-related use on a separate parcel of land as well, as long as the cannabis cultivation was occurring in the area.

5.3 URBAN AREAS

Consideration has also been given to allowing cultivation and production in areas of the Town where industrial activities are permitted. As noted previously, a number of other municipalities have specifically chosen to direct cannabis facilities to industrial areas **(See Appendix A).** Given that cultivation and processing can be done in wholly enclosed facilities, consideration could be given to permitting these activities in the areas outlined below, subject to consultation with stakeholders and the broader community.

At the present time, urban employment areas in the Town are subject to two separate Comprehensive Zoning By-laws. For the location of the Premier Gateway and Town's urban Employment Areas, please see **Appendix B.**

5.3.1 Halton Hills Premier Gateway Business Park

Bylaw 00-138 applies to the Halton Hills Premier Gateway Business Park, which is

located at the intersection of Highway 401 and 407 and extends westwards along the north side of Highway 401 to the Town of Milton.

The two following primary zones are established in this Bylaw:

- 401 Corridor Prestige Industrial (M7) Zone; and
- 401 Corridor Gateway (G) Zone.

The M7 Zone applies to the majority of the area subject to the by-law except for in the vicinity of the 401 interchange with James Snow Parkway, the 401 interchange and Trafalgar Road and an area of land north of Highway 407 on the west side of Winston Churchill Boulevard.

A wide range of uses is permitted in the M7 zone, including industrial uses, manufacturing uses and warehouse uses, all of which are required to be conducted wholly within an enclosed building. It is also noted that research uses are also permitted within the M7 zone.

One of the main differences between the M7 Zone and the G Zone is that industrial uses, manufacturing uses and warehouse uses are not permitted within the G Zone. On the basis of the above, it is not recommended that the cultivation and processing of cannabis be permitted in the G Zone.

With the above in mind, there are three options for the Town to consider for the M7 Zone as per below:

Option 1 - Given that the M7 Zone permits industrial and warehouse uses, consideration could be given to permitting cannabis processing facilities, cannabis analytical testing facilities and cannabis research facilities in the M7 Zone.

With respect to cannabis cultivation, this use could be permitted in conjunction with one of the above uses, provided it was carried out inside the building only.

It is recognized that the Town wishes to promote the Premier Gateway Business Park as a high quality place to do business and the urban design guidelines in place support the development of an industrial park-like campus in the area. In this regard, an example of a recent development in the M7 Zone is below:

The development of a greenhouse type building may conflict with that vision because of its perceived 'temporary' nature.

With the above in mind, it is recommended that should the Town wish to permit the above uses in the M7 Zone, the following by-law regulations be considered:

- The facade of any building facing highway 401 and Steeles Avenue should be clad in brick or other suitable material that does not give the impression that the building is a greenhouse.
- The height of any greenhouse portion of a building should not extend higher than the front facades as per item a) above.

Another option for consideration would be to define a greenhouse in the Zoning By-law and prohibit it in the M7 Zone. This would force prospective cultivators/ producers to develop a facility more reflective of Council-adopted development policies for the Gateway's Phase 1B lands.

In addition to the above, cannabis cultivation would have to be added as a permitted use in the M7 Zone if this option were selected since agricultural uses are not specifically identified as a permitted use.

It is noted that Section 13.102.4 of the By-law 00-138 indicates that where a term or word is not defined, the definitions of Section 3 of Bylaw 57-91 shall apply. In this regard, there is a definition for agricultural use in Bylaw 57-91. Given this fact, the agricultural uses would not be an as-of-right permitted use currently in the M7 Zone.

Option 2 – This option involves defining each use as has already been recommended and then to prohibit the uses in any zone within By-law 00-138. This means that a re-zoning would be required if such a use was proposed. This would allow for the consideration of the unique context of each site as part of the re-zoning process. In order to assist with the implementation of this option, Official Plan policies would be required, with these policies identifying the criteria to be considered.

Option 3 – This option involves defining the various uses as per the above and permitting them in the M7 Zone subject to the removal of a holding provision.

In order for this option to be implemented, policies would need to be included within the Official Plan that identify the conditions under which the holding provision could be removed by Council should such an application be made. These criteria could deal with such matters as the design of the facades, the extent to which odours from the facility would be managed and the visibility of the use from surrounding properties.

Given the known concerns about the odour that emanates from cannabis cultivation (indoor) and processing, and the difficulty that exists in my opinion to establish a uniform setback, selecting Options 2 and 3 would be preferred.

5.3.2 Urban Employment Areas in Acton, Georgetown and Mansewood

The remainder of the Town of Halton Hills is subject to Bylaw 2010-0050.

This by-law established the Employment 1 (EMP1) Zone that applies to established urban employment areas in both Acton and Georgetown and the Rural Employment (RU-EMP) Zone that applies to an area in Mansewood that is currently developed with dry industrial uses with urban services planned in the future.

With the above in mind, there are three options for the Town to consider as per below:

Option 1 - Given that the EMP1 Zone permits uses requiring similar facilities on larger lots, consideration could be given to permitting cannabis processing facilities, cannabis analytical testing facilities and cannabis research facilities in the EMP1 Zone, since they share some, but not all, of the same characteristics of other permitted uses.

With respect to cannabis cultivation, this use could be permitted in conjunction with one of the above uses, provided it was carried out inside the building only.

For those properties that front or flank on Mountainview Road or Guelph Street in Georgetown and Regional Road 25 in Acton, the Town could decide to not permit these uses on these parcels so that the uses are directed to the interior of the employment areas.

Option 2 – This option involves defining each use as has already been recommended and then to not permit the uses in the EMP1 Zone.

This means that re-zoning would be required if such a use was proposed. This would allow for the consideration of the unique context of each site as part of the re-zoning process. Given that portions of the EMP1 Zones in Acton and Georgetown are in close proximity to residential areas, different approaches for areas under EMP1 zoning could be considered. In order to assist with the implementation of this option, Official Plan policies would be required, with these policies identifying the criteria to be considered.

Option 3 – This option involves defining the various uses as per the above and permitting them in the EMP1 Zone subject to the removal of a holding provision.

In order for this option to be implemented, policies would need to be included within the Official Plan that identify the conditions under which the holding provision could be removed by Council should such an application be made. These criteria could deal with such matters as the extent to which odours from the facility would be managed and the visibility of the use from surrounding properties.

This option may be particularly attractive in Georgetown and Acton because of the proximity of much of the EMP1-zoned lands to major roads and residential areas.

With respect to the RU-EMP Zone, the options identified for the M7 Zone could be considered, because both areas share a number of contextual similarities.

Given the known concerns about the odour that emanates from cannabis cultivation (indoor) and processing, and the difficulty that exists in my opinion to establish a uniform setback, selecting Options 2 and 3 would be preferred.

5.3.3 Including Setbacks in the By-law

None of the options presented in the report include the establishment of setbacks.

It is recognized that a number of municipalities have included larger setbacks in their zoning by-laws between cannabis production/processing facilities and certain sensitive land uses such as residential and institutional properties.

It is not clear at this point what the scientific basis would be for establishing a setback given that there is a requirement for air filtration to be utilized to minimize odour effects. In this regard, further research will be required on the basis for the setback to avoid a challenge in the future. It should be noted a definition for Sensitive Land Use would be required in the future, should the Town opt to restrict any activity near them.

In addition, and as mentioned previously, the determination of when an odour becomes an adverse effect is very difficult to measure in a rigorous and scientific manner. This is because the odours noticed on any given property will increase and decrease based on time of day, the season, wind-speed and the location of the source of the odour. On this basis, a case-by-case analysis would therefore be preferable to deal with these subjective elements.

It is also not clear whether an Environmental Compliance Approval ('ECA') pursuant to the Environmental Protection Act would be required for such a use. If an ECA was required, such an ECA could have conditions attached which deal with outdoor odour and potentially air quality issues.

5.3.4 Status Quo Option

Implementing this option is exactly as is described, meaning that no changes would be made to the Town's Zoning Bylaw.

Given the unique nature and high profile of this type of land use, this option is not recommended.

5.3.5 Other Considerations

Given that the Federal Regulation indicates that the growing of marijuana is not permitted within a dwelling house, the Town could consider including a prohibition in the Zoning By-law that explicitly prohibits the growing of cannabis that has been authorized by licence within a dwelling unit.

In addition to the above and given the nature of the use, it is recommended that consideration be given to permitting cannabis processing within standalone buildings only. In other words, such a use should not be permitted in multi-use buildings where there may be land use compatibility concerns, depending on the nature of the other uses in the multi-use building.

Lastly, while the Federal Regulation appears to expressly prohibit the retail sale of cannabis and cannabis products from a cannabis cultivation use, cannabis processing facility and from the other uses already mentioned, it is recommended that consideration be given to also prohibiting the retail sale of cannabis and cannabis products from these uses as well. As mentioned previously, this report does not deal with the retail sale of cannabis and cannabis products in a retail environment given the uncertainties around the Provincial position on retail sales.

It is also recommended that the Town consider requiring site plan approval for these types of facilities, no matter their location, should one be proposed. This may necessitate changes to the Town's Site Plan Control By-law.

APPENDICES

APPENDIX A – EXAMPLES OF MUNICIPAL POLICY ON CANNABIS PRODUCTION

Examples of Municipal Policy Regulating Cannabis/Marijuana Production Facilities			
Municipality	**Changes to Official Plan**	**Changes to Zoning By-law**	**Policies Under Appeal**
Burlington	None to date. Draft of new Official Plan does not make mention cannabis/marijuana production.	Zoning By-law Amendment 2020.344 does the following: i) Establishes a definition for 'Medical Marihuana Production Facility. ii) Establishes that this use will be permitted in General Employment (GE1 and GE2) zones. iii) Establishes 6 regulations for establishing a facility in a permitted area.	None to date.
Milton	None to date.	The Town brought defined and regulated a Medical Marijuana Production Facility as part of their Comprehensive Zoning By-law 016-2014 (Urban Only). Table 8A establishes that this use will be permitted in the M2 General Industrial zone. Section 8.3.2. Establishes 5 regulations for establishing a facility in a permitted area. Note: definition was amended in 2017 (113-2017) to remove specific reference to federal regulations.	None to date.
Oakville	None to date. Official Plan and Secondary Plans currently under review, no draft expected until after 2018 election.	Current Zoning By-laws; 2014-014 (Main) and 2009-189 (North Oakville) make no mention of marijuana or cannabis.	None to date.
Caledon	No mention of cannabis/marijuana to date. OPA 237 – 'Agriculture Related Use' Extensive changes to definitions, wording in Agriculture section but does not mention cannabis production.	Currently defined in the ZBL 2006-50. Regulated in General Provisions. Section 4.20 establishes that one facility may be permitted in a lot zoned Prestige Industrial or Serviced Industrial. This section also provides 8 regulations all facilities must adhere to.	Zoning By-laws 2014-088 and 089 which address bringing medical cannabis production into ZBL are currently under appeal and subject to an OMB hearing which is currently ongoing. File: PL141233
Hamilton	Rural Official Plan – Amendment 9 to this adds a definition for Medical Marihuana Growing and Harvesting Facility (MMGHF) and allows under designations	Urban zones – ZBL 14-163 adds MMGHF definition to Comprehensive ZBL and established parking regulations and regulations for use to be permitted in M2 General Business Park, M3 Prestige Business Park, M5 General Industrial, M6 Light Industrial zones.	Official Plan – currently some OPAs for urban OP under appeal, however nothing related to MMGHF. All Rural OPAs have

Examples of Municipal Policy Regulating Cannabis/Marijuana Production Facilities			
Municipality	**Changes to Official Plan**	**Changes to Zoning By-law**	**Policies Under Appeal**
	for Agriculture and Specialty Crop areas. Urban Official Plan – OPA 23 to this defines MMGHF and allows under General Employment Industrial and Industrial Business Park. As part of OPA 31 MMGHF prohibited in Urban Farm areas.	Rural zones – ZBL 15-173 adds MMGHF as an established use under Agriculture definition and adds as permitted use with regulation under M12 Extractive Industrial zone. MMHGF also permitted in A1 A2 zones with reference to regulations for M12 zone. Section 271 allows for greater GFA of 21,500m^2 (2000m^2 everywhere else). Use prohibited in Lower Stoney Creek.	passed. Zoning – ZBL 14-163 bringing MMGHF into Industrial zones has passed. ZBL 15-173 is still under appeal and has status 'Not Final and Binding' As of March 2017 the City settled with appellant Pharm Med under OMB case PL150805 (case included 14 appellants to ZBL 15-173). Settlement included expanding GFA for the appellant to 21500m^2 for their lands on 5th Concession Rd East. (File: PL150805) July 13th, 2018 – Council votes down staff-supported OPA/ZBA to allow 13000m^2 greenhouse expansion at 1997 Jerseyville Rd.
Niagara-on-the-Lake	None to date. Draft 3 of New OP includes 'Marihuana for Medical Purposes Production Facility' under Section 10.6.3 – the Site Plan Control will not apply to agricultural operations with exception of wineries and MMPPFs.	Comprehensive ZBL 4316-09 MMPPF defined in Section 5. Includes parking regulation in Section 6. Permitted in Glendale Zoning District under Section 11.12.1 in Light Industrial zones with regulations: no outdoor storage, 3m landscaped buffer strip with adjacent to sensitive land uses.	Note: Comprehensive ZBL Section 12 covering the rural/agricultural areas of NOTL has been repealed with a new By-law pending. A draft is not available, however based on what's in draft of new OP

Examples of Municipal Policy Regulating Cannabis/Marijuana Production Facilities			
Municipality	**Changes to Official Plan**	**Changes to Zoning By-law**	**Policies Under Appeal**
			it can be assumed that MMPPFs will be permitted in agricultural zones subject to Site Plan Control.
Erin	None to date.	Nothing in current Zoning By-law. Zoning By-law amendment would define and permit in Light and General Industrial zones (M1/M2) with 70m setback from Res., Inst., and OS zones. ZBL would also permit in Agricultural (A) and Rural Industrial (M3) zones with 150m setbacks to same zones. General provisions for the use would also require Site Plan Control, while no Minor Variance would be allowed; all changes go directly to ZBLA. Wholly enclosed building required, outdoor storage prohibited and structure for security guards is allowed.	ZBLA was presented to public on March 20 so no decision yet. No indication if OPA will be initiated for cannabis production. Background Report for Town-initiated ZBL received at June 5 Council.
Brant	None to date.	Medical Marijuana Production Facility brought in as part of ZBL 61-16. Defined in Section 3. Permitted in Light Industrial (M2), Heavy Industrial (M3), Agricultural (A), and Agricultural Employment (AE) zones. Regulated in General Provisions Section 4.23. 70m setback from Res., Inst., and OS zones when in M2 and M3. 150m setback when in A and AE. Wholly enclosed building, no loading in front, fully fenced, not outdoor storage, security building allowed. Subject to Site Plan Control. No Minor Variances, all changes require ZBLA.	None to date.
Essex	None to date.	Zoning By-law Amendment 1411 brought 'Facilities used for the growing, storage, packaging or distribution of marijuana and or hemp' into comprehensive ZBL in 2015. Permitted in Agricultural Districts subject to 300m setback from dwelling or Green District and 500m from all Residential Districts. Permitted in General and Heavy Industrial Districts with same setbacks.	None to date.

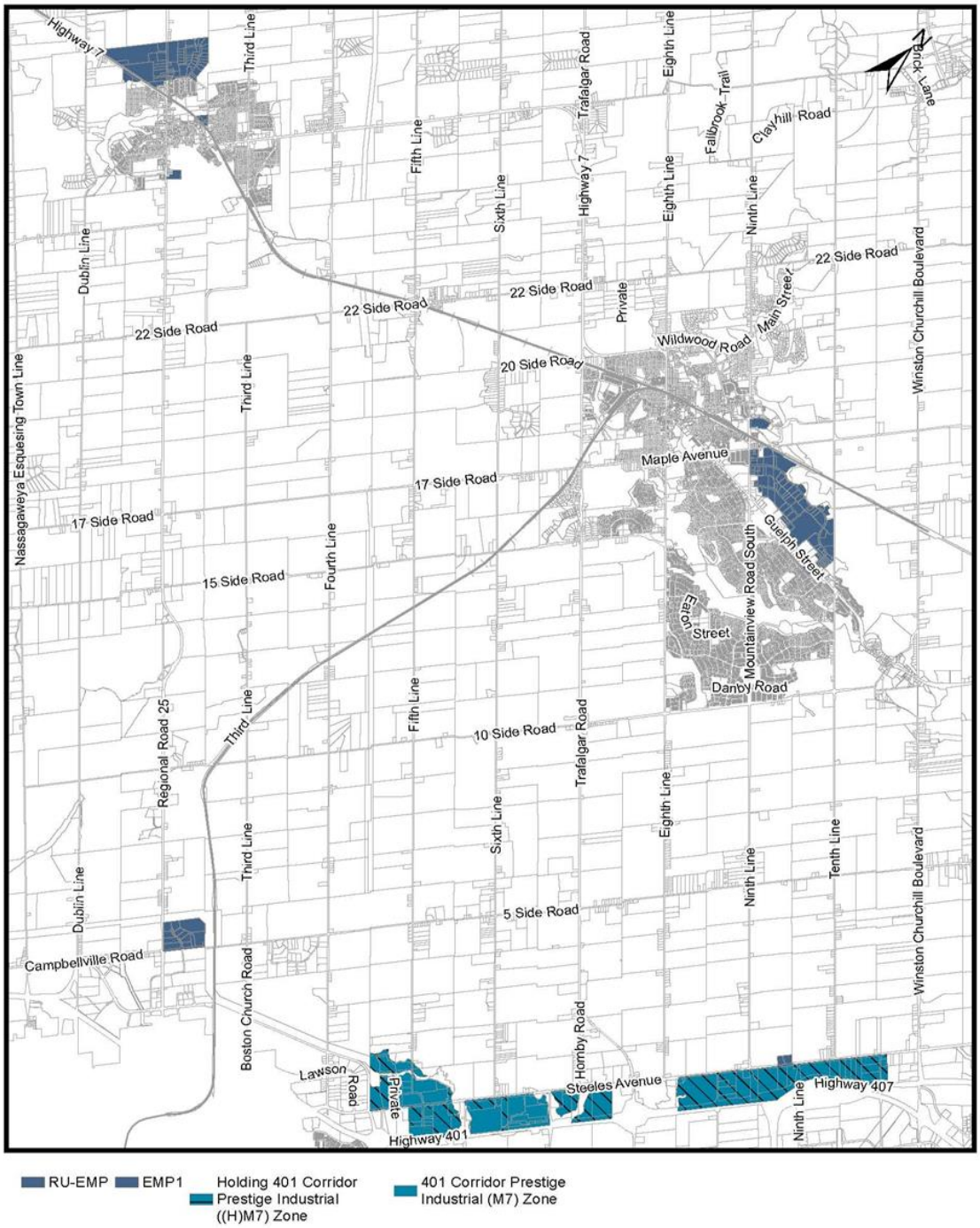
Examples of Municipal Policy Regulating Cannabis/Marijuana Production Facilities			
Municipality	**Changes to Official Plan**	**Changes to Zoning By-law**	**Policies Under Appeal**
Lakeshore	None to date. Draft of new OP does address Marihuana for Medical Purposes Production under Section 4 Building Healthy Communities. Section 4.2.5 first states federal jurisdiction over medical marihuana. Policy in this section states OP should support site-specific zoning rules of ZBL while also stating as many as 7 studies may be required when re-zoning a property for the use. Also states all application will be subject to Site Plan Control.	Marijuana for Medical Purposes Production Facility (MMPPF) defined in Section 4. Additionally, definition section states both Agriculture and Industrial uses do not include MMPPF. Under General Provisions Section 6.32.1 regulates MMPPF and states it shall only be permitted on a site-specific basis through a ZBLA subject to regulations: Subject to SPA and must comply with provisions of zone in which is located. 150m setback from sensitive uses and Res., Inst., and Open Space zones. MDS between 2 MMPPFs is 500m. No outdoor storage or signage. Minimum lot area is 4ha. Minimum setback to all lot line is 30m. Security building allowed while main building must be wholly enclosed with all activities taking place within.	Unclear when new OP will be adopted. No appeals to ZBL to date.
Chatham-Kent	Using OPA 31, Section 2.7 'Marihuana for Medical Purpose Production' is laid out almost the same as the Lakeshore example above. Will be permitted in Agricultural, Employment and Industrial areas subject to site-specific zoning and in support for the ZBL.	Similar to Lakeshore example, Marijuana for Medical Purposes Production Facility (MMPPF) defined in Section 4. Additionally, definition section states both Agriculture and Industrial uses do not include MMPPF. Under General Provisions MMPPFs only permitted through site-specific zoning with setbacks and parking requirements.	None to date.
Mulmur	None to date. Existing OP consolidate 2012	Medicinal Marijuana Growing defined and regulated under General Provisions. Considered to be a Rural Commercial Use, and only allowed on lots greater than 8ha in size. Must also be 150m from any dwellings on adjacent lots and is subject to SPA.	First grow-op in the Township was taken to OMB after Council approved. Citizens group challenged based on impacts on neighbouring land values, groundwater use, road safety and pollution.

Examples of Municipal Policy Regulating Cannabis/Marijuana Production Facilities			
Municipality	**Changes to Official Plan**	**Changes to Zoning By-law**	**Policies Under Appeal**
			OMB sided with grower and facility was approved in May of 2017.
Ottawa	None to date.	Medical Marihuana Production Facilities defined and regulated in ZBL. MMPFs must be a permitted use in the zone, wholly enclosed building, no outdoor storage, not a dwelling, 150m from residential and institutional zones in both urban and rural areas. Permitted in General Industrial, Heavy Industrial, Rural General Industrial and Rural Heavy Industrial zones.	None to date.
Havelock-Belmont-Methuen	None to date.	ZBA 2018-041 amends 'Agricultural Use' definition – shall not include any land, building or structure for the growing of Cannabis. Also creates definition for Cannabis Production Facility, which does not specify medicinal. Also prohibits CPF in the definition of Commercial Greenhouse. Under GP section CPFs will only be permitted where: - Municipal water/sewer available - No other uses on lot - Follows federal regulations - Lands zoned Restrictive Industrial 1. Also establishes regulations of: - Min. lot are of 4000m^2 - Min. lot frontage of 45m - 70m from Res., Inst., Com., Dev., or Open Space zones	None to date.
Norfolk County	None to date.	By-Law 25-Z-2018 – defines Cannabis and Cannabis Production and Processing. Alters 'Farm' definition to not include CPP. Deletes definition for Medical Marihuana Production Facility. Defines 'Air Treatment Control', which is used in CPP regulations. Replaces MMPF with CPP in several definitions. Replaces General Provisions for MMPF with Provisions for CPP. Replaces MMPF with CPP in SPC section. Replaces MMPF with CPP in permitted uses for General Industrial, Light Industrial, Rural	None to date.

Examples of Municipal Policy Regulating Cannabis/Marijuana Production Facilities			
Municipality	**Changes to Official Plan**	**Changes to Zoning By-law**	**Policies Under Appeal**
		Industrial, Agricultural zones. Replaces MMPF with CPP in Special Provisions section.	
Guelph-Eramosa	None to date. Township uses the Wellington County OP and does not have one of its own.	ZBL includes 'medical marijuana facilities' as part of 'Food Processing Plant' definition.	None to date.
The Blue Mountains	Section B2.12 - Permitted in Rural, Rural Employments Lands, and Urban Employment Lands designations, requiring a site-specific ZBA.	Definition only in draft 2018 ZBL.	None to date.
Township of King	None to date. Draft of new OP does not mention CPF.	Zoning By-laws 2018-62, 63, 64 passed June 25th, 2018 bringing in definitions and regulations for Industrial Cannabis Processing Facility, Agricultural Cannabis Production Facility and Medical Cannabis Production Site. Also created definitions for Sensitive Land Use and Air Treatment Control. King will require SPA for all facilities and no Minor Variances will be allowed for Agricultural and Medical facilities. General 150m setback from SLUs with 500m setback applied to outdoor growing.	None to date.
Markham	Nothing in draft of new OP.	Nothing in current ZBL which was consolidated in 2017, however new ZBL current being created.	The City of Markham completed a study in 2014 that concluded commercial production of medical marijuana is an industrial use.
Brantford	None to date.	Cannabis (Marijuana) Retail Store defined in ZBL as a building, structure or part thereof where any of the following occur: The storage, dispensing or retail sale of cannabis, including but not limited to cannabis-based edible products, for recreational purposes; and Cannabis is consumed recreationally in any form. Brantford has not attached regulations to	ZBL Amended (97-2017) to bring this definition in.

Examples of Municipal Policy Regulating Cannabis/Marijuana Production Facilities			
Municipality	**Changes to Official Plan**	**Changes to Zoning By-law**	**Policies Under Appeal**
		this but rather has prohibited in multiple zones in the City.	

APPENDIX B – EMPLOYMENT AND PRESTIGE INDUSTRIAL ZONES



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Suzanne Jones, Clerk & Director of Legislative Services

DATE: August 22, 2018

REPORT NO.: ADMIN-2018-0026

RE: 2019 Council & Committee Calendar

RECOMMENDATION:

THAT Report No. ADMIN-2018-0026 dated August 22, 2018, regarding the 2019 Council & Committee Calendar, be received;

AND FURTHER THAT Council adopt the calendar of meetings as outlined in the attached document – "2019 Council & Committee Calendar";

AND FURTHER THAT a copy of the 2019 Town of Halton Hills Council & Committee Calendar be circulated to the Region of Halton, City of Burlington, Town of Milton and the Town of Oakville.

BACKGROUND:

As per the Town of Halton Hills' Procedural By-law, the Clerk is to prepare an annual schedule of Council & Committee meetings for Council's approval prior to the commencement of the calendar year.

COMMENTS:

The 2019 calendar is similar to the approved 2018 calendar, and is based primarily on a three week cycle of meetings. The two Standing Committees will continue to be held on Mondays and Tuesdays at 3 p.m. Open session of Council will be held at 6 p.m. on Mondays with Closed Session commencing at 3 p.m. or shortly thereafter based on the number of in-camera items being brought forward. As in 2018, Council Reserve Time has been included in the schedule to ensure Council availability should there be the call of a special Council meeting or workshop.

Two major conferences – FCM and AMO – have been highlighted within the calendar in the month they are being held. These two conferences are highlighted as there could be numerous council members attending. Dates for other significant conferences such

as ROMA and OGRA are noted in the ledger of events. Staff have avoided booking any meetings during these significant conferences and events as it is anticipated that one or more council members would be attending a number of the listed events.

Dates for Achievement Awards have yet to be determined, however, staff will work around any meetings already scheduled. A schedule similar to 2018, where Achievement Awards' events were held in May and December, is expected to continue in 2019.

RELATIONSHIP TO STRATEGIC PLAN:

As the Council & Committee Calendar is an operational matter, there is no direct relationship to the strategic plan.

FINANCIAL IMPACT:

There is not a financial impact associated with this report.

CONSULTATION:

Staff consulted with the Chief Administrative Officer and Senior Management Team regarding the meeting calendar.

PUBLIC ENGAGEMENT:

The introduction of live streaming and web streaming of meetings has provided greater opportunity for enhanced public engagement and transparency related to items being brought forward to Council and Standing Committees.

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:

The 2019 Council & Committee Calendar, once approved by Council, will be forwarded to all Halton Region municipalities, will be posted on the Town's website, and will be made available to members of Council, staff and the public.

CONCLUSION:

This report outlines the proposed 2019 Council & Committee Calendar of meetings and significant events. Upon approval of the 2019 calendar staff, various advisory committees and the public will be updated accordingly. This assists with future scheduling of numerous important matters such as statutory public meetings, award of tenders, and time sensitive staff reports.

Reviewed and Approved by,

Brent Marshall, CAO

2019 Council & Committee Calendar (DRAFT)

JANUARY 2019

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21R	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11R	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5R	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15R	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6R	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17R	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8R	9	10	11	12	13
14	14	15	16	17	18	19
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019

SUN	MON	TUE	WED	THU	FRI	SAT
				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	29	30	31

SEPTEMBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9R	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21R	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11R	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9R	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CCA COMMITTEE 3:00 pm

PPT COMMITTEE 3:00 pm

COUNCIL 6:00 pm

R Council Reserve Time 1:30 PM

JOINT COMMITTEE DAY
1:30/3:30 p.m.

DAYS TO AVOID

Achievement Awards 6:00 PM

Budget Committee
1:30 PM
Capital (Jan 14 & Nov 4)
Operating (Jan 15 & Dec 2)

STAT Holidays

MARCH BREAK

CONFERENCES (FCM/AMO)

CCA - Community & Corporate Affairs Committee
PPT - Planning, Public Works & Transportation Committee

Jan 27-29 ROMA
Feb 6 Fire Awards Night (to be confirmed)
Feb 24-27 OGRA
Mar 4 Hockey Heritage
May 13 Paul Murr Golf Tournament (to be confirmed)
May 30-June 2 FCM

June Mayors Golf Tournament
Aug 18-21 AMO

TOWN OF HALTON HILLS
Working Together Working for You!

REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Duncan Robertson, CPA, CMA
Budgets & Financial Reporting Supervisor

DATE: August 3, 2018

REPORT NO.: CORPSERV-2018-0039

RE: Capital Budget Status as at June 30, 2018

RECOMMENDATION:

THAT Report No. CORPSERV-2018-0039 dated August 3, 2018 regarding Capital Budget Status as at June 30, 2018 be received;

AND FURTHER THAT staff be authorized to transfer the remaining $12,226 of funds from the Strategic Plan & Performance Management project to the Strategic Plan Update project;

AND FURTHER THAT staff be authorized to transfer $22,053 from the Tax Rate Stabilization Reserve to the Service Halton Hills project;

AND FURTHER THAT staff be authorized to transfer $4,403 of unused Capital Replacement Reserve funds from the Council Compensation Survey project to the 2018 Corporate Human Resources Operating Budget;

AND FURTHER THAT staff be authorized to transfer the remaining $64,896 of funds from the Enterprise Information Management project to the Asset Management Plan project;

AND FURTHER THAT staff be authorized to transfer $96,420 from the Capital Replacement Reserve to the Churchill Road South Bike Lanes project;

AND FURTHER THAT staff be authorized to transfer $91,072 from the Capital Replacement Reserve to the Berton & Atwood Bike Lanes project;

AND FURTHER THAT staff be authorized to transfer $109,980 of Capital Replacement Reserve funds to the 4th Line Culvert & Bridge Lot project;

BACKGROUND:

The purpose of this report is to provide information as at June 30, 2018 on the status of the Capital Budget.

The Life-to-Date Capital Project Status Report in Appendix A shows total funding, total expenditure and the June 30, 2018 balance by department, as well as a detailed project listing with comments from the project manager.

COMMENTS:

Comments on all open capital projects at the end of June 30, 2018 are provided in Appendix A.

Appendix B shows a summary of completed projects as at June 30, 2018 and the direction of remaining funds or the funding source of overages for each project.

At the end of the second quarter, it has been determined that:

- The Strategic Plan & Performance Management project has been completed with a remaining balance of $12,226. Staff is requesting that the remaining funds be transferred to the Strategic Plan Update project and support the implementation of the new Strategic Plan to commence in Q4-2018.
- The Service Halton Hills project has been completed and is $22,053 over budget. Staff is requesting that the remaining balance be funded from the Tax Rate Stabilization Reserve.
- The Council Compensation Survey project has been completed with a remaining balance of $4,403. Staff is requesting that the remaining funds be transferred to the Corporate Human Resources operating budget to fund one-time job evaluation expenses.
- The Enterprise Information Management project has been completed with a remaining balance of $64,896. Staff is requesting that the remaining balance be transferred to the Asset Management Plan project to fund Asset Management initiatives in preparation for Ontario Regulation 588/17 requirements.
- The Churchill Road South Bike Lanes and Berton & Atwood Bike Lanes projects are ineligible for Federal Gas Tax funding in 2018. Staff is requesting for the 2018 budgeted expenses of $96,420 and $91,072 respectively to be funded from the Capital Replacement Reserve.
- The 4th Line Culvert & Bridge Lot project has been completed and is $109,980 over budget. Staff is requesting that the remaining balance be funded from the Capital Replacement Reserve.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports the following strategic objectives:

- Establish sustainable financing, asset management and master plans to acquire, operate, maintain, renew and replace infrastructure.

- Continue to provide timely and transparent communications with the Town's residents and business owners.

FINANCIAL IMPACT:

Appendix B provides the financial implications of completed capital projects, summarizing amounts to be returned to reserves, funded from reserves and directed to open capital projects.

CONSULTATION:

All project managers were consulted on the status and progress of open projects.

PUBLIC ENGAGEMENT:

No public engagement required in reference to this report.

SUSTAINABILITY IMPLICATIONS:

The sustainability implications of the recommendations of the report were reviewed against the requirements of the Town's Sustainability Implications Worksheet. The Worksheet is completed for substantial non-administrative reports, major projects, studies, policies and initiatives that are relevant to advancing the Town's economic, cultural, environmental and social wellbeing, and quality of life. Since this report is none of the latter, the Sustainability Implications section is not applicable.

COMMUNICATIONS:

There is no communications impact.

CONCLUSION:

Appendix A provides an informational update on Life-to-Date spending on open capital projects as at June 30, 2018.

Appendix B provides an informational update on year-to-date completed capital projects as at June 30, 2018.

Reviewed and Approved by,

Moya Jane Leighton, Manager of Accounting and Town Treasurer

Laura Lancaster, Acting Commissioner of Corporate Services

Brent Marshall, CAO

Appendix A

Town of Halton Hills

Life to Date Capital Project Status Report

Summary By Department

As at June 30, 2018

Department	Total Funding	Expenditure	Balance Remaining
Council & Office Of The CAO	(2,095,087)	1,445,129	(649,958)
Corporate Services	(4,296,910)	3,247,226	(1,049,683)
Library Services	(672,710)	272,367	(400,343)
Fire Services	(13,481,415)	12,820,249	(661,166)
Transportation & Public Works	(67,444,853)	50,695,884	(16,748,969)
Planning & Sustainability	(3,431,328)	1,570,332	(1,860,995)
Recreation and Parks	(60,173,989)	50,887,967	(9,286,023)
Total	**(151,596,292)**	**120,939,154**	**(30,657,137)**

Appendix A

Town of Halton Hills

Life to Date Capital Project Status Report

COUNCIL & OFFICE OF THE CAO

As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
0510-01-0101	Municipal Accessibility Plan	(510,412)	(9,170)	341,952	(177,630)	34%	Funding to be used to meet legislative requirements per the AODA
0510-10-1401	Cycl.Master Plan-Outreach Prog	-	(3,037)	839	(2,198)	72%	Project ongoing
1000-22-0004	Strategic Plan & Perf. Mgmt	(50,000)	-	37,774	(12,226)	24%	Recommended to transfer remaining funds to 1400-10-1801 Strategic Plan Update
1100-10-0101	Community Improvement Plan	(361,350)	-	204,814	(156,536)	43%	All available funding allocated to projects pending completion
1100-10-0105	EcDev Manufact.Expansion Fund	-	(1,215)	-	(1,215)	100%	Project ongoing
1100-10-1801	Foreign Direct Investm Stratg	(40,000)	-	-	(40,000)	100%	Project initiated. Original schedule modified to accommodate adjusted work plan.
1100-10-1802	Brownfield Development Stratgy	(75,000)	-	-	(75,000)	100%	Project initiated. Original schedule modified to accommodate adjusted work plan.
1100-10-1803	HH-Wenjiang Action Plan Implem	(75,000)	-	-	(75,000)	100%	Ongoing project. Original schedule modified to reflect plans for the "Halton Hills Festival".
1400-10-1701	Strategic Plan Dashboard	(15,000)	-	-	(15,000)	100%	Dashboard work expected to start after new Strategy Plan in place.
1400-10-1801	Strategic Plan Update	(15,000)	-	-	(15,000)	100%	Work has begun and will continue until confirmation of new Council term.
2000-22-0003	Document Management Solutions	(321,000)	-	310,503	(10,497)	3%	Project ongoing. All funding anticipated to be used for electronic records retention initiative.
2100-05-1701	Parking Ticket System Replac	(50,000)	-	60,546	10,546	0%	Project ongoing.
2100-10-1702	Service Halton Hills	-	(435,475)	457,528	22,053	0%	Overexpenditure due to need for additional office areas for staff in the Office of the CAO and Transportation and Public Works Departments.
4001-10-1801	Cultural Asset Tours	(25,000)	(3,658)	1,565	(27,093)	95%	Ongoing project. All funding anticipated to be used as originally planned.
4001-15-1701	Public Art Master Plan	-	(44,770)	29,607	(15,163)	34%	Project ongoing. All funding anticipated to be used as originally planned.
7300-22-1801	Green Economic Dev Action Plan	(60,000)	-	-	(60,000)	100%	Project initiated. Original schedule modified to accommodate adjusted work plan.
	Total Council & Office Of The CAO	**(1,597,762)**	**(497,325)**	**1,445,129**	**(649,958)**	**31%**	

Appendix A

Town of Halton Hills
Life to Date Capital Project Status Report
CORPORATE SERVICES
As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
1200-10-1701	Redevelopment of Town Website	(100,000)	-	57,840	(42,160)	42%	Remaining balance expected to fund external support services throughout implementation.
2200-05-1401	Payroll Systm Upgrade (All Ph)	(195,000)	-	75,914	(119,086)	61%	Implementation kicked off in April, 2018. Expected date of launch is October 6, 2018.
2200-22-0104	Benefits Review	(40,000)	-	10,610	(29,391)	73%	Project underway. Consultant engaged to do work in the Fall of 2018. Recommendations expected to SMT by end of year.
2200-22-0105	Council Compensation Survey	-	(10,000)	5,597	(4,403)	44%	Project completed. Remaining funds to be transferred to Corporate HR operating budget to fund one-time job evaluation expenses.
2300-04-0101	Technology Refresh	(473,000)	(102,377)	487,797	(87,579)	15%	Refresh in progress.
2300-04-0102	Server/Server Rm Improvements	(90,507)	-	65,507	(25,000)	28%	Purchases in progress.
2300-04-1601	Mobile Devices (GPS Enabled)	(25,000)	-	20,631	(4,369)	17%	In progress with anticipated additional hardware purchases pending.
2300-04-1801	Storage Area Network Refresh	(50,000)	-	35,412	(14,588)	29%	In progress.
2300-04-1803	Active Directory Upgrade	(10,000)	-	-	(10,000)	100%	Project complete - awaiting final invoices.
2300-04-1805	Backup Netwk Links w/Fire Serv	(40,000)	-	1,716	(38,284)	96%	In progress.
2300-05-0003	Rec & Park Membership Software	(45,000)	-	-	(45,000)	100%	Recommendation to transfer funds to 2300-05-1502 CLASS Replacement project.
2300-05-0103	Microsoft Licensing	(350,000)	-	174,154	(175,846)	50%	On going purchases required to support the organization.
2300-05-1502	CLASS Replacement	(381,000)	-	245,177	(135,823)	36%	Replacement of Class with PerfectMind in progress.
2300-05-1701	H&S Monitoring Software	(45,000)	-	-	(45,000)	100%	Project to be consolidated with 2200-05-1401 Payroll System Upgrade
2300-05-1804	Corp Server and Data Backup	(10,000)	-	7,521	(2,479)	25%	Project completed.
2300-05-3101	Sharepoint/Employee Communicat	(57,000)	-	57,038	38	0%	Project completed.
2300-10-1501	Geospatial Data	(30,000)	-	20,845	(9,155)	31%	Further data purchases required.
2300-10-1802	Windows10/Office 2016 Dev Plan	(50,000)	-	-	(50,000)	100%	Yet to commence.
2300-22-1601	Technology Strat Plan Update	(50,000)	-	44,437	(5,563)	11%	In progress.
2400-05-0101	Enterprise Info. Mgmnt	(405,000)	(20,967)	361,071	(64,896)	15%	Remaining balance to be transferred to 2400-10-0001 Asset Management Plan project to fund Asset Management initiatives
2400-10-0001	Asset Management Plan	-	(487,900)	374,548	(113,352)	23%	Project ongoing - CAM initiatives.
2500-22-0105	Long Term Financial Plan	(50,000)	(15,264)	37,161	(28,103)	43%	Majority of work completed - staff training of model to occur in August, 2018. Awaiting final invoicing.
	Total Corporate Services	**(3,115,507)**	**(1,181,403)**	**3,247,226**	**(1,049,683)**	**24%**	

Appendix A

Town of Halton Hills
Life to Date Capital Project Status Report
LIBRARY SERVICES
As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
3000-05-0002	Website Renewal	(60,000)	-	-	(60,000)	100%	Project in process.
3000-09-0105	Library Technology Renewal	(54,700)	-	24,755	(29,945)	55%	Purchases in process
3000-09-0106	Library Branch Enhancements	-	(27,000)	14,055	(12,945)	48%	Purchases in process
3000-22-0005	Library Cap. Campaign-Acton	-	(15,240)	-	(15,240)	100%	Capital Campaign for Acton Reading Deck
3100-09-1701	Library Furnishing/Equip G'town	(20,000)	-	16,808	(3,192)	16%	Purchases in process
3160-15-0101	Lib Adult Mats	-	(211,410)	97,302	(114,108)	54%	Purchases in process
3170-15-0101	Lib Chdns Mats	-	(63,091)	23,073	(40,018)	63%	Purchases in process
3180-15-0101	Lib Ref Mats	-	(88,660)	53,744	(34,916)	39%	Purchases in process
3190-15-0101	Lib Processing	-	(30,217)	12,527	(17,690)	59%	Purchases in process
3200-03-0002	Acton Branch Reading Deck	(44,133)	-	-	(44,133)	100%	Project delayed to 2019.
3200-09-1601	Library Furnishings Acton	(10,000)	-	10,573	573	0%	Purchases in process
3260-15-0101	Lib Adult Mats	-	(28,114)	11,209	(16,905)	60%	Purchases in process
3270-15-0101	Lib Chdns Mats	-	(18,374)	6,481	(11,893)	65%	Purchases in process
3280-15-0101	Lib Ref Mats	-	(1,771)	1,840	69	0%	Over expenditure to be offset by Lib Ref Mats 3180-15-0101
	Total Library Services	**(188,833)**	**(483,877)**	**272,367**	**(400,343)**	**60%**	

Appendix A

Town of Halton Hills
Life to Date Capital Project Status Report
FIRE SERVICES
As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
5200-06-0101	Small Equipment Replace	(213,000)	(43,000)	228,336	(27,664)	11%	Purchases ongoing - expenditures reflect 6 year total
5200-06-1701	Drone & Camera System	(19,000)	-	-	(19,000)	100%	Project ongoing
5200-07-0102	FF Protective Clothing Repl	(282,702)	(25,181)	283,806	(24,077)	8%	Purchases ongoing - expenditures reflect 6 year total
5200-07-0104	Breathing Apparatus Replacemnt	(330,000)	(2,463)	303,211	(29,251)	9%	Purchases ongoing - expenditures reflect 6 year total
5200-07-0107	Heavy Extraction Equip Repl	(50,000)	-	2,732	(47,268)	95%	Purchases completed - project to be closed in Q3-2018
5220-07-1806	Fire Extinguisher Training Sim	(22,000)	-	-	(22,000)	100%	Project completed - awaiting final invoices
5400-05-0101	Mobile Data System (All Phase)	(122,000)	-	94,920	(27,080)	22%	Expected completion in Q4-2018
5400-05-1701	NICE Dispatch Upgrade	(100,000)	-	-	(100,000)	100%	Expected completion in Q4-2018
5400-05-1801	Mobile Data Terminal	(30,000)	-	817	(29,183)	97%	Expected completion in Q4-2018
5400-14-1501	Next-Gen 911 Equipment	(12,000)	(11,005)	19,381	(3,624)	16%	Expected completion in Q4-2018
5500-02-0101	Fire Facilities R&R	(90,000)	-	52,711	(37,289)	41%	Purchases ongoing - expenditures reflect 2 year total
5500-02-1601	Training Centre Upgrades	(35,000)	-	23,690	(11,310)	32%	Purchases ongoing - expenditures reflect 3 year total
5500-02-1602	D1 Emergency Ops centre	(40,000)	-	-	(40,000)	100%	Consultation in progress
5500-03-0001	Maple Avenue Station	(2,456,240)	(3,679,997)	6,151,828	15,590	0%	Project completed
5500-03-0002	New Headquarters Station	(633,760)	(4,243,630)	4,878,924	1,535	0%	Project completed
5900-25-1501	Replace Heavy Rescue (R2) 730	(325,000)	(44,937)	348,863	(21,075)	6%	Project completed
5900-25-1502	Replace TRT Rescue (R3) 731	(30,000)	-	31,529	1,529	0%	Project completed
5900-25-1703	Replace Support Unit 706 (106)	(60,000)	-	-	(60,000)	100%	Purchase made - final outfitting in progress
5900-25-1704	Tire Replacement	(30,000)	-	-	(30,000)	100%	Project to be closed in Q3-2018
5900-25-1801	Repl Haz Mat Resp Team Trailer	(25,000)	-	-	(25,000)	100%	Purchase expected in Q4-2018
5900-25-1802	Replace Unit 700 (300)	(60,000)	-	-	(60,000)	100%	Purchase made - final outfitting in progress
5900-25-1804	Replace Unit 708 (208)	(50,000)	-	-	(50,000)	100%	Purchase made - final outfitting in progress
5900-25-1805	Replace Fire Prevention Trailer	(16,000)	-	-	(16,000)	100%	Refurbishment of existing trailer vs purchase of new expected in Q4. Total cost expected to be ~ $2,000
	Total Fire Services	**(5,428,702)**	**(8,052,713)**	**12,820,249**	**(661,166)**	**5%**	

Appendix A

Town of Halton Hills
Life to Date Capital Project Status Report
TRANSPORTATION & PUBLIC WORKS
As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
6100-05-1601	Mobile Technology	(10,000)	-	4,583	(5,417)	54%	Project on-going.
6100-05-1603	Synchro Software for Tsignals	(30,000)	-	4,558	(25,442)	85%	Project on-going.
6100-05-1801	TES Vehicle Collision Software	(40,000)	-	-	(40,000)	100%	Project on-going.
6100-10-1003	Guelph/Eramosa Quarry	-	(147,016)	135,727	(11,289)	8%	Project delayed at the OMB.
6100-10-1402	Upper Reach Tributary	(25,000)	-	-	(25,000)	100%	Project on-going.
6100-10-1608	Bikes Lanes - churchill Rd S	(43,580)	-	43,580	-	0%	Ineligible for gas tax funding. 2018 expenses of $96,420 to be funded from Capital Replacement Reserve.
6100-10-1801	Bike Lanes (All Phases)	(100,000)	-	-	(100,000)	100%	Project on-going.
6100-12-1706	Parking Lot Reconstruction	(125,000)	-	65,614	(59,386)	48%	Project on-going.
6100-16-1001	CNR Rail XingGates-Dublin Line	(73,000)	-	14,000	(59,000)	81%	Project on-going - currently no targeted completion date.
6100-16-1002	Crewsons Corners Flooding	(95,000)	-	22,174	(72,826)	77%	Project on-going.
6100-17-1604	Pedestrian Facilities Xwalks	(5,000)	(29,332)	24,104	(10,228)	30%	Project on-going - currently no targeted completion date.
6100-17-1801	Infill S/W Connections	(50,000)	-	1,500	(48,500)	97%	Project on-going.
6100-21-0107	StreetLight&Pole Repl Lakeview	(599,000)	-	419,154	(179,846)	30%	Project on-going.
6100-21-1501	SWE LED Streetlight Conv Strat	-	(1,436,323)	2,346,144	909,820	0%	Project completed. Project to be paid back by 2022 from Hydro operating savings.
6100-21-1605	Streetlight Repl w/ HH Hydro	(40,000)	-	5,671	(34,329)	86%	Project on-going - currently no targeted completion date.
6100-21-1701	Rural Intrsctn Streetlighting	(60,000)	-	21,943	(38,057)	63%	Project on-going - currently no targeted completion date.
6100-21-1704	Princess Anne Pole Repl	(225,000)	-	222,273	(2,727)	1%	Project on-going - work to be completed by Q3 2018.
6100-21-1801	Longfield Subddv Strlight Repl	(125,000)	-	-	(125,000)	100%	Project on-going.
6100-21-1802	Streetlight Pole Transfrmr Rpl	(220,000)	-	-	(220,000)	100%	Project on-going.
6100-22-1403	22 SdRd Slope Stability Invest	(58,306)	-	28,306	(30,000)	51%	Project on-going
6100-22-1512	10th Line Slope Stability Invs	(75,000)	-	3,832	(71,168)	95%	Project on-going.
6100-22-1606	OMB Reserve	(100,000)	-	81,148	(18,852)	19%	Project on-going.
6100-22-1607	Truck Strategy	(100,000)	-	75,038	(24,962)	25%	Project is on-going - to be completed in Q1-2019.
6100-22-1701	Transit Service Strategy	(300,000)	-	199,230	(100,770)	34%	Project is on-going - to be completed in summer of 2019.
6100-22-1702	16 Mile Creek Modelling	(50,000)	-	-	(50,000)	100%	Project on-going.
6100-22-1703	Premier Gateway Trans. Study	-	(147,984)	126,536	(21,449)	14%	Project is on-going - to be completed in Q3 2018.
6100-22-1705	Neighbourhood Study	(75,000)	-	-	(75,000)	100%	Project is on-going - to be completed in 2019.
6100-22-1803	Acton Bypass Feasability Study	(100,000)	-	-	(100,000)	100%	Project is on-going - to be completed in 2019.
6100-22-1804	Active Transp Master Plan				-		Project is on-going - to be completed in 2019.
6100-23-1602	Active Transportation	(10,000)	-	-	(10,000)	100%	Project on-going - currently no targeted completion date.
6100-26-1513	5th Line Culvert (37/C) Repl	(75,000)	-	81,650	6,650	0%	Project on-going - warranty period until Sept. 2018
6100-26-1514	15 SdRd West 5th Line Culvert	(105,000)	-	18,923	(86,077)	82%	Project on-going.
6100-27-1511	Main St Retaining Wall Repair	(30,000)	-	28,890	(1,110)	4%	Project complete.
6100-28-0101	Opticom Replacement Program	(210,000)	-	167,646	(42,354)	20%	Project on-going - currently no targeted completion date.
6100-28-1516	Traffic Calming (Permanent)	(85,000)	-	45,406	(39,594)	47%	Project on-going - currently no targeted completion date.
6100-28-1701	Mandated Rail Crossing Upgrade	(100,000)	-	784	(99,216)	99%	Project on-going.
6100-28-1703	Pedestrian Crossings	(265,000)	-	37,349	(227,651)	86%	Project on-going.
6100-28-1804	Enhanced Ped Xing (Ladder)	(75,000)	-	-	(75,000)	100%	Project to be consolidated with 6100-28-1805 Enhanced Pedestrian (Ladder Crossing).

Appendix A

Town of Halton Hills
Life to Date Capital Project Status Report
TRANSPORTATION & PUBLIC WORKS
As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
6100-28-1805	Enhanced Ped (Ladder Crossing)	(15,000)	-	18,195	3,195	0%	Project on-going. Transfer funds from 6100-28-1804 (combined scope).
6100-28-1806	Railway Safety Assem (GEXR)	(35,000)	-	-	(35,000)	100%	Project to commence in Q3-2018.
6100-28-1808	Mand AODA Access Traff Sgnl	(240,000)	-	-	(240,000)	100%	Project on-going.
6200-05-1408	Mand Dsgn Software Upg & Train	(25,000)	-	22,295	(2,705)	11%	Project on-going.
6200-08-0001	Eighth Line-5 to 10 SdRd Prop.	(160,000)	(1,567)	47,632	(113,934)	71%	Project on hold. Class EA in progress.
6200-08-0021	4th Line Culvert & Bridge Lot	(728,000)	(622,455)	1,460,434	109,980	0%	Project complete.
6200-10-1406	Guelph & Albert St Turn Lane	(14,000)	-	-	(14,000)	100%	Additional funds are needed to commence project - will review as part of 2019 Capital budget.
6200-10-1702	Bike Lanes - Berton & Atwood	(38,928)	-	38,928	-	0%	Ineligible for gas tax funding. Estimated 2018 expenses of $91,072 to be funded from Capital Replacement Reserve.
6200-10-1703	Hornby Rd Drainage (w/Region)	(360,000)	-	272,174	(87,826)	24%	Project on-going.
6200-16-0007	Sixth Line Steeles Avenue S.	(526,490)	-	277,053	(249,437)	47%	Project on-going.
6200-16-0009	Cycling Master Plan Constructi	(192,000)	(5,684)	124,175	(73,508)	37%	Project on-going - currently no targeted completion date.
6200-16-0025	22 SR Conc.11 Retaining Wall	(75,000)	-	50,420	(24,580)	33%	Project on hold - monitoring conditions.
6200-16-0104	Pavement Management	(14,405,000)	(8,525,871)	20,298,557	(2,632,314)	11%	Project on-going.
6200-16-1005	Mill St W Acton Cobble–Dublin	(624,000)	-	696,655	72,655	0%	Overspending covered by transfer from 6200-16-1515 Mill St East Acton.
6200-16-1006	Armstrong Ave. Engineering	(3,115,000)	(1,740,166)	3,417,046	(1,438,120)	30%	Project on-going.
6200-16-1007	Sixth Line Steeles Ave S Const	(355,000)	-	14,000	(341,000)	96%	Project on-going.
6200-16-1008	Inters Imp SteelesAve-Various	(157,000)	-	7,000	(150,000)	96%	Project on-going.
6200-16-1402	Prince Street Engineering S/W	(10,000)	-	1,695	(8,305)	83%	Project on-going. Transfer funds to 6200-16-1803 Prince St (all phases).
6200-16-1403	Mill St Act-Wellington to Young	(10,000)	-	2,746	(7,254)	73%	Remaining balance to be transferred to 6200-16-1005 Mill St W Acton Cobble-Dublin in accordance with report CORPSERV-2018-0022.
6200-16-1409	5 SdRd Asphalt Upgrade	(540,000)	-	544,624	4,624	0%	Project on-going.
6200-16-1411	10th Line - 5 to 10 SdRd Eng	(110,000)	-	13,946	(96,054)	87%	Project on hold. 2019 Budget request for additional funds, but may be deferred.
6200-16-1501	22nd SdRd Conc 11 Realignment	(150,000)	-	6,000	(144,000)	96%	Project on hold - monitoring conditions.
6200-16-1515	Mill St. East Acton	(175,000)	-	7,850	(167,150)	96%	Remaining balance to be transferred to 6200-16-1005 Mill St W Acton Cobble-Dublin in accordance with report CORPSERV-2018-0022.
6200-16-1602	Northbound Right Turn Lane	(100,000)	-	8,584	(91,416)	91%	Project on-going.
6200-16-1606	Main St N. Resurfacing (Acton)	-	(750,000)	763,136	13,136	0%	Project on-going - warranty period.
6200-16-1610	Upgrade Surf Trtmt to Asphalt	(850,000)	-	71,447	(778,553)	92%	Project on-going - warranty period.
6200-16-1701	22nd SdRd Limehouse Constr	(1,000,000)	-	45,327	(954,673)	95%	Project on-going.
6200-16-1803	Prince St (All Phases)	(100,000)	-	-	(100,000)	100%	Project on-going.
6200-16-1806	Nassagawea/Esq Construction	(271,000)	-	72,990	(198,010)	73%	Project on-going.
6200-16-1807	Maple & Guelph Turn Lane Const	(250,000)	-	21,749	(228,251)	91%	Project on-going.

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Town of Halton Hills
Life to Date Capital Project Status Report
TRANSPORTATION & PUBLIC WORKS
As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
6200-16-1808	Maple & Main NB Tun Lane Cons	(61,749)	-	-	(61,749)	100%	Project on-going.
6200-16-1810	32 SdRd to W. Churchill Const	(100,000)	-	-	(100,000)	100%	Project on-going.
6200-16-1811	Guelph/Mill Appr Improvement	-	-	-	-		Project on-going.
6200-16-1813	Eighth Line - Main to Maple EA	(519,000)	-	-	(519,000)	100%	Project to commence in Q4-2018
6200-17-0010	Steeles Ave. Sidewalk 401 Corr	(322,000)	(64,682)	288,903	(97,779)	25%	Project on-going.
6200-17-1802	Mill St (All Phases)	(150,000)	-	-	(150,000)	100%	Project on hold pending completion of Neighbourhood Study.
6200-20-0106	Storm Sewer Rehab. - Phase 2	(128,291)	-	100,118	(28,174)	22%	Project on-going.
6200-20-0117	Drainage Area No. 10 Constr	(2,550,000)	-	2,464,603	(85,397)	3%	Project complete.
6200-22-0020	Traff Signal Legal Draw Update	(25,000)	-	-	(25,000)	100%	Project on-going - currently no targeted completion date.
6200-22-0030	Drainage Strategic Prev. Maint	(27,000)	-	3,030	(23,970)	89%	Project on-going.
6200-22-0107	Bridge Rehab Study Update	(150,000)	-	78,663	(71,337)	48%	Project on-going.
6200-22-0109	Master Drainage Plan Update	(50,000)	(6,165)	46,310	(9,855)	18%	Project on-going.
6200-22-0110	Asph Pavement Strat Preventati	(384,000)	-	294,042	(89,958)	23%	Project on-going.
6200-22-0111	Sidewalk Strat. Prev. Maint.	(274,063)	-	243,521	(30,542)	11%	Project complete - remaining funds to be moved to 6200-22-0110 Asphalt Pavement Strategic Prevent.
6200-22-1603	Stormwater Mgmt Strategy	(100,000)	(19,400)	61,012	(58,388)	49%	Project on-going.
6200-22-1702	Pvmt Mgmt Study - 5 YR Cycle	(85,000)	-	100,215	15,215	0%	Project on-going.
6200-22-1801	Main St N Bridge CNR Design	-	(124,964)	89,880	(35,084)	28%	Project on-going.
6200-24-1616	Sinclair Multi Use Path	(100,000)	-	82,018	(17,982)	18%	Project on-going - warranty period.
6200-26-0014	5th Line Lot 3/Culvert Replace	(80,000)	-	23,882	(56,118)	70%	Project on-going - warranty period.
6200-26-1407	Bridge Rehab Eng (Hwy 7)	(43,352)	-	23,352	(20,000)	46%	Project on-going.
6200-26-1602	10th Line Lot 25 Bridge Rehab	(990,000)	-	922,080	(67,920)	7%	Project on-going.
6200-26-1606	Culvert #37/C Replacement	(1,050,119)	(70,000)	1,266,149	146,030	0%	Project on-going - warranty period.
6200-26-1701	Culvert #33/C	(10,000)	-	9,443	(557)	6%	Project complete.
6200-26-1711	Mtnview/CNR Brdge Eng (#13207)	(103,405)	-	16,737	(86,668)	84%	Project on-going.
6200-26-2410	Const Bridge 23208 - River Dr	(534,000)	-	518,528	(15,472)	3%	Project on-going.
6200-27-0018	5th Line Realignment EA & ENG	(1,040,082)	(127,037)	1,117,119	(50,000)	4%	Project complete.
6200-27-0101	Glen Lawson Surface Treatment	(291,567)	-	141,567	(150,000)	51%	Project on hold pending completion of Class EA.
6200-27-0114	Halton Hills Dr Extension Desi	(2,862,000)	(54,147)	267,746	(2,648,400)	91%	Project on-going.
6200-27-1010	Brdg Struct&Apprch Eng/Constr	(254,893)	-	199,667	(55,226)	22%	Project on-going.
6200-27-1011	Tweedle Street Engineering	(56,000)	-	6,000	(50,000)	89%	Project on hold.
6200-27-1012	Glen Lawson E/A	-	(168,000)	139,586	(28,414)	17%	Project on-going - to be completed by Q4 2018.
6200-27-1604	10th Line - 5 to 10 SdRd Eng	(125,000)	-	8,399	(116,601)	93%	Project on hold. In 2020 Budget request for additional funds.
6200-27-1612	10th Line Gabion Wall R/Eng	(130,000)	-	2,152	(127,848)	98%	Project on-going.
6500-02-1801	PW Ops Ctr Roof Repair	(90,000)	-	-	(90,000)	100%	Project on-going.
6500-03-1702	Sand&Salt Storage Shed - Acton	(40,000)	-	44,034	4,034	0%	Project complete.

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Town of Halton Hills
Life to Date Capital Project Status Report
TRANSPORTATION & PUBLIC WORKS
As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
6500-03-1704	Truck Wash Facility Ph 1	(75,000)	-	-	(75,000)	100%	Project on-going.
6500-05-1802	GPS Fleet Tracking	(195,000)	-	-	(195,000)	100%	Project on-going.
6500-06-0102	Equipment Replacement	(6,968,000)	(123,676)	5,670,308	(1,421,369)	20%	Project on-going.
6500-06-1701	New Equipment	-	(367,000)	348,127	(18,873)	5%	Project on-going.
6500-06-1703	Total Station Surve Equip Repl	(45,000)	-	-	(45,000)	100%	Project on-going.
6500-11-1517	Street Tree Replanting	(450,000)	(4,345)	402,882	(51,464)	11%	Project on-going.
6500-16-0101	Surface Treatment	(936,000)	-	813,915	(122,085)	13%	Project on-going.
6500-16-0106	Gravel Resurfacing	(205,000)	-	182,802	(22,198)	11%	Project on-going.
6500-16-1801	At Grade Railway Xing Maint	(30,000)	-	-	(30,000)	100%	Project to commence in Q3-2018
6500-16-1802	Danby & Barber Roundabout Cons	(30,000)	-	-	(30,000)	100%	Project on-going.
6500-17-1520	Mill St Acton - S/W Repl	(47,714)	-	38,522	(9,192)	19%	Project complete - remaining funds to cover overage in 6500-17-1601 per report CORPSERV-2018-0022.
6500-17-1601	Mill St Acton S/W Replacement	(17,276)	-	25,714	8,437	0%	Project complete. Overage covered from remaining balance in 6500-17-1520.
6500-18-0110	Traffic Infrastructure	(429,070)	-	220,291	(208,778)	49%	Project on-going - currently no targeted completion date.
6500-18-0111	Signage	(250,000)	(24,352)	213,747	(60,605)	22%	Project on-going.
6500-21-1001	Traff Sig Install-School Lane	(14,000)	-	4,000	(10,000)	71%	Additional funds required to complete full signalization - to be reviewed as part of the 2019 Capital budget.
6500-28-0002	Traffic Signal Interconnect	(144,901)	(64,670)	193,319	(16,252)	8%	Project on-going - to be completed in 2019.
6500-28-1002	Traff Cntrl Signals Replace	(328,000)	(16,730)	191,833	(152,898)	44%	Project on-going - currently no targeted completion date.
6500-28-1003	Signal Upgrade (LED)	(90,000)	-	69,361	(20,639)	23%	Project on-going - currently no targeted completion date.
6500-28-1401	Traffic Sgnl 8th Line&15 SdRd	(260,000)	-	243,660	(16,340)	6%	Project complete.
6500-28-1501	Interconnect Mountainview Sgnl	(120,000)	-	55,192	(64,808)	54%	Project on-going - to be completed in 2019.
6530-21-1001	Street Light & Pole Replace	(25,000)	-	20,131	(4,869)	19%	Project on-going. Transfer funds to 6100-21-0107 (same project).
6540-16-1001	Mand Snow-Meltwater Monitoring	(35,000)	-	1,255	(33,745)	96%	Project complete.
6800-05-1601	Activan Transit Software	(150,000)	(20,000)	120,221	(49,779)	29%	Project on-going - to be completed in 2018.
6800-06-1602	New Equipment 2016	(630,000)	-	514,680	(115,320)	18%	Project complete - any remaining budget should be moved to 6500-06-1701.
6800-22-1801	Fleet Management Strategy	(50,000)	-	-	(50,000)	100%	Project on-going
6810-25-1001	Activan Replacement	(61,500)	-	-	(61,500)	100%	Project on-going.
6810-25-1601	New Activan Vehicles	(160,000)	-	276,748	116,748	0%	Project completed - waiting for Public Transit Infrastructure funding.
	Total Transportation & Public Works	**(52,783,287)**	**(14,661,566)**	**50,695,884**	**(16,748,969)**	**25%**	

Appendix A

Town of Halton Hills
Life to Date Capital Project Status Report
PLANNING & SUSTAINABILITY
As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
7000-22-0001	Official Plan	(294,700)	-	67,544	(227,156)	77%	Project on-going - major work dependent on timing/progress of Region OP Review.
7000-22-0002	Prmr Gateway Rpl Emp Lands SS	(660,000)	-	539,729	(120,271)	18%	Project on-going.
7000-22-0101	Munic Heritage Register	(50,000)	-	37,852	(12,148)	24%	Project completed.
7000-22-1701	PDS User Fee Update	-	(35,616)	41,669	6,053	0%	Project on-going.
7100-02-0002	South Acton Land Use Study	(200,000)	-	-	(200,000)	100%	Project on hold.
7100-22-0001	HPBATS Corridor Protection	(53,000)	-	25,309	(27,691)	52%	Project on hold - pending Provincial review of GTA West EA.
7100-22-0003	Community Energy Conserv Plan	-	(40,671)	36,574	(4,097)	10%	Transfer remaining funds to 7300-22-1703 Corporate Energy Conservation Plan Implementation.
7100-22-0005	Green Building Standard Study	(48,214)	-	27,683	(20,532)	43%	Project is completed.
7100-22-0007	SWG Planning Study	(247,400)	-	203,846	(43,554)	18%	Project on-going.
7100-22-0008	SWG Planning Study - Misc Exp	-	-	15,144	15,144	0%	Project on-going - overspend to be offset by surplus in 7100-22-0007 SWG Planning Study.
7100-22-0101	Comprehensive Zoning By-Law P2	(190,000)	-	166,003	(23,997)	13%	Project on-going.
7100-22-1501	Zoning By-law Review	(154,000)	-	102,116	(51,885)	34%	Project on-going.
7100-22-1502	Glen Williams Sec Plan Review	(95,000)	-	-	(95,000)	100%	Project postponed until 2019 as per Council direction.
7100-22-1601	Post 2031 Intensification Stdy	(75,000)	-	25,815	(49,185)	66%	Project on-going - targeted completion in spring 2019.
7100-22-1602	Fiscal Impact of Post 2031	(75,000)	-	-	(75,000)	100%	Project to be commenced in 2018 or 2019 depending on timing/progress of Region OP Review.
7100-22-1604	Source Protection Plan Impl	(10,000)	-	-	(10,000)	100%	Reserved for anticipated costs of SPP implementation.
7100-22-1702	Vision Gtown Detailed Analysis	(200,000)	-	28,524	(171,476)	86%	Project on-going.
7100-22-1802	OP Review - emp Land Need Stdy	(100,000)	-	-	(100,000)		Project initiated in Q2 2018. Completion by Q4 2019.
7100-22-1901	G'town Downtown Secondary Plan	(200,000)	-	93,627	(106,373)	53%	Project on-going - targeted completion in spring 2019.
7300-10-1001	TCE Community Investment Prog	-	(25,000)	4,579	(20,421)	82%	Project on-going.
7300-22-1001	Stewarttown Planning Study	(150,000)	-	-	(150,000)	100%	Project deferred to 2019.
7300-22-1402	Corp Sustainability Implement	(75,000)	-	14,013	(60,987)	81%	Project to be consolidated with 7300-22-1602 Corporate Sustainability Audit & Action Plan Implementation.
7300-22-1501	Comm Sustain Invest Fund	-	(39,617)	41,617	2,000	0%	Project complete. Additional funds requested in 2019 Capital Budget.
7300-22-1504	Corp Energy Cnsrvtn Plan Impl	(50,975)	-	39,685	(11,289)	22%	Project to be consolidated with 7300-22-1703 Corporate Energy Conservation Plan Implementation.
7300-22-1601	Energy Cnsv Comm Eng Strategy	(15,000)	-	-	(15,000)	100%	Project delayed until 2019 due to staffing vacancy in first half of 2018.
7300-22-1602	Corp Sust A&A Plan Imlp	(75,000)	-	1,852	(73,148)	98%	Project on-going.
7300-22-1603	Corp Energy cons Plan Int.	(50,100)	-	39,155	(10,945)	22%	Project to be consolidated with 7300-22-1703 Corporate Energy Conservation Plan Implementation.
7300-22-1604	Climate Chg Adaptation Strtgy	(75,000)	-	1,825	(73,175)	98%	Project on-going - first invoices received Q3 2018.
7300-22-1702	Greenhouse Gas Model Update	(15,000)	-	12,567	(2,433)	16%	Project on-going - first invoices received Q3 2018.
7300-22-1703	Corp Energy Cnsrv Plan Impl	(132,035)	-	3,603	(128,432)	97%	Project ongoing - a number of retrofits will be completed in 2018.
	Total Planning & Sustainability	**(3,290,424)**	**(140,904)**	**1,570,332**	**(1,860,995)**	**54%**	

Appendix A

Town of Halton Hills
Life to Date Capital Project Status Report
RECREATION & PARKS
As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
1000-09-0101	Office Furniture	(239,930)	-	192,567	(47,363)	20%	Project is on-going.
8000-10-0001 / 8221-08-1601	Land Acquisitions and Disposals		(5,358,602)	5,766,083	407,481	0%	Project ongoing.
8000-10-0102	Employee Recognition	-	(5,614)	-	(5,614)	100%	Project ongoing. Carry over funds directed to Recognition Committee.
8003-10-1801	Asset Inv & Condition Asmt	-	-	31,736	31,736		Project to be completed in September, 2018.
8003-10-1803	Levels of Service FCM	-	(12,765)	17,482	4,717	0%	Project completed July 31, 2018. Grant funding from FCM to be received Q3-2018.
8003-10-1804	Levels of Service PH2 FCM	-	-	9,578	9,578		Project to be completed August 2018. Project funded through FCM grant money.
8100-22-1701	R&P Strategic Action Plan	(185,000)	-	-	(185,000)	100%	Project ongoing. Rates and User Fees RFP not awarded, to be reissued in September, 2018.
8190-10-0101	Buy Lease Partnership (All Ph)	(1,000,000)	(73,350)	980,900	(92,450)	9%	Project ongoing.
8200-02-0101	Facility Structural Repairs	(343,342)	-	187,459	(155,884)	45%	Project ongoing.
8200-02-0102	Facility Revit. and Renewal	(458,000)	-	372,667	(85,333)	19%	Project ongoing.
8200-02-0103	Facility Emergency Repairs	(246,100)	-	117,157	(128,943)	52%	Project ongoing.
8200-02-0104	Arena Compresso Overhauls	(20,000)	-	12,603	(7,398)	37%	Project ongoing.
8200-06-1801	Facility Floor Maint Machine	(23,000)	-	18,827	(4,173)	18%	Project completed.
8200-22-0001	GCC Prelim Schematic Plan	(50,000)	-	2,536	(47,464)	95%	Project ongoing.
8200-25-0101	Arena Ice Resurfacer	(100,000)	-	31,037	(68,963)	69%	Project ongoing.
8200-25-1601	Ice Resurfacer Laser Levels	(30,000)	-	-	(30,000)	100%	Project ongoing.
8200-27-1401	Acton Youth Space Reno Des/Eng	(50,000)	-	-	(50,000)	100%	Project ongoing.
8200-27-1801	Acton Youth Centre Des/Eng	(75,000)	-	-	(75,000)	100%	Project ongoing.
8210-02-1006	ActonArena Washroom Part Repl	(11,000)	-	7,881	(3,119)	28%	Project completed.
8210-03-0002	Arena Capital Campaign	-	(1,481,057)	891,091	(589,967)	40%	Project ongoing.
8210-03-1002/ 8210-02-0102/ 8210-03-0101	Acton Arena Twin Construction / Acton Arena Twin Design & Eng / New Twin Pad Arena Construction	(27,666,000)	(4,812,736)	32,478,736	-	0%	Project ongoing.
8210-10-0004	H.H. Sports Mus. & Res. Ctr.	-	(8,660)	2,106	(6,554)	76%	Project ongoing.
8211-02-1802	AA Window & Door Sealant	(20,000)	-	-	(20,000)	100%	Project ongoing.
8211-12-1601	Acton Arena Repaving	(160,000)	-	8,000	(152,000)	95%	Project to be completed in 2019.
8220-02-1402	CedarvaleCC Exter.EnvelopeRepr	(30,000)	-	19,945	(10,055)	34%	Project ongoing.
8220-02-1601	Cedervale Park Watermain	(107,000)	-	6,126	(100,874)	94%	Waiting on final Region billing & Canada 150 grant.
8220-02-1701	Cedarvale Waterline Repl	(354,000)	-	312,347	(41,653)	12%	Waiting on final Region billing & Canada 150 grant.
8220-22-1601	Cedarvale CC Feasability Study	(50,000)	-	42,980	(7,020)	14%	Project ongoing.
8221-02-1502	GCC Kinsmen Hall Floor	(25,000)	-	-	(25,000)	100%	Project to be completed in Fall 2018.

Appendix A

Town of Halton Hills
Life to Date Capital Project Status Report
RECREATION & PARKS
As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
8221-02-1601	GCC Regrout Pool Deck/Tanks	(25,000)	-	-	(25,000)	100%	Project to be completed in Fall 2018.
8230-02-1401	AIP Replace Pool Pump & Motor	(50,000)	-	20,199	(29,801)	60%	Project completed.
8230-02-1601	Collegiate Pool Revitalization	(75,000)	-	-	(75,000)	100%	Project ongoing.
8231-06-1801	GIP Replace HVAC	(110,000)	-	75,945	(34,055)	31%	Project completed.
8240-02-0001	Cultural Centre Alterations	(1,995,000)	(310,997)	2,218,218	(87,780)	4%	Project ongoing.
8240-10-1401	Cultural Centre Donations	-	(21,877)	13,954	(7,922)	36%	Project ongoing.
8251-02-1401	SportsPlexRefriger.Syst.Contol	(35,000)	-	31,037	(3,963)	11%	Project completed.
8251-02-1702	MMSP Roof Replacement Ph 2	(300,000)	-	6,570	(293,430)	98%	Project ongoing.
8251-02-1805	MMSP Emergency Lighting	(50,000)	-	31,226	(18,774)	38%	Project ongoing.
8251-02-1806	MMSP Windows & Door Seal	(15,000)	-	-	(15,000)	100%	Project ongoing.
8251-18-1401	Sportsplex Marquis Replacement	(60,000)	-	52,799	(7,201)	12%	Project ongoing.
8261-02-1702	GCC Generator	-	(330,883)	351,263	20,380	0%	Project completed. Waiting on recovery portion from Region.
8310-10-0001	Georgetown Armoury Fund	-	(67,497)	66,905	(591)	1%	Project ongoing.
8310-11-1001	Hornby Park Servicing	(54,000)	-	2,000	(52,000)	96%	Project ongoing.
8400-02-0001	Civic Centre Renovations	(648,000)	(10,457)	624,232	(34,224)	5%	Project ongoing.
8400-02-0003	Civic Centre Interior Painting	(10,000)	-	727	(9,273)	93%	Project ongoing.
8400-02-1402	Civic Centre Carpet Replace	(14,000)	-	-	(14,000)	100%	Project ongoing.
8400-02-1601	Civic Centre Cooling Tower Rep	(250,000)	-	-	(250,000)	100%	Project ongoing.
8400-02-1602	Civic Centre Conc Entr Repl	(40,000)	-	-	(40,000)	100%	Project ongoing.
8400-02-1603	Civic Centre HVAC Pumps/Cntrls	(15,000)	-	-	(15,000)	100%	Project ongoing.
8400-02-1702	Town Hall Replace Heat Pumps	(50,000)	-	11,719	(38,281)	77%	Project ongoing.
8400-02-1802	Civic Centre Roof Replacement	(600,000)	-	7,459	(592,541)	99%	Project ongoing.
8400-02-1803	Town Hall Generator Trf Switch	(35,000)	-	-	(35,000)	100%	Project ongoing.
8400-02-1804	TH Repl of Make-up Air Unit	(35,000)	-	-	(35,000)	100%	Project ongoing.
8400-02-1805	TH Window & Door Sealant	(25,000)	-	-	(25,000)	100%	Project ongoing.
8400-22-1801	Town Hall Master Plan	(115,000)	-	-	(115,000)	100%	Project ongoing.
8420-22-1701	Hornby Feasibility Study	(15,000)	-	19,649	4,649	0%	Project completed.
8421-02-0001	Norval Roof Replacment	(150,000)	-	7,624	(142,376)	95%	Project ongoing.
8500-08-0001	Property Acquisition Tolton	(115,000)	-	24,263	(90,737)	79%	Project completed.
8500-11-0102	Park Revitalization & Renewal	(652,800)	(55,118)	453,731	(254,187)	36%	Project ongoing.
8500-11-0103	Cemetery Revitalization & Rene	(217,900)	-	121,075	(96,825)	44%	Project ongoing.
8500-11-0106	Park Pavilion Repairs	(32,000)	(79,794)	39,735	(72,059)	64%	Project to be completed in Fall 2018.
8500-11-0112	HHVHI 13 Neighbourhood Park	(343,632)	-	76,658	(266,974)	78%	Project to be completed in Fall 2018.
8500-11-1001	Irrigation System Replacement	(47,000)	-	145,910	98,910	0%	Project ongoing. To be funded from IOAF grant.
8500-11-1505	Splash Pad Repairs	(50,000)	-	42,105	(7,895)	16%	Project to be completed in Fall 2018.
8500-11-1607	Upper Canada College Parkette	(230,000)	-	54,889	(175,111)	76%	Substantial portion of the project has been completed.

Appendix A

Town of Halton Hills
Life to Date Capital Project Status Report
RECREATION & PARKS
As at June 30, 2018

Project Code	Project Name	Capital Budget	Other Funding	Total Expenditure	Balance Remaining	% Remaining	Comment
8500-11-1702	Georgetown Sports Action Park	(800,000)	-	73,690	(726,310)	91%	Project to be completed in Fall 2018. Multi-Purpose Court to be completed in 2019.
8500-11-1801	Maple Creek Park Ph 2	(260,000)	-	13,000	(247,000)	95%	Project to be completed in Spring 2019.
8500-11-1808	Tolton Park Ph 1	(42,000)	-	2,100	(39,900)	95%	Project to be completed in Fall 2018.
8500-11-2103	MMSP Skatepark Design & Eng	(50,000)	-	-	(50,000)	100%	Project deferred to 2020.
8500-11-2104	Tennis Court Fencing	(40,000)	-	-	(40,000)	100%	Project substantially completed - awaiting invoices.
8500-12-0101	Park Parking Lot Surfacing	(240,000)	-	72,999	(167,001)	70%	Project to be completed in Fall 2018.
8500-13-0106	Play Equipment Replacement	(787,500)	(56,280)	699,220	(144,560)	17%	Project to be completed in Fall 2018 (50%) & Spring 2019 (remaining 50%).
8500-19-0105	Trafalgar Sports Park	-	(215,395)	154,280	(61,115)	28%	Project ongoing.
8500-19-0107	Sportsfield Lighting Replacmnt	(1,417,700)	(19,603)	1,190,303	(247,000)	17%	Project to be completed in Winter 2018/19.
8500-19-0109	Playing Field Rehabilitation	(511,100)	(80,638)	510,908	(80,831)	14%	Project ongoing.
8500-19-1401	Traf.Sports Pk.Ph 5B-Scope Chg	(320,000)	-	230,348	(89,652)	28%	Project ongoing.
8500-19-1801	TSP Ph6 - Field of Dreams	-	(2,263,000)	-	(2,263,000)	100%	Tender to be awarded in late 2018.
8500-22-1501	Parkland Acquisition Strategy	(85,000)	-	48,102	(36,898)	43%	Project to be completed in Spring 2019.
8500-22-1502	Cemetery Business Plan Update	(50,000)	-	46,880	(3,120)	6%	Project completed.
8500-22-1802	Glen Lawson Lands Env Assess	(30,000)	-	-	(30,000)	100%	Project to be completed in 2019.
8500-24-0102	Trails Revitalization & Renew	(437,300)	(5,045)	368,966	(73,379)	17%	Project ongoing.
8500-24-0110	Trails System 1	(633,000)	(174)	599,803	(33,371)	5%	Project ongoing.
8500-24-0111	Park Pathway Lighting Replace	(460,000)	-	366,419	(93,581)	20%	Project to be completed in Spring 2019.
8500-24-1701	Hungry Hallow Trails Ph 1	(208,000)	-	8,120	(199,880)	96%	Project ongoing.
8500-24-1702	Silvercreek Valley Trail	-	(50,000)	-	(50,000)	100%	Project ongoing.
8500-24-1801	Hungry Hallow Trails Ph 2	(216,000)	-	10,800	(205,200)	95%	Project ongoing.
8500-26-1401	Cedarvale Vehicular Bridge Rep	(260,000)	-	239,128	(20,872)	8%	Project ongoing. Five year monitoring requirement by MNR.
8500-26-1601	Acton Rotary Park Bridge Rpl	(102,600)	(44)	111,918	9,274	0%	Project substantially completed.
8500-26-1701	Acton Library Bridge	(120,000)	-	104,641	(15,359)	13%	Project substantially completed.
8500-27-1601	Gtown Sports Acton Prk D&E	(50,000)	-	2,540	(47,460)	95%	Project to be completed in Fall 2018.
8510-10-0101	Potential Comm. Partnership	(31,500)	-	24,067	(7,433)	24%	Project ongoing.
	Total Recreation and Parks	**(44,854,405)**	**(15,319,585)**	**50,887,967**	**(9,286,023)**	**15%**	

Town of Halton Hills **Appendix B**

Year to Date Completed Capital Projects

As at June 30, 2018

Project Code	Project Name	To Fund	From Fund	To Project	Funds Transferred To/From
Closed projects returning funds to reserves					
2300-05-1804	Corporate Server and Data Backup	2,479			Technology Replacement Reserve
5200-07-0107	Heavy Extraction Equipment Replacement	47,268			Capital Replacement Reserve
2300-04-1803	Active Directory Upgrade	5,711			Technology Replacement Reserve
5900-25-1501	Replace Heavy Rescue (R2)	21,075			Equipment Reserve
5900-25-1704	Tire Replacement	30,000			Equipment Reserve
6100-27-1511	Main Street Retaining Wall Repair	1,110			Capital Replacement Reserve
6200-20-0117	Drainage Area No. 10 Construction	85,397			DC - Stormwater Management
6200-26-1701	Culvert #33/C	557			Capital Replacement Reserve
6200-27-0018	5th Line Realignment EA & ENG	7,600			Capital Replacement Reserve
		42,400			DC - Transportation Services
6500-28-1401	Traffic Signal 8th Line & 15 Side Road	13,072			DC - Transportation Services
		3,268			Capital Replacement Reserve
6540-16-1001	Snow-Meltwater Monitoring	33,745			Capital Replacement Reserve
7000-22-0101	Municipal Heritage Register	12,148			Capital Replacement Reserve
7100-22-0005	Green Building Standard Study	20,532			Capital Replacement Reserve
8200-06-1801	Facility Floor Maintenance Machine	4,173			Equipment Reserve
8210-02-1006	Acton Arena Washroom Part Replacement	3,119			Capital Replacement Reserve
8230-02-1401	Acton Indoor Pool Replace Pool Pump & Motor	29,801			Capital Replacement Reserve
8231-06-1801	Georgetown Indoor Pool Replace HVAC	34,055			Capital Replacement Reserve
8251-02-1401	SportsPlex Refrigeration System Control	3,963			Capital Replacement Reserve
8500-08-0001	Property Acquisition Tolton	90,737			Deferred Revenue - Parkland Cash in Lieu
8500-22-1502	Cemetery Business Plan Update	3,120			Capital Replacement Reserve
Closed projects requiring funds from reserves					
2100-10-1702	Service Halton Hills		(22,053)		Tax Rate Stablization Reserve
2300-05-3101	SharePoint/Employee Communications		(38)		Technology Replacement Reserve
5900-25-1502	Replace TRT Rescue (R3) 731		(1,529)		Equipment Reserve
6100-10-1608	Bike Lanes - Churchill Rd. S.		(96,420)		Capital Replacement Reserve
6200-08-0021	4th Line Culvert & Bridge Lot		(109,980)		Capital Replacement Reserve
6200-10-1702	Bike Lanes - Berton & Atwood		(91,072)		Capital Replacement Reserve
6500-03-1702	Sand & Salt Storage Shed - Acton		(4,034)		Capital Replacement Reserve
8420-22-1701	Hornby Feasibility Study		(4,649)		Capital Replacement Reserve
Closed projects tranferring funds to other capital projects					
2200-22-0105	Council Compensation Survey			4,403	Corporate HR Operating Budget
2300-05-0003	Recreation & Parks Membership Software			45,000	CLASS Replacement
2400-05-0101	Enterprise Information Management			64,896	Asset Management Plan
6100-28-1804	Enhanced Pedestrian Crossing			75,000	Enhanced Pedestrian Ladder Crossings
6200-16-1402	Prince Street Engineering S/W			8,305	Prince Street (All Phases)
6200-16-1515	Mill Street East Acton			167,150	Mill Street West Acton
6200-16-1403	Mill Street Acton-Wellington to Young			7,254	Mill Street West Acton
6200-22-0111	Sidewalk Stragetic Preventive Maintenance			22,594	Asphalt Pavement Strategic Preventive Maintenance
6800-06-1602	New Equipment 2016			115,320	New Equipment
7100-22-0003	Community Energy Conservation Plan			4,097	Corporate Energy Conservation Plan Implementation
7300-22-1402	Corporate Sustainability Implementation			60,987	Corporate Sustainability Audit & Action Plan Implementation
7300-22-1504	2015 Corporate Energy Conservation Plan Implementation			11,289	2017 Corporate Energy Conservation Plan Implementation
7300-22-1603	2016 Corporate Energy Conservation Plan Implementation			10,945	2017 Corporate Energy Conservation Plan Implementation
6500-17-1520	2015 Mill Street Acton - Sidewalk Replacement	754			Capital Replacement Reserve
				8,437	2016 Mill Street Acton - Sidewalk Replacement
Total		**496,082**	**(329,774)**	**605,678**	

TOWN OF HALTON HILLS
Working Together Working for You!

REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Amy Prueter, Senior Financial Analyst

DATE: August 13, 2018

REPORT NO.: CORPSERV-2018-0040

RE: Halton Hills Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at June 30, 2018

RECOMMENDATION:

THAT Report No. CORPSERV-2018-0040 dated August 13, 2018 regarding Reserves, Reserve Funds, Deferred Revenue and Trust Funds as at June 30, 2018 be received.

BACKGROUND:

This report is presented to inform Council of the status of the various funds held by the Town of Halton Hills as at June 30, 2018.

COMMENTS:

The attached schedules A to D report a summary of the reserves, reserve funds, and trust funds held by the Town. The opening balances as at January 1, 2018, the activity from January to June 2018, un-booked commitments against the funds, and any inter-fund borrowing are reported for each separate fund.

The opening balance column reflects the balance of the reserves, reserve funds, and trust funds that were held in the published financial statements. It does not include any unrecorded amounts or inter-fund loans.

The activity from January to June 2018 identifies the interest that has been earned on the reserves, reserve funds or trust funds during the period and movements in and out of the funds.

Schedule A represents a summary of the detailed Schedules B to D. Schedule B lists the Town's reserves, Schedule C lists the obligatory, discretionary and other reserve funds, and Schedule D shows the trust funds that the Town administers.

General Reserve and Reserve Fund Policy

On July 17, 2018 Council approved changes to the General Reserve and Reserve Fund Policy, POLICY-2018-0004 through Report no. CORPSERV-2018-0030. Changes included the consolidation of various existing reserves, the addition of new reserves, and clarification around the intent and usage of reserves. Staff will present the balances of reserves, reserve funds and trust funds under this new reserve structure with the upcoming third quarter (September 30th) report. This report reflects the reserve structure which was in place as of the June 30, 2018 reporting date.

Development Charges and Inter-fund Borrowing

The governing legislation that permits a municipality to borrow for capital projects is the Municipal Act. Specific restrictions with respect to inter-fund borrowing for growth-related capital projects, is set out in section 36 of the Development Charges Act, 1997. Section 36 states that a municipality may borrow money from a reserve fund.

Inter-fund borrowing is required when the Town needs to pay for growth-related capital works in the short-term. Repayment relies on cash inflows from future development charges (DC), which are dependent upon the realization of projected population increases and the timing of other capital requirements. The intent of using development charge funds to pay for growth-related projects is to ensure the burden is on the developer not the taxpayer.

Borrowing from a reserve or reserve fund may occur only when an analysis of the reserve has determined that excess funds are available and that the use of these funds will not adversely affect the intended purpose of the reserve.

The Town has currently borrowed $13,143,824 from reserves to interim finance growth-related capital projects where cash inflow has not yet been received into the development charge funds as follows:

DC	Borrowed From	$
Recreation & Parks	SILR	10,283,603
Storm Water Management	SILR	971,200
Library Services	SILR	155,921
Fire Protection	Fire Services	1,081,856
Parking	Capital Replacement Reserve	651,244
		13,143,824

It is anticipated a further inter-fund loan of $1,502,009 will be required from reserves at December 31, 2018 to maintain a positive balance in the Development Charges reserve funds and to comply with legislation. The actual amount required will be reported to Council once the 2018 actual reserve and reserve fund balances are finalized.

The Development Charges Act also permits borrowing between development charges, and the Town currently has two loans totaling $220,408 as follows:

DC	Borrowed From	$
Municipal Parking Services DC	Roads & Related DC	123,166
Library Services DC	Roads & Related DC	97,242
		220,408

Interest on Inter-fund Borrowing

If a municipality borrows money from a reserve fund, the amount must be repaid plus interest at a rate not less than the prescribed minimum interest rate (the Bank of Canada rate on the day the by-law came into force or, if specified in the by-law, the first business day of each quarter).

In compliance with this legislation, staff applies interest to inter-fund loans each month based on the monthly blended interest rates of the Town's total investments. This percentage is reported annually to Council in the Investment and Cash Management Report.

Repayment of Inter-fund Loans

The repayment of inter-fund loans should not exceed the life of the asset to which the borrowing relates. A 10-year term is used for inter-fund loans at the Town.

RELATIONSHIP TO STRATEGIC PLAN:

This report is related to the 2014-2018 Strategic Action Plan priority 1 Municipal Service Delivery: Effective, efficient and economical delivery of the Town's existing services.

FINANCIAL IMPACT:

Section 36 of the Development Charges Act, 1997 allows a municipality to borrow money from reserve funds to temporarily cover any gaps resulting from delays in the timing of receipt of development charge revenue.

CONSULTATION:

The report was compiled based on data held within the financial accounting system.

PUBLIC ENGAGEMENT:

There is no public engagement impact 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 recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

There is no communications impact for this report.

CONCLUSION:

The information provided in this report is to inform Council of the status of the reserves, reserve funds, deferred revenue and trust funds held by the Town of Halton Hills as at June 30, 2018.

Reviewed and Approved by,

Moya Jane Leighton, Manager of Accounting and Town Treasurer

Laura Lancaster, Acting Commissioner of Corporate Services

Brent Marshall, CAO

Town of Halton Hills

SUMMARY SCHEDULE A

Reserves, Reserve Funds & Trust Funds

June 30, 2018

	Opening Bal.	January to June 2018			Subtotal		Estimated Unbooked Additions	Estimated Unbooked Commitments	Estimated Balance
	01-Jan-18	Interest	Additions	Reductions	30-Jun-18	Interfund Loans			31-Dec-18
Schedule B									
Reserves	44,089,171	250,753	9,189,140	13,258,127	40,270,937	(13,694,977)	9,585,054	1,631,233	37,792,246
Schedule C									
Obligatory Reserve Funds (Deferred Revenue)	9,322,919	243,075	1,341,180	17,995,034	(7,087,860)	13,143,824	1,879,459	918,309	8,853,733
Discretionary Reserve Funds	642,499	150	-	30,300	612,349	-	-	-	612,349
Schedule D									
Trust Funds	5,084,115	74,422	155,695	12,428	5,301,804	-	-	2,909	5,304,713
Operating Fund	-	-	-	-	-	551,153	-	-	551,153
Grand-Total	**59,138,704**	**568,400**	**10,686,015**	**31,295,889**	**39,097,230**	**-**	**11,464,513**	**2,552,451**	**53,114,195**

Town of Halton Hills

DETAILED SCHEDULE B

Reserves

June 30, 2018

Reserves	Opening Bal. 01-Jan-18	January to June 2018 Interest	Additions	Reductions	Subtotal 30-Jun-18	Interfund Loans	Unbooked Additions	Unbooked Commitments	Estimated Balance 31-Dec-18	Fund No.
Self Insurance	134,324	-	42,350	-	176,674	-	42,350	-	219,024	30
Technology Replacement	846,408	-	130,350	498,000	478,758	-	130,350	-	609,108	31
WSIB	645,820	-	25,000	-	670,820	-	25,000	-	695,820	32
Contingency	-	-	668,000	-	668,000	-	-	-	668,000	34
Election	161,508	-	-	50,250	111,258	-	-	50,250	161,508	35
Tax Rate Stabilization	2,263,608	-	297,500	341,800	2,219,308	-	297,500	-	2,516,808	36
Furniture	232,554	-	35,900	53,000	215,454	-	35,900	-	251,354	37
Georgetown Hospital Exp & Reno	468,688	-	167,500	16,930	619,258	-	167,500	288,791	1,075,549	38
Capital Replacement	7,593,600	93,280	1,864,860	5,135,634	4,416,106	(1,202,397)	2,061,188	19,482	5,294,379	39
Special Infrastructure Levy	20,868,823	156,797	2,385,379	1,995,705	21,415,294	(11,410,724)	1,595,850	512,733	12,113,152	40
Strategic Planning	300,000	-	-	-	300,000	-	-	-	300,000	41
Severe Weather Event	750,000	-	-	-	750,000	-	-	-	750,000	51
Public Works Equipment	1,338,366	-	557,685	1,152,500	743,551	-	1,241,431	-	1,984,982	52
Transit & Transportation	123,278	-	-	-	123,278	-	-	-	123,278	53
Pavement Management	1,296,752	-	1,142,000	1,950,000	488,752	-	2,250,000	11,500	2,750,252	55
Municipal Parking Lots	25,462	367	-	-	25,829	-	-	-	25,829	56
Building Repair and Maintenance	1,032,043	-	270,850	376,000	926,893	-	257,750	-	1,184,643	61
Ice Resurfacer	305,850	-	41,000	23,000	323,850	-	41,000	-	364,850	62
Arena Surcharge Reserves	489,682	-	121,530	121,530	489,682	-	-	-	489,682	63
Theatre	55,080	-	-	-	55,080	-	-	-	55,080	64
Cemetery Development	65,094	-	20,786	37,000	48,880	-	20,786	-	69,666	66
Fire Services	4,242,373	-	1,378,100	1,279,478	4,340,995	(1,081,856)	1,378,100	748,478	5,385,717	70
Library Capital	398,627	-	15,350	42,700	371,277	-	15,350	-	386,627	74
Community Sustainability Reserve	96,001	309	-	74,600	21,710	-	-	-	21,710	77
OMB Hearing Reserve	350,000	-	-	110,000	240,000	-	-	-	240,000	78
Public Art Reserve	5,230	-	25,000	-	30,230	-	25,000	-	55,230	79
	44,089,171	250,753	9,189,140	13,258,127	40,270,937	(13,694,977)	9,585,054	1,631,233	37,792,246	
TOTAL	**44,089,171**	**250,753**	**9,189,140**	**13,258,127**	**40,270,937**	**(13,694,977)**	**9,585,054**	**1,631,233**	**37,792,246**	

Town of Halton Hills

DETAILED SCHEDULE C

Reserve Funds(Deferred Revenue)

June 30, 2018

Obligatory Reserve Funds (Deferred Revenue)	Opening Bal. 01-Jan-18	January to June 2018 Interest	Additions	Reductions	Subtotal 30-Jun-18	Interfund Loans	Unbooked Additions	Unbooked Commitments	Estimated Balance 31-Dec-18	Fund No.
Development Charges Act										
Transportation Services	6,185,595	51,368	885,098	7,017,582	104,479	(220,408)	-	-	(115,929)	11
Storm Water Management Services	(732,049)	1,996	28,420	238,562	(940,195)	971,200	-	-	31,005	12
Municipal Parking Services	(321,834)	7,349	6,680		(307,805)	774,410	-	-	466,605	13
Fire Protection Services	(1,241,296)	982	67,495	427,626	(1,600,445)	1,081,856	-	-	(518,589)	14
Recreation and Parks Services	(6,302,751)	6,835	163,490	5,846,310	(11,978,736)	10,283,603	-	482,802	(1,212,331)	15
Library Services	(252,196)	1,007	21,517	186,344	(416,016)	253,163	-	186,344	23,491	16
Administration Services	918,987	2,124	65,468	1,168,732	(182,153)	-	-	-	(182,153)	17
Transit Services	3,607	59	2,227	-	5,893	-	-	-	5,893	18
Sub-Total	(1,741,937)	71,720	1,240,395	14,885,156	(15,314,978)	13,143,824	-	669,145	(1,502,009)	
Capital Committed										
Ontario St. Reconstruction	27,860	402	-	-	28,262	-	-	-	28,262	20
Sub-Total	27,860	402	-	-	28,262	-	-	-	28,262	
Other										
Building Permit	5,589,600	76,368	-	699,942	4,966,026	-	-	233,314	5,199,340	21
Deferred Federal Grants	-	-	-	-	-	-	-	-	-	23
Canada Gas Tax Funding	699,177	27,182	-	2,273,349	(1,546,990)	-	1,879,459	-	332,469	22
Parkland: Cash-in-Lieu	4,748,219	67,403	100,785	136,587	4,779,820	-	-	15,850	4,795,670	25
Sub-Total	11,036,996	170,953	100,785	3,109,878	8,198,856	-	1,879,459	249,164	10,327,479	
Total Oblig. Res. Fd (Deferred Rev.)	**9,322,919**	**243,075**	**1,341,180**	**17,995,034**	**(7,087,860)**	**13,143,824**	**1,879,459**	**918,309**	**8,853,733**	
Discretionary Reserve Funds										
Engineering Capital Projects	632,045	-	-	30,000	602,045	-	-	-	602,045	50
John Elliott Award	10,454	150		300	10,304	-	-	-	10,304	60
Total Discretionary Reserve Funds	**642,499**	**150**	**-**	**30,300**	**612,349**	**-**	**-**	**-**	**612,349**	
TOTAL	**9,965,418**	**243,225**	**1,341,180**	**18,025,334**	**(6,475,511)**	**13,143,824**	**1,879,459**	**918,309**	**9,466,082**	

Town of Halton Hills

DETAILED SCHEDULE D

Trust Funds

June 30, 2018

Trust Funds	Opening Bal. 01-Jan-18	January to June 2018 Interest	Additions	Reductions	Subtotal 30-Jun-18	Unbooked Additions	Unbooked Commitments	Estimated Balance 31-Dec-18	Fund. No.
Fairview Cemetery	490,615	7,124	7,489	3,562	501,666	-	-	501,666	80
Fairview Monuments	76,302	1,103	400	-	77,805	-	-	77,805	81
Greenwood Cemetery	1,084,963	15,709	12,162	7,855	1,104,979	-	-	1,104,979	82
Greenwood Monuments	185,151	2,680	900	-	188,731	-	-	188,731	83
Hornby Presbyterian Cemetery	841	12		6	847	-	-	847	84
Limehouse Presbyterian Cemetery	32,807	475	900	898	33,284	-	-	33,284	85
Limehouse Presbyterian Monuments	3,907	55		107	3,855	-	-	3,855	86
Union Presbyterian Cemetery	3,342	48			3,390	-	-	3,390	87
Union Presbyterian Monuments	905	13			918	-	-	918	88
Wm. Osler Health Cntr.-Geo. Hosp. Campus	17,599	254	-	-	17,853	-	2,909	20,762	91
Transportation Maintenance	2,801,470	41,262	117,794		2,960,526	-	-	2,960,526	95
Gateway Feature	149,387	2,269	16,050		167,706	-	-	167,706	96
Private Traffic Signal Maintenance Fund	236,826	3,418			240,244	-	-	240,244	97
TOTAL	5,084,115	74,422	155,695	12,428	5,301,804	-	2,909	5,304,713	

REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: John McMulkin, Planner – Development Review

DATE: August 22, 2018

REPORT NO.: PLS-2018-0070

RE: Recommendation Report for the Removal of the Holding (H) Provision for 14996 (14946) Steeles Avenue (Halton Hills Premier Gateway Business Park)

RECOMMENDATION:

THAT Report No. PLS-2018-0070, dated August 22, 2018, with respect to a "Recommendation Report for the Removal of the Holding (H) Provision for 14996 (14946) Steeles Avenue (Halton Hills Premier Gateway Business Park)", be received;

AND FURTHER THAT the request to remove the Holding (H) Provision from Zoning By-law 57-91, as amended by By-law 00-138, for the lands described as Part Lot 15, Concession 9 New Survey Trafalgar, Town of Halton Hills, Regional Municipality of Halton, municipally known as 14996 (14946) Steeles Avenue (Halton Hills Premier Gateway Business Park), be approved;

AND FURTHER THAT the necessary By-law be enacted to authorize the removal of the Holding (H) Provision, as generally shown in SCHEDULE 4 of this report.

BACKGROUND:

On August 8, 2018, Dickinson + Hicks Architects Inc. submitted an application on behalf of the Owner to remove the Holding (H) Provision from the subject lands in order to accommodate a 70.9 m^2 (763 sq.ft.) addition to the front entrance of the St. Stephen's Church. The subject lands are located on the south side of Steeles Avenue and just west of Ninth Line; see **SCHEDULE 1 – LOCATION MAP**.

The purpose of the addition is to provide barrier-free access to the St. Stephen's Church. The addition consists of an elevator that is accessible at grade which would provide access to the main level nave and basement level fellowship hall. Furthermore, new stairs and landing would be provided in front of this addition; see **SCHEDULE 2 – PROPOSED SITE PLAN** and **SCHEDULE 3 – PROPOSED BUILDING ELEVATIONS**.

The property is zoned 401 Corridor Prestige Industrial (M7) and is subject to a Holding (H) Provision under Town of Halton Hills Zoning By-law 57-91, as amended by By-law 00-138. Places of worship are not recognized as a permitted use under the M7 Zone;

however, uses legally existing at the date of adoption of the by-law, and expansions or alterations thereto, are permitted. St. Stephen's Church existed on the property prior to 2000. The Holding (H) Provision is conditional upon a Site Plan agreement, adequate services being in place and the submission of any necessary securities.

The Applicant has also submitted a Minor Variance application to reduce the minimum required front yard setback (abutting Steeles Avenue) to the proposed addition from 20 metres (65.6ft) to 11 metres (36.1ft). The Minor Variance application is scheduled to be considered by the Committee of Adjustment at its September 5, 2018, meeting.

Should the Committee approve the Minor Variance, St. Stephen's Church is hoping to obtain a building permit for the addition shortly after the September 5th meeting. Therefore, St. Stephen's Church has requested that the Town commence the process to remove the Holding (H) Provision.

COMMENTS:

Staff has applied the following criteria to the removal of the Holding (H) Provision that pertains to properties within the Halton Hills Premier Gateway Business Park:

- the Owner has entered into any necessary Site Plan agreement with the Town;
- all of the necessary financial securities and payments have been submitted; and
- adequate services are in place.

Town staff is satisfied that the criteria associated with the Holding (H) Provision have been addressed, as follows:

- the 70.9 m^2 (763 sq.ft.) addition is exempt from Site Plan approval due to it being less than the 75.0 m^2 (807 sq.ft.) threshold applicable to institutional buildings, as set out in the Town's Site Plan Control By-law;
- Financial securities or payments are not required because Site Plan approval is not applicable; and
- There are no servicing implications associated with the proposed barrier-free addition. The site is currently serviced by private individual well and septic system services with no access to municipal services.

The subject property is also located within the Northwest GTA Corridor Identification Study Area. Applications within this area require consultation with the Ministry of Transportation (MTO). Given the modest nature of the expansion, MTO staff has indicated no concerns with the proposal.

Based on the above, staff is recommending that Council lift the Holding (H) Provision from the portion of the lands intended to be occupied by the proposed addition. The

Holding (H) Provision is suggested to remain over the rest of the site should St. Stephen's Church propose any future development on the lands.

RELATIONSHIP TO STRATEGIC PLAN:

The lifting of the Holding (H) Provision is consistent with the Town's strategy to manage growth.

FINANCIAL IMPACT:

The removal of the Holding (H) Provision is an administrative matter and has no financial impact.

CONSULTATION:

Planning staff has consulted with the appropriate Town departments, the Region of Halton and the Ministry of Transportation (MTO) in preparation of this report.

PUBLIC ENGAGEMENT:

Public consultation is not required prior to the removal of this Holding (H) Provision.

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 recommendations outlined in this report are not applicable to the Strategy's implementation.

COMMUNICATIONS:

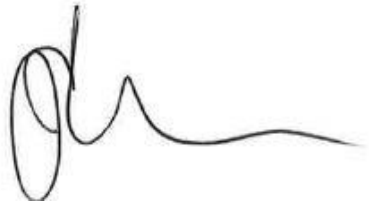
Notice of the Town's intention to pass the Holding Removal By-law was completed in accordance with the requirements of the Planning Act.

CONCLUSION:

On the basis of the foregoing, Planning staff recommends that Council lift the Holding (H) Provision from the portion of the subject lands to be occupied by the proposed addition by enacting the attached By-law, as generally shown in **SCHEDULE 4 – PROPOSED HOLDING REMOVAL BY-LAW**.

Reviewed and Approved by,

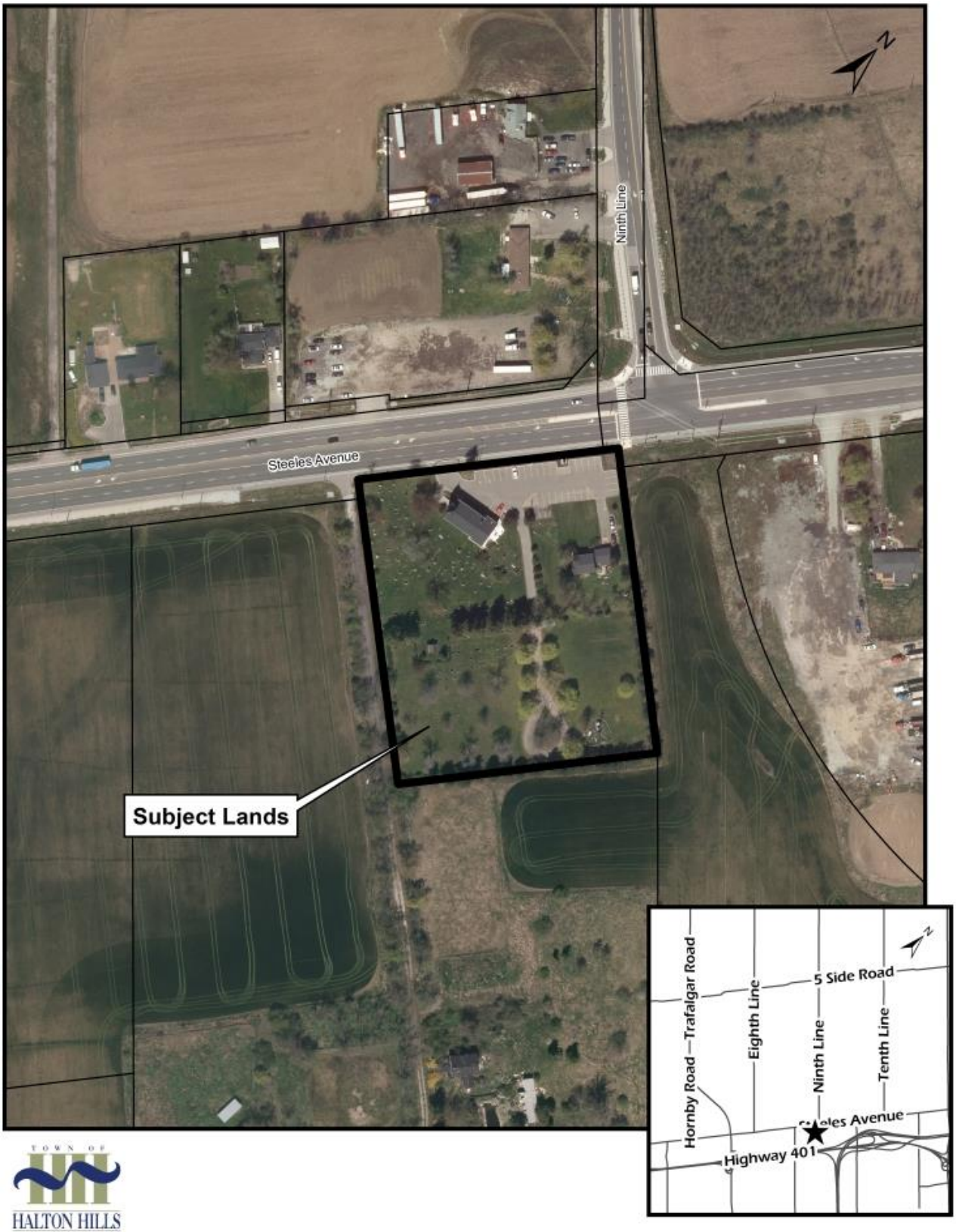
Jeff Markowiak, Manager of Development Review



John Linhardt, Commissioner of Planning and Sustainability

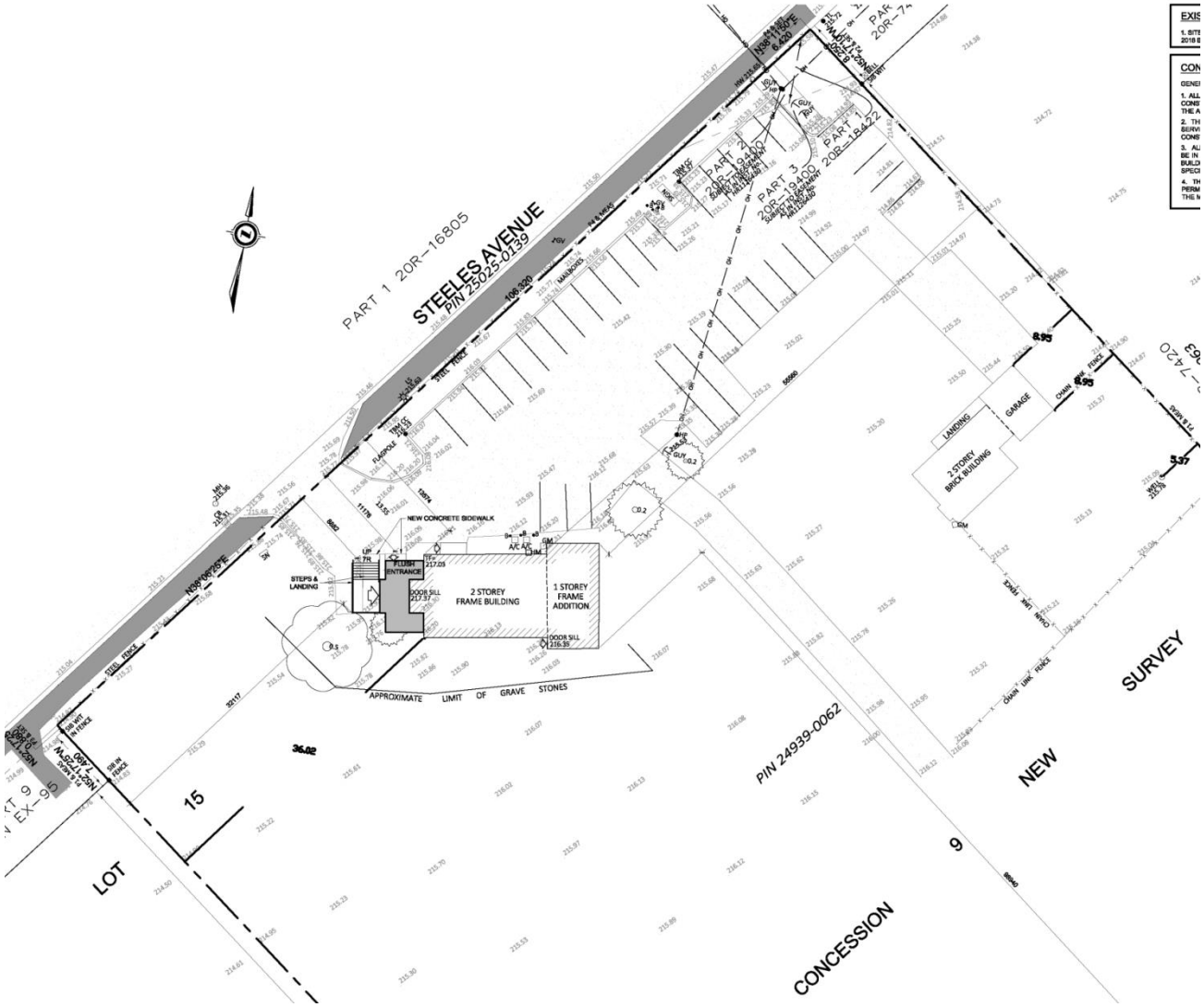
Brent Marshall, CAO

SCHEDULE 1 – LOCATION MAP

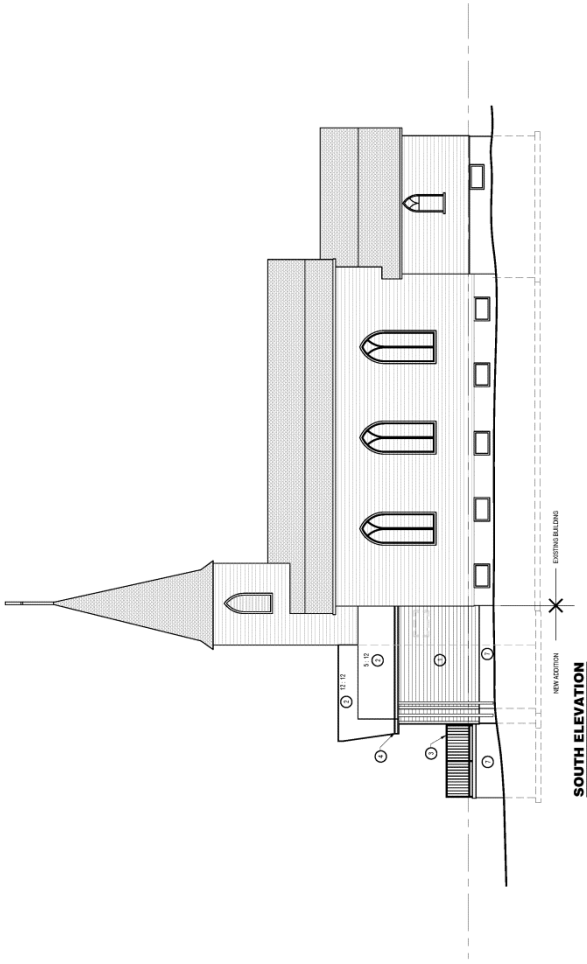


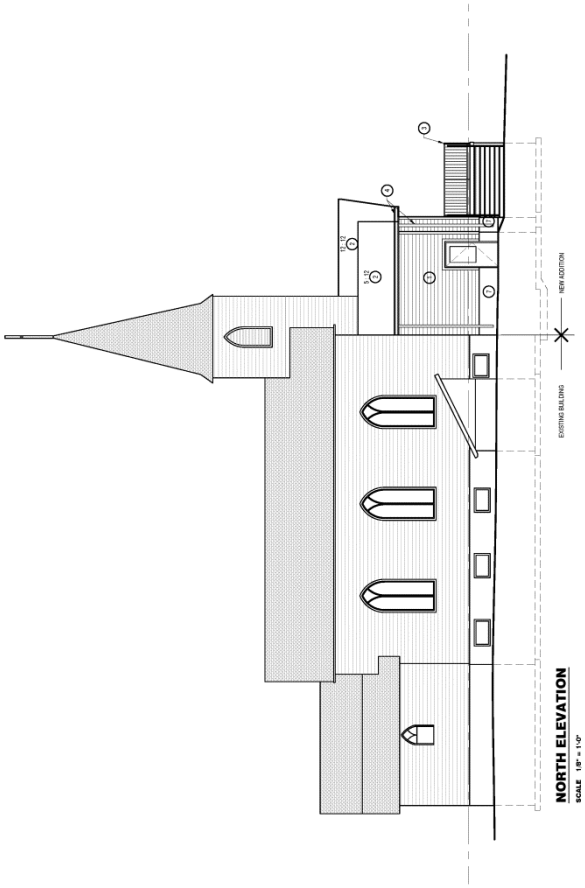
TOWN OF HALTON HILLS

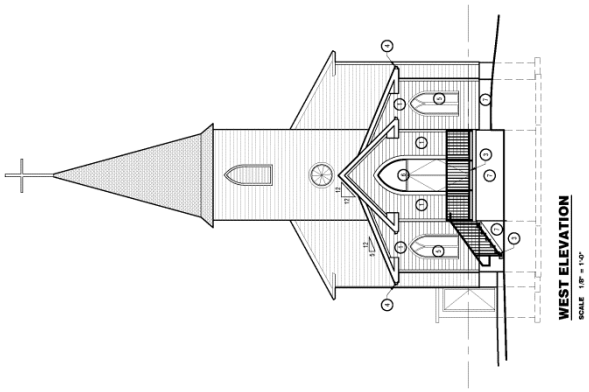
SCHEDULE 2 – PROPOSED SITE PLAN

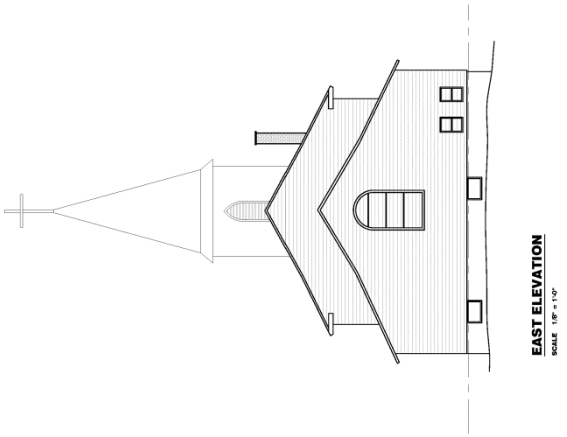


SCHEDULE 3 – PROPOSED BUILDING ELEVATIONS









SCHEDULE 4 – PROPOSED HOLDING REMOVAL BY-LAW

TOWN OF
HALTON HILLS
Working Together Working for You!

BY-LAW NO. 2018-

A By-law to remove the Holding (H) Provision from Zoning By-law 57-91, as amended by By-law 00-138, for lands described as Part Lot 15, Concession 9 New Survey Trafalgar Town of Halton Hills, Regional Municipality of Halton 14996 (14946) Steeles Avenue (Esquesing)

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

AND WHEREAS notice of removal of the Holding (H) Provision has been provided in accordance with the regulations of the Planning Act, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS Council has recommended that the Holding (H) Provision be removed from Zoning By-law 57-91, as amended by By-law 00-138, as hereinafter set out;

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

1. That Schedule "1" of Zoning By-law 57-91, as amended by By-law 00-138, is hereby further amended by removing the Holding (H) Provision for the lands described Part Lot 15, Concession 9 New Survey Trafalgar, Town of Halton Hills, Regional Municipality of Halton, as shown on Schedule "1" attached to and forming part of this By-law; and

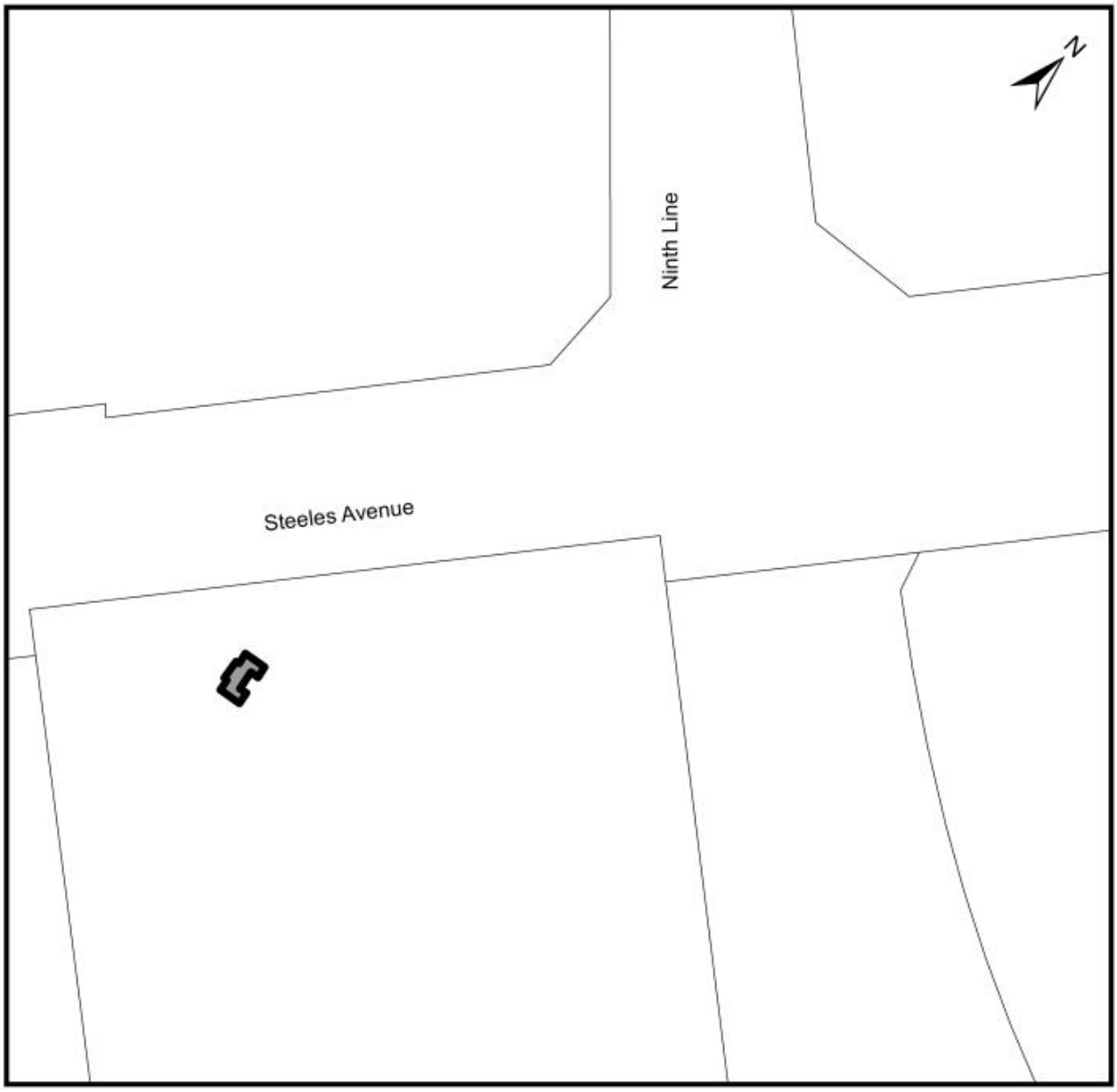
2. This By-law shall become effective from and after the date of passing hereof.

BY-LAW read and passed by the Council for the Town of Halton Hills this 10th day of September, 2018.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES

SCHEDULE 1 to By-law 2018-____



Legend

Holding Provision (H) to be removed.

REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: John McMulkin, Planner – Development Review

DATE: August 28, 2018

REPORT NO.: PLS-2018-0072

RE: Recommendation Report for Removal of the Holding (H1) Provision from 249-251 Guelph Street (Georgetown)

RECOMMENDATION:

THAT Report No. PLS-2018-0072, dated August 28, 2018, with respect to a "Recommendation Report for Removal of the Holding (H1) Provision from 249-251 Guelph Street (Georgetown)", be received;

AND FURTHER THAT the request to remove the Holding (H1) Provision from Zoning By-law 2010-0050, as amended, for the lands described as Lots 3 and 4, Plan 1269, Except Parcels J and K, Plan 92, and Parts 1, 2, 3, 4, 5 and 6, Plan 20R-18893, Town of Halton Hills, Regional Municipality of Halton, municipally known as 249-251 Guelph Street (Georgetown), be approved;

AND FURTHER THAT the necessary By-law be enacted to authorize the removal of the Holding (H1) Provision as generally shown in SCHEDULE 3 of this report.

BACKGROUND:

In early 2018 the Owner of 249-251 Guelph Street (Georgetown) filed a 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.

In order to facilitate the proposed 2-storey commercial building Council approved a Zoning By-law Amendment (By-law 2018-0041) on July 9, 2018, which served to incorporate the subject lands into Zoning By-law 2010-0050 (Report No. PLS-2018-0057). Through that amendment the zoning of the site was changed to "Georgetown Community Node Two Exception (GCN2 (101))" and a Holding (H1) Provision was placed on the property. The conditions of the H1 Provision are the execution of a Site Plan Agreement by the Owner and the approval of servicing allocation by the Region of Halton.

The Owner (2541331 Ontario Inc.) is hoping to obtain building permits for the proposed building this fall. As conditional Site Plan approval is anticipated to be issued shortly, the Owner has requested that the Town commence the process to remove the Holding (H1) Provision.

COMMENTS:

The Holding (H1) Provision may be lifted once the following has been completed:

- an appropriate Site Plan Agreement has been executed by the Owner; and
- allocation of servicing has been approved by the Region of Halton.

Town staff is satisfied that the criteria associated with the Holding (H1) Provision have been, or will be addressed, as follows:

- The Town has completed its review of the Site Plan application. The Region is expected to provide their Site Plan conditions shortly, which will allow the Town to issue conditional Site Plan approval and for the Owner to enter into a Site Plan agreement with the Town; and
- A Report (PLS-2018-0073) recommending the allocation of 6 SDE from the Georgetown non-residential pool to 249-251 Guelph Street has been brought forward to Council for consideration on September 10, 2018. The Region of Halton has confirmed that the allocation of 6 SDE to the project will address the servicing condition.

Based on the above, staff is recommending that Council lift the Holding (H1) Provision from the subject lands.

RELATIONSHIP TO STRATEGIC PLAN:

The lifting of the Holding (H1) Provision is consistent with the Town's strategy to manage growth.

FINANCIAL IMPACT:

The removal of the Holding (H1) Provision is an administrative matter and has no financial impact.

CONSULTATION:

Planning staff has consulted with the appropriate Town departments and the Region of Halton in preparation of this report.

PUBLIC ENGAGEMENT:

Public consultation is not required prior to the removal of this Holding (H1) Provision.

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 recommendations outlined in this report are not applicable to the Strategy's implementation.

COMMUNICATIONS:

Notice of the Town's intention to pass the Holding Removal By-law was completed in accordance with the requirements of the Planning Act.

CONCLUSION:

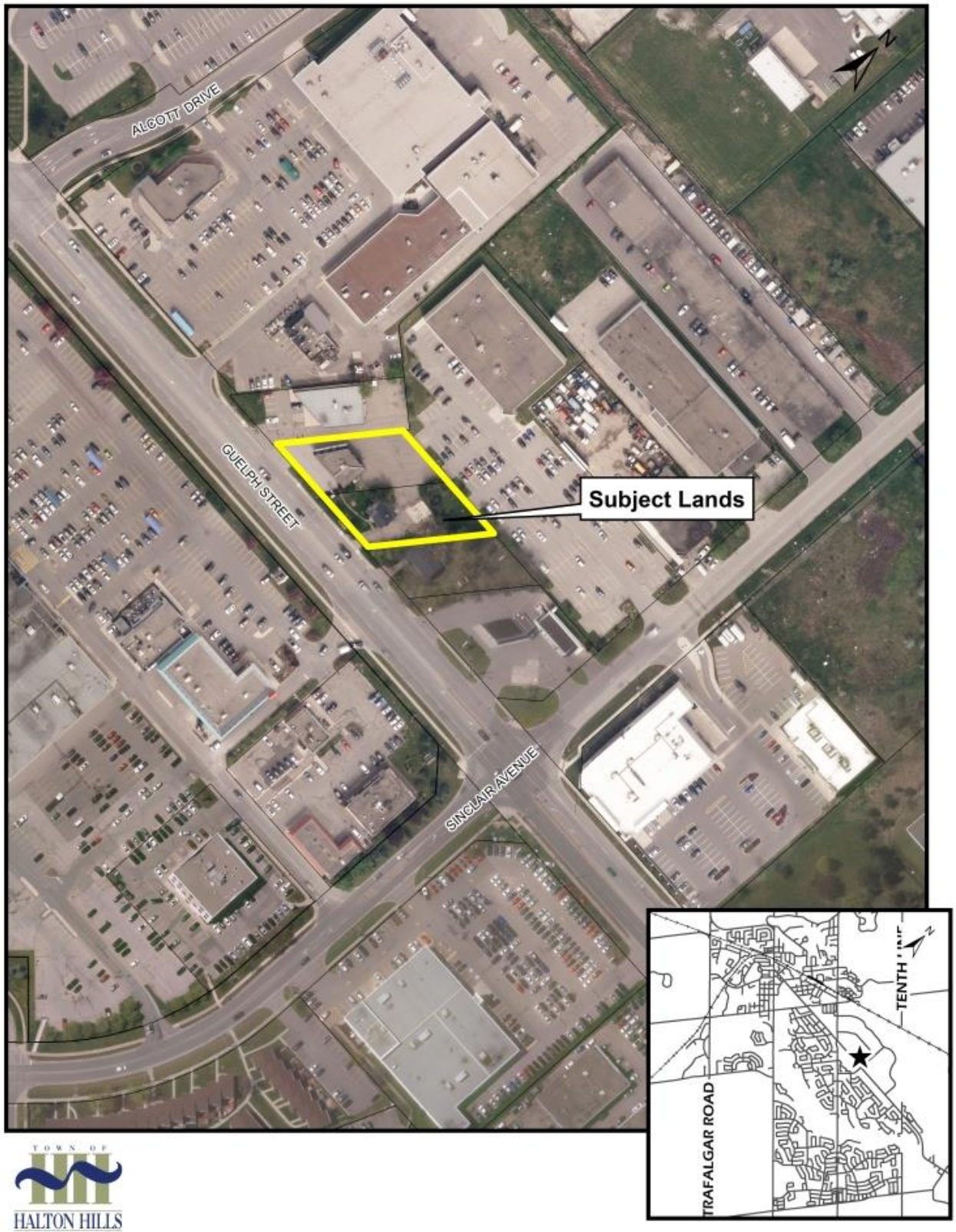
On the basis of the foregoing, Planning staff recommends that Council lift the Holding (H1) Provision from 249-251 Guelph Street by enacting the attached By-law, as generally shown in **SCHEDULE 3 – PROPOSED HOLDING REMOVAL BY-LAW**.

Reviewed and Approved by,

Jeff Markowiak, Acting Commissioner of Planning and Sustainability

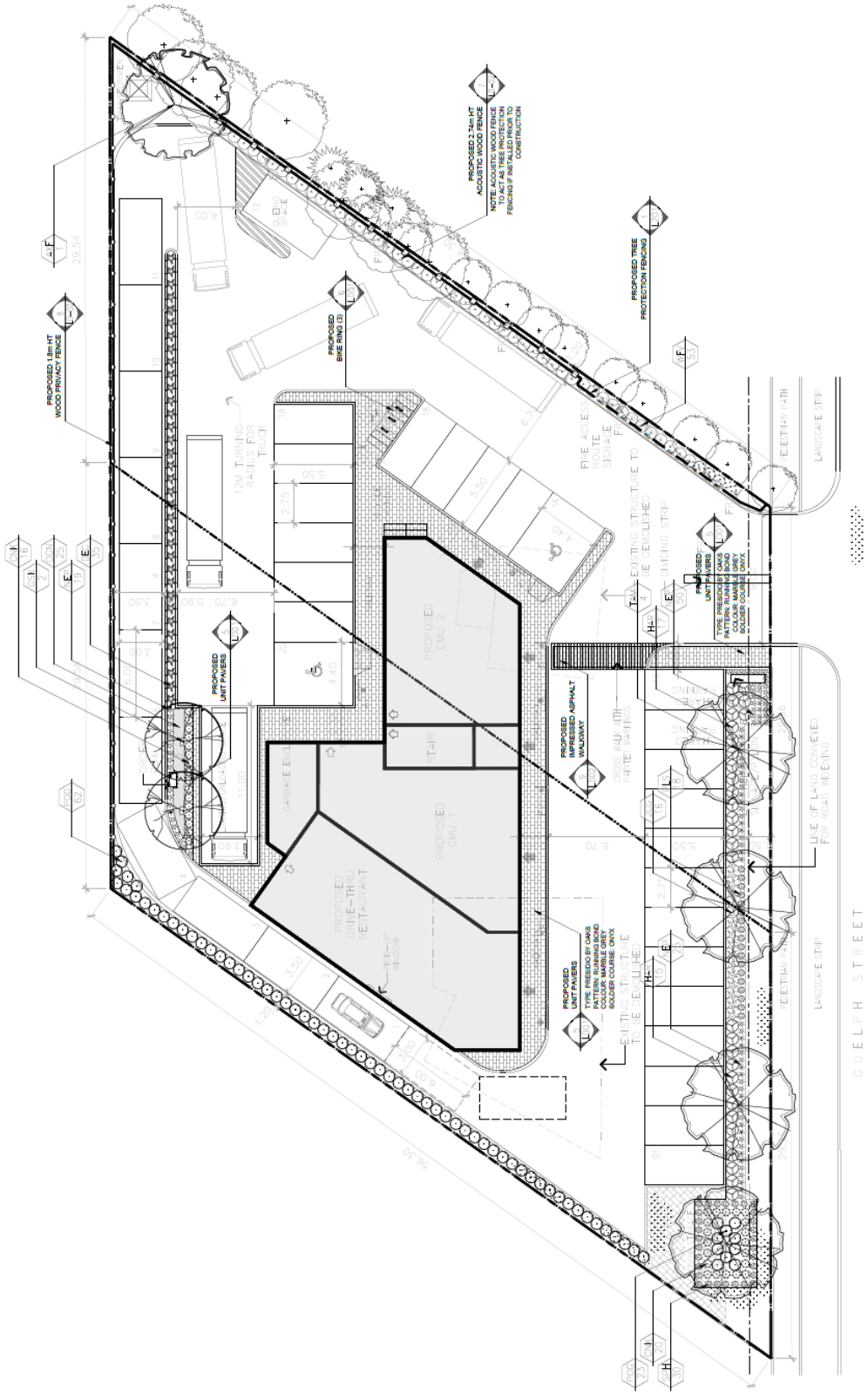
Brent Marshall, CAO

SCHEDULE 1 – LOCATION MAP



TOWN OF HALTON HILLS

SCHEDULE 2 – PROPOSED SITE PLAN



SCHEDULE 3 – PROPOSED HOLDING REMOVAL BY-LAW

TOWN OF HALTON HILLS
Working Together Working for You!

BY-LAW NO. 2018-

A By-law to remove the Holding (H1) Provision from 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, 3, 4, 5 and 6, 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 Section 36 of the Planning Act, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS notice of removal of the Holding (H1) Provision has been provided in accordance with the regulations of the Planning Act, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS Council has recommended that the Holding (H1) Provision be removed from Zoning By-law 2010-0050, as amended, as hereinafter set out;

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 removing the Holding (H1) Provision for the lands described Lots 3 and 4, Plan 1269, Except Parcels J and K, Plan 92, and Parts 1, 2, 3, 4, 5 and 6, Plan 20R-18893, Town of Halton Hills, Regional Municipality of Halton, as shown on Schedule "1" attached to and forming part of this By-law; and

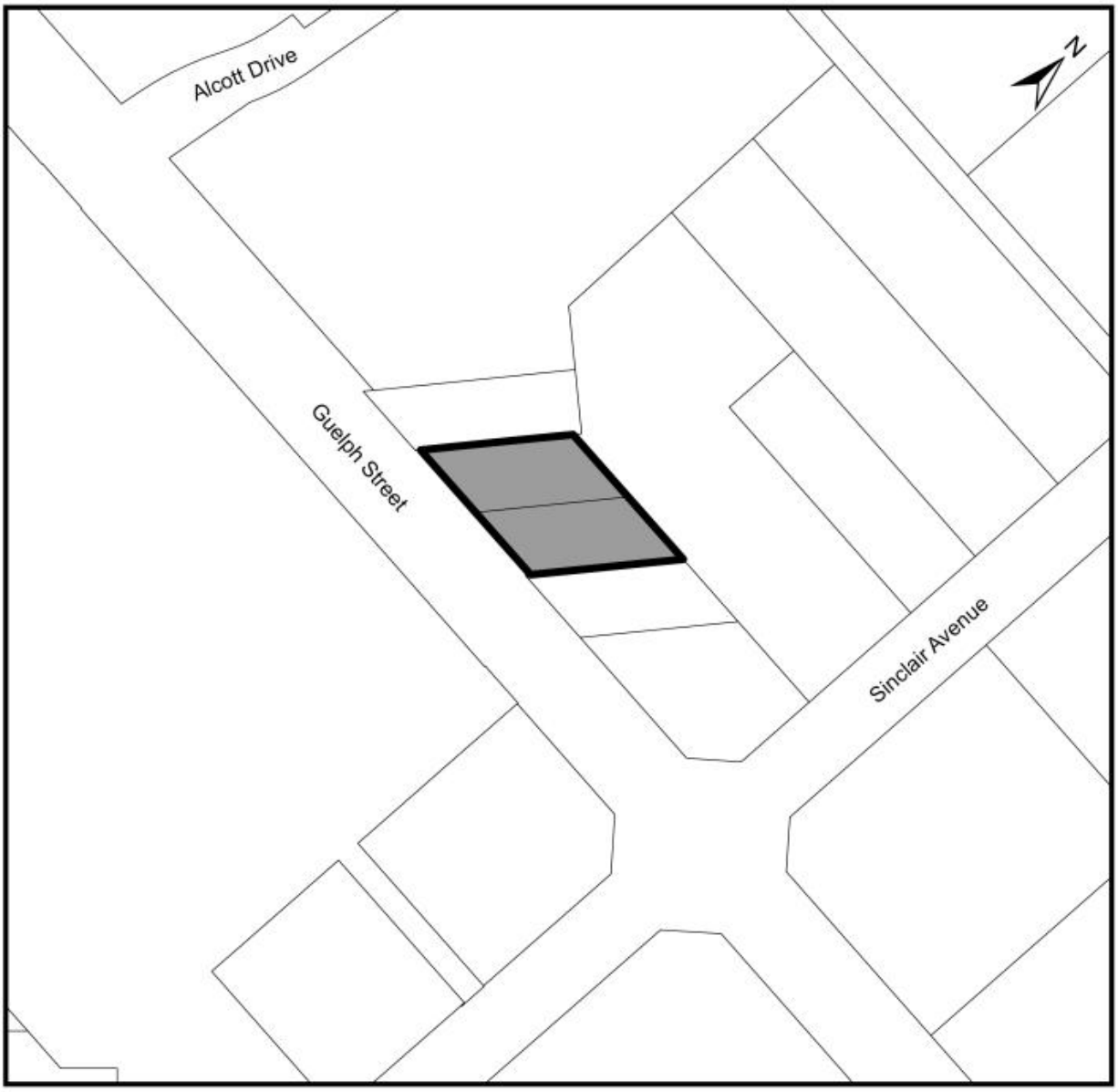
2. This By-law shall become effective from and after the date of passing hereof.

BY-LAW read and passed by the Council for the Town of Halton Hills this 10th day of September, 2018.

_____
MAYOR – RICK BONNETTE

_____
CLERK – SUZANNE JONES

SCHEDULE 1 to By-law 2018-____



Legend

Holding Provision (H) to be removed.

REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Jeff Markowiak, Manager of Development Review

DATE: August 28, 2018

REPORT NO.: PLS-2018-0073

RE: Conditional water allocation for 249-251 Guelph Street (6 SDE from the Georgetown Non-Residential Pool)

RECOMMENDATION:

THAT Report No. PLS-2018-0073, dated August 28, 2018, regarding the "Conditional water allocation for 249-251 Guelph Street (6 SDE from the Georgetown Non-Residential Pool)" be received;

AND FURTHER THAT 6 single detached equivalents (SDE) of water system capacity be allocated from the Georgetown non-residential pool to 249-251 Guelph Street (Site Plan D11SPA18.004) conditional on the issuance of building permits within 12 months of the date of Council approval of this report, failing which, Council may, at its discretion, withdraw the respective water allocation.

BACKGROUND:

On July 9, 2018, Council approved a Zoning By-law Amendment (By-law 2018-0041) to incorporate the site, municipally known as 249-251 Guelph Street, into By-law 2010-0050 to facilitate the development of the 2-storey commercial building. The 2-storey building is currently the subject of Site Plan application D11SPA18.004, which will implement the approvals granted under By-law 2018-0041 and address the detailed design of the proposal; see **SCHEDULE 1 – PROPOSED SITE PLAN**.

The site is subject to a Holding (H1) Provision, which may be lifted once Council is satisfied that:

- an appropriate Site Plan Agreement has been executed; and
- allocation of servicing has been approved by the Region of Halton.

Conditional Site Plan approval has been issued by the Town and staff anticipates that the Site Plan Agreement will be executed before Council considers this report on September 10th. This report recommends allocation of the necessary 6 SDE for the Region of Halton to clear the servicing condition.

COMMENTS:

The Recommendation Report to lift the Holding (H1) Provision from 249-251 Guelph Street is also being brought forward to Council for consideration on September 10, 2018, in order to allow work on the 2-storey commercial building to commence in the fall.

This report recommends that 6 single detached equivalents (SDE) of water system capacity be allocated from the Georgetown non-residential pool to 249-251 Guelph Street, conditional on the issuance of building permits for the commercial building within 12 months of the date of Council approval of this report. Should building permits not be issued within the 12 month period Council may, at its discretion, withdraw the respective water allocation. The allocation of the 6 SDE will satisfy the condition of the Holding (H1) Provision that allocation has been granted by the Town, to the satisfaction of the Region.

If Council approves the allocation of 6 SDE to 249-251 Guelph Street the following amounts will remain in the respective Georgetown water allocation pools:

- 198 SDE in the residential infill pool; and
- 12 SDE in the non-residential pool.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports the following strategic directions outlined in Council's 2014-2018 Strategic Action Plan:

<u>Achieve Sustainable Growth:</u>

- 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.

<u>Provide Sustainable Infrastructure & Services:</u>

- To maintain and enhance community infrastructure and services that supports our quality of life.

FINANCIAL IMPACT:

Water allocation is required to allow projects to advance through the land and building approvals process. Development triggers the collection of various monies throughout the approvals process and ultimately results in the expansion of the Town's assessment base.

CONSULTATION:

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

PUBLIC ENGAGEMENT:

No public notification or engagement is required for the allocation of water system capacity.

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 recommendations outlined in this report are not applicable to the Strategy's implementation.

COMMUNICATIONS:

A copy of this report and Council's decision will be forwarded to the Applicant and the Region of Halton.

CONCLUSION:

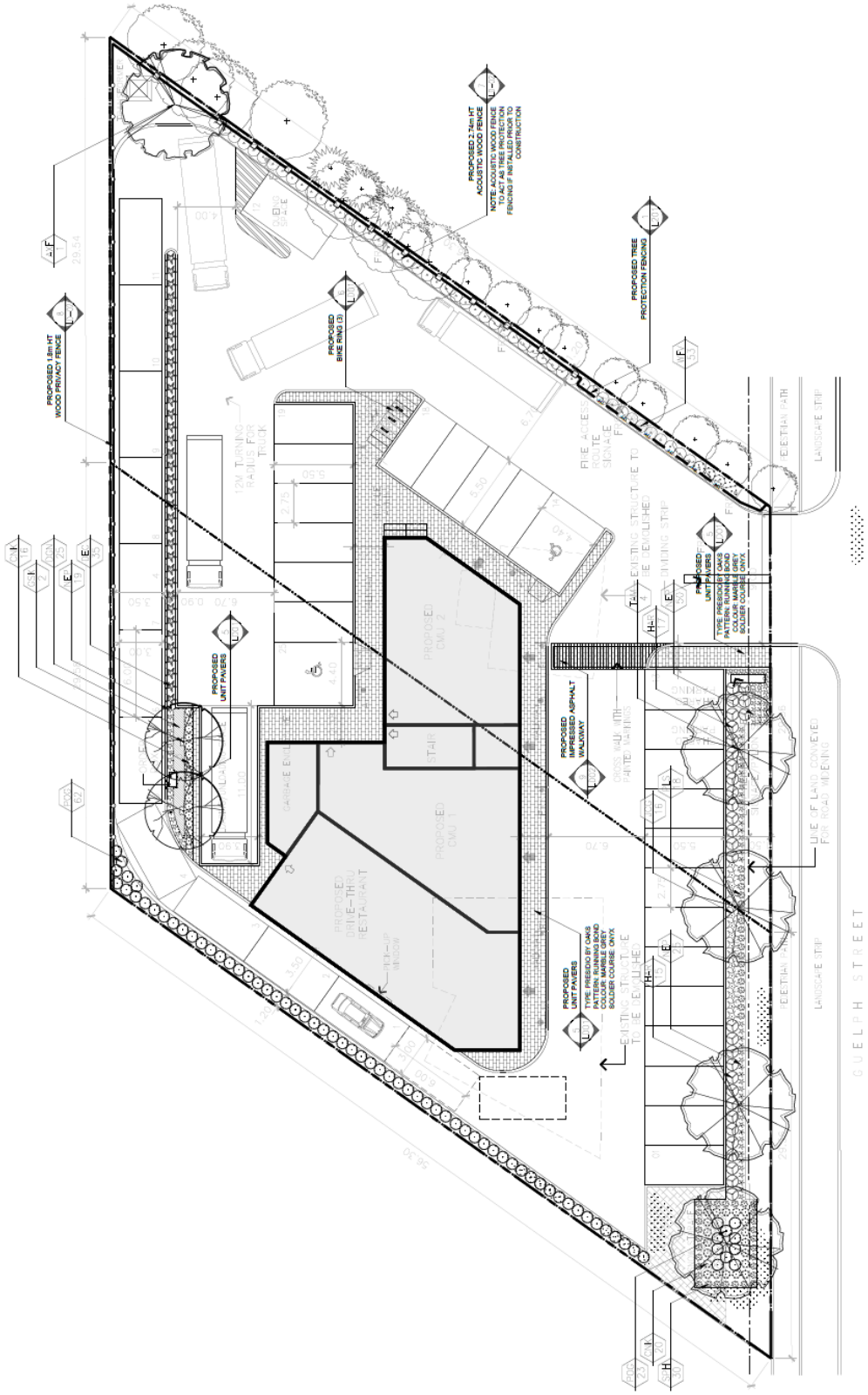
This report recommends that 6 single detached equivalents (SDE) of water system capacity be allocated from the Georgetown non-residential pool to the 2-storey commercial development at 249-251 Guelph Street, conditional on the issuance of building permits for the development within 12 months of the date of Council approval of this report.

Reviewed and Approved by,

Steve Burke, Acting Commissioner of Planning and Sustainability

Brent Marshall, CAO

SCHEDULE 1 – PROPOSED SITE PLAN



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Dharmen Dhaliah, Corporate Asset Manager

DATE: August 28, 2018

REPORT NO.: RP-2018-0023

RE: FCM's Municipal Asset Management Program – Natural Assets Valuation & Management Strategy

RECOMMENDATION:

That Report No. RP-2018-0023 dated August 28, 2018 regarding the FCM's Municipal Asset Management Program – Natural Assets Valuation & Management Strategy be received;

AND FURTHER THAT a resolution be prepared for Council's consideration which directs staff to apply to the Federation of Canadian Municipalities' Municipal Asset Management Program grant opportunity;

AND FURTHER THAT staff report back to Council with an update on the Natural Assets Valuation& Management Strategy project upon approval of the 2019 Capital Budget by Budget Committee.

BACKGROUND:

Natural assets (NA), such as forests, wetlands, and other green space, provide a range of services, often referred to as ecosystem services, upon which residents of Town of Halton Hills, the community at large and the economy depends. Natural assets are currently under stress as the Town plans for intensification and future population growth, and faces climate change impacts. In order to protect these natural assets, the Town needs to account for them and manage them under existing municipal frameworks, strategies and policies, such as asset management and stormwater master plans. This project is to take the first step in carrying out an inventory of the Town's natural assets, assessing their value and the services they provide and developing strategies to manage them in a sustainable manner.

COMMENTS:

The purpose of this report is to:

1) Seek Council's approval for staff to apply to the Federation of Canadian Municipalities' Municipal Asset Management Program grant opportunity;

2) Use the program funding to initiate the Natural Assets Valuation & Management Strategy project as part of the Town's Corporate Asset Management Program, pending approval of the 2019 Capital Budget by the Budget Committee.

Currently the Town is completing its State of Infrastructure Report as part of its Corporate Asset Management Program. The Town has also just finished the review of its Long Range Financial Plan. The only asset group that is not included in the exercise is the Town's Natural Assets. The Ont. Reg. 588/17 requires all municipalities to have fully integrated asset management policy, strategy and plans for all assets implemented by July 1, 2023. Even though natural assets are not specifically mentioned but it is generally understood that they are included under "all assets". Staff are working to position the Town to be a leader in the development and implementation of a natural assets strategy.

On June 25, 2018 Council endorsed the Town's Corporate Asset Management Policy (Report No. RP-2018-0018), outlining the principles to align with its growth and sustainability objectives. The Planning, Development and Sustainability Department is currently working on climate change vulnerability assessment and adaptation plan, and in 2019 the Transportation and Public Works Department is developing its Stormwater Master Plan, so timing of a natural asset strategy is well aligned with those initiatives.

The Natural Assets Valuation & Management Strategy project and its related activities are also well aligned with meeting requirements of the Ont. Reg. 588/17. Completion of this project and its activities will provide a solid foundation for the services of the Town's ecosystem to be valued and considered in the planning process for intensification and growth while preserving the natural assets in a sustainable manner.

The Federation of Canadian Municipalities' Municipal Asset Management Program is a five-year, $50-million program designed to help Canadian municipalities make informed infrastructure investment decisions based on sound asset management practices. Staff are requesting funding for the Natural Assets Valuation & Management Strategy project prior to its approval by the Budget Committee in order to be eligible for the Federation of Canadian Municipalities grant before the application deadline of October 23, 2018, as it is unclear whether program funding will be available after that date. It is expected that staff would be advised on the success of the application in advance of the 2019 Budget Committee deliberations.

If approved as part of the 2019 Capital Budget staff would be reporting back on progress of the Natural Assets Valuation & Management Strategy project in 2019 as part of the overall Corporate Asset Management Plan update.

RELATIONSHIP TO STRATEGIC PLAN:

The Natural Assets Valuation & Management Strategy project aligns with the Town of Halton Hills Strategic Action Plan related to Municipal Service Delivery, Financial Sustainability and Sustainability:

1. Effective, efficient and economical delivery of the Town's existing services;
2. Establish sustainable financing, asset management and master plans to acquire, operate, maintain, renew and replace infrastructure;
3. Develop a Climate Change Adaptation Plan to address community responsiveness and resiliency to climate change

FINANCIAL IMPACT:

The funding request for this application will be in the amount of $170,000 consisting primarily of estimated staff time and consultant fees to work on the project.

The Municipal Asset Management Program grant if successful will cover up to 80% of the eligible costs up to a maximum of $50,000. The Town is also actively seeking for other potential sources of funding. Any funds received would be directed back to the Capital Reserve.

If the funding application is unsuccessful, the project, if approved by the Budget Committee, will be totally funded from the Capital Reserve.

CONSULTATION:

Staff has consulted with the staff from the Planning, Development and Sustainability, and Finance Departments, as well as Credit Valley Conservation and the Municipal Natural Asset Initiatives group.

PUBLIC ENGAGEMENT:

None

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, Environmental Health, Economic Prosperity, and Social well-being pillar(s) of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Excellent, especially for Environmental Health.

COMMUNICATIONS:

Staff will communicate the outcome of the grant application to members of Council.

CONCLUSION:

Staff are seeking approval for a grant application to the Federation of Canadian Municipalities' Municipal Asset Management Program, with application deadline of October 23, 2018. The timing of the Natural Assets Valuation & Management Strategy aligns with the Town's planning for intensification, growth and climate change vulnerability assessment and adaptation plan. Furthermore it is an excellent opportunity to include natural assets in the Town's Corporate Asset Management program. Subject to the approval of the Capital Budget by Budget Committee, the project would be initiated in 2019 and the outcomes reported back to Council.

Reviewed and Approved by,

Warren Harris, Commissioner of Recreation and Parks

Brent Marshall, CAO

REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Bill Andrews, Director of Engineering

DATE: September 4, 2018

REPORT NO.: TPW-2018-0028

RE: Ministry of Environment, Conservation and Parks Transfer of Review Program Participation

RECOMMENDATION:

THAT Report No. TPW-2018-0028, dated September 4, 2018, regarding the Ministry of the Environment, Conservation and Parks (MECP) Transfer of Review Program Participation, be received;

AND FURTHER THAT Council approves the Town of Halton Hills' participation in the Ministry of Environment, Conservation and Parks Transfer of Review Program;

AND FURTHER THAT Council authorizes staff to enter into an agreement between the with the Ministry of Environment, Conservation and Parks for the purpose of participation in the Transfer of Review Program;

BACKGROUND:

In November 2017, the MECP contacted Halton Region to inform them of the Ministry's Transfer of Review (TOR) Program updates. In January 2018, Halton Region notified the Town of Halton Hills of the forthcoming changes to the program including the impact on the Region's ability to conduct reviews for the local municipalities. In February 2018, Town staff contacted the MECP to express interest in participating in the Ministry's Transfer of Review (TOR) Program. The MECP is actively seeking further participation from municipalities not currently engaged in the TOR Program to improve current wait times for approval. The program allows municipalities to conduct, on behalf of the Ministry, administrative and technical review of environmental Compliance Approval (ECA) applications for a defined range of sewage works - specifically storm water conveyance sewers, stormwater management works, retention pond facilities and Low Impact Development (LID) measures. This transfer of review program pertains to the Town's storm water engineering projects within the Development Engineering and Design & Construction Sections of Transportation & Public Works.

This voluntary program was implemented in 1978 to create efficiencies in the review of environmental approval applications and improve timelines for issuing such approvals.

Under the existing TOR Program, Halton Region has been undertaking the ECA reviews for the Town's stormwater related infrastructure. Under the updated program, Halton Region will no longer have the authority to undertake ECA reviews for the Town's stormwater related infrastructure.

Under the updated TOR Program, partner municipalities and the Ministry enter into an agreement (Refer to Appendix A), which allows qualified/designated municipal professional engineers to conduct, on behalf of the Ministry, the administrative and technical review of ECA applications for a defined range of sewage works. For the Town of Halton Hills, this would apply to all storm water sewer projects engineered by the Town's Development Engineering and Design & Construction Sections within Transportation and Public Works. Upon satisfactory review of an ECA application, the municipality would submit the completed ECA application package, together with an approval recommendation, to the Ministry for final approval. The program recognizes that the municipality assumes ownership of these sewage works and is consequently highly involved in the development process to ensure that the works are accurately designed and constructed. Improved approval timelines and certainty under the program enables municipalities to plan their infrastructure investments better.

The ministry intends to migrate all participating municipalities to the updated agreement by **October 1, 2018**. This means that all old TOR agreements would cease to be valid and would be considered revoked by that date. All participating municipalities must have an updated agreement signed by said date for continued participation. If an agreement for participation in the TOR Program is not executed with the Ministry, all Town projects/infrastructure requiring an ECA would require a direct submission to the MECP for review and approval. This would significantly increase the time required for approvals to be obtained.

COMMENTS:

Participating in the Transfer of Review program would allow the Town of Halton Hills to review and recommend the approval of ECA applications within the Development Engineering and Design & Construction for all engineering projects. Completing the review internally would reduce standard wait times currently experienced by submitting all documents to the Ministry office for review. Participation in the Transfer of Review program could reduce MECP approval wait times by over 50%, thus, improving the Town of Halton Hill's customer service to the development community and our ability to deliver capital projects in a timely manner.

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.

H.2 To ensure that infrastructure required for growth is provided in a timely manner.

H.4 To partner with other orders of government, and the private sector, to plan and finance infrastructure expansion and improvements.

FINANCIAL IMPACT:

There is no financial impact related to this report.

However, the Town will have the authority to collect the fee in respect of an application in accordance with section 9 of the Minister's Requirement for Fees made under s.179.1 of the Environmental Protection Act (EPA).

CONSULTATION:

Staff, together with the Town of Milton, Town of Oakville and the City of Burlington, have been engaged with Halton Region to coordinate the transition of the TOR Program for municipally owned stormwater related infrastructure.

Staff have consulted the MECP to express the Town's interest in participating in the TOR Program and to clarify the scope and intent of the TOR Program.

Staff have consulted with the Town Clerk to confirm the required authority to execute the Ministry's agreement.

Staff have engaged the services of Helsons LLP to undertake a legal review of the Ministry's agreement prior to final execution by the Town. At the time this Report was prepared, the results of the legal review were not available. Staff do not anticipate any significant issues to arise from this review.

PUBLIC ENGAGEMENT:

Public Engagement is not applicable at this time.

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:

Communications is not applicable at this time.

CONCLUSION:

Staff recommends that Council approves this report to authorize staff to execute an agreement with the Ministry of Environment, Conservation and Parks to participate in the Ministry's Transfer of Review Program.

Reviewed and Approved by,

Chris Mills, Commissioner of Transportation and Public Works

Brent Marshall, CAO

TRANSFER OF REVIEW AGREEMENT

B E T W E E N:

HER MAJESTY THE QUEEN in right of Ontario
as represented by the Minister of the Environment, Conservation and Parks

(hereinafter referred to as the "**Crown**")

- and -

Town of Halton Hills

(hereinafter referred to as the "**Municipality**")

Date: 2018/08/28	**Agreement Number: TOR-HTH-E14-2018-29**
Crown Representative: Name: Christina Labarge, P.Eng. Address: 135 St. Clair Avenue West Toronto, ON, M4V 1P5	**Municipal Representative**: Name: Suzanne Jones Address: 1 Halton Hills Drive Halton Hills, ON L7G 5G2
Telephone Number: 416-314-8001 E-Mail: christina.labarge@ontario.ca	Telephone Number: 905-873-2601 Ext 2331 E-Mail: suzannej@haltonhills.ca

DEFINITIONS

In this document,

"combined sewer" means a sewer that is intended to function simultaneously as a storm sewer and a sanitary sewer;

"discharge", when used as a verb, includes add, deposit, emit or leak and, when used as a noun, includes addition, deposit, emission or leak;

"Environmental Compliance Approval" means an approval issued under Part II.1 of the *Environmental Protection Act*;

"combined sewer system" means a wastewater collection system which conveys sanitary wastewaters (domestic, commercial and industrial wastewaters) and stormwater runoff through a single- pipe system to a Sewage Treatment Plant or treatment works. Combined sewer systems which have been partially separated and in which roof leaders or foundation drains contribute stormwater inflow to the sewer system conveying sanitary flows are still defined as combined sewer systems;

"combined sewer overflow" is a discharge to the environment from a combined sewer system that usually occurs as a result of a precipitation event when the capacity of the combined sewer is exceeded. It consists of a mixture of sanitary wastewater and stormwater runoff and often contains high levels of floatables, pathogenic microorganisms, suspended solids, oxygen-demanding organic compounds, nutrients, oil and grease, toxic contaminants and other pollutants;

“Duty to Consult” pertains to the Crown’s legal obligation to consult with Indigenous peoples where it contemplates decisions or actions that may adversely impact asserted or established Indigenous or treaty rights;

“industrial land” means land used for the production, processing, repair, maintenance or storage of goods or materials, or the processing, storage, transfer or disposal of waste, but does not include land used primarily for the purpose of buying or selling,

a. goods or materials other than fuel, or
b. services other than vehicle repair services;

“Ministry” means the ministry of the government of Ontario responsible for the Environmental Protection Act and the Ontario Water Resources Act and includes all officials, employees or other persons acting on its behalf;

“Municipality” includes a local board, as defined in the Municipal Affairs Act, and a board, commission or other local authority exercising any power with respect to municipal affairs or purposes, including school purposes, in an unorganized township or unsurveyed territory;

“municipal representative” means, an officer, employee or agent of the Municipality or a representative with the authority to bind the Municipality;

“natural environment” has the same meaning as in the *Environmental Protection Act*;

“owner” means a Municipality or person having authority to construct, maintain, operate, repair, improve or extend water works or sewage works;

“person” includes a Municipality;

“Professional Engineer” has the same meaning as in the *Professional Engineers Act*;

“sanitary sewer” means a sewer for the collection and transmission of residential, commercial, institutional or industrial sewage, or any combination thereof;

“sewage” includes drainage, storm water, commercial wastes and industrial wastes and such other matter or substance as is specified by the regulations;

“sewage works” means any works for the collection, transmission, treatment and disposal of sewage or any part of such works, but does not include plumbing to which the Building Code Act, 1992 applies;

“sewer” means any system of pipes, drains and appurtenances used for the collection or transmission of sewage, but does not include plumbing to which the Building Code Act, 1992 applies or a pumping facility;

“storm sewer” means a sewer for the collection and transmission of storm water drainage;

“stormwater” means rainwater runoff, water runoff from roofs, snowmelt and surface runoff; and

“stormwater management facility” means a facility for the treatment, retention, infiltration or control of storm water.

TERMS AND CONDITIONS

1. Agreement to Participate

The Municipality has agreed to participate in the Transfer of Review (TOR) program. The Municipality must ensure that all applications and their supporting documentation for an Environmental Compliance Approval (ECA) meet all applicable Terms and Conditions in this Agreement and any Schedules attached to this Agreement prior to submitting them to the Ministry for approval.

The Municipality can review and submit applications for their own municipal works projects. The Municipality may also submit applications for sewage works on behalf of other parties whose projects are entirely located within the municipal boundary of the Municipality and there is an agreement with the Municipality pursuant to the Planning Act which provides that ownership of the system may be transferred to the Municipality and the works require an Environmental Compliance Approval (ECA). It is the sole responsibility of the Municipality to ensure that any application submitted on behalf of another party meets all applicable requirements of the program.

The Ministry's legislated responsibilities including approval decisions as well as, compliance and enforcement actions remain unchanged under this program.

2. Commencement

This Agreement comes into force on the day that the agreement is signed by the Municipality. Once signed by the Municipality this agreement revokes any existing Transfer of Review Program Agreement that was in place prior to this Agreement. The Municipality must return the original copy of the signed agreement to the following address:

Supervisor
Application Review Unit
Client Services and Permissions Branch
Ministry of the Environment, Conservation and Parks
135 St. Clair Ave. W.
Toronto, ON, M4V 1P5

3. Fees Required

In accordance with section 9 the Minister's Requirement for Fees made under s.179.1 of the Environmental Protection Act (EPA) the Municipality has the authority to collect the fee in respect of an application. Consideration under this agreement is the fee collected by the Municipality.

4. Sewage Works Subject to the Agreement

The Municipality may submit ECA applications for the works identified in Schedule A of this Agreement under the TOR program.

The Ministry and the Municipality may mutually agree to add works to Schedule A of the Agreement. The Ministry may also amend Schedule A with written notice to the Municipality.

5. Pre-submission Consultation Requirements

Where the Municipality is uncertain regarding the works that form part of the Transfer of Review Agreement in Schedule A, the Municipality shall require the applicant to engage in pre-submission consultation with the local Ministry District Office[1].

6. Consultation with other Agencies and other Approvals

Where Conservation Authority clearance or Niagara Escarpment Planning and Development Act permit is required, the approval, permit, or clearance letter must be obtained before the application is accepted for review.

Note: even if formal approval from the local Conservation Authority is not required, it is strongly recommended that applicants consult with the local Conservation Authority, particularly on stormwater related applications to determine if they have any concerns with the project. If the project does not occur within the boundary of a Conservation Authority, consultation with the local Ministry of Natural Resources and Forestry (MNRF) office is recommended.

7. Indigenous Consultation, Environmental Assessment, Environmental Bill of Rights Requirements

The Municipality must ensure that all applications satisfy any applicable requirements under the Environmental Assessment Act (EAA). The EAA and the associated regulations can be found at https://www.ontario.ca/laws.

The Municipality must include a summary of consultation (including Indigenous consultation if any[2]) on the application or the proposed development per Schedule B.

8. Complete Applications

Schedule B attached to this Agreement lists the minimum documentation applicants must submit to the Municipality for review. It is the responsibility of the Municipality to ensure applications for ECAs are complete and include the documents in Schedule B where applicable.

Schedule B also lists the minimum documents and forms that the Municipality must prepare and submit to the Ministry as part of the TOR program.

9. Incomplete Applications

Incomplete applications are those applications that do not have one of the items listed in Schedule B required to be prepared and submitted by either the applicant or Municipality where applicable.

The issuance of the Approval is contingent on the application being deemed complete. **Incomplete applications submitted to the Ministry will be returned to the Municipality without prior notice.**

[1] This document advises proponents, in certain sections, to contact the local Ministry District Office. They may be advised by the local District Office to contact the local Ministry Safe Drinking Water Branch (SDWB) office instead of or in addition to the District Office.

[2] Pre-consulting with the local Ministry District Office on the need for Indigenous consultation is recommended to ascertain whether this consultation is required.

10. Submission of Applications

The Municipality must ensure that applicants for an ECA submit two (2) copies of all required completed application forms and supporting documentation listed in Schedule B to the Municipality.

In addition, the applicant must submit one (1) copy of the completed application forms and supporting documentation to the local Ministry District Office, addressed to the attention of the District Manager.

The local Ministry District Office normally has two (2) weeks in which to provide comments about the application to the participating Municipality or to indicate when comments will be forthcoming. The Municipality and the applicant are required to address and resolve any comments received from the local Ministry District Office. As a result of comments provided by the local District Office, changes to the project design and to the Environmental Compliance Approval application information may be required. If no comments have been received from the local Ministry District Office after two (2) weeks from receipt of the application it is generally assumed there are no concerns and concurrence has been given. The Municipality should note whether any feedback was provided within the two week period.

The Municipality keeps one (1) copy of the applicant's submitted information and, after completing their program responsibilities, submits one (1) copy along with any documentation and forms the Municipality is required to prepare (listed in Schedule B) to the Ministry.

11. Municipal Review of Applications

The Municipality is responsible for conducting the technical review and evaluation of the applicant's information.

The technical review and evaluation must be done by one or more Professional Engineers with experience in the design and operation of sanitary and storm water works.

Only Professional Engineers employed by the Municipality in the following services are allowed to conduct the technical review and evaluation of applications to be submitted under the TOR program:

- **Development Engineering Department**
- **Design and Construction Department**

The engineers that conducted the technical review and evaluation must be members in good standing with Professional Engineers Ontario (PEO) and must include their licence number with the application submission (as part of the Letter of Recommendation).

To avoid any potential conflict of interest situations, a Professional Engineer who has designed or certified the engineering drawings for the sewage works project must not review his/her own Environmental Compliance Approval application information under the program.

The results of the Professional Engineer's technical review and evaluation must be documented in a Letter of Recommendation that will be submitted to the Ministry. The Ministry will review the Letter of Recommendation to determine if approval should be granted.

Additional information on the municipal review of applications and the Letter of Recommendation can be found in Schedule C attached to this agreement.

12. Draft Environmental Compliance Approval

The Municipality must prepare and submit a draft Approval including the descriptions of the works to be approved and the terms and conditions of the Approval.

Schedule D contains sample templates for describing the works to be included in the Approval. The Ministry will add terms and conditions to the approval similar to those approvals whose applications are directly reviewed by the Ministry. In addition to standard terms and conditions, Municipalities may, with sufficient justification, request other conditions be added to the approval. However, the Ministry reserves the right to accept or deny such requests.

13. Application Processing Time, Approval or Refusal

The Ministry will endeavor to issue the Approval for submitted applications within 30 business days from the date they are deemed complete.

The Municipality should notify all applicants of this timeframe and that no further prioritization in the processing of TOR applications will be considered by the Ministry.

If, in the opinion of the Director, the Approval should be refused, a Refusal Notice will be issued to the applicant. The Notice will contain the reasons for the refusal and will be copied to the signatory of the Municipality's Letter of Recommendation.

An Approval or Refusal Notice issued under the TOR program is still subject to the associated appeal provisions under the Environmental Protection Act (EPA).

14. Audits

To ensure compliance with the TOR program, the Ministry will conduct audits of applications submitted under the program. This may include both random audits of applications before the Approval is issued, as well as more thorough audits of applications for which Approvals have been issued.

The audit of an application that has not been approved will consist of a full review by a Ministry Review Engineer (similar to the review conducted for direct submissions). As such, the issuance of the Approval for an application subjected to an audit may be delayed and the Ministry will not be able to meet the 30 day turn-around time.

The Ministry will contact the Municipality within two (2) business days of commencing an audit of an application for which an Approval has not yet been issued. The Ministry will discuss the nature of the audit, timing of the audit as well as any other additional requirements. The Municipality may also be required to provide additional information not included with the original application package.

In addition, the audit of applications already approved (or refused) may require additional information from the Municipality or applicant.

The results of the audit may lead the Ministry to take action including the alteration of works subject to the program, additional requirements for the Municipality's review or result in termination of the Municipality's participation in the program.

Please note that the Ministry may remove a participating Municipality from the program if it is discovered through an audit that its applicants are routinely delaying or not constructing approved works.

15. Annual Summary

On or before March 31st of each year that this agreement is in effect, the Municipality shall submit to the Ministry a summary list of the projects that the Municipality reviewed and submitted to the Ministry for the previous calendar year. The summary list shall include the name of the applicant, project name, location, list of works reviewed, date submitted and status (e.g. approved, refused, returned, in review). If possible, Ministry reference and/or approval numbers should also be included.

Summary lists are to be submitted electronically to the general mailbox of the Client Services and Permissions Branch at enviropermissions@ontario.ca marked to the attention of the Supervisor, Application Review Unit in the subject header of the email.

16. Amendments to or Termination of the Program

This agreement may be reviewed and amended at any time by mutual agreement of the signing parties.

The Municipality will notify the Ministry in writing of their intention to withdraw from the program. The Ministry will provide the Municipality a letter acknowledging receipt of this notice. The date specified in the acknowledgement letter will be the date of the Municipality's withdrawal from the program. Any applications that were submitted under the program by the Municipality prior to the date on the acknowledgement letter noted above will continue to be processed as a TOR application.

The Ministry may terminate the Municipality's participation in the program. The Ministry will notify the Municipality in writing of the Municipalities termination of the program. It is the sole responsibility of the Municipality to notify any parties that may be affected by the Municipality's termination in the program.

17. Signatures

I, the undersigned, of the Municipality have read and agree to the Terms and Conditions in this Agreement that the Municipality must abide by in order to submit applications for Environmental Compliance Approvals under the Ministry's Transfer of Review program.

Suzanne Jones Clerk and Director of Legislative Services Town of Halton Hills	Date

I, the undersigned, as a representative of the Ministry of the Environment, Conservation and Parks agree to allow the Town of Halton Hills to participate in the Ministry's Transfer of Review program commencing on the date that this agreement has been signed by both the Ministry and the Municipality.

Christina Labarge, P.Eng. Supervisor, Application Review Unit Client Services and Permissions Branch, MECP	*2018/08/30* Date

SCHEDULE A
SEWAGE WORKS ALLOWED UNDER THE TRANSFER OF REVIEW PROGRAM

Works allowed to be submitted under the TOR program by the Municipality are described in Sections 1 and 2 below. The works must also meet any requirements in the applicable section. Works that are not described in Section 1 or 2, do not meet any applicable requirements or to which Section 3 applies are not allowed to be submitted under the TOR program.

1. Standard Works Allowed

i) Allowed Stormwater Works

Unless specified in Section 3 of this Schedule, only ECA applications for the following stormwater works are allowed to be submitted by the Municipality under the TOR Program:

a. New or modified municipal or private storm sewers, ditches, culverts and grassed swales that:

i. are designed in accordance with the Ministry document *Stormwater Management Planning and Design Manual, 2003* (PIBS 4329e) as amended from time to time;
ii. are designed primarily for the collection and transmission of stormwater;
iii. discharge to existing storm sewers, other existing stormwater conveyance works, an approved stormwater management facility, or a Municipal Drain;
iv. for drainage works under the *Drainage Act*, approval of a petition for the modifications must be obtained under the *Drainage Act* prior to submitting an application for an ECA;
v. are not combined sewers or superpipes and does not connect to a combined sewer;
vi. are not located on industrial land or designed to service industrial land;
vii. do not propose to collect, store or discharge stormwater containing substances or pollutants (other than Total Suspended Solids, or oil and grease) detrimental to the environment or human health; and
viii. do not require the establishment and monitoring of effluent quality criteria.

b. New or modified, municipal or private oil/grit separators that:

i. are designed in accordance with the Ministry document *Stormwater Management Planning and Design Manual, 2003* (PIBS 4329e) as amended from time to time;
ii. discharge to existing storm sewers, other existing stormwater conveyance, an approved stormwater management facility, or a Municipal Drain;
iii. for drainage works under the *Drainage Act*, approval of a petition for the modifications must be obtained under the *Drainage Act* prior to submitting an application for an ECA;
iv. are not located on industrial land or designed to service industrial land;
v. do not propose to collect, store or discharge stormwater containing substances or pollutants (other than Total Suspended Solids, or oil and grease) detrimental to the environment or human health; and
vi. do not require the establishment and monitoring of effluent quality criteria.

2. Additional Works Allowed

The Municipality may submit ECA applications for stormwater works other than those allowed in Section 1 as described below and in accordance with any listed requirements.

The Municipality's TOR Program is expanded to include:

a. Stormwater Management Facilities (wet ponds, wetlands, hybrid ponds, dry ponds)

- altering, modifying, adding, optimizing or expanding the retention capacity for existing approved stormwater management facilities, including stormwater outfalls, provided that:
  - if the proposed works are required to provide quality control, the works are designed to achieve Enhanced Level water quality control and erosion protection (i.e. 80% TSS removal); and
  - any attenuation design requirements are satisfied;

- installing new stormwater management facilities, including stormwater outfalls, provided that:
  - if the proposed works are required to provide quality control, the works are designed to achieve Enhanced Level water quality control and erosion protection (i.e. 80% TSS removal); and
  - any attenuation design requirements are satisfied;

- stormwater pumping stations.

b. Lot Level and Conveyance Control (Low Impact Development) Measures

- altering, modifying, adding, optimizing or expanding the retention capacity for existing approved low impact development (LID) measures, including stormwater outfalls, provided that:
  - if the proposed works are required to provide quality control, the LID measures are designed to achieve Enhanced Level water quality control and erosion protection (i.e. 80% TSS removal); and
  - any attenuation design requirements are satisfied;

- installing new LID measures, including stormwater outfalls, provided that:

  - if the proposed works are required to provide quality control, the LID measures are designed to achieve Enhanced Level water quality control and erosion protection (i.e. 80% TSS removal);
  - any attenuation design requirements are satisfied; and
  - the design considers corrective and remediation measures in the event of lack of performance of the LID measures;

- rooftop, surface and underground storage with inlet control devices or orifices.

For Works listed in 2a through 2b the following requirements must be met:

- the Works must be designed in accordance with the Ministry documents *Design Guidelines for Sewage Works, 2008* (PIBS 6879) and *Stormwater Management Planning and Design Manual, 2003* (PIBS 4329e), as amended from time to time;

- the Works must receive drainage only from non-industrial lands, where industrial lands are defined by *Ontario Regulation 525/98*;

- any stormwater management pond listed in 2b above shall not be used as a snowmelt facility;

- for Works that are designed to partially infiltrate or exfiltrate into the surrounding soils during high flow conditions:
  - based on the type of works, the vertical separation distance between the highest groundwater table (i.e. spring runoff) and the lowest elevation of the works shall adhere to Table 4.1 of the Ministry document *Stormwater Management Planning and Design Manual, 2003* (PIBS 4329e); and
  - groundwater must not be utilized as a potable water resource anywhere drainage is captured by the stormwater management works;

- infiltration or exfiltration stormwater works include:
  - pervious pipes and catch-basins;
  - filtering systems, and infiltration trenches, such as, soak away pits attached to pervious catch-basins and sand filter beds;
  - infiltration basins;
  - pervious pipes and catch-basins with infiltration trench systems, rainwater and snow melt into the surrounding soils during high flow conditions; and
  - open channels, ditches, swale drainage systems, bio-swales, tree pits, and infiltration trenches on public roads, or right-of-ways, designed to exfiltrate part or all of the stormwater runoff from the adjacent road into the surrounding soils. These types of works are to include vegetative surfaces;

- for stormwater pumping stations, high level alarm systems, appropriate response time during emergency conditions, and redundancy in pumping arrangement must be provided;

- for the rehabilitation of existing combined sewers, the Works must conform to *Ministry Procedure F-5-5, Determination of Treatment Requirements for Municipal and Private Combined and Partially Separated Sewer Systems*, as amended from time to time;

- for drainage works under the *Drainage Act*, approval of a petition for the modifications must be obtained under the *Drainage Act* prior to submitting an application for an ECA;

- the description of the works for a new or replacement outfall will identify the receiving watercourse if it discharges into any of the provincially recognized critical receivers and/or their tributaries;

- the applicant has consulted with the local Conservation Authority and obtained necessary clearance as required, if the works discharge to a surface water body;

- as part of the Letter of Recommendation, the Municipality has clearly identified all of the works which fall under this Section of Schedule A;

- the Municipality has notified all applicants for works allowed in this Section that the ECA may contain conditions requiring the development of an operation and maintenance program, including a spill contingency plan for the works; the Municipality shall include in their Letter of Recommendation any other conditions related to operation and maintenance of the works if applicable; and

- the Municipality shall maintain a report with detailed records of all the stormwater management works constructed during the year.

The report and records noted above are to include, but not be limited to, the approval number, date of approval, location, description of the stormwater management works, information about what, how, when, why and who operates and maintains the works.

The report must also include a summary of the operation and maintenance program activities, any trouble shooting activities, reports of any flooding conditions and/or any complaints received from the public. The report must also include a statement concerning the potential for these stormwater management systems to impact groundwater quality, which will be based upon the available evidence from inspection and maintenance activities.

The Ministry may require the submission of this report upon request. Further instructions on where and to whom the report is to be submitted will be provided by the Ministry.

In most cases, private works included in this Section will be subject to the requirements under the Environmental Bill of Rights (EBR), which includes mandatory posting of the project proposal on the Environmental Registry for a minimum of forty-five (45) days prior to the issuance of the Environmental Compliance Approval. Ontario Regulation 681/94 under the EBR sets forth the types of ECAs that are classified as Class I or II proposals which require posting on the Environmental Registry. All private wastewater ECAs are subject to posting on the Environmental Registry unless they relate to a discharge point which is already subject to an ECA approval and the proposed ECA would not permit an increase in the discharge of any specific contaminant from the discharge point. In addition, as per section 30 of the EBR, a proposal may be exempt from EBR requirements if the proposal has been considered in a substantially equivalent process of public participation.

3. Works Not Allowed To Be Submitted

Under no circumstances are the following applications for Works identified in either Section 1 or 2 to be submitted under the TOR program:

a. applications that are identified by the local Ministry District Office as being proposed within the zone of influence of a landfill area;

b. applications for sanitary sewage works that provide any treatment of sanitary sewage;

c. applications for Regional Stormwater Control Facilities or Regional Flood Control Facilities consisting of storm water management ponds that are designed to provide quality control or contain floods **greater than** the 100 year flood event;

d. applications that are for airports or airparks;

e. applications that are for pumping stations that service combined sewer systems;

f. applications for projects that have received a Part II Order request, until the request has been decided;

g. applications for projects that have undertaken an individual Environmental Assessment; and

h. applications that are likely to trigger the Duty to Consult.

In addition, if the Municipality determines that the works listed in an application have been constructed or are being constructed before an Environmental Compliance Approval has been issued, the Municipality shall:

i. immediately notify the local Ministry District Office; and

ii. return the application and all associated documents and fees to the applicant and instruct them that the application will not be reviewed under the TOR program and that they must submit the application directly to the Ministry for review.

SCHEDULE B
MINIMUM DOCUMENT REQUIREMENTS FOR APPLICATIONS

1. Documents Prepared by the Applicant

For all ECA applications submitted under the TOR program, the following list of documents must be prepared by the applicant and submitted to the Municipality for review:

1. A completed, signed and dated Environmental Compliance Approval Application Form and any documents required by the form.

2. Any Design Report(s). If the application is for stormwater works, a Stormwater Management Report is required and should be prepared in accordance with the requirements in the "Stormwater Management Planning and Design Manual, March 2003 (PIBS 4329e)" (http://www.ontario.ca/environment-and-energy/stormwater-management-planning-and-design-manual), as applicable.

3. Drawings signed, stamped and dated by a Professional Engineer.

4. The Pipe Data Form (PIBS 6238e) (https://www.ontario.ca/document/pipe-data-form-watermain-storm-sewer-sanitary-sewer-and-forcemain-design-supplement-application) with all applicable sections and appendices completed, required if the proposed works include sanitary sewers, forcemains, sewage pumping stations, or stormwater sewers. For storm sewer applications, if as noted in section 6.5 of the Pipe Data Form, the applicant has chosen to submit information equivalent to that described in the Storm Sewer Hydraulic Design Sheet located in Appendix A of the form, the application shall clearly describe what equivalent information is being submitted and how it is equivalent to the information in the Storm Sewer Hydraulic Design Sheet. For sanitary sewers if as noted in section 7.4 of the Pipe Data Form, the applicant has chosen to submit information equivalent to that described in the Sanitary Sewer Design Sheet located in Appendix B of the form, the application shall clearly describe what equivalent information is being submitted and how it is equivalent to the information in the Sanitary Sewer Design Sheet.

5. If the application is for a sewage pumping station, contingency plans for emergency and pump failure situations (if pumps and emergency generator fail under peak inflow conditions) to prevent sewage backing up or overflowing.

6. If the application is for a forcemain or siphon, contingency plans for possible overflows.

7. If the works are to be constructed on land that is not owned by the applicant, proof of consent from the owner of the land, allowing the construction of the works on the land.

8. If the stormwater works discharge to a location or works that are not owned by the applicant, proof of consent from the owner of the receiving works.

9. If the Municipality required pre-submission consultation with the local Ministry District Office, a record of the results of the consultation.

10. Documentation confirming that any EAA or Duty to Consult requirements are met or project is exempt.

11. Confirmation of whether EBR requirements apply or project is exempt.

12. Documentation on all public consultation done for the project, if applicable.

13. Confirmation that the local Ministry District Office was sent a copy of the complete application package.

14. If Conservation Authority clearance or a Niagara Escarpment Planning and Development Act permit is required, a copy of the approval, permit or clearance letter.

15. If the proposed works are in an area where they are considered a significant threat to sources of drinking water, the Source Protection Supplementary Report/Information should outline how the proposed works will be managed to mitigate the contamination of sources of drinking water through the construction, design and operation of the proposed activity. If the works are not located in such an area that they are considered a significant threat to sources of drinking water, the Source Protection Supplementary Report should outline details to support this conclusion.

16. Any additional documents required for Additional Works under Schedule A.

2. Documents Prepared by the Municipality

For all ECA applications submitted under the TOR program, the following list of documents must be prepared by the Municipality and submitted to the Ministry along with all of the documentation prepared by the applicant in Section 1 above:

1. A completed, signed and dated copy of the Ministry's Transfer of Review Program Application Submission Checklist.

2. A Letter of Recommendation of the project as per Schedule C prepared and signed by the Professional Engineer(s) that meet the criteria in Section 11 of the Agreement.

3. Any additional documents required for Additional Works under Schedule A.

4. A draft ECA including the description of works and terms and conditions to go into the Approval.

SCHEDULE C
MUNICIPAL REVIEW OF APPLICATIONS AND LETTERS OF RECOMMENDATION

The Professional Engineer is required to review Environmental Compliance Approval application information against the "Design Guidelines for Sewage Works 2008 (PIBS 6879e)" (http://www.ontario.ca/environment-and-energy/design-guidelines-sewage-works) and "Stormwater Management Planning and Design Manual, March 2003 (PIBS 4329e)" (http://www.ontario.ca/environment-and-energy/stormwater-management-planning-and-design-manual), as applicable.

The "Guide to Applying for an Environmental Compliance Approval" (https://www.ontario.ca/document/guide-applying-environmental-compliance-approval) also provides guidance, which can be used to assist with the review and preparation of draft Environmental Compliance Approvals.

In general, it is necessary to comply with Ministry guidelines, unless there are valid technical reasons why the guidelines cannot be met. Consequently, the applicant is required to document how the proposed design will achieve the intended purpose of the guidelines. The Professional Engineer will be required to use discretion and apply best professional engineering judgment based on his/her experience to make a decision on the acceptability of the applicant's design. The Professional Engineer will be required to document his/her evaluation and decision-making process in the Letter of Recommendation regarding the Environmental Compliance Approval application review to the Ministry Director.

For example, there are circumstances when the required 2.5 meters minimum horizontal separation distance between sewers and watermains cannot be achieved as set out in "Guideline F-6 Sewer and Watermain Installation: Separation Distance Requirements (PIBS 0629e)" (https://www.ontario.ca/environment-and-energy/f-6-sewer-and-watermain-installation-separation-distance-requirements) and "Procedure F-6-1 Procedures to Govern Separation of Sewers and Watermains (PIBS 0629e01)" (https://www.ontario.ca/environment-and-energy/f-6-1-procedures-govern-separation-sewers-and-watermains). In this example, documentation will be required to support the recommendation if an alternative design is determined to be technically acceptable.

Letter of Recommendation

The Letter of Recommendation from the Municipality to the Ministry needs to be signed by the Professional Engineer(s) that meet the criteria in Section 11 of the Agreement. This letter is required to document the Professional Engineer's technical evaluation of the application information and provide a recommendation to the Ministry as to whether to issue an Environmental Compliance Approval. A recommendation to issue the Environmental Compliance Approval must be based on conformance of the application information with all applicable Ministry requirements and guidelines. Alternatively, the Letter of Recommendation must document the decision-making process used to determine that the project is technically acceptable.

The Letter of Recommendation is required to include the following:

i. confirmation that the design of the proposed sewage works is in accordance with the Ministry "Design Guidelines for Sewage Works 2008" and/or that the design of the proposed stormwater management works is in accordance with the Ministry's "Stormwater Management Planning and Design Manual 2003" and meets the Ministry requirements established during the pre-application consultation process or other consultation as necessary;

ii. confirmation that the requirements of the *Environmental Assessment Act*, the *Environmental Bill of Rights* and/or the Duty to Consult have been met or that they do not apply;

iii. confirmation that the required fees were received by the Municipality, along with the total amount of fees received;

iv. for drainage works under the *Drainage Act*, confirmation that approval of the petition under the *Drainage Act* has been obtained, as applicable;

v. for works to be constructed on land that is not owned by the applicant, proof of consent from the owner of the land, allowing the construction of the works on the land;

vi. for stormwater works that discharge to a location or to works that are not owned by the applicant, proof of consent from the owner of the receiving works;

vii. confirmation that the local Ministry District Office has been contacted if required and any issues raised have been addressed including requirements concerning Indigenous notification and consultation;

viii. if clearance from local Conservation Authority is required, confirmation that clearance was obtained [Note: if formal approval from the local Conservation Authority is not required it is strongly recommended that applicants consult with the local Conservation Authority, particularly on stormwater related applications to determine if they have any concerns with the project. If the project does not occur within the boundary of a Conservation Authority, consultation with the local Ministry of Natural Resources and Forestry (MNRF) office is recommended];

ix. if the sewage works is a significant drinking water threat, confirmation that the works have been reviewed by the Municipality in accordance with the Clean Water Act, 2006 and the applicable policies of the local Source Protection Plan. The review has determined that the activity will no longer pose a significant threat to drinking water as a result of the measures identified by the proponent and with appropriate terms and conditions, if approved;

x. a recommendation with respect to the issuance of the Environmental Compliance Approval; and

xi. confirmation that the review engineer did not design the works that he/she reviewed as well as confirmation that review engineer is an employee of the Municipality and their PEO licence number.

With respect to item (i) above, for all stormwater works applications, the Professional Engineer must include in their Letter of Recommendation a description of the water quality and quantity criteria that were established for the project and that agreement on the criteria was obtained from relevant agencies (e.g. municipal, CA). In addition, the Professional Engineer must also confirm that all necessary water quality and quantity controls designed for the project are all to be constructed and put into operation within the same timeframe.

If the applicant intends to delay the construction of part of the works that are necessary to provide required water quantity or quality control but whatever works are constructed will be put into operation then these applications cannot be submitted under the program unless interim water quantity and/or quality control measures are provided. For example, if a new planned subdivision requires both conveyance piping and stormwater quantity and quality control via a detention pond, the applicant cannot operate the conveyance piping without the pond also being in place or, at a minimum, interim measures to provide suitable quantity and/or quality control.

It is for this reason that the Ministry may include conditions in the approval that require the approval holder to notify the Ministry when the approved works have been constructed and/or put into operation.

Please note that the Ministry may remove a participating Municipality from the program if it is discovered (through an audit) that its applicants are routinely delaying or not constructing approved works.

A copy of the Letter of Recommendation is to be sent to the applicant by the participating municipality. It is the participating Municipality's responsibility to notify the applicant when the Environmental Compliance Approval application documentation has been sent to the Ministry.

A sample letter is provided in the Ministry document "Transfer of Review Letter of Recommendation Template" that accompanies the TOR agreement when issued to the Municipality and can also be requested from the Ministry.

SCHEDULE D
EXAMPLES OF WORK DESCRIPTIONS, AND TERMS AND CONDITIONS

The following are examples that can be used when preparing a draft Environmental Compliance Approval to be issued under the Transfer of Review program. Descriptions can be modified as necessary. The terms and conditions included in this document are basic –additional conditions can be added on a site-specific basis, including based on comments provided in the Letter of Recommendation.

SAMPLE DESCRIPTIONS OF WORKS

Descriptions should include applicant and site information as follows:

[Applicant Name]
[Address 1]
[Address 2]
[City/Town], ON
[Postal Code]

[Site Name]
[Location (e.g. Lot/Concession)]
[City/Town]

Sample Description for Sewers/Conveyance

[the establishment of, or modifications to existing] wastewater infrastructure Works located in the [town/city], consisting of the following:

- **sanitary sewers, storm sewers and/or forcemains** on [Street Name(s)] from approximately [X] metres north/east/south/west of [Street Name] to approximately [X] metres north/east/south/west of [Street Name], discharging to [existing sewers, forcemain, SWM facility, etc.] located [location];

- **roadside ditches** on [Street Name(s)], from approximately [X] metres north/east/south/west of [Street Name] to approximately [X] metres north/east/south/west of [Street Name], discharging to [existing ditches, SWM facility, etc.] located [location];

- **[X number] of [culvert type] culverts** on [location, e.g. crossing X street or intersection];

- **grassed swales and culverts** on [Street Name(s)], from approximately [X] metres north/east/south/west of [Street Name] to approximately [X] metres north/east/south/west of [Street Name], discharging to [existing swales or ditches, SWM facility, etc.] located [location];

- **replacement of combined sewers** on [Street Name(s)], from approximately [X] metres north/east/south/west of [Street Name] to approximately [X] metres north/east/south/west of [Street Name], discharging to [existing combined sewer, sanitary sewer, etc.] located [location];

including erosion/sedimentation control measures during construction and all other controls and appurtenances essential for the proper operation of the aforementioned Works;

all in accordance with the submitted application and supporting documents listed in Schedule A forming part of this Approval.

Sample Description for Sewage Pumping Stations

[the establishment of, or modifications to existing] wastewater infrastructure Works to serve [service area description] located in the [town/city], consisting of the following:

- **sanitary sewage pumping station** on [Street Name(s)], designed for an initial period peak flow of [X] litres per second and an ultimate period peak flow of [X] litres per second, consisting of a [X sized] wet well equipped with [X] submersible pumps, [Pump Model] or Equivalent Equipment, [X] for duty and [X] for standby, each pump with a rated capacity of [X] litres per second and a total dynamic head (TDH) of [X] metres, complete with control systems, a high level alarm system, level transmitters, discharge piping, ventilation system, valves, [X] standby power generators rated at [X] kilowatts and other appurtenances, discharging via a [X] millimetre diameter forcemain to [existing sanitary sewer, forcemain, etc.] located on [X];

including erosion/sedimentation control measures during construction and all other controls and appurtenances essential for the proper operation of the aforementioned Works;

all in accordance with the submitted application and supporting documents listed in Schedule A forming part of this Approval.

Sample Description for Oil/Grit Separators

[the establishment of, or modifications to existing] stormwater management Works [to serve X, or related to project X, etc.], located in the [town/city], consisting of the following:

- **oil and grit separator (catchment area [X] hectares):** one (1) oil and grit separator, [Model X] or Equivalent Equipment, located [location], providing [Basic, Normal, Enhanced] Level of protection, having a sediment storage capacity of [X] cubic metres (or litres), an oil storage capacity of [X] cubic metres (or litres), a total storage volume of approximately [X] cubic metres (or litres), and a maximum treatment rate of [X] litres per second, receiving inflow from the storm sewer located [location], discharging via a [X] millimetre diameter outlet pipe equipped with [orifice, etc. if applicable] to [sewer, ditch, etc.] on [location];

including erosion/sedimentation control measures during construction and all other controls and appurtenances essential for the proper operation of the aforementioned Works;

all in accordance with the submitted application and supporting documents listed in Schedule A forming part of this Approval.

Sample Description for Stormwater Management Facilities

[the establishment of, or modifications to existing] stormwater management Works [to serve X, or related to project X, etc.], located in the [town/city], for the collection, transmission, treatment and disposal of stormwater runoff from a total catchment area of [X] hectares, [to provide Enhanced Level water quality protection and erosion control], and to attenuate post-development peak flows to [pre-development or allowable] peak flows for all storm events up to and including the [X]-year storm event, discharging to [storm sewers, ditch, surface water body, etc.], consisting of the following:

- **stormwater management facility (catchment area [X] hectares):** one (1) dry pond, located [location], having a maximum available storage volume of [X] cubic metres and a maximum depth of [X] metres, complete with one (1) inlet structure, consisting of a [X] millimetre diameter storm sewer, one (1) emergency overflow weir and riprap-lined spillway, and one (1) outlet structure, consisting of a [X] millimetre diameter storm outlet pipe equipped with a [X] millimetre diameter [orifice, etc.], allowing a maximum discharge of [X] litres per second under the 100-year storm event to [storm sewers, ditch, surface water body, etc.] located on [location];

- **stormwater management facility (catchment area [X] hectares):** one (1) wet pond or wetland with sediment forebay, located [location], having a permanent storage volume of [X] cubic metres, an extended detention volume of [X] cubic metres, and a total storage volume of [X] cubic metres including the permanent pool, at a total depth of [X] metres, an inlet structure consisting of a [X] millimetre diameter storm inlet pipe and a concrete headwall, an outlet structure comprised of a [X] millimetre diameter storm outlet pipe equipped with a [X] millimetre diameter [orifice, etc.], allowing a maximum discharge of [X] litres per second under the 100-year storm event to [storm sewers, ditch, surface water body, etc.] located [location];

- **sand filter (catchment area [X] hectares):** one (1) sand filter, located [location], having a maximum available storage volume of [X] cubic metres and a maximum storage depth of [X] metres, comprised of a [X] millimetre deep peat layer, a [X] millimetre deep sand filter layer and a [X] millimetre deep gravel layer, complete with a [X] millimetre diameter perforated storm sub-drain installed in the gravel layer, non-woven filter fabric installed [location] and an emergency [overflow, by-pass, etc.] outlet discharging to [storm sewers, ditch, surface water body, etc.], with the perforated storm sub-drain discharging via a [X] millimetre diameter storm outlet pipe equipped with a [X] millimetre diameter [orifice, etc.], allowing a maximum discharge of [X] litres per second under the 100-year storm event to [storm sewers, ditch, surface water body, etc.] located [location];

including erosion/sedimentation control measures during construction and all other controls and appurtenances essential for the proper operation of the aforementioned Works;

all in accordance with the submitted application and supporting documents listed in Schedule A forming part of this Approval.

Sample Description for Lot Level and Conveyance Controls

[the establishment of, or modifications to existing] stormwater management Works [to serve X, or related to project X, etc.], located in the [town/city], for the collection, transmission, treatment and disposal of stormwater runoff from a total catchment area of [X] hectares, [to provide Enhanced Level water quality protection and erosion control], and to attenuate post-development peak flows to [pre-development or allowable] peak flows for all storm events up to and including the [X]-year storm event, discharging to [storm sewers, ditch, surface water body, etc.], consisting of the following:

- **rooftop or surface storage (catchment area [X] hectares),** located [location], having a maximum available storage volume of [X] cubic metres and a maximum ponding depth of [X] millimetres, discharging via [flow control roof drains, storm sewers, etc.] equipped with a [X] millimetre diameter [orifice, etc.], allowing a maximum discharge of [X] litres per second under the 100-year storm event to [storm sewers, ditch, surface water body, etc.] located [location];

- **underground storage (catchment area [X] hectares),** provided in [number] [X] millimetre diameter storm catch-basins, [number] [X] millimetre diameter manholes, and oversized storm sewers, having a total length of [X] metres and diameters ranging from [X] millimetres to [X] millimetres, located [location], having a maximum available storage volume of [X] cubic metres, discharging via a [X] millimetre diameter storm sewer equipped with a [X] millimetre diameter [orifice, etc.], allowing a maximum discharge of [X] litres per second under the 100-year storm event to [storm sewers, ditch, surface water body, etc.] located [location];

- **enhanced grassed swales (catchment area [X] hectares),** located [location], having a total length of [X] metres, a bottom width of [X] metres, side slopes of [X], a maximum depth of [X] metres, a maximum flow depth of [X] metres (100-year storm event) and a maximum available storage volume of [X] cubic metres, complete with a [X] millimetre diameter perforated storm sub-drain wrapped in filter fabric and installed in a clear stone layer, with a [X] millimetre diameter [orifice, etc.] installed at the stormwater outlet, allowing a maximum discharge of [X] litres per second under the 100-year storm event to [storm sewers, ditch, surface water body, etc.] located [location];

- **surface/subsurface infiltration trenches (catchment area [X] hectares),** located [location], having a total length of [X] metres, a width of [X] metres, a base area of [X] metres, a maximum allowable storage depth of [X] metres and a maximum available storage volume of [X] cubic metres, comprised of a [X] millimetre deep clear stone layer overlying a [X] millimetre deep sand filter layer, complete with a [X] millimetre diameter perforated storm sub-drain installed in the clear stone layer, non-woven filter fabric installed [location] and an emergency overflow outlet discharging to [storm sewers, ditch, surface water body, etc.];

including erosion/sedimentation control measures during construction and all other controls and appurtenances essential for the proper operation of the aforementioned Works;

all in accordance with the submitted application and supporting documents listed in Schedule A forming part of this Approval.

SCHEDULE D
EXAMPLES OF WORK DESCRIPTIONS, AND TERMS AND CONDITIONS

SAMPLE TERMS AND CONDITIONS FOR WORKS

Definitions:

1. "Approval" means this entire document and any schedules attached to it, and the application;

{For sewage pumping stations:

2. "BOD5"(also known as $TBOD_5$) means five day biochemical oxygen demand measured in an unfiltered sample and includes carbonaceous and nitrogenous oxygen demand;}

3. "Director" means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of the EPA;

{For privately owned works:

4. "District Manager" means the District Manager of the appropriate local District Office of the Ministry, where the Works are geographically located;}

{For sewage pumping stations:

5. "E. coli" refers to the thermally tolerant forms of Escherichia that can survive at 44.5 degrees Celsius;}

6. "EPA" means the *Environmental Protection Act*, R.S.O. 1990, c.E.19, as amended;

{For sewage pumping stations:

7. "Emergency Situation" means a structural, mechanical or electrical failure that causes a temporary reduction in the capacity of the Sewage Pumping Station or an unforeseen flow condition that may result in:

    a. danger to the health or safety of any person; or

    b. injury or damage to any property, or serious risk of injury or damage to any property; }

8. "Equivalent Equipment" means a substituted equipment or like-for-like equipment that meets the required quality and performance standards of the approved named equipment;

{For sewage pumping stations:

9. "Event" means an action or occurrence at the Sewage Pumping Station that causes a Sewage Pumping Station Overflow. An Event ends when there is no recurrence of a Sewage Pumping Station Overflow in the 12-hour period following the last Sewage Pumping Station Overflow. Two Events are separated by at least 12 hours during which there has been no recurrence of a Sewage Pumping Station Overflow;}

{For interim works:

10. "Interim Works" means the interim Works, described in this Approval and that are to be used for short-term purposes only in accordance with this Approval, until otherwise approval for an extension of this period has been granted;}

{For sewage pumping stations:

11. "Limited Operational Flexibility" (LOF) means any modifications that the Owner is permitted to make to the Works under this Approval;}

12. "Ministry" means the ministry of the government of Ontario responsible for the EPA and OWRA and includes all officials, employees or other persons acting on its behalf;

13. "MNRF" means the Ministry of Natural Resources and Forestry of the government of Ontario and includes all officials, employees or other persons acting on its behalf;

{For sewage pumping stations:

14. "Notice of Modification" means the form entitled "Notice of Modification to Sewage Works";}

15. "Owner" means [X], and includes {its/her/his/their} successors and assignees;

16. "OWRA" means the *Ontario Water Resources Act, R.S.O. 1990, c. O.40*, as amended;

{For sewage pumping stations:

17. "Professional Engineer" means a person entitled to practice as a Professional Engineer in the Province of Ontario under a licence issued under the *Professional Engineers Act*;

18. "Sewage Pumping Station Overflow" means any discharge from a Sewage Pumping Station to the environment that does not undergo any treatment or only receives partial treatment before it is discharged to the environment;

19. "Substantial Completion" has the same meaning as "substantial performance" in the *Construction Lien Act*;}

20. "Water Supervisor" means the Water Supervisor of the appropriate local office of the Safe Drinking Water Branch of the Ministry, where the Works are geographically located;

{For quality control ponds and wetlands that serve a total drainage area that is larger than 5 hectares:

21. "Wet Event" means a rainfall event with a minimum of 15 millimetres of rain in a 24 hour period;}

{For all applications **without** sewage pumping stations:

22. "Works" means the sewage works described in the Owner's application, and this Approval.

For all applications **with** sewage pumping stations:
"Works" means the sewage works described in the Owner's application, this Approval, and the modifications made under Limited Operational Flexibility.}

SCHEDULE D
EXAMPLES OF WORK DESCRIPTIONS, AND TERMS AND CONDITIONS

Terms and Conditions:

1. GENERAL CONDITIONS

1. The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Works is notified of this Approval and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.

2. Except as otherwise provided by these Conditions, the Owner shall design, build, install, operate and maintain the Works in accordance with the description given in this Approval, and the application for approval of the Works.

3. Where there is a conflict between a provision of any document in the schedule referred to in this Approval and the conditions of this Approval, the conditions in this Approval shall take precedence, and where there is a conflict between the documents in the schedule, the document bearing the most recent date shall prevail.

4. Where there is a conflict between the documents listed in Schedule A and the application, the application shall take precedence unless it is clear that the purpose of the document was to amend the application.

5. The conditions of this Approval are severable. If any condition of this Approval, or the application of any requirement of this Approval to any circumstance, is held invalid or unenforceable, the application of such condition to other circumstances and the remainder of this Approval shall not be affected thereby.

   {If the Works discharge to a surface water body and if no Conservation Authority/MNRF approval has been obtained:

6. The issuance of, and compliance with the conditions of, this Approval does not:

   a. relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including, but not limited to, the obligation to obtain approval from the local conservation authority/MNRF necessary to construct or operate the sewage works; or

   b. limit in any way the authority of the Ministry to require certain steps be taken to require the Owner to furnish any further information related to compliance with this Approval.}

2. EXPIRY OF APPROVAL

1. This Approval will cease to apply to those parts of the Works which have not been constructed within five (5) years of the date of this Approval.

2. In the event that completion and commissioning of any portion of the Works is anticipated to be delayed beyond the specified expiry period, the Owner shall submit an application of extension to the expiry period, at least twelve (12) months prior to the end of the period. The application for extension shall include the reason(s) for the delay, whether there is any design change(s) and a review of whether the standards applicable at the time of Approval of the Works are still applicable at the time of request for extension, to ensure the ongoing protection of the environment.

{For interim works, use only this sub-condition, not 2(1) and 2(2):

3. This Approval to the Interim Works shall expire and become null and void on [date].}

3. CHANGE OF OWNER

1. The Owner shall notify the {District Manager/Water Supervisor} and the Director, in writing, of any of the following changes within thirty (30) days of the change occurring:

    a. change of Owner;

    b. change of address of the Owner;

    c. change of partners where the Owner is or at any time becomes a partnership, and a copy of the most recent declaration filed under the *Business Names Act*, R.S.O. 1990, c.B17 shall be included in the notification to the {District Manager/Water Supervisor}; or

    d. change of name of the corporation where the Owner is or at any time becomes a corporation, and a copy of the most current information filed under the *Corporations Information Act*, R.S.O. 1990, c. C39 shall be included in the notification to the {District Manager/Water Supervisor}.

2. In the event of any change in ownership of the Works, other than a change to a successor municipality, the Owner shall notify in writing the succeeding owner of the existence of this Approval, and a copy of such notice shall be forwarded to the {District Manager/Water Supervisor} and the Director.

3. The Owner shall ensure that all communications made pursuant to this condition refer to the number at the top of this Approval.

{For privately owned, non-industrial works:

4. Notwithstanding any other requirements in this Approval, upon transfer of the ownership or assumption of the Works to a municipality if applicable, any reference to the District Manager shall be replaced with the Water Supervisor.}

{For storm sewers, ditches, culverts and swales, used for conveyance purposes only:

C. OPERATION AND MAINTENANCE

1. If applicable, any proposed storm sewers or other stormwater conveyance in this Approval can be constructed but not operated until the proposed stormwater management facilities in this Approval or any other Approval that are designed to service the storm sewers or other stormwater conveyance are in operation.}

{For LIDs across multiple properties:

L1. CERTIFICATE OF REQUIREMENT

1. Pursuant to Section 103 of the *Ontario Water Resources Act*, no person having an interest in the Property, shall deal with the Property in any way without first giving a copy of this Approval to each person acquiring an interest in the Property as a result of the dealing;

2. The Owner shall:

    a. Within sixty (60) days of the date of the issuance of this Approval, submit to the Director for their review, two copies of a completed Certificate of Requirement and a registerable description of the Property; and

    b. Within ten (10) calendar days of receiving the Certificate of Requirement authorized by the Director, register the Certificate of Requirement in the appropriate Land Registry Office on title to the Property and submit to the Director the duplicate registered copy immediately following registration.

3. For the purposes of this condition, Property shall mean the properties located at [*address/lot#'s]*.}

{For sewage pumping stations:

P1. UPON THE SUBSTANTIAL COMPLETION OF THE WORKS

1. Upon the Substantial Completion of the Works, the Owner shall prepare a statement, certified by a Professional Engineer, that the works are constructed in accordance with this Approval, and upon request, shall make the written statement available for inspection by Ministry personnel.

2. Within six (6) months of the Substantial Completion of the Works, a set of as-built drawings showing the works "as constructed" shall be prepared. These drawings shall be kept up to date through revisions undertaken from time to time and a copy shall be retained at the Works for the operational life of the Works.

P2. SEWAGE PUMPING STATION OVERFLOW

1. Any Sewage Pumping Station Overflow is prohibited, except:

    a. in an Emergency Situation; and

    b. where the Sewage Pumping Station Overflow is a direct and unavoidable result of a planned maintenance procedure, the Owner having notified the {District Manager/Water Supervisor} at least fifteen (15) days prior to the occurrence of the Sewage Pumping Station Overflow and the {District Manager/Water Supervisor} having given written consent of the Sewage Pumping Station Overflow.

2. The Owner shall forthwith notify the Spills Action Centre (SAC) and the Medical Officer of Health of all Events as soon as possible. This notice shall include, at a minimum, the following information:

    a. the date, time, and duration of the Event;

    b. the location of the Sewage Pumping Station Overflow and the receiver;

    c. the measured or estimated volume of the Event (unless the Event is ongoing); and

    d. the reason for the Event.

3. The Owner shall submit a summary report of the Sewage Pumping Station Overflow Events to the {District Manager/Water Supervisor} on a quarterly basis, no later than each of the following dates for each calendar year: February 14, May 15, August 14, and November 15. The summary reports shall be in a format specified by the Ministry, which shall include, at a minimum, the following information on any Events that occurred during the preceding quarter:

    a. the date of the Event(s);

    b. the measured or estimated volume of the Event(s);

    c. the duration of the Event(s);

    d. the location of the Sewage Pumping Station Overflow and the receiver;

    e. the reason for the Event(s); and

    f. the impact of the Event(s) on the receiver(s).

4. The Owner shall use best efforts to collect a representative sample consisting of a minimum of two (2) grab samples of the Sewage Pumping Station Overflow and have it analyzed for the parameters outlined in Condition P4 using the protocols specified in Condition P4, one at the beginning of the Event and the second approximately near the end of the Event, to best reflect the effluent quality of the Sewage Pumping Station Overflow.

5. The Owner shall maintain a logbook of all Sewage Pumping Station Overflows, which shall contain, at a minimum, the types of information set out in sub-conditions 2(a) to 2(d) in respect of each Sewage Pumping Station Overflow.

P3. OPERATION AND MAINTENANCE

1. The Owner shall exercise due diligence in ensuring that, at all times, the Works and the related equipment and appurtenances used to achieve compliance with this Approval are properly operated and maintained. Proper operation and maintenance shall include effective performance, adequate funding, adequate operator staffing and training, including training in all procedures and other requirements of this Approval and the EPA and regulations, adequate laboratory facilities, process controls and alarms and the use of process chemicals and other substances used in the Works.

2. The Owner shall prepare an operations manual {prior to the commencement of operation of the Works/within six (6) months of Substantial Completion of the Works}, that includes, but is not necessarily limited to, the following information:

    a. operating and maintenance procedures for routine operation of the Works;

    b. inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary;

    c. repair and maintenance programs, including the frequency of repair and maintenance for the Works;

d. procedures for the inspection and calibration of monitoring equipment;

e. a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification to the Spills Action Centre (SAC), the Medical Officer of Health, and the {District Manager/Water Supervisor}; and

f. procedures for receiving, responding and recording public complaints, including recording any follow-up actions taken.

3. The Owner shall maintain the operations manual current and retain a copy at the location of the Works for the operational life of the Works. Upon request, the Owner shall make the manual available to Ministry staff.

4. The Owner shall provide for the overall operation of the Works an operator who holds a licence that is applicable to that type of facility and that is of the same class as or higher than the class of the facility in accordance with Ontario Regulation 129/04.

{If the Works are in an area where they are considered a significant threat to sources of drinking water :

5. The Owner shall develop a Response Plan in the event of unplanned Sewage Pumping Station Overflows, consisting of measures to mitigate and prevent the contamination of drinking water.}

P4. MONITORING AND RECORDING

1. The Owner shall, upon commencement of operation of the Works, carry out the following monitoring program:

   a. All samples and measurements taken for the purposes of this Approval are to be taken at a time and in a location characteristic of the quality and quantity of the Sewage Pumping Station Overflow stream over the time period being monitored.

   b. Samples shall be collected at the following sampling points, at the frequency specified, by means of the specified sample type and analyzed for each parameter listed and all results recorded, as outlined in Schedule X.

   c. The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following:

      i. the Ministry's Procedure F-10-1, “Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only)”, as amended from time to time by more recently published editions;

      ii. the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater” (January 1999), ISBN 0-7778-1880-9, as amended from time to time by more recently published editions; and

iii. the publication "Standard Methods for the Examination of Water and Wastewater" (21st edition), as amended from time to time by more recently published editions.

P5. REPORTING

1. One (1) week prior to the start-up of the operation of the Works, the Owner shall notify the {District Manager/Water Supervisor} (in writing) of the pending start-up date.

2. The Owner shall, upon request, make all reports, manuals, plans, records, data, procedures and supporting documentation available to Ministry staff.

3. The Owner shall prepare a performance report within ninety (90) days following the end of the period being reported upon, and submit the report(s) to the {District Manager/Water Supervisor} when requested. The first such report shall cover the first annual period following the commencement of operation of the Works and subsequent reports shall be prepared to cover successive annual periods following thereafter. The reports shall contain, but shall not be limited to, the following information:

    a. a summary and interpretation of all monitoring data, including an overview of the success and adequacy of the Works;

    b. a description of any operating problems encountered and corrective actions taken;

    c. a summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works;

    d. a summary of the calibration and maintenance carried out on all monitoring equipment;

    e. a summary of any complaints received during the reporting period and any steps taken to address the complaints;

    f. a summary of all Sewage Pumping Station Overflows, spill or abnormal discharge events;

    g. a copy of all Notices of Modification submitted to the {District Manager/Water Supervisor} as a result of Schedule Y, Section 1, with a status report on the implementation of each modification;

    h. a report summarizing all modifications completed as a result of Schedule Y, Section 3; and

    i. any other information the {District Manager/Water Supervisor} requires from time to time.

4. The Owner shall, within thirty (30) calendar days of issuance of this Approval, submit a Municipal Wastewater System Profile Information Form, and shall resubmit the updated document every time a notification is provided to the {District Manager/Water Supervisor} in compliance with requirements of change of ownership under this Approval.

P6. LIMITED OPERATIONAL FLEXIBILITY

1. The Owner may make modifications to the Works in accordance with the Terms and Conditions of this Approval and subject to the Ministry's "Limited Operational Flexibility Criteria for Modifications to Sewage Works", included under Schedule Y of this Approval, as amended.

2. Sewage works proposed under Limited Operational Flexibility shall adhere to the design guidelines contained within the Ministry's publication "Design Guidelines for Sewage Works 2008", as amended.

3. The Owner shall ensure at all times, that the Works, related equipment and appurtenances which are installed or used to achieve compliance are operated in accordance with all Terms and Conditions of this Approval.

4. For greater certainty, the following are not permitted as part of Limited Operational Flexibility:

    a. modifications to the Works that result in an increase of the approved Rated Capacity of the Works;

    b. modifications to the Works that may adversely affect the approved effluent quality criteria or the location of the discharge/outfall;

    c. modifications to the treatment process technology of the Works, or modifications that involve construction of new reactors (tanks) or alter the treatment train process design;

    d. modifications to the Works approved under s.9 of the EPA; and

    e. modifications to the Works pursuant to an order issued by the Ministry.

5. Implementation of Limited Operational Flexibility is not intended to be used for piecemeal measures that result in major alterations or expansions.

6. If the implementation of Limited Operational Flexibility requires changes to be made to the Emergency Response, Spill Reporting and Contingency Plan, the Owner shall, as deemed necessary in consultation with the {District Manager/Water Supervisor}, provide a revised copy of this plan to the local fire services authority prior to implementing Limited Operational Flexibility.

7. For greater certainty, any modification made under the Limited Operational Flexibility may only be carried out after other legal obligations have been complied with, including those arising from the *Environmental Protection Act, Niagara Escarpment Planning and Development Act, Oak Ridges Moraine Conservation Act, Lake Simcoe Protection Act* and *Greenbelt Act.*

8. Prior to implementing Limited Operational Flexibility, the Owner shall complete a Notice of Modification describing any proposed modifications to the Works and submit it to the {District Manager/Water Supervisor}.}

{For oil and grit separators, stormwater management works, and lot level and conveyance controls:

S1. OPERATION AND MAINTENANCE

SCHEDULE D
EXAMPLES OF WORK DESCRIPTIONS, AND TERMS AND CONDITIONS

1. If applicable, any proposed storm sewers or other stormwater conveyance in this Approval can be constructed but not operated until the proposed stormwater management facilities in this Approval or any other Approval that are designed to service the storm sewers or other stormwater conveyance are in operation.

2. The Owner shall make all necessary investigations, take all necessary steps and obtain all necessary approvals so as to ensure that the physical structure, siting and operations of the Works do not constitute a safety or health hazard to the general public.

   {For wet ponds and wetlands only:
3. The Owner shall inspect and ensure that the design minimum liquid retention volume is maintained in the Works at all times, except when maintenance is required.}

4. The Owner shall undertake an inspection of the condition of the Works, at least once a year, and undertake any necessary cleaning and maintenance to ensure that sediment, debris and excessive decaying vegetation are removed from the Works to prevent the excessive build-up of sediment, oil/grit, debris and/or decaying vegetation, to avoid reduction of the capacity and/or permeability of the Works, as applicable. The Owner shall also regularly inspect and clean out the inlet to and outlet from the Works to ensure that these are not obstructed.

5. The Owner shall construct, operate and maintain the Works with the objective that the effluent from the Works is essentially free of floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film, sheen, foam or discoloration on the receiving waters.

6. The Owner shall maintain a logbook to record the results of these inspections and any cleaning and maintenance operations undertaken, and shall keep the logbook at the Owner's administrative office for inspection by the Ministry. The logbook shall include the following:

   a. the name of the Works; and

   b. the date and results of each inspection, maintenance and cleaning, including an estimate of the quantity of any materials removed and method of clean-out of the Works.

7. The Owner shall prepare an operations manual prior to the commencement of operation of the Works that includes, but is not necessarily limited to, the following information:

   a. operating and maintenance procedures for routine operation of the Works;

   b. inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary;

   c. repair and maintenance programs, including the frequency of repair and maintenance for the Works;

   d. contingency plans and procedures for dealing with potential spills and any other abnormal situations and for notifying the {District Manager/Water Supervisor}; and

   e. procedures for receiving, responding and recording public complaints, including recording any follow-up actions taken.

8. The Owner shall maintain the operations manual current and retain a copy at the Owner's administrative office for the operational life of the Works. Upon request, the Owner shall make the manual available to Ministry staff.

S2. TEMPORARY EROSION AND SEDIMENT CONTROL

1. The Owner shall install and maintain temporary sediment and erosion control measures during construction and conduct inspections once every two (2) weeks and after each significant storm event (a significant storm event is defined as a minimum of 25 mm of rain in any 24 hours period). The inspections and maintenance of the temporary sediment and erosion control measures shall continue until they are no longer required and at which time they shall be removed and all disturbed areas reinstated properly.

2. The Owner shall maintain records of inspections and maintenance which shall be made available for inspection by the Ministry, upon request. The record shall include the name of the inspector, date of inspection, and the remedial measures, if any, undertaken to maintain the temporary sediment and erosion control measures. }

{For quality control ponds and wetlands that serve a total drainage area that is larger than 5 hectares:

S3. MONITORING AND RECORDING

1. The Owner shall, upon commencement of operation of the Works, carry out the following monitoring program:

    a. All samples and measurements taken for the purposes of this Approval are to be taken at a time and in a location characteristic of the quality and quantity of the effluent stream over the time period being monitored.

    b. Samples shall be collected at the following sampling points, at the frequency specified, by means of the specified sample type and analyzed for each parameter listed and all results recorded, as outlined in Schedule X.

    c. The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following:

        i. the Ministry's Procedure F-10-1, “Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only)”, as amended from time to time by more recently published editions;

        ii. the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater” (January 1999), ISBN 0-7778-1880-9, as amended from time to time by more recently published editions; and

        iii. the publication “Standard Methods for the Examination of Water and Wastewater” (21st edition), as amended from time to time by more recently published editions.}

{For stormwater management works, and lot level and conveyance controls:

S4. REPORTING

1. One (1) week prior to the start-up of the operation of the Works, the Owner shall notify the {District Manager/Water Supervisor} (in writing) of the pending start-up date.

2. The Owner shall, upon request, make all reports, manuals, plans, records, data, procedures and supporting documentation available to Ministry staff.

3. The Owner shall prepare a performance report within ninety (90) days following the end of the period being reported upon, and submit the report(s) to the {District Manager/Water Supervisor} when requested. The first such report shall cover the first annual period following the commencement of operation of the Works and subsequent reports shall be prepared to cover successive annual periods following thereafter. The reports shall contain, but shall not be limited to, the following information:

   {For quality control ponds and wetlands that serve a total drainage area that is larger than 5 hectares:

   a. a summary and interpretation of all monitoring data and an overview of the success and adequacy of the Works, including demonstration using the monitoring data that the appropriate level of quality control has been achieved;}

   b. a description of any operating problems encountered and corrective actions taken;

   c. a summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works, including an estimate of the quantity of any materials removed from the Works;

   {For quality control ponds and wetlands that serve a total drainage area that is larger than 5 hectares:

   d. a summary of the calibration and maintenance carried out on all monitoring equipment;}

   e. a summary of any complaints received during the reporting period and any steps taken to address the complaints;

   f. a summary of all spill or abnormal discharge events; and

   g. any other information the {District Manager/Water Supervisor} requires from time to time. }

R. RECORD KEEPING

1. The Owner shall retain for a minimum of five (5) years from the date of their creation, all records and information related to or resulting from the operation, maintenance and monitoring activities required by this Approval.

Schedule A forms part of this Approval and contains a list of supporting documentation / information received, reviewed and relied upon in the issuance of this Approval.

Schedule A

1. Application for Environmental Compliance Approval, dated Date, received on Date, submitted by Applicant Name;

2. Transfer of Review Letter of Recommendation, dated Date and signed by Name, P.Eng., Title, Review Department, Municipality;

3. Emails dated Date from…

Schedule X

{For quality control ponds and wetlands that serve a total drainage area that is larger than 5 hectares:

Table # - Effluent Monitoring
(Samples to be collected from the influent and effluent streams of the [name of works])

Sample Type	Grab
Frequency	Three (3) rainfall Wet Events per year, with two (2) of the events occurring between May and September
Parameters	Total Suspended Solids, Phosphorus and Temperature

}

{For sewage pumping stations:

Table # - Monitoring during a Sewage Pumping Station Overflow Event
(Samples to be collected from the Sewage Pumping Station Overflow stream)

Sample Type	Grab
Frequency	One sample at the beginning of the Event and the second sample approximately near the end of the Event
Parameters	BOD5, Total Suspended Solids, Total Phosphorus, Total Ammonia Nitrogen, E. coli (Note 1 see below), and pH

Note 1: Sampling and analysis shall be performed only for Events that occur between April 1 and October 31 inclusive

}

Schedule Y

Limited Operational Flexibility Criteria for Modifications to Municipal Sewage Works

1. The modifications to sewage Works approved under an Environmental Compliance Approval (Approval) that are permitted under the Limited Operational Flexibility (LOF), are outlined below and are subject to the LOF conditions in the Approval, and require the submission of the Notice of Modification. If there is a conflict between the sewage Works listed below and the Terms and Conditions in the Approval, the Terms and Conditions in the Approval shall take precedence.

    1. Sewage Pumping Stations

        a. Alter pumping capacity by adding or replacing equipment where new equipment is located within an existing sewage pumping station site, provided that the modifications do not result in an increase of the pumping station's Rated Capacity and the existing flow process and/or treatment train are maintained, as applicable.

        b. Forcemain relining and replacement with similar pipe size where the nominal diameter is not greater than 1,200 millimetres.

    2. Pilot Systems

        a. Installation of pilot systems for new or existing technologies provided that:

            i. any effluent from the pilot system is discharged to the inlet of the sewage pumping station or hauled off-site for proper disposal;

            ii. any effluent from the pilot system discharged to the inlet of the sewage pumping station or sewage conveyance system does not significantly alter the composition/concentration of the influent sewage to be treated in the downstream process; and that it does not add any inhibiting substances to the downstream process; and

            iii. the pilot system's duration does not exceed a maximum of two (2) years; and a report with results is submitted to the Director and Water Supervisor three (3) months after the completion of the pilot project.

2. Sewage Works that are exempt from section 53 of the OWRA by O. Reg. 525/98 continue to be exempt and are not required to follow the notification process under this Limited Operational Flexibility.

3. Normal or emergency operational modifications, such as repairs, reconstructions, or other improvements that are part of maintenance activities, including cleaning, renovations to existing approved sewage Works equipment, provided that the modification is made with Equivalent Equipment, are considered pre-approved.

4. The modifications noted in section (3) above are not required to follow the notification protocols under Limited Operational Flexibility, provided that the number of pieces and description of the equipment as described in the Approval does not change.

Ontario
Ministry of
the Environment

Notice of Modification to Sewage Works

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA AND SEND A COPY TO THE WATER SUPERVISOR (FOR MUNICIPAL) OR DISTRICT MANAGER (FOR NON-MUNICIPAL SYSTEMS)

Part 1 – Environmental Compliance Approval (ECA) with Limited Operational Flexibility

(Insert the ECA's owner, number, issuance date and notice number, which should start with "01" and consecutive numbers thereafter)

ECA Number	Issuance Date (mm/dd/yy)	Notice number (if applicable)

ECA Owner	Municipality

Part 2: Description of the modifications as part of the Limited Operational Flexibility

(Attach a detailed description of the sewage works)

Description shall include:
1. A detail description of the modifications and/or operations to the sewage works (e.g. sewage work component, location, size, equipment type/model, material, process name, etc.)
2. Confirmation that the anticipated environmental effects are negligible.
3. List of updated versions of, or amendments to, all relevant technical documents that are affected by the modifications as applicable, i.e. submission of documentation is not required, but the listing of updated documents is (design brief, drawings, emergency plan, etc.)

Part 3 – Declaration by Professional Engineer

I hereby declare that I have verified the scope and technical aspects of this modification and confirm that the design:
1. Has been prepared or reviewed by a Professional Engineer who is licensed to practice in the Province of Ontario;
2. Conforms with the Limited Operational Flexibility as per the ECA;
3. Has been designed consistent with Ministry's Design Guidelines, adhering to engineering standards, industry's best management practices, and demonstrating ongoing compliance with s.53 of the Ontario Water Resources Act; and other appropriate regulations.

I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate.

Name (Print)	PEO License Number
Signature	Date (mm/dd/yy)
Name of Employer	

Part 4 – Declaration by Owner

I hereby declare that:
1. I am authorized by the Owner to complete this Declaration;
2. The Owner consents to the modification; and
3. These modifications to the sewage works are proposed in accordance with the Limited Operational Flexibility as described in the ECA.
4. The Owner has fulfilled all applicable requirements of the *Environmental Assessment Act*.

I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate.

Name of Owner Representative (Print)	Owner representative's title (Print)
Owner Representative's Signature	Date (mm/dd/yy)

}

Reasons:

1. Condition 1 is imposed to ensure that the Works are constructed and operated in the manner in which they were described and upon which approval was granted. This condition is also included to emphasize the precedence of conditions in the Approval and the practice that the Approval is based on the most current document, if several conflicting documents are submitted for review. {Condition 1.6 is included to emphasize that the issuance of this Approval does not diminish any other statutory and regulatory obligations to which the Owner is subject in the construction, maintenance and operation of the Works. The Condition specifically highlights the need to obtain any necessary conservation authority approvals. The Condition also emphasizes the fact that this Approval doesn't limit the authority of the Ministry to require further information.}

2. Condition 2 is included to ensure that, when the Works are constructed, the Works will meet the standards that apply at the time of construction to ensure the ongoing protection of the environment.

3. Condition 3 is included to ensure that the Ministry records are kept accurate and current with respect to the approved Works and to ensure that subsequent owners of the Works are made aware of the Approval and continue to operate the Works in compliance with it.

C. Condition C is included to prevent the operation of stormwater pipes and other conveyance until such time that their required associated stormwater management Works are also constructed.

L1. Condition L1 is included in order to require the Owner to give notice of this Approval to potential future owners of the property before the property is dealt with. Condition L1 applies solely to the [LID works].

P1. Condition P1 is included to ensure that the Works are constructed in accordance with the Approval and that record drawings of the Works "as constructed" are updated and maintained for future references.

P2. Condition P2 is included to indicate that Sewage Pumping Station Overflows are prohibited, except in circumstances where the failure to overflow could result in greater injury to the public interest than the Sewage Pumping Station Overflow itself. The notification and documentation requirements allow the Ministry to take action in an informed manner and ensure that the Owner is aware of the extent and frequency of Events.

P3. Condition P3 is included to ensure that the Works are properly operated, maintained, funded, staffed and equipped such that the environment is protected and deterioration, loss, injury or damage to any person or property is prevented. The Condition also ensures that a comprehensive operations manual governing all significant areas of operation, maintenance and repair is prepared, implemented and kept up-to-date by the Owner and is made available to the Ministry. Such a manual is an integral part of the operation of the Works. Its compilation and use should assist the Owner in staff training, proper plant operation, and identification and planning for contingencies during abnormal conditions. The manual will also act as a benchmark for Ministry staff when reviewing the operation of the Works.

P4. Condition P4 is included to provide additional details on the monitoring of Sewage Pumping Station Overflows.

P5. Condition P5 is included to provide a performance record for future references, to ensure that the Ministry is made aware of problems as they arise, and to provide a compliance record for all the terms and conditions outlined in this Approval, so that the Ministry can work with the Owner in resolving any problems in a timely manner.

P6. Condition P6 is included to ensure that the Works are operated in accordance with the application and supporting documentation submitted by the Owner, and not in a manner which the Director has not been asked to consider. These conditions are also included to ensure that a Professional Engineer has reviewed the proposed modifications and attests that the modifications are in line with that of Limited Operational Flexibility, and provide assurance that the proposed modifications comply with the Ministry's requirements stipulated in the terms and conditions of this Approval, Ministry policies, guidelines, and industry engineering standards and best management practices.

S1. Condition S1 is included as regular inspection and necessary removal of sediment and excessive decaying vegetation from the Works are required to mitigate the impact of sediment, debris and/or decaying vegetation on the treatment capacity of the Works. The Condition also ensures that adequate storage is maintained in the Works at all times as required by the design. Furthermore, this Condition is included to ensure that the Works are operated and maintained to function as designed.

S2. Condition S2 is included as installation, regular inspection and maintenance of the temporary sediment and erosion control measures is required to mitigate the impact on the downstream receiving watercourse during construction until they are no longer required.

{For quality control ponds and wetlands that serve a total drainage area that is larger than 5 hectares:
S3. Condition S3 is included to enable the Owner to evaluate and demonstrate the performance of the Works, on a continual basis, so that the Works are properly operated and maintained at a level which is consistent with the design objectives specified in the Approval and that the Works do not cause any impairment to the receiving watercourse or the environment.}

S4. Condition S4 is included to provide a performance record for future references, to ensure that the Ministry is made aware of problems as they arise, and to provide a compliance record for all the terms and conditions outlined in this Approval, so that the Ministry can work with the Owner in resolving any problems in a timely manner.

R. Condition R is included to require that all records are required for a sufficient time period to adequately evaluate the long-term operation and maintenance of the Works.

MEMORANDUM

TO: Mayor Bonnette and Members of Council

FROM: A. Brent Marshall, Chief Administrative Officer

DATE: August 30, 2018

MEMORANDUM NO.: ADMIN-2018-0027

RE: Update on an Illegal Truck Terminal

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to provide Council with an update on an illegal truck terminal and the successful outcome of this file.

Included with this memorandum is a copy of a letter by Town Counsel (under separate cover) regarding the latest court decision and next steps. This letter is to remain confidential as it relates to solicitor/client privilege.

BACKGROUND:

In August of 2017, after many months of investigations, Mr. Amedeo Caprara, Municipal Law Enforcement Officer (MLEO), was successful in having charges laid by the courts regarding an illegal truck terminal. A guilty plea was entered by one of the owners and a fine of $10,000 was imposed by the courts. A Prohibition Order was also granted, which prohibited the continuation or repetition of the offence, namely, the operation of a depot or terminal for trucks, and the parking and storing of commercial vehicles and trailers on the property. The enforcement file on this matter was closed after the successful award by the court.

In September of 2017 a second file was opened for the same property as the owner continued to operate in contravention to the Town's Zoning By-law. Mr. Orlando Donato, MLEO, was responsible for the file. After additional investigations and orders placed on the property owner, the matter went again before the courts. The property owners entered guilty pleas for the offence of;

Use or permit the use of land as a depot or terminal for trucks and/or trailers, in an Agricultural (A) zone, contrary to Section 9.1 and 9.2 of the Town of Halton Hills Zoning

By-aw. 2010-0050, as amended, and therefore did commit an offence contrary to Section 67 of the Planning Act, R.S.O. 1990, as amended.

As a result of the second convictions the total fines imposed amount to $85,000.

During sentencing the Justice of the Peace was provided with a copy of the Prohibition Order issued in 2017 for the first offence and the Town's solicitor was successful, not only negotiating guilty pleas, but also at arguing that a significant fine must be imposed to create a specific and general deterrent.

COMMENTS:

Enforcement staff has been vigilant in investigating and placing orders for compliance on this type of illegal activity, as there has been a number of truck terminals operating, particularly in the areas surrounding Steeles Avenue. Currently enforcement staff has 11 charges against other properties in the area.

Swift action by staff and Town Counsel's arguments that large fines be imposed to deter others from opening up illegal terminals, has proven to be successful to date. Over the years the Town has been awarded over $110,000 in fines.

Shutting down this type of activity will assist in lessening the negative impact these illegal truck terminals pose to the Town, such as the aesthetics of farmland and truck traffic congestion.

CONCLUSION:

I am very pleased to provide Council with this update as it clearly demonstrates the expertise and hard work performed by staff and the Town's Counsel. I would like to congratulate everyone involved in raising the bar for enforcement services in Halton Hills to ensure the safety and welfare of our residents is first and foremost our highest priority.

Respectfully submitted by,

Brent Marshall, CAO

MEMORANDUM

TO: Mayor Bonnette and Members of Council

FROM: John McMulkin, Planner – Development Review

DATE: August 27, 2018

MEMORANDUM NO.: PLS-2018-0012

RE: Registration of Halton Hills Village Homes Inc. 16 Subdivision – Phase 6
File No.: D12SUB HHVHI 16 (24T-97012/H) – Phase 6
Owner: Halton Hills South Property Corporation
Location: Part Lot 11, Concession 10 Esquesing; Plan 20M-1208

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to advise Council of the recent registration of Phase 6 of the Halton Hills Village Homes Inc. 16 (HHVHI 16) plan of subdivision, located in Georgetown South. Building permits may now be issued for the lots within Phase 6, which represents the last remaining greenfield development in Georgetown South.

BACKGROUND:

Phase 6 of the Halton Hills Village Homes Inc. 16 plan of subdivision is located in the southeast corner of in Georgetown South. The M-Plan for Phase 6 was registered on August 17, 2018, as Plan 20M-1208; see **SCHEDULE 1 – DRAFT M PLAN**. The registration of Phase 6 represents the final approval of a 6-phase residential draft plan of subdivision (File No. 24T-97012/H). Phases 1 to 4 of the subdivision have been built out and Phase 5 is currently under construction. The construction of Phase 6 may also proceed now that the plan has been registered; see **SCHEDULE 2 – SUBDIVISION PHASING PLAN**. Remington Homes will continue to be the home builder for Phase 6.

A total of 403 dwelling units will be constructed within Phase 6 consisting of: 256 single detached dwellings; 31 semi-detached dwellings (62 units); two street townhouse blocks (15 units); and, a 70-unit senior's housing block (for which a Zoning By-law Amendment and other implementing applications will be required). The entire Halton Hills Village Homes Inc. 16 subdivision (Phases 1 through 6) represents a total of 1209 dwelling units.

On February 9, 2015, Council allocated 417 SDE of water to Phases 5 and 6 of the Halton Hills Village Homes Inc. 16 subdivision (Report No. PDS-2015-0001). This allocation provided sufficient servicing capacity for the build out of the rest of the HHVHI 16 lands.

COMMENTS:

The Town allocated water to Phases 5 and 6 of the HHVHI 16 subdivision in 2015 as part of the 2014 Permit to Take Water (PTTW) received by the Region of Halton. The Region has indicated that they will not release any of the remaining 500 SDE obtained under the 2014 PTTW until the impact of the Phase 5 and 6 allocations on the groundwater system has been tested. The Town has already forward information to the Region to track and document water usage related units within Phase 5 that have been occupied. Town staff will continue to forward occupancy permit data to the Region for Phase 6 as construction occurs.

CONCLUSION:

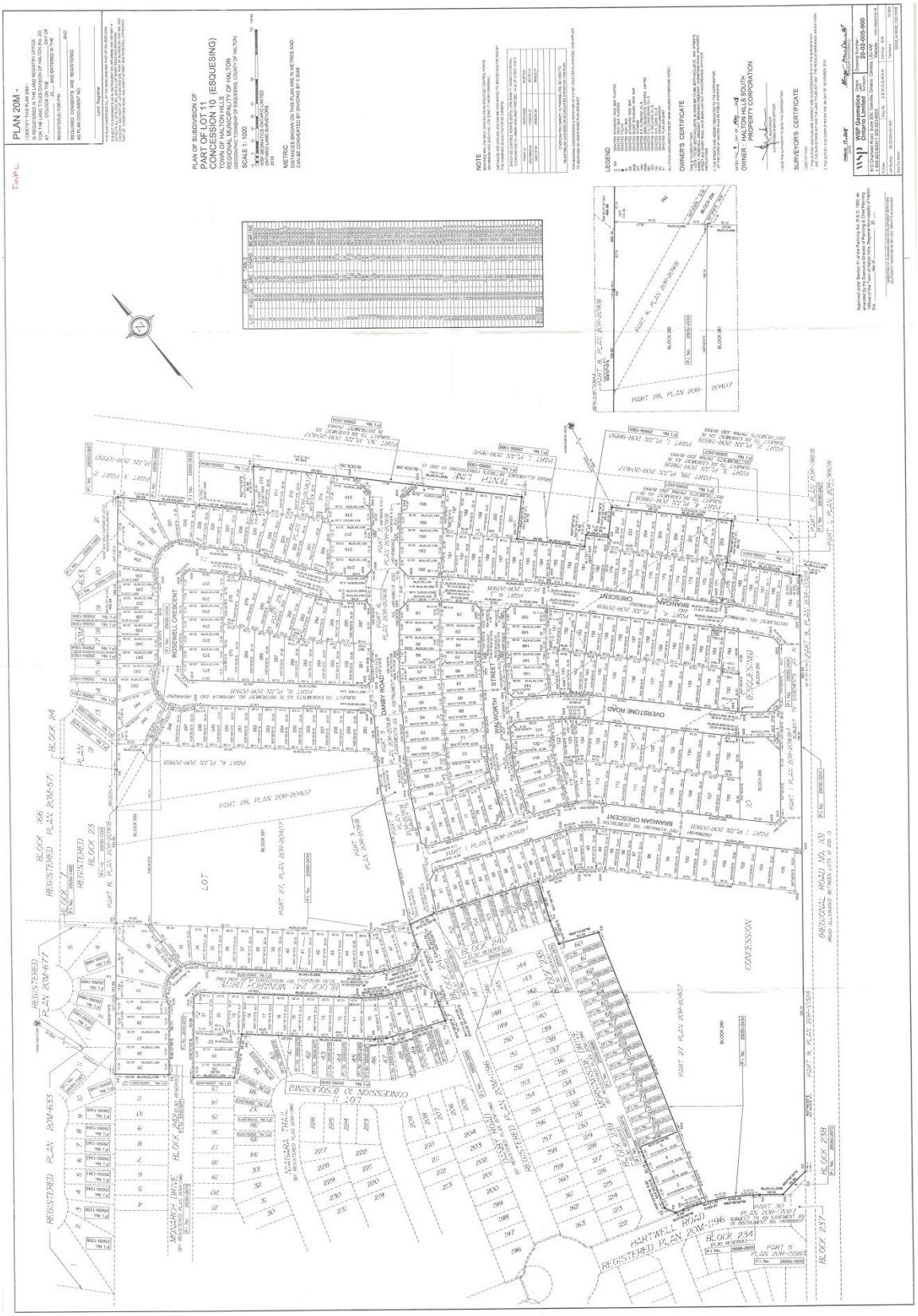
It is recommended that this memorandum be received for information.

Reviewed and Approved by,

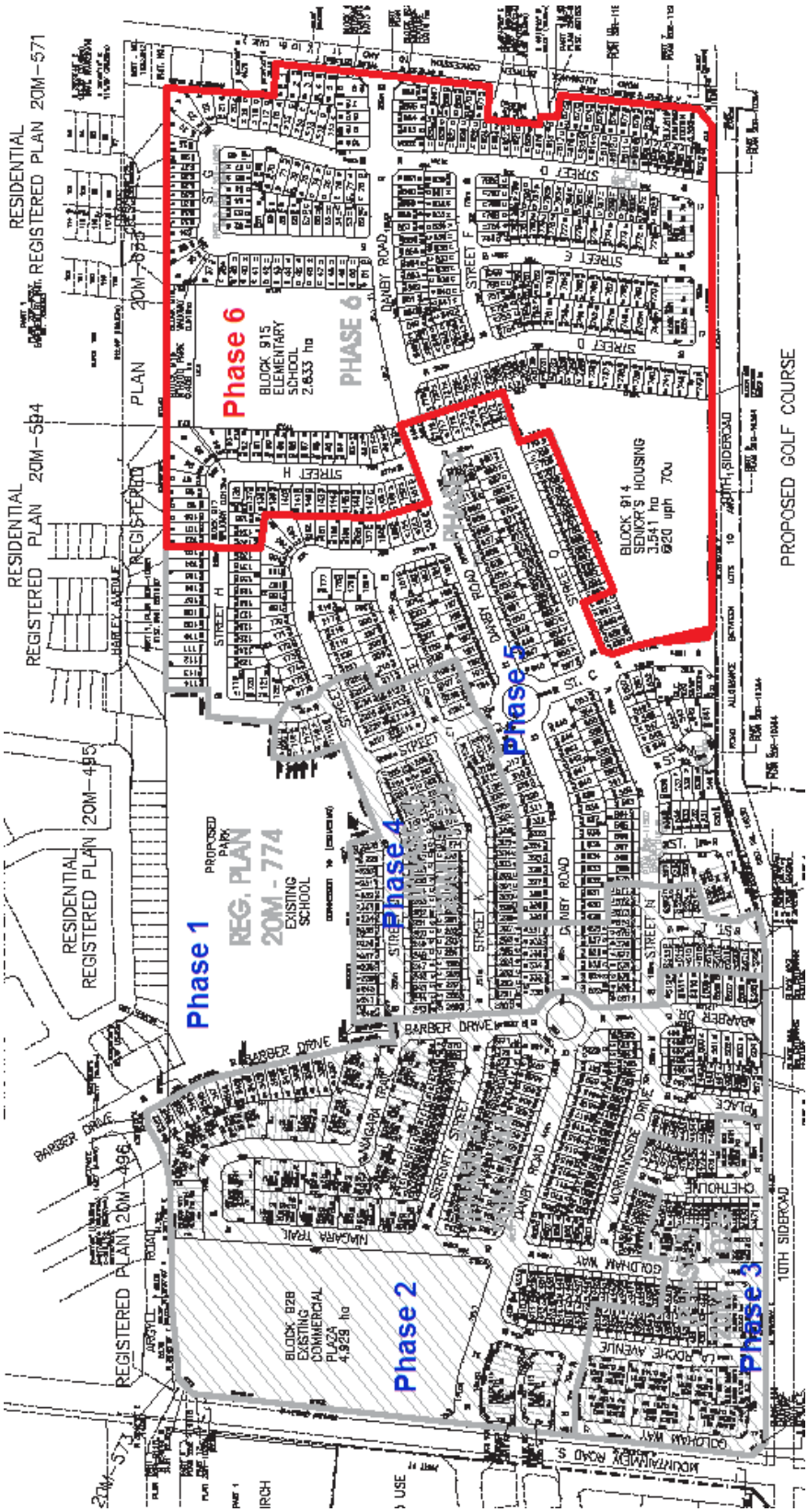
Jeff Markowiak, Acting Commissioner of Planning and Sustainability

Brent Marshall, CAO

SCHEDULE 1 – DRAFT M PLAN


PLAN 20M -
PLAN OF SUBDIVISION OF
PART OF LOT 11
CONCESSION 10 (ESQUESING)
TOWN OF HALTON HILLS
REGIONAL MUNICIPALITY OF HALTON
(GEOGRAPHIC TOWNSHIP OF ESQUESING, COUNTY OF HALTON)
SCALE 1 : 1000
NOTE
METRIC:
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND
CAN BE CONVERTED BY DIVIDING BY 3.048
LEGEND
OWNERS CERTIFICATE
OWNER : HALTON HILLS SOUTH
PROPERTY CORPORATION
SURVEYOR'S CERTIFICATE
WSP Geomatics
PART 11, PLAN 20R-20407
PART 28, PLAN 20R-20407
PART 27, PLAN 20R-20407
PART 6, PLAN 20R-20938
PART 4, PLAN 20R-20938
PART 1, PLAN 20R-20938
PART 3, PLAN 20R-20938
PART 2, PLAN 20R-20938
PART 5, PLAN 20R-20938
PART 7, PLAN 20R-20938
PART 8, PLAN 20R-20938
PART 9, PLAN 20R-20938
PART 10, PLAN 20R-20938
PART 30, PLAN 20R-20407
PART 29, PLAN 20R-20407
PART 31, PLAN 20R-20407
PART 32, PLAN 20R-20407
PART 33, PLAN 20R-20407
PART 34, PLAN 20R-20407
PART 35, PLAN 20R-20407
PART 36, PLAN 20R-20407
PART 37, PLAN 20R-20407
PART 38, PLAN 20R-20407
PART 39, PLAN 20R-20407
PART 40, PLAN 20R-20407
PART

SCHEDULE 2 – SUBDIVISION PHASING PLAN



MEMORANDUM

TO: Mayor Bonnette and Members of Council

FROM: Bill Andrews, Director of Engineering

DATE: September 4, 2018

MEMORANDUM NO.: TPW-2018-0008

RE: Pavement Management – Main Street North (Acton) Update

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to provide an update on the current condition and remediation plans for the asphalt on Main Street North in Acton.

BACKGROUND:

- In 2017, the asphalt on Main Street North in Acton was upgraded. The general extents of the work were as follows:
- Main Street N: St. Alban's Drive to Guelph Street; and,
- Guelph Street: Main Street N to approximately 120m east of Lakeview Drive.

The work included the full depth removal of the existing asphalt and replacement with new base (HL8) and top (HL1) asphalt. These works were substantially completed in November 2017 and therefore remain under warranty until November 2018.

This project was part of the Connecting Links funding received from the Ministry of Transportation (MTO) in 2017.

COMMENTS:

In June 2018, staff observed apparent deficiencies (minor shoving/movement) in the new asphalt on Guelph Street. Staff and the Contractor continued to visually monitor the deficiencies. Visual monitoring was undertaken to determine the potential extent of the deficiencies (i.e., localized to specific areas only or throughout the entire work area) before remediation works were implemented. Based on the visual monitoring, the deficiencies (i.e., shoving/movement, etc.) became more severe through July and early August and also appeared in several, previously unaffected areas.

In order to determine the specific cause and confirm remediation requirements, staff engaged SNC-Lavalin GEM Ontario Inc. (SNC) to collect field samples and conduct

laboratory testing of the asphalt. On August 17, 2018, SNC was onsite to obtain asphalt core samples from various locations along Guelph Street and Main Street N. for testing. Asphalt core samples were collected from both visually deficient and non-deficient areas.

At the time of preparation of this memorandum, the test results from SNC's field investigation were not available.

CONCLUSION:

Staff are coordinating with the Contractor to undertake the necessary remediation work as soon as possible which will likely consist of removing the top asphalt layer (40-50mm to be milled from the surface) and resurfacing with 40-50mm of asphalt (HL1). The extent of the remediation works will be determined based on the asphalt test results and subsequent field inspection(s).

Reviewed and Approved by,

Chris Mills, Commissioner of Transportation and Public Works

Brent Marshall, CAO

MEMORANDUM

TO: Mayor Bonnette and Members of Council

FROM: Bill Andrews, Director of Engineering

DATE: September 4, 2018

MEMORANDUM NO.: TPW-2018-0009

RE: Young Street (Acton) – Condition Update

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to provide an update on the current condition and future plans for the asphalt on Young Street in Acton.

BACKGROUND:

The existing asphalt surface on Young Street was assessed to be in a mid-range condition according to the Town's Pavement Quality Index (PQI) and therefore was not identified as a priority project in the Town's 10-Year Capital Forecast.

In 2017, Halton Region initiated a project to replace the existing sanitary sewer on Young Street in Acton from Mill Street to Queen Street. This work involved significant trenching along Young Street to facilitate the sanitary sewer installation. All disturbed asphalt areas were restored by the Region's Contractor using HL8 as a temporary surface. The Region was to have their Contractor return in 2018 to complete the final asphalt surfacing as part of their final trench restoration.

Although there are no significant issues with the restoration undertaken by the Region's Contractor, the condition of the existing asphalt has definitely been amplified (negatively) due to the Region's asphalt restoration.

COMMENTS:

Based on our understanding of the existing condition of the road surface (asphalt), road base and storm sewer infrastructure, Staff are anticipating that a full reconstruction of Young Street will be warranted. Given the condition of the road and associated infrastructure, resurfacing (i.e., surface milling and new top layer of asphalt) is not considered to be a long-term or cost effective solution at this time. The current intent is to incorporate this project into the Town's Capital Program for 2019 and 2020 (i.e.,

Design 2019, Construction 2020) although this has not been finalized at this time. Staff will also be revisiting our long-term capital forecast this fall as well.

Staff are currently in discussions with the Region regarding their restoration requirements associated with the sanitary sewer replacement project. Currently, the Region's trench restoration includes full depth HL8 (base coat) and the intent was to have the Region grind 40mm of the full depth base coat and add a 40mm HL3 top coat for final restoration. However, there are several options being discussed including:

- Region completing restoration as per the Contract (remainder of road will remain in poor condition);
- Region completing restoration of the full road surface (i.e., surface grind and add new top coat); or,
- Region provides Town monetary compensation for the restoration

CONCLUSION:

Based on our understanding of the existing condition of the road surface (asphalt), road base and storm sewer infrastructure, Staff are anticipating that a full reconstruction of Young Street will be warranted. The current intent is to incorporate this project into the Town's Capital Program for 2019 and 2020 (i.e., Design 2019, Construction 2020) although this has not been finalized at this time. Staff will also be revisiting our long-term capital forecast this fall as well.

Staff are currently in discussions with the Region regarding their restoration requirements associated with the sanitary sewer replacement project. Currently, the Region's trench restoration includes full depth HL8 (base coat) and the intent was to have the Region grind 40mm of the full depth base coat and add a 40mm HL3 top coat for final restoration. However, there are several options being discussed including:

- Region completing restoration as per the Contract (remainder of road will remain in poor condition);
- Region completing restoration of the full road surface (i.e., surface grind and add new top coat); or,
- Region provides Town monetary compensation for the restoration.

Given the condition of the road and associated infrastructure, resurfacing is not considered to be a long-term or cost effective solution at this time. Therefore, Staff are inclined to request monetary compensation for the restoration from the Region that can be utilized as part of the funding for the subsequent capital project for reconstructing Young Street.

Staff have also initiated the process of confirming potential works that may be required by other agencies on Young Street that would need to be completed as part of or in advance of a reconstruction project (e.g. Region has three (3) water services to be lowered in this area, etc.). Staff will initiate investigations into design alternatives and requirements in late 2018 / early 2019 which may include preliminary geotechnical investigations and topographical surveying.

It should also be noted that Staff intend to apply for Connecting Links funding from the Province as part of the 2019-2020 or 2020-2021 programs to support this project.

Reviewed and Approved by,

Chris Mills, Commissioner of Transportation and Public Works

Brent Marshall, CAO

REPORT OF THE

COMMUNITY AND CORPORATE AFFAIRS COMMITTEE

Minutes No. CCA-09-2018

Minutes of the Community and Corporate Affairs Committee meeting held on Monday August 27, 2018, at 3:00 p.m., in the Council Chambers Halton Hills Town Hall.

Members Present:	Mayor R. Bonnette, (Ex-Officio), Councillor D. Kentner, Chair; Councillors J. Fogal, T. Brown, A. Lawlor, J. Hurst
Regrets:	Councillor C. Somerville
Staff Present:	A.B. Marshall, CAO; H. Olivieri, Acting Commissioner and Chief of Fire Services; W. Harris, Commissioner of Recreation and Parks; S. Burke, Manager of Planning-Policy; B. Andrews, Director of Engineering; L. Lancaster, Manager of Human Resources; M.J. Leighton, Manager of Accounting and Town Treasurer; S. Jones, Clerk & Director of Legislative Services; V. Petryniak, Deputy Clerk

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1. CALL TO ORDER

Councillor D. Kentner called the meeting to order at 3:05 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

3. COMMITTEE DELEGATIONS/PRESENTATIONS

3.a Lee Puddephatt, Community Librarian

Lee Puddephatt, Community Librarian gave a presentation to the Committee regarding Virtual Reality.

(PowerPoint)

4. REPORTS & MEMORANDUMS FROM OFFICIALS – THREE (3) ITEMS FOR RECOMMENDATION

4.a LIBRARY SERVICES REPORT NO. LIB-2018-0010 dated May 28, 2018 regarding Virtual Reality. **(Recommendation No. CCA-2018-0079)**

That Report No. LIB-2018-010 dated May 28, 2018 regarding Virtual Reality be received for information.

CARRIED

4.b **OFFICE OF THE CAO REPORT NO. ADMIN-2018-0024** dated July 12, 2018 regarding request from Suzanna Steblaj for a variance to the Fence By-Law 2002-0060 as amended, at 2 Silver Pond Drive, Town of Halton Hills. **(Recommendation No. CCA-2018-0080)**

THAT Report No. 2018-0024 regarding a request from Suzanna Steblaj for a variance to the Fence By-Law 2002-0060 as amended, at 2 Silver Pond Drive, Town of Halton Hills be received;

AND FURTHER TO THAT the fence variance in Report No. 2018-0024 not be granted to Suzanna Steblaj, 2 Silver Pond Drive.

CARRIED as Amended

4.c **RECREATION & PARKS MEMORANDUM RP-2018-0001** dated July 9, 2018 regarding the expansion of Greenwood Cemetery Columbaria. **(Recommendation No. CCA-2018-0081)**

THAT MEM-RP-2018-0001 dated July 9, 2018 regarding the expansion of Greenwood Cemetery Columbaria be received for information.

CARRIED

5. CLOSED SESSION

There were no items for closed session.

6. RECONVENE INTO OPEN SESSION

Not applicable.

7. ADJOURNMENT

The meeting adjourned at 3:47 p.m.

_____

Rick Bonnette, MAYOR

_____

Suzanne Jones, CLERK

REPORT OF THE

PLANNING, PUBLIC WORKS AND TRANSPORTATION COMMITTEE

Minutes No. PPT-09-2018

Minutes of the Planning, Public Works and Transportation Committee meeting held on Tuesday, August 28, 2018 at 3:03 p.m., in the Council Chambers Halton Hills Town Hall.

Members Present:	Mayor R. Bonnette (Ex-officio), Councillor M. Johnson (Chair), Councillor J. Fogal, Councillor M. Albano, Councillor B. Lewis, Councillor B. Inglis
Regrets:	Councillor C. Somerville
Staff Present:	A.B. Marshall, CAO, L. Lancaster, Acting Commissioner of Corporate Services, B. Andrews, Acting Commissioner of Transportation and Public Works, S. Burke, Acting Commissioner of Planning and Sustainability, M.J. Leighton, Manager of Accounting and Town Treasurer, W. Harris, Commissioner of Recreation, H. Olivieri, Commissioner and Chief of Fire Services, S. Jones, Clerk and Director of Legislative Services, R. Brown, Deputy Clerk
Others Present:	Councillors T. Brown, D. Kentner, A. Lawlor

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1. CALL TO ORDER

Chair M. Johnson called the meeting to order at 3:03 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

3. COMMITTEE DELEGATIONS/PRESENTATIONS

3.a Greg Gilbert, Director, Planning and Design, Trolleybus Urban Development Inc.

G. Gilbert gave a presentation to the Committee regarding the Trafalgar Road Redevelopment Area Comprehensive Development Plan.

(PowerPoint)

4. REPORTS & MEMORANDUMS FROM OFFICIALS – TWO (2) ITEMS FOR RECOMMENDATION

4.a PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0066

dated August 10, 2018, regarding the "Recommendation Report for the Comprehensive Development Plan for the Trafalgar Road Redevelopment Area" **(Recommendation No. PPT-2018-0074)**

THAT Report No. PLS-2018-0066, dated August 10, 2018, regarding the "Recommendation Report for the Comprehensive Development Plan for the Trafalgar Road Redevelopment Area", be received;

AND FURTHER THAT the Trafalgar Road Redevelopment Area Comprehensive Development Plan, as shown in SCHEDULE 6, be approved.

CARRIED

4.b PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0067

dated August 10th, 2018, regarding the Town's annual Green Energy Act submission, be received for information.
(Recommendation No. PPT-2018-0075)

THAT Report No. PLS-2018-0067, dated August 10th, 2018, regarding the Town's annual Green Energy Act submission, be received for information.

CARRIED

5. CLOSED SESSION

There were no items for closed session.

6. RECONVENE INTO OPEN SESSION

Not applicable.

7. ADJOURNMENT

The meeting adjourned at 4:10 p.m.

_____

Rick Bonnette, MAYOR

_____

Suzanne Jones, CLERK

TOWN OF HALTON HILLS

COMMITTEE OF ADJUSTMENT

MINOR VARIANCE OR PERMISSION (The *Planning Act*, 1990, Section 45)
CONSENT (The *Planning Act,* 1990, Section 53)

MINUTES

Committee of Adjustment hearing on **Wednesday, June 13, 2018** at 7:00 p.m. in the in the Council Chambers, Town Hall, 1 Halton Hills Drive, Halton Hills (Georgetown).

MEMBERS PRESENT: Allan Cook (Chair), Todd Jenney, Blair Roedding, Wayne Scott
STAFF PRESENT: Tony Boutassis, Senior Planner Keith Hamilton, Planner John McMulkin, Planner Jeff Markowiak, Manager of Development Review Niloo Hodjati, Secretary-Treasurer, Committee of Adjustment

1. CHAIR'S OPENING REMARKS.

2. DISCLOSURES OF PECUNIARY INTEREST: None declared.

3. THE MINUTES OF MAY 02, 2018 WERE ACCEPTED.

4. REQUESTS FOR DEFERRAL (FROM APPLICANTS):

5E. - D13VAR18.016H - TOTH: THE COMMITTEE DEFERRED THEIR DECISION FOR THE SUBJECT APPLICATION, IN ORDER FOR THE APPLICANT TO ADDRESS CONSERVATION HALTON CONCERNS.

5. APPLICATIONS FOR MINOR VARIANCE OR PERMISSION, AND/OR FOR CONSENT, HEARD BY THE COMMITTEE:

THE SECRETARY-TREASURER NOTED THAT AS THE DECISIONS FOR THE ROSATI CONSENT & MINOR VARIANCE APPLICATIONS (5A - 11 DELREX BOULEVARD) WERE DEFERRED AT THE PREVIOUS HEARING, AND SINCE WAYNE SCOTT WAS NOT PRESENT THEN, THAT HE NOT PARTICIPATE IN THE DISCUSSION OR VOTE.

5A. HEARING #1 - (2 APPLICATIONS)

CONSENT & MINOR VARIANCE APPLICATIONS D10CON18.005H - ROSATI & D13VAR18.011H - ROSATI

CONSENT: TO CREATE A **NEW LOT**. THE PARCEL TO BE SEVERED IS DESCRIBED AS LT 34, PL 1269 TOWN OF HALTON HILLS, MUNICIPALLY KNOWN AS PART OF 11 DELREX BOULEVARD, TOWN OF HALTON HILLS (GEORGETOWN).

MINOR VARIANCE: REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO PERMIT THE EXISTING DETACHED ACCESSORY BUILDING ON THE LOT, WHEREAS NO DETACHED ACCESSORY BUILDING OR STRUCTURE SHALL BE ERECTED ON A LOT PRIOR TO THE ERECTION OF THE MAIN BUILDING ON THE LOT.

TO ACCOMMODATE AN EXISTING DETACHED ACCESSORY BUILDING.

LOCATION: MUNICIPALLY KNOWN AS 11 DELREX BOULEVARD, TOWN OF HALTON HILLS (GEORGETOWN), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): MAURO ROSATI

Present:

- Mauro Rosati, owner
- Steve Grace, Engineering
- Carla Delange

J. McMulkin: Noted no objection to approval, subject to conditions, and mentioned that that Engineering has no issues related to drainage.

M. Rosati: Stated that he has worked with Town staff throughout the process.

C. Delange: Asked about the drainage drawing, and noted drainage problems. The Secretary-Treasurer provided her with a copy of the drainage drawing.

S. Grace had a discussion with C. Delange to clarify what the drawing showed, explaining that any drainage issues on other properties are not caused by this proposal.

It was MOVED by Todd Jenney, SECONDED by Blair Roedding, AND CARRIED "THAT CONSENT & MINOR VARIANCE APPLICATIONS D10CON18.005H - ROSATI & D13VAR18.011H - ROSATI, BE APPROVED, SUBJECT TO THE CONDITIONS OUTLINED IN THE PLANNING REPORT."

Reasons for Approval - Consent:

- The Town/Committee considered the matters set out under Section 51 (24) of the Planning Act, 1990, as amended.
- The Committee considered the proposal to conform to the Regional Official Plan.
- The Committee considered the proposal to conform to the Local Official Plan.

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 8, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5B. HEARING #2

MINOR VARIANCE APPLICATION D13VAR18.014H - MAKOSKY
REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,
1. TO REDUCE THE SIDE YARD SETBACK FROM THE MINIMUM 4.5 M TO PERMIT A 1.6 M SIDE YARD SETBACK (ATTACHED GARAGE).
TO ACCOMMODATE A PROPOSED ADDITION TO A DWELLING (ATTACHED GARAGE).

LOCATION: MUNICIPALLY KNOWN AS 8373 FIFTH LINE, TOWN OF HALTON HILLS (ESQUESING), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): JAMES MAKOSKY

Present:
- J. Makosky

J. McMulkin: Noted no objection to approval, subject to a Conservation Halton Letter of Permission condition that was omitted from the report.

J. Makosky: Stated that he needed additional storage.

T. Jenney: Asked if the referenced condition was acceptable.

J. Makosky: Responded yes.

It was MOVED by Todd Jenney, SECONDED by Blair Roedding, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.014H - MAKOSKY, BE APPROVED, SUBJECT TO CONDITION."

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of

the Zoning By-law.

- The associated Planning report is dated June 8, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5C. HEARING #3

MINOR VARIANCE APPLICATION D13VAR18.017H - KUYVENHOVEN GREENHOUSES

REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO REDUCE THE DISTANCE BETWEEN THE ACCESSORY FARM EMPLOYEE ACCOMMODATIONS AND THE LOT LINE FROM THE MINIMUM 30 M TO PERMIT A 16.7 M DISTANCE.

2. TO PERMIT FARM EMPLOYEE ACCOMMODATIONS TO BE LOCATED ON A LOT WITH 4.09 HECTARES, WHEREAS A MINIMUM LOT AREA OF 20 HECTARES IS REQUIRED.

3. TO INCREASE THE DISTANCE BETWEEN THE ACCESSORY FARM EMPLOYEE ACCOMMODATIONS AND THE DETACHED DWELLING FROM THE MAXIMUM 30 M TO PERMIT A FURTHER DISTANCE.

TO ACCOMMODATE PROPOSED ACCESSORY FARM EMPLOYEE ACCOMMODATIONS.

LOCATION: MUNICIPALLY KNOWN AS 10089 FOURTH LINE, TOWN OF HALTON HILLS (ESQUESING), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): KUYVENHOVEN GREENHOUSES INC., ANDREW KUYVENHOVEN

Present:

- Andrew Kuyvenhoven

T. Boutassis: Noted no objection to approval.

A. Kuyvenhoven: Stated that flowers are grown in the greenhouses.

It was MOVED by Wayne Scott, SECONDED by Todd Jenney, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.017H - KUYVENHOVEN, BE APPROVED."

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 7, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5D. HEARING #4

MINOR VARIANCE APPLICATION D13VAR18.015H - ORGAR
REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO INCREASE THE FLOOR AREA FOR A SINGLE ACCESSORY BUILDING FROM THE MAXIMUM 40 SQ M TO PERMIT A 57.23 SQ M ACCESSORY BUILDING (DETACHED GARAGE).
2. TO INCREASE THE HEIGHT FOR A SINGLE ACCESSORY BUILDING FROM THE MAXIMUM 4.5 M TO PERMIT A HEIGHT OF 6.42 M (DETACHED GARAGE).
3. TO INCREASE THE WIDTH OF A DRIVEWAY FROM THE MAXIMUM 7 M TO PERMIT A 10 M WIDE DRIVEWAY.

TO ACCOMMODATE A PROPOSED DETACHED GARAGE.

LOCATION: MUNICIPALLY KNOWN AS 123 CRESCENT STREET, TOWN OF HALTON HILLS (ACTON), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): DUSTIN ORGAR

AGENT: DOUG MATTHEWS, MATTHEWS DESIGN & DRAFTING SERVICES INC.

Present:

- Doug Matthews

K. Hamilton: Noted no objection to approval, subject to condition.

D. Matthews: Stated that he was there to answer any questions.

It was MOVED by Todd Jenney, SECONDED by Wayne Scott, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.015H - ORGAR, BE APPROVED, SUBJECT TO THE CONDITION OUTLINED IN THE PLANNING REPORT."

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 7, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5F. HEARING #5

MINOR VARIANCE APPLICATION D13VAR18.018H - CASTIGLIONE
REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO INCREASE THE FLOOR AREA FOR A SINGLE ACCESSORY BUILDING FROM THE MAXIMUM 20 SQ M TO PERMIT A 22.68 SQ M ACCESSORY BUILDING

(GAZEBO).

2. TO INCREASE THE HEIGHT FOR A SINGLE ACCESSORY BUILDING FROM THE MAXIMUM 3.5 M TO PERMIT A HEIGHT OF 4.6 M (GAZEBO).

TO ACCOMMODATE A PROPOSED GAZEBO.

LOCATION: MUNICIPALLY KNOWN AS 26 HEWSON CRESCENT, TOWN OF HALTON HILLS (GEORGETOWN), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): AL CASTIGLIONE

AGENT: DOUG MATTHEWS, MATTHEWS DESIGN & DRAFTING SERVICES INC.

Present:

- Doug Matthews

T. Boutassis: Noted no objection to approval, subject to condition.

D. Matthews: Stated that the height increase is needed due to the grade.

It was MOVED by Todd Jenney, SECONDED by Blair Roedding, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.018H - CASTIGLIONE, BE APPROVED, SUBJECT TO THE CONDITION OUTLINED IN THE PLANNING REPORT."

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 7, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5G. HEARING #7

MINOR VARIANCE APPLICATION D13VAR18.019H - GEORGE

REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO INCREASE THE FLOOR AREA FOR A SINGLE ACCESSORY BUILDING FROM THE MAXIMUM 60 SQ M TO PERMIT A 75.5 SQ M ACCESSORY BUILDING (DETACHED GARAGE).

2. TO INCREASE THE TOTAL ACCESSORY BUILDING FLOOR AREA FROM THE MAXIMUM 80 SQ M TO PERMIT A 100 SQ M ACCESSORY BUILDING FLOOR AREA FOR ALL ACCESSORY STRUCTURES (SHED & DETACHED GARAGE).

3. TO INCREASE THE HEIGHT FOR A SINGLE ACCESSORY BUILDING FROM THE MAXIMUM 4.5 M TO PERMIT A HEIGHT OF 8.5 M (DETACHED GARAGE).

TO ACCOMMODATE AN EXISTING SHED, AND A PROPOSED DETACHED GARAGE.

LOCATION: MUNICIPALLY KNOWN AS 11 DAVIDSON DRIVE COLES COURT, TOWN OF HALTON HILLS (ESQUESING), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): DEAN GEORGE

AGENT: DOUG MATTHEWS, MATTHEWS DESIGN & DRAFTING SERVICES INC.

Present:

- Doug Matthews

T. Boutassis: Noted no objection to approval of variances 1 and 2, subject to condition, but recommended refusal of variance 3 related to height. Stated that the proposed height would be an 89% increase, and the treed strip of land to the south could eventually be developed for residential uses, leading to the removal of the trees.

D. Matthews: Submitted various pictures, as well as a revised sketch showing a height of 7.72 m.

W. Scott: Noted that the height for the proposal has no adverse effects, and is reasonable.

T. Jenney: Asked if the revision to 7.72 m changes the Town's recommendation.

T. Boutassis: Responded no, noting that the Town would accept a height of 7 m.

It was MOVED by Todd Jenney, SECONDED by Wayne Scott, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.019H - GEORGE, BE APPROVED AS AMENDED, SUBJECT TO THE CONDITION OUTLINED IN THE PLANNING REPORT."

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 7, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5H. HEARING #8

MINOR VARIANCE APPLICATION D13VAR18.021H - ROCHE
REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO REDUCE THE FRONT YARD SETBACK FROM THE MINIMUM 6 M TO PERMIT A 5.18 M FRONT YARD SETBACK (ADDITION).

TO ACCOMMODATE A PROPOSED ADDITION TO A DWELLING.

LOCATION: MUNICIPALLY KNOWN AS 72 MOORE PARK CRESCENT, TOWN OF

HALTON HILLS (GEORGETOWN), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): CAROLYN ROCHE

AGENT: DOUG MATTHEWS, MATTHEWS DESIGN & DRAFTING SERVICES INC.

Present:
- Doug Matthews

K. Hamilton: Noted no objection to approval, subject to condition.

D. Matthews: Stated that the variance is needed for the front porch.

It was MOVED by Blair Roedding, SECONDED by Todd Jenney, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.021H - ROCHE, BE APPROVED, SUBJECT TO THE CONDITION OUTLINED IN THE PLANNING REPORT (REVISED TO REFLECT SUBMITTED DRAWING)."

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 7, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5I. HEARING #9

MINOR VARIANCE APPLICATION D13VAR18.020H - GEORGE
REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO INCREASE THE FLOOR AREA FOR A SINGLE ACCESSORY BUILDING FROM THE MAXIMUM 40 SQ M TO PERMIT A 98.11 SQ M ACCESSORY BUILDING (DETACHED GARAGE).
2. TO INCREASE THE TOTAL ACCESSORY BUILDING FLOOR AREA FROM THE MAXIMUM 60 SQ M TO PERMIT A 105.54 SQ M ACCESSORY BUILDING FLOOR AREA FOR ALL ACCESSORY STRUCTURES (SHED & DETACHED GARAGE).
3. TO INCREASE THE HEIGHT FOR A SINGLE ACCESSORY BUILDING FROM THE MAXIMUM 4.5 M TO PERMIT A HEIGHT OF 5.7 M (DETACHED GARAGE).

TO ACCOMMODATE AN EXISTING SHED, AND A PROPOSED DETACHED GARAGE ADDITION.

LOCATION: MUNICIPALLY KNOWN AS 22 COLES COURT, TOWN OF HALTON HILLS (BANNOCKBURN), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): JOHN GEORGE

Present:
- J. George

K. Hamilton: Noted no objection to approval, subject to condition.

D. Matthews: Stated that he was there to answer any questions.

It was MOVED by Wayne Scott, SECONDED by Todd Jenney, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.020H - GEORGE, BE APPROVED, SUBJECT TO THE CONDITION OUTLINED IN THE PLANNING REPORT."

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 7, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5J. HEARING #10

MINOR VARIANCE APPLICATION D13VAR18.022H - THOMAS
REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,
1. TO REDUCE THE FRONT YARD SETBACK FROM THE MINIMUM 6 M TO PERMIT A 5.6 M FRONT YARD SETBACK (ADDITION).
2. TO REDUCE THE REAR YARD SETBACK FROM THE MINIMUM 7.5 M TO PERMIT A 1.8 M REAR YARD SETBACK (ADDITION).
TO ACCOMMODATE A PROPOSED ADDITION TO A DWELLING.

LOCATION: MUNICIPALLY KNOWN AS 21 ELIZABETH STREET, TOWN OF HALTON HILLS (GEORGETOWN), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): DAN & THERESA THOMAS

Present:
- The applicants were not present.

K. Hamilton: Noted no objection to approval, subject to condition.

The Secretary-Treasurer noted that since the applicants were not present, the Committee could approve the application, or defer their decision.

It was MOVED by Wayne Scott, SECONDED by Todd Jenney, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.022H - THOMAS, BE APPROVED, SUBJECT TO THE CONDITION OUTLINED IN THE PLANNING

REPORT."

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 7, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5K. HEARING #11

MINOR VARIANCE APPLICATION D13VAR18.023H - BCIMC REALTY
REQUESTING RELIEF FROM ZONING BY-LAW 57-91, AS AMENDED,
1. TO REDUCE THE NUMBER OF PARKING SPACES FROM THE MINIMUM 374 SPACES TO PERMIT 203 PARKING SPACES (WAREHOUSE).
2. TO REDUCE THE WIDTH OF THE PLANTING STRIP ABUTTING FIFTH LINE FROM THE MINIMUM 7 M TO PERMIT A 3 M PLANTING STRIP (WAREHOUSE).
TO ACCOMMODATE A PROPOSED WAREHOUSE.

LOCATION: MUNICIPALLY KNOWN AS 40 WESTBRIDGE DRIVE, TOWN OF HALTON HILLS (ESQUESING), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): BCIMC REALTY, QUADREAL PROPERTY GROUP, GUS TSORAKLIDIS

AGENT: JOHN D. ROGERS & ASSOCIATES, MICHAEL CRABTREE

Present:
- Michael Crabtree, agent

J. McMulkin: Identified errors in the report as the wrong by-law was listed, and a condition related to a permit from Conservation Halton was missing. Noted no objection to approval, subject to condition.

M. Crabtree: Stated that they are going through site plan for the warehouse and have submitted a parking justification report, and a landscape plan.

T. Jenney: Asked if the referenced condition was acceptable.

M. Crabtree: Responded yes.

It was MOVED by Todd Jenney, SECONDED by Blair Roedding, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.023H - BCIMC REALTY, BE APPROVED, SUBJECT TO CONDITION."

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 7, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5L. HEARING #12 - (2 APPLICATIONS)

CONSENT & MINOR VARIANCE APPLICATIONS D10CON18.006H - WATSON & D13VAR18.013H - WATSON

CONSENT: LOT ADDITION. THE PARCEL TO BE SEVERED IS DESCRIBED AS PART OF LOTS 4 AND 5, PLAN 37, NORTH WEST OF ALBERT STREET, PARTS 1, 2 AND 3 PLAN 20R5275 TOWN OF HALTON HILLS, MUNICIPALLY KNOWN AS PART OF **0 ALBERT STREET**, TOWN OF HALTON HILLS (GEORGETOWN), REGIONAL MUNICIPALITY OF HALTON. THE PARCEL IS TO BE ADDED TO AN ABUTTING PROPERTY DESCRIBED AS PART OF LOTS 4, 5 AND 6, PLAN 37, NORTH WEST OF ALBERT STREET SAVE AND EXCEPT PARTS 1, 2 AND 3, PLAN 20R5275 TOWN OF HALTON HILLS, MUNICIPALLY KNOWN AS **5 ALBERT STREET**, TOWN OF HALTON HILLS (GEORGETOWN), PURPORTEDLY OWNED BY MARK STUART WATSON & LAURA THERESA WATSON.

MINOR VARIANCE: REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO REDUCE THE FRONTAGE FROM THE MINIMUM 15 M TO PERMIT A 12 M FRONTAGE.

TO ACCOMMODATE A PROPOSED LOT ADDITION.

LOCATION: MUNICIPALLY KNOWN AS PART OF 0 ALBERT STREET, TOWN OF HALTON HILLS (GEORGETOWN), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): MARK STUART WATSON

AGENT: ARNOLD, FOSTER LLP, HERBERT ARNOLD

Present:

- H. Arnold, agent

J. McMulkin: Stated that Planning is not in support of the applications and that the applicant refused to submit a planning brief justifying the proposal and its impact on the significant heritage resource. Indicated that Engineering could not provide comments as the various requested plans and a topographic survey were never submitted. Noted that the proposal would establish a lot frontage of 12 m on Albert Street, which is not in keeping with the character of the neighbourhood. Recommended that the applications be refused.

H. Arnold: Stated that 0 Albert Street was created in 1983, and before the owner sells

the lot, he wants to increase the setback to his home, for maintaining the side of the building. Noted that the heritage building will stay and the Heritage Committee is in support of the proposal, which is something that is missing from the planning report. Submitted multiple maps and drawings of the lots, and the minutes from the Heritage Committee where the proposal was discussed.

J. McMulkin: Noted that the parcels on the one of the submitted maps shows the parcels as they exist today and does not take into account the reduced frontage.

J. Markowiak: Stated that a 12 m frontage would be a unique one-off situation which could create precedence, and another lot with a 12 m frontage could be created on the other side of the building.

H. Arnold: Responded that a building lot on the other side of the building would be new development and the Heritage Committee would not consider it. Noted the side yard is needed for maintenance and for a scissor lift.

W. Scott: Asked for clarification regarding the various boundaries on one of the plans.

H. Arnold: Responded that the dotted lines are from an old plan, and the hard lines are the boundaries of the subject parcels.

W. Scott: Asked if there are any areas where the frontage is similar.

J. McMulkin: Responded that there is a parcel nearby but the frontage was reduced in 1926.

T. Jenney: Asked why there was no rational provided to the Town, noting that there was no justification in the application either.

J. McMulkin: Stated that a rationale or justification was not provided, and that the planning brief or letter could have been prepared by the owner.

J. Markowiak: Stated that the Town position has not changed and most homes can be properly maintained with a 1.2 m setback, noting that this would effectively change the zoning classification of the lot.

H. Arnold: Noted that the planner (who wrote the report) was not present at the Heritage Committee meeting where the Heritage planner made a presentation, and that the report is missing the fact that the Heritage Committee is in support of the applications.

It was MOVED by Wayne Scott, SECONDED by Blair Roedding, AND CARRIED "THAT CONSENT & MINOR VARIANCE APPLICATIONS D10CON18.006H - WATSON & D13VAR18.013H - WATSON, BE APPROVED, SUBJECT TO THE CONDITIONS OUTLINED IN THE PLANNING REPORT."

Reasons for Approval - Consent:

- The Town/Committee considered the matters set out under Section 51 (24) of the Planning Act, 1990, as amended.

- The Committee considered the proposal to conform to the Regional Official Plan.
- The Committee considered the proposal to conform to the Local Official Plan.

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 8, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

6. OTHER MATTERS.

7. ADJOURNMENT (NEXT HEARING: JULY 04, 2018 AT 7:00 P.M.)

The hearing adjourned at approximately 9:00 p.m.

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Secretary-Treasurer

C: Halton Hills Clerks, Attention: Council and Committee Services Coordinator

Site Alteration Committee

MINUTES

Minutes of the Site Alteration Committee held on Thursday, June 21, 2018, at 3:00 p.m., in the Esquesing Boardroom, Halton Hills Town Hall.

MEMBERS PRESENT: Andrew Stabins (Vice-Chair) – Acting Chair
Councillor Bryan Lewis (Chair) – Arrived at 3:40 p.m.
Councillor Ted Brown
Councillor Clark Somerville
Ralph Padillo
David McKeown

REGRETS: Mayor Rick Bonnette (Ex-Officio); Harry Brander

STAFF PRESENT: Bill Andrews, Director of Engineering
Steve Grace, Program Manager, Water Resources
Maureen Van Ravens, Manager of Transportation
Jeff Jelsma, Manager of Development Engineering
Steve Burt, Development Engineering Coordinator
Andrew Mason, Development Inspector
Nova Bonaldo (Recording Secretary)

OTHERS PRESENT: David Anderson, Owner
Joyce Anderson, Owner
Clare Riepma, Riepma Consultants Inc., Agent

1. Disclosure of Pecuniary Interest
Nil.

2. Delegation

a) SA-18035, Delegation: Clare Riepma, Agent representing David and Joyce Anderson, Property Owners – 12688 Winston Churchill Boulevard

On behalf of the Owners, the Agent is requesting and Exception or Variance to By-law 2017-0040 to allow the importation of ±136,000m^3 (±13,600 truckloads) of fill and topsoil into the existing pit on the property to return the land to farmable use.

Facts
The Owners have surrendered the Aggregate Resources Act licence #5462 for the Anderson Pit which was accepted and approved by the Ministry of Natural Resources and Forestry.

The 5.3 hectares of land at the back of the property will require ±136,000m^3 (±13,600 truckloads) of fill including 150mm to 300mm of topsoil. The proposed works will allow for a surface fall of 2% from the front of the property towards the back and provide adequate drainage for farmable land.

Analysis & Discussion
The Site Alteration Committee members inquired about zoning, works being conducted in the conservation area on the property, and drainage into the conservation area. Staff confirmed the existing zoning designation permits agriculture uses. The Agent indicated the site is not in the conservation authority area. Once the land is restored, the drainage will follow its previous pattern; into the conservation area. The Agent also confirmed that the land is not within the Natural Heritage Region.

The Agent indicated that the source of fill and topsoil have not been determined however it is anticipated that North West Brampton would likely be the source. The proposed haul route would be west on Mayfield Road and north on Winston Churchill Boulevard to the existing pit entrance, which will remain open once the works are complete for farming purposes. The monitoring and soil testing procedures where also discussed.

The Agent stated the Owners would like to complete the works as soon as possible and requested extended hours during the summer months of 8:00 a.m. to 5:00 p.m., Monday to Friday, and to increase to a maximum 200 trucks per day.

<u>Recommendation No. SA-2018-0002</u>

THAT the Site Alteration Committee recommends the “Terms and Conditions of All Permits” listed in Schedule C of the Site Alteration By-law No. 2017-0040 and include the following extension to the hours of operation:

- Hours of Operation: 8:00 a.m. to 5:00 p.m., Monday to Friday
    - Summer months only (Summer months for the year 2018 commencing July 3, 2018 to August 31, 2018)
- Maximum 200 truckloads per day

AND FURTHER THAT the Site Alteration Committee supports the proposed works, subject to the applicant meeting all conditions to the satisfaction of staff.

CARRIED

3. Fill Operations – Update
Staff provided verbal updates regarding on-going fill operations and responded to Site Alteration Committee questions and concerns.

Staff requested guidance from the Site Alteration Committee members in regards to the fill operation at property 8727 Tenth Line. Acting Chair Andrew Stabins declared a

conflict of interest and was not part of the discussion or recommendation decision.

Recommendation No. SA-2018-0003

THAT the Site Alteration Committee recommends that staff issue an order to the property owner(s) to restore the site.

CARRIED

4. Site Visit Date for 9268 Fifth Line (Van Dongen)

The Site Alteration Committee and staff discussed possible dates to conduct a site visit to 9268 Fifth Line. It was decided 9:00 a.m. on Tuesday, July 10, 2018.

Action Item: Staff to contact Michael Van Dongen regarding the scheduled date and time.
Action Item: Nova Bonaldo to schedule site visit date and time in Site Alteration Committee members and staff calendars.

5. Sunset/Terms of Reference Review Date – June, 2018

The Site Alteration Committee discussed revising the Sunset/Terms of Reference Review Date to coincide with the Term of Council. It was agreed that the date should be revised to December, 2022.

Action Item: Steve Grace to submit a house keeping report to Council recommending the Sunset Date of the Site Alteration Committee Terms of Reference coincide with the Term of Council.

6. New Business

a) Site Alteration Committee members indicated concerns regarding truck enforcement on weekends in the event the trucks are hauling fill. As the Town of Halton Hills grows, it may be required that the Town hire staff to monitor truck hauling violations on the weekends. Staff advised that anyone who witnesses trucks on the road with weight restrictions or a truck prohibition should call police.
b) Discussed the Site Alteration Committee members' availability to attend the meeting scheduled for Thursday, July 19, 2018.
Action Item: Nova Bonaldo to send meeting requests to ensure availability and quorum for the July 19, 2018 meeting.
c) Steve Grace enquired if the Site Alteration Committee members find it helpful to receive the Inspector Report prior to the meetings. All members replied that it is indeed helpful.

7. Next Meeting

Thursday, July 19, 2018

8. Adjournment

The meeting adjourned at 4:15 p.m.

June 2018 Acton BIA Board Meeting Minutes

Attendees: Linda Olson, Monica Galway, Trish Somerville, Mike Albano, Nancy Wilkes. Cassandra Baccardax
Guests:
Regrets:

1. Opening of meeting – 6:34 Linda; meeting is being recorded.
    a. 5 in attendance; 5/5 currently on the Board + recording secretary
    b. Good evening to all; welcome; let's help one another with our own areas of expertise
    c. Mike – thanks to Mayor and CAO for providing CBdx as interim manager; fresh start!

2. No pecuniary interest

3. AGM minutes – motion to adopt AGM minutes as recorded Nancy, seconded Trish, carried (5/5)

4. Special Board meeting – motion to adopt executive meeting minutes with - Monica, seconded Trish, carred (5/5) motion to conclude meeting adjournment added in – nancy/trish/unanimous

5. Treasurer's Rpt – bank ready to have new signing authority cards signed by 3

    a. Q about receivables - $2912; small items that possibly could be collected over summer by summer student
6. Mgrs Rpt: Summer Student, AGM, Mgr hiring\
    a. Q – Monica - who is on hiring committee? Linda, Mike, Laura Lancaster ToHH, Cassandra
    b. Monica – expressed desire to have manager face-to-face with members, out on the street
    c. Job Description – Trish & Monica - posting does not have enough "on the street" duties; position has changed to be more strategic planning and rebranding, and not enough tangible tasks.
    d. |nancyWhat does strategic plan mean – what will BIA gain from doing this strategic plan? |It's a go forward plan for 5 years, SWOT, what do we want to be/achieve in 5 years? New manager to put action plan to strategic plan. Acton plan developed aready for rebranding. Discussion around why is it taking so long? Not a big enough board to vote on things, 3 managers in 2 years meant inefficiencies. Has been a struggle over last couple of years.
    e. Go back to basics – what is the plan, how to implement.
    f. Recording secretary to email Strat |Plan to all members
    g. Mike – Board has to be more active; has to support new manager to make the strat plan and rebranding happen. Board can ID what needs to happen, and some kick-off starting items for quick wins. Break into Long-term, med-term, short term and urgent – set time lines and priorities.
        i. beautification (via RED funding), rebranding (logo + more ie image, tag line etc.), website
        ii. ie. Photo of Board with new coroplast sign with new logo; press release; new biz openings with sign

A lot of unknowns on where previous projects were left off; need to recap many projects and determine if they can be relaunched from mid-point

CB to send STRAT PLAN to all

5 MOTIONS

1. new board meeting date/time: 3rd Monday of month, 5:30 pm for \july & sept motioned by Nancy, seconded by mike,, carried all
    a. Cancel Aug monica/mike/carried all

2. |Open Streets – Thurs June 28 - $800 +$400 = $1200 . A lot of $$. Can we revisit the July & August ones? \promote through schools; print john mcnab, mcnab graphcis 4/page deliver to schools. Monica Motion to approve $1200 for video expense, market and run this one. Find out more about whether this was budgeted. 1/8 page Tanner spot red $50-60 June 21 2nded Trish all in favour. CB to investigate budgeting for july and august events.
3. Grant Thornton - $816 Trish motions, nancy approves , all in favour
4. Retaining Cindy Robinson – hold on for a few months – no changes now while interim and new manager and new board settle in. Plus Cindy knows BIAs. Nancy Motion to keep her until we're ready to take on task. Trish seconded all in favour
5. $800 for Canada Day entertainment ($200+$600) monica/nancy/all

6. Other business
   Discussion of whether to launch website and logo together, and now or later (after new manager starts) Pros/cons of quickly in light of months and months of delays vs. an exciting launch with a bit of build up.
   Website – why not already up? Get it done. Events coming up fast and need as much (free) promotion as possible.
   Launch of new logo – distribution of logo design - Colour works for digital/web but may need to use B&W for some items due to cost. Nancy to get quote on coroplast and window cling.
   Whole plan for a big release is inappropriate. Let's be a committee who gets things done.

   Nancy Motion to launch website asap without new logo as soft launch; photo and formal launch also ASAP pic with Mayor on June 28, just before open streets 6pm. 2nd monica; all in favour
   CB to invite whole membrership as well as past committee members
   \logo deserves a proper launch – committee worked very hard on it.

   Events
   Movie 1: Trish, Linda, Mike, Monica
   Canada Day 2-6pm: Trish, \Monica – cake, pins
   LTF: |Linda, Mike, Nancy for some; Trish for some
   Movie 2:
   Halloween Trick or Treat on Mill & Main: come back to it with new manager

   New Biz – CB to send link to Rpt to Council – 2 members to be appointed by Town, still leaving 4
   \Possible new members:
   - Dr. David DeMelo (chiropractor) – can do Mondays…
   - Lynda yurkin Total Dance Innovations – potential…
   - Chris (Scott?) – The |Olympic Greek - only if Mondays…
   - Angie Forever youngsters – if not a Tuesday
   - Nicole Cooperators – moving office so not eligible.

- |Lousia McCarley Willow Lane Natural Foods
-

Treasurers Rpt – cindy Robinson or Trerasurer to rpt at each meeting going forward; Trish needs time to review books etc.
May 31 Balance $13,310.18

Motion to adjourn the meeting…
8:37 monica , 2nd by Trish, vote unanimous, passed. Next meetings: july 16 & Sept 17

TOWN OF HALTON HILLS

COMMITTEE OF ADJUSTMENT

MINOR VARIANCE OR PERMISSION (The *Planning Act*, 1990, Section 45)
CONSENT (The *Planning Act,* 1990, Section 53)

MINUTES

Committee of Adjustment hearing on **Wednesday, July 04, 2018** at 7:00 p.m. in the in the Council Chambers, Town Hall, 1 Halton Hills Drive, Halton Hills (Georgetown).

MEMBERS PRESENT: Allan Cook (Chair), Todd Jenney, Blair Roedding, Wayne Scott
STAFF PRESENT: Keith Hamilton, Planner John McMulkin, Planner Jeff Markowiak, Manager of Development Review Niloo Hodjati, Secretary-Treasurer, Committee of Adjustment

1. CHAIR'S OPENING REMARKS.

2. DISCLOSURES OF PECUNIARY INTEREST: None declared.

3. THE MINUTES OF JUNE 13, 2018 WERE ACCEPTED.

4. REQUESTS FOR DEFERRAL (FROM APPLICANTS): None.

5. APPLICATIONS FOR MINOR VARIANCE OR PERMISSION, AND/OR FOR CONSENT, HEARD BY THE COMMITTEE:

5A. HEARING #1

MINOR VARIANCE APPLICATION D13VAR17.027H - MESSIER
REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,
1. TO INCREASE THE NUMBER OF DRIVEWAYS FROM THE MAXIMUM ONE DRIVEWAY PER LOT, TO PERMIT TWO DRIVEWAYS.
TO ACCOMMODATE AN EXISTING TEMPORARY CONSTRUCTION ENTRANCE AS A SECOND DRIVEWAY.

LOCATION: MUNICIPALLY KNOWN AS 17 GLEN CRESCENT DRIVE (GLEN WILLIAMS), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): JASON MESSIER & TARA BOUSKILL

Present:
- Jason Messier, owner

K. Hamilton: Noted no objection to approval.

J. Messier: Stated that the construction access was legal.

W. Scott: Asked if two driveways were always planned.

J. Messier: Stated that the second driveway was built as eventually required.

It was MOVED by Todd Jenney, SECONDED by Blair Roedding, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR17.027H - MESSIER, BE APPROVED."

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 25, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5B. HEARING #2

MINOR VARIANCE APPLICATION D13VAR18.025H - MACRI
REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,
1. TO REDUCE THE FRONT YARD SETBACK FROM THE MINIMUM 6 M TO PERMIT A 3.17 M FRONT YARD SETBACK (ADDITION).
2. TO REDUCE THE REAR YARD SETBACK FROM THE MINIMUM 7.5 M TO PERMIT A 6.27 M FRONT YARD SETBACK (ADDITION).
TO ACCOMMODATE A PROPOSED ADDITION TO A DWELLING.

LOCATION: MUNICIPALLY KNOWN AS 75 ELMORE DRIVE (ACTON), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): CHRISTINE & GARY MACRI

AGENT: WERNER KRAM, PERMA-WOOD SOLARIUMS

Present:
- Werner Kram, agent

K. Hamilton: Noted no objection to approval.

W. Kram: Stated that the proposed addition requires variances for setbacks.

It was MOVED by Todd Jenney, SECONDED by Wayne Scott, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.025H - MACRI, BE APPROVED."

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 28, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5C. HEARING #3 - 2 APPLICATIONS

CONSENT & MINOR VARIANCE APPLICATIONS D10CON18.007H - REXTON DEVELOPMENTS & D13VAR18.024H - REXTON DEVELOPMENTS

CONSENT PURPOSE: 3 NEW LOTS. THE PARCELS TO BE SEVERED ARE DESCRIBED AS PART LOTS 13, 14, 15, 16, PL 29, S OF JOHN, N OF RAILWAY, EXCEPT PART LOTS 13 & 14, PL 29 AS IN HR103240 TOWN OF HALTON HILLS AND PT LT 1, PL 29, NE SNT MICHAEL ST; PT LTS 13, 14 & 15, PL 29, S OF JOHN, N OF RAILWAY DES AS PT 8 PL 20R14226; HALTON HILLS, MUNICIPALLY KNOWN AS PARTS OF **38 JOHN STREET**, TOWN OF HALTON HILLS (GEORGETOWN), REGIONAL MUNICIPALITY OF HALTON.

THE PARCELS (± 542-545 SQ M) ARE SHOWN ON THE SKETCH OF SURVEY AS "B, C & D - TO BE SEPARATED", PREPARED BY DOLLIVER SURVEYING INC., ONTARIO LAND SURVEYOR, FILE NO. "1564-4GRID", DATED MAY 4, 2018, REVISED MAY 17, 2018, DATE STAMPED AS RECEIVED BY THE COMMITTEE OF ADJUSTMENT ON MAY 25, 2018.

MINOR VARIANCE PURPOSE: REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO REDUCE THE FRONTAGES FROM THE MINIMUM 15 M TO PERMIT A 13.55 M FRONTAGES.

TO ACCOMMODATE 3 PROPOSED NEW LOTS.

OWNER(S): TONY ROMANELLI, REXTON DEVELOPMENTS

AGENT: AL RUGGERO, REXTON DEVELOPMENTS

Present:

- Al Ruggero, agent

K. Hamilton: Noted no objection to approval, subject to conditions.

A. Ruggero: Stated that the 3 new lots are being proposed and variances are required due to the irregular shape.

W. Scott: Asked about the retained parcel.

A. Ruggero: Responded that it is an irregular shaped lot and they are waiting to see if the adjacent road allowance will be opened.

It was MOVED by Wayne Scott, SECONDED by Todd Jenney, AND CARRIED "THAT CONSENT & MINOR VARIANCE APPLICATIONS D10CON18.007H - REXTON DEVELOPMENTS & D13VAR18.024H - REXTON DEVELOPMENTS, BE APPROVED, SUBJECT TO CONDITIONS."

Reasons for Approval - Consent:

- The Town/Committee considered the matters set out under Section 51 (24) of the Planning Act, 1990, as amended.
- The Committee considered the proposal to conform to the Regional Official Plan.
- The Committee considered the proposal to conform to the Local Official Plan.

Reasons for Approval - Minor Variance:

1. The Committee considered the requested variance(s) to be minor in nature.
2. The Committee considered the requested variance(s) to be desirable for the appropriate use of the land, building or structure.
3. The Committee considered the requested variance(s) to meet the intent and purpose of the Official Plan.
4. The Committee considered the requested variance(s) to meet the intent and purpose of the Zoning By-law.

- The associated Planning report is dated June 29, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

5D. HEARING #4

CONSENT APPLICATION D10CON18.002H - FOBERT

PURPOSE: TO CREATE A **NEW LOT**. THE PARCEL TO BE SEVERED IS DESCRIBED AS LOT 5, PLAN 384, HALTON HILLS, MUNICIPALLY KNOWN AS PART OF 111 CHARLES STREET, TOWN OF HALTON HILLS (GEORGETOWN). THE PARCEL (± 474.7 SQ M) IS SHOWN ON THE SKETCH OF SURVEY AS "TO BE SEPARATED", PREPARED BY DOLLIVER SURVEYING INC., ONTARIO LAND SURVEYOR, FILE NO. "962-21GRID", DATED SEPTEMBER 20, 2017, AMENDED FEBRUARY 14, 2018, DATE STAMPED BY THE COMMITTEE OF ADJUSTMENT ON FEBRUARY 26, 2018.

LOCATION: MUNICIPALLY KNOWN AS PART OF 111 CHARLES STREET, TOWN OF HALTON HILLS (GEORGETOWN), REGIONAL MUNICIPALITY OF HALTON

OWNER(S): PATRICK FOBERT, NADINE FOBERT & MARK CACHIA

AGENT: PATRICK FOBERT

Present:

- Herbert Arnold, owners' lawyer
- Mark Cachia and Nadine Fobert, 6 Irwin Crescent, Georgetown, ON L7G 1E8
- Ian Droppo, 7 Churchill Crescent, Georgetown, ON L7G 2M8
- Flemming Mathiasen, 110 Charles Street, Georgetown, ON L7G 2M9
- Anna-Maria Pacula, 7 Churchill Crescent, Georgetown, ON L7G 2M8
- Diane Cope, 16 Charles Street, Georgetown, ON L7G 2Z2
- Penni Ganby, 51 Charles Street, Georgetown, ON L7G 2Z4

J. McMulkin: Explained that the application has been reviewed against the requirements of the Official Plan and Zoning By-law, and meets density, lot creation criteria, and infill development policies, and does not require relief from the Zoning By-law for lot frontage. Noted that the circulated departments and agencies did not have any objections to the application, and that the proposal conforms to the provisions of the Mature Neighbourhood Character policies. Noted no objection to approval, subject to conditions. Addressed the received objections from the public, indicating that staff are recommending Site Plan approval, and will consider waiving the 5 ft road widening in order to move the house closer to the street, increasing the side and rear yards. Explained that Site Plan approval can require that new trees be provided.

H. Arnold: Stated that the proposal complies with the Zoning By-law and the Mature Neighbourhood Character Study. Submitted a handout, and noted that the frontage for the property is actually on Churchill Crescent, not Charles Street, so the existing house directly abuts the rear yard of the property, against 3 and 5 Churchill Crescent. Stated that the Zoning By-law identifies lot lines, and there is no Minor Variance attached to the proposal. Noted that 41 George Street, and 37 and 40 Henry Street are both triangular lots with modest rear yards. Indicated that the Town is being flexible in removing the road widening and the road will not require an actual widening, but that Site Plan has full power to impose road widening and daylight triangle. Noted that the Town does not require Site plan for Consents but has previously required it for rezoning.

M. Cachia & N. Fobert: Stated that they are in favour of the proposal.

I. Droppo: Spoke against the application, submitted a handout, and stated that the property is zoned LDR1-2 (Mature Neighbourhood), and this proposal would set a precedent for future lots. Stated that the rear yard is listed as the side yard, and that side yards should be next to each other. Indicated that it is the side yards that are 1.2 m, and not the rear yards. Noted that people will now see brick walls from their backyards, and that more than 95 per cent of the individuals that were approached to sign the petition objected to the application. Asked that the Committee consider the by-law differently and prevent exploiting of by-laws by developers.

F. Matheson: Spoke against the application noting that a transportation study should have been required, as cars do not stop on George Street, and 2 driveways are too much. Stated that the Town is sending conflicting messages, saying there is a mandatory road widening but it is not required, and that the Town does not see a safety issue by removing the road widening.

A. M. Pacula: Spoke against the application, noting that the Mature Neighbourhood Character Study required that proposed developments be consistent with the character of neighbourhoods. Noted that the subject property backs on to 5 houses, and is infringing on existing lots, and that the configuration of the lots does not fit the by-law, and 2 houses are not appropriate for the area. Submitted a handout, and noted that 40 trees have been cut down and the wall of greenery is gone. Asked about trees being removed, and what happens if the developer demolishes the home during the appeal period, and that trees need to be reestablished to block views of the road and traffic.

J. McMulkin: Responded that the building can be demolished, but that the second house could not be built as they would need permits. Noted that the road widening is still a condition of Consent in order to resolve the matter at the site plan stage, however, the dwelling could be located closer to the street if it is not taken, and that a daylight triangle will still be required.

H. Arnold: Stated that the daylight triangle is not being waived, and that a final surveying of the lots has not taken place. Noted that his client could demolish the existing house, and rebuild it along the Churchill Road frontage through a building permit.

T. Jenney: Asked the Town to confirm that as per the report, they have no issues with the trees being removed.

J. McMulkin: Responded that the statement was correct, as the Town does not have a tree-cutting by-law that would prevent the removal of the trees.

W. Scott: Asked the Town to explain how the rear yard setback is measured.

J. Markowiak: Responded that the measurement is calculated based on the closest point of dwelling to the rear lot (between the rear of the dwelling and the rear lot line).

F. Matheson: Spoke against the application (a second time), noting that he is not satisfied with a transportation study not being required, and that Town staff are responsible for future accidents.

J. Markowiak: Explained that a transportation study is required when there may be a chance for a noticeable increase in the volume of traffic, and Transportation staff have stated that the introduction of 1 new lot would not require a transportation study. Noted that a daylight triangle will remain as a condition to ensure sight lines, but staff can review the need for a road widening against the likelihood of the road actually being widened in the future, to determine if the widening is required.

I. Droppo: Spoke against the application (a second time), questioning the determination of rear yard setbacks.

J. Markowiak: Responded that it is calculated from the the closest point of a dwelling to the rear lot line. The rear lot line for the severed lot is the line shown on the severance sketch submitted by the applicant with the 2.96 dimension illustrated.

I. Droppo: Asked how lot lines are defined.

J. Markowiak: Responded that the Zoning Officer identifies the lot lines based on the definitions in the Zoning By-law, and the applicant has submitted their proposal based on the literal definitions in the Zoning By-law.

D. Cope: Questioned the rear and side yard setbacks of the subject property.

J. Markowiak: Responded that they are irregular lots, and as pointed out by H. Arnold, the rear lot line is the lot line shared with 3 and 5 Churchill Crescent.

P. Gamby: Spoke against the application, noting that conflict (related to new lots being created) will increase, as more houses get built. Stated that large lots will continue to be severed and that the Mature Neighbourhood Character Study fell short.

It was MOVED by Wayne Scott, SECONDED by Todd Jenney, AND CARRIED "THAT CONSENT APPLICATION D10CON18.002H - FOBERT, BE APPROVED, SUBJECT TO CONDITIONS."

Reasons for Approval - Consent:

- The Town/Committee considered the matters set out under Section 51 (24) of the Planning Act, 1990, as amended.
- The Committee considered the proposal to conform to the Regional Official Plan.
- The Committee considered the proposal to conform to the Local Official Plan.

- The associated Planning report is dated June 29, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

6. OTHER MATTERS.

7. ADJOURNMENT (NEXT HEARING: AUGUST 01, 2018 AT 7:00 P.M.)

The hearing adjourned at approximately 8:45 p.m.

_____

Secretary-Treasurer

C: Halton Hills Clerks, Attention: Council and Committee Services Coordinator

BOARD OF MANAGEMENT MEETING
Monday July 16th, 2018
Meeting Minutes

Location: Acton BIA Office, 45 Mill Street East
Call to Order at 5:36pm

Attended: Nancy Wilkes, Trish Somerville, Patricia Daleman, Counsellor Mike Albano, Tyler King, Cassandra Baccardax, Chris Efstathopoulos, Victor Alksnis, Brad Fitzsimmons, John Muirhead
Absent: Linda Olson, Monica Galway
Sent Regrets:

1. **Chair's Welcome - Presented by Nancy Wilkes**

Nancy Wilkes, Acting Chair of Downtown Acton welcomed everyone on behalf of the DABIA Board of Management.

2. **Declaration of Conflict of Interest -** None.

   i. **Declaration of Quorum -** Nancy Wilkes.

   ii. **Notice of Meeting Sent -** Tyler King, DABIA Manager, confirmed that Notice was sent to commercial property owners within the required 10 day notification period.

   - Victor mentioned including Previous Meeting Minutes to Agenda moving forward.

   iii. **Agenda Review -** Agenda changed - Vote on DABIA Facade Signage removed as well as Board Short-term Priorities Discussion.

Motion to approve DABIA July 16, 2018 Minutes
Moved: Mike Albano
Seconded: Trish Somerville
Motion Carried

3. **Adoption of June Minutes**

   - Patricia Daleman, Victor Alksnis and Trish Somerville requested time to read the minutes as they were only provided at the start of the meeting.

Motion to adopt DABIA June 11, 2018 Minutes
Moved: Trish Somerville
Seconded: Mike Albano
Motion Carried

4. **Treasurer's Report - Presented by Trish Somerville**

- Closing bank balance dated June 29th, 2018 is $39,082.64.
- There are several cheques still processing.
- Cindy Robinson, Senior Accountant from Grant Thornton LLP is managing financials. If anyone has questions, you are free to reach out to her for more information.
- BIA financial information is now up to date, minus the few pending items.
- Leathertown Festival will be the next program to agitate financials.

Motion to approve Treasurer's Report

Moved: Mike Albano

Seconded: Patricia Daleman

Motion: Carried

5. **Outgoing Manager's Report - Presented by Cassandra** Barrardax

i. **Update on Manager Recruiting and Hiring** - New BIA Manager hired (Tyler King) - Tyler lives in Milton, Ontario and is a native to Collingwood/Blue Mountain. He has worked with both the Collingwood Downtown BIA and Mount Pleasant Village BIA in Toronto. The BIA is happy to have him joining the team and notice of his arrival has been posted in The New Tanner and on the Downtown Acton website.

- Cassandra will be stepping down as the BIA Manager to resume her work with the Economic Development Department with the Town of Halton Hills.
- Cassandra and Tyler will continue to regularly meet to discuss the BIA and Town's relationship. Cassandra has also provided a procedural checklist for Tyler in lieu of his taking over the office.

ii. **Acton Business Company (ABC) Program** - This program is jointly run by Acton High and the BIA to promote and support young entrepreneurs and help launch their businesses over the Summer months. Adult mentors guide these students' business strategies and help them get involved in their communities. This program aligns well with the DABIA priorities and is a "good news" story for supporting future business leaders. Students are given space to sell their products and services at the Weekly Trunk Sale and the Leathertown Festival. The program also makes use of the DABIA office bi-weekly over the Summer months until the school becomes available again in the Fall.

iii. **Leathertown Festival** - The festival date is August 12, 2018. A big thank you goes out to Kim Duncanson and John Brooks for their committed roles in organizing this years' event. The latest report from Kim is that we will have 99 vendors this year. If anyone is interested in volunteering, many opportunities still exist.

iv. **Housekeeping:**

a. On June 28, 2018 the DABIA soft launched their website. The website will be

developed moving forward and photos/member bios will need populated.

b. On June 26, 2018 the DABIA soft launched their new logo and made its first public appearance at the Open Street event on June 28th. Tyler will be pushing the hard launch of both the website and rebrand initiative.

c. Simran Hunjan and John Muirhead are the summer students hired to help both the BIA and the Town's Department of Economic Development. Both students will be working out of the BIA office.

d. The Rural Economic Development (RED) Grant is what help fund the new BIA website, logo and summer students. The BIA will be looking for a final report by the end of the month.

e. Recommended administrative projects for the DABIA office include digital backups of files, password restructure, as well as structuring emails, contacts and the calendar.

**commentary* Mike Albano - "On behalf of the Board, a big thanks goes out to Cassandra Baccardax [and Damian Szybalski] for allowing such a smooth transition during the interim period of BIA Board and Management. You [Cassandra] have been an excellent guide and leader. If Cassandra and Damian require assistance from the BIA in the future, you have our support."*

6. **Update on Key Programs and Initiatives** - Presented by John Muirhead

i. **Canada Day** - This year was a great success with approximately 150 attendees. The Town waived park permits and the Fire Department managed the firework show. The overall cost of the event for the BIA was $1470. which included two ads in The New Tanner, live entertainment, a visit from the Town Crier, and decorations. The event ran smoothly.

ii. **Open Streets** - This event was made to promote outdoor activities by closing off Willow Street in front of the Town Hall Centre between Mill and Bower Streets. This event had a low turn out, likely due to the irregularity of the event and weaker marketing. There were 20-25 attendees and activities included Zumba, Pound Fitness, road hockey, baton and hula hoop lessons. The event was run by the Active Easy program run through the Town's Active Living department. The cost to the BIA was nil. A big thank you goes to the sponsors: Tandia, Superior Glove Works, Halton Hills Chamber of Commerce, Halton Region Small Business Centre, Halton Region Public Health, and Acton High.

<u>Motion to approve Outgoing Manager's Report and Update on Key Programs</u>

Moved: Trish Somerville

Seconded: Patricia Daleman

Motion: Carried

7. **Incoming Manager's Report** - Presented by Tyler King
   i. **Welcome Address**
   ii. **Infrastructure Report** - Last week the DABIA conducted an infrastructure survey on benches, planters and garbage can receptacles that have fallen into disrepair. The DABIA has also surveyed the disrepair along the sidewalk and alley areas across the downtown core and the weed control problems the area faces. More work to follow on providing short and long-term solutions to refreshing these items.
   iii. **Member Welcome and Survey** - Linda Olson (DABIA Chair) and I have initiated introducing ourselves to the business community. It will be a time-consuming process but an important one to complete. Coupled with our welcome as "New Chair" and "New Manager" we have begun handing out member surveys to update our BIA Business Directory (for the new website) as well as get a temperature on attitudes and opinions across the district.

Motion to approve Incoming Manager's Report
Moved: Mike Albano
Seconded: Patricia Daleman
Motion: Carried

8. **Motions to Bring Forward** - Presented by Nancy Wilkes
   i. **Open Streets** - Held on the last Thursday of the each Summer month, this event offers active outdoor programming but has not demonstrated a lot of engagement. The event has also be unfortunately scheduled around hiccups in Board member and Manager schedules such that healthy focus on the event could not be achieved. Proposal to defer this event until next year.
   ii. **Employee Updates (Past and Present Managers)**
      a. Sheena Switzer resigned April 6, 2018.
      b. Dianne Gowland resigned May 11, 2018.
      c. Tyler King assumed position July 9, 2018.
      d. Cassandra Baccardax resigned this evening, July 16, 2018.
      e. Remuneration for Cassandra will be required. Compensation for her time will be paid out at a future date to the Town at the salary rate of "BIA Manager rate plus expenses"

Motion to approve Motions
Moved: Trish Somerville
Seconded: Patricia Daleman
Motion: Carried

9. **New Business Report**- Proposal to endorse new BIA membership with welcoming event. Tyler to create a checklist for new businesses interested in holding a Grand Opening and

explore ideas on how BIA can welcome new Acton residents. Tyler to create list of new BIA businesses and timelines on launch dates.

Motion to approve New Business Report

Moved: Mike Albano

Seconded: Patricia Daleman

Motion: Carried

10. Closing Remarks/Other Business - Moderated by Nancy Wilkes

i. **Recognition for Alec (Giant Tiger)** - Tyler to coordinate plaque and cake for Alec's outstanding contribution to the community. Explore full page ad in The New Tanner with possibility of ad sharing with BIA membership.

ii. **BIA Event Equipment Rentals** - Tyler to create rental contract for the use of, management, and rates for the future renting of DABIA-owned event equipment. In the past the BIA had loaned out equipment such as BBQs to non-profits in good faith, but the wear and tear of this equipment needs to be considered. As such, the DABIA needs to monitor usage.

Motion to Adjourn Meeting

Moved: Mike Albano

Seconded: Patricia Daleman

Motion: Carried

Meeting Adjourned at 7:38pm

Site Alteration Committee

MINUTES

Minutes of the Site Alteration Committee held on Thursday, July 19, 2018, at 3:00 p.m., in the Esquesing Boardroom, Halton Hills Town Hall.

MEMBERS PRESENT: Councillor Bryan Lewis (Chair)
Councillor Ted Brown
Councillor Clark Somerville
Ralph Padillo
David McKeown

REGRETS: Mayor Rick Bonnette (Ex-Officio)
Andrew Stabins (Vice-Chair)
Harry Brander

STAFF PRESENT: Bill Andrews, Director of Engineering
Steve Grace, Program Manager, Water Resources
Maureen Van Ravens, Manager of Transportation
Andrew Mason, Development Inspector
Nova Bonaldo (Recording Secretary)

OTHERS PRESENT: Michael Van Dongen, Van Dongen's Garden Centre, Landscaping, Nurseries (Agent)

1. Disclosure of Pecuniary Interest

Nil.

2. Delegation

a) SA-18028, Delegation: Michael Van Dongen, Agent representing Agnes and Adrian Van Dongen, Property Owners – 9268 Fifth Line

On behalf of the Owner, the Agent presented information for a Large Scale/Commercial Site Alteration permit application to import fill to the property's rear 8.4 hectares to re-profile the land to better suit the nursery's agricultural needs.

Facts

The Agent met with the Site Alteration Committee on May 19, 2018 to discuss a Large Scale/Commercial Site Alteration application at the above noted address to import fill and hosted a site visit on July 10, 2018 at 9268 Fifth Line to further inform and demonstrate

the location and need of the proposed works to the Site Alteration Committee Members.

The Agent is requesting consideration from the Site Alteration Committee as allowed under Part III, General Provision of By-law 2017-0040 to proceed by way of a simple form of application where “the applicant carries on an agricultural operation within the meaning of the *Farming and Food Production Protection Act, 1998* and provides a farming business registration number within the meaning of the *Farm Registration and Farm Organization Funding Act, 1993*.”

Steve Grace discussed the changes on the revised Inspector Report which included a correction in the haul route and refundable securities. Discussions with the Town of Halton Hills Public Works staff resulted in a recommendation to increase the amount of refundable securities due to the possible damages by trucks hauling on Fifth Line, which is a weight restricted road.

The Agent has consulted with Conservation Halton who staked the top of bank. Conservation Halton has consented to a minimum 1 metre offset from the staked top of bank to allow the grades to match, however the Agent believes this may not be necessary and will possibly remain farther than 1 metre from the top of bank. The standard Conservation Halton offset is 15 metres from a staked top of bank.

Analysis & Discussion

The Site Alteration Committee Members, staff, and the Agent discussed the refundable securities. Issues on Fifth Line are not anticipated however the road will be videotaped by Public Works staff before the commencement of works at 9268 Fifth Line and after the works are completed. The Owner will be responsible for any damages caused by the trucks hauling on the roads as indicated in the Town’s Site Alteration By-law No. 2017-0040 and the Fouling and Encumbering of Public Roads By-law No. 2006-0054. If damages occur, an Order to Cease Work will be issued and delivered to the Owner. Continuation of the operation cannot continue until the road is repaired to the satisfaction of Town staff.

Retaining a large amount of refundable securities for a number of years is excessive and could be detrimental to a business. Therefore it was agreed upon that the Owner sign a Refundable Security Notice acknowledging the requirement to provide $10,000.00 in refundable securities and to replenish the securities in the event the monies are drawn on for road restoration works by the Town.

The haul route is based on the source of material being located within Milton; however it has not yet been determined. The Agent anticipates the duration of the works to be two (2) to three (3) years depending on the quality and location of the soil. The Agent expressed understanding of the importance of maintaining the condition of the roads included in the haul route.

The administrative fee, permit shelf life and renewal, and the submission of further required documents were also discussed. The Site Alteration Committee discussed and agreed that the permit fees would be a hybrid of both the “Alteration of a Site” and the

"Alteration of a Site-Large Scale/Commercial" based on the 2018 approved rates. The Agent will provide the recommended administrative fee and information and documents as they become available within the following six months, prior to the issuance of the Large Scale/Commercial Site Alteration permit.

Recommendation No. SA-2018-0004

THAT the Site Alteration Committee recommends the "Terms and Conditions of All Permits" listed in Schedule C of the Site Alteration By-law No. 2017-0040;

AND FURTHER THAT the Agent provides the administrative fee of $1,419.00 plus $50.00/ha ($420.00), additional fees of $5,760.00 (38,400m^3 x $0.15), and refundable securities in the amount of $10,000.00 as indicated in the Refundable Security Notice;

AND FURTHER THAT the Site Alteration Committee supports the proposed works, subject to the applicant meeting all conditions to the satisfaction of staff.

CARRIED

Conclusion

In summary, the Committee concludes that this Application is consistent with the general intent and purposes of the By-law.

- The applicant operates a Nursery business that requires a supply of stock that will be grown on site.
- The grading to be completed is satisfactory to the Halton Conservation.
- The proposed time frames are reasonable to complete the works with the appropriate material when they are available.

NOTE: Quorum was lost at 3:35 p.m., the following items were for information only and no decisions were made.

3. Fill Operations – Updates

Staff provided verbal updates regarding ongoing fill operations and responded to Site Alteration Committee questions and concerns.

Action Item: The Chair asked staff to coordinate and invite Charles Priddle, of Conservation Halton, to a future meeting to discuss ongoing fill operations.

Steve Grace informed the Site Alteration Committee that Town Inspectors now have formal access to a lawyer to acquire legal advice regarding site alteration contraventions.

4. New Business

No new business.

5. Next Meeting

Thursday, August 16, 2018, at 3:00 p.m., in the Esquesing Room, Halton Hills Town Hall

6. Adjournment

The meeting adjourned at 3:45 p.m.

Site Alteration Committee

MINUTES

Minutes of the Site Alteration Committee held on Thursday, August 16, 2018, at 3:00 p.m., in the Esquesing Boardroom, Halton Hills Town Hall.

MEMBERS PRESENT: Councillor Bryan Lewis (Chair)
Councillor Ted Brown
Councillor Clark Somerville
Ralph Padillo
Harry Brander
David McKeown

REGRETS: Mayor Rick Bonnette (Ex-Officio)
Andrew Stabins (Vice-Chair)

STAFF PRESENT: Bill Andrews, Director of Engineering
Steve Grace, Program Manager, Water Resources
Maureen Van Ravens, Manager of Transportation
Jeff Jelsma, Manager of Development Engineering
Steve Burt, Development Engineering Coordinator
Andrew Mason, Development Inspector
Susie Spry, Municipal Law Enforcement Officer
Nova Bonaldo (Recording Secretary)

OTHERS PRESENT: N/A

1. Disclosure of Pecuniary Interest

Nil.

2. Delegation

a) SA-18050, Delegation: Larry Gordon, Agent representing Georgetown Farmhouse Inc., Property Owner – 13908 Trafalgar Road

On behalf of the Owner, the Agent is requesting an Exception or Variance to By-law 2017-0040 to allow for the imported material creating a parking pad and outdoor storage area to remain in place.

NOTE: The Delegation did not appear at the meeting. The meeting proceeded as normal and staff and Site Alteration Committee Members discussed the application.

Facts

Asphalt grindings were imported and placed around the existing buildings creating a parking pad and outdoor storage area accompanied by an outdoor storage sign. This is in contravention of both the Site Alteration By-law 2017-0040 and the Zoning By-law 2010-0050.

Town staff issued Orders of violation and met with the Agent to notify that the placement of material and changing the grade of the land contravenes By-law 2017-0040, and the use of the property for accessory outdoor storage is not permitted under By-law 2010-0050.

The Agent has since submitted a Site Alteration Application to leave the material on site and has removed the outdoor storage sign.

Analysis & Discussion

Site Alteration Committee Members and staff discussed the details of the Inspector Report, Orders, and the process of rectifying Site Alteration By-law contraventions.

Staff are in support of the application to allow the asphalt grindings to remain on the property as the approximate 1,370m^2 area was not originally used as agricultural land and does not affect the surrounding farmland. The grading is appropriate as it sheet drains to the fields. It is not recommended to remove the imported material to restore the land as it is not agricultural use.

The items currently stored on the property belong to the Agent and the works previously conducted on the driveway were only for restoration. It was discussed that staff monitor the property and ensure the Agent is clearly informed of the zoning on the property and that a Site Alteration Permit will be required to import further material.

<u>Recommendation No.: SA-2018-0005</u>

THAT the Site Alteration Committee recommends verifying that the “Terms and Conditions of All Permits” listed in Schedule C of the Site Alteration By-law No. 2017-0040 have been met;

AND FURTHER THAT the Site Alteration Committee supports the completed works and supports allowing the imported material to remain in place on the property, subject to the applicant meeting all conditions to the satisfaction of staff.

3. Fill Operations – Update

Staff provided verbal updates regarding ongoing fill operations and responded to Site Alteration Committee questions and concerns.

Action Item: Maureen Van Ravens and Bill Andrews to meet with Damian Szybalski, Manager of Economic Development, Town of Halton Hills, to discuss arranging a meeting

with the Brampton Real Estate Board to provide real estate agents Site Alteration By-law 2017-0040 information to assist them when selling rural properties.

4. New Business

The Chair requested the reasoning of the 3:00 p.m. start time of Site Alteration Committee meetings. Staff indicated that in the Terms of Reference reviewed at the beginning of the term, the Site Alteration Committee asked that the meetings be scheduled every third Thursday of the month at 3:00 p.m.

5. Next Meeting

Thursday, November 15, 2018, at 3:00 p.m., in the Esquesing Room, Halton Hills Town Hall

6. Adjournment

The meeting adjourned at 3:40 p.m.

MINUTES (SPECIAL MEETING)

HERITAGE HALTON HILLS COMMITTEE

Minutes of the Heritage Halton Hills Committee held on Thursday August 16, 2018, at 6:30 p.m., in the Esquesing Room of the Halton Hills Town Hall.

Members Present

Councillor T. Brown (Chair); R. Denny; C. Donaldson; J.M. Rowe; A. Walker

Staff Present

A. Fisher, Heritage Planner; A. Mancuso, Information Governance & Records Management Specialist

Regrets

D. Brock; A. Douglas; V. Inglis; L. Nicholson

General

1A Disclosure of Pecuniary Interest

None was declared.

For Committee Review and Comment

2A Minor Variance Application – 14 Church Street, Georgetown (LISTED)

A. Fisher presented a PowerPoint on the request for a minor variance to allow large shed dormers on the front and rear roof slopes of 14 Church Street, Georgetown. The property is one of four townhouses that are of cultural heritage value that are included on the Town's Heritage Register.

This row of townhouses has a significant impact on the character and appearance of this part of downtown Georgetown and the front and rear of this property is highly visible within the streetscape, in particular from Church, Mill and Market Streets. The proposal includes dormers clad in cedar shakes although the colour is unspecified.

Members discussed the proposal and expressed concern it would have a significant negative impact on the heritage value of the property itself and the row of townhouses of which it forms a part. The proposed dormer roof additions do not

comply with Parks Canada Guidelines which does not recommend “Changing the configuration of a roof by adding new elements, such as dormer windows….in a manner that negatively affects its heritage value” or “Designing and constructing a roof addition that compromises the building’s character-defining roof elements, its structural integrity, or its overall appearance.”

Concern was expressed that this proposal would set a precedent for other alterations to the townhouses that would further undermine the uniformity in their appearance and harm the character and appearance of this part of Church Street. It was noted that these properties are being well cared for and that one of the most important features of these townhouses is the uniformity of their appearance that includes front doors which are all painted black.

Recommendation No. HERITAGE-2018-0038

THAT Heritage Halton Hills strongly objects to the proposed dormer roof additions to the house at 14 Church Street;

AND FURTHER THAT the proposed dormers do not respect the character, proportion, scale, form or symmetry of this house. In addition they would disrupt the consistent roof line of this row of historic townhouses and therefore undermine the heritage value of all of the units in this townhouse block. The consistent roof line is one of the character defining features of these houses and is an important feature of this part of downtown Georgetown. The dormers would be highly visible from the public domain from both the front and rear of the house and as such would destroy the character and appearance of this part of Georgetown’s historic downtown;

AND FURTHER THAT staff advise the Committee of Adjustment accordingly.

CARRIED

The Committee of Adjustment meeting is scheduled for September 5, 2018.

Councillor T. Brown noted this was A. Fisher’s last meeting with Heritage Halton Hills and thanked her for all of her work noting the committee waited a long time for a Heritage Planner and with A. Fisher it was a “good fit”.

Adjournment

The meeting adjourned at 6:53 p.m.

Next Scheduled Meeting

Wednesday September 19, 2018, 6:30 p.m. in the Esquesing Room

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Moved by: _____ Date: September 10, 2018
Councillor D. Kentner

Seconded by: _____ Resolution No.: _____

15A

WHEREAS Public Rail Safety Week is to be held across Canada and the United States from September 23 to 29, 2018;

AND WHEREAS it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

AND WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

AND WHEREAS CN has requested Town of Halton Hills Council to adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including the Town of Halton Hills,

THEREFORE BE IT RESOLVED that Council for the Town of Halton Hills supports national Public – Rail Safety Week, to be held from September 23 to 29, 2018.

_____
Mayor Rick Bonnette

TOWN OF
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THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Moved by: _____ Date: September 10, 2018

Seconded by: _____ Resolution No.: _____

15B

Be it resolved that the Council for the Town of Halton Hills directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program to initiate the Natural Assets Valuation & Management Strategy project;

AND FURTHER THAT the Town of Halton Hills commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to include natural assets as an asset group in its Corporate Asset Management program:

- Complete inventory of all natural assets;
- Conduct valuation of SWM services provided by Natural Assets;
- Map under existing conditions and under climate change conditions;
- Assess asset condition/risk of failure to natural assets service delivery;
- Develop management/restoration scenarios;

AND FURTHER THAT the Town of Halton Hills commits $120,000 from its existing capital reserve account toward the costs of this initiative, upon approval of the 2019 Capital Budget by Budget Committee.

_____
Mayor Rick Bonnette

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BY-LAW NO. 2018-0052

A By-law to Appoint a Fire Chief (Harry Olivieri) for the Corporation of the Town of Halton Hills and to repeal By-law No. 2016-0059.

WHEREAS the Council for the Corporation of the Town of Halton Hills deem it expedient to appoint a Fire Chief for the Town of Halton Hills;

AND WHEREAS the duties of the Fire Chief shall be those duties as set forth in the Fire Marshals Act and such other duties as the Council or other Revised Statutes of Ontario may from time to time prescribe;

AND WHEREAS Section 6(1) of the Firte Protection and Prevention Act, S.O. 1997, Chapter 4, requires the council of each municipality to appoint a Fire Chief.

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

1. **THAT** Harry Olivieri is hereby appointed as Fire Chief for the Corporation of the Town of Halton Hills.

2. **THAT** By-law No. 2016-0059 is hereby repealed.

3. **THAT** this By-law be retroactive to August 11, 2018.

BY-LAW read and passed by the Council for the Town of Halton Hills this 10th day of September, 2018.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES

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BY-LAW NO. 2018-0053

A By-law to Appoint a Municipal Law Enforcement Officer

WHEREAS Section 15 of the *Police Services Act,* R.S.O. 1990, Chapter P. 15, authorizes Councils to pass by-laws for appointing a municipal law enforcement officer;

AND WHEREAS Section 15.1 of the *Building Code Act,* S.O. 1992, C.23 authorizes Councils to pass by-laws for appointing a property standards officer;

AND WHEREAS Section 227 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, authorizes Councils to pass by-laws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-law of the Council;

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

1. THAT Bryan McGuire be and is hereby appointed Municipal Law Enforcement Officer and Property Standards Officer for the Corporation of the Town of Halton Hills.

2. THAT the Municipal Law Enforcement Officer and Property Standards Officer shall exercise all the authority, powers and rights, and shall perform all duties and obligations which by statute or by-law are or may be conferred or imposed and enforce all by-laws of the Corporation of the Town of Halton Hills and all other duties that may be imposed by Council.

4. THAT this By-law shall come into force and take full effect on its date of passing.

BY-LAW read and passed by the Council for the Town of Halton Hills this 10th day of September, 2018.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES

BY-LAW NO. 2018-0054

A By-law to designate the Andrew Laidlaw Farmhouse, located at 9111 Third Line, Halton Hills under Part IV of the Ontario Heritage Act as being of cultural heritage value or interest.

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O. 1990, c.O.18 authorizes the Council of a municipality to enact a by-law to designate real property, including all of the buildings and structures thereon, to be of cultural heritage value or interest;

AND WHEREAS authority was granted by the Council for the Corporation of the Town of Halton Hills to designate the property at 9111 Third Line, Town of Halton Hills, Regional Municipality of Halton, and known as the Andrew Laidlaw Farmhouse as being of cultural heritage value or interest;

AND WHEREAS the Council for the Corporation of the Town of Halton Hills has caused to be served upon the owners of the land and premises known as the Andrew Laidlaw Farmhouse located at 9111 Third Line, and upon the Ontario Heritage Trust, Notice of Intention to designate the property and has caused Notice of Intention to be published in a newspaper having a general circulation in the Municipality as required by the Ontario Heritage Act;

AND WHEREAS the reasons for designation are set out in Schedule "B" of this by-law;

AND WHEREAS on July 9, 2018, Council for the Town of Halton Hills approved Report No. PLS-2018-0060, dated June 21, 2018, in which certain recommendations were made relating to the designation of the Andrew Laidlaw Farmhouse under Part IV of the Ontario Heritage Act;

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

1. THAT the Andrew Laidlaw Farmhouse located at 9111 Third Line, and further described in Schedule "A", is hereby designated under Part IV of the Ontario Heritage Act as being of cultural heritage value or interest for the reasons set out in Schedule "B" attached to and forming part of this by-law;

2. THAT a copy of this by-law together with reasons for the designation be registered against the property and served in accordance with Section 29 of the Act;

3. THAT a notice of this by-law be published in accordance with Section 29 of the Act.

BY-LAW read and passed by the Council for the Town of Halton Hills this 10th day of September, 2018.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES

SCHEDULE “A” TO BY-LAW NO. 2018-0054

LEGAL DESCRIPTION

PIN: 25022- 0075

Part Lot 6, Concession 4, Part 1 RP 20R1415, Town of Halton Hills, Regional Municipality of Halton

SCHEDULE "B" TO BY-LAW NO. 2018-0054

REASONS FOR DESIGNATION

Description of Property

The Andrew Laidlaw Farmhouse is located at 9111 Third Line (Con.4 Part Lot 6, Town of Halton Hills, Regional Municipality of Halton). It is a cultural heritage landscape comprising of a brick house set in mature landscaping on a bank above the road and creek and close to the Boston Presbyterian Church in the historic Scotch Block community.

Statement of Cultural Heritage Value or Interest

The Andrew Laidlaw Farmhouse is one and a half storey 3-bay brick which was built sometime before 1860. It has design and physical value as one of the oldest buildings in the Scotch Block and as a representative example of the vernacular Georgian/Neo-classical style of architecture. Although modernised it retains the symmetry and balanced form that typifies Georgian buildings and this is married with a shallow pitched roof and large windows. It is also an early example of the use of brick construction in Halton Hills and a representative example of vernacular pioneering brick construction. The use of hand-made bricks being laid in both Flemish and common bond demonstrates a high degree of craftsmanship.

The Andrew Laidlaw Farmhouse has historical and associative value as having been built by and owned by members of the prominent Scotch Block pioneering Laidlaw family from 1835-1872. The Laidlaw family were also leading members of the adjacent Boston Church. It was on this property in the house of Andrew Laidlaw where the first religious service in the Scotch Block took place in 1820. This property was also owned for a period by the Joyce family and later by the Murray family. Both were also prominent Scotch Block pioneering families.

The Scotch Block covers an area of over 20,000 acres that was settled by Scottish immigrants following a petition by from John and James Stewart in 1819 for a *"Scottish Settlement"* that could support a Presbyterian clergyman. The Laidlaw farm at 9111 Third Line is one of the original Scotch Block lots and remained in ownership by descendants of the early Scotch Block settlers until 1927. The Andrew Laidlaw Farmhouse is a physical link to the history and development of the unique Scotch Block community.

Heritage Attributes

Key attributes of the Andrew Laidlaw Farmhouse are its:

- 1½ storey form
- 3 bay symmetrical front façade
- Brick construction with hand- made bricks laid in Flemish bond on the front and common bond on the sides and rear
- Fieldstone foundation with larger cut stones at corners
- Brick voussoirs over windows & entrance door
- Low hipped roof and wide eaves
- Original window openings on front and side facades

- Wood lug sills (under vinyl)
- Original entrance opening with transom above and dressed lug stone entrance sill step
- Location in Scotch Block close to the Boston Church
- Location on raised ground above the creek & road

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BY-LAW NO. 2018-0055

A By-law to designate the Glen Williams Schoolhouse SS#11, located at 15 Prince Street, Glen Williams under Part IV of the Ontario Heritage Act as being of cultural heritage value or interest.

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O. 1990, c.O.18 authorizes the Council of a municipality to enact a by-law to designate real property, including all of the buildings and structures thereon, to be of cultural heritage value or interest;

AND WHEREAS authority was granted by the Council for the Corporation of the Town of Halton Hills to designate the property at 15 Prince Street, Glen Williams, Town of Halton Hills, Regional Municipality of Halton, and known as the Glen Williams Schoolhouse SS#11 as being of cultural heritage value or interest;

AND WHEREAS the Council for the Corporation of the Town of Halton Hills has caused to be served upon the owners of the land and premises known as the Glen Williams Schoolhouse SS#11 located at 15 Prince Street, Glen Williams, and upon the Ontario Heritage Trust, Notice of Intention to designate the property and has caused Notice of Intention to be published in a newspaper having a general circulation in the Municipality as required by the Ontario Heritage Act;

AND WHEREAS the reasons for designation are set out in Schedule "B" of this by-law;

AND WHEREAS on June 11, 2018, Council for the Town of Halton Hills approved Report No. PLS-2018-0036, dated April 27, 2018, in which certain recommendations were made relating to the designation of the Glen Williams Schoolhouse SS11, under Part IV of the Ontario Heritage Act;

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

1. THAT the Glen Williams Schoolhouse SS#11 located at 15 Prince Street, Glen Williams, and further described in Schedule "A", is hereby designated under Part IV of the Ontario Heritage Act as being of cultural heritage value or interest for the reasons set out in Schedule "B" attached to and forming part of this by-law;

2. THAT a copy of this by-law together with reasons for the designation be registered against the property and served in accordance with Section 29 of the Act;

3. THAT a notice of this by-law be published in accordance with Section 29 of the Act.

BY-LAW read and passed by the Council for the Town of Halton Hills this 10th day of September, 2018.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES

SCHEDULE “A” TO BY-LAW NO. 2018-0055

LEGAL DESCRIPTION

PIN: 25058-0195

Part Lot 69, Plan 56; Part 5 RP. 20R11535

SCHEDULE "B" TO BY-LAW NO. 2018-0055

REASONS FOR DESIGNATION

Description of Property

The old brick Glen Williams SS#11 is located at 15 Prince Street, Glen Williams. It was the first brick schoolhouse to be built in the village of Glen Williams and was used for school purposes from 1873 until 1949 before being converted to use as a house. It is a cultural heritage landscape comprising of an old schoolhouse encircled with numerous trees and situated on the south east side of Prince Street to the east of the village centre.

Statement of Cultural Heritage Value or Interest

SS#11, Glen Williams is the third school building to have been built in the village and was the first to be constructed in brick. It was originally a large single storey 5-bay brick schoolhouse with chimneys at either end and a projecting central gabled entrance porch. A prominent cupola that contained the school bell existed on the front of the roof situated just behind the projecting front gable. The schoolhouse displayed characteristics of the Gothic Revival style of architecture. In 1949 the eastern end of the school collapsed during a building project to expand the school building. As a consequence a new school was built elsewhere in the village and the old brick schoolhouse was renovated and converted into a house. The renovations included adding a new internal floor to make the building two storeys in height with a loft above. The long windows were removed to allow for the insertion of new upper floor and lower floor windows. The original stone window sills were reused and the original buff coloured brick voussoirs were reused to create voussoirs for the new house. The old brick Glen Williams SS#11 building is of design and physical value as a rare and early example of the conversion of a large brick schoolhouse into a two storey house.

The old brick Glen Williams SS#11 has historical or associative value as one of two nineteenth century old school houses that remain in the village.

The property is physically, functionally, visually and historically linked to the development of the village of Glen Williams and the school house is associated with the theme of the school system created by the early residents to this part of Halton Hills. This heritage landscape helps to define, maintain and support the character of Glen Williams.

Description of Heritage Attributes

Key attributes of the Old Brick Glen Williams SS#11 that reflect its design and physical value to the village of Glen Williams and the wider community of Halton Hills include its:

- Rectangular form with projecting two-storey front gable wing containing the front entrance and a single storey rear wing;
- Pitched roof;
- Three-bay front façade;
- Red brick laid in stretcher bond on the front, rear and side gable end walls on both sides of the house, and laid in common bond on the single-storey rear projecting wing;
- A water table comprising two projecting brick courses above the foundations of the original school building (not on the truncated eastern end or the rear single storey projecting wing);
- Buff coloured bricks providing decorative "quoin" features at the corners of the original school building (not the truncated eastern end);
- Buff coloured brick voussoirs above the windows and entrance door on the front and western gable end wall of the original school building;
- Red brick voussoirs above the windows and doors on the rear wall;
- Scratched letters and marks from schoolchildren in many original exterior bricks;
- Line of original window and door openings present in brickwork;

- Fieldstone foundation on the exterior;
- Lug stone window sills with tooled edges on the original school building. [Lug sills are not present on the truncated eastern end or the rear projecting single storey wing (including the small square window above the projecting rear wing)];
- Brick chimney with corbelled brick detailing and a buff brick base on western end of the roof.

Note: The front chimney and the existing windows and doors are not of heritage significance.

TOWN OF HALTON HILLS
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BY-LAW NO. 2018-0056

A By-law to authorize the execution of a Heritage Conservation Easement Agreement for the Andrew Laidlaw Farmhouse, located at 9111 Third Line, Halton Hills under Section 37(1) of the Ontario Heritage Act for the conservation of property of cultural heritage value or interest.

WHEREAS Section 37(1) of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended, authorizes the council of a municipality to enact by-laws to provide for the entering into of easements or covenants with owners of real property or interests in real property for the conservation of properties of cultural heritage value or interest;

AND WHEREAS the Town's Heritage Committee has been consulted on the entering into of a Heritage Conservation Easement Agreement for the Andrew Laidlaw Farmhouse on the property known municipally as 9111 Third Line;

AND WHEREAS the owner of the property has agreed to enter into a Heritage Conservation Easement Agreement with the Town;

AND WHEREAS by Resolution No 2018-0113 dated July 9, 2018, Council for the Town approved Report No. PDS-2018-0060 dated June 21, 2018, and granted the Town authority to enter into a Heritage Conservation Easement Agreement for the property located at 9111 Third Line and known as the Andrew Laidlaw Farmhouse under Section 37(1) of the Ontario Heritage Act for the conservation of property of cultural heritage value or interest.

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

1. THAT the Mayor and Clerk are hereby authorized to execute a Heritage Conservation Easement Agreement with the owner of 9111 Third Line, for the purpose of the Andrew Laidlaw Farmhouse located thereon.

BY-LAW read and passed by the Council for the Town of Halton Hills, this 10th day of September, 2018.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES

TOWN OF
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BY-LAW NO. 2018-0057

A By-law to amend By-law No. 2016-0048 for the appointment of Municipal Law Enforcement Officers for the purpose of enforcing the Town's Parking By-laws, and other By-laws as designated by the Clerk & Director of Legislative Services

WHEREAS Section 15 of the Police Service Act, R.S.O. 1990, Chapter P.15, authorizes Councils to pass by-laws for the appointing of municipal law enforcement officers;

AND WHEREAS Section 227 of the Municipal Act, S.O. 2001, Chapter 25, authorizes Councils to pass by-laws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-laws of the Council;

AND WHERAS the Ontario Parking Control Bureau who performs parking enforcement services for the Town requires additional Officers to perform parking enforcement.

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

1. THAT Schedule "1" be amended by removing Gurpreet Brar and Jaspal Guraya;

2. THAT Schedule "1" be amended to add Kevin Fernando;

3. THAT the officers named in Schedule "1" have the authority to enforce Park by-laws and other by-laws of the Corporation of the Town of Halton Hills as designated by the Clerk & Director of Legislative Services, on his/her delegate upon agreement with the Ontario Parking Control Bureau;

4. THAT this By-law shall come into full force and effect on its date of passing.

BY-LAW read and passed by the Council for the Town of Halton Hills this 10th day of September, 2018.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES

SCHEDULE “1” TO BY-LAW NO. 2018-0057

The following officers are hereby appointed Municipal Law Enforcement Officers for the purpose of enforcing all parking by-laws, Parks by-laws and other by-laws of the Corporation of the Town of Halton Hills as designated by the Clerk & Director of Legislative Services, or his/her delegate upon agreement with the Ontario Parking Control Bureau.

Richard D. Chapman

Frances Chapman

Alberto Recinos

Robert Hughes

Christian Sensicle

Shawn Frigault

Aziz Azeem

Gregory Noakes

Kevin Fernando

BY-LAW NO. 2018-0058

A By-law to remove the Holding (H1) Provision from 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, 3, 4, 5 and 6, 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 Section 36 of the Planning Act, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS notice of removal of the Holding (H1) Provision has been provided in accordance with the regulations of the Planning Act, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS Council has recommended that the Holding (H1) Provision be removed from Zoning By-law 2010-0050, as amended, as hereinafter set out;

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 removing the Holding (H1) Provision for the lands described Lots 3 and 4, Plan 1269, Except Parcels J and K, Plan 92, and Parts 1, 2, 3, 4, 5 and 6, Plan 20R-18893, Town of Halton Hills, Regional Municipality of Halton, as shown on Schedule "1" attached to and forming part of this By-law; and

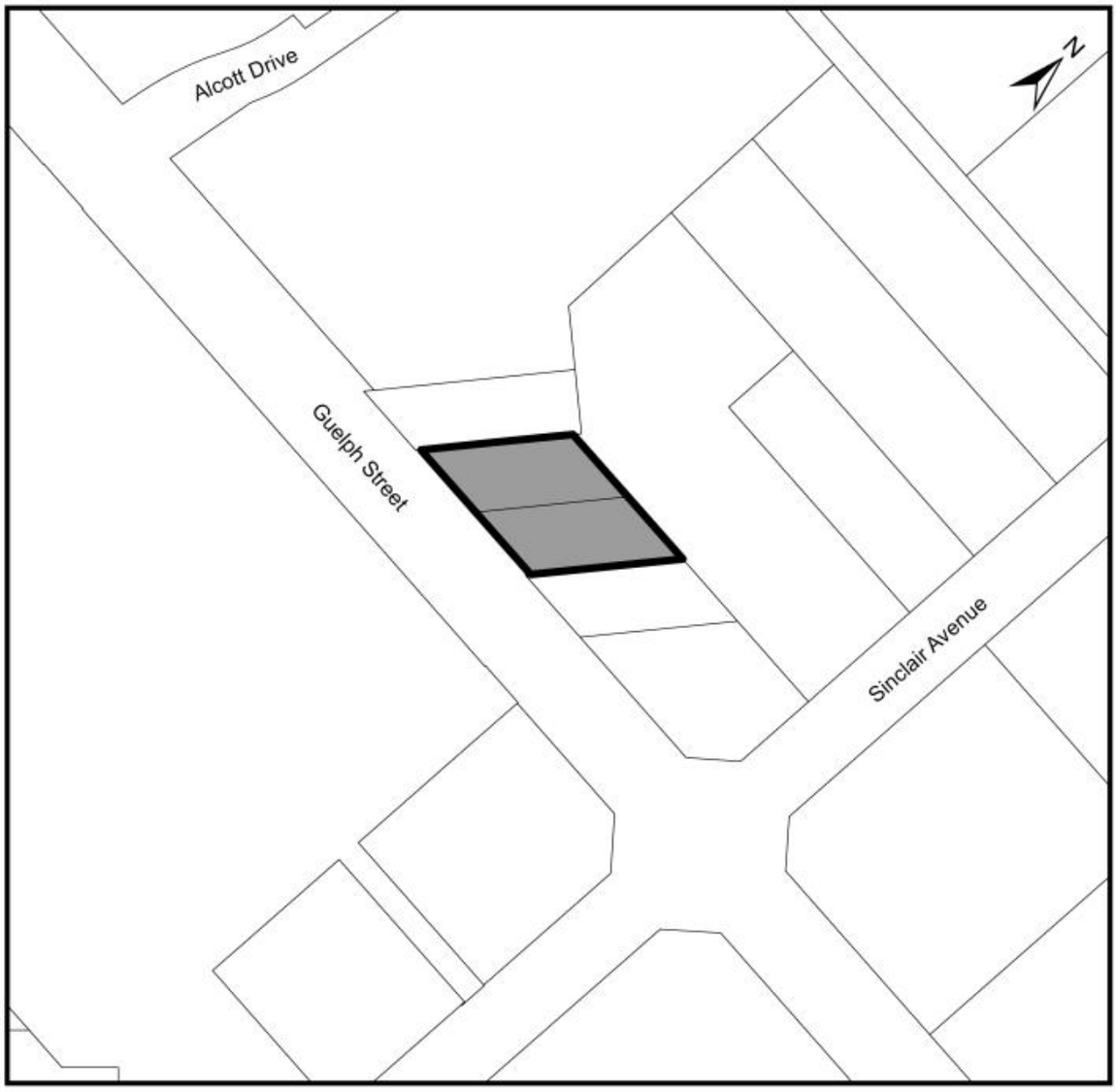
2. This By-law shall become effective from and after the date of passing hereof.

BY-LAW read and passed by the Council for the Town of Halton Hills this 10th day of September, 2018.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES

Schedule 1 to By-law 2018-0058



Legend

Holding Provision (H) to be removed.

BY-LAW NO. 2018-0059

A By-law to remove the Holding (H) Provision from Zoning By-law 57-91, as amended by By-law 00-138, for lands described as Part Lot 15, Concession 9 New Survey Trafalgar Town of Halton Hills, Regional Municipality of Halton 14996 (14946) Steeles Avenue (Esquesing)

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

AND WHEREAS notice of removal of the Holding (H) Provision has been provided in accordance with the regulations of the Planning Act, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS Council has recommended that the Holding (H) Provision be removed from Zoning By-law 57-91, as amended by By-law 00-138, as hereinafter set out;

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

1. That Schedule "1" of Zoning By-law 57-91, as amended by By-law 00-138, is hereby further amended by removing the Holding (H) Provision for the lands described Part Lot 15, Concession 9 New Survey Trafalgar, Town of Halton Hills, Regional Municipality of Halton, as shown on Schedule "1" attached to and forming part of this By-law; and

2. This By-law shall become effective from and after the date of passing hereof.

BY-LAW read and passed by the Council for the Town of Halton Hills this 10th day of September, 2018.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES

Schedule 1 to By-law 2018-0059

Legend

Holding Provision (H) to be removed.

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BY-LAW NO. 2018-0060

A By-law to adopt the proceedings of the Council Meeting held on the 10th day of September, 2018 and to authorize its execution.

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

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

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

1. Subject to Paragraph 3 of this by-law, the proceedings of the above-referenced Council meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports, and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this by-law.

2. The Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Town to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law.

3. Nothing in this by-law has the effect of conferring the status of a by-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.

4. Any member of Council who complied with the provisions of Section 5 of the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50 respecting the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law shall be deemed to have complied with said provisions in respect of this by-law.

BY-LAW read and passed by the Council for the Town of Halton Hills this 10th day of September, 2018.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES